



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 6, 2014
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**
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.

CALTRANS REPORT

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

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.*

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.*

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.*

8A. APPROVE SUMMARY FROM MAY 9, 2014 VCTC MEETING – PG. 7

Recommended Action:

Approve

Responsible Staff: Donna Cole

8B. MONTHLY BUDGET REPORT – PG. 15

Recommended Action:

Receive and File

Responsible Staff: Sally DeGeorge

8C. PASSENGER RAIL UPDATE – PG. 21

Recommended Action:

Receive and File

Responsible Staff: Ellen Talbo

8D. REVISION OF THOUSAND OAKS CMAQ FUNDS – PG. 25

Recommended Action:

Approve shifting \$250,000 in CMAQ funds from the Thousand Oaks Hillcrest Bike Lanes project to the Thousand Oaks Erbes Road Project.

Responsible Staff: Stephanie Young

8E. FTA 2013 TRIENNIAL REVIEW UPDATE –PG. 27

Recommended Action:

Receive and File

Responsible Staff: Peter De Haan

8F. RESOLUTION FOR VCTC TO CLAIM FISCAL YEAR 2014/2015 TRANSPORTATION DEVELOPMENT ACT (TDA) LOCAL TRANSPORTATION FUNDS (LTF) AND STATE TRANSIT ASSISTANCE (STA) FUNDS - PG. 29

Recommended Action:

Approve Resolution #2014-07 authorizing VCTC's claim for Fiscal Year 2014/2015 Transportation Development Act Local Transportation Funds and State Transit Assistance funds for transit, planning and administrative expenditures.

Responsible Staff: Sally DeGeorge

8G. COMMUTER SERVICES QUARTERLY REPORT – PG. 33

Recommended Action:

Receive and File

Responsible Staff: Alan Holmes

8H. REGIONAL RIDESHARE DATABASE SERVICES – PG. 37

Recommended Action:

Authorize the Executive Director to execute a Memorandum of Understanding with Los Angeles County Metropolitan Transportation Authority (Metro) for continuation of the regional ridematching database for a three year period and an amount not to exceed \$32,000 for the three year term funded by Congestion Mitigation and Air Quality Improvement Program

Responsible Staff: Alan Holmes

8I. TELE TRAN TEK SERVICES CONTRACT EXTENSION – PG. 39

Recommended Action:

Approve extension of the Tele Tran Tek Services contract for one year at a cost of \$56,423 funded through the Service Authority for Freeway Emergencies.

Responsible Staff: Steve DeGeorge

8J. CUBIC TRANSPORTATION SYSTEMS, INC. MAINTENANCE/OPERATIONS AGREEMENT. AEGIR SYSTEMS, INC. BUS EQUIPMENT SUPPORT AND PREVENTIVE MAINTENANCE SERVICE AGREEMENTS – PG. 47

Recommended Action:

- *Approve agreement with Cubic Transportation Systems, Inc., for one year of Maintenance and Operations of the Smartcard system at a cost of \$137,136 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 \$85,000 funded through FTA and LTF.*
- *Approve agreement with Aegir Systems, Inc., for one year of Preventive Maintenance Support of the Cubic Smartcard/Infodev, Inc., systems at a cost of \$8,800, funded through the FTA and LTF.*

Responsible Staff: Gloria Sotelo

8K. VCTC OFFICE SPACE LEASE EXTENSION – PG. 49

Recommended Action:

Authorize the Executive Director to execute one year lease extension with Lincoln's Inn, Marina Self Storage Inc. for a term of July 1, 2014 through June 30, 2015 at a lease rate of \$11,572.14 per month (\$1.71/square foot).

Responsible Staff: Darren Kettle

8L. LICENSE AGREEMENT FOR SOUTHERN CALIFORNIA EDISON ON VCTC RIGHT-OF-WAY IN SIMI VALLEY- PG. 59

Recommended Action:

Authorize the Executive Director to sign a license agreement for a utility installation for Southern California Edison in the VCTC-owned Metrolink right-of-way in Simi Valley, for an annual fee of \$500.

Responsible Staff: Peter De Haan

8M. [ALLOCATIONS FOR TRANSPORTATION DEVELOPMENT ACT \(TDA\) FY 2014/15
ARTICLE 3 BICYCLE/PEDESTRIAN FUNDS– PG. 61](#)

Recommended Action:

Approve allocations for FY 2014/2015 Transportation Development Act Article 3 bicycle/pedestrian funds.

Responsible Staff: Ellen Talbo

8N. [TRIENNIAL PERFORMANCE AUDIT FOR GOLD COAST TRANSIT – PG. 63](#)

Recommended Action:

Approve the State required Transportation Development Act triennial performance audit of the Gold Coast Transit agency, and authorize the Executive Director to submit the report to the State Controller and California State Department of Transportation

Responsible Staff: Vic Kamhi

9. [EXTENSION OF VCTC MARKETING AND PUBLIC OUTREACH CONTRACT– PG. 71](#)

Recommended Action:

Approve a one year extension of the current marketing and public outreach contract with Moore and Associates at a cost not to exceed \$200,000.

Responsible Staff: Donna Cole

10. [TDA/LTF APPORTIONMENT FOR FY 2014/15– PG. 81](#)

Recommended Action:

Approve the Local Transportation Fund Apportionment for Fiscal Year 2014/2015 apportioning \$31 million as shown in Attachment 1.

Responsible Staff: Sally DeGeorge

11. [FY 2014/15 BUDGET \(PUBLIC HEARING\) – PG. 99](#)

Recommended Action:

- *Conduct Public Hearing to receive testimony on the proposed Fiscal Year 2014/2015 Budget.*
- *Adopt by resolution 2014-08, the proposed Fiscal Year 2014/2015 Budget*

Responsible Staff: Sally DeGeorge

12. [FY 2014/15 TRANSIT PROGRAM OF PROJECTS \(PUBLIC HEARING\) – PG. 103](#)

Recommended Action:

- *Approve the attached Program of Projects for federal transit operating, planning and capital assistance for FY 2014/15.*
- *Open public hearing and receive testimony.*

Responsible Staff: Peter De Haan

13. [AUTHORIZATION TO FINALIZE HERITAGE VALLEY BUS PURCHASE – PG. 107](#)

Recommended Action:

- *Authorize the Executive Director to issue Notice to Proceed with A-Z Bus Sales and execute a purchase order for fifteen transit buses for the Heritage Valley Transit service as provided through the CALACT Purchasing Cooperative, at a cost not to exceed \$1,525,000.*
- *Direct staff to proceed with activities necessary to receive and put into service the new buses, including "E" plate licensing, vehicle inspection, and decaling beyond the basic levels provided through the A-Z purchase order.*

Responsible Staff: Aaron Bonfilio

14. LEGISLATIVE UPDATE AND POSITIONS ON BILLS– PG. 111

Recommended Action:

- Support Attachment A policy on use of Cap and Trade Revenues for Intercity Rail.
- Support in Concept SB 1228 (Huseo) regarding extension of the Trade Corridor program.
- Support SJR 24 in support of addressing the federal Highway Trust Fund shortfall.

Responsible Staff: Peter De Haan

15. PROPOSITION 1B PRESENTATION– PG. 123

Recommended Action:

Receive and File

Responsible Staff: Peter De Haan

16. VCTC GENERAL COUNSEL’S REPORT

17. AGENCY REPORTS

18. CLOSED SESSION -

1. Conference with Legal Counsel – Existing Litigation, (Gov Code Sec. 54956.9(a) and (d)(1))
 - a) Fillmore & Western v. VCTC 56-2014-00450239
 - b) FILLMORE and WESTERN FREIGHT SERVICE, LLC d/b/a FILLMORE & WESTERN RAILWAY, INC., a California Corporation v. VENTURA COUNTY TRANSPORTATION COMMISSION, THE CITY OF SANTA PAULA, THE SANTA PAULA BRANCH LINE ADVISORY COMMITTEE -- STB Finance Docket No. 35830
 - c) VCTC v Fillmore & Western Railway Inc. 56-2014-00449769
2. Pursuant to Government Code section 54957 (b) (1) public employee evaluation
Executive Director
General Counsel

19. ADJOURN to 9:00 a.m. Friday, July 25, 2014 – *Please note change in Meeting Date!!!!*

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Item #8A

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 9, 2014
9:00 AM

Members Present:

Ralph Fernandez, City of Santa Paula, Chair
Peter Foy, County of Ventura, Vice Chair
Steve Bennett, County of Ventura
Claudia Bill-de la Peña, City of Thousand Oaks
Manuel Minjares, City of Fillmore
Brian Humphrey, Citizen Rep., Cities
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
Carrie Bowen, Caltrans District 7

Members Absent:

Betsy Clapp, City of Ojai
Keith Millhouse, City of Moorpark
Steve Sojka, City of Simi Valley

Call To Order

Pledge of Allegiance

Roll Call

Public Comments for those items not listed in this agenda

Mary Aravallo, speaking on behalf of Ojai Cares, discussed the need for more cost effective options for transportation for cancer patients to treatment facilities, particularly from Ojai to Ventura. The American Cancer Society requires 7 day advance scheduling for rides and cannot provide enough support for these patients who, at times, require 3 treatments per week.
(Commissioner Bennett will meet with her)

June English, Director Regional Office, Every Woman Counts, an organization that provides free cancer detection. In addition to dealing with the health issues, transportation to treatment facilities is the biggest concern among patients.

John Procter, Regional Chair, American Cancer Society spoke in support of the two speakers.

CALTRANS REPORT

Carrie Bowen reported that there is currently \$455 Million in active projects. She addressed follow up from issues brought up at the April meeting:

Re: 101/23 Interchange and closure of 2 lanes to 1 – Caltrans has been working with Security Paving and the City of Thousand Oaks to be sure closures are on weekends for limited time, with as much advance notice as possible. Additionally, Caltrans has partnered with the Chamber of Commerce to provide outreach and a speakers bureau. Social media has been used to transmit information to over 5000 businesses and residents in the area.

Re: 126 concrete median barrier to mitigate cross median collisions, the project is currently in the environmental phase and they are working to expedite the process

101/Mussel Shoals – The widening project is ahead of schedule and 70% complete. Work is still being done to redesign the access to the pedestrian undercrossing to comply with ADA.

Moorpark Metrolink Safety crossing at High street- the permit is signed and issue resolved.

COMMISSIONERS REPORTS

Commissioner Morehouse commented on his recent installation as the first SCAG President from the County of Ventura.

Commissioner Parks reported that at the SCAG General Assembly a resolution was passed in an effort to provide bike and pedestrian safety regionwide.

Commissioner White urged all to ride a bike during Bike to Work Week.

Commissioner Bennett challenged all cities to sign up participants for Bike to Work Week and announced the county will hold a prize drawing for their participants as a way to acknowledge their efforts.

Commissioner Bowen said that Caltrans is holding a Bike month, a district competition to log the most miles.

Commissioner Humphrey suggested holding a retreat to discuss how Commissioners can be more relevant in getting the VCTC message out to the public.

EXECUTIVE DIRECTOR REPORT

Bike To Work Week - Next week, May 12-16 is Bike to Work Week Ventura County. Our theme for this year is "*Cycling Never Goes Out of Fashion.*" Bike to Work Week participants can win prizes such as a new bike, cycling GPS device, VISA gift card, or cell phone bike mount by completing a brief online entry form at GoVentura.org. Cyclists can also stop by one of five "pit stops" at or near city halls in Fillmore, Oxnard, Ventura, and Thousand Oaks, as well as on campus at CSUCI. Free bicycle tune-ups, giveaways, and breakfast refreshments will be offered. We would also like to recognize and thank our event co-sponsor, the Ventura County Air Pollution Control District.

Metrolink will offer free rides on Bike to Work day, Thursday May 15, 2014, to anyone who brings a bike onboard Metrolink.

Metrolink is Seeking Community Input - This spring, Metrolink initiated a public outreach effort to collect region-wide public input on their ten-year vision and strategic plan. The strategic plan will chart out how Metrolink will provide, improve, or enhance its service over the next ten years therefore the public comment they are seeking to collect will be a critical part of putting together the strategic plan. Metrolink is currently running an online survey on its website to collect input and have been promoting the survey through rideshare efforts and various community events and they are aiming for a higher response rate from the Ventura region. The business cards in front of you include the link to the online survey and they been provided to your agencies through TRANSCOM for distribution at local transit ticket windows. You're invited to take the survey and share your thoughts about Metrolink. http://metrolinktrains.com/agency/page/title/rider_survey

Federal Highway Trust Fund In Trouble...Again - As you've been hearing at previous Commission meetings, the federal Highway Trust Fund, which funds local streets and transit as well as highways, is running dangerously low, and could start to run out sometime this summer. Since it's now May, and there has not yet been any significant movement in Congress, it is becoming very important that all federal transportation recipients get their outstanding invoices turned in as quickly as possible. The longer before invoices are submitted, the greater the chance that reimbursements will be delayed. If there is any good news, it is that we are hearing that the Highway Trust Fund fix is considered in Washington to be one of only a few pieces of legislation that must pass prior to the election, so there is optimism that timely action will be taken.

Teen Council Presentation - Today we have members of the teen council with us to give a brief update of the project they have done this year. Please welcome Brian, Diego and Miseal.

ADDITIONS/REVISIONS - None

CONSENT CALENDAR –

The following items were pulled from the Consent Calendar for discussion:

8C. PASSENGER RAIL UPDATE,

8E. MARKETING AND PUBLIC OUTREACH CONTRACT EXTENSION

8I. SUPPORT FOR TRANSPORTATION INVESTMENT GENERATING ECONOMIC RECOVER (TIGER) APPLICATIONS – GOLD COAST TRANSIT AND PORT OF HUENEME,

8L VISTA FY 13/14 COOPERATIVE AGREEMENT AND AMENDMENT - CSUCI

8M PROPOSITION 1B TRANSIT CAPITAL PROJECT APPROVAL

Commissioner Zaragoza made a motion to approve the remaining items as recommended, seconded by Commissioner Morehouse and passed unanimously:

8A. APPROVE SUMMARY FROM APRIL 4, 2014 VCTC MEETING

Approve

8B. MONTHLY BUDGET REPORT

Receive and File

8D. BUDGET AMENDMENT – VISTA JARC GRANT

Amend the 2013/2014 budget increasing revenues by \$41,000 in Federal Transit Administration (FTA) JARC funds in the VISTA Fixed Route task.

8F. RESOLUTION IN SUPPORT OF APPLICATION FOR SECTION 5339 FUNDS

Approve Resolution 2014-04 confirming the programming of Federal Transit Administration Section 5339 Small Urban Area funds and authorizing the Executive Director to apply for the funds.

8G. CONTRACT AND BUDGET AMENDMENT TO H.R CONSULTANT SERVICES

- Approve Amendment with Regional Governments Services (RGS) in the amount of \$10,000 for an annual contract total not to exceed \$60,000.
- Approve a budget amendment increasing revenues and expenditures in the FY 2013/14 Indirect budget, professional and human resources task in the amount of \$10,000. The revenue source is Local Transportation Fund general fund balance.

8H. NEXTBUS EQUIPMENT UPGRADE AND BUDGET AMENDMENT

- Approve an upgrade of Nextbus equipment and a one year contract extension for Nextbus Application Service Provider (ASP) services.
- Approve a budget amendment to the Fiscal Year 2013/2014 Nextbus Task Budget increasing revenues by \$277,925 in Federal Transit Administration (FTA) funds and \$69,481 in Local Transportation Funds (LTF) general fund balance and increasing expenditures in the amount of \$347,406.

8J. FY 13/14 PROPOSITION 1B TRANSIT SECURITY GRANT PROGRAM FUND AVAILABILITY

Approve schedule for transit operators to submit Proposition 1B Transit Security fund proposals to VCTC by June 12, 2014, for final approval of projects by the Commission on July 25, 2014.

8K. SANTA PAULA BRANCH LINE BUDGET AMENDMENT

Approve a budget amendment to the Fiscal Year 2013/2014 Santa Paula Branch Line Task Budget increasing revenues by \$110,000 received from the Griffin settlement and increasing expenditures in the Legal Services line item to cover legal costs already incurred.

Items Pulled for Discussion:

8C. PASSENGER RAIL UPDATE

Commissioner Morehouse made a motion to Receive and File. The motion was seconded by Commissioner Foy and passed unanimously.

8E. MARKETING AND PUBLIC OUTREACH CONTRACT EXTENSION

Commissioner McDonald requested to bring this item back to the June meeting for approval, along with a summary of activities completed to date.

8I. SUPPORT FOR TRANSPORTATION INVESTMENT GENERATING ECONOMIC RECOVERY (TIGER) APPLICATIONS – GOLD COAST TRANSIT AND PORT OF HUENEME

Commissioner MacDonald made a motion to ratify the letters signed by the Executive Director in support of TIGER applications for Gold Coast Transit and the Oxnard Harbor District (Port of Hueneme). The motion was seconded by Commissioner **Sharkey** and **passed unanimously**.

8L. VISTA FY 13/14 COOPERATIVE AGREEMENT AND AMENDMENT - CSUCI

Commissioner Long made a motion to approve an amendment to the FY 2013/2014 Cooperative Agreement for bus service to California State University Channel Islands (CSUCI). The motion was seconded by Commissioner Morehouse and passed unanimously.

8M. PROPOSITION 1B TRANSIT CAPITAL PROJECT APPROVAL

Commissioner McDonald made a motion to

- Approve the programming \$900,000 of Proposition 1B Transit Capital for the Gold Coast Replacement Paratransit Vehicles purchase and \$5,610,000 of Proposition 1B Transit Capital for the Gold Coast Facility project.
- Adopt the attached Resolution 2014-06 authorizing the Executive Director to execute all required documents to receive the Transit Capital funds for approved projects.

The motion as seconded by Commissioner Zaragoza and passed unanimously.

9. LEGISLATIVE UPDATE AND POSITIONS ON BILLS

Commissioner Foy made a motion to adopt Support position on AB 1720 (Bloom) regarding bus axle weights. The motion was seconded by Commissioner Morehouse and passed unanimously

Commissioner Long made a motion to adopt Support position on AB 2728 (Perea) regarding use of truck weight fees. The motion was seconded by Commissioner MacDonald and passed with Commissioner Foy opposing

Commissioner Bennett made a motion to approve the Self-Help Counties Coalition Principles in Response to SSTI and CTIP ***with the exception of the reduction of voter threshold to approve transportation sales tax***. Commissioner Morehouse seconded the motion which passed by the following rollcall vote:

Yes: Commissioners Humphrey, MacDonald, Foy, Zaragoza, Morehouse, Long, Bennett, Bill- de la Peña, White, Minjares, Sharkey, Parks, Fernandez

No: Commissioner McDonald

Abstain: None

Absent: Commissioners Clapp, Sojka and Millhouse

A follow up vote was taken regarding the reduction of the voter threshold to approve transportation sales tax measures, which failed by the following rollcall vote:

Yes: Commissioners Zaragoza, Morehouse, Long, Bennett, White, Sharkey

No: Commissioners McDonald, Humphrey, MacDonald, Foy, Bill de la Peña, Minjares, Parks, Fernandez

Abstain: None

Absent; Commissioners Clapp, Sojka and Millhouse

10. ROUTE 101 IMPROVEMENTS PROJECT STUDY REPORT

Commissioner Long made a motion to receive and file the report. The motion was seconded by Commissioner Sharkey and passed unanimously.

11. AIRPORT LAND USE REVIEW – HORIZON VIEW MENTAL HEALTH REHABILITATION CENTER–PUBLIC HEARING

Commissioner Parks made a motion to deny the staff recommended action below, based on similar uses already at the airport.

- Find that the proposed Horizon View Mental Health Rehabilitation Center project proposed by the Ventura County Behavioral Health Department to be inconsistent with the Airport Comprehensive Land Use Plan for Ventura County.
- The Ventura County Airport Land Use Commission authorizes the Executive Director to transmit the Commission's findings to the Ventura County Behavioral Health Department and Ventura County Public Works Agency.

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

Yes: Commissioners MacDonald, Foy, Zaragoza, Long, Bennett, Bill de la Peña, Minjares, Parks and Fernandez

No: Commissioners McDonald, Humphrey, Morehouse, Sharkey

Abstain: Commissioner White

Absent: Commissioners Clapp, Sojka and Millhouse

12. FY 14/15 TRANSPORTATION DEVELOPMENT ACT UNMET TRANSIT NEEDS FINDINGS

Commissioner MacDonald made a motion to

- Approve the Fiscal Year (FY) 2014/2015 Unmet Transit Needs Findings.
- Adopt Resolution No. 2014-05

The motion as seconded by Commissioner Zaragoza and passed unanimously.

13. REQUEST FOR PROPOSALS FOR VCTC INTERCITY TRANSIT SERVICES

Commissioner MacDonald made a motion to approve release of the revised Request for Proposals for VCTC Intercity Transit Service. The motion was seconded by Commissioner Sharkey and passed unanimously.

14. EXTENSION OF VISTA SERVICE CONTRACT

Commissioner MacDonald made a motion to

- Approve finding of need for a sole source VISTA transit contract. (Attachment "A")
- Approve an extension of the VISTA Intercity services and capital contracts with Roadrunner Management Services, Inc.

The motion as seconded by Commissioner McDonald and passed unanimously.

15. HERITAGE VALLEY TRANSIT CONTRACT EXTENSION

Commissioner McDonald made a motion to

- Approve a six month contract extension with current VISTA Community/Dial-A-Ride contractor to allow for the finalization of the agreements and implementation of the Heritage Valley Transit service for a total cost of \$1,354,180.
- Approve finding of need for a sole source VISTA transit contract. (Attachment "A")

The motion was seconded by Commissioner Long and passed unanimously.

16. HERITAGE VALLEY TRANSIT COOPERATIVE AGREEMENT, FUNDING DISTRIBUTION AND ROUTE SERVICE DESCRIPTION

Commissioner Long made a motion to

- Approve the Heritage Valley Transit Service Cooperative Agreement (HVTSCA)
- Approve the Funding Distribution
- Approve Route and Service Description

The motion was seconded by Commissioner Sharkey and passed unanimously.

17. AUTHORIZATION TO PROCEED WITH HERITAGE VALLEY BUS PURCHASE WITH PROPOSITION 1B FUNDS

Commissioner Morehouse made a motion to

- Approve the shifting of one million nine hundred and twenty-five thousand dollars (\$1,925,000) of VCTC California Proposition 1B Public Transportation Modernization, Improvement, and Service Enhancement Account (PTMISEA) funds for Heritage Valley Buses from a reserve for City of Santa Paula to the VCTC for the acquisition of small buses and dial-a-ride vehicles for the Heritage Valley transit service.
- Authorize staff to develop specific vehicle recommendations, consistent with the Heritage Valley Transit Policy Committee's operational plan, utilizing the CALACT procurement process, and return to the Commission for authorization to purchase these transit vehicles

The motion was seconded by Commissioner Minjares and passed unanimously.

18. VCTC GENERAL COUNSEL'S REPORT – No report

19. AGENCY REPORTS – No report

20. CLOSED SESSION - No report

1. Conference with Legal Counsel – Existing Litigation, (Gov Code Sec. 54956.9(a) and (d)(1))
 - d) Fillmore & Western v. VCTC 56-2014-00450239
 - e) FILLMORE and WESTERN FREIGHT SERVICE, LLC d/b/a FILLMORE & WESTERN RAILWAY, INC., a California Corporation v. VENTURA COUNTY TRANSPORTATION COMMISSION, THE CITY OF SANTA PAULA, THE SANTA PAULA BRANCH LINE ADVISORY COMMITTEE -- STB Finance Docket No. 35830
 - f) VCTC v Fillmore & Western Railway Inc. 56-2014-00449769
2. Conference with Real Property Negotiators (Gov Code Sec. 54956.8)
Agency Negotiator(s): Darren Kettle
Negotiating Parties: VCTC and City of Camarillo
Under Negotiation: Price and terms of payment

21. ADJOURN to 9:00 a.m. Friday, June 6, 2014

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Item # 8B

June 6, 2014

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 2014

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. Staff monitors the revenues and expenditures of the Commission on an on-going basis.

The April 30, 2014 budget reports indicate that revenues were approximately 67.2% of the adopted budget while expenditures were approximately 60.8% 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.

Some revenues are received at the beginning of the year while other revenues are received after grants are approved. In many instances, VCTC incurs expenses and then submits for reimbursement from federal, state and local agencies. Furthermore, the State Transit Assistance (STA), Local Transportation Fund (LTF) and Service Authority for Freeway Emergencies (SAFE) revenues are received in arrears. The State Board of Equalization collects the taxes and remits them to the Commission after the reporting period for the business. STA revenues are paid quarterly with a two to three month additional lag and LTF receipts are paid monthly with a two month lag. For example, the July through September STA receipts are often not received until October or November and the July LTF receipts are not received until September. The Department of Motor Vehicles collects the SAFE funds and remits them monthly with a two month lag.

The Commission's capital assets are presented on the Balance Sheet. Capital assets that are "undepreciated" consist of land and rail lines owned by the Commission. Capital assets that are depreciated consist of buildings, rail stations, transit equipment, highway call box equipment and office furniture. Depreciation is booked annually at yearend.

In February, VCTC received approximately \$13 million in Proposition 1B funds. Over half of these funds have been passed-through to other agencies, but the remaining funds are shown in deferred revenue until the new buses for VISTA Intercity Services and Heritage Valley Transit are purchased.

**VENTURA COUNTY TRANSPORTATION COMMISSION
BALANCE SHEET
AS OF APRIL 30, 2014**

ASSETS

Assets:

Cash and Investments - Wells Fargo Bank	\$11,524,146
Cash and Investments - County Treasury	25,531,481
Petty Cash	50
Receivables/Due from other funds	1,008,951
Prepaid Expenditures	511,031
Deposits	15,182
Capital Assets, undepreciated	25,885,133
Capital Assets, depreciated, net	24,453,420

Total Assets: **\$88,929,394**

LIABILITIES AND FUND BALANCE

Liabilities:

Accrued Expenses/Due to other funds	\$ 1,145,754
Deferred Revenue	9,253,084
Deposits	400

Total Liabilities: **\$10,399,238**

Net Position:

Invested in Capital Assets	\$50,338,553
Fund Balance	28,191,603

Total Net Position **\$78,530,156**

Total Liabilities and Fund Balance: **\$88,929,394**

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, 2014**

	General Fund Actual	LTF Actual	STA Actual	SAFE Actual	Fund Totals Actual	Annual Budget	Variance Over (Under)	% Year to Date
Revenues								
Federal Revenues	\$ 5,197,126	\$ 0	\$ 0	\$ 0	\$ 5,197,126	\$ 12,560,057	(7,362,931)	41.38
State Revenues	7,422,902	26,421,328	2,465,785	497,424	36,807,439	51,293,586	(14,486,147)	71.76
Local Revenues	3,620,592	0	0	5,385	3,625,977	4,112,935	(486,958)	88.16
Other Revenues	116,021	0	0	0	116,021	111,924	4,097	103.66
Interest	812	32,291	31,866	8,900	73,869	105,000	(31,131)	70.35
Total Revenues	16,357,453	26,453,619	2,497,651	511,709	45,820,432	68,183,502	(22,363,070)	67.20
Expenditures								
Administration								
Personnel Expenditures	1,924,194	0	0	0	1,924,194	2,782,200	(858,006)	69.16
Legal Services	17,505	0	0	0	17,505	30,000	(12,495)	58.35
Professional Services	95,027	0	0	0	95,027	119,300	(24,273)	79.65
Office Leases	119,247	0	0	0	119,247	144,000	(24,753)	82.81
Office Expenditures	268,851	0	0	0	268,851	287,000	(18,149)	93.68
Total Administration	2,424,824	0	0	0	2,424,824	3,362,500	(937,676)	72.11
Programs and Projects								
Transit & Transportation Program								
Senior-Disabled Transportation	252,443	0	0	0	252,443	473,070	(220,627)	53.36
Go Ventura Smartcard	190,686	0	0	0	190,686	259,900	(69,214)	73.37
VISTA Fixed Route Bus Service	5,087,247	0	0	0	5,087,247	14,197,408	(9,110,161)	35.83
VISTA DAR Bus Services	2,131,333	0	0	0	2,131,333	2,620,400	(489,067)	81.34
Nextbus	88,853	0	0	0	88,853	173,800	(84,947)	51.12
Trapeze	18,954	0	0	0	18,954	30,900	(11,946)	61.34
Transit Grant Administration	8,359,997	0	0	0	8,359,997	14,039,736	(5,679,739)	59.55
Total Transit & Transportation	16,129,513	0	0	0	16,129,513	31,795,214	(15,665,701)	50.73

	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	3,750	0	0	0	3,750	25,000	(21,250)	15.00
Motorist Aid Call Box System	0	0	0	245,161	245,161	440,000	(194,839)	55.72
SpeedInfo Highway Speed Sensor	0	0	0	95,900	95,900	144,000	(48,100)	66.60
Total Highway	3,750	0	0	341,061	344,811	609,000	(264,189)	56.62
Rail Program								
Metrolink & Commuter Rail	2,331,718	0	0	0	2,331,718	3,392,930	(1,061,212)	68.72
LOSSAN & Coastal Rail	20,777	0	0	0	20,777	30,600	(9,823)	67.90
Santa Paula Branch Line	856,295	0	0	0	856,295	951,601	(95,306)	89.98
Total Rail	3,208,790	0	0	0	3,208,790	4,375,131	(1,166,341)	73.34
Commuter Assistance Program								
Transit Information Center	37,095	0	0	0	37,095	53,200	(16,105)	69.73
Rideshare Programs	7,448	0	0	0	7,448	56,500	(49,052)	13.18
Total Commuter Assistance	44,543	0	0	0	44,543	109,700	(65,157)	40.60
Planning & Programming								
Transportation Development Act	127,690	23,489,777	0	0	23,617,467	34,534,714	(10,917,247)	68.39
Transportation Improvement Program	252,635	0	0	0	252,635	650,650	(398,015)	38.83
Regional Transportation Planning	20,777	0	0	0	20,777	64,000	(43,223)	32.46
Airport Land Use Commission	61,767	0	0	0	61,767	206,000	(144,233)	29.98
Regional Transit Planning	18,640	0	0	0	18,640	97,700	(79,060)	19.08
Freight Movement	117	0	0	0	117	12,500	(12,383)	0.94
Total Planning & Programming	481,626	23,489,777	0	0	23,971,403	35,565,564	(11,594,161)	67.40
General Government								
Community Outreach & Marketing	295,433	0	0	0	295,433	519,600	(224,167)	56.86
State & Federal Relations	58,863	0	0	0	58,863	76,025	(17,162)	77.43
Management & Administration	68,982	0	0	0	68,982	130,456	(61,474)	52.88
Total General Government	423,278	0	0	0	423,278	726,081	(302,803)	58.30
Total Expenditures	22,716,324	23,489,777	0	341,061	46,547,162	76,543,190	(29,996,028)	60.81

	General Fund Actual	LTF Actual	STA Actual	SAFE Actual	Fund Totals Actual	Annual Budget	Variance Over (Under)
Revenues over (under) expenditures	(6,358,871)	2,963,842	2,497,651	170,648	(726,730)	(8,359,688)	7,632,958
Other Financing Sources							
Transfers Into GF from LTF	2,667,190	0	0	0	2,667,190	2,667,190	0
Transfers Into GF from STA	4,748,013	0	0	0	4,748,013	10,443,610	(5,695,597)
Transfers Into GF from SAFE	7,042	0	0	0	7,042	41,900	(34,858)
Transfers Out of LTF into GF	0	(2,667,190)	0	0	(2,667,190)	(2,667,190)	0
Transfers Out of STA into GF	0	0	(4,748,013)	0	(4,748,013)	(10,443,610)	5,695,597
Transfers Out of SAFE into GF	0	0	0	(7,042)	(7,042)	(41,900)	34,858
Total Other Financing Sources	7,422,245	(2,667,190)	(4,748,013)	(7,042)	0	0	0
Net Change in Fund Balances	1,063,374	296,652	(2,250,362)	163,606	(726,730)	(8,359,688)	7,632,958
Beginning Fund Balance	1,592,617	10,411,113	13,403,280	3,511,323	28,918,333	22,314,000	1,788,827
Ending Fund Balance	<u>\$2,655,991</u>	<u>\$10,707,765</u>	<u>\$11,152,918</u>	<u>\$3,674,929</u>	<u>\$28,191,603</u>	<u>\$13,954,312</u>	<u>\$9,421,785</u>

For Management Reporting Purposes Only

**VENTURA COUNTY TRANSPORTATION COMMISSION
INVESTMENT REPORT
AS OF APRIL 30, 2014**

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. VCTC has the ability to meet its expenditure requirements, at a minimum, for the next six months. 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	\$1,218.45	0.02%	\$11,524,146.05
County of Ventura	Treasury Pool	N/A	\$73,022.37	0.35%	\$25,563,670.58
Total			\$74,240.82		\$37,087,816.63

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. A portion of interest earned in the General Fund is for Proposition 1B funds and is reclassified and is not shown as General Fund interest in the Statement of Revenues, Expenditures and Changes in Fund Balance.

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 #8C

June 6, 2014

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: ELLEN TALBO, 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 (OTP)

During the month of April 2014, ridership on the Ventura County Line averaged 3,668 total boardings per weekday (inbound and outbound). This represents an average decrease of 2.5% from ridership during the previous month and a 7.9% decrease from the same period last year. Ridership statistics for the month of April 2014 are provided in the attachment for reference.

On-time performance data (which denotes trains arriving within five minutes of scheduled time) for the months of March and April were as follows:

March:	95.6% (inbound/outbound)
April:	93.8% (inbound/outbound)

Board and TAC Updates

Since March, Metrolink staff has been working with the Board and TAC to develop its FY 14-15 budget. Since the Metrolink Board meeting in May, the member agency subsidy share for VCTC has not changed from 7.35%. The Metrolink board will vote to formally approve the budget on Friday June 27th, 2014.

Metrolink staff has met individually with staff from member agencies and with the TAC to discuss moving toward a universal fare system. The conceptual "CaliCard" would be designed to functionally integrate with the LA Metro's "TAP card" fare system, where users purchase a reloadable fare card that can be tapped on the bus and rail fareboxes. Metrolink is currently in the stages of gathering feedback and questions from the member agencies about fare integration. With the recent purchase by Gold Coast Transit, VCTC Transit, Simi Valley Transit, and Thousand Oaks Transit of the GenFare system, it is not feasible at this time to integrate with the proprietary CUBIC TAP system used by Metro. In the meantime, Metrolink is seeking funding sources that would provide a bulk number of farebox systems for which interested bus providers could purchase and install in their systems should they choose to accept a TAP card-like fare.

LOSSAN JPA

Ridership & On-Time Performance (OTP)

For March thru May 2014, total LOSSAN rail corridor ridership and on-time performance was not available and will be presented at the next Commission meeting.

Ridership on the Pacific Surfliner was 224,570 representing an increase of 1.4% from the same period during FY 13 and ticket revenue increased by 14.3% from FY 13.

Board and TAC Updates

During the late April Board meeting it was reported that the proposed schedule for the Interagency Transfer Agreement (ITA) is being updated to have the ITA fully negotiated by the beginning of 2015, which is in coordination with the San Joaquin Joint Powers Authority and the State Transportation Agency.

Amtrak, Metrolink, and other member agencies of the LOSSAN corridor hosted promotional booths for National Train Day that was held on Saturday, May 3, 2014, which coincided with the Los Angeles Union Station 75th Anniversary celebration, and with early Cinco de Mayo festivities on nearby Olvera Street. The combination of activities at and surrounding Union Station drew more than 200,000 visitors, providing a significant marketing success for LOSSAN.

April 2014 Metrolink Ridership

AVERAGE WEEKDAY PASSENGER TRIPS (INBOUND and OUTBOUND)
 APRIL 2014 v. MARCH 2014 (MONTH OVER MONTH)

MO/YR	Ventura County Line	System Grand Total	Metrolink Rail 2 Rail on Amtrak North of LA
Apr-14	3,668	42,055	155
Mar-14	3,760	41,403	156
<i>Change</i>	<i>2.5%</i>	<i>1.6%</i>	<i>0.0%</i>

AVERAGE WEEKDAY PASSENGER TRIPS (INBOUND and OUTBOUND)
 MARCH 2014 V.MARCH 2013 (YEAR OVER YEAR)

MO/YR	Ventura County Line	System Grand Total	Metrolink Rail 2 Rail on Amtrak North of LA
Apr-14	3,668	42,055	155
Apr-13	3,980	42,954	230
<i>Change</i>	<i>-7.8%</i>	<i>-2.0%</i>	<i>-32.6%</i>

5 YEAR SNAPSHOT OF AVERAGE DAILY TOTAL BOARDINGS (INBOUND and OUTBOUND)

MO/YR	Ventura County Line	VC County Portion	System Grand Total	Average Daily Metrolink Monthly Passholders on Amtrak
Apr-14	3,668	n/a	42,055	155
Apr-13	3,980	2,019	42,954	230
Apr-12	3,944	2,008	43,599	204
Apr-11	3,663	2,150	41,248	248
Apr-10	3,667	2,135	40,419	327
Apr-09	4,031	2,164	42,686	296



Item # 8D

June 6, 2014

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: STEPHANIE YOUNG, PROGRAM ANALYST

SUBJECT: REVISION TO THOUSAND OAKS CONGESTION MITIGATION AIR QUALITY (CMAQ) FUNDS

RECOMMENDATION:

- Approve shifting \$250,000 in CMAQ funds from the Thousand Oaks Hillcrest Bike Lanes project to the Thousand Oaks Erbes Road Project.

BACKGROUND:

The Hillcrest Bike Lanes project in Thousand Oaks was awarded \$250,000 in CMAQ from the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) Call for Projects. The project has been delayed and the city would now like to shift those CMAQ funds to the Erbes Road project to cover cost increases. The city would seek alternate funding to complete the Hillcrest Bike Lanes at a later time. The Erbes Road project is partially funded with CMAQ funds from the 2012 Mini Call for Projects and STP cost savings from the Wendy Drive project. There will be no change in scope to the Erbes Road project.

This recommendation was approved by TTAC at the April 17, 2014 meeting.

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Item #8E

June 6, 2014

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION
FROM: PETER DE HAAN, PROGRAMMING DIRECTOR
SUBJECT: FEDERAL TRANSIT ADMINISTRATION 2013 TRIENNIAL REVIEW UPDATE

RECOMMENDATION:

- Receive and file.

BACKGROUND:

Every three years the Federal Transit Administration (FTA) conducts a review of compliance with FTA funding requirements. This review includes a document review and a visit to the offices and facilities of VCTC and one or more subrecipients. At the January 10th Commission meeting, staff reported on the FTA's 2013 Triennial Review's findings and required corrective actions. The corrective actions were in the areas of Procurement, Disadvantaged Business Enterprise (DBE), Program of Projects (POP), Title VI Civil Rights, Americans with Disabilities Act (ADA), Drug-Free Workplace, Drug and Alcohol Program, and Safety and Security. At that time, FTA sent the Triennial Review Report to the VCTC Chair. At the April 4th meeting staff provided a progress report on the Triennial Review corrective actions, and as part of these corrective actions the Commission at that meeting adopted revised programs for DBE and Drug-Free Workplace.

Based on the completed corrective actions, on May 9th FTA sent VCTC staff written notification that all corrective actions were deemed complete and the Triennial Review closed.

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Item # 8F

June 6, 2014

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: SALLY DEGEORGE, FINANCE DIRECTOR

SUBJECT: RESOLUTION FOR VCTC TO CLAIM FISCAL YEAR 2014/2015 TRANSPORTATION DEVELOPMENT ACT (TDA) LOCAL TRANSPORTATION FUNDS (LTF) AND STATE TRANSIT ASSISTANCE (STA) FUNDS

RECOMMENDATION:

- Approve the attached Resolution #2014-07 authorizing VCTC's claim for Fiscal Year 2014/2015 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 Fiscal Year 2014/2015 budget.

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RESOLUTION # 2014-07

RESOLUTION AUTHORIZING THE FILING OF A CLAIM FOR ALLOCATION OF TRANSPORTATION DEVELOPMENT ACT LOCAL TRANSPORTATION FUNDS AND STATE TRANSIT ASSISTANCE FUNDS FOR FISCAL YEAR 2014/2015

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 2014/2015 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 6th day of June, 2014 by action of VCTC.

RALPH HERNANDEZ, CHAIR

APPROVED AS TO FORM:

STEVE MATTIS, GENERAL COUNSEL

ATTEST:

Donna Cole, Clerk of the Board



Item # 8G

June 6, 2014

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

**FROM: ALAN HOLMES, TRANSPORTATION DEMAND MANGEMENT
PROGRAM MANAGER**

SUBJECT: COMMUTER SERVICES QUARTERLY REPORT

RECOMMENDATION:

- Receive and file

DISCUSSION:

To comply with recommendations contained in the 2011 TDA Triennial Performance Audit, VCTC prepares quarterly statistics on efforts to provide assistance to Ventura County commuters. The Commuter Services program provides ridematching services through direct employer outreach and employee assistance in an effort to increase vehicle occupancy, particularly during rush hour. The total number of employers and employees in the system fluctuates due to a number of variables including worksite closures and employer reductions in force.

The primary focus of the Commuter Services program is to reduce traffic congestion and improve air quality by a voluntary reduction of single occupant vehicle (SOV) commute trips in Ventura County. SOV trips are reduced by offering direct assistance to employers located in Ventura County and through the provision of services to county residents, promoting carpooling, vanpooling, bus pooling, transit, walking, biking and other Transportation Demand Management (TDM) commute alternatives.

Marketing Activities:

Throughout the third quarter of Fiscal Year 2013/2014, VCTC and its marketing consultant continued to promote the agency's popular Commuter Services program through a variety of channels. During this period, VCTC began preparations for its annual Bike to Work Week campaign, distributed targeted communications via social media and email (eblast), and began distributing its new module-based Employer Resource Manual for Employee Transportation Coordinators (ETCs).

Employer Support

- **Commuter eBlast** – The Commuter Services program’s monthly communication continued to be distributed electronically on the first business day of each month to a database of approximately 161 ETCs located at various employers throughout the county. Specific eBlast topics included “New Year, New Commute,” “Guaranteed Ride Home: Your Commute Safety Net,” and “The 101/23 Interchange Improvements and Their Effect on Your Commute.” In addition, closure and detour information associated with the SR-118/SR-23 interchange improvement project was distributed via eblast on February 3, February 5, and February 18.
- **Commuter Services Employer Manual** – Continuing our expanded efforts toward ETC/employer outreach and support, the comprehensive Employer Resource Manual was finalized and produced. The Manual is designed to provide ETCs with the information needed to promote the use of alternative transportation, assist individuals already using alternative transportation, and utilize the full resources of the Commuter Services program. It is organized into informational “modules” based on topic, location, and purpose. Production included printing, placement in three-ring binders, the inclusion of community-specific transit information, and quality control. All ETCs on our communication database were contacted, resulting in the distribution of 99 Manuals to confirmed addresses. An additional 12 Manuals were produced and held in backstock at VCTC’s office for future distribution and reference. The 99 shipped Manuals represent approximately 75 percent of the total ETC database maintained by VCTC. Further communication attempts to the balance of the contact database, as well as subsequent distribution will continue in the fourth Quarter.

Outreach and Promotion

- **Earth Day 2014** – In preparation for this year’s Earth Day promotion, participation was coordinated and confirmed at events in Moorpark, Oxnard, Thousand Oaks, and Ventura, as well as on site at Amgen. Additionally, a full inventory was conducted to assess stock levels of printed collateral and promotional materials. Upon completion of this inventory, the following giveaways were ordered to promote the Commuter Services at the aforementioned events: Guaranteed Ride Home-branded jar openers, biodegradable paper clips, and plastic bag-holder tote bags that encourage people to recycle, reduce, and reuse.
- **Bike to Work Week 2014** – Following a successful 2013 Rideshare Week campaign, planning began on Commuter Services’ second-largest promotion of the year – Bike to Work Week, which runs May 12-16. This campaign is designed to communicate the environmental, personal, and financial benefits of using a bicycle as a viable commute option and has become an increasingly popular annual event across Ventura County. Early planning included the development of three campaign theme concepts to guide promotion and communications. An initial marketing brief outlining the proposed tactics and artwork was drafted and reviewed in March. Proposed tactics included the scheduling of “pit stops,” where printed collateral and promotional items will be distributed, breakfast refreshments will be offered, and, following coordination with local bike shops, free bike tune-ups will be provided. Additionally, potential prizes for participants were outlined and communication channels (i.e., social media, direct mail, eblast) were identified for effective dissemination of campaign messaging. Revised artwork comps were provided and reviewed in subsequent days. Planning and implementation of the campaign will continue into the fourth quarter.

June 6, 2014
Item #8G
Page #3

Wellness/Health Events – In correlation with Earth Day event scheduling, VCTC participation was coordinated for the Senior Resource Fair hosted by Assemblyman Jeff Gorell in Camarillo on April 16, Camarillo Senior Expo on May 6, and Simi Valley Senior Wellness Expo on May 21.

Social Media

- **Facebook and Twitter** – Approximately 36 percent of all posts and tweets on Facebook and Twitter during the second quarter encouraged ridesharing. Across the quarter, Facebook “likes” increased more than two percent and Twitter followers increased more than eight percent.

Print Media

- **Bike to Work Week 2014** – In support of Bike to Work Week 2014, initial campaign artwork, which will be used to create posters, flyers, postcards, etc., was developed and finalized in the fourth quarter.

Fourth Quarter FY 2013/2014 Planned Activities

- Complete distribution of the Employer Resource Manual.
- Initiate staffing of 2014 Earth Day events as well as participate in previously scheduled wellness/health fairs.
- Continue planning for and implementation of the 2014 Bike to Work Week campaign.
- Prepare/distribute additional eBlasts on as-needed basis.
- Continue Transportation Demand Management (TDM) research so as to identify potential strategies/tactics transferable to VCTC’s rideshare program.
- Secure and facilitate rideshare-related events/promotions at employer sites throughout Ventura County.
- Continue using social media to promote the benefits of ridesharing, the availability of new employer materials, and upcoming events.
- Continue to monitor Association for Commuter Transportation (ACT) efforts to enhance the value and availability of federal rideshare monetary support.

CalVans

Background

The California Vanpool Authority (CalVans) is a Joint Powers Authority which operates commuter vanpools within jurisdictions of its member agencies. A full suite of third-party vanpool services are available including vehicle acquisition, insurance, maintenance, driver recruitment and training. Thirteen vanpools are currently based in Ventura County and over four hundred are operating statewide reducing traffic congestion, air pollution and saving participants thousands of dollars per year compared to driving alone. CalVans operations in the county are supported solely by passenger fares.

Discussion

The third quarter CalVans realized a significant increase in the number of vans operating in the County from nine vans to thirteen. The increase is due to the beginning of strawberry season, a rise in retail gasoline prices and a new farm labor contractor entering Ventura County. We anticipate the next quarter will reflect an increase in ridership and farm labor vanpool usage. One commuter vanpool upgraded from a Chevy 6 passenger to a Toyota 8 passenger and is now operating at increased capacity.

Six vanpool presentations were made during the third quarter by CalVans staff. Two were to new farm labor contractors and four to private sector employers. Additional outreach was made to two worksites laying the groundwork for future vanpooling opportunities. The L.A. Metro vanpool subsidy is now available to CalVans riders departing Ventura County for LA Metro, with a goal of six new commuter vans by the end of this fiscal year.

	Passengers		
	Weekdays	Saturday	Sunday
January	3,614	266	0
February	3,673	209	24
March	4,898	311	154
Quarter Total	12,185	786	178
	Miles		
January	19,611	3,010	261
February	21,653	3,860	41
March	23,040	3,596	1,104
Quarter Total	64,304	10,466	1,406
	Passenger Lane Miles		
January	195,596	33,065	104
February	216,026	33,729	2,013
March	216,053	34,295	9,665
Quarter Total	627,675	101,089	11,782



Item # 8H

June 6, 2014

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

**FROM: ALAN HOLMES, TRANSPORTATION DEMAND MANGEMENT
PROGRAM MANAGER**

SUBJECT: REGIONAL RIDESHARE DATABASE SERVICES

RECOMMENDATION:

- Authorize the Executive Director to execute a Memorandum of Understanding with Los Angeles County Metropolitan Transportation Authority (Metro) for continuation of the regional ridematching database for a three year period and an amount not to exceed \$32,000 for the three year term funded by Congestion Mitigation and Air Quality Improvement Program (CMAQ).

BACKGROUND:

In December, 2002, the Commission approved participation with Los Angeles Metro (Metro), Orange County Transportation Authority (OCTA), Riverside County Transportation Commission (RCTC) and the San Bernardino Associated Governments (SANBAG) to provide rideshare services within the Southern California Region. At that time, staff was authorized to enter into an agreement with Riverside County Transportation Commission (RCTC) to provide the RidePro computerized rideshare matching system and administer the system for FY 2003/04. In August of 2005 the MOU was updated to reflect certain improvements to the software, compensation amounts, reporting requirements and an updated Scope of Work. Since that time VCTC has executed one year amendments to the 2005 MOU for the provision of rideshare services with an updated Scope of Work and compensation amounts.

In February 2014 RCTC notified VCTC that effective July 1, 2014 they would no longer serve as the administrator of the five county database citing concerns regarding staffing and program administrative costs. In order to retain the regional rideshare partnership built since 2003, Metro has volunteered to take the lead on providing administrative services for the regional rideshare system for Los Angeles, Orange, and Ventura counties. This would entail Metro establishing a contract with Trapeze Group and licensing the use of their software called RidePro on behalf of OCTA and VCTC. RidePro is a software product designed to assist regulated worksites in submitting air quality reports to their respective managing districts and provides commuter ridematching services essential in supporting alternative modes of travel. VCTC also uses the RidePro software as the registration tool for the county wide Guaranteed Ride Home (GRH) program.

DISCUSSION:

The purpose of maintaining a rideshare system that is regional between counties is to ensure that the County Transportation Commissions (CTCs) can provide a cost-effective service to worksites and commuters. There are economies of scale and improved service effectiveness when these services are coordinated and pooled. The rideshare system that the CTCs jointly administer has kept up with technical advancements in the industry and is continually being updated and improved. Continuing to maintain and enhance the system developed by the CTCs will ensure that the services provided will be technologically current, cost effective, and will enable VCTC to leverage past capital investments.

The continuation of a regional rideshare system also ensures that cross-county commuters can be assisted when researching ridematching options. The system offers online carpool and vanpool matching through a dedicated web site called RideMatch.info that is also integrated with 511. The system is integrated with Metro's Trip Planner and offers commuters information about transit options in their area. In addition, the system offers bicyclists with information about their route and can also assist them with finding a bicycling partner. The system provides worksites with an approved vehicle for compliance with the Ventura County Air Pollution Control District's (VCAPCD) Rule 211 Transportation Outreach Program. The VCTC Transportation Survey is a 'one stop' option for employers in that it combines Rule 211 data collection, an opportunity for voluntary carpool and vanpool matching for employees and the VCTC-required Guaranteed Ride Home program registration.

Staff has researched other ridematching software programs, including ad hoc, app based para-cab software such as Uber, Lyft and Sidecar that are currently available and has found that RidePro best suits the needs of Ventura County commuters at this time. VCTC, in partnership with the other Southern California CTCs routinely evaluates all available software to insure that the best options are being presented to the commuting public.

Metro, as the contract administrator, is in the process of entering into a contractual and license agreement for three years with Trapeze Group for RidePro and will include OCTA and VCTC as sub-licensees. OCTA is scheduled to take their MOU with Metro to their Board for approval at their June meeting. Invoices will be processed and paid for by Metro. OCTA and VCTC will each reimburse Metro for their proportional share of the licensing, maintenance, and hosting costs on a quarterly basis. Each county will continue to connect directly to the main rideshare database via remote local networks that will allow county-based control of output reports and data collection processes.

The software, transition costs and hosting has been included in the FY 2014/2015 Commuter Services budget and will be funded through Congestion Management and Air Quality Improvement (CMAQ). Therefore staff is recommending that the Commission authorize the Executive Director to execute a Memorandum of Understanding with Los Angeles Metro for continuation of the regional ridematching database for a three year period and an amount not to exceed \$32,000 for the three year term. The Memorandum of Understanding, Scope of Work, License agreement, reporting guidelines and report format are under separate cover as attachments A through E.



Item # 81

June 6, 2014

MEMO TO: SERVICE AUTHORITY FOR FREEWAY EMERGENCIES
FROM: STEVE DEGEORGE, PLANNING AND TECHNOLOGY DIRECTOR
SUBJECT: TELE TRAN TEK SERVICES CONTRACT EXTENSION

RECOMMENDATION:

- Approve extension of the Tele Tran Tek Services contract for one year at a cost of \$56,423 funded through the Service Authority for Freeway Emergencies.

Background:

The Service Authority for Freeway Emergencies (SAFE) manages the County's highway call box system and utilizes two contractors in that effort. Tele Tran Tek Services monitors all aspects of call box usage and recovers the cost of call box knockdowns and Case Systems Inc. installs and maintains the call box hardware.

Discussion:

SAFE entered into a contract with Tele Tran Tek Services in July of 2011 for a three year period ending June 30, 2014 and the contract includes an option for up to two additional years of service. Tele Tran Tek Services performed well on their current contract providing timely analytics and recovering costs for multiple call box knockdowns.

A one year contract extension allows SAFE to align the Tele Tran Tek Services and Case System Inc. contracts so that both services may be bid out as a complete package towards the end of Fiscal Year 2014/2015. The contract extension includes a small increase of approximately \$7,000 for an additional task, as described in Attachment 1, to begin a modernization process to convert the call boxes from the 2G network to the 3G network. As part of the modernization task, call boxes that may be considered for removal due to lack of use will be identified. As personal cellular phones continue to proliferate, call box usage has continued to decline and not all existing call boxes may be necessary. Despite the overall decline in use, Ventura County SAFE has been averaging approximately 3,000 calls per year.

Staff is therefore recommending that the Commission approve a one year contract extension for Tele Tran Tek Services at a cost of \$56,423 funded through the SAFE Program and is included in the Fiscal Year 2014/2015 task budget.



**Support Services for
Ventura County SAFE**

**FY 2014/2015 Contract Extension
Proposal**



April 16, 2014

As requested by SAFE Program Manager Steve DeGeorge, this document provides a Contract Extension Proposal for support services to be performed by TeleTran Tek Services (T-Cubed) under a contract extension for FY 2014/2015 with the Ventura County SAFE (SAFE). That contract extension includes the typical services provided to SAFE by T-Cubed (Task 1: *System Statistical Reports* and Task 2: *Management Analyses*), as well as special assistance under Task 2 with a System Modernization Project, as discussed below. To help minimize Task 2 costs for FY 2014/2015, T-Cubed will perform some of the initial System Modernization Project work using funds remaining in Task 2 of the existing FY 2013/2014 contract.

This Contract Extension Proposal is presented in two parts: a Scope of Services description, followed by a detailed cost estimate broken down by hours, costs and fiscal year budget requirements.

Scope of Services

Task 1: Prepare Monthly Call Statistics Report and Ad Hoc Statistical Queries

T-Cubed has provided Call Statistics Reports and Ad Hoc Statistical Queries to SAFE since the beginning of its call box program. We have also provided similar services to many other California SAFEs. Our statistical reports provide system managers and policy-makers with tabular and graphic views of actual system operations. Data is presented for the current report period, and displayed over time with a moving window. We also provide comparison data to other SAFEs when requested. Data is presented both numerically and in graphic form. The latter allows the SAFE Program Manager and other VCTC management to quickly understand how the SAFE Program is operating, and where improvements might be made. As the saying goes, "a picture is worth a thousand words".

For FY 2014/2015, Mr. Benson will continue to provide the monthly and periodic Statistical Reports to assist the SAFE Program Manager in his evaluation of Program operations.

Task 2: Ongoing Management Analysis Support

T-Cubed has assisted SAFE Program Managers over the years on a number of special projects. We have developed project parameters and Scopes of Work, and when requested, have also provided drafting of procurement documents and Proposal evaluations. For FY 2014/2015, T-Cubed will again be available to support the SAFE Program Manager as the need for special management analyses may arise.

Task 2: Special Project -- Support for the System Modernization Project

The Ventura County SAFE and the other call box programs that use AT&T Cellular for their cellular service have recently been informed that AT&T Cellular will completely discontinue providing 2G cellular service by December 2016, and possibly sooner. All existing SAFE call boxes use 2G technology. SAFE must therefore upgrade its call box system to 3G technology by that date, and perhaps earlier. AT&T Cellular has already begun to reduce the number of available 2G

channels it will provide in favor of increasing the number of its 3G and 4G channels. The bottom line impact over the next two years will be to make it more difficult for the existing 2G call boxes to connect to the cellular system, while increasing the likelihood that connected calls will be dropped. It is likely that cellular vendors will continue to offer 3G voice service for the foreseeable future. 4G data service is being rolled out in urban areas, but will not be available in smaller urban and rural areas for some time.

The reduction in and eventual cessation of 2G cellular service will require SAFE to upgrade its call box technology to work with the 3G system, and to do so sooner rather than later. That equipment upgrade will likely be an expensive proposition, since each call box must be upgraded. CASE Systems, the SAFE maintenance and equipment provider, is developing a 3G upgrade kit that can be installed in existing call boxes, thus reusing the majority of the existing equipment. The estimated cost to upgrade a single call box using that upgrade kit is around \$600, making the system wide upgrade cost over \$335,000.

While the equipment upgrade comes with a high price tag, the overall cost can be significantly reduced if SAFE implements a system reduction program concurrently. Because of reduced call box call volumes and the increased availability of other Motorist Aid services such as Freeway Service Patrol (and the possibility of offering 511 services), SAFE does not need the number of call box sites it currently has. The current call box system of almost 560 call boxes could be reduced by 30% to 60% through a permanent removal project that would expand the spacing between call boxes. Every call box so removed would save the cost of the technology upgrade, thereby significantly lowering the overall technology retrofit cost to SAFE. For example, if 30% of the existing system were permanently removed, the cost of equipment upgrade would be reduced by over \$100,000. In addition, permanent removals would save ongoing operating costs such as cellular service and call box maintenance charges.

Before any specific determinations on the selection of permanent removals can be made, SAFE needs an analysis of existing site conditions. One of the major factors to be considered in selecting sites for permanent removal is how accessible that site is to persons with mobility disabilities. To the greatest extent possible, sites with accessibility issues would be permanently removed or relocated to avoid the cost of accessibility retrofits such as changing the site to an L or M configuration. Nevertheless, to maintain relatively uniform spacing, some sites with accessibility issues may need to be retrofitted or relocated instead of removed.

Tasking for T-Cubed's assistance in performing a system evaluation includes the following:

Preliminary Desk Review (FY 2013/2014)

A desk review of photographs of existing call box sites, combined with a review of data and other information available through T-Cubed (such as recent call box call volumes for each existing call box site) will initially identify which sites would be the best removal candidates, taking into consideration accessibility issues and

desired spacing parameters. The desk review will also include research on factors such as the most recently published ADT information from Caltrans and call box usage.

T-Cubed Principal Project Manager Eddie Castoria will review recent photographs of all VCTC call box sites, as provided by CASE Systems, Inc. Senior Data Analyst Travis Benson will update T-Cubed's photo database software to reflect data requirements specific to the System Modernization Project, and perform any necessary database queries. The desk review will include the following:

- Identification of existing sites, including site type (e.g., A, F, L M), and an update of the call box database maintained by T-Cubed,
- Contact with CHP and Caltrans SAFE Liaisons to learn what types of justifications and detail their agencies would require to approve a Site Removal Plan involving greater than 10% of the SAFE system at one time,
- Initial evaluation of the site for retention, removal or relocation based upon factors such as:
 - Apparent accessibility for persons with mobility disabilities
 - Presence of a path impediment (e.g., Caltrans drainage dike, uneven surface)
 - Pad size
 - Height and reach of handset
 - Existing spacing and Average Daily Traffic (ADT) at the site
 - Availability of other sources of assistance.

Upon completion of the Preliminary Desk Review, Mr. Castoria will prepare and transmit a summary report on the conclusions reached during the Preliminary Desk Review. T-Cubed is currently performing a Preliminary Desk Review for the Capitol Valley Regional SAFE.

The Preliminary Desk Review can be completed prior to the end of the current Fiscal Year as long as direction to do so is received from SAFE not later than June 1, 2014. The work can be performed within the current year funding for the T-Cubed contract. Estimated costs for the Preliminary Desk Review are presented in the Table below.

DESCRIPTION	Principal Project Manager	Senior Data Analyst	TOTAL
System Modernization Project Costs Under Task 2 of FY 2013/2014 Contract			
Perform Preliminary Desk Review of VCTC Call Box Sites			
Update Photodatabase Software and Photos	\$311	\$357	\$668
Review Photos to Identify Likely Removals	\$1,554	\$0	\$1,554
Prepare Summary Report	\$468	\$238	\$704
Prepare Files for Field Survey	\$622	\$238	\$859
TOTAL	\$2,953	\$832	\$3,785

Field Site Inspection and Survey (FY 2014/2015)

A field inspection and survey of all call box sites will then be conducted to confirm or modify recommendations from the Preliminary Desk Review, and to document all information necessary to develop specific staff recommendations on permanent removals to the SAFE Board of Directors. T-Cubed has performed similar Field Inspections and Surveys for a number of California SAFEs in the past, including the Ventura County SAFE. T-Cubed estimates that the field work portion of this Subtask will take 10-12 working days driving along all the highways in Ventura County, which can be completed in a two week period during Summer 2014.

Prepare Site Removal Plan (FY 2014/2015)

Once the Field Inspection and Survey has been completed, Mr. Castoria and Mr. Benson will review the results in the photo database to develop specific recommendations for retention, removal or relocation of call box sites. Mr. Castoria will discuss those recommendations with Mr. DeGeorge for his input, then prepare a Site Removal Plan for adoption by the SAFE Board of Directors. The Site Removal Plan will describe the overall approach to selecting sites for removal, provide a description of the resulting call box system, discuss the alternatives that make call boxes unnecessary where selected for removal, and include listings of sites proposed for retention, removal or relocation. Mr. Benson will use ArcInfo™ software to prepare illustrative maps for inclusion in the Site Removal Plan.

In addition to being a basis for action by the SAFE Board of Directors, the Site Removal Plan will be written as a submittal document for use in obtaining required approvals from CHP and Caltrans to implement the System Modernization Project. Mr. Castoria will assist Mr. DeGeorge in the submission of the System Modernization Project to those agencies, and in following up with them to hopefully speed up those approvals.

T-Cubed projects that all work involved in the Preliminary Desk Review and Site Removal Report preparation can be completed by the end of August 2014, assuming timely Notice to Proceed on each Subtask. This is an accelerated schedule, which is proposed in order to allow the Ventura County SAFE to: (1) request and receive approvals by the end of 2014 (or earlier if possible) from the oversight agencies to proceed with the System Modernization Project, and (2) to procure through negotiation or otherwise the 3G equipment upgrades and site work for removals and relocations. The sooner that those steps are completed, the better, as the demand from other SAFEs for implementation of their own system modernization efforts during the same time period will likely tax the capabilities of the vendor(s) performing the actual upgrades and site work.

Cost Estimate

The following Tables present T-Cubed's Cost Proposal for work to be performed during FY 2014/2015, including work to be done under Task 2 related to the System Modernization Project and Knockdown Collections. All work is to be performed on a

time and materials basis except for Knockdown Collections, which are performed on the agreed upon percentage of amounts actually collected.

HOURS	TASK DESCRIPTION	Principal Project Manager	Senior Data Analyst	TOTAL
1 Prepare Monthly Call Statistics Report and Ad Hoc Statistical Queries				
1.1	Prepare Monthly Call Statistics Report and Ad Hoc Statistical Queries	6	200	206
	TOTAL	6	200	206
2 Management Analyses				
2.1	Provide Management Analyses as Needed	6	24	30
2.2	Conduct Field Survey of Selected Sites	60	4	64
2.3	Analyze Field Survey Results	6	4	10
2.4	Draft Site Removal Plan	4	2	6
2.5	Edit Site Removal Plan after Input from VCTC Staff	1	1	2
2.6	Assist VCTC Staff in Obtaining Approval from CHP/Caltrans	4	0	4
	TOTAL	81	35	116
TOTAL ALL TASKS				
		87	235	322

COSTS	TASK DESCRIPTION	Principal Project Manager	Senior Data Analyst	TOTAL
1 Prepare Monthly Call Statistics Report and Ad Hoc Statistical Queries				
1.1	Prepare Monthly Call Statistics Report and Ad Hoc Statistical Queries	\$970	\$24,733	\$25,703
	TOTAL	\$970	\$24,733	\$25,703
2 Management Analyses				
2.1	Provide Management Analyses as Needed	\$970	\$2,968	\$3,938
2.2	Conduct Field Survey of Selected Sites	\$9,698	\$495	\$10,192
2.3	Analyze Field Survey Results	\$970	\$495	\$1,464
2.4	Draft Site Removal Plan	\$647	\$247	\$894
2.5	Edit Site Removal Plan after Input from VCTC Staff	\$162	\$124	\$285
2.6	Assist VCTC Staff in Obtaining Approval from CHP/Caltrans	\$647	\$0	\$647
	TOTAL	\$13,092	\$4,328	\$17,420
TOTAL ALL TASKS				
		\$43,123		
KNOCKDOWN COLLECTIONS		\$10,000		
OTHER DIRECT COSTS		\$3,300		
FY 2014/2015 CONTRACT EXTENSION TOTAL		\$56,423		

Other Direct Costs of \$3,300 include subsistence, travel and rental car costs for the Field Inspection and Survey Subtask.

Other Direct Costs (ODC)			
Description	Quantity	Unit	Total
Airfare	1	\$400.00	\$400
Duplicating (page)		\$0.10	\$0
Legal Notices		\$300.00	\$0
Lodging	12	\$125.00	\$1,500
Materials		\$10.00	\$0
Meals (per day)	12	\$100.00	\$1,200
Mileage		\$0.345	\$0
Miscellaneous		\$200.00	\$0
Postage		\$0.34	\$0
Train	2	\$100.00	\$200
TOTAL ODC			\$3,300



Item # 8J

May 16, 2014

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**

RECOMMENDATION:

- Approve agreement with Cubic Transportation Systems, Inc., for one year of Maintenance and Operations of the Smartcard system at a cost of \$137,136 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 \$85,000 funded through FTA and LTF.
- Approve agreement with Aegir Systems, Inc., for one year of Preventive Maintenance Support of the Cubic Smartcard/Infodev, Inc., systems at a cost of \$8,800, funded through the FTA and LTF.

BACKGROUND:

The Ventura County Transportation Commission (VCTC) has operated the Cubic "Go Ventura" Smartcard proprietary electronic Automated Fare Collection (AFC) System for the last 14 years. 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 16 computers and 135 buses linked together to enable sales and use of the "Go Ventura" card. Nine 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, the fare is 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 require the permission of Cubic 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 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, 2014 and it is prudent to renew the agreements for services at this time so that no interruption in service is encountered in the last year of the systems operations and support. 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. 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 2000' and final year of operation since it will be phased out with the replacement of the new SPX/Genfare (GFI) fare box collection system. The Smartcard system is proprietary, going out to bid for another vendor in its final year of operations 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 type of system in the final year 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 fourteen years in service VCTC has continued to minimally support the antiquated system with supplies for bus pass sales at Point-of-Sale Outlets (POS's), as well as maintaining support of on-board equipment for countywide fleet.

Staff is recommending the Commission approve agreements for service with Cubic Transportation Systems, Inc., and Aegir Systems, Inc.

FUNDING:

The total cost for the three one year service agreements is \$230,936. The funds for this project are available through the Federal Transit Administration (FTA) and Local Transportation Fund (LTF).



Item #8K

June 6, 2014

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION
FROM: DARREN KETTLE, EXECUTIVE DIRECTOR
SUBJECT: VCTC OFFICE SPACE LEASE EXTENSION

RECOMMENDATION:

- Authorize the Executive Director to execute one year lease extension with Lincoln's Inn, Marina Self Storage Inc. for a term of July 1, 2014 through June 30, 2015 at a lease rate of \$11,572.14 per month (\$1.71/square foot).

DISCUSSION:

The Commission occupies 6750 square feet of office space at 950 County Square Drive, a professional office building known as Lincoln's Inn. VCTC's current lease was approved by the Commission in June, 2013 with a term through June 30, 2014 at the current monthly rate of \$11,400 (\$1.69/square foot). The recommended lease rate provides for an increase in lease rate by CPI of 1.51%.

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Rental Contract

May 20, 2014

This lease made and entered into by and between Lincoln's Inn, Marina Self Storage Inc. (hereinafter referred to as "Lessor"), and Ventura County Transportation Commission. (Hereinafter referred to as "Lessee")

Witnessesth:

For and in consideration of the mutual covenants, terms and conditions hereinafter expressed, Lessor leases to Lessee and Lessee takes from Lessor a lease of the following described real property, hereinafter referred to as the "premises".

Approximately 6750 square feet of office space known as Suite 108, 110 & 207 at 950 County Square Drive, Ventura, CA 93003.

TERMS:

1. The terms of the lease shall be for a one year period from July 1, 2014 to June 30, 2015. The date of the beginning of the term hereof shall be no later than July 1, 2014.

TERMINATION OF THE TERM:

The actual basic term shall terminate in One year, remainder of time on previous lease, after the first month that tenant actually pays rent for the possession of said premises.

HOLDOVER

2. If Lessee, with Lessor's consent, remains in possession of premises, or any part thereof after the expiration of the term hereof, such occupancy shall be a tenancy from month to month upon all the provisions of this lease pertaining to the obligations of Lessee except the rental rate.

RENT

3. Lessee shall pay Lessor fixed rent for said premises at the rate of Eleven Thousand Five Hundred Seventy Two and 14/100 dollars (\$11,572.14) per month, payable monthly commencing July 1, 2014 except as agreed between the Lessor and the tenant.

Late Charges: Lessee hereby acknowledges that late payment by Lessee to Lessor of rental and other sums due hereunder will cause Lessor to incur costs not contemplated by the lease, the exact amount of which will be extremely difficult to ascertain. Such costs include, but are not limited to, processing and accounting charges, and late charges which may be imposed on Lessor by the terms of any mortgage or trust deed covering the premises. Accordingly,

if any installments of rent or other sum due from Lessee shall not be received by Lessor or Lessor's designee within ten (10) days after such amount shall be due, Lessee shall pay the Lessor a late charge equal to ten percent (10%) of such overdue amount. The parties estimate of the costs Lessor will incur by reason of late charges represent a fair and reasonable estimate of the costs Lessor will incur by reason of late payment by Lessee. Acceptance of such late charges by Lessor shall in no event constitute a waiver of Lessee's default with respect to such overdue amounts, not prevent Lessor from exercising any of the other rights and remedies granted hereunder.

EXTENSION OF TERM

4. Provided that Lessee is not in default at the date of the notice of exercise or at the date the additional term is to commence, Lessee shall have the option to extend the term for three (3) years upon the same terms and conditions and stated herein except for the base rental and annual CPI (Consumer Price Index) increase for the extended term.

Lessee shall give Lessor written notice of its intention to exercise its said right as to each such extension at least thirty (30) days prior to the expiration of the original and extended terms.

SECURITY DEPOSIT

5. Lessor is holding a deposit of Five Thousand Sixteen and 00/100 dollars (\$5016.00) as security for the Lessee's faithful performance of Lessee's obligations hereunder. If Lessee fails to pay rent or other charges due hereunder, or otherwise defaults with respect to any provisions of this lease, Lessor may use, apply or retain all or an portion of said deposit, Lessee shall within ten (10) days after written demand theretofore deposit cash with Lessor in an amount stated and Lessee's failure to do so shall be a material breach of this lease. If the monthly rent shall, from time to time, increase during the term of the lease, Lessee shall thereupon deposit with Lessor additional security deposit, so that the amount of security deposit held by Lessor shall at all times bear the same proportion the current rent as the original security deposit bears to the original monthly rent set forth in paragraph 3 hereof. Lessor shall not be required to keep said deposit separate from its general accounts. If the Lessee performs all of Lessee's obligations hereunder, said Lessor, shall be returned, without payment of interest or other increment by its use, to Lessee

FIRST RIGHT OF REFUSAL

6. Lessee is hereby granted, and it is expected by Lessor, that Lessee shall exercise its right to a first right of refusal to release the premises after termination of the basic term.

LESSEE'S FIXTURES AND EQUIPMENT:

7. Lessee may affix, attach to or install in or on the premises all such fixtures and equipment including wire, cables, and appurtenances as it may require for the transaction of its business. Lessee shall at all times have access to the premises for the purpose of using connecting, disconnecting and otherwise managing all fixtures and equipment.

Lessee's employees shall also have access to the premises prior to the commencement of the term of this lease for the purpose of installing telephone facilities.

Title to all fixtures and equipment installed in or affixed to the premises by the Lessee shall be owned by the Lessee and may be removed by Lessee at any time prior to the end of the term heretofore or in the case of other termination as herein provided, such removal shall be completed within ten (10) days after such termination. Lessee shall at its expense repair all damage to the premises resulting from any removal of fixtures and equipment.

Lessee agrees to return the premises to its original condition after the removal of any fixtures, equipment or any interior remodeling.

FIRE COVENANTS:

8. Lessor shall and does hereby release Lessee from all liability for damage to or destruction of the premises caused by fire or any other risk covered by extended coverage fire insurance whether due to Lessee's negligence or otherwise.

Lessor shall carry extended coverage fire insurance on the premises during the term hereof or any extension therefore and shall obtain a waiver of subrogation in favor of Lessee from the insurance carrier. Lessor shall furnish Lessee with a copy of said waiver of subrogation no later than the commencement of the term hereof.

Subject to the provisions of this section, damage to the premises caused by fire or by any other risk covered by extended coverage fire insurance, by the elements, by acts of nature, or by any agency beyond the control of Lessee shall be repaired by Lessor at Lessor's own expense. Should all or a substantial part of the premises unfit for Lessee's occupancy and so that they cannot be restored by reasonable diligence within sixty (60) working days after the commencement of actual work, then this lease may be terminated with a period of thirty (30) days after such damage, by either party, upon written notice to the other, whereupon Lessee shall surrender the premises to the Lessor and shall not be liable for any further rental from the date of such damage and whereupon Lessor shall refund any unearned rent paid in advance by Lessee; such refund shall be calculated at a daily rate based upon the monthly rental. Should this lease be not so terminated, or if such damage so

caused is such that premises can be made fit for Lessee's occupancy within sixty (60) working days from commencement of work or if only a small portion of the premises is damaged or made unfit for Lessee's occupancy, Lessor shall with all reasonable speed and diligence repair the damage at Lessor's sole cost and make the premises fit for the Lessee's occupancy. Lessee shall, between the date of such damage and the completion of such repairs, pay an amount of rent proportionate to the amount of space, if any, which is fit for Lessee's occupancy.

Lessor shall not be responsible for the Lessee's contents or fixtures damaged by fire during the course of said lease.

REPAIR AND MAINTENANCE:

9. Lessor shall assume the cost of and shall make such repairs to any portion of the premises as may be necessary to replace faulty construction or to correct unsafe or unsanitary conditions of any kind not caused by Lessee, and shall keep the premises in good condition and repair including, but not limited to, maintenance of the roof, and such painting or other treatment of the interior or exterior as is necessary to maintain the premises in reasonable good sanitary conditions and neat appearance. Subject to the terms of Section 7 of this lease, should Lessor fail to make or begin such repairs or corrections within thirty (30) days after written notice from Lessee to do so, Lessee may either terminate this lease by giving written notice to Lessor of such intention to do terminate, or make said repairs or corrections at Lessor's expense. Should Lessor fail, after demand thereof, to reimburse Lessee for the cost of such repair or corrections, the amount paid for such repairs or corrections by Lessee may be deducted from any rent due or to become due.

USE OF PREMISES:

10. The premises shall be used for office use only.

TAXES:

11. Lessor shall pay all real property taxes and general and special assessments of every kind and nature levied against the premises during the term of this lease or any extension thereof. If such taxes and assessments are assessed to Lessee, Lessee shall pay them, and Lessor shall reimburse Lessee upon demand the full amount thereof. If Lessor does not so reimburse Lessee, Lessee shall have the right to recover from Lessor, by deduction from any rent due or to become due or otherwise, the full amount so paid by Lessee.

All taxes levied against personal property, trade fixtures and real property improvement owned by and assessed to Lessee, shall be paid by Lessee. If such taxes or any of them are assessed to Lessor, they shall be paid by Lessor, and Lessee shall reimburse Lessor upon receipt of a copy of Lessor's receipted tax bill, the full amount so paid by Lessor.

ALTERATIONS:

12. Lessor must approve any and all alterations and repairs requested by the Lessee, in writing.

SIGNS:

13. The Lessee shall not be entitled to any signs on the exterior of the building, but is entitled to a sign on the exterior of Lessee's door at Lessee's sole expense and in the reception room

DEFAULT OF LEASE:

14. Should Lessee be in default under any of the terms hereof and should such default continue for a period of thirty (30) days from the time that Lessor gives Lessee written notice thereof, Lessor may, in addition to such other remedies as it may have, forthwith terminate this Lease upon giving written notice of such termination to Lessee, and thereafter may re-enter the premises and remove all persons there from.

Any personal property left on the premises by the Lessee once the Lessor retakes possession, shall become the property of Lessor.

Lessor had the right to retake the possession peacefully at anytime after the service of a three-day notice to pay or quit the premise.

ATTORNEY FEES:

15. Should litigation be necessary then the prevailing party shall be entitled to attorney fees and any other professional fees that are reasonable necessary to prosecute the right under the lease.

SUBLEASE AND ASSIGNMENT:

16. Lessee shall not sublet or assign the premises without first having secured Lessor's written consent; provided, however, that such consent shall not be necessary should Lessee assign its assignment, consolidated or merger which embraces all or substantially all of its property of business to or into a successor or surviving corporation.

RULES AND REGULATIONS:

17. Lessor reserves unto itself from time to time the right to prepare and maintain in force reasonable rules and regulations for the safety, care and cleanliness of the premises and for the benefit of all of the tenants of said building. Lessor agrees that such rules and regulations shall apply equally to all tenants of said building. Lessor agrees that such rules and regulations shall apply equally to all tenants and their agents, servants, employees, invitees and guests, to obey all such rules and regulations; however, where said rules and regulation conflict with the terms of the lease, the terms of this lease will be in control.

END OF TERM:

18. Lessee shall surrender and deliver the premises to Lessor immediately upon termination of this lease whether by expiration of time or otherwise in as good condition as that in which they were received by Lessee, reasonable wear and tear and damage by fire, by the elements, by acts of nature, or by any agency beyond the control of Lessee excepted.

NOTICE OR DEMAND:

19. Any notice or demand called for by this agreement to be given by either party hereto to the other shall be deemed to have been duly given when personally served on the other party or when the notice or demand is deposited in the regular channel of the United States mail, postage prepaid, addressed as follows or to such other places as Lessor or Lessee may hereafter in writing direct:

To Lessor: Lincoln's Inn
C/O Marina Self Storage Inc.
5386 N. Ventura Avenue
Ventura, CA 93001

To Lessee: Ventura County Transportation Commission
Suite 207
Lincoln's Inn
950 County Square Dr.
Ventura, CA 93003

RENTAL PAYMENT:

20. The rental specified herein shall be paid as and when due to Lessor at the address set forth in Section 19 of this lease, or such other person or at such other address as Lessor hereafter may designate by written notice to Lessee. Payment of said rent to any person so designated by Lessor shall exonerate Lessee from all responsibility therefore or for the proper distribution thereof. First's month prorated rent plus security deposit equal to one month's rent shall be paid in advance upon signing of this document.

BINDING AGREEMENT:

21. Subject to the provisions of Section 16, this lease shall be binding on the successors and assigns of the parties hereto.

SECTION HEADING:

22. The heading of the sections of this lease are explanatory only. In construing the meaning of the Lease, the heading shall be disregarded.

IN WITNESS THEREOF, the parties hereto have caused this lease to be executed May 20, 2014

(Lessor)


James P. Sandefer, Marina Self Storage, Inc.

(Lessee)

Darren Kettle, Exc. Director
Ventura County Transportation Commission

VCTC General counsel

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Item #8L

June 6, 2014

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION
FROM: PETER DE HAAN, PROGRAMMING DIRECTOR
**SUBJECT: APPROVAL OF LICENSE AGREEMENT FOR SOUTHERN CALIFORNIA EDISON
ON VCTC RIGHT-OF-WAY IN SIMI VALLEY**

RECOMMENDATION:

- Authorize the Executive Director to sign a license agreement for a utility installation for Southern California Edison (SCE) in the VCTC-owned Metrolink right-of-way in Simi Valley, for an annual fee of \$500.

BACKGROUND:

VCTC is the owner of the north side of the Metrolink Ventura County Line right-of-way from the Los Angeles County line to the Moorpark Station. VCTC has received a request from SCE to provide a license for installation of a fiber optic cable in this right-of-way near Katherine Road and Peppertree Lane in Simi Valley. The proposed cable has been reviewed and approved by VCTC and SCRRA staff. Staff recommends the Commission authorize the Executive Director to sign the requested license agreement, requiring the standard utility license fee of \$5,000 per year.

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Item #8M

June 6, 2014

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: ELLEN TALBO, PROGRAM ANALYST

SUBJECT: ALLOCATIONS FOR TRANSPORTATION DEVELOPMENT ACT (TDA) FISCAL YEAR (FY) 2014/2015 ARTICLE 3 BICYCLE/PEDESTRIAN FUNDS

RECOMMENDATION:

- Approve the attached list of allocations for FY 2014/2015 Transportation Development Act (TDA) Article 3 bicycle/pedestrian funds.

DISCUSSION:

Each year, under Article 3 of the State TDA legislation, 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.

The FY 2014/2015 TDA revenue estimate is currently \$583,400. In addition, there is carryover money from FY 2013/2014 of \$99,960 bringing the total to \$683,360. After 15% or \$102,504 is deducted for Class I bicycle trail maintenance, \$580,856 was available for the cities and County to competitively apply for bike & pedestrian project funding.

The Commission 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 used the schedule and evaluation criteria which were approved by the Commission at its January 10, 2014 meeting.

All cities (except Moorpark and Fillmore) and the County applied for funds. After hearing presentations from the applications and discussing the proposals at their March 2014 meeting, the CTAC/SSTAC at their May 13, 2014 meeting scored all the applicants. The scoring results indicated that the available bike and pedestrian funding will cover the entire requested funding amounts for most of the applicants with partial funding available to Camarillo. Therefore, the projects in Attachment #1 are recommended to receive the available Article 3 funding for bike and pedestrian use.

FY 2013/2014 TDA ARTICLE 3 BICYCLE/PEDESTRIAN FUND – CTAC/SSTAC RECOMMENDED PROJECT FUNDING

Ranking Score (Max Possible =1100)	Project Applicant	Funding Request	Project Name	Local Match	Total Project Cost
1097	City of Simi Valley	\$78,000	Arroyo Simi Greenway	\$1,247,000	\$1,325,000
1072	City of Oxnard	\$142,000	Bicycle path and safety improvements	\$142,000	\$284,000
1055	City of Ojai	\$60,000	Grand Avenue Bike Lane and multi-use trail	\$60,000	\$120,000
1029	City of San Buenaventura	\$50,000	Seaward Avenue green bike lanes	\$50,000	\$100,000
976	City of Thousand Oaks	\$55,000	Janss Road sidewalk and ramps	\$55,000	\$110,000
964	Ventura County	\$80,000	Casitas Road bike lanes	\$110,000	\$190,000
949	City of Port Hueneme	\$50,000	Ventura Road bikeway upgrades	\$50,000	\$100,000
899	City of Camarillo	\$125,000 (\$65,856 available for award)	Bike/pedestrian trail at Village Pleasant Valley Sports Complex	\$12,500	\$150,000
616	City of Santa Paula	\$510,000	Fagan Barranca trail	\$51,000	\$561,000
No application	City of Moorpark	N/A			
No application	City of Fillmore	N/A			
					\$2,940,000
	Total Funding Request	\$1,150,000			
	Total Competitive Funding Available	\$580,856			
	Total Class I Bike Trail Maintenance				\$102,504
	TOTAL Article 3 Bike & Ped				\$683,360

*By Commission policy, 15% 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 # 8N

June 6, 2014

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

**FROM: VICTOR KAMHI, DIRECTOR OF BUS TRANSIT
AMY AHDI, TRANSIT PLANNER**

SUBJECT: TRIENNIAL PERFORMANCE AUDIT FOR GOLD COAST TRANSIT (GCT)

RECOMMENDATION:

- Approve the State required Transportation Development Act (TDA) triennial performance audit of the Gold Coast Transit (GCT) agency, and authorize the Executive Director to submit the report to the State Controller and California State Department of Transportation (Caltrans).

DISCUSSION:

Every three years, the State requires that VCTC (in its role as the County Transportation Commission and Regional Transportation Planning Agency for Ventura County), and any transit operator (as defined by the State) using TDA Article 4 funds, undergo a performance audit to certify that these agencies are fully complying with the TDA legislative intent and regulations. GCT is currently the only Article 4 operator in Ventura County and is thereby the only transit operator subject to this requirement; however, beginning in FY2014-15, the City of Thousand Oaks and the City of Simi Valley will also have to comply with this requirement.

The previous performance audits were completed in May 2011 and covered FY 07/08 - FY 09/10. Last July, the Commission approved a contract with Nelson/Nygaard Consultants to perform the audits looking at fiscal years 10/11 through 12/13. After review and approval by the Commission, the audits are required to be submitted to the State Controller's Office and Caltrans.

The Executive Summary of the GCT audit is attached to this item. Also, a copy of the GCT performance audit has been distributed to the Commission, provided to Gold Coast Transit, and posted on VCTC's website.

Gold Coast Transit (GCT)

The GCT audit concentrated on operational efficiency and effectiveness, and also reported on performance measures as specified in TDA regulations. The GCT audit is being reviewed by the GCT Board of Directors at their June 4, 2014 meeting. A copy of their agenda item is attached. In summary, the audit concluded that GCT was fully compliant with TDA regulations and performance standards. The audit also found that GCT had several major accomplishments during the audit period including implementation of new transit scheduling and dispatching software, new fareboxes and related fare media, and purchase of property and initiation of development of a new operations facility, and a number of service expansions and enhancements.

June 6, 2014
Item #8N
Page #2

Also, of significance was the successful passage of legislation to create the Gold Coast Transit District as the successor to the current Joint Powers Agency. This has required a significant amount of effort with the member agencies and the board developing the new district by-laws and organizational operating plans.

There were three recommendations for GCT to implement:

GCT Performance Audit Recommendation and Staff Response:

“GCT should continue to monitor ACCESS’s on-time performance and consider a new arrival-based performance standard as tracking technology allows.”

“GCT should formalize the ongoing tracking and reporting of adopted performance measures.”

“GCT should ensure the Finance functional area is appropriately staffed to manage new responsibilities.”

VCTC Staff concurs with the recommendations.

TDA TRIENNIAL PERFORMANCE AUDIT FY 2011 – FY 2013

Gold Coast Transit

Executive Summary

This is the Draft Performance Audit report for Gold Coast Transit covering Fiscal Years 2010/11, 2011/12, and 2012/13. An Audit is required triennially of every transit operator in the state of California to be eligible for Transportation Development Act (TDA) funding. This Audit was commissioned by the Ventura County Transportation Commission (VCTC) and was conducted in accordance with the Audit process established by the California Department of Transportation.¹

PERFORMANCE AUDIT SCOPE

The performance audit is designed to serve as a high-level management report that evaluates the effectiveness and efficiency of public transit service provided by Gold Coast Transit (GCT). The scope of this performance audit covers:

- A review of actions taken on prior performance audit recommendations
- A review of management and control procedures, including an integrated planning and budgeting process and internal performance monitoring procedures
- Verification of methods for calculating performance indicators
- An evaluation of the efficiency, economy, and effectiveness of the operation, including an analysis of five TDA-required performance measures:
 - Operating cost per passenger
 - Operating cost per revenue service hour
 - Passengers per vehicle service hour
 - Passengers per vehicle service mile
 - Vehicle service hours per FTE
- An analysis of the needs and types of passengers being served, the employment of part-time drivers, and contracting with common carriers
- Findings concerning each area of review or analysis
- Recommendations for improving performance and/or compliance with TDA (Transportation Development Act) requirements

To complete the Audit, the auditor conducted in-person and telephone interviews with GCT staff and reviewed financial reports and other planning documentation.

SYSTEM OVERVIEW

Gold Coast Transit is the regional transit service for western Ventura County. Operations began in 1973 via a Joint Powers Agreement (JPA) between the Cities of Ojai, Oxnard, Port Hueneme, and San Buenaventura. In 2007, the JPA was revised and the name of the organization and the system were changed from South Coast Area Transit to Gold Coast Transit. As of July 1, 2014, GCT will sunset the JPA and become a transit district, known as the Gold Coast Transit District.

¹ <http://www.dot.ca.gov/hq/MassTrans/State-TDA.html>

GCT provides fixed-route bus and paratransit services in the cities of Ojai, Oxnard, Port Hueneme, and Ventura, and in the unincorporated County areas between the cities. GCT's paratransit service is known as ACCESS, which is operated under contract by MV Transportation, Inc.

GCT has a five-member Board of Directors. Under the General Manager, there are five main functional units: Finance and Administration, Planning and Marketing (which includes a separate unit for ACCESS paratransit management), Transit Operations (for fixed-route transit), and Fleet and Facilities.

GCT's mission is to provide safe, responsive, convenient, efficient, and environmentally responsible public transportation that serves the diverse needs of our community.

COMPLIANCE AUDIT

The compliance portion of the Audit covers Chapters 3 through 5. The tasks conducted in this section of the audit are summarized below:

- A review of internal and external reports for consistency and accuracy
- A check for compliance with TDA reporting requirements
- A review of GCT's actions to implement recommendations from the prior Performance Audit
- An analysis of the five TDA-required performance indicators for GCT services

GCT was found to be in compliance with all applicable TDA compliance requirements.

FUNCTIONAL AUDIT

The Functional Audit is covered in Chapter 6. It assesses GCT's performance by identifying the agency's major recent accomplishments and by tracking the status of its adopted performance standards. For ACCESS, the Auditor reviewed the performance standards found in GCT's contract with MV Transportation.

MAJOR FINDINGS

GCT can count several major accomplishments during this Audit period. The agency implemented several new service enhancements including new routes and increased service. GCT also implemented new transit scheduling and dispatching software, purchased and installed new fareboxes, and hired new staff in the areas of administration, customer service, marketing, planning, and transit. The two biggest accomplishments for the period include the planning and purchase of property for the agency's new operations, maintenance, and administrative facility and the establishment of the Gold Coast Transit District.

For its fixed-route service, GCT had a challenge meeting its adopted performance standards related to on-time departures, passengers per revenue service hour (productivity) on trunk and local routes, and operating cost increases as compared to CPI. Additionally, staff is concerned about the uncertainty of funding through the federal transportation bill, MAP-21, and future state regulation related to allowable axle loads on buses.

For ACCESS, operating costs per revenue service hour and per passenger increased during this Audit period as well as the two prior periods. Its contracted operator, MV Transportation, has not met its on-time performance standard or its passengers per hour performance standard. Based on experience with other similar paratransit operations in California and nationwide, these standards are achievable, although it should be noted that a 30-minute pickup window is customary at many agencies, and GCT staff report that they are achieving this standard within a 30-minute window. The contract calls for penalties of \$500 per incident when consumers are picked up more than 30 minutes after the scheduled window, which is standard practice in similar contracts.

RECOMMENDATIONS

The following recommendations are the result of the findings of this Audit. For further details about these recommendations, please refer to Chapter 7.

Recommendation	Priority	Timeline
Continue to monitor ACCESS's on-time performance and consider a new arrival-based performance standard as tracking technology allows.	Medium	Ongoing
Formalize the ongoing tracking and reporting of adopted performance measures.	Medium	FY 2014/15
Ensure the Finance functional area is appropriately staffed to manage new responsibilities.	Medium	FY 2014/15

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June 4, 2014

TO: Board of Directors

Item #9

FROM: Steve L. Rosenberg 
Director of Finance and Administration

RE: Receive and File the Transportation Development Act (TDA) Triennial
Performance Audit Report for FY 2011 – FY 2013

I. EXECUTIVE SUMMARY

The California Public Utilities Code requires that all Regional Transportation Planning Entities (RTPEs) and transit agencies that receive funding under Article 4 of the Transportation Development Act (TDA) have a triennial performance audit of their activities. The performance audits must be conducted on a triennial basis pursuant to a schedule established by the VCTC. For this audit period VCTC contracted with Nelson\Nygaard Consulting Associates to conduct the GCT audit. Nelson\Nygaard has satisfactorily conducted several prior TDA audits of GCT/SCAT.

This TDA Triennial Performance Audit Report for FY 2011 – FY 2013 report is being presented to the GCT Board on June 4, 2014 and the VCTC Board on June 6, 2014. The report is considered final after the VCTC accepts it.

The report finds that *"GCT was found to be in compliance with all applicable TDA compliance requirements."* The report findings were that *"Overall, GCT performed well over the Audit period. GCT continues to meet all of the TDA performance standards and has met most of its own adopted performance objectives and standards. Also of significance was the successful passage of legislation to create the Gold Coast Transit District as the successor to the current Joint Powers Authority. This has required a significant amount of effort with the member agencies and the Board to develop new District bylaws and organizational operating plans."*

The report addressed the one recommendation made in the previous audit report, *"GCT should work closely with the ACCESS contract operator to improve on-time performance."* The report noted that while ACCESS does not always meet its contractual goal of 95% of passengers being picked up within 10 minutes prior to 10 minutes after the scheduled time, ACCESS receives very few complaints because for 95% of passengers ACCESS meets the stated service standard of dropping them off no later than 15 minutes before their stated appointment time.

301 E. Third St, Oxnard, CA 93030-6048 • 805.483.3959 • FAX 805.487.0925 • www.goldcoasttransit.org

A Joint Powers Agency of:

City of Ojai • City of Oxnard • City of Port Hueneme • City of Ventura • County of Ventura

The report makes three recommendations moving forward. The recommendations, with staff response following, are:

1. *GCT should continue to monitor ACCESS' on-time performance and consider a new arrival-based performance standard as tracking technology allows.*

Staff concurs.

2. *GCT should formalize the ongoing tracking and reporting of adopted performance measures.*

Staff concurs.

3. *GCT should ensure the Finance functional area is appropriately staffed to manage new responsibilities.*

The finding addresses staffing capacity to take on additional responsibilities associated with becoming a district, as well as those associated with the ongoing addition of new technologies. GCT will shortly be adding a Director of Human Resources. Once that department is established, management will be reviewing the administrative organization and approved positions that are vacant to determine the best deployment of resources.

The five-page Executive Summary for the Transportation Development Act (TDA) Triennial Performance Audit Report for FY 2011 - FY 2013 is attached to this report. A full copy of the entire report is provided as a separate attachment to Board members and posted to the GCT website, and will be filed with this report.

II. RECOMMENDATION

It is recommended that the Board receive and file the Transportation Development Act (TDA) Triennial Performance Audit Report for FY 2011 – FY 2013

Concurrence:



Steven P. Brown
General Manager

Attachment



Item #9

June 6, 2014

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: DONNA COLE, PUBLIC INFORMATION OFFICER

SUBJECT: EXTENSION OF VCTC MARKETING AND PUBLIC OUTREACH CONTRACT

RECOMMENDATION:

- Approve a one year extension of the current marketing and public outreach contract with Moore and Associates at a cost not to exceed \$200,000.

BACKGROUND:

VCTC entered into a contract with Moore and Associates for marketing and public outreach in January 2010. Since that time the Moore team has enthusiastically taken on the challenges of rebranding VCTC and enhancing the Commission's level of engagement throughout Ventura County.

The current contract provides the option of 2 one-year extensions after the original 3 year agreement. The first year contract extension approved last year ends on June 30th. We have had a good working relationship with Moore and Associates and they have been very responsive to our long term and immediate requirements. Exercising the final one-year extension option of this contract, ending June 30, 2015, will help provide a smooth transition with the upcoming changes in Ventura Intercity Bus service. Funding for this program is provided by Federal Transit Administration (FTA) Congestion Mitigation and Air Quality (CMAQ) and is the same amount approved with the original contract.

Attached is a summary of the activities completed to date in support of the original contract and the first one-year extension.

CONTRACT AMENDMENT NO. 2

VENTURA COUNTY TRANSPORTATION COMMISSION (VCTC)

MARKETING AND PUBLIC OUTREACH PROGRAM

This Contract Amendment No. 2 ("Amendment") by and between the Ventura County Transportation Commission ("VCTC"), herein referred to as "VCTC" and Moore and Associates, hereinafter referred to as "CONTRACTOR", is entered into as of this 6th day of June, 2014.

WHEREAS, on January 8th, 2010, VCTC entered into a consulting contract ("Contract") for development of a Marketing and Public Outreach Program.

NOW, THEREFORE, VCTC and CONTRACTOR agree as follows:

1. Section 4 of the Contract is hereby amended to increase the period of the contract to June 30, 2015 at a cost not to exceed \$200,000.
2. Except to the extent amended hereby, the Contract remains in full force and effect.

**VENTURA COUNTY
TRANSPORTATION COMMISSION**

By: _____
Ralph Fernandez, Chair

APPROVED AS TO FORM:

By: _____
General Counsel

CONTRACTOR: MOORE AND ASSOCIATES

By: _____
Jim Moore, *Managing Partner*

Ventura County Transportation Commission Summary of Marketing Activities

Since early 2010, Moore & Associates has supported the Ventura County Transportation Commission (VCTC) in the marketing and promotion of its programs and services. Across the past four years, these efforts have resulted in increased awareness and support of the agency's initiatives and accomplishments. New communication channels have been established, annual campaigns have been developed and expanded, challenges have been weathered, and the public has remained informed on the Commission's activities and vision.

These efforts serve as a starting point for many of the anticipated developments in the works for VCTC heading into Fiscal Year 2014/15. These developments span the spectrum of VCTC's programs, many of which are already underway.

Marketing History

The following is a summary discussion of key marketing and communication efforts during the initial contract period. The section is broken down by "Agency," "Commuter Services," "VISTA," and "Other" activities that Moore & Associates has provided.

Agency

In March 2010, Moore & Associates met with VCTC staff to discuss marketing and communications needs for the agency and its programs. Since that meeting, we have coordinated/executed the following efforts.

- **Agency rebranding.** In 2010, Moore & Associates led an agency-wide rebranding that included an updated logo, redesigned letterhead and stationery, and style guide development to create uniformity and brand consistency. The style guide included design and usage standards for the new logo as well as fonts, photos, and colors. The new logo, which is still widely displayed today, later served as the inspiration for program-specific rebranding (i.e., VISTA, Commuter Services, Guaranteed Ride Home).
- **Development of comprehensive marketing plan.** Upon initiation of the base contract in 2010, Moore & Associates prepared a comprehensive marketing plan for VCTC and its programs. This Plan included strategies and tactics, incorporated market research (i.e., stakeholder and community surveys in September 2010), and has been instrumental in guiding communications and marketing activities.
- **Website redesign.** Beginning in April 2010, we worked with VCTC staff to affect a full-scale website redesign across all programs and services on www.GoVentura.org. The redesigned website is still in place today and provides a valuable landing site. It creates a positive first impression to visitors seeking VCTC information, such as how to rideshare.
- **Development of email communications.** In May 2010, Moore & Associates developed and began distributing content via email blast (eblast). Templates were created, contact lists were compiled, and distribution schedules were set to disseminate information on a wide range of topics. To date, this communication channel is utilized in coordination with the "On the Move" newsletter, Commuter Services program, Teen Council, and more; disseminating information to nearly 1,400 individuals and organizations across Ventura County.

- **Social media expansion.** Upon contract initiation, VCTC's Facebook had 10 "likes" and its Twitter had 13 "followers." The growing popularity and incorporation of social media into individuals' daily lives necessitated an increased utilization of these valuable tools. We have since grown VCTC's Facebook "likes" to 632 and Twitter "followers" to 658. Additionally, social media has become a viable outlet to disseminate time-sensitive information, promote campaign/outreach activities, and provide valuable customer service. Currently, Facebook and Twitter "likes" and "followers" increase at an average rate of 6 percent monthly.
- **Institution and monthly development/distribution of "On the Move" newsletter.** Utilizing the redesigned website and eblast database, the first "On the Move" newsletter was distributed in January 2011. This communication tool is created monthly to update interested parties on VCTC happenings. Now in its fourth year of publication, the newsletter regularly features information on all VCTC programs, includes custom designed headers, and serves as a medium to make announcements regarding campaigns and initiatives. It is currently distributed to 1,100 monthly subscribers and available for free download on www.GoVentura.org.
- **Earth Day and wellness/benefit fair outreach.** Since 2010, Moore & Associates has represented VCTC at no less than five community-specific Earth Day events annually in addition to wellness/benefit fairs as scheduled. During these events, promotional items designed and procured by Moore & Associates, as well as brochures we have updated and/or redesigned, are distributed to attendees. Additionally, we have coordinated with local transit operators countywide to display and distribute their service information as well. The results include increased awareness of VCTC and its programs as well as all transit services in Ventura County.
- **Participation in Ventura County Fair.** Each year, hundreds of thousands of visitors attend the Ventura County Fair. This event has provided widespread exposure for VCTC, which hosts a booth that is staffed by Moore & Associates annually. We provide all logistical planning and personnel for this two-week-long event and distribute promotional items and service materials for VCTC, its programs, and services. Through this event, contact databases have been bolstered through the promotion of daily drawings. Nearly 5,000 individuals visited the booth in 2013.
- **Development and distribution of media releases and public communications.** Since 2010, Moore & Associates has been the primary author of all media releases and op-ed pieces distributed on behalf of VCTC. These media releases span a variety of topics and are drafted at the direction of VCTC staff. To ensure successful and targeted distribution of the releases, we also maintain and update the media distribution database.
- **Graphic design services.** Moore & Associates has provided a wide range of graphic design services in the promotion of VCTC. In addition to logo development, design has also included the development of an agency-specific brochure, program-specific collateral, and designs for agency apparel and promotional items. All collateral is now available in either English- or Spanish-language versions

- [Preparation of talking points/presentations](#). Since initiation of the base-year contract, Moore & Associates has prepared talking points for speeches by Commissions and agency staff on topics such as “Carmegeddon” in 2012 and groundbreaking ceremonies such as the US-101/SR-23 interchange improvement project in early 2014. Additionally, since creating the current PowerPoint template, Moore & Associates has prepared presentations for Commission meetings covering numerous topics, including an update on Proposition 1B projects (2014).

[Commuter Services](#)

In January 2011, Moore & Associates and VCTC Commuter Services staff began a series of discussions aimed at expanding marketing and promotion of ridesharing and the program at-large. These meetings have yielded the following activities and results.

- [Promotion of Rideshare Week campaign](#). Since 2010, the annual Rideshare Week campaign has been a cornerstone of Commuter Services marketing efforts. This national campaign promotes the use of alternative forms of transportation for daily commutes and uses prizes, targeted messaging, and on-site events to encourage participation and communicate the benefits of ridesharing. This campaign has grown over the years; and in 2013, we received over 750 online sign-ups from 75 different businesses countywide. We regularly prepare public communications and radio advertising copy to promote the campaign, as well as designs campaign materials such as posters, direct mail pieces/packets, and website graphics/content.
- [Coordination of first annual Rideshare Week Luncheon](#). In 2013, Moore & Associates coordinated the first annual Rideshare Week Luncheon at California State University, Channel Islands. The luncheon served as a launching point for the subsequent Rideshare Week campaign and was an opportunity to connect with the more than 50 Employee Transportation Coordinators that attended. Each ETC was given promotional items for Rideshare Week and in support of ridesharing at their worksite, including engaging activities and informational materials. We expect to repeat the luncheon in 2014.
- [Promotion of Bike to Work Week campaign](#). Originally promoted via free-ride coupons, the national campaign was expanded to include three “pit stop” events in 2012 (two public; one worksite) with free bike tune-ups provided by local bike shops; a more elaborate prize pool; and broader promotion. This effort has since been expanded even further with double the number of “pit stops” and increased online participation (155 percent) and event attendance (355 percent) since 2012.
- [Development and distribution of Employer Resource Manual](#). In 2013, Moore & Associates began development of a comprehensive guide for ETCs to promote ridesharing at their worksite. This handbook includes community-specific information, content to assist individuals already using alternative transportation, and everything needed to utilize the full resources of the Commuter Services program. It is organized into informational “modules” based on topic, location, and purpose. Upon approval and production of the guide, ETCs were contacted to inform them of the new resource and confirm shipping addresses. To date, nearly 120 copies have been distributed.

- [Initiation and monthly distribution of Commuter Services eblast](#). We have drafted and distributed a monthly eblast since 2010, informing registered ETCs of upcoming events, commute updates, ridesharing facts, and industry happenings. In 2013, this database was used as an invitation medium for ETCs to attend the inaugural Rideshare Week Luncheon. To date, nearly 160 contacts receive these communications. Additionally, the database is used to distribute information that is drafted by Moore & Associates regarding the annual Rideshare Diamond Awards.
- [Evaluation and edits to rideshare website](#). In 2012, our project team completed a full review of the rideshare portion of www.GoVentura.org. The website was evaluated for effectiveness and ease of use by comparing it to industry standards and sites of similar scope. Revisions were then undertaken in coordination with VCTC staff to provide improvements, additional resources, and reformatted pages.
- [Development and design of new Guaranteed Ride Home brochures](#). Responding to the need for an updated and comprehensive piece for the promotion of Commuter Services' Guaranteed Ride Home program, English and Spanish versions were designed. Production was coordinated by our firm, and the new collateral has become an integral part of outreach events.
- [Draft semi-annually coordinated "Eye on the Environment" column in the VC Star](#). Twice each year, VCTC has the opportunity to submit content for the *VC Star's* "Eye on the Environment" column. Our project team drafts this column in correlation with the annual Rideshare Week and Bike to Work Week campaigns. These articles are commonly cited as reasons participants in each campaign become aware of the promotions.
- [Lead-generation phone calls](#). In 2012, Moore & Associates began regular "cold calls" to generate interest in the Commuter Services program and provide VCTC staff with "warm leads" for follow-up. Weekly leads were provided to VCTC and follow-up content was mailed to the newly established contact.
- [Maintenance of ETC database](#). We are responsible for maintaining the ETC database. This database includes contact names and information for individuals at worksites countywide and serves as the initial list used for promotional direct mail efforts and eblasts. There are currently more than 300 contacts therein.
- [Coordination and execution of direct mailers](#). We regularly design postcards, packets, and other informational pieces used in direct mailers, including one targeting the Catalina Heights Naval Housing community in Camarillo in February 2012. This mailer discussed vanpooling and other rideshare options, and was distributed door-to-door in coordination with Lincoln Military Housing (the property manager).

VISTA

Since project initiation in 2010, Moore & Associates has provided ongoing marketing and planning support for the VISTA bus service. These efforts have included coordination of and involvement in the following activities.

- **Service rebranding.** In correlation with the aforementioned agency rebranding effort, the VISTA logo and bus wrap artwork was redesigned to maintain brand consistency and give the service a fresh, new, and engaging look. Moore & Associates led this effort, provided all design work, and coordinated with the operator and decal installer to ensure the new graphics were installed on all vehicles. All fixed-route and Dial-A-Ride vehicles were updated with the new branding.
- **Bus stop amenities checks and infopost updates.** Beginning in August 2010, we began regular field checks of VISTA bus stops across Ventura County. These assessments evaluated the available amenities for maintenance, accuracy of on-site information (infoposts), and cleanliness. Updates to these infoposts began in September 2010 and were later redesigned in accordance with the new branding. Moore & Associates continues to update the infoposts following each service change and subsequently check each bus stop upon installation of the inserts.
- **Development of onboard notifications.** Covering service updates, special event notifications, and rider alerts, Moore & Associates regularly drafts and designs onboard notices to communicate with riders. These notifications include “seat drops” that are placed on the seats for riders to take with them and “car cards” that are posted for longer timeframes in highly visible locations. These notifications have proven to be a valuable communication tool to ensure riders remain up to date and informed.
- **Assistance with second phase of VISTA fare increases.** Following an initial fare increase in 2009, our firm assisted with a second wave of fare increase logistics and communications in October 2010 (intercounty service) and January 2011 (intercity and DAR service). These efforts included updating all infoposts, informational materials, and website content, as well as the development of associated media releases, onboard notifications, and “seat drops.”
- **Redesign of VISTA service brochures.** In August 2010, our project team completed a full-scale redesign of all VISTA route brochures. This redesign reflected the new branding, ensuring consistency and clarity. To date, we regularly update VISTA service brochures to reflect modified timetables, additional stops/service, and desired copy revisions. Most recently, we consolidated the English and Spanish versions of the Highway 126 route brochure into one easy-to-read bilingual piece in early 2014.
- **Design and production of VISTA bus transfers.** In January 2011, VISTA launched a new transfer program allowing inter- and intra-agency transfers. We played a critical role in the development of the new transfer program, including the design and production of the transfers themselves. We also designed and produced a supplemental bilingual informational card detailing the transfer policy. To date, Moore & Associates coordinates the production of all transfer slips.

- [Logistical assistance and communications regarding transition to Roadrunner Shuttle \(crisis communications\)](#). In 2012, VISTA operator CoachUSA unexpectedly filed for bankruptcy, leaving the future of VISTA service in question. Moore & Associates provided crisis communications assistance and critical counsel regarding the transition to Roadrunner Shuttle in a very short timeframe, allowing VISTA service to continue uninterrupted. Communications regarding the transition were distributed via media release, “On the Move” newsletter, social media, eblast, online frequently asked questions (FAQs), and supplemental website content. Additionally, we created new fare media that would be accepted on Roadrunners’ vehicles.
- [Assistance and coordination with local services](#). In addition to providing marketing and consulting for the VISTA service, we also assist local operators. For example, in 2013, we provided communications services for the City of Moorpark’s (Moorpark City Transit) shutdown of outdated smartcard point of sale systems. Additionally, we provide local operators’ materials at outreach events and aid in trip planning between VISTA and local services during these events.
- [Promotion of free onboard Wi-Fi](#). In December 2012, Moore & Associates began promotion of VISTA’s free onboard Wi-Fi service. This promotion included media release drafting and distribution, social media content, onboard notices, and decal advertising on the sides of VISTA buses. This effort is particularly of note due to the positive response the free Wi-Fi service regularly receives.
- [Development of VISTA call center script](#). To aid in the customer service process, a critical aspect to the overall VISTA brand, our firm developed a comprehensive call center script in 2011. This script outlined FAQs, policies and procedures, ridership logistics, and supplemental contact information.
- [Coordination and execution of 2014 onboard survey](#). Conducted pro bono by Moore & Associates, a comprehensive onboard survey of all fixed routes and DAR services was coordinated and executed in May 2014. Each fixed-route survey included origin and destination data (list of stops specific to each surveyed VISTA route), which will be valuable for planning purposes. In addition, the survey contains demographic data needed to fulfill Title VI reporting requirements. Data will be delivered via simple frequencies to VCTC. The surveys also measured customer satisfaction and potential areas of improvement.

Other

In addition to assistance with agency, Commuter Services, and VISTA endeavors, Moore & Associates has played an active role in the development and promotion of the following.

- [Development and coordination of Teen Council](#). In 2011, Moore & Associates worked with VCTC staff to establish a youth-focused Teen Council organization comprised of students from across Ventura County. We handle recruitment (and the development of associated materials), communication and coordination with students, and facilitate monthly meetings with the Teen Council and VCTC staff. Over the years, Teen Council has developed the award-winning “Student Rider Guide” (2012), which was then distributed to schools and facilities across Ventura County; a youth-focused promotional video (2013) also distributed

countywide; and the recent countywide student art contest, which concluded earlier this year. This organization helps promote alternative forms of transportation to younger generations and provides education on local government and transit.

- [APTA AdWheel Awards](#). Each year, we submit applications for a variety of awards, including the American Public Transportation Association AdWheel Awards. The awards honor achievement in marketing and communications efforts. We have designed and secured AdWheel-award winning pieces two years in a row (2012 and 2013). These award-winning pieces (based on agency ridership category) include the “Student Rider Guide,” “Carbon Footprint Card,” and “Public Transportation: Do it for Your Health” infographic, which also took home the grand prize award for all categories.
- [Metrolink marketing](#). In 2011 and 2012, we staffed VCTC booths for Metrolink Holiday Toy Train events at stations across Ventura County. This annual event provided valuable exposure for VCTC and Metrolink during a fun family-friendly event. Our team regularly distributes Metrolink materials during outreach activities and assists interested individuals with rail trip planning.

Upcoming Activities

As we move toward FY 2014/15, Moore & Associates and VCTC have already begun efforts to develop and implement a variety of exciting activities and initiatives. Our familiarity with VCTC, its staff, services, and mission/vision puts us in a prime position to be targeted and effective with items already in progress, which include the following.

Agency

- [VCTC 25th anniversary](#). On July 1, 2014, VCTC will celebrate its 25th anniversary. In preparation for this milestone, Moore & Associates has designed an anniversary logo and submitted a comprehensive list of activities to commemorate the occasion, including a rebranded bus, which will be unveiled at the June Commission meeting.
- [Drafting and distribution of monthly “On the Move” newsletter](#). We will continue to develop this monthly communication tool. We have been responsible for the writing, design, and distribution of the “On the Move” newsletter since 2011 and will continue to look for engaging topics and features to ensure it remains a popular asset to VCTC.
- [Coordination and staffing of VC Fair booth](#). This two-week-long event requires extensive planning and coordination each year. Moore & Associates, which has coordinated VCTC’s participation at the Fair since 2010, will again handle all logistics and staffing. This event is a valuable opportunity to connect with local residents and distribute agency, Commuter Services, and VISTA information.

Commuter Services

- [Promotion of Rideshare Week and associated activities](#). Moore & Associates has begun development on VCTC’s 2014 Rideshare Week campaign. Sample artwork/themes were submitted in early 2014, and planning is currently underway. Our history with the campaign and relationships with ETCs throughout the county make us a valuable asset to the planning process, especially as Commuter Services looks to host the second annual Rideshare Week Luncheon.

- [Distribution of CommuteSmart newsletter](#). Previously distributed by a third party, the CommuteSmart newsletter provides information on programs across Southern California. Beginning in July, this newsletter will be distributed by each individual agency. Earlier this year, Moore & Associates and VCTC staff participated in a planning sessions with the CommuteSmart contact to discuss the logistics of this transition and what will be required of VCTC. Our knowledge of this process will allow for a smooth transition when the distribution is officially handed off to VCTC.
- [Redesign of RideGuide](#). At the direction of VCTC staff, we have has been asked to design the currently distributed RideGuide. This piece will be updated for content as well as style and includes valuable information for individuals interested in ridesharing. We have promoted the RideGuide on behalf of Commuter Services for years, making us the ideal resource to improve its content and functionality. The RideGuide will also be produced in a Spanish-language version.
- [Drafting and distribution of commuter eblast](#). As previously discussed, we have been responsible for Commuter Services' monthly eblast since 2010. We will continue to draft and distribute this valuable communication piece based on the previously approved schedule (and topic list).

VISTA

- [Bus rebranding](#). As mentioned above, a new bus wrap design is scheduled for unveiling at the June Commission meeting. This new vehicle design will give the service a fresh new look and create greater awareness of VCTC and its role throughout the county.
- [Assistance with farebox/smartcard transition](#). In late 2014, VCTC plans to transition its VISTA fareboxes to a more up-to-date model. Earlier this year, Moore & Associates submitted a memo detailing proposed communications tactics and logistics to aid in this. We also participated in a series of strategy-setting discussions with VCTC staff. Additionally, we have submitted fare media artwork to VCTC for the updated passes that will be necessary for use with the new fareboxes.

Other

- [Recruitment and coordination of Teen Council](#). Moore & Associates has played an integral role in the development of this youth-oriented organization, which is coming off a successful countywide art contest that engaged younger generations in conversations about public transportation. As we look toward FY 2014/15, we will again handle the recruitment process, coordinate and facilitate monthly meetings, and provide the necessary assistance to ensure another successful year.



Item #10

June 6, 2014

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: SALLY DEGEORGE, FINANCE DIRECTOR

**SUBJECT: TRANSPORTATION DEVELOPMENT ACT (TDA),
LOCAL TRANSPORTATION FUND (LTF),
APPORTIONMENT FOR FISCAL YEAR 2014/2015**

RECOMMENDATION:

- Approve the Local Transportation Fund Apportionment for Fiscal Year 2014/2015 apportioning \$31 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.

Changes to the TDA laws and regulations will go into effect on July 1, 2014 per Senate Bill (SB) 716 (Attachment 3) and SB 203 (Attachment 4) as well as SB 664 (Attachment 5). Some of these changes apply to all TDA funds and some are specific to Ventura County and/or the new Gold Coast Transit District. Some of the highlights of the three bills are as follows:

1. A new transit district, Gold Coast Transit District, was created by SB 664 and its jurisdiction includes the Cities of Oxnard, San Buenaventura (Ventura), Port Hueneme, and Ojai and the unincorporated areas of the County of Ventura. Therefore, the local transportation funds that would have been apportioned to those jurisdictions will now go directly to the Gold Coast Transit District. Per SB 664, the apportionment area for the County of Ventura includes the unincorporated area of the county, regardless of whether that area is also within the boundaries of the District. The new legislation does allow that members may claim from Gold Coast Transit District (not VCTC) a portion of these funds for transit services purposes.

2. For jurisdictions with **populations under 100,000** and not in the Gold Coast Transit District (currently the Cities of Camarillo, Fillmore, Moorpark, and Santa Paula), local transportation funds are exempt from the new requirement (SB 716 and SB 203). Therefore, these jurisdictions can claim their local transportation funds first for public transit purposes (Article 4, *Public Transportation*, and 4.5, *Community Transit Service*) but would then be allowed to be claimed for Article 8 including Article 8(a), *Streets and Roads*, and Article 8(c), *Public Transportation*, as per the TDA regulations. If the population of a jurisdiction increases over 100,000, it would subsequently be required to follow the “over 100,000” regulations as mentioned in item 3.
3. For jurisdictions with **populations over 100,000** and not in the Gold Coast Transit District (currently the Cities of Simi Valley and Thousand Oaks), local transportation funds are to be allocated for public transit purposes and not for street and road purposes (SB 716 and SB 203). Therefore these cities can claim their local transportation funds for Article 4, *Public Transportation*, and 4.5, *Community Transit Service*.

DISCUSSION:

The Ventura County Auditor-Controller is projecting that Fiscal Year 2014/2015 Local Transportation Fund sales tax receipts will be \$29.6 million (see Attachment 2). Additionally, the Auditor-Controller's office is increasing their estimate for Fiscal Year 2013/2014 by \$6.3 million bringing the total for Fiscal Year 2013/2014 from \$29.1 million to \$35.4 million. Of the \$6.3 million, \$0.5 million is attributed to increased sales revenue and \$5.8 million is for the one-time payment for the Owens Minor/City of Fillmore settlement previously discussed in December with the revised Fiscal Year 2013/2014 apportionment.

In recognition of the volatility of sales tax revenue, the Commission at its March 2011 meeting adopted a policy to maintain a reserve of roughly 10% of funds to be apportioned for Articles 4 (public transportation) and 8 (other allocations, currently transit and local streets and roads). Should LTF revenues received be lower than estimated, VCTC would be able to draw from the reserves to keep local jurisdictions whole for the fiscal year thereby smoothing out sales tax fluctuations.

The reserve from Fiscal Year 2013/2014 of \$3.4 million, plus the estimated \$0.8 million increase from previous fiscal years leaves the Local Transportation Fund an estimated beginning balance of approximately \$4.2 million. After accounting for this year's contingency reserve of \$2.8 million, there is an additional \$1.4 million in LTF funds to be apportioned along with the new receipts of \$29.6 million for a total apportionment of \$31 million. The Fiscal Year 2014/2015 apportionment includes the following allocations:

- \$2,817,017 Article 3 funds for Commission activities including:
 - \$1,232,500 for Metrolink commuter rail purposes. In Fiscal Year 2013/2014 the Commission began increasing the allocation to Commuter Rail by one-third of the increase in revenue receipts to reduce the reliance on Metrolink's trading of LA Metro's local funds with VCTC's federal capital money to cover some of VCTC's operating costs for Metrolink. The increase in receipts this fiscal year is \$0.5 million with the one-third “commuter rail” share of the increase totaling \$166,500. This increase plus last year's base allocation of \$1,066,000 brings the Article 3, Commuter Rail, allocation to \$1,232,500.
 - \$620,000 for planning activities which include Regional Transportation Planning, Regional Transit Planning, Transportation Improvement Program and Monitoring,

- \$964,517 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.
- \$588,030 Article 3 funds for Bicycle and Pedestrian projects.
- \$27,580,953 for apportionment to Articles 4, 4.5, 8a and 8c as allowed by TDA. The Commission apportions these funds based on the California Department of Finance population estimate of 842,967 from May 2014.

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

			FINAL FY 2014/2015	FINAL FY 2013/2014	Change vs. FY 2013/2014	Draft FY 2014/2015	Change vs. Draft FY 2014/2015
Estimated Unapportioned Cash Balance			4,200,000	5,400,000	-1,200,000	4,200,000	0
Contingency Reserve			-2,800,000	-3,400,000	600,000	-3,000,000	200,000
One Time Revenue			0	5,700,000	-5,700,000	0	0
Estimated Annual LTF Receipts			29,600,000	29,100,000	500,000	29,600,000	0
Total Funds Available			31,000,000	36,800,000	-5,800,000	30,800,000	200,000
Auditor's Administrative Costs			14,000	14,000	0	14,000	0
VCTC Administrative Costs			964,517	865,190	99,327	1,000,000	-35,483
VCTC Planning Costs			620,000	736,000	-116,000	616,000	4,000
Subtotal			29,401,483	35,184,810	-5,783,327	29,170,000	231,483
Article 3 Bikeway/Pedestrian Fund			588,030	703,696	-115,666	583,400	4,630
Subtotal			28,813,453	34,481,114	-5,667,661	28,586,600	226,853
Article 3 Commuter Rail			1,232,500	1,066,000	166,500	1,232,500	0
Total to be Apportioned			27,580,953	33,415,114	-5,834,161	27,354,100	226,853
Article 4 and Article 8 by Agency	Population	Pop %	FINAL FY 2014/2015	FINAL FY 2013/2014	Change vs. FY 2013/2014	Draft FY 2014/2015	Change vs. Draft FY 2014/2015
Camarillo	66,752	7.92%	2,184,052	2,656,935	-472,883	2,175,006	9,046
Fillmore	15,339	1.82%	501,875	606,958	-105,083	496,864	5,011
Moorpark	35,172	4.17%	1,150,789	1,396,063	-245,274	1,142,837	7,952
Santa Paula	30,448	3.61%	996,225	1,198,037	-201,812	980,730	15,495
Simi Valley	126,305	14.98%	4,132,561	5,021,970	-889,409	4,111,058	21,503
Thousand Oaks	129,039	15.31%	4,222,014	5,125,363	-903,349	4,195,697	26,317
Gold Coast Transit District							
Ojai	7,594	0.90%	248,467	301,899	-53,432	247,139	1,328
Oxnard	203,645	24.16%	6,663,040	8,033,641	-1,370,601	6,576,456	86,584
Port Hueneme	22,399	2.66%	732,871	880,899	-148,028	721,117	11,754
San Buenaventura	108,961	12.93%	3,565,084	4,331,458	-766,374	3,545,795	19,289
Ventura County - Unincorporated	97,313	11.54%	3,183,975	3,861,891	-677,916	3,161,400	22,575
Total	842,967	100.00%	27,580,953	33,415,114	-5,834,161	27,354,100	226,853

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

January 14, 2014



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

SUBJECT: LOCAL TRANSPORTATION FUND FY 2014-15 ESTIMATES

Dear Mr. Kettle:

The Auditor-Controller's conservative estimate of the Local Transportation Fund (LTF) revenues for fiscal year 2014-15 is \$29.6 million. Based on current year projected growth of 3.3 percent, the estimate could be up to \$30.6 million. As you are aware, projections are very uncertain given the current economic climate. It may be prudent to budget a contingency account to be allocated midyear if projections remain strong.

For FY 2013-14 we had projected \$29.1 million. This estimate is currently revised to \$35.4 million. The increase is primarily due to a one-time appeal settlement of \$5.8 million for Owens Minor in the City of Fillmore. In addition, based on the allocation schedule provided by your office, we estimate that approximately \$37,677 in interest will be earned by the fund during fiscal year 2013-14 and be available for allocation in the subsequent fiscal year.

Based on revised revenue estimates of \$35.4 million, budgeted allocations of \$36.8 million and interest of \$37,677 we project a LTF fund balance at June 30, 2014, of approximately \$4,210,000. (see Attachment I).

The Auditor-Controller's estimated LTF administrative costs for fiscal year 2014-15 are \$14,000.

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 handwritten signature in blue ink, appearing to read "Jeffery S. Burgh". The signature is stylized and fluid.

JEFFERY S. BURGH
Assistant Auditor-Controller

Enclosure

Attachment 3

BILL NUMBER: SB 716
CHAPTERED BILL TEXT

CHAPTER 609
FILED WITH SECRETARY OF STATE OCTOBER 11, 2009
APPROVED BY GOVERNOR OCTOBER 11, 2009
PASSED THE SENATE SEPTEMBER 10, 2009
PASSED THE ASSEMBLY SEPTEMBER 8, 2009
AMENDED IN ASSEMBLY SEPTEMBER 3, 2009
AMENDED IN ASSEMBLY AUGUST 31, 2009
AMENDED IN ASSEMBLY JULY 14, 2009
AMENDED IN SENATE MAY 19, 2009
AMENDED IN SENATE APRIL 30, 2009

INTRODUCED BY Senator Wolk

FEBRUARY 27, 2009

An act to amend Sections 99400 and 99401.5 of, and to add Sections 99232.1, 99232.2, and 99232.3 to, the Public Utilities Code, relating to transportation.

LEGISLATIVE COUNSEL'S DIGEST

SB 716, Wolk. Local transportation funds.

Existing law requires that 1/4% of the local sales and use tax be transferred to the local transportation fund of the county for allocation, as directed by the transportation planning agency, to various transportation purposes. Existing law specifies the allowable uses for local transportation funds, and generally requires these funds to be used for transit purposes in urban counties, while in counties with a population under 500,000 as of the 1970 census and certain other counties, these funds may also be used for local streets and roads, if the transportation planning agency finds that there are no unmet transit needs or no unmet transit needs that are reasonable to meet, and for other specified purposes.

This bill, for counties that had a population of less than 500,000 as of the 1970 decennial census, but that have a population of 500,000 or more as of the 2000 decennial census or at a subsequent census, would require the local transportation funds apportioned to the urbanized areas of those counties to generally be allocated for public transit purposes and not for street and road purposes, except that cities in those counties with a population of 100,000 or fewer would be exempt from this requirement. Local transportation funds apportioned to the nonurbanized areas in those counties would remain available for allocation to street and road purposes and for other specified purposes. The bill would delay, until July 1, 2014, the application of these new provisions in counties where they apply. The bill would exempt Ventura County from these provisions and instead authorize the Ventura County Transportation Commission to submit, by December 31, 2011, a report to the Legislature analyzing options for organizing public mass transportation services in the county and for expenditure of revenues in the local transportation fund, along with a recommended legislative proposal. If a legislative proposal is not enacted by the end of the 2011-12 Regular Session of the Legislature, local transportation funds in Ventura County would be available solely for transit purposes beginning July 1, 2014. The bill, in counties and areas of counties where local transportation funds may be allocated to local streets and roads, would also authorize allocation of those funds for specified farmworker vanpool purposes upon a finding by the transportation planning agency that there are no unmet transit needs or no unmet transit needs that are reasonable to meet and after all of the capital and operating funds necessary to meet unmet transit needs that are reasonable to meet are allocated.

The bill would make other related changes.

THE PEOPLE OF THE STATE OF CALIFORNIA DO ENACT AS FOLLOWS:

SECTION 1. Section 99232.1 is added to the Public Utilities Code, to read:

99232.1. (a) Notwithstanding Section 99232, for each county with a population of less than 500,000 as of the 1970 federal decennial census, but with a population of 500,000 or more as of the 2000 federal decennial census, or a county whose population is 500,000 or more at a subsequent decennial census, the apportionment to the areas within the urbanized areas of the county, as defined for purposes of the 2000 federal decennial census and each census hereafter, shall be available solely for claims for Article 4 (commencing with Section 99260) and Article 4.5 (commencing with Section 99275) purposes. In a county subject to this section, the apportionment for areas outside of the urbanized area of the county may be used for claims for Article 4 (commencing with Section 99260), Article 4.5 (commencing with Section 99275), and Article 8 (commencing with Section 99400) purposes, providing that allocations under Article 8 (commencing with Section 99400) shall be subject to the unmet needs process as prescribed by Section 99401.5.

(b) The apportionment attributable to the unincorporated area within an urbanized area shall be determined by the proportion that the urbanized area's unincorporated area population bears to the total unincorporated population times the total apportionment attributable to the unincorporated area.

(c) For a county that is subject to this section, this section shall not apply to that county until July 1, 2014.

SEC. 2. Section 99232.2 is added to the Public Utilities Code, to read:

99232.2. (a) Notwithstanding Section 99232.1, a city with a population of 100,000 or fewer within an urbanized area in a county subject to Section 99232.1 is not required to expend all of its apportionment for Article 4 (commencing with Section 99260) and Article 4.5 (commencing with Section 99275) purposes.

(b) The population of cities within an urbanized area shall be based on the city and county population estimates published annually by the Department of Finance.

(c) Nothing in this section shall preclude a city with a population of 100,000 or fewer within an urbanized area in a county subject to Section 99232.1 from expending all of its apportionment for Article 4 (commencing with Section 99260) and Article 4.5 (commencing with Section 99275) purposes.

(d) This section shall become operative on July 1, 2014.

SEC. 3. Section 99232.3 is added to the Public Utilities Code, to read:

99232.3. Sections 99232.1 and 99232.2 shall not apply to Ventura County. The Ventura County Transportation Commission may submit to the Senate Committee on Transportation and Housing and the Assembly Committee on Transportation a report analyzing options for organizing public mass transportation services in the county, for the expenditure of revenues deposited in the local transportation fund, and a recommended legislative proposal for implementing the plan by December 31, 2011. If the legislative proposal is not enacted by the end of the 2011-12 Regular Session of the Legislature, revenues deposited in the local transportation fund in that county shall be available for the fiscal year beginning on July 1, 2014, and each fiscal year thereafter, solely for claims for Article 4 (commencing with Section 99260) and Article 4.5 (commencing with Section 99275) purposes.

SEC. 4. Section 99400 of the Public Utilities Code is amended to read:

99400. Claims may be filed under this article with the transportation planning agency by counties and cities for the following purposes and by transit districts for the purposes specified in subdivisions (c) to (f), inclusive:

(a) Local streets and roads, and projects which are provided for use by pedestrians and bicycles.

(b) Passenger rail service operations and capital improvements.

(c) Payment to any entity which is under contract with a county, city, or transit district for public transportation or for transportation services for any group, as determined by the transportation planning agency, requiring special transportation assistance.

If the county, city, or transit district is being served by an operator, the contract entered into by the county, city, or transit district shall specify the level of service to be provided, the operating plan to implement that service, and how that service is to be coordinated with the public transportation service provided by the operator. Prior to approving any claim filed under this section, the transportation planning agency, or the county transportation commission in a county with such a commission, shall make a finding that the transportation services contracted for under subdivision (c) are responding to a transportation need not otherwise being met within the community or jurisdiction of the claimant and that, where appropriate, the services are coordinated with the existing transportation service.

(d) Payments to counties, cities, and transit districts for their administrative and planning cost with respect to transportation services under subdivision (c). (e) Notwithstanding any other provision of this chapter, a claimant for funds pursuant to subdivision (c) may also receive payments for capital expenditures to acquire vehicles and related equipment, bus shelters, bus benches, and communication equipment for the transportation services.

(f) Acquisition or lease of vans and related equipment for a farmworker vanpool program for purposes of farmworker transportation to and from work, provided the farmworker vanpool program shall use vans or related equipment for a commuter vanpool as defined by Section 37.3 of Title 49 of the Code of Federal Regulations and the regional transportation planning agency conforms with the planning requirements of Section 5306 of Title 49 of the United States Code and Part 613 (commencing with Section 613.100) of Chapter VI of Title 49 of the Code of Federal Regulations.

SEC. 5. Section 99401.5 of the Public Utilities Code is amended to read:

99401.5. 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, or any allocation for purposes of subdivision (f) of Section 99400, the transportation planning agency shall annually do all of the following:

(a) Consult with the social services transportation advisory council established pursuant to Section 99238.

(b) Identify the transit needs of the jurisdiction which have been considered as part of the transportation planning process, including the following:

(1) An annual assessment of the size and location of identifiable groups likely to be transit dependent or transit disadvantaged, including, but not limited to, the elderly, the handicapped, including individuals eligible for paratransit and other special transportation services pursuant to Section 12143 of Title 42 of the United States Code (the federal Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12101, et seq.)), and persons of limited means, including, but not limited to, recipients under the CalWORKs program.

(2) An analysis of the adequacy of existing public transportation services and specialized transportation services, including privately and publicly provided services necessary to implement the plan prepared pursuant to Section 12143(c)(7) of Title 42 of the United States Code, in meeting the transit demand identified pursuant to paragraph (1).

(3) 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.

(4) An analysis of the need to acquire or lease vans and related equipment for a farmworker vanpool program pursuant to subdivision (f) of Section 99400. This analysis is only required, however, upon receipt by the transportation planning agency of a request of an interested party identifying a potential need.

(c) 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 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 or 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.

(d) Adopt by resolution a 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 developed pursuant to subdivisions (a), (b), and (c) which provides the basis for the finding.

(e) If the transportation planning agency adopts a finding that there are unmet transit needs, including needs that are reasonable to meet, then the unmet transit needs shall be funded before any allocation is made for streets and roads within the jurisdiction.

(f) The transportation planning agency shall not allocate funds for purposes of subdivision (f) of Section 99400 until all of the capital and operating funds necessary to meet unmet transit needs that are reasonable to meet are allocated. The transportation planning agency shall not reduce funding to existing public transportation services, specialized transportation services, or facilities for the exclusive use of pedestrians and bicycles in order to allocate funds for purposes of subdivision (f) of Section 99400. The transportation planning agency shall not allocate funds under subdivision (f) of Section 99400 if the allocation replaces other federal, state, or local funds used to fund commuter vanpools by a county, city, transportation planning agency, or transit district.

Attachment 4

Senate Bill No. 203

CHAPTER 464

An act to repeal, add, and repeal Section 99232.3 of the Public Utilities Code, relating to transportation.

[Approved by Governor October 1, 2013. Filed with Secretary of State October 1, 2013.]

LEGISLATIVE COUNSEL'S DIGEST

SB 203, Pavley. Local transportation funds: Ventura County.

Existing law requires that 1/4% of the local sales and use tax be transferred to the local transportation fund of each county for allocation, as directed by the transportation planning agency, for various transportation purposes. Existing law specifies the allowable uses for local transportation funds, and generally requires these funds to be used for transit purposes in urban counties, while in counties with a population under 500,000 as of the 1970 census and certain other counties, these funds may also be used for local streets and roads, if the transportation planning agency finds that there are no unmet transit needs or no unmet transit needs that are reasonable to meet, and for other specified purposes.

Existing law, beginning July 1, 2014, for counties with a population of less than 500,000 as of the 1970 decennial census, but that have a population of 500,000 or more as of the 2000 decennial census or at a subsequent census, requires the local transportation funds apportioned to the urbanized areas of those counties to generally be allocated for public transit purposes and not for street and road purposes, except that cities in those counties with a population of 100,000 or fewer are exempt from this requirement. Under existing law, local transportation funds apportioned to the nonurbanized areas in those counties remain available for allocation to street and road purposes and for other specified purposes. Existing law exempts Ventura County from these provisions and instead authorized the Ventura County Transportation Commission to submit, by December 31, 2011, a report to the Legislature analyzing options for organizing public mass transportation services in the county and for expenditure of revenues in the local transportation fund, along with a recommended legislative proposal. Under existing law, if a legislative proposal was not enacted by the end of the 2011-12 Regular Session of the Legislature, local transportation funds in Ventura County would be required to be available solely for transit purposes beginning July 1, 2014.

This bill would repeal the provisions specifically relating to Ventura County and the expenditure of local transportation funds there. This bill would also require the Ventura County Transportation Commission to post on its Internet Web site an annual report for 5 years, beginning September 1, 2014, on transit service within the county, thereby imposing a state-mandated local program.

The California Constitution requires the state to reimburse local agencies and school districts for certain costs mandated by the state. Statutory provisions establish procedures for making that reimbursement.

This bill would provide that no reimbursement is required by this act for a specified reason.

The people of the State of California do enact as follows:

SECTION 1.

Section 99232.3 of the *Public Utilities Code* is repealed.

SEC. 2.

Section 99232.3 is added to the *Public Utilities Code*, to read:
99232.3.

(a) On or before September 1, 2014, and for four years annually thereafter, the Ventura County Transportation Commission shall post on its Internet Web site a report on transit service within the County of Ventura. The report shall include, but not be limited to, a description of transit route changes, changes to service levels on transit routes, and ridership numbers for all transit routes operating within the county. The report shall include annual budget numbers for transit services provided by the commission, Gold Coast Transit, other multiagency operators, and individual municipal operators.

(b) This section shall remain in effect only until January 1, 2019, and as of that date is repealed, unless a later enacted statute, that is enacted before January 1, 2019, deletes or extends that date.

SEC. 3.

No reimbursement is required by this act pursuant to Section 6 of Article XIII B of the California Constitution because the only costs that may be incurred by a local agency or school district are the result of a program for which legislative authority was requested by that local agency or school district, within the meaning of Section 17556 of the Government Code and Section 6 of Article XIII B of the California Constitution.

Attachment 5
Assembly Bill No. 664

CHAPTER 503

An act to add Part 18 (commencing with Section 107000) to Division 10 of the Public Utilities Code, relating to transportation.

[Approved by Governor October 3, 2013. Filed with Secretary of State October 3, 2013.]

LEGISLATIVE COUNSEL'S DIGEST

AB 664, Williams. Gold Coast Transit District.

Existing law creates various transit districts throughout the state, with specified powers and duties relative to providing public transit services.

This bill would create the Gold Coast Transit District in the County of Ventura. The bill would provide that the jurisdiction of the district would initially include the Cities of Oxnard, Ventura, Port Hueneme, and Ojai and the unincorporated areas of the County of Ventura. The bill would authorize other cities in the County of Ventura to subsequently join the district. The bill would dissolve the existing joint powers agency known as Gold Coast Transit, and would create the district, on July 1, 2014. The bill would provide for the transfer of assets from Gold Coast Transit to the district, and would provide for the member agencies of the district to claim a portion of transit funds apportioned to the district under the Transportation Development Act for transit services, including those operated directly by the member agency. The bill would provide for a governing board and would specify voting procedures for the taking of certain actions by the board. The bill would specify the powers and duties of the district to operate transit services, and would authorize the district to seek voter approval of tax measures and to issue revenue bonds. The bill would enact other related provisions. By imposing requirements on the district and affected local agencies, the bill would impose a state-mandated local program.

The California Constitution requires the state to reimburse local agencies and school districts for certain costs mandated by the state. Statutory provisions establish procedures for making that reimbursement.

This bill would provide that no reimbursement is required by this act for a specified reason.

The people of the State of California do enact as follows:

SECTION 1.

Part 18 (commencing with Section 107000) is added to Division 10 of the *Public Utilities Code*, to read:

PART 18. GOLD COAST TRANSIT DISTRICT

CHAPTER 1. GENERAL PROVISIONS

107000.

This part shall be known and may be cited as the Gold Coast Transit District Act.

107001.

The purpose of the transit district is to develop, provide, operate, and administer public transportation and to protect the public interest, health, and welfare.

107002.

As used in this part, the following terms have the following meanings:

(a) "Agency" means Gold Coast Transit, a joint powers agency created pursuant to Article 1 (commencing with Section 6500) of Chapter 5 of Division 7 of Title 1 of the Government Code.

(b) "Board of directors" or "board" means the board of directors of the district.

(c) "Board of Supervisors" means the Ventura County Board of Supervisors.

(d) "County" means the County of Ventura.

(e) "Director" means a voting member of the board of directors.

(f) "District" means the Gold Coast Transit District created by this part.

- (g) "General manager" means the person defined in subdivision (d) of Section 107020.
- (h) "Member" means the County of Ventura, the Cities of Oxnard, San Buenaventura (Ventura), Port Hueneme, and Ojai, and any other city within the County of Ventura that joins as a member of the district as set forth in this part. No person or entity of any kind that is not the county or a city in the county may be a member.
- (i) "Transit" means the transportation of passengers and their incidental baggage.
- (j) "Transit facilities" means any and all real and personal property, easements, licenses, equipment, facilities, rights, title, or interests owned or acquired by the district for transit services and the operation thereof.
- (k) "Voter" means any elector who is registered under the Elections Code.

CHAPTER 2. FORMATION OF DISTRICT

107003.

There is hereby created the Gold Coast Transit District. The jurisdiction of the district includes the Cities of Oxnard, San Buenaventura (Ventura), Port Hueneme, and Ojai and the unincorporated areas of the County of Ventura, and other cities that subsequently qualify as members pursuant to the requirements set forth in Section 107006.

107004.

On and after July 1, 2014, the agency is dissolved and the district succeeds to, and is vested with, all of the rights, powers, duties, and obligations of the agency. The district is the successor to the agency's assets, interests in any property, its rights and obligations under any contract, any outstanding indebtedness of the agency, and its rights under any grants, without the necessity of any further action.

107005.

The district shall assume the duties of public transit provider performed by the agency. On and after July 1, 2014, the Cities of Oxnard, San Buenaventura (Ventura), Port Hueneme, Ojai, the County of Ventura, and other jurisdictions that subsequently qualify as members pursuant to the requirements set forth in Section 107006 are included within the district.

107006.

Any city within the County of Ventura, other than a city specifically listed in Section 107003 that is already included in the district at its formation, may join as a member of the district upon approval by its city council of a resolution approving the city's joining as a member and a resolution of the district's board approving the joining of the new member.

107007.

If any portion of the unincorporated area of the county is annexed to a member city, that city shall assume the service obligation of the county for that area. If any portion of the unincorporated area of the county becomes incorporated, the incorporating city shall assume the service obligations of the county for that area.

107008.

Upon dissolution of the agency, employees of the agency shall be deemed to be employees of the district without any break in service or any loss or reduction of compensation or benefits, except as may be imposed by express action of the board.

107009.

(a) Notwithstanding subdivisions (a) and (c) of Section 99231 of the Public Utilities Code, the apportionment area for the County of Ventura includes the unincorporated area of the county, regardless of whether that area is also within the boundaries of the district.

(b) Notwithstanding Section 99209 of the Public Utilities Code, the County of Ventura, including any nonprofit corporation or other legal entity wholly owned or controlled by the County of Ventura, is a municipal operator if it operates a public transportation system regardless of whether the County of Ventura is included, in whole or in part, within the district. All members of the district may claim from the district a portion of the funds made available from the local transportation fund apportioned by the Ventura County Transportation Commission to the district for transit services, including the operation of locally supported transit service and maintenance of the transit facilities not provided by the district that the member funds or operates.

CHAPTER 3. GOVERNMENT OF THE DISTRICT

107010.

(a) The district shall be governed by a board composed of a minimum of five directors, which may be expanded with the addition of new member cities but shall not exceed 11 directors. One director shall be appointed by the governing body of each member. Each director shall serve at the pleasure of the director's appointing authority. Directors appointed pursuant to the joint powers agreement, which is superseded by formation of the district, shall continue to serve at the pleasure of the director's appointing authority. Each director shall at all times during the director's term be a member of the governing body of the member that appointed the director.

(b) The governing body of each member shall also appoint an alternate director, who shall serve on the board during the absence or disability of the member's regular director. The alternate director shall meet the same qualifications and shall serve upon the same conditions and for the same term as the regular director. Whenever the alternate director serves on the board, the alternate director shall have all the powers of a regular director.

(c) The board may designate one or more ex officio members based on district adopted procedures. The duties and responsibilities of such nonvoting ex officio members shall be set forth in the adopted bylaws.

(d) All actions of the board shall be by majority vote on a one director, one vote formula with the exception of votes on the annual budget, midyear budget changes and amendments, and capital expenditures of five million dollars (\$5,000,000) or more. The vote for these specific issues shall be weighted, as set forth in subdivision (e).

(e) Where this subdivision is applicable, a director appointed by a member whose population is under 100,000 shall have a vote whose value and effect is equal to 1.0 vote and a director appointed by a member whose population is 100,000 or more shall have a vote whose value and effect is equal to 2.0 votes. The annual population estimates of the Department of Finance shall be used with an updated formula presented to the board annually at the first board meeting after release of the estimates. The weighted vote of any single director shall not, of itself, be given the value or effect of a majority vote. A weighted vote may not be split by any director.

(f) The board shall adopt bylaws for its proceedings consistent with the laws of the state.

(g) The board shall do all of the following:

- (1) Adopt an annual budget.
- (2) Adopt an administrative code, by ordinance, which prescribes the powers and duties of the district officers, the method of appointment of the district employees, and the methods, procedures, and systems of operation and management of the district.
- (3) Make determination of policy for the district.
- (4) Adopt a conflict-of-interest code.
- (5) Cause a postaudit of the financial transactions and records of the district to be made at least annually by a certified public accountant.
- (6) Create and administer funds of the district.
- (7) Adopt priorities reflecting the district's goals.
- (8) Do any and all things necessary to carry out the purposes of this part.

CHAPTER 4. MEETINGS

107011.

The board, at its first meeting, and thereafter annually at the meeting designated by the board, shall elect a chair, who shall preside at all meetings, and a vice chair, who shall preside in the absence of the chair. In the event of the chair's or vice chair's absence or inability to act, the directors present, provided a quorum exists, by an order entered into the minutes, shall select one director to act as chair pro tempore, who, while so acting, shall have all the authority of the chair.

107012.

All meetings of the board and any standing committees shall be conducted in a manner prescribed by the Ralph M. Brown Act (Chapter 9 (commencing with Section 54950) of Part 1 of Division 2 of Title 5 of the Government Code).

107013.

A majority of the board or of a standing committee entitled to vote constitutes a quorum for the transaction of business. All official acts of the board or a standing subcommittee of the board require the affirmative vote of a majority of the board or committee members present.

107014.

The acts of the board shall be expressed by motion, resolution, or ordinance.

CHAPTER 5. POWERS OF THE DISTRICT

107015.

The district shall have the power to own, operate, manage, and maintain a public transit system and associated facilities, and, in the exercise of the power under this part, the district is authorized in its own name to do all of the following:

- (a) Adopt a seal and alter it at its pleasure.
- (b) Enact ordinances, resolutions, policies, and guidelines.
- (c) Employ agents and employees and contract for professional services.
- (d) Make and enter into contracts and enter into stipulations of any nature whatsoever and do all acts necessary and convenient for the full exercise of the powers granted in this part for the operation of the district and transit services and facilities.
- (e) Acquire, convey, construct, manage, maintain, and operate buildings and improvements, equipment, and assets of the district.
- (f) Acquire, convey, and dispose of real and personal property, easements, and licenses.
- (g) Adopt a conflict-of-interest code.
- (h) Lease and sublease real and personal property, equipment, and facilities.
- (i) Create and administer funds and the distribution of those funds.
- (j) Create and enact taxes, fees, fares, and penalties, as permitted by law.
- (k) Advocate on behalf of the district.
- (l) Develop and pursue ballot measures.
- (m) Enforce criminally or civilly, as applicable, any and all ordinances, resolutions, and policies as permitted by law.
- (n) Create standing and ad hoc committees, as deemed necessary.
- (o) Incur and encumber debts, obligations, and liabilities, including, but not limited to, bonds, notes, warrants, and other forms of indebtedness. However, the debts, obligations, and liabilities incurred by the district shall not be, nor shall they be deemed to be, debts, encumbrances, obligations, or liabilities of any member.
- (p) Invest money in the district treasury that is not needed for immediate necessities, as the board determines advisable, in the same manner and upon the same conditions as other local entities in accordance with Section 53601 of the Government Code.
- (q) Pursue collection of obligations owed to the district.
- (r) Sue and be sued, except as otherwise provided by law, in all actions and proceedings, in all courts and tribunals of competent jurisdiction.
- (s) Exercise the right and power of eminent domain to take any property necessary or convenient to the exercise of the powers granted in this part.
- (t) Subject to applicable law, provide transportation services or facilities outside the district's jurisdictional boundaries provided a finding is made by the board that those services or facilities benefit the citizens or users of the transportation service or facilities.
- (u) Do and undertake any and all other acts reasonable and necessary to carry out the purposes of this part.

107016.

(a) The district shall provide, operate, manage, and maintain a public transportation service serving and connecting the territories of the members. Within the district's capabilities, as determined by the board, service may also be provided to points outside the territories of the members, with the prior approval of the nonmember city having jurisdiction of the territory to be served. Within the district's capabilities, expanded transportation services, routes, and facilities may also be provided. If the district proposes to provide expanded services that would serve the area of interest surrounding a nonmember city, as defined by the Ventura County Local Agency Formation Commission, the district shall provide at least 90 days' prior written notice to that city of the proposed service and thereafter shall make a

reasonable effort to meet and confer with officials from that city regarding the proposed service before commencement of the service.

(b) (1) The district shall provide a standardized system of fares and a uniform system of transfers. Except as otherwise provided in paragraph (2), changes in fares and changes in routes shall be made only following a public hearing on the proposed change, with detailed notice made to the governing bodies of the members and the public at least 30 days prior to the proposed public hearing.

(2) Implementation of minor changes in routes and times may be made without notice and hearing by the board. Those minor changes may be implemented by the general manager without notice and hearing under guidelines established by the board, if the district has the equipment to make the minor changes without reduction of its existing services elsewhere and the changes do not result in additional costs to the district or the members. The term "minor change" means less than 20 percent of the miles or hours of a route.

(c) In the performance of its operations, the district shall seek out and make maximum use of all available programs of assistance, may apply for and receive public and private grants that promote the operation of the district, and shall establish and maintain close liaison with federal, state, and regional agencies.

(d) The district may either operate the transit system itself or a part thereof or it may contract with any other public or private agency or corporation to operate all or part of the transit system for the district or it may contract with any public or private agency or corporation for the improvement in transit services, facilities, equipment, or operations being operated and conducted by that agency or corporation in, or out of, the district, as permitted by law.

107017.

(a) In the performance of its operations, the district shall do all of the following:

(1) Keep and maintain records and books of accounts in accordance with the uniform system of accounts and records adopted by the Controller pursuant to Section 99243 of the Public Utilities Code.

(2) Provide for and submit to an annual independent audit of its total operations. A copy of each audit report shall be filed with the finance officer of each of the member agencies not later than 120 days following the close of each fiscal year.

(3) Consider and, following a public hearing, adopt an annual operating and capital expenditure budget and a five-year capital expenditure program, in compliance with the requirements of local, state, and federal laws.

(4) Provide for insurance coverage of liability, operations, and assets.

(5) Provide for district employee retirement benefits under the program administered by the California Public Employees' Retirement System or other system permitted by law.

(b) The district fiscal year shall be July 1 through June 30.

(c) Notice of the time and place of a public hearing on the adoption of the annual budget shall be published pursuant to Section 6061 of the Government Code not less than 15 days prior to the day of the hearing. The proposed annual budget shall be available for public inspection at least 15 days prior to the hearing. Copies of the proposed annual budget and the capital expenditure program shall be submitted to the governing bodies of the member agencies for review and comment at least 30 days prior to the date scheduled for public hearing and final adoption.

107018.

(a) The district may, with the concurrence of a majority of the board, cause to be submitted to voters of the district a ballot measure for the imposition of taxes.

(b) If approved as required by law, the district may impose and administer fees and other funding sources secured for transportation system operation, maintenance, and improvement.

(c) The board may set fares for public transit service by resolution.

(d) As an alternative procedure for the raising of funds, the district may issue bonds, payable from revenues of any facility or enterprise to be acquired or constructed by the district, in the manner provided by the Revenue Bond Law of 1941 (Chapter 6 (commencing with Section 54300) of Part 1 of Division 2 of Title 5 of the Government Code), all of the provisions of which are applicable to the district.

(e) The district is a local agency within the meaning of the Revenue Bond Law of 1941 (Chapter 6 (commencing with Section 54300) of Part 1 of Division 2 of Title 5 of the Government Code). The term "enterprise" as used in the Revenue Bond Law of 1941 shall, for all purposes of this part, include transit facilities and any and all parts thereof and all additions, extensions, and improvements thereto and all other facilities authorized acquired, constructed, or completed by the district. The district may issue

revenue bonds under the Revenue Bond Law of 1941, for any one or more facilities or enterprises authorized to be acquired, constructed, or completed by the district, or, in the alternative, may issue revenue bonds under the Revenue Bond Law of 1941, for the acquisition, construction, and completion of any one of those facilities. Nothing in this part shall prevent the district from availing itself of, or making use of, any procedure provided in this part for the issuance of bonds of any type or character for any of the facilities or works authorized under this part, and all proceedings may be carried out simultaneously or, in the alternative, as the directors may determine.

(f) The district may advocate on and act on behalf of all members with their concurrence to further the district's transit interests, funding, projects, and priorities.

(g) The district may promulgate a plan for funding transit projects or operations within its jurisdiction or as permitted in subdivision (t) of Section 107015.

107019.

In the performance of its operations, the district shall comply with Title VI of the Civil Rights Act of 1964 (Public Law 88-352) and all requirements imposed by the Federal Transit Administration. The district's operations shall be performed in accordance with Title VI of that act to the end that no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under the district's operations.

107020.

(a) The district may hire an independent staff of its own or contract with any department or agency of the United States or with any public or private entity to implement this part.

(b) The district may contract with public or private entities in conformance with applicable procurement procedures for the procurement of engineering, project management, and contract management services.

(c) The board shall fix the compensation of the district's officers and employees.

(d) The district may employ employees and agents as the board may deem necessary to carry out its powers and duties, including, but not limited to, a general manager and legal counsel. The general manager and legal counsel shall be selected by, and shall serve at the pleasure of, and upon the terms prescribed by, the board.

107021.

The general manager, and every officer or person under the direction of the general manager who handles, has access to, or has charge of any property of the district, shall provide and file with the general manager an official fidelity bond or insurance policy assuring to the district that person's performance. The board shall determine and establish the penal sum of each official bond. Premiums charged for each bond required shall be paid by the district.

107022.

The members, whether individually or collectively, shall not be liable for any act or omission of the district, including, but not limited to, any of the following:

(a) Performing any and all things necessary to carry out the purposes of this part.

(b) Any act of the district, or for any act of the district's agents or employees.

(c) The payment of wages, benefits, or other compensation to officers, agents, or employees of the district.

(d) The payment of workers' compensation or indemnity to agents or employees of the district for injury, illness, or death.

CHAPTER 6. CLAIMS

107023.

(a) All claims for money or damages against the district are governed by Division 3.6 (commencing with Section 810) of Title 1 of the Government Code, except as provided therein or by other statutes or regulations expressly applicable thereto.

(b) No claim for money or damages shall be considered by the board unless the claim conforms to the provisions of Chapter 2 (commencing with Section 910) of Division 3.6 of Title 1 of the Government Code and unless the claim is filed with the clerk of the board not less than five days prior to the time of the meeting of the board at which it is to be considered.

(c) Pursuant to Section 935 of the Government Code, all claims against the district for money or damages that are excepted by Section 905 of the Government Code from the provisions of Division 3.6 (commencing with Section 810) of Title 1 of the Government Code, and which are not governed by any

other statutes or regulations expressly relating thereto, shall be governed by the procedures prescribed in this section, as follows:

(1) A signed written claim shall be presented to the district by mailing or delivering it to the clerk of the board by the claimant or by a person acting on behalf of the claimant. The claim shall conform to the requirements of Section 910 of the Government Code or be on a form provided by the district.

(2) Unless otherwise provided in this section, the procedures of presentation, consideration, and action upon all claims filed pursuant to this section shall be the same as the procedures provided and required by Sections 910 to 915.2, inclusive, of the Government Code, and any amendment thereto as enacted, which provisions and sections are hereby adopted as the requirements of this section. The presentation and action on claims provided herein shall be a prerequisite to a suit thereon, and the suit shall be subject to the provisions of Sections 945.5 and 945.6 of the Government Code.

CHAPTER 7. DETACHMENTS

107024.

(a) Territory within the district may be detached from the district by a supermajority vote of the directors, which shall be at least 80 percent of the nonweighted vote of the existing board provided that all pending legal and financial obligations have been satisfied.

(b) The detachment of territory from the district shall become effective upon giving of the notice required in Section 57204 of the Government Code, provided that the detached territory shall not be relieved from liability for taxation for the payment of any bonded indebtedness existing at the time of detachment.

(c) Notice of the detachment of territory from the district shall be given to each assessor whose roll is used for a tax levy made pursuant to this part and with the State Board of Equalization pursuant to Chapter 8 (commencing with Section 54900) of Part 1 of Division 2 of Title 5 of the Government Code.

CHAPTER 8. DISSOLUTION

107025.

(a) The district may be dissolved upon a supermajority vote of the directors which shall be at least 80 percent of the nonweighted vote of the board. However, the winding up of the district shall be conducted by the board and the general manager. The district shall not be fully dissolved and terminated until all debts, financial obligations, and liabilities are paid in full and any and all remaining assets after payment of all debts, financial obligations, and liabilities are distributed to the members.

(b) (1) If the directors cannot agree as to the valuation of the property or to the manner of asset distribution, the question shall be submitted to arbitration, as set forth below, and the directors shall make the distribution or valuation as directed by arbitrators.

(2) Three arbitrators shall be appointed. One arbitrator shall be selected by the governing bodies of the Cities of Oxnard and San Buenaventura, one arbitrator shall be selected by the governing bodies of the County of Ventura, the City of Port Hueneme, and the City of Ojai, and one arbitrator shall be selected by the governing bodies of the other members. If no other members exist, the third arbitrator shall be selected by the Presiding Judge of the Ventura County Superior Court.

(3) The arbitration shall be binding and shall be conducted pursuant to Title 9 (commencing with Section 1280) of the Code of Civil Procedure. Any hearings shall be held within the county. All notices, including notices under Section 1290.4 of the Code of Civil Procedure shall be given to the governing body of each member.

SEC. 2.

No reimbursement is required by this act pursuant to Section 6 of Article XIII B of the California Constitution because the only costs that may be incurred by a local agency or school district are the result of a program for which legislative authority was requested by that local agency or school district, within the meaning of Section 17556 of the Government Code and Section 6 of Article XIII B of the California Constitution.



Item #11

June 6, 2014

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

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

SUBJECT: FISCAL YEAR 2014/2015 BUDGET – PUBLIC HEARING

RECOMMENDATION:

- Conduct Public Hearing to receive testimony on the proposed Fiscal Year 2014/2015 Budget.
- Adopt by resolution 2014-08, the proposed Fiscal Year 2014/2015 Budget

DISCUSSION

The proposed Fiscal Year 2014/2015 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 is in many ways as a "continuation" budget for the majority of VCTC programs and projects with one major exception. As part of the VCTC Intercity Services restructuring, VCTC has the opportunity to make a substantial investment in VCTC Intercity Services by buying new over-the-road motor coaches. This investment of approximately \$9 million will reduce long-term program costs and provide stability to bus services for riders throughout the County.

At \$66,516,958, the Fiscal Year 2014/2015 Budget is \$10,483,638 or 13.6% lower than Fiscal Year 2013/2014. This budget, while balanced, invests little in the future due to funding limitations. 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 \$29,238,888, the Highway program at \$637,200, the Rail program at \$4,547,613, the Commuter Assistance program at \$477,100, the Planning and Programming program at \$30,410,357 and the General Government program at \$1,205,800. The Fiscal Year 2014/2015 budget is a balanced budget with an estimated ending fund balance of \$14,789,251.

Personnel costs for Fiscal Year 2014/2015 are budgeted at \$2,663,500 or 4% of the budget which is a decrease of \$118,700 from the previous fiscal year. The decrease is largely due to the lower actual costs associated with the three new positions. The wage cost of \$1,846,300 includes a \$51,000 pool for merit increases for employees not at the top of their salary range and a 3% cost of living adjustment (COLA) for all employees. Further information about these changes can be found within the Personnel section of the budget.

Changes made to the Fiscal Year 2014/2015 budget since the Draft Budget that was presented to the Commission at the April meeting resulted in an increase of \$2,750,663 largely due to the addition of the FTA pass through funds, the addition of Proposition 1B funds for safety improvements for Metrolink, and adjustments for carry-over projects. 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 Senior and Disabled Transportation Services budget decreased just approximately \$330,000, as the ADA pass-through funds are no longer distributed through this budget but now included as part of the regular pass-through in the Transit Grant Administration budget.
- The Go Ventura Smartcard budget decreased as the program is scheduled to be shut down late fiscal year and replaced with the new Fare Collection and APC System budget. Both budgets include one-time costs associated with the shut down and start-up of the two projects.
- The VISTA Fixed Route Bus Services has been changed to VISTA Intercity Services and the budget increased approximately \$2.7 million for the purchase of new buses, increased contract services and security cameras.
- The VISTA DAR Services has been changed to Heritage Valley Transit since the service is now under the control of the Cities of Santa Paula and Fillmore and the County of Ventura. The costs have increased approximately \$917,000 for the purchase of new buses.
- The Trapeze budget was removed as the services have been transferred to the transit operators.
- The Transit Grant Administration task budget decreased approximately \$7.9 million for projects that were completed.
- Although the Metrolink Commuter and Special Rail Projects task budget increased approximately 7.35% in operational costs, it was offset by the reduction of one-time Proposition 1B funded projects.
- Although the LOSSAN budget task did not change significantly in a financial sense, the structure has changed. As part of this change, the LOSSAN participating agencies are preparing to take over direct management of the AMTRAK Pacific Surfliner from Caltrans.
- The Santa Paula Branch Line budget decreased over \$204,000 due to the completion of the flood control improvements project, as well as implementing the initial steps to making this task self-supporting as directed by the Commission.
- The Transit Information Center budget was reduced by approximately \$100,000 as staff time was transferred to the Fare Collection and APC Systems budget for implementation.
- The Transportation Development Act budget includes an estimated \$500,000 increase in tax receipts but actually decreased approximately \$6 million from last fiscal year because of the one-time payment received last fiscal year for the City of Fillmore/Owens Minor settlement.
- The Transportation Programming and Monitoring budget decreased approximately \$367,000 as the Lewis Road project, Caltrans 101 and 118 studies and Phase I of the Hot Lane Study are expected to be completed.
- The Regional Transportation Planning budget increased approximately \$225,000 to accommodate the two proposed active transportation projects.
- The Airport Land Use Commission budget decreased approximately \$111,000 for the partial completion of the Joint Land Use Study.
- The Regional Transit Program increased approximately \$88,000 as the unmet needs process was transferred from the Transportation Development Act budget to this budget.

June 6, 2014
Item #11
Page #3

- The Community Outreach and Marketing budget increased approximately \$91,000 to promote the new VCTC Intercity Service fleet, rideshare and VCTC's 25th anniversary celebration.

As required by the VCTC Administrative Code, the proposed Draft Budget was reviewed by the VCTC Finance Committee on March 18, 2014 in advance of being presented to the full Commission which included a public hearing at the meeting on April 4, 2014. The Finance Committee, consisting of Chairman Fernandez, and Vice-Chair Foy (past chair Sojka was unable to attend), reviewed the proposed Final Budget on May 29, 2014. The Finance Committee is recommending forwarding the proposed Fiscal Year 2014/2015 budget to the full Commission as presented for review and a public hearing. As required by the Administrative Code, a public hearing will be held at the June meeting.

The Fiscal Year 2014/2015 Final Budget is a separate attachment to the agenda. After the Fiscal Year 2014/2015 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. 2014-08
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 2014/2015 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 2014/2015 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 2014/2015 Budget and authorizes expenditures of \$66,516,958. 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 6th day of June 2014.

Ralph Fernandez, Chair

ATTEST:

APPROVED AS TO FORM:

Donna Cole, Clerk of the Commission

Steven T. Mattas, General Counsel



Item #12

June 6, 2014

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION
FROM: PETER DE HAAN, PROGRAMMING DIRECTOR
SUBJECT: APPROVE FISCAL YEAR (FY) 2014/15 TRANSIT PROGRAM OF PROJECTS (PUBLIC HEARING)

RECOMMENDATION:

- Approve the attached Program of Projects (POP) for federal transit operating, planning and capital assistance for FY 2014/15.
- Open public hearing and receive testimony.

BACKGROUND:

The Federal Transit Administration (FTA) requires that the public be provided an opportunity to review transit projects proposed to be funded with federal dollars. As the designated recipient of federal transit funds, the VCTC is required to hold a public hearing and adopt a POP which lists transit projects to be funded with federal funds in each of the urban areas in Ventura County. VCTC prepares the POP using separate programs for the Oxnard/Ventura, Thousand Oaks/Moorpark, Simi Valley and Camarillo urbanized areas, as defined by the U.S. Census Bureau.

In early summer of each year VCTC approves a draft POP which can be used as the basis for a Transportation Improvement Program (TIP) amendment to incorporate the projects into the TIP. The Final POP, scheduled for adoption in September, could incorporate changes based on adopted transit operator budgets, or other updated funding figures. It is important to note that the federal transportation authorization law, Moving Ahead for Progress in the 21st Century, or MAP-21, expires at the end of federal FY 2013/14, and since no new authorization has passed, VCTC conservatively assumed FY 2014/15 funds to be equal to the FY 2013/14 apportionment. The draft FY 2015 federal transportation appropriation recently passed by committee in the House is in line with this assumption. Should the adopted FY 2015 Federal budget be lower than assumed, it will be necessary to make changes in the Program of Projects.

The attached Program of Projects table shows the recommended projects for each of the urbanized areas. The Cities of Moorpark, Thousand Oaks, Camarillo, and Simi Valley, as well as Gold Coast Transit, were asked to submit projects to use the funds available to them based on the revenues they generate. These projects have been submitted and were then incorporated into the attached POP.

A significant issue has arisen this year due to the consolidation under MAP-21 of the former Section 5316 Jobs Access and Reverse Commute (JARC) program with Section 5307. The JARC program provided funds to Ventura County by formula based on low-income population, for transit operating and capital projects targeted towards persons of low income. The consolidation of JARC with Section 5307 provides that a portion of the Section 5307 apportionment is now based on low income population. JARC projects are now an eligible use of Section 5307 funds, but there is no requirement that the funds generated through the low income population factor be used for JARC projects. The Commission's policy to use the FTA funds based on where they are generated would indicate that the 5307 funds distributed based on low income population would now go to JARC projects, however, the amount generated by this factor is several times the amount previously provided through Section 5316, while the formula weights associated with bus service and overall population have been lowered.

Staff recommends that for this year a portion of the funds generated by low income population be used to keep the existing level of bus funding, which will leave approximately \$175,000 for JARC-eligible services. Previously, most JARC funds went to transit operators while a smaller amount went to social service agencies including non-profit organizations, with the social service organizations requesting no more than \$125,000 per year. Prior to the next JARC/New Freedom Call for Projects staff will prepare for consideration a revised policy for distribution of FTA funds relative to how they are generated, with the expectation that the JARC funds available through the Call will be for social service organizations only.

This year, as in the past, the Countywide Planning costs are distributed on a per capita basis. Meanwhile, since the VCTC bus operating statistics are all reported to the Oxnard/Ventura area, the Oxnard/Ventura apportionment includes the funds generated by VISTA. As in past years, VCTC has shifted funds between VCTC buses and Countywide Planning so that all of the Countywide Planning line items are shown under the Oxnard/Ventura area. Thus, in the POP the contributions for Thousand Oaks/Moorpark, Camarillo, and Simi Valley for Countywide Planning show up instead as contributions to the VCTC bus service. However, the total funds in the POP for VISTA are equal to the amount it generates. There is also a shift in funds between Section 5307 and Section 5339 to consolidate all of the Section 5339 funds under VCTC, and provide all revenue generated by local services through Section 5307.

There has also been a fund shift to enable Gold Coast to use more of its share for ADA operations than would normally be allowed under the rule that only 10% of an area's apportionment is eligible for ADA operations. In addition to using all of the Oxnard/Ventura funds eligible for ADA operations, Gold Coast is also using the remaining Thousand Oaks/Moorpark funds eligible for ADA. To offset this use of Thousand Oaks/Moorpark ADA funds by Gold Coast, the Thousand Oaks/Moorpark Urbanized Area contribution to VISTA was reduced by an equal amount, and the Oxnard/Ventura area VISTA contribution increased by an equal amount. This shift of funds does not change the amount that each operator receives, but only the eligible use of funds.

The attached POP was approved by TRANSCOM on May 8th. The POP notice was published in the Ventura County Star on May 27th.

Program of Projects			
The Ventura County Transportation Commission (VCTC) will hold a public hearing on the Program of Projects (POP) for the Oxnard, Thousand Oaks, Camarillo and Simi Valley Urbanized Areas (UAs) for projects to be funded with Federal Transit Administration funds in the 2014/15 Fiscal Year (FY 2015). The funds available in FY 2015 are estimated to be \$14,898,000 for the Oxnard UA, \$5,930,000 for the Thousand Oaks UA, \$2,915,000 for the Camarillo UA, and \$2,852,000 for the Simi Valley UA, based on anticipated FY 2015 funds, prior year carry-over funds, and federal discretionary funds. The public hearing will be held at 9:00 a.m. on Friday, June 6, 2014, in the Camarillo City Council Chamber, 601 Carmen Drive, in Camarillo. The POP is available for public inspection at 950 County Square Drive, Suite 207, Ventura CA 93003.			
FY 2014/15 Federal Transit Program of Projects			
	Total Cost	Federal Share	Local Share & Other
OXNARD/VENTURA URBANIZED AREA			
Gold Coast Transit			
<u>Operating Assistance</u>			
Operating Assistance	\$ 2,200,000	\$ 1,100,000	\$ 1,100,000
	\$ 2,200,000	\$ 1,100,000	\$ 1,100,000
<u>Planning Assistance</u>			
Transit Service Administration & Support	\$ 125,000	\$ 100,000	\$ 25,000
Marketing & Passenger Awareness Activities	\$ 125,000	\$ 100,000	\$ 25,000
	\$ 250,000	\$ 200,000	\$ 50,000
<u>Capital Assistance</u>			
Preventive Maintenance	\$ 2,083,241	\$ 1,650,593	\$ 412,648
Operations and Maintenance Facility	\$ 125,000	\$ 100,000	\$ 25,000
ADA Paratransit Service	\$ 1,112,500	\$ 890,000	\$ 222,500
	\$ 3,300,741	\$ 2,640,593	\$ 660,148
Total Gold Coast	\$ 5,750,741	\$ 3,940,593	\$ 1,810,148
Ventura County Transportation Commission			
<u>Planning Assistance</u>			
Transit Planning and Programming (FY 15/16)	\$ 771,250	\$ 617,000	\$ 154,250
Transit Information Center (FY 15/16)	\$ 196,250	\$ 157,000	\$ 39,250
Fare Collection/Passenger Counting Data Management (FY 15/16)	\$ 475,000	\$ 380,000	\$ 95,000
Elderly/Disabled Planning/Evaluation (FY 15/16)	\$ 200,000	\$ 160,000	\$ 40,000
Transit Marketing (FY 15/16)(CMAQ Funds)	\$ 500,000	\$ 500,000	\$ -
VISTA Planning (FY 15/16)	\$ 458,750	\$ 367,000	\$ 91,750
	\$ 2,601,250	\$ 2,181,000	\$ 420,250
<u>Capital Assistance</u>			
VISTA Svcs - Capital Leases (FY 15/16)	\$ 389,885	\$ 311,892	\$ 77,973
VISTA Svcs - Cap Leases (FY 15/16) (Sec 5339)	\$ 848,600	\$ 678,880	\$ 169,720
Fare Collection/Ridership Monitoring Equipment	\$ 312,500	\$ 250,000	\$ 62,500
NextBus for Bus Stop Signage (Transit Enhancement Funds)	\$ 93,750	\$ 75,000	\$ 18,750
Metrolink Capital Rehabilitation (FY 14/15)	\$ 298,409	\$ 298,409	\$ -
Metrolink Capital Rehabilitation (FY 15/16)	\$ 1,747,445	\$ 1,747,445	\$ -
Metrolink Capital Rehab (FY 15/16)(Sec 5337)	\$ 4,212,385	\$ 4,212,385	\$ -
	\$ 7,902,954	\$ 7,574,011	\$ 328,943
Total VCTC	\$ 10,504,204	\$ 9,755,011	\$ 749,193
Heritage Valley Transit			
<u>Operating Assistance</u>			
Operating Assistance (FY 15/16)	\$ 1,005,082	\$ 502,541	\$ 502,541
	\$ 1,005,082	\$ 502,541	\$ 502,541
TOTAL	\$ 17,260,027	\$ 14,198,145	\$ 3,061,882

THOUSAND OAKS/MOORPARK URBANIZED AREA				
Ventura County Transportation Commission				
<u>Capital Assistance</u>				
VISTA Svcs - Capital Leases (FY14/15)	\$ 886,801	\$ 709,441	\$ 177,360	
VISTA Svcs - Cap Leases (FY14/15) (Sec 5339)	\$ 268,260	\$ 214,608	\$ 53,652	
Metrolink Capital Rehabilitation (FY 15/16)	\$ 739,597	\$ 739,597	\$ -	
Metrolink Capital Rehab (FY 15/16)(Sec 5337)	\$ 2,824,075	\$ 2,824,075	\$ -	
NextBus Upgrade for Bus Stop Signage (Transit Enhancement Funds)	\$ 37,500	\$ 30,000	\$ 7,500	
Total VCTC	\$ 4,756,233	\$ 4,517,721	\$ 238,512	
City of Thousand Oaks				
<u>Planning Assistance</u>				
Transit Marketing	\$ 50,000	\$ 40,000	\$ 10,000	
Transit Planning and Technical Support	\$ 462,778	\$ 370,222	\$ 92,556	
	\$ 512,778	\$ 410,222	\$ 102,556	
<u>Capital Assistance</u>				
Transit Vehicle Maintenance	\$ 475,000	\$ 380,000	\$ 95,000	
Transit Facilities / Bus Stops Maintenance	\$ 125,000	\$ 100,000	\$ 25,000	
Transit Vehicle Capital Lease	\$ 62,500	\$ 50,000	\$ 12,500	
Bus Stop Enhancements (Transit Enhancement Funds)	\$ 12,500	\$ 10,000	\$ 2,500	
	\$ 675,000	\$ 540,000	\$ 135,000	
Total Thousand Oaks	\$ 1,187,778	\$ 950,222	\$ 237,556	
City of Moorpark				
<u>Operating Assistance</u>				
Fixed Route/Paratransit Operating Assistance	\$ 326,810	\$ 46,829	\$ 279,981	
	\$ 326,810	\$ 46,829	\$ 279,981	
<u>Capital Assistance</u>				
Fixed Route Vehicle Capital Maintenance	\$ 170,375	\$ 136,300	\$ 34,075	
Dial-a-Ride Capital Leases / Cap Maint	\$ 49,000	\$ 39,200	\$ 9,800	
	\$ 219,375	\$ 175,500	\$ 43,875	
Total Moorpark	\$ 546,185	\$ 222,329	\$ 323,856	
TOTAL	\$ 6,163,386	\$ 5,643,443	\$ 519,943	
CAMARILLO URBANIZED AREA				
Ventura County Transportation Commission				
<u>Capital Assistance</u>				
VISTA Svcs - Cap Leases (FY14/15) (Sec 5339)	\$ 183,269	\$ 146,615	\$ 36,654	
Total VCTC	\$ 183,269	\$ 146,615	\$ 36,654	
City of Camarillo				
<u>Planning Assistance</u>				
Transit Planning	\$ 31,250	\$ 25,000	\$ 6,250	
	\$ 31,250	\$ 25,000	\$ 6,250	
<u>Operating Assistance</u>				
Camarillo Area Transit Operating Assistance	\$ 1,560,000	\$ 760,000	\$ 760,000	
	\$ 1,560,000	\$ 760,000	\$ 760,000	
<u>Capital Assistance</u>				
ADA Paratransit Service	\$ 161,836	\$ 129,469	\$ 32,367	
Camarillo Rail Station / Bus - Capital Maintenance	\$ 400,000	\$ 320,000	\$ 80,000	
Two Expansion Transit Vehicles	\$ 250,000	\$ 200,000	\$ 50,000	
ADA Upgrades	\$ 50,000	\$ 40,000	\$ 10,000	
	\$ 861,836	\$ 689,469	\$ 172,367	
Total Camarillo	\$ 2,453,086	\$ 1,494,469	\$ 958,617	
TOTAL	\$ 2,636,355	\$ 1,641,084	\$ 995,271	
SIMI VALLEY URBANIZED AREA				
Ventura County Transportation Commission				
<u>Capital Assistance</u>				
VISTA Svcs - Cap Leases (FY14/15) (Sec 5339)	\$ 363,761	\$ 291,009	\$ 72,752	
Total VCTC	\$ 363,761	\$ 291,009	\$ 72,752	
City of Simi Valley				
<u>Operating Assistance</u>				
Simi Valley Transit Operating Assistance	\$ 3,460,428	\$ 1,730,214	\$ 1,730,214	
	\$ 3,460,428	\$ 1,730,214	\$ 1,730,214	
<u>Capital Assistance</u>				
Preventive Maintenance	\$ 680,800	\$ 544,640	\$ 136,160	
Non Fixed-Route ADA Paratransit Capital	\$ 320,050	\$ 256,040	\$ 64,010	
Dispatch Software	\$ 36,900	\$ 29,500	\$ 7,400	
	\$ 1,037,750	\$ 830,180	\$ 207,570	
Total Simi Valley	\$ 4,498,178	\$ 2,560,394	\$ 1,937,784	
TOTAL	\$ 4,861,939	\$ 2,851,403	\$ 2,015,536	



Item #13

June 6, 2014

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION
FROM: AARON BONFILIO, PROGRAM MANAGER
SUBJECT: AUTHORIZATION TO FINALIZE HERITAGE VALLEY BUS PURCHASE

RECOMMENDATION:

- Authorize the Executive Director to issue Notice to Proceed with A-Z Bus Sales and execute a purchase order for fifteen transit buses for the Heritage Valley Transit service as provided through the CALACT Purchasing Cooperative, at a cost not to exceed \$1,525,000.
- Direct staff to proceed with activities necessary to receive and put into service the new buses, including "E" plate licensing, vehicle inspection, and decaling beyond the basic levels provided through the A-Z purchase order.

BACKGROUND:

In October of 2013, the Commission approved the Proposition 1B Transit Capital selection of projects, including the purchase of fifteen (15) transit vehicles by VCTC to operate service in the Heritage Valley service area consistent with the Heritage Valley Transit Study adopted by the Commission. The fleet plan consisted of the purchase of five (5) larger buses to operate fixed-routes and ten (10) smaller buses for dial-a-ride service. The Proposition 1B funds were initially programmed by VCTC to the City of Santa Paula. At the May 2014 Commission meeting, consistent with the Heritage Valley Transit Service Cooperative Committee's concurrence, funds were transferred to VCTC for the purchase of the vehicles.

VCTC is a member of the California Association of Coordinated Transportation (CALACT) which has a state and federally approved "purchasing cooperative" for small and medium size transit vehicles. This allows VCTC to select the desired vehicle mix, knowing in advance the costs of a wide variety of vehicles, while staying within the available funds. A number of Ventura County agencies have used the CALACT purchasing cooperative in the past, and it is likely the program will be used by County transit operators in the future. This path allows VCTC to procure the necessary quantity and type of vehicles at competitive market pricing with minimal administrative cost.

DISCUSSION:

VCTC Staff have met with sales representatives and recommend the following purchase plan for the Commission's consideration. The specification and number of vehicles being recommended are based on the Heritage Valley Study as well as feedback received from our operator and peer agencies regarding vehicle specifications. The recommendations are as follows:

Vehicle Capacity and Type		Quantity
23 Passenger – Cutaway Low-Floor Bus (26' L)	x	5
16 Passenger - Cutaway Standard Bus (25' L)	x	5
14 Passenger - Cutaway Standard Bus (23' L)	x	5
Total Vehicles		15

The projected maximum lead time for vehicle build and delivery is approximately 150 to 180 days, from the time ordered to time delivered. The pricing for the mix of vehicles is presented in the following table, including the proposed options. Options were selected based on industry research and experience, proposed service need, and feedback from other transit operators.

Vehicle Type	Type B Cutaway Bus (23' L)	Type B Cutaway Bus (25' L)	Type G Low-floor Cutaway Bus (26'L)
Passenger Capacity	14 Passengers	16 Passengers	23 Passengers
Wheelchair Areas	2 WC Users	2 WC Users	2 WC Users
Make	Glaval/Chevy	Glaval / Chevy	ARBOC / Chevy
Engine	6.0 V8	6.0 V8	6.0 V8
Fuel	Gasoline	Gasoline	Gasoline
Base Price	\$59,808.46	\$59,808.46	\$120,581.56
<u>Options</u>			
Credit for seat delete	-\$509.85	N/A	N/A
Fold-away Seating - WC Area	\$1,988.42	\$1,988.42	N/A
Fuel Access plate in floor	\$112.17	\$112.17	N/A
Locking Fuel Filler door	\$76.48	\$76.48	\$127.46
Armored Marker Lights / Turn Signal	\$229.43	\$229.43	\$127.46
Upgraded Drivers Seat	\$1,529.55	\$1,529.55	\$1,427.58
Stop Request System	\$739.28	\$739.28	\$892.24
Bike Rack	\$1,886.45	\$1,886.45	\$1,886.45
Upgraded Suspension	\$790.27	\$790.27	N/A
Upgraded A/C system	\$1,631.52	\$1,631.52	N/A
Upgrade to fiberglass seats	\$1,400.00	\$2,100.00	\$3,570.00
Body Extension / Row add	N/A	\$750.00	N/A
Rear Window Lens	\$40.79	\$40.79	\$40.79
Prep for seat add in WC area	\$45.00	\$45.00	N/A
Lift Padding/Cover Kit	\$330.00	\$330.00	N/A
Stanchion and Grab Handles Yellow	N/A	N/A	\$330.40
Farebox	\$1,200.00	\$1,200.00	\$1,200.00
Destination Headsigns	N/A	\$1,784.48	\$4,850.00
Roof Vent	N/A	N/A	\$382.39
Sub-total Options	\$11,489.51	\$15,233.84	\$14,834.77
Price Per Vehicle	\$71,297.97	\$75,042.30	\$135,416.33
Quantity	5	5	5
	\$356,489.87	\$375,211.50	\$677,081.67
Total Purchase (before taxes, fees, licensing)			\$1,408,783.04

Additional costs which VCTC will need to include are the state sales tax, a negotiated price to paint and decal the buses, and the registration of the buses with the California Department of Motor Vehicles. Because VCTC will have title to the vehicles, we will be able to use the "E-plates" which will result in a savings; however the initial process is reported to be complicated, and we will start working on it before the buses are in our possession.

Assuming the recommended options and sales tax of 7.5%, the approximate total purchase price per vehicle (after credit for non-taxable ADA equipment portion), is as follows:

<u>TYPE B (23'L)</u>	<u>TYPE B (25' L)</u>	<u>TYPE G (26' L)</u>
\$77,033	\$80,943	\$146,577

At this price, VCTC will be able to purchase 15 new buses within the budgeted funds leaving a capital contingency of approximately \$400,000.

A-Z has informed VCTC that it is reserving a place in their manufacturer's construction line for our initial 10 small buses (Type B's) beginning in July, and we would be able to expect delivery between late August and middle of September. The remaining larger buses would be available by late November to middle of December. After a final inspection and acceptance by VCTC, the buses will be placed in service.

The funds for this purchase are not part of VCTC FY 2013-14 budget, however, the funding for the purchase is included in the VCTC FY 2014-15 budget. Payment for the buses will occur in FY 2014-15 as work progresses and the buses are delivered and accepted by VCTC.

TYPE B VEHICLES (23' & 25')



TYPE G LOW-FLOOR BUS (26')



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Item #14

June 6, 2014

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

**FROM: PETER DE HAAN, DIRECTOR OF PROGRAMING
ELLEN TALBO, PROGRAM ANALYST**

SUBJECT: LEGISLATIVE UPDATE & POSITIONS ON BILLS

RECOMMENDATION:

- Support Attachment A policy on use of Cap and Trade Revenues for Intercity Rail.
- Support in Concept SB 1228 (Huseo) regarding extension of the Trade Corridor program.
- Support SJR 24 in support of addressing the federal Highway Trust Fund shortfall.

BACKGROUND:

Federal Issues

As previously discussed at the April Commission meeting, the US Department of Transportation (USDOT) released a \$302 billion federal transportation draft reauthorization proposal in March that would cover Fiscal Years (FY) 2015 to 2020. Later in May, the President's administration formally unveiled its proposal as the GROW AMERICA Act - *Generating Renewal, Opportunity, and Work with Accelerated Mobility, Efficiency, and Rebuilding of Infrastructure and Communities throughout America*. In addition, the Environment and Public Works (EPW) Senate committee unveiled its proposal for the highway portion of the Moving Ahead for Progress in the 21st Century (MAP-21) reauthorization package.

The GROW AMERICA Act would differ from MAP-21 by providing a 37% increase in transportation funding. Key elements of the proposal include replenishing the Highway Trust Fund by maintaining current funding levels plus funding increases to cover some backlog of deficient bridges and aging highways; permanently funding the popular TIGER program and increase funding levels up to \$5 billion over the next four years; and increase transit funding levels for core formula programs.

The EPW committee's reauthorization proposal rejects most of the GROW AMERICA provisions and instead primarily maintains status quo funding levels, plus adjusting for inflation, for over a period of six years. The EPW bill envisions \$265 billion budget over six years for highway spending. A "walk-through" comparison analysis of some of the key elements of both proposals is provided in Attachment B. The bill will soon travel to the Banking Committee for the transit appropriations and to the Commerce Committee for the rail and safety appropriations.

Once these committees and the Senate Finance Committee have approved the funding levels for all aspects of the transportation bill, the package can be considered by the full Senate for approval. Meanwhile, the House version of the authorization bill is not yet available, although the new authorization is to commence by September 2014.

In the meantime, the Transportation, Housing and Urban Development (THUD) House appropriations subcommittee as well as the House Appropriations Committee approved the FY 2015 appropriations bill for transportation. The FY 2015 appropriations bill would largely continue the MAP-21 authorized funding levels for core programs, even though MAP-21's authorization period expires at the end of the current fiscal year. However, the appropriations bill reduces Amtrak's Capital Grants by \$200 million.

Additionally, while the initially-proposed House appropriations bills in recent years have provided no funding for TIGER grants, the FY 2015 bill does appropriate \$100 million, a substantial reduction from the currently authorized \$600 million. TIGER funding for FY 2015 would be limited solely to critical infrastructure projects for highways, bridges, ports and freight rail. Transit projects would be ineligible. The FY 2015 House THUD appropriations bill now moves to the full House Appropriations Committee. It is not yet known when the full committee will consider the legislation.

State Issues

The Southern California Intercity Passenger Rail Leadership Coalition has developed principles, provided in Attachment A, in support of dedicating 5% of Cap and Trade transportation-related revenues to Intercity Rail. The California Transit Association has taken a Support position on these principles, and the various LOSSAN Corridor agencies will likely do the same. It appears that the state's ongoing effort to set up a distribution method for transportation uses of Cap and Trade funding provides a current opportunity to secure a consistent source for funding increased intercity rail service. Staff therefore recommends the Commission support these principles.

Attachment C provides the monthly report of Delaney Hunter, VCTC's state representative. Attachments D-E provide her analysis of two bills currently moving through the Legislature. Staff recommends the following positions:

SB 1228 (Huseo): Proposition 1B established the Trade Corridor Infrastructure Fund (TCIF) and subsequent legislation established how this bond-funded program was implemented. Although the Proposition 1B TCIF program is nearing completion, SB 1228 would extend the provisions of this program so that they could apply to potential future funding sources. Although the bill by itself would not provide funds, the process for distribution and administration of TCIF funds has been successful, allowing the Rice/101 and 101/23 projects to receive key funds needed to move forward. However, there may be details still to be worked out regarding the structure of the extended program. Staff therefore recommends a support in concept position for SB 1228.

SJR 24 (DeSaulnier): This bill puts California on record in support of the federal government addressing the Highway Trust Fund shortfall, which could potentially disrupt the flow of federal funds to California and Ventura County as early as July. Staff recommends the Commission support SJR 24.

At the last meeting, Commissioner Parks requested that staff include on the agenda SB 1122 (Pavley) regarding the Strategic Growth Council; however that bill did not make it out of the Senate Appropriations Committee by the May 23rd deadline so it is now considered dead. It is anticipated that the distribution of cap-and-trade funds will be addressed in the budget and trailer bills.

Attachment F matrix provides the status of bills being tracked by VCTC. One bill which VCTC supports, AB 1720 to extend by one year the exemption for bus axle weights, has been passed by its house of origin. AB 2728 to prohibit use of truck weight fees for transportation bond payments did not make it out of fiscal committee by the required deadline.

CALIFORNIA INTERCITY PASSENGER RAIL LEADERSHIP COALITION

Joint Position on CAP & TRADE Revenues

- **We urge recognition of intercity passenger rail as an important component of Cap and Trade distribution and urge a discrete allocation of 5% plus eligibility in Sustainable Communities Program.**
 - To provide a secure and stable source of funding for intercity passenger rail corridors, a significant, dedicated portion of Cap and Trade Funds should be allocated to these services—similar to how current Cap and Trade proposals establish discrete allocations of these funds to the High Speed Rail program and for transit service throughout the state.
 - We appreciate the Administration's recognition that California operates the most successful state-supported intercity rail program in the nation by including support for commuter, urban, and intercity rail services in the projected \$1.25 billion in Cap & Trade funds in FY 13/14 and FY 14/15.
 - We strongly urge that any adopted legislation include a continuous 5% appropriation of Cap and Trade funds to intercity passenger rail corridors and to provide the ability for intercity passenger rail services to compete for additional Cap and Trade funding from the Sustainable Communities Program.
- **The California Intercity Passenger Rail (CIPR) services represent more than 40% of all annual passenger-miles traveled in the state's passenger railroad network and the CIPR program has become an integral part of California's transportation network, which helps support the state's clean air goals (AB32) and sustainable community strategies (SB375).**
 - Linking California's cities with 61 rail stations and 122 additional bus stop locations, CIPR services are an important transportation alternative that promotes transit-oriented development throughout California.
 - With the three existing CIPR services currently eliminating 355 million vehicle miles traveled every year and 109 million pounds of carbon dioxide emissions, these state-supported services are valued assets in helping the state achieve its greenhouse gas reduction goals identified in AB32, SB375, and other adopted state legislation. Improved and expanded CIPR services will result in substantially increased benefits to all California residents and visitors.
 - In its role as an important "feeder" service, enhancing and expanding CIPR services is critical to the success of the proposed High Speed Rail program in California.
- **We are ready to participate.**
 - For the reasons stated above, it is fundamentally important that the executive management of the CIPR services and emerging corridors participate in the discussions about how future Cap and Trade funds should be allocated, whether these funds are allocated by competitive grant, formula, at the discretion of the State Transportation Agency, or another method.
 - The CIPR Program is supported and endorsed by the Senate Select Committee on Passenger Rail, which has members representing all current and future CIPR services.

Federal Transportation Reauthorization Comparison – GROW AMERICA vs. MAP-21

President's Administration Proposal (GROW AMERICA)		EPW Reauthorization Proposal (MAP-21)
Terms of Funding	\$302 billion for FY 2015-2018	\$265 billion for FY 2015-2020 (for highways only)
Highways - Federal Highway Administration (FHWA)		
National Highway System	Provide \$199 billion over funding term inclusive of \$13.4 billion for deficient bridges.	Maintain current appropriation levels for highways plus additions for inflation adjustment
National Freight Network	Designate national freight network and provide \$10 billion over funding term	Designate national freight network - \$400 million available in 2016 up to \$2 billion by 2020
Transportation Investment Generating Economic Recovery (TIGER) Program	Permanently fund the program, provide up to \$5 billion over the funding term	Provide \$600 million each year of funding term (current levels maintained)
Transportation Infrastructure Finance and Innovation Act (TIFIA)	Fund program at \$1 billion per year of funding term	Provide \$750 million per year of funding term
Local control to Metropolitan Planning Organizations (MPOs)	Provide high-performing MPOs with direct control over surface transportation (STP) and transportation alternative programs (TAP) funds, provide set-aside freight funds to MPOs	Maintain current state and regional processes
Transit – Federal Transit Administration (FTA)		
	Provide \$72 billion in transit funding	Transit & Rail Legislation under review June - August
Rail – Federal Railroad Administration (FRA)		
General	Provide \$19 billion for passenger rail	
Positive Train Control (PTC)	Provide \$2.3 billion over funding term for federally-mandated PTC	



GONZALEZ, QUINTANA & HUNTER, LLC

VENTURA COUNTY TRANSPORTATION COMMISSION MONTHLY STATE ADVOCACY REPORT MAY 2014

Legislative Updates

SB 990 (Vidak): Transportation Funds: Disadvantaged Small Communities (Failed)

Ensures that small economically disadvantaged communities throughout the state are able to compete for transportation project funding.

-Failed in Sen. Transportation & Housing on 4/29.

AB 1720 (Bloom): Vehicles: Bus gross weight

Extends the current exemption from 2015 to 2016 that allows public transit systems to purchase a transit bus over 20,500 pounds as long as it is replacing an equal or larger bus or the governing board makes certain findings.

-Passed off of Assembly Floor. Now in Senate Rules for assignment.

AB 2728 (Perea/Linder): Vehicle weight fees: Transportation and bond debt service.

Captures truck weight fees as revenue for overall transportation funding purposes rather than the current use for paying the debt service on transportation bonds.

- HELD on Suspense File in Assembly Appropriations Committee.

SB 1418 (Desaulnier): Vehicle weight fees: Transportation and bond debt service.

Captures truck weight fees as revenue for overall transportation funding purposes rather than the current use for paying the debt service on transportation bonds.

- HELD on Suspense File in Senate Appropriations Committee.

AB 1536 (Olsen): Public transportation employees: strikes: prohibition

Would prohibit a state or local public transportation employee or public transportation employee organization from striking.

- Bill is currently dead.

SB 1077 (DeSaulnier): Vehicles: Vehicle-Miles-Traveled Charges

Would require the Transportation Agency to develop and implement, by July 1, 2016, a pilot program designed to assess specified issues related to implementing a mileage based fee in California to replace the fuel excise tax. The bill would also require the department to prepare and submit a specified report of its findings to the policy and fiscal committees of the Legislature no later than June 30, 2017.

- Pending action on Senate Floor

SB 1122 (Pavley): Sustainable communities: Strategic Growth Council

Would authorize the Strategic Growth Council to develop and implement regional grant programs to support the implementation of sustainable communities' strategies, alternative transportation plans, or other regional greenhouse gas emission reduction plans within a developed area. The bill would require the council, in consultation with specified public agencies, to establish standards for integrated modeling systems and measurement methods, and standards for the use of funds.

-HELD on Suspense File in Senate Appropriations Committee

SB 1298 (Hernandez): High-Occupancy Toll Lanes

Makes 10/110 Express Lanes Permanent and authorizes CTC to approve new Express Lanes so legislative authorization no longer required. Would remove the limitations on the number of HOT lanes that the CTC may approve and would delete the January 1, 2012, deadline for HOT lane applications and delete the requirement for public hearings on each application.

- Pending action on Senate Floor

SB 1433 (Hill): Local Agency Public Construction Act: transit design-build contracts

Regarding "design-build," the definition of "transit operator" would not include any other local or regional agency responsible for the construction of transit projects, thereby extending the design-build procurement authorization. The bill would also eliminate the requirement that the project cost exceed a specified amount. The bill would delete the repeal date, thus extending the operation of these provisions indefinitely.

- Passed Senate. Pending hearings in Assembly Local Government Committee and Assembly Transportation Committee.

Cap and Trade Proposals - Update

The Legislature and the Governor will be negotiating in the coming weeks on a final proposal for the use of cap and trade revenues. The Governor, the Senate and the Assembly all have put forth (and in the case of the Legislative house, adopted) differing plans. The issues to be determined will be which categories to be funded, how much to fund in each category and whether the categories and funding levels will be one time or on going. The negotiations will be resolved via the budget process, both in Budget Conference Committee and in behind the scenes negotiations between legislative leadership and the Governor.

Governor's Cap & Trade Proposal

The Governor proposed a new funding plan using proceeds from Cap & Trade auctions as part of his budget in January and made no changes as part of the May Revise. A total of \$850 million will be spent in three distinct categories, with the transportation portion being the largest since the majority of GHG emissions come from transportation.

- **\$600 million for Sustainable Communities and Clean Transportation** to be split up into three programs: Implementing regional Sustainable Community Strategies, Low Carbon Transportation, and Rail Modernization.
 - \$100 million will be put towards implementing regional Sustainable Community Strategies, supporting regions implementing SB 375 and other areas with GHG reduction policies.
 - \$200 million will be spent on Low Carbon Transportation to accelerate the transition to low carbon freight and passenger transportation.
 - \$300 million is allocated to Rail Modernization;
 - \$250 million is going to High Speed Rail to pay for the initial Central Valley segment
 - \$50 million is being given to CALTRANS to fund a competitive grant program for existing operators to integrate systems and connect to High Speed Rail.
- **\$140 million for Energy Efficiency and Clean Energy** to be split up for energy efficiency opportunities in residential and public buildings, agricultural and industrial operations, and water system and use efficiency. Two-thirds will go toward weatherization programs for low-income households.
- **\$110 million for Natural Resources and Waste Diversion** to be spent on strategies to reduce emissions through natural resource management, including forest health, composting and recycling.

Senate Cap & Trade Proposal

The Senate Budget and Fiscal Review Committee met late Friday and adopted a modified plan for the expenditure of Cap and Trade funds – this is a “tweak” of the Steinberg proposal we reported on last month. Specifically, the Budget Committee adopted the follow amounts for transportation for next year that would then feed into a long term funding plan that is to be decided via budget trailer bill language. No funds would be spent prior to the enactment of this trailer bill:

- \$300 million for rail modernization that includes high speed rail, transit, and inter-city rail.
- \$100 million for sustainable communities.
- \$100 million for low-carbon transportation.
- \$150 million for transit projects
- Budget bill language that would transfer high-speed rail funds

Assembly Cap & Trade Proposal

In response to the Governor's Cap and Trade Plan, the Assembly has crafted the following plan. They assume a total of \$1.04 billion in Cap and Trade revenues next year and provides that for the 2014-15 budget year, for a one-year set of programs.

- **\$400 million for Sustainable Communities Grants.** Provides for allocation to competitive local programs that reduce greenhouse gases through a variety of approaches, as inspired by local SB 375 plans. These proposals will expand upon the Governor's proposal to include additional strategies to reduce greenhouse gas emissions, including affordable housing, urban forestry, forest conservation, carbon farming, transit passes, transit-oriented design, active transportation, and environmental mitigation funding. In addition, the Strategic Growth Council will be able to target a portion of these funds for expansion of Low-Income Home Energy Assistance Program funding. Overall, these funds must allocate at least 50 percent of total funding to disadvantaged communities, as defined regionally by MPOs.
- **\$400 million for State Greenhouse Gas Reduction Program.** Provides allocation to State departments that are undertaking Greenhouse Gas Reduction Activities through a competitive process administered by the Strategic Growth Council. These funds can be used to fund energy efficiency upgrades to State and public buildings through a revolving fund loans for public buildings, High Speed Rail construction, intercity rail, fire prevention and urban forestry, waste diversion, reducing agricultural waste, wetland restoration, and other activities by State departments that reduce Greenhouse Gas emissions. Departments must meet the same performance criteria as the Sustainable Community Grants and be subject to the same reporting requirements. Overall, these funds must allocate at least 25 percent of total funding to disadvantaged communities, as defined by the Strategic Growth Council. Reject the Administration's BCPs for programmatic funding but allow the Administration to establish positions proposed in the budget, so departments have staff to compete for these funds and expand the Strategic Growth Council staff by three positions, to accommodate the additional workload.
- **\$240 million for Low-Emission Vehicle Rebates and Water Use Efficiency.** Same as the Administration's proposal.
- **High Speed Rail Financing.** Authorize the High Speed Rail Authority to borrow up to \$20 billion in federal Railroad Rehabilitation and Improvement Financing (RRIF) loans to construct the High Speed Rail operations segment. In addition, authorize up to \$20 billion in lease-revenue bond authority for the same purpose. Allow the use of Cap and Trade revenue for repayment of either of these mechanisms, assuming it has met the criteria for funding designated by the Strategic Growth Council.

Senate Bill 1228 (Hueso)

Summary: SB 1228 continues the existence of the Trade Corridors Improvement Fund (TCIF) in order to receive revenues from new funding sources and governs the expenditure of those funds.

Purpose: SB 1228 TCIF indefinitely in order to receive funds from non-Proposition 1B sources, and governs the distribution of non-Proposition 1B funds as follows:

- Requires the CTC to allocate non-Proposition 1B monies in the TCIF for infrastructure improvements along federally designated “Trade Corridors of National Significance” or other high-volume freight corridors in California, as determined by the CTC.
- Requires the CTC, in determining project eligibility, to consult the state trade infrastructure and goods movement plan, trade infrastructure and goods movement plans adopted by regional transportation planning agencies, regional transportation plans, and the statewide port master plan.
- Provides that eligible projects include, but are not limited to:
 - Improvements to highway capacity and operations to facilitate goods movement, particularly in relation to the state’s land ports of entry and seaports, including inland waterways between ports, and to relieve traffic congestion along major trade or goods movement corridors.
 - Improvements to the freight rail system to increase efficiency and capacity and to enhance goods movement from land ports of entry and seaports to warehousing and distribution centers throughout the state, including projects to separate rail lines from highway or local road traffic, improve freight rail mobility through mountainous regions, and relocate rail switching yards.
 - Improvements to enhance the capacity and efficiency of land ports of entry and seaports.
 - Improvements to truck corridors, including dedicated truck facilities or truck toll facilities.
 - Improvements to border access to enhance goods movement between California and Mexico and maximize the state’s ability to access federal border infrastructure funds.
- Requires the CTC to allocate TCIF funds in a manner that addresses the state’s most urgent needs, balances the demands of various land ports of entry and seaports, provides reasonable geographic balance among the state’s regions, and prioritizes projects that improve trade corridor mobility while reducing emissions of diesel particulate and other pollutant emissions.
- Requires the CTC, when allocating TCIF funds, to consider the speed and volume of large cargo traveling through the distribution system, a reasonably consistent and predictable amount of time for cargo to travel from one point to another within the system, and a reduction in the recurrent daily hours of delay.
- Requires the CTC, when allocating any Greenhouse Gas Reduction Fund (commonly known as cap-and-trade) monies transferred to the TCIF, to require these projects to demonstrate how they will reduce emissions consistent with the goals and objectives of cap-and-trade.
- Requires the CTC to allocate any non-Proposition 1B funds in the TCIF to projects that have identified committed supplemental funding from local, federal, or private sources. The CTC must determine an appropriate match, but the match must be at least equal to the TCIF allocation, other than for border access improvements. The CTC may prioritize projects with higher levels of committed supplemental funds.

- Requires the CTC to incorporate into its annual report to the Legislature a summary of its TCIF-related activities, including, at minimum, a description and location of the projects funded by TCIF, the status of each project, and a description of the mobility and air-quality improvements the program is achieving.

Author Statement: The author states that California's land and sea ports of entry serve as key international commercial gateways for the more than \$500 billion in products entering and exiting the US each year. Long wait times at border ports of entry delay access to intermediary goods, lead to problems in the manufacturing chain, and create significant negative traffic congestion and air-quality impacts. The author states that in order to leverage fully California's trade-related economic opportunities, the state needs a modern, robust, and multimodal goods movement network. Investing in infrastructure improvements at sea ports of entry can help federally designated marine highways provide large reductions in greenhouse gas emissions and air pollutants, relieve traffic congestion and wear and tear on highways, and provide an influx of economic activity throughout the state.

Existing Law:

SB 1266 (Perata), Chapter 25, Statutes of 2006 - authorized the sale of nearly \$20B in general obligation bonds for transportation projects, upon voter approval. In November 2006, voters approved Proposition 1B, the Highway Safety, Traffic Reduction, Air Quality, and Port Security Bond Act of 2006. Proposition 1B authorized the issuance of \$19.9B in general obligation bonds to fund transportation projects to relieve congestion, improve the movement of goods, improve air quality, and enhance the safety and security of the transportation system.

SB 535 (de Leon), Chapter 830, Statutes of 2012 - required that 25% of auction revenue be used to benefit disadvantaged communities and requires that 10% of auction revenue be invested in disadvantaged communities.

AB 1532 (J. Perez), Chapter 807, Statutes of 2012 - directed the Department of Finance to develop and periodically update a three-year investment plan that identifies feasible and cost-effective GHG emission reduction investments to be funded with cap-and-trade auction revenues. AB 1532 specifies that reduction of GHG emissions through strategic planning and development of sustainable infrastructure projects, are eligible investments of GGRF.

SB 1018 (Budget Committee), Chapter 39, Statutes of 2012 - created the Greenhouse Gas Reduction Fund (GGRF), into which all auction revenue is to be deposited. The legislation requires that before departments can spend monies from GGRF, they must prepare a record specifying: (1) how the expenditures will be used, (2) how the expenditures will further the purposes of AB 32, (3) how the expenditures will achieve GHG emission reductions, (4) how the department considered other non-GHG-related objectives, and (5) how the department will document the results of the expenditures.

Related legislation: N/A

Support/Opposition (as of April 16, 2014.)

SUPPORT:

San Diego Regional Chamber of Commerce (sponsor)
East Otay Mesa Property Owners Association
Hamann Companies
Murphy Development Company
Otay Mesa Property Owners Association
United Port of San Diego

OPPOSITION: None on file

Senate Joint Resolution 24 (DeSaulnier)

Summary: Senate Joint Resolution (SJR) 24 urges the President and the Congress of the United States to stabilize the federal Highway Trust Fund by developing a long-term plan to promote adequate federal Highway Trust Fund revenues

Purpose: SJR 24 urges timely action by the President and the Congress of the United States to stabilize the federal Highway Trust Fund by developing a long-term plan to promote adequate federal Highway Trust Fund revenues that achieves all of the following:

- A. Continues an appropriate role for the federal government in sustaining a viable national transportation system.
- B. Contributes to deficit reductions and economic growth.
- C. Ensures the integrity of the surface transportation program and resists funding diversions that have been harmful to public support.
- D. Allows the Congress to pass a reauthorization of the federal highway and public transportation programs before MAP-21 expires.

Legislative Findings:

SJR 24 makes the following legislative findings:

1. A safe, efficient, and reliable surface transportation network is vital to California's future economic growth, quality of life, and security.
2. Inadequate investment in California's highway and bridge infrastructure system is having a dramatic impact on the citizens of California, causing them to spend too much time idling on increasingly congested roads and bridges rather than with their families.
3. The United States Department of Transportation will begin slowing reimbursements to states for already approved federal-aid projects as early as July of this year to preserve a positive balance in the federal Highway Trust Fund.
4. The Congressional Budget Office reports the federal Highway Trust Fund will be unable to support any new highway or public transportation spending in the 2015 fiscal year absent congressional action to increase trust fund revenues.
5. Eliminating federal highway and public transportation investment in one year would threaten hundreds of thousands of jobs nationwide and severely disrupt California's long-term transportation improvement plans.

Related legislation: N/A

Support/Opposition (as of 4/30/14):**SUPPORT:**

Transportation California (sponsor)
California Concrete Contractors Association
California State Association of Counties

OPPOSITION: None reported

VENTURA COUNTY TRANSPORTATION COMMISSION STATE LEGISLATIVE MATRIX BILL SUMMARY May 29, 2014			
BILL/AUTHOR	SUBJECT	POSITION	STATUS
AB 1720 Bloom	Extends by one year the existing exemption for bus axle weights heavier than allowed in the Vehicle Code.	Support	Passed Assembly Transportation Committee 15-0. Passed Assembly 71-0.
AB 2728 Perea	Prohibits spending truck weight fees on transportation bond debt service.	Support	Died in Assembly Appropriations Committee.
SCA 8 Corbett	Places before the voters a Constitutional Amendment to reduce to 55% the approval threshold for local transportation funding measures.	Support	In Senate Appropriations Committee.
SB 990 Vidak	Requires each regional transportation improvement program to program 5% of funds available for regional improvement projects to disadvantaged small communities. Requires regional transportation agencies and county transportation commissions to prioritize funding congestion relief and safety needs in programming these moneys.	Oppose	Failed in Senate Transportation & Housing Committee 3-8.
SB 1228 Huseo	Extends the Proposition 1B Trade Corridor program and includes land ports of entry improvements as eligible projects.	Support in Concept	Passed Senate Environmental Quality Committee 7-0. Passed Senate Appropriations Committee 7-0. Passed Senate 35-1.
SB 1298 Hernandez, E.	Would remove the limitations on the number of HOT lanes that the CTC may approve.	Watch	Passed Senate Transportation & Housing Committee 11-0. Passed Senate Appropriations Committee 7-0. Passed Senate 31-0.
SJR 24 DeSalnier	Supports the federal government resolving the Highway Trust Fund shortfall.	Support	Passed Senate 36-0. In Assembly Transportation Committee.

Staff-recommended Commission positions shown in **bold**.



Item #15

June 6, 2014

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: PETER DE HAAN, PROGRAMMING DIRECTOR

SUBJECT: PROPOSITION 1B PRESENTATION

RECOMMENDATION:

- Receive and file.

BACKGROUND:

In November, 2006, California's voters passed Proposition 1B, which authorized \$19.9 billion in bonds for transportation infrastructure, with the expectation that those bonds would be issued over a 10-year period. The ballot measure defined project categories to receive specified portions of the funds. Subsequent legislation established policies for selection of the projects within each of the defined categories, and for most of the funding categories regional agencies such as VCTC were given responsibility for prioritizing projects within their area and then nominating those projects to designated state agencies. This item provides a staff presentation of what has been accomplished by Proposition 1B in Ventura County. The following Discussion section provides a brief preview of the presentation that staff will give at the Commission meeting.

DISCUSSION:

At this time virtually all Proposition 1B funds have been programmed, and most of the projects are either complete or under construction. Funds have gone to a large variety of projects in the county, including transit facilities, buses, Metrolink rail cars and safety improvements, highway improvements, and local street rehabilitation. The presentation does not include one of the funding categories, air quality, since VCTC was not given a role in that area and did not track those projects. In the remaining categories Ventura County will receive approximately \$300 million in Proposition 1B funding for a variety of transportation investments, with the largest project by far being the Route 101 widening north of La Conchita. During this period of Proposition 1B expenditure there has also been the American Reinvestment and Recovery Act program which is now complete in this county but was responsible for \$60 million in Ventura County transportation investments.

Not only is the combined infusion of Proposition 1B and the federal recovery act funds nearing completion, but the federal transportation trust fund is expected to run out of funds sometime this summer. The impact of all of these funding reductions has been dubbed by some as a transportation "fiscal cliff." Even if the federal trust fund situation is resolved, without a significant new funding initiative Ventura County residents will soon notice a significant drop-off in transportation project spending. The effects of this "fiscal cliff" will be felt throughout California but in most urban areas with the exception of Ventura County the impact will be somewhat ameliorated due to the availability of local transportation measure funds.