

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 5, 2015 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.

VCTC June 5, 2015 Page Two

- 5. TEEN COUNCIL REPORT
- 6. CALTRANS REPORT -
- 7. COMMISSIONERS / EXECUTIVE DIRECTOR REPORT This item provides the opportunity for the commissioners and the Executive Director to report on attended meetings/conferences and any other items related to Commission activities.
- 8. ADDITIONS/REVISIONS The Commission may add an item to the Agenda after making a finding that there is a need to take immediate action on the item and that the item came to the attention of the Commission subsequent to the posting of the agenda. An action adding an item to the agenda requires 2/3 vote of the Commission. If there are less than 2/3 of the Commission members present, adding an item to the agenda requires a unanimous vote. Added items will be placed for discussion at the end of the agenda.
- **9. CONSENT CALENDAR -** All matters listed under the Consent Calendar are considered to be routine and will be enacted by one vote. There will be no discussion of these items unless members of the Commission request specific items to be removed from the Consent Calendar for separate action.

9A. APPROVE SUMMARY FROM MAY 1, 2015 VCTC MEETING - PG.7

Recommended Action:

Approve

Responsible Staff: Donna Cole

9B. MARCH, 2015 MONTHLY BUDGET REPORT - PG. 13

Recommended Action:

Receive and File

Responsible Staff: Sally DeGeorge

9C. PASSENGER RAIL UPDATE - PG. 19

Recommended Action:

Receive and File

Responsible Staff: Ellen Talbo

9D. DISADVANTAGED BUSINESS ENTERPRISE GOAL- PG. 23

Recommended Action:

Adopt a Disadvantaged Business Enterprise (DBE) annual goal of 12.5% for VCTC contracts funded by the Federal Transit Administration for Federal Fiscal Years (FY) 2015/16 through 2018/19.

Responsible Staff: Peter De Haan

9E. <u>FEDERAL TRANSIT ADMINISTRATION SECTION 5311 RESOLUTION</u> – PG. 29

Recommended Action:

Adopt Resolution #2015-10 (attached) authorizing the Executive Director to approve applications for the Section 5311 program

Responsible Staff: Peter De Haan

9F. FISCAL YEAR 2015/16 TRANSPORTATION DEVELOPMENT ACT UNMET TRANSIT NEEDS FINDINGS - PG. 31

Recommended Action:

- Approve the Fiscal Year (FY) 2015/2016 Unmet Transit Needs Findings (Attachment A).
- Adopt Resolution No. 2015-12 (Attachment B).

Responsible Staff: Vic Kamhi

9G. CSUCI COOPERATIVE AGREEMENT FY 15/16 EXTENSION - PG.69

Recommended Action:

Approve the FY 2015-2016 Cooperative Agreement for bus service to California State University Channel Islands (CSUCI) and CSUCI providing \$510,000 for the service in FY 2015-2016 Responsible Staff: Aaron Bonfilio

9H. VCTC INTERIM INTERAGENCY TRANSIT PASS PROGRAM - PG.83

Recommended Action:

Authorize the Executive Director to develop and execute agreements with transit providers in Ventura County to accept and be reimbursed for rides which are made using the VCTC pass. **Responsible Staff:**

9I. ONBOARD VIDEO SURVEILLANCE SYSTEMS PROCUREMENT - PG.85

Recommended Action:

Authorize the Executive Director to negotiate the final terms, and for the VCTC Chair to execute, a contract for onboard video surveillance system equipment with Apollo Video Technology, in a form and substance approved by VCTC General Counsel, in an amount not to exceed \$550,000. **Responsible Staff: Aaron Bonfilio**

9J. SAFE CONTRACT FOR CALLBOX MAINTENANCE - PG.89

Recommended Action:

- Approve a contract with CASE Systems Inc. not to exceed \$18,480.00 per month for call box maintenance to be funded through the Service Authority for Freeway Emergencies.
- Approve upgrading 420 call boxes, 75% of the current system, to 3G cellular service for a price not exceed \$800 per call box for a total of \$336,000 to be funded through the Service Authority for Freeway Emergencies.

Responsible Staff: Steve DeGeorge

9K. AGREEMENT WITH THE STATE OF CALIFORNIA HIGHWAY PATROL FOR SERVICES RELATED TO VENTURA COUNTY MOTORIST AID CALL BOX PROGRAM – PG.91 Recommended Action:

- Approve the agreement between the State of California, Department of California Highway Patrol and the Ventura County Service Authority for Freeway Emergencies (SAFE).
- Adopt Resolution 2015-11 in support of the agreement between the State of California
 Department of California highway Patrol and Ventura County Service Authority for Freeway
 Emergencies.

Responsible Staff: Steve DeGeorge

9L. CAPITAL ASSETS POLICY UPDATE - PG. 103

Recommended Action:

Adopt the Capital Asset Policy in Attachment 1.

Responsible Staff: Sally DeGeorge

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9M. VCTC OFFICE SPACE LEASE EXTENSION - PG. 107

Recommended Action:

Authorize the Executive Director to execute an 18 month lease extension with Lincoln's Inn, Marina Self Storage Inc. for a term of July 1, 2015 through December 31, 2016 at a lease rate of \$11,803.58 per month (\$1.75/square foot).

Responsible Staff: Darren Kettle

9N. 2015/2016 SALARY SCHEDULE AND RANGE ADJUSTMENT FOR DIRECTOR CLASSIFICATION – PG. 109

Recommended Action:

Adopt 2015/16 salary schedule including approval of second phase of the Director salary range, effective July 1, 2015.

Responsible Staff: Darren Kettle

90. RESOLUTION FOR VCTC TO CLAIM FISCAL YEAR 2015/16 TRANSPORTATION DEVELOPMENT ACT (TDA) LOCAL TRANSPORTATION FUNDS (LTF) AND STATE TRANSIT ASSISTANCE (STA) FUNDS- PG. 113

Recommended Action:

Approve the attached Resolution #2015-08 authorizing VCTC's claim for Fiscal Year 2015/2016 Transportation Development Act (TDA) Local Transportation Funds (LTF) and State Transit Assistance (STA) funds for transit, planning and administrative expenditures

Responsible Staff: Sally DeGeorge

9P. TRANSPORTATION DEVELOPMENT ACT/LOCAL TRANSPORTATION FUND APPORTIONMENT FOR FY 2015/16 – PG. 117

Recommended Action:

Approve the Local Transportation Fund Apportionment for Fiscal Year 2015/2016 apportioning \$34.6 million as shown in Attachment 1.

Responsible Staff: Sally DeGeorge

9Q. <u>AGREEMENT WITH DOWNTOWN VENTURA PARTNERS, INC. TO RECEIVE</u> CONGESTION MITIGATION AND AIR QUALITY FUNDS - PG. 121

Recommended Action:

Approve the attached agreement with the Downtown Ventura Partners, Inc. to receive \$353,692 in CMAQ funds, including \$176,846 in funds approved at the May meeting, plus another \$176,846 contingent upon the Commission's future approval of funds on the CMAQ shelf list that the Commission adopted in May.

Responsible Staff: Peter De Haan

9R. <u>STEVEN ZANETELL V. VENTURA COUNTY TRANSPORTATION COMMISSION</u> – PG. 133 *Recommended Action:*

Reject a claim in the matter of Steven Zanetell v. VCTC

Responsible Staff: Steve Mattas

10. FISCAL YEAR 2015/16 BUDGET - PUBLIC HEARING - PG. 135

Recommended Action:

- Conduct Public Hearing to receive testimony on the proposed Fiscal Year 2015/2016 Budget.
- Adopt by resolution 2015-09, the proposed Fiscal Year 2015/2016 Budget

Responsible Staff: Sally DeGeorge

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11. VCTC MARKETING AND COMMUTER SERVICES COMMUNITY OUTREACH PROGRAM CONTRACT – PG. 139

Recommended Action:

Approve a three-year contract with Celtis Ventures LLC for VCTC Marketing and Community Outreach Program at an annual cost not to exceed \$565,000.

Responsible Staff: Donna Cole

12. VCTC INTERCITY BUS ADVERTISEMENT SALES - PG. 165

Recommended Action:

- Direct staff to develop a VCTC Intercity Bus Advertisement Sales Program, including recommended advertisement policies, products, and rates.
- Direct staff to develop a Request for Proposals and return to the Commission for approval to release it.

Responsible Staff: Vic Kamhi

13. LEGISLATIVE UPDATE & POSITIONS ON BILLS - PG. 169

Recommended Action

Adopt SUPPORT position on SB 16 (Beall) to increase fuel taxes and vehicle fees to raise \$3.5 billion annually in transportation revenues for five years.

Responsible Staff: Peter De Haan

14. <u>FISCAL YEAR 2015/16 TRANSIT PROGRAM OF PROJECTS – PUBLIC HEARING</u> – PG. 183 Recommended Action:

- Approve the attached Program of Projects (POP) for federal transit operating, planning and capital assistance for FY 2015/16.
- Open public hearing and receive testimony.

Responsible Staff: Peter De Haan

15. OXNARD HARBOR DISTRICT QUARTERLY UPDATE - Oral Report

Recommended Action:

Receive and File Update provided by Oxnard Harbor District

Responsible Staff: Kristln Decas

- 16. VCTC GENERAL COUNSEL'S REPORT
- 17. AGENCY REPORTS
- 18. CLOSED SESSION
- 19. ADJOURN to 9:00 a.m. Friday, July 10, 2015

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Item #9A

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 1, 2015 9:00 AM

Present: Peter Foy, County of Ventura, Chair

Keith Millhouse, City of Moorpark, Vice Chair

Manuel Minjares, City of Fillmore

Betsy Clapp, City of Ojai

Ginger Gherardi, City of Santa Paula Brian Humphrey, Citizen Rep., Cities

Bill Little, City of Camarillo Kathy Long, County of Ventura Bryan MacDonald, City of Oxnard

Carl Morehouse, City of San Buenaventura

Linda Parks, County of Ventura Steve Sojka, City of Simi Valley Jim White, Citizen Rep, County John Zaragoza, County of Ventura Gary Slater, Caltrans District 7

Absent: Steve Bennett, County of Ventura

Claudia Bill-de la Peña, City of Thousand Oaks

Douglas Breeze, City of Port Hueneme

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

PUBLIC COMMENTS - There were no public comments for items not listed.

CALTRANS REPORT -

Gary Slater reported that Active Transportation Project Applications for Cycle 2 are due June 1. There were 4 successful ATP applications from Oxnard, Santa Paula, Simi Valley and Ventura from Cycle 1, which was adopted in Feb 2015

A Caltrans Workers Memorial Ceremony will be held Wed May 6 at 10 am at Caltrans West Region Maintenance Office.

After 77 days of work PCH was opened to through traffic in both directions on Feb 27. Ongoing work to install cable netting on the slope is scheduled for completion in early June. Total clean-up cost to date is \$5 million.

COMMISSIONERS REPORTS

Commissioner Morehouse reported on legislation moving forward, including a bill for funding goods movement through weight fees. Congress recognizes MAP 21 and the Highway Trust Fund are coming to end but can't agree on how to pay for it. For the first time in 54 months the Ways and Means Committee has set a hearing.

ADDITIONS/REVISIONS - None

CONSENT CALENDAR -

Commissioner Zaragoza made a motion to approve all items as recommended on the Consent Calendar. The motion was seconded by Commissioner Sojka and passed unanimously.

- 8A. APPROVE SUMMARY FROM APRIL 3, 2015 VCTC MEETING Approve
- 8B. MARCH, 2015 MONTHLY BUDGET REPORT Receive and File
- 8C. PASSENGER RAIL UPDATE Receive and File
- **8D. LEGISLATIVE UPDATE AND POSITIONS ON BILLS** Adopt WATCH position on AB 194 (Frazier) to broaden the authority of the California Transportation Commission to approve toll lanes.
- **8E EMPLOYEE PAID CONTRIBUTIONS TO CALPERS -** Establish May 1, 2015 as the date for all new hires creating a second "classic" employee segment to contribute 100% of employee share of retirement contribution to CALPERS.

8F VCTC SOCIAL SERVICES TOKEN PROGRAM-

- Approve transition from red tokens to red mag-stripe single-ride tickets
- Authorize the Executive Director to execute the reimbursement agreement with those Ventura
 County transit providers who wish to participate in the VCTC Social Service Single-Ride Ticket
 program
- 8G ADVANCE FUNDING FOR BUS ACQUISTION FOR "VCTC CAP-AND-TRADE"
 DEMONSTRATION BUS SERVICE Approve advancing State Transit Assistance (STA) funding sufficient to purchase one MCI bus from the existing option and begin the approved VCTC Cap-And -Trade transit demonstration commuter service between Oxnard and Camarillo prior to receipt of all the Cap-And-Trade funds.

- **8H AGREEMENT FOR SALES OF VCTC TRANSIT FARE MEDIA -** Authorize the Executive Director to negotiate and execute agreements, consistent with the VCTC General Counsel approved draft for the sales of VCTC fare media at outlet locations.
- 8I ALLOCATIONS FOR TRANSPORTATION DEVELOPMENT ACT (TDA) FISCAL YEAR 2014/2015 ARTICLE 3 BICYCLE/PEDESTRIAN FUNDS Approve the allocations for FY 2015/2016 Transportation Development Act (TDA) Article 3 Bicycle/Pedestrian funds.
- **8J. 2015 TITLE VI PROGRAM -** Approve 2015 Title VI Program Update, including the Public Participation Plan and Language Assistance Plan.

9. VCTC OFFICE BUILDING - CONSULTING SERVICES AGREEMENT WITH ARCHITECT

Commissioner Morehouse made a motion to approve the Consulting Services Agreement between the Ventura County Transportation Commission (VCTC) and Kruger Bensen Ziemer Architects, Inc. (Consultant) to provide Architectural and Engineering services for the design and construction of the new VCTC Offices to be located at 2220 Ventura Boulevard in Camarillo, CA for a total contract amount of \$406,840. The motion was seconded by Commissioner Sojka and passed by a unanimous roll call vote.

10. <u>CONTRACT AWARD FOR AMERICANS WITH DISABILITIES ACT (ADA) ELIGIBILITY</u> CERTIFICATION SERVICES-

Jack Tingstrom, **serves on Ventura committee for senior issues**, urged support for a contract with ADA Ride. Over the course of 3 years the cost of the contract would be half of the cost for MMP.

Susan Wood spent many years providing services for the disabled and also served on Social Services Transportation Advisory Committee (SSTAC). Going online would not be effective or fair. Many who are older and sick are not capable of using a computer. In person assessments are in line with FTA best practices. Doctors won't have time to assist with the mail in form. More personal assistance is better. Please go with MMP

Dani Anderson, Independent Living Resource Center, Executive Director, helps provide assistance with information, applications and getting accessible info. ILRC, the only cross disability organization in the community, was not invited to participate in this process. Disabled people continue to have to prove themselves as equal. They are not using ADA as a crutch and gaming the system. Please make the decision that is least demeaning to the users.

Mike Culver, Dir of Operations for Mobility Management Partners The purpose of the in person interview is not to confirm a disability. The purpose is to confirm a person's inability to use the public systems. The public should be involved before any significant changes are made.

Nicole Cavalino has spent the past 15 years working with seniors with disabilities. She developed the mileage reimbursement program as an optional alternative to using public transportation. ADA transportation is a lifeline. The purpose of the interview is to determine the extent that a disability prevents someone from using fixed route transit. All public transit vehicles are wheelchair equipped. FTA guidelines limit ADA transportation use strictly to qualified individuals. System capacity is a concern in many areas. However, an in person interview also gives the applicant other options and information about travel training and mileage reimbursement. Changing this system will increase demand and lessen availability for those who need it.

Tricia Avila, Program Manager, MMP and former ADA eligibility specialist

MMP has never been notified that an applicant felt mistreated or degraded. Most appreciate the face to face interview, which is always scheduled so there is plenty of time. The in person interview provides the evaluator an opportunity to watch body language and pick up on things not said. The primary goal is not for a one size fits all program.

Adam Martinez uses public transit when possible but there are still some areas in Ventura that are not accessible to him by bus. He helps his neighbors to access computers and would help them if there were an online system. His experience with MMP has been very friendly and would hate to lose that.

Charles Devlin Executive Director MMP, CEO R&D

MMP's purpose is not to deny service. As the need began to grow in the region the company was founded to serve the community. MMP is a non-profit but also a social enterprise. ADA Ride has no knowledge of Ventura County. A contract with ADA Ride may save thousands on the front end but don't be penny wise and pound foolish.

Art Hulscher, President and CEO ADA Ride, Since ADA Ride began doing business in 1994 it has gone from 100% in person interviews to a mix of in person and online. The online option was brought on merely to increase access to applicants. Currently ADA Ride has 13 contracts for online services. It helps to speed up the process. If an applicant gets denied online they can appeal and come in for an interview.

Commissioner Morehouse made a motion to approve a three year contract, with 2 1-year extension options with Mobility Management Partners Inc. for a three-year cost not to exceed \$635,088. Staff will provide annual progress reports to keep VCTC informed of the process in working toward being more web based system. The motion was seconded by Commissioner Millhouse and passed by a unanimous roll call vote.

(Commissioner Sojka left the meeting before the next item)

11. <u>DELAY THE CONGESTION MANGEMENT AIR QUALITY (CMAQ) TRANSIT GRANT PROGRAM AND ALLOW THE HERITAGE VALLEY TRANSIT TO SUBMIT A CMAQ GRANT PROPOSAL</u>

David Armstrong Downtown Ventura Partners volunteer. Action has already been delayed twice, first by congress and then in February. There is no public record of a request from the Heritage Valley Transit Committee. It is not appropriate to open a process just for one entity without opening it up for others. If there are further delays the Ventura Trolley may be forced to discontinue service. Please keep the process in tact and respect the Transcom recommendation.

Commissioner Morehouse made a motion motion not to delay action on the FY 2014/15 VCTC CMAQ transit grant program to allow the Heritage Valley Transit to submit a proposal for CMAQ funds and modifying the CMAQ program schedule. The motion was seconded by Commission Clapp and passed by the following roll call vote:

Yes: Commissioners Morehouse, MacDonald, Zaragoza, Little, Long, Clapp, Humphrey, White, Foy

No: Commissioners Millhouse, Gherardi, Minjares

Abstain: Commissioner Parks

Absent: Commissioners Bennett, Bill-de la Peña, Breeze, Sojka

12. <u>CONGESTION MITIGATION AND AIR QUALITY (CMAQ) CALL FOR PROJECTS PROJECT</u> SELECTION – PUBLIC HEARING

Commissioner Gherardi voiced concerns regarding the East-West Service, stating that no study was done on providing this service, which may potentially have a negative effect on existing service.

Commissioner Millhouse made a motion to program \$13,283,033 for the CMAQ projects listed on Attachment and approve the shelf list of \$11,358,524 in Attachment B, for projects eligible to receive funds available before Fiscal Year 2016/17 should they become available, or if needed to avoid a lapse of funds. The motion was seconded by Commissioner Morehouse and passed by the following roll call vote:

Yes: Commissioners Morehouse, MacDonald, Millhouse, Zaragoza, Little, Long, Clapp, Humphrey,

White, Minjares, Parks, Foy

No: Commissioner Gherardi

Abstain: None

Absent: Commissioners Bennett, Bill-de la Peña, Breeze, Sojka

13. PROGRAMMING OFSURFACE TRANSPORTATION PROGRAM FUNDS

Commissioner MacDonald made a motion to:

- Approve programming \$14 million in federal Surface Transportation Program (STP) funds for the Route 101 Freeway environmental phase and \$3 million for the Route 118 Freeway environmental phase, with VCTC to take the lead on Route 101 and Caltrans to take the lead on Route 118.
- Approve setting aside \$6 million in STP funds for local street and roads projects and direct the Transportation Technical Advisory Committee (TTAC) to recommend a distribution of the funds.

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

Yes: Commissioners Morehouse, MacDonald, Millhouse, Gherardi, Zaragoza, Little, Long, Clapp,

Humphrey, White, Minjares, Parks, Foy

No: None Abstain: None

Absent: Commissioners Bennett, Bill-de la Peña, Breeze, Sojka

14. <u>VCTC INTERCITY BUS ADVERTISEMENT SALES</u> – In the interest of time this item is continued to June

15. VCTC GENERAL COUNSEL'S REPORT

16. AGENCY REPORTS

17. CLOSED SESSION

- (a) Conference with Legal Counsel: Anticipated Litigation. (Pursuant to Government Code Section 54956.9(b))

 Zanatell: Request to File a Late Claim
- (b) Closed Session: Public Employee Performance Evaluation (Pursuant to Government Code Section 54957) Executive Director and General Counsel

18. ADJOURN to 9:00 a.m. Friday, June 5 2015

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Item #9B

June 5, 2015

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 2015

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, 2015 budget reports indicate that revenues were approximately 68.78% of the adopted budget while expenditures were approximately 70.63% 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. Furthermore, revenues are often billed and reimbursed in arrears.

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 which may also cause a slight lag in reporting revenues. 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. Capital assets and depreciation are booked annually at yearend.

Due to the new service and the switch to the new vendor, MV Transportation Inc., the Valley Express invoices and revenue information for the month of April were not available and are not reflected within the Heritage Valley Budget line item. This information will be provided with the May budget report brought to the Commission in July.

VENTURA COUNTY TRANSPORTATION COMMISSION BALANCE SHEET AS OF APRIL 30, 2015

<u>ASSETS</u>

Assets:

Total

Cash and Investments - Wells Fargo Bank	\$ 4,979,952
Cash and Investments - County Treasury	20,318,454
Petty Cash	50
Receivables/Due from other funds	3,293,026
Prepaid Expenditures	359,401
Deposits	14,310
Capital Assets, undepreciated	25,885,133
Capital Assets, depreciated, net	24,533,736
Assets:	\$79,384,062

LIABILITIES AND FUND BALANCE

Liabilities:

Accrued Expenses/Due to other funds Deferred Revenue	\$ 1,400,734 2.103.995
	,,
Deposits	400
Total Liabilities:	<u>\$ 3,505,129</u>

Net Position:

Invested in Capital Assets	\$50,418,869
Fund Balance	25,460,064
Total Net Position	<u>\$75,878,933</u>

Total Liabilities and Fund Balance: \$79,384,062

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, 2015

	G	eneral Fund Actual	LTF Actual	STA Actual	SAFE Actual	Fund Totals Actual	Annual Budget	Variance Over (Under)	% Year to Date
Revenues									
Federal Revenues	\$	8,115,389	\$ 0	\$ 0	\$ 0	\$ 8,115,389	\$ 13,726,200	(5,610,811)	59.12
State Revenues		7,820,743	22,499,192	3,510,264	494,668	34,324,867	49,309,633	(14,984,766)	69.61
Local Revenues		4,262,008	0	0	1,852	4,263,860	4,836,984	(573,124)	88.15
Other Revenues		91	0	0	0	91	0	91	0.00
Interest		1,546	19,501	24,758	8,220	54,025	105,000	(50,975)	51.45
Total Revenues		20,199,777	22,518,693	3,535,022	504,740	46,758,232	67,977,817	(21,219,585)	68.78
Expenditures									
Administration									
Personnel Expenditures		1,927,661	0	0	0	1,927,661	2,663,500	(735,839)	72.37
Legal Services		17,699	0	0	0	17,699	25,900	(8,201)	68.34
Professional Services		80,935	0	0	0	80,935	107,600	(26,665)	75.22
Office Leases		121,251	0	0	0	121,251	149,200	(27,949)	81.27
Office Expenditures		283,586	0	0	0	283,586	320,800	(37,214)	88.40
Total Administration		2,431,132	0	0	0	2,431,132	3,267,000	(835,868)	74.41
Programs and Projects									
Transit & Transportation Program									
Senior-Disabled Transportation		124,070	0	0	0	124,070	142,225	(18,155)	87.24
Go Ventura Smartcard		156,088	0	0	0	156,088	248,500	(92,412)	62.81
Fare Collection APC Systems		113,764	0	0	0	113,764	571,753	(457,989)	19.90
VCTC Interciy Bus Service		15,021,001	0	0	0	15,021,001	16,865,072	(1,844,071)	89.07
HVT Bus Contract Services		3,418,735	0	0	0	3,418,735	4,184,330	(765,595)	81.70
Nextbus		175,666	0	0	0	175,666	520,906	(345,240)	33.72
Transit Grant Administration		2,531,854	0	0	0	2,531,854	6,156,431	(3,624,577)	41.13
Total Transit & Transportation		21,541,178	0	0	0	21,541,178	28,689,217	(7,148,039)	75.08

	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	0	0	0	0	0	35,000	(35,000)	0.00
Motorist Aid Call Box System	0	0	0	276,617	276,617	440,500	(163,883)	62.80
SpeedInfo Highway Speed Sensor	0	0	0	93,100	93,100	144,000	(50,900)	64.65
Total Highway	0	0	0	369,717	369,717	619,500	(249,783)	59.68
Rail Program								
Metrolink & Commuter Rail	2,672,294	0	0	0	2,672,294	3,538,522	(866,228)	75.52
LOSSAN & Coastal Rail	32,122	0	0	0	32,122	34,700	(2,578)	92.57
Santa Paula Branch Line	265,294	0	0	0	265,294	769,356	(504,062)	34.48
Total Rail	2,969,710	0	0	0	2,969,710	4,342,578	(1,372,868)	68.39
Commuter Assistance Program								
Transit Information Center	16,887	0	0	0	16,887	45,500	(28,613)	37.11
Rideshare Programs	14,938	0	0	0	14,938	70,400	(55,462)	21.22
Total Commuter Assistance	31,825	0	0	0	31,825	115,900	(84,075)	27.46
Planning & Programming								
Transportation Development Act	199,779	23,015,821	0	0	23,215,600	32,911,017	(9,695,417)	70.54
Transportation Improvement Program	41,205	0	0	0	41,205	292,520	(251,315)	14.09
Regional Transportation Planning	73,945	0	0	0	73,945	466,000	(392,055)	15.87
Airport Land Use Commission	34,923	0	0	0	34,923	113,767	(78,844)	30.70
Regional Transit Planning	76,867	0	0	0	76,867	132,848	(55,981)	57.86
Freight Movement	45	0	0	0	45	12,500	(12,455)	0.36
Total Planning & Programming	426,764	23,015,821	0	0	23,442,585	33,928,652	(10,486,067)	69.09
General Government								
Community Outreach & Marketing	472,471	0	0	0	472,471	898,900	(426,429)	52.56
State & Federal Relations	66,375	0	0	0	66,375	86,200	(19,825)	77.00
Management & Administration	39,998	0	0	0	39,998	77,100	(37,102)	51.88
Office Building Purchase	16,289	0	0	0	16,289	722,001	(705,712)	2.26
Total General Government	595,133	0	0	0	595,133	1,784,201	(1,189,068)	33.36
Total Expenditures	27,995,742	23,015,821	0	369,717	51,381,280	72,747,048	(21,365,768)	70.63

	General Fund Actual	LTF Actual	STA Actual	SAFE Actual	Fund Totals Actual	Annual Budget	Variance Over (Under)
Revenues over (under) expenditures	(7,795,965)	(497,128)	3,535,022	135,023	(4,623,048)	(4,769,231)	146,183
Other Financing Sources							
Transfers Into GF from LTF	2,941,017	0	0	0	2,941,017	7,596,115	(4,655,098)
Transfers Into GF from STA	6,738,542	0	0	0	6,738,542	7,778,177	(1,039,635)
Transfers Into GF from SAFE	17,161	0	0	0	17,161	42,600	(25,439)
Transfers Out of LTF into GF	0	(2,941,017)	0	0	(2,941,017)	(2,817,017)	(124,000)
Transfers Out of STA into GF	0	Ó	(6,738,542)	0	(6,738,542)	(7,778,177)	1,039,635
Transfers Out of SAFE into GF	0	0	0	(17,161)	(17,161)	(42,600)	25,439
Total Other Financing Sources	9,696,720	(2,941,017)	(6,738,542)	(17,161)	0	4,779,098	(4,779,098)
Net Change in Fund Balances	1,900,755	(3,438,145)	(3,203,520)	117,862	(4,623,048)	9,867	(4,632,915)
Beginning Fund Balance	1,493,411	11,255,387	13,535,597	3,798,717	30,083,112	20,859,960	9,223,152
Ending Fund Balance	<u>\$ 3,394,166</u>	<u>\$7,817,242</u>	<u>\$10,332,077</u>	<u>\$3,916,579</u>	<u>\$25,460,064</u>	<u>\$20,869,827</u>	<u>\$ 4,590,237</u>

VENTURA COUNTY TRANSPORTATION COMMISSION INVESTMENT REPORT AS OF APRIL 30, 2015

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.

	Investment	Maturity	Interest to		
Institution	Туре	Date	Date	Rate	Balance
Wells Fargo –	Government				\$
Checking	Checking	N/A	\$1,682.50	0.01%	4,979,951.71
County of					
Ventura	Treasury Pool	N/A	\$52,441.05	0.34%	\$20,363,466.29
Total			\$54,123.55		\$25,343,418.00

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 #9C

June 5, 2015

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:

Ridership & On-Time Performance (OTP)

During the month of April, ridership on the Ventura County Line averaged 3,730 total boardings per weekday (inbound and outbound) indicating a 2.2% decrease from the previous month of March 2015, and a 1.4% increase from the same month last year. Systemwide ridership experienced a 2.6% increase from the previous month and a 0.9% increase from the same period last year. Monthly ridership statistics for the month of April 2015 are provided in the attachment for reference.

On-time performance data (which denotes trains arriving within five minutes of scheduled time) for the month of April was 93.8% indicating a 1% decrease from the previous month. On-time performance on the Ventura Line has generally remained flat over the last year and slight dips in OTP are attributed to the percentage of trains arriving early, the majority of them within a 5 minute time window.

Board & TAC Updates

Metrolink

In May, Metrolink began efforts to develop a systemwide asset management plan. Currently the agency adheres to procedures and practices to maintain a consistent level of asset & equipment maintenance. The new asset management plan is being developed as a step toward compliance with MAP-21, and the plan will develop policies and performance targets so that the fleet, equipment, and other capital assets can be adequately tracked, maintained, and replaced. The draft asset management plan will be available for the TAC and Board to review in November.

During the time this agenda was published, Metrolink executive and finance staff held a member-agency wide budget workshop with the Board, CEOs and TAC and results of the workshop were not available. The purpose of the workshop was to review Metrolink's budget and respond to specific questions at an all-hands level. For fiscal year (FY) 15-16, and as has been the practice in the past, VCTC has not requested new or special train service. Therefore, any cost increases are primarily associated with budgeted revenue shortfalls and insurance increases as discussed in last month's rail passenger report. For FY 15-16 and beyond, the mobile ticketing option will be an important activity for member agencies to monitor and review because the degree of fare sales employed through mobile ticketing will indicate the how much of the farebox revenue will balance out operating costs in pace with the net contribution needed from member agencies.

LOSSAN

The LOSSAN draft Interagency Transfer Agreement (ITA), which transfers management of the Pacific Surfliner Corridor from the State to LOSSAN (OCTA), was made available to the LOSSAN Board after eighteen months of preparation and negotiation with the State and Amtrak. Between now and the end of July, the LOSSAN Board will work to finalize the agreement. Once the transfer of agency management is realized, the LOSSAN Board can take steps to make changes to Pacific Surfliner marketing policies, scheduling, and other aspects of operations. Implementing schedule changes to the Pacific Surfliner route between Ventura and Santa Barbara counties close to the peak commute hours will be a priority implementation action as soon as management authority is final.

April 2015 Metrolink Ridership

AVERAGE WEEKDAY PASSENGER TRIPS (INBOUND and OUTBOUND)

APRIL 2015 v. MARCH 2015 (MONTH OVER MONTH)

	Ventura	System Grand	Metrolink Rail 2 Rail on Amtrak North of LA
MO/YR	County Line	Total	(weekday)
IVIO/ TK	County Line	TOtal	(weekday)
Apr-15	3,720	42,432	n/a
Mar-15	3,803	41,374	177
Change	2.2%	1.4%	n/a

AVERAGE WEEKDAY PASSENGER TRIPS (INBOUND and OUTBOUND)

APRIL 2015 V.APRIL 2014 (YEAR OVER YEAR)

			Metrolink
			Rail 2 Rail
			on Amtrak
	Ventura	System	North of LA
MO/YR	County Line	Grand Total	(weekday)
MO/YR Apr-15	County Line 3,720	Grand Total 42,432	(weekday) n/a
	•		·

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 (weekday)
15-Apr	3,720	1,957	42,432	N/a
14-Apr	3,668	1,667	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	2,135	40,419	327	3667

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Item #9D

June 5, 2015

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: PETER DE HAAN, PROGRAMMING DIRECTOR

SUBJECT: ADOPTION OF DISADVANTAGED BUSINESS ENTERPRISE GOAL

RECOMMENDATION:

 Adopt a Disadvantaged Business Enterprise (DBE) annual goal of 12.5% for VCTC contracts funded by the Federal Transit Administration for Federal Fiscal Years (FY) 2015/16 through 2018/19.

DISCUSSION:

The Ventura County Transportation Commission (VCTC) is required by the Federal Transit Administration (FTA) to have a DBE program in place for all federally-funded contracts, and to adopt a new goal every three years. The last DBE goal for VCTC was adopted in 2012, requiring VCTC to adopt a new goal to go into effect October 1, 2015.

Due to a significant increase in the number of DBEs now certified through California's Unified Certification Program for the categories in which VCTC contracts, VCTC has increased the goal for FY 2015/16 – 2018/17 to 12.5% from 0.4% for the previous period.

The annual goal can vary from year to year based on the type of contracts and the availability of DBE firms to perform the work. Specifically, the DBE goal is established as follows: (1) Determine the amount of federal funds anticipated to be received for each project (contract) in the next fiscal year (2) Establish the base figure of DBEs as a percentage of all contractors, subcontractors, manufacturers and suppliers in relevant market areas; and (3) Adjust the base figure based on the availability of DBEs. To the maximum extent feasible, VCTC must make every effort to meet its goal through race-neutral measures. Only in those instances where race neutral measures are inadequate to meet the agency's goal may the agency establish specific contract goals. It is recommended that the entire 12.5% goal be achieved through race neutral measures.

Per VCTC's adopted DBE program staff will publish the goal in the Ventura County Star after VCTC adoption to provide for a 45-day period for receipt of comments. Attached is a detailed summary as to how the annual goal was calculated.

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Ventura County Transportation Commission

Disadvantaged Business Enterprise (DBE) Program

Federal Transit Administration-Funded Contract

Goal Setting Process Report for FFYs 2016, 2017 & 2018

BACKGROUND

The Disadvantaged Business Enterprise (DBE) program is a legislatively mandated federal USDOT program that applies to federal funds expended on contracts issued by grant recipients such as the Ventura County Transportation Commission (VCTC). The U.S. Congress established the DBE program in 1982 to:

- Ensure nondiscrimination in the award and administration of DOT-assisted contracts;
- Help remove barriers to the participation of DBEs in DOT-assisted contracts, and
- Assist the development of firms that can compete successfully in the marketplace outside of the DBE program.

The DBE program was most recently reauthorized by MAP-21, Moving Ahead for Progress in the 21st Century Act (P.L. 112-141).

Every three years, VCTC, as a federal grant recipient, is required to set an overall DBE goal that it must either meet, or show that it used good faith efforts to meet, annually. This goal is calculated based upon the relative availability of DBE firms as compared to all firms in the relevant geographic market area. Grant recipients that do not meet their goal in any given year must submit a document to FTA identifying and analyzing the reasons why the goal was not met and creating specific steps to correct the problems going forward.

PROPOSED DBE GOAL FOR FFY 2016 - 2018

The proposed DBE Goal of **12.5%** would apply to FFYs 2016, 2017, and 2018 for contracts funded through the Federal Transit Administration (FTA). The DBE Goal is **100%** race and gender-neutral because: 1) for the last completed fiscal year VCTC achieved the 12.5% participation without employing race-conscious measures; and 2) the *Western States Paving v. State of Washington (Western States)* decision prohibits federal fund recipients in California from considering the use of <u>race and gender-conscious goals</u> unless a finding of significant statistical disparity has been made for the ethnic and gender groups to be included in race and gender-conscious goal, and VCTC has not completed a disparity study.

DBE GOAL SETTING METHODOLOGY

The DBE goal was developed consistent with DBE rule (49 CFR Part 26) and 49 CFR Part 26, *Western States* based on the process described in the guidance titled "Tips for Goal-Setting in the Disadvantaged Business Enterprise (DBE) Program."

CALCULATING THE DBE GOAL

The DBE Goal calculation is a two-step process: 1) Determine the base DBE figure (preliminary DBE Goal figure); and 2) Adjust Step One to make the DBE Goal more precise.

Step One - Determining the Base Figure

The purpose of Step One is to determine what percentage DBEs represent all firms that are ready, willing, and able to compete for federal-funded contracts. This percentage is calculated by dividing the number of eligible DBEs by the number of all firms (both DBEs & non-DBEs) able to bid for the type of FTA-funded work anticipated to be contracted out by VCTC and its FTA grant recipients in the next three years.

The North American Industry Classification System (NAICS) was used to categorize the work activities anticipated to be contracted out by VCTC and its subgrantees in the next three years. Contract items from subgrantees included in the analysis come from the cities of Camarillo, Moorpark and Thousand Oaks, and the Southern California Regional Rail Authority. VCTC's Program of Projects was the prime source used to identify the type of work to be contracted out. Planning and administration activities completed by VCTC staff and its subgrantees (work that is not contracted out) were not included in the analysis. The table below identifies the work to be contracted out by VCTC and its subgrantees, and is grouped by NAICS industry codes based on business activity type.

NAICS Codes	Industry	Project Description	DBE Firms	All Firms	% DBE	3-Year Contract Estimate	% DBE (weighted)
541613	Marketing Consultant Services	Marketing	227	2,406	9%	\$150,000	0.04%
485210	Interurban, Intercity and Rural Transit	Transit Operating	0	24			
485999	All Other Transit and Ground Passenger Transportation	Assistance and Capital Leases	24	93	21%	\$24,538,125	15.27%
423420	Office Equipment Merchant Wholesalers	Fare Collection/Ridershi p Monitoring Equipment	6	387	2%	\$312,500	0.01%
423810	Construction & Mining (exept Oil Well) Machinery & Equipment Merchant Wholesalers	Metrolink Capital	8	106			2.08%
423860	Transportation Equipment and Supplies (except Motor Vehicle) Merchant Wholesalers	Rehabilitation	22	220	9%	\$7,461,126	0.00%
561730	Landscape & Maintenance Contractors	Station Maintenance	39	1,788	2%	\$498,000	0.03%
3000	25	<u> </u>	- 55		TOTAL	\$32,959,751	17.4%

DBE Firms

The Caltrans Disadvantaged Business Enterprise (DBE) Database was used to calculate the number of available, willing and able DBE firms. The DBE database contains information on certified DBE firms and is available at http://www.dot.ca.gov/hq/bep/find_certified.htm

DBEs listed under Caltrans District 7 that matched the NAISC codes were counted as DBE that are available, willing, and able to perform the work tasks. Specifically, the Caltrans DBE database was searched by first selecting "District 7" from the Caltrans Districts drop-down menu, followed by selecting the appropriate NAICS 2 digit category, followed by the full NAISC code, and lastly by pressing the Start Search button. This process is repeated for each NAICS Code. Reports generated by the Caltrans DBE database include a list of eligible DBE's with contact information. The total number of DBE firms is listed in the table on the previous page under the column heading "DBE Firms".

All Firms

The US Census Bureau County Business Patterns (CPB) database was utilized to calculate the number of all available, willing and able firms (DBEs and non-DBEs). The CBP provides subnational economic data by industry including the number of business establishments, and is available at http://www.census.gov/econ/cbp/

The All Firms data was obtained by selecting the Los Angeles – Long Beach – Anaheim, CA Metro Area, and pressing "go", followed by pressing the "detail" button adjacent to the appropriate NAICS 2 digit category. The process is repeated for each NAICS Code. The resulting report includes a list of full NAICS Codes associated with the 2-digit NAICS Category with the "Total Establishments" figure. Additional Metro areas in Ventura County were not selected to avoid double counting. The total number of "All Firms" is listed in the table on the previous page.

Base Figure

The Base DBE Goal was calculated using a weighted average of the 3-yr contract estimate of each project type. A weighted average was used to ensure greater accuracy of the Base Figure. The analysis resulted in a Base DBE Goal of 17.4%.

Step Two - Adjust Base Goal for Precision

Step Two of the goal setting process is intended to adjust the Base DBE figure calculated in Step One to make it more precise. The "Median Past DBE participation" approach was utilized to fine-tune the Base DBE Goal. Actual VCTC DBE program participation rates from FFY 2013 and FFY 2014 were utilized because the contract items are similar to the contract work anticipated in the next three years. The actual DBE rate was 0.1% for FFY 2013 and 12.5% for FFY 2014. These two actual DBE rates were compared to the Base DBE Goal to determine the median. The tables on the following page compare the participation rates with the Base DBE Goal, and show the **new adjusted and proposed DBE** (Race/Gender-Neutral) Goal of 12.5%.

Past Participation						
	Total Prime Contracts Awarded	DBE Contracts Awarded				
Oct 2013 - Mar 2014	\$537,838	\$14,875				
Apr 2014 - Sep 2014	\$12,623,310	\$1,628,953				
FFY 2014	\$13,161,148	\$1,643,828				
FFY 2014 %DBE	12.5%					
Oct 2012 - Mar 2013	\$438,839	\$10,000				
Apr 2012 - Sep 2013	\$13,096,984	\$0				
FFY 2013	\$13,545,823	\$10,000				
FFY 2013 %DBE						

Determining Median Past Participation			
% Available DBEs to All Firms 2015	17.7%		
Actual FFY 2014 %DBE	12.5%		
Actual FFY 2013 %DBE	0.1%		
Median (100% Race/Gender-Neutral)	<mark>12.5%</mark>		



Item #9E

June 5, 2015

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: PETER DE HAAN, PROGRAMMING DIRECTOR

SUBJECT: FEDERAL TRANSIT ADMINISTRATION SECTION 5311 RESOLUTION

RECOMMENDATION:

• Adopt Resolution #2015-10 (attached) authorizing the Executive Director to approve applications for the Section 5311 program.

DISCUSSION:

FTA Section 5311 provides capital grants and operating assistance for transit projects in rural areas. In California, these funds are apportioned by county based on rural population. VCTC's long-standing policy is to program the Ventura County apportionment, currently \$397,054, to the City of Ojai for its Ojai Trolley system, in recognition that the rural Heritage Valley receives significant Section 5307 transit funds while Ojai does not receive Section 5307. Caltrans has requested that VCTC approve a new resolution authorizing the application for these funds on behalf of Ojai since the previously-approved resolution is over three years old.

The attached Resolution #2015-10 will authorize the Executive Director to approve documents as necessary in support of applications for the Section 5311 program.

RESOLUTION NO. 2015-10

RESOLUTION AUTHORIZING THE FEDERAL FUNDING UNDER FTA SECTION 5311 (49. U.S.C SECTION 5311) WITH CALIFORNIA DEPARTMENT OF TRANSPORTATION

WHEREAS, the U.S. Department of Transportation is authorized to make grants to states through the Federal Transit Administration to support capital/operating assistance projects for non-urbanized public transportation systems under Section 5311 of the Federal Transit Act (FTA C 9040.1F and FTA C 9050.1); and

WHEREAS, the California Department of Transportation (Department) has been designated by the Governor of the State of California to administer Section 5311 grants for transportation projects for the general public for rural transit and intercity bus; and

WHEREAS, the Ventura County Transportation Commission (VCTC) desires to apply for said financial assistance to permit operation of service/purchase of capital equipment in Ventura County; and

WHEREAS, the VCTC has, to the maximum extent feasible, coordinated with transportation providers and users in the region (including social service agencies).

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

Section 1. The Executive Director is authorized to execute and file all certification of assurances, contracts or agreements or any other document required by the Department with respect to the application for Section 5311 project/s.

Section 2. The Executive Director is authorized to provide additional information as the Department may require in connection with the application for the Section 5311 project/s.

Section 3. The Executive Director is authorized to approve and submit requests for reimbursement of funds from the Department for the Section 5311 project/s.

ATTECT.

PASSED AND ADOPTED by the Ventura County Transportation Commission at its regular meeting this 5th day of June, 2015.

ATTEST:		
	Keith Millhouse, Vice Chair	
Donna Cole, Clerk		
APPROVED AS TO FORM:		
Steven T. Mattas, General Counsel		



Item #9F

June 5, 2015

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: VICTOR KAMHI, BUS TRANSIT DIRECTOR

SUBJECT: FISCAL YEAR 2015/2016 TRANSPORTATION DEVELOPMENT ACT (TDA) UNMET

TRANSIT NEEDS FINDINGS

RECOMMENDATION

Approve the Fiscal Year (FY) 2015/2016 Unmet Transit Needs Findings (Attachment A).

Adopt Resolution No. 2015-12 (Attachment B).

BACKGROUND

VCTC has been designated by the State as the Regional Transportation Planning Agency (RTPA) for Ventura County. One of the RTPA responsibilities is administration of the Transportation Development Act (TDA) which is a major source of transportation funding for the cities and County of Ventura. Each year, Public Utilities Code (PUC) Section 99401.5 (c) requires the VCTC as the TPA to hold at least one public hearing pursuant to Section 99238.5 to solicit comments on the Unmet Transit Needs that may exist within the jurisdictions and that may be reasonable to meet by establishing or contracting for new public transportation, or specialized transportation, or by expanding existing services.

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

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

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

The resolution approving the findings must include information that provides the basis for the Commission decision. In accordance with PUC Section 99401.5 (c) the Commission adopted definitions of "Unmet Transit Need" and "Reasonable to Meet" at the January 5, 1996 VCTC meeting and revised these definitions at its December 6, 2013 meeting. The Commission reaffirmed the definitions at its regular meeting on December 5, 2014. The definitions are included in the Findings (Attachment A)

"Unmet Transit Need":

The Commission approved a definition of unmet transit needs with was expanded to give specific examples of what are or aren't transit needs under the TDA, which is admittedly a narrower definition than might be assumed by the general public. Also, it is now clearly quantified what the threshold is for "substantial" community support, i.e., 15 requests from the general public and/or 10 requests for service for transit-challenged persons. The Definition is as follows:

UNMET TRANSIT NEED

Public transportation services identified by the public with sufficient broad-based community support that have not been funded or implemented. Unmet transit needs identified in a government-approved plan meet the definition of an unmet transit need. Sufficient broad-based community support means that persons who will likely use the service on a routine basis demonstrate support: at least 15 requests for general public service and 10 requests for disabled service.

Includes:

- Public transit services not currently provided to reach employment, medical assistance, shop for food or clothing, to obtain social services such as health care, county welfare programs and education programs. Service must be needed by and benefit the general public.
- Service expansions including new routes, significant modifications to existing routes, and major increases in service hours and frequency

Excludes:

- Operational changes such as minor route changes, bus stop changes, or changes in schedule
- Requests for extended hours or days of service
- Service for groups or individuals that is not needed by or will not benefit the general public
- Comments about vehicles, facilities, driver performance and transit organizational structure
- Requests for better coordination
- Requests for reduced fares and changes to fare restrictions
- Improvements funded or scheduled for implementation in the following year
- Future transportation needs
- Duplication or replacement of existing service

"Reasonable to Meet":

The criteria used to determine if transit requests are "reasonable" has been simplified and more importantly quantified to remove the subjective elements. The quantified elements now include an analysis of service requests in terms of feasibility, timing, equity, cost-effectiveness and service effectiveness. The criteria as follows:

"REASONABLE TO MEET"

Outcome	Definitions	Measures & Criteria
Equity	The proposed service will not cause reductions in existing transit services that have an equal or higher priority	Measures: Vehicle revenue service hours and revenue service miles. Criteria: Transit vehicle service hours and miles will not be reduced on existing routes to fund the proposed service
Timing	The proposed service is in response to an existing rather than future transit need	Criteria: Same as definition that proposed service is in response to an existing rather than future transit need; based on public input
Feasibility	The proposed service can be provided with the existing fleet or under contract to a private provider	Measure: Vehicle spare ratio: Transit system must be able to maintain FTA's spare ratio requirement of 20% (buses in peak service divided by the total bus fleet cannot fall below 20%). If less than 20%, can additional buses be obtained (purchased or leased) or can service be provided under contract to a private provider?
Feasibility	There are adequate roadways to safely accommodate transit vehicles	Measure & Criteria : Route inspection to determine adequacy of infrastructure to accommodate transit vehicles and passengers.
Cost Effectiveness	The proposed service will not unduly affect the operator's ability to maintain the required passenger fare ratio for its system as a whole	Measure: Total estimate annual passenger fare revenue divided by total annual operating cost (the entire service including the proposed service) Criteria: fare revenue/operating cost cannot fall below the operator's required passenger fare ratio.
Cost Effectiveness	The proposed service will meet the scheduled passenger fare ratio standards described in Attachment A	Measures and criteria below
Service Effectiveness	Estimated passengers per hour for the proposed service will not be less than the system-wide average after three years.	Measure: Passengers per hour. Criteria: Projected passengers per hour for the proposed service is not less than 70% of the system-wide average (without the proposed service) at the end of 12 month of service, 85% at the end of 24 months of service, and 100% at the end of 36 months of service.

PASSENGER FARE RATIOS

It is desirable for all proposed transit services in urban areas to achieve a 20% passenger fare ratio by the end of the third year of operation. A passenger fare ratio of 10% is desired for special services (i.e., elderly and disabled) and rural area services*. More detailed passenger fare ration standards, which will be used to evaluate services as they are proposed and implemented, are described below. Transit service both urban and rural areas, per state law, may obtain an "intermediate" passenger fare ratio.

Urban Service	Rural Service	Recommended Action		
New Service Performance Criteria: End of Twelve Months				
Less than 6%	Less than 3%	Provider may discontinue service		
6% or more	3% or more	Provider will continue service, with modifications if needed		
New Service Performance Criteria: End of Twenty-four Months				
Less than 10%	Less than 5%	Provider may discontinue service		
10% or more	5% or more	Provider will continue service, with modifications if needed		
New Service Performance Criteria: End of Thirty-Six Months **				
Less than 15%	Less than 7%	Provider may discontinue service		

15% to 19%	7% to 9%	Provider may consider modifying and continue service	
20% or more Provider will continue service, with modifications if needed			
*Per statute the VCTC may establish a lower fare for community transit (dial-a-ride) services.			
**A review will take place after 30 months to develop a preliminary determination regarding the			
discontinuation of proposed services			

DISCUSSION

While the requirement for the County Unmet Transit Needs (UTN) process remains in California State law, as a result of other state laws, the ramifications of the UTN process have changed. The Gold Coast Transit District (including the cities of Oxnard, Ventura, Port Hueneme and Ojai, and the entire County unincorporated area), and also, the cities of Simi Valley and Thousand Oaks are now required to use all their TDA funds for public transit purposes. Therefore, the determination of no unmet needs prior to expenditure of TDA funds for street and road purposes is no longer relevant to those agencies and, in effect, this means the unmet needs findings are advisory for those agencies. The other incorporated cities in the County (Camarillo, Fillmore, Moorpark and Santa Paula) are still able to use TDA funds for street and road purposes and therefore require a VCTC UTN finding before the use of their TDA funds for street purposes. While Gold Coast Transit, and the Cities of Thousand Oaks and Simi Valley all welcome public input from any source, it is important to note that those agencies receive comments from a number of sources, none having higher or lower priorities than those received in the VCTC UTN process. Because by state law those agencies must use all their TDA funds for transit, there is no requirement for them to consider the findings as anything but advisory.

The VCTC definitions of Unmet Transit Needs and the public participation process approved by the Commission reflects the changed conditions, and is intended to continue to be a public process to receive comments, concerns, and needs. The new process focuses on providing those agencies which must use all their TDA funds for public transit with the comments the VCTC UTN process received.

This year's Unmet Transit Needs process included a number of community outreach "listening sessions" were held in various parts of the County. These sessions were participant-friendly and intended to encourage public discussion.

- 1. Public Session # 1 held on January 26, 2015. 6:30 7:30 PM, at Moorpark City Hall Community Meeting Room.
- 2. Public Session # 2 held on January 27, 2015. 6:30 7:30 PM, at the Oxnard Transportation Center (OTC), in conjunction with Gold Coast Transit Districts Short Range Transit Plan outreach meeting
- 3. Public Session # 3 held on January 28, 2015, 6:30 7:30 PM, at the Santa Paula Community Center.

The required Commission Public Hearing of the Unmet Transit Needs Hearing Board was held on Monday, February 9, 2015, 1:30 – 3 PM at Camarillo City Hall Council Chambers. At the hearing, the Hearing Board consisting of Commissioners Bryan MacDonald, Brian Humphrey, and Jim White received a summary of the process; comments received to date, and then received public comments from six speakers along with nine written comments. A total of 14 citizens attended the meeting.

The Unmet Transit Needs public comment period was open through February 16, 2015. By the time the hearing was closed, over 100 individuals and groups had submitted material to VCTC, including letters, emails, phone calls, and comments at the public hearing, or attended Unmet Transit Needs meetings. A total of 134 comments were received.

In reviewing the comments/requests received, it is important to note that of "Unmet Transit Needs" is not mode specific. It addresses the trip, not the type of service. Therefore, the determination of an Unmet Transit Need is based on whether the trip can be made, not the type of service or vehicle (train, bus, paratransit). The service provider determines the most efficient and effective manner and mode to provide the service.

The Citizens Transportation Advisory Committee/Social Service Transportation Advisory Committee (CTAC/SSTAC) met on May 12, 2015 to review the recommendations, draft findings, and summary of comments. CTAC/SSTAC recommended the Commission approve the draft FY 2015/2016 Unmet Transit Needs Findings at their May 12, 2015 meeting.

Also, the VCTC Transit Operators Advisory Committee (TRANSCOM) reviewed the draft report on April 9, 2015. TRANSCOM comments were to accept the staff recommendations, with the recommendation that the comments also note that for many of the comments, there were complements included regarding the various services, however, the finding only reflect the areas of concern and desires for changed or new services.

The VCTC Unmet Transit Needs Hearing Board on May 18, 2015 recommended Commission approval of the FY 2015/2016 findings.

Testimony Received:

While some testimony was very specific about a particular problem in one area, only 35 comments could be considered other than "operational". In addition, there were several were requests for intercounty service into Los Angeles County, or points further (Disneyland in Orange County). While the Commission can consider those requests, the TDA law clearly states that it is the intent of the Act to provide for transit services within the County, and the Commission can has only started intercounty service with the participation of the partnering county. There also were a number of comments requesting services which already existed. While a number of the comments were general in nature, and did not specify times, routes, or even locations, there were a number of requests for single occupant-on demand and "door-thru-door" services. These are not public transit services, but effectively taxi service. While VCTC has funded, using Federal Transit Administration grants social service/elderly-Handicapped Section 5310/17 funds, services provided by social service providers, this is not "public transit. There were also several requests for more transit marketing. Finally, there were several comments regarding fares or a desire to have fare free services provide to some groups or classes of riders.

As typically occurs, most of the comments received concerned operational changes. These comments are being referred directly to the appropriate transit provider to address as part of their continuing planning efforts. Also expected, none the comments received met the approved thresholds for an Unmet Transit Need. The individual agencies do consider the comments, along with others received through their individual outreach programs as they proceed with their service planning.

While not unmet transit needs, the most frequent comments were received for three issues this year; the creation of transit service for workers, especially at the Camarillo Outlet Mall; expanded Ojai Trolley service, specifically into Oak View; and improved transit service to Oxnard College (primarily a lengthening of the service time; which is an operations improvement). The VCTC is considering, on April 3, creation of a demonstration project to provide work trips from South Oxnard and the Oxnard Transportation Center to employment sites in Camarillo using "cap and trade" funds.

In general, the verbal and written testimony given through the public hearing process supported the continuation of existing and programmed transit services and programs. For the most part the people testifying considered all existing transit services as a "baseline" saying that the services needed to be kept. It is therefore recommended that all general public bus transit systems and services currently in operation be found to be unmet transit needs as part of the FY 2015/2016 findings.

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Attachment A

FY 2015/2016 UNMET TRANSIT NEEDS FINDINGS



June 5, 2015

VENTURA COUNTY TRANSPORTATION COMMISSION FY 2015/2016 UNMET TRANSIT NEEDS FINDINGS

BACKGROUND

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

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

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

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

The resolution approving the findings must include information that provides the basis for the Commission decision. In accordance with PUC Section 99401.5(c) the Commission adopted definitions of "Unmet Transit Need" and "Reasonable to Meet" at the January 5, 1996 VCTC meeting and revised these definitions at its December 6, 2013 meeting, and reaffirmed December 5, 2014.

Following are the adopted definitions of "Unmet Transit Need" and "Reasonable to Meet":

VCTC Definition Of Unmet Transit Needs (adopted December 6, 2013, reaffirmed December 5, 2014)

Public transportation services identified by the public with sufficient broad-based community support that have not been funded or implemented. Unmet transit needs identified in a government-approved plan meet the definition of an unmet transit need. Sufficient broad-based community support means that persons who will likely use the service on a routine basis demonstrate support: at least 15 requests for general public service and 10 requests for disabled service.

INCLUDING:

- Public transit services not currently provided to reach employment, medical assistance, shop for food
 or clothing, to obtain social services such as health care, county welfare programs and educational
 programs. Service must be needed by and benefit the general public.
- Service expansions including new routes, significant modifications to existing routes, and major increases in service hours and frequency.

EXCLUDING:

- Operational changes such as minor route changes, bus stop changes, or changes in schedule.
- Requests for extended hours or days of service.
- Service for groups or individuals that is not needed by or will not benefit the general public.
- Comments about vehicles, facilities, driver performance and transit organizational structure.
- Requests for better coordination.
- Requests for reduced fares and changes to fare restrictions.
- Improvements funded or scheduled for implementation in the following year.
- Future transportation needs.
- Duplication or replacement of existing service.

It must be stressed that these definitions are intended to be helpful to the public and stakeholders and are not intended to exclude or minimize the testimony received because the comment submitted does not exactly fit the definition. The intention of the Commission is to work with the cities/County to ensure maximum public input and that all reasonable transit concerns are addressed.

Consistent with Public Utilities Code Section 99401.5, the Commission must use the adopted definitions of "Unmet Transit Need" and "Reasonable To Meet" and give special consideration to the transit needs of senior citizens, the mentally/physically challenged and persons of limited means. Also consistent with Public Utilities Code Section 99401.5, the hearing board shall not make its recommendation, nor shall the Commission make its determination of needs that are reasonable to meet, by comparing Unmet Transit Needs with the need for streets and roads. PUC Section 99401.5(c) also states that 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.

Following is the adopted definition of "Reasonable to Meet", and "Attachment A" which establishes the passenger fare ratio for new transit services in Ventura County.

Evaluation Criteria for "Reasonable to Meet"

Title	Outcome	Definitions	Measures & Criteria
Equity Factor	Equity	The proposed service will not cause reductions in existing transit services that have an equal or higher priority.	Equity Measures: Vehicle revenue service hours and revenue service miles. Criteria: Transit vehicle service hours and miles will not be reduced on existing routes to fund the proposed service
Timing Factor	Timing	The proposed service is in response to an existing rather than future transit need.	Criteria: Same as definition that proposed service is in response to an existing rather than future transit need; based on public input.
Feasibility Factor (vehicle availability)	Feasibility	The proposed service can be provided with the existing fleet or under contract to a private provider.	Measure: Vehicle spare ratio. Criteria: Transit system must be able to maintain FTA's spare ratio requirement of 20% (buses in peak service divided by the total bus fleet cannot fall below 20%). If less than 20%, can additional buses be obtained (purchased or leased) or can service be provided under contract to a private provider?
Feasibility (infrastructure)	Feasibility	There are adequate roadways to safely accommodate transit vehicles	Measure & Criteria: Route inspection to determine adequacy of infrastructure to accommodate transit vehicles and passengers.
Cost Effectiveness (overall fare ratio)	Cost Effectiveness	The proposed service will not unduly affect the operator's ability to maintain the required passenger fare ratio for its system as a whole.	Measure: Total estimated annual passenger fare revenue divided by total annual operating cost (the entire service including the proposed service) Criteria: fare revenue/operating cost cannot fall below the operator's required passenger fare ratio.
Cost Effectiveness (service fare ratio)	Cost Effectiveness	The proposed service will meet the scheduled passenger fare ratio standards described in Attachment A.	Measures and criteria in Attachment A.
Service Effectiveness	Service Effectiveness	Estimated passengers per hour for the proposed service will not be less than the system-wide average after three years.	Measure: Passengers per hour. Criteria: Projected passengers per hour for the proposed service is not less than 70% of the system-wide average (without the proposed service) at the end of 12 months of service, 85% at the end of 24 months of service, and 100% at the end of 36 months of service.

It is desirable for all proposed transit services in urban areas to achieve a 20% passenger fare ratio by the end of the third year of operation. A passenger fare ratio of 10% is desired for special services (i.e. elderly and disabled) and rural area services. (1) More detailed passenger fare ratio standards, which will be used to evaluate services as they are proposed and implemented, are described below. Transit serving both urban and rural areas, per state law, may obtain an "intermediate" passenger fare ratio.

END OF TWELVE MONTHS

Performance Leve	I	
Urban Service	Rural Service	Recommended Action
Less than 6%	Less than 3%	Provider may discontinue service
6% or more	3% or more	Provider will continue service, with modifications
		if needed

END OF TWENTY-FOUR MONTHS

Performance Leve	I	
Urban Service	Rural Service	Recommended Action
Less than 10%	Less than 5%	Provider may discontinue service
10% or more	5% or more	Provider will continue service, with modifications
		if needed

END OF THIRTY-SIX MONTHS (2)

Performance Leve	l	
Urban Service	Rural Service	Recommended Action
Less than 15%	Less than 7%	Provider may discontinue service
15-20%	7- 10%	Provider may consider modifying and continue
		Service
20% or more	10% or more	Provider will continue service, with modifications
		if needed

⁽¹⁾ Per statute the VCTC may establish a lower fare for community transit (dial-a-ride) services.

⁽²⁾ A review will take place after 30 months to develop a preliminary determination regarding the discontinuation of proposed services.

In addition to all verbal and written testimony submitted and staff responses to testimony submitted, and to meet the requirements of PUC Section 99401.5(b) (1)(2)(3), the following information is available at VCTC's office, and was used in developing the findings:

TDA rules and regulations

Local and regional plans, including the following (Note that SCAT is the former name of Gold Coast Transit):

- Short Range Transit Plans and budget information for transit operators (1999)
- FTA Section 15 (National Transit Data Base) reports
- Ventura County Congestion Management Plan (2006)
- Ventura County Congestion Management Plan (2009)
- Ventura County Comprehensive Rail Plan (1995)
- SCAG Regional Transportation Plan
- SCRRA's (Metrolink) 1402 Plan
- SCRRA's Draft Strategic Plan
- SCRRA's FY 2014/14 Budget
- SCRRA's FY 2014/15 Budget
- Caltrans State Rail Plan for the Pacific Surfliners
- Coast Rail Corridor Plan
- Ventura/Santa Barbara Rail Study Final Report SCAG (March 2008)
- VCTC AB 120 Plan (last amended 2001)
- Simi Valley Transit Five Year Service and Funding Plan 2005-2010 (2005)
- VCTC Countywide Human Services Transportation and Transit Services Coordination Study (2007)
- VCTC Countywide Human Services Transportation and Transit Services Coordination Study update (2012)
- Proposal Paper for Coordinated Paratransit Service Plan for Western Ventura County
- SCAT's Coordinated Paratransit Service Plan for Western Ventura County
- SCAT Public Transit Service Delivery Plan (April 2000)
- City of Thousand Oaks March 2, 2002 Memorandum regarding expansion of the Thousand Oaks Transportation (TOT) System
- Ojai Valley Transit Needs Assessment (June 2004) Final Report
- SCAT Origin/Destination and Transfer Study final report (July 2004)
- SCAT System wide Fare Policy Study (April 2003)
- VCTC Title VI Civil Rights Program (April 2009)
- Santa Paula Branch Line Rail Study SCAG/VCTC (March 2007)
- SCAG 2008 Regional Transportation Plan
- SCAG 2012-2035 Regional Transportation Plan
- VCTC Title VI Program (February 6, 2009)
- VCTC Title VI VISTA Proposed Fare Increase Evaluation (2009)
- VCTC Title VI VISTA Proposed Coastal Transfer Fee Evaluation (September 2012)
- VCTC Limited English Proficiency Plan (2011)
- Ventura County Transit Investment Study (December 4, 2009)
- VISTA 2012 Onboard Rider Survey
- VISTA 2014 Onboard Rider Survey
- City of Moorpark Transit Evaluation (December 2010)
- County of Ventura/City of Thousand Oaks document Consolidation of Dial-a-Ride Services in Unincorporated Areas. (2010)
- City of Thousand Oaks Transit Action Plan (April 2010)
- Gold Coast Transit Vineyard Avenue and Wells Road Community Based Transit Plan (December 30, 2010)
- City of Ojai Report of Recommendations from the Ad Hoc Transit Committee (Dec 2011)

- Gold Coast Transit 2010 TDA Triennial Performance Audit
- VCTC 2010 TDA Triennial Performance Audit
- California Lutheran University Public Transportation Needs Assessment Survey Analysis (2012) and Employee home locations and trip times spreadsheet
- VCTC Heritage Valley Transit Study Final Report March 2013
- Gold Coast Transit Fixed-Route Service Planning guidelines & Evaluation Policy (February 5, 2015)

In addition to the documentation in the files of Ventura County Transportation Commission (listed above), information provided through the existing programs has also been reviewed by VCTC such as:

- Dial-A-Ride Center
- Ventura County GOVENTURA (Smart Card) Program
- Go Ventura Internet Program
- East County (ADA) Paratransit Transfer program
- VCTC Social Service Token (ticket) Program
- VISTA Ongoing Transit Services
- TDA Financial Audits, Article 8(c)

The resolution approving the findings must include information that provides the basis for the Commission decision. In accordance with PUC Section 99401.5(c) the Commission adopted definitions of "Unmet Transit Need" and "Reasonable to Meet" at the January 5, 1996 VCTC meeting and revised these definitions at its December 6, 2013 meeting, and reaffirmed December 5, 2014.

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Testimony Received:

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As typically occurs, most of the comments received concerned operational changes. These comments are being referred directly to the appropriate transit provider to address as part of their continuing planning efforts. Also expected, none the comments received met the approved thresholds for an Unmet Transit Need. The individual agencies do consider the comments, along with others received through their individual outreach programs as they proceed with their service planning.

While not unmet transit needs, the most frequent comments were received for three issues this year; the creation of transit service for workers, especially at the Camarillo Outlet Mall; expanded Ojai Trolley service, specifically into Oak View; and improved transit service to Oxnard College (primarily a lengthening of the service time; which is an operations improvement). The VCTC is considering, on April 3, creation of a demonstration project to provide work trips from South Oxnard and the Oxnard Transportation Center to employment sites in Camarillo using "cap and trade" funds.

In general, the verbal and written testimony given through the public hearing process supported the continuation of existing and programmed transit services and programs. For the most part the people testifying considered all existing transit services as a "baseline" saying that the services needed to be kept. It is therefore recommended that all general public bus transit systems and services currently in operation be found to be unmet transit needs as part of the FY 2015/2016 findings.

The Citizens Transportation Advisory Committee/Social Service Transportation Advisory Committee (CTAC/SSTAC) met on May 12, 2015 to review the recommendations, draft findings, and summary of comments. CTAC/SSTAC recommended the Commission approve the draft FY 2015/2016 Unmet Transit Needs Findings.

Also, the VCTC Transit Operators Advisory Committee (TRANSCOM) reviewed the draft report on April 9, 2015. TRANSCOM comments were to accept the staff recommendations, with the recommendation that the comments also note that for many of the comments, there were complements included regarding the various services, however, the finding only reflect the areas of concern and desires for changed or new services.

RECOMMENDED FINDINGS:

- 1. Continue all existing bus services substantially as they exist.
- 2. Continue and improve all public senior and disabled services in all jurisdictions in the County substantially as they exist. Work to implement the recommendations of the VCTC Countywide Human Services Transportation and Transit Services Coordination Study.
- 3. Monitor the service demonstrations on the VCTC 126 (expanded hours and extension to Piru), the Gold Coast Transit District Route 22 (Wells Center-Nyeland Acres) to determine if a transit need which is reasonable to meet exists.
- 4. Continue the Ventura County interagency bus transfer program.
- 5. Monitor implementation of the Heritage Valley "Valley Express" transit service.
- 6. Monitor the Saturday and expanded hours of service (including the Metrolink shuttle) in Thousand Oaks, and summertime beach shuttle bus service.
- 7. Monitor the Saturday and expanded hours of service in Moorpark.
- 8. Monitor the Sunday and expanded hours of service in Camarillo.
- 9. Monitor Ojai trolley bus summertime Saturday service to Lake Casitas.
- 10. Monitor Camarillo CSUCI/Old Town Trolley
- 11. Work with the all the public transit providers in Ventura County to replace the GoVentura Smartcard.

After adopting the recommendations listed above, and based on the analysis of the written and verbal testimony provided to the Commission:

1. Find by VCTC Resolution #2015-12 that there are no Unmet Transit Needs that are reasonable to meet.

In addition to the above findings, VCTC will continue efforts to meet the following goals from prior hearings:

- A. Continue to pursue and identify funding to allow local agencies to install more bus benches and shelters, and transit information signs, where warranted and feasible. Standards to determine when and where a bus shelter or bus bench is warranted should be adopted and used to implement future placement.
- B. Continue to improve schedule coordination and transfer connections between different bus systems where operationally feasible.
- C. Continue to adjust fixed route transit services, stops and schedules throughout Ventura County as needed and operationally feasible.
- D. Continue community outreach and marketing efforts to increase awareness of the availability of transit services for the general public, seniors, and disabled, to be coordinated by VCTC.
- E. Continue operation of NEXTBUS countywide and provide additional NEXTBUS signs at appropriate locations.
- F. Continue to ensure that bus stops and bus signage, vehicles, and operations are all in compliance with the Americans with Disabilities Act (ADA) requirements.
- G. Continue to assist social service agencies in obtaining grant funding for equipment and rolling stock, utilizing Federal Section 5310 and any other funds available for those purposes.
- H. Encourage cities, transit providers, and social service agencies to implement elements of the VCTC Countywide Human Services Transportation and Transit Services Coordination Study.

- Continue discussions and possible studies cooperatively with the City of Santa Clarita to determine the potential demand and feasibility for jointly funding transit services connecting Fillmore with Santa Clarita.
- J. complete a countywide transit study to identify short range and long range transit needs.
- K. Continue to encourage AMTRAK, LOSSAN, and Caltrans Division of Rail to adjust the schedule times of the Surfliner to better serve commuters traveling between Ventura and Santa Barbara Counties.
- L. Formally comment during the CEQA process regarding the potential difficulties and costs of providing transit services to low income housing and other public facilities with high transit dependent use which are not sited at locations served or easily served by public transit.
- M. Support cost-effective actions to increase bike capacity on the transit system.
- N. Encourage transit trips over auto usage during this time of heightened public awareness of the cost of fuel.
- O. Seek financial support from the cities/County to provide subsidized fares for low income passengers who are transferring between local transit systems and VISTA.
- P. Work with LOSSAN, Caltrans, Amtrak, and Metrolink to improve rail safety and maintain or increase speeds on the rail services.
- Q. Encourage VCTC and the ADA providers in the county continue to improve transfers and transfer locations for inter-agency ADA trips.
- R. Continue to integrate evening meetings in different parts of the county as part of future Unmet Transit Needs process.

After adopting the recommendations listed above, and based on the analysis of the written and verbal testimony provided to the Commission:

Find by VCTC Resolution #2015-12 that there are no Unmet Transit Needs, including needs that are reasonable to meet.

Analysis of Testimony Received:

All comments received in the 2015 VCTC Unmet Needs Process were reviewed to determine if they meet the definition of an Unmet Transit Need. Those comments that are determined to be either new services which did not meet the minimum criteria as an Unmet Transit Need, or are operational, are being forwarded to the appropriate transit agency for consideration as part of their future planning and scheduling activities. Following the Commission action, contact will be made to the commenter regarding the recommended action. Those comments which meet the criteria as an Unmet Transit Need will be evaluated against the seven adopted "Reasonable to Meet" criteria. Those projects which meet all the criteria will be recommend as Unmet Transit Needs which are Reasonable to Meet. In the case of the cities of Moorpark, Camarillo, Fillmore, and Santa Paula, if a comment is found to be an Unmet Transit Needs which is Reasonable to Meet, the VCTC will withhold any TDA street and road funds until the agency demonstrates it will meet the transit service need. In all other parts of the County, the finding will be conveyed to the appropriate agency for their consideration. Finally, for those comments which are found to be not reasonable to meet due to one or more of the "Reasonable to Meet" criteria will also be conveyed to the appropriate agency for their consideration.

There were no comments received by the VCTC which met the definition of an Unmet Transit Need. A matrix of comments is attached which summarized the comments received, and includes recommendations. The matrix of comments does not include the numerous comments which commended the services and the drivers, but focused on the areas of concern.

RESOLUTION NO. 2015-12

A RESOLUTION OF THE VENTURA COUNTY TRANSPORTATION COMMISSION APPROVING UNMET TRANSIT NEEDS FINDINGS FOR FISCAL YEAR 2015/2016

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

 "Prior to making any allocation not directly related to public transportation services, specialized transportation services, or facilities provided for the exclusive use of pedestrians and bicycles, the transportation planning agency shall annually do all of the following:
 - 1) Consult with the social services transportation advisory council established pursuant to Public Utilities Code 99238.
 - 2) Identify the transit needs of the jurisdiction which have been considered as a part of the transportation planning process, including the following:
 - a) An annual assessment of the size and location of identifiable groups likely to be transit disadvantaged,
 - b) An analysis of the adequacy of existing public transportation services and specialized transportation services, including privately and publicly provided services necessary to implement... the federal Americans with Disabilities Act of 1990... and persons of limited means.
 - c) An analysis of the potential alternative public transportation and specialized transportation services and service improvements that would meet all or part of the transit demand.

- 3) Identify the unmet transit needs of the jurisdiction and those needs that are reasonable to meet. The transportation planning agency shall hold at least one public hearing pursuant to [Public Utilities Code] Section 99238.5 for the purpose of soliciting comments on the unmet transit needs that may exist within the jurisdiction, and that might be reasonable to meet by establishing or contracting for new public transportation and specialized transportation services or by expanding existing services. The definition adopted by the transportation planning agency for the terms 'unmet transit needs' and 'reasonable to meet' shall be documented by resolution or in the minutes of the agency. The fact that an identified transit need cannot be fully met based on available resources shall not be the sole reason for finding that a transit need is not reasonable to meet. An agency's determination of needs that are reasonable to meet shall not be made by comparing unmet transit needs with the need for streets and roads.
- 4) Adopt by resolution finding for the jurisdiction after consideration of all available information compiled pursuant to subdivisions (a), (b), and (c). The finding shall be that (1) there are no unmet transit needs, (2) there are no unmet transit needs that are reasonable to meet, or (3) there are unmet transit needs, including needs that are reasonable to meet. The resolution shall include information provided pursuant to subdivisions shall include information provided pursuant to subdivisions (a), (b), and (c) which provides that basis for finding.
- 5) If the transportation planning agency adopts a finding that there are unmet needs, including needs that are reasonable to meet, then the unmet needs shall be funded before any allocation is made for streets and roads within the jurisdiction.
- G. Public Utilities Code § 99401.6 provides inter alia that:
 "Upon adoption of a funding ... that there are no unmet needs or that there are no unmet needs that are reasonable to meet, the transportation planning agency may allocate funds for local streets and roads."
- H. A public hearing, as required by Public Utilities Code § 99401.5(c), was held on February 4, 2013, with a subcommittee of VCTC's Commissioners sitting as the hearing board.
- I. The social services transportation advisory council for Ventura County is the Citizens Transportation Advisory Committee/Social Services Transportation Advisory Council ("CTAC/SSTAC"), which has the obligation, pursuant to Public Utilities Code § 99238 (c).(1),to participate in the annual process and to review and recommend to VCTC on the unmet transit needs findings.
- J. The CTAC/SSTAC participated in the annual process by reviewing the public testimony, VCTC staff analysis and recommendations. On May 12, 2015, the CTAC/SSTAC recommended the Commission approve the draft FY 2015/2016 Unmet Transit Needs Findings.
 - Although not required by law, VCTC staff recommendations regarding unmet transit needs in FY 2015/2015 were also reviewed by the Transit Operators Advisory Committee of VCTC ("TRANSCOM") on April 9, 2015.
- K. VCTC has reviewed and incorporates by reference in this Resolution its approvals of the following:
 - The definition of "unmet transit needs" adopted by VCTC on January 5, 1996 VCTC meeting, revised at its December 6, 2013 meeting and reaffirmed at it December 5, 2014 meeting; and,
 - The definition of "reasonable to meet" adopted by VCTC on January 5, 1996 VCTC meeting, revised at its December 6, 2013 meeting and reaffirmed at it December 5, 2014 meeting.

- L. In compliance with Public Utilities Code § 99401.5 (b) (1)(2)(3), VCTC has reviewed and incorporated by reference:
 - The verbal and written testimony submitted at the Unmet Transit Needs public hearings held by VCTC Hearing Board on February 9, 2015 and submitted to VCTC through February 16, 2015;
 - The TDA rules and regulations;
 - The VCTC Staff Report, dated June 5, 2015 (hereinafter, the "Staff Report");
 - Local and short range plans as described in the Staff Report; and
 - Recommendations from the CTAC/SSTAC and TRANSCOM.
 - Recommendations from the VCTC Unmet Transit Needs Hearing Board
- M. In addition, in compliance with Public Utilities Code § 99401.5(b)(1)(2)(3), VCTC has reviewed all existing transit operations, the documentation on file in the office of VCTC, along with existing programs previously reviewed and approved by VCTC, including, but not limited to:

Dial-A-Ride Center (VCTC Transit Information Center)
Ventura County Passport (Smart Card) Program
Go Ventura Internet Program
VCTC Social Service Token Program

II. NOW, THEREFORE, THE VENTURA COUNTY TRANSPORTATION COMMISSION DOES HEREBY RESOLVE AND ADOPT ALL OF THE FOLLOWING FOR FISCAL YEAR 2015/2015

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

- 1. Continue all existing bus services substantially as they exist.
- 2. Continue and improve all public senior and disabled services in all jurisdictions in the County substantially as they exist. Work to implement the recommendations of the VCTC Countywide Human Services Transportation and Transit Services Coordination Study.
- 3. Monitor the service demonstrations on the VCTC 126 (expanded hours and extension to Piru), the Gold Coast Transit District Route 22 (Wells Center-Nyeland Acres) to determine if a transit need which is reasonable to meet exists.
- 4. Continue the Ventura County interagency bus transfer program.
- 5. Monitor implementation of the Heritage Valley "Valley Express" transit service.
- 6. Monitor the Saturday and expanded hours of service (including the Metrolink shuttle) in Thousand Oaks, and summertime beach shuttle bus service.
- 7. Monitor the Saturday and expanded hours of service in Moorpark.
- 8. Monitor the Sunday and expanded hours of service in Camarillo.
- 9. Monitor Ojai trolley bus summertime Saturday service to Lake Casitas.
- 10. Monitor Camarillo CSUCI/Old Town Trollev
- 11. Work with the all the public transit providers in Ventura County to replace the GoVentura Smartcard.

BE IT FURTHER RESOLVED THAT:

- 1. The Chair shall execute this Resolution on behalf of VCTC and the Clerk of the Board shall attest to her signature and the adoption of this resolution.
- 2. The Executive Director shall before August 15, 2015 forward to the Department of Transportation on behalf of VCTC all of the following:
 - a. A copy of the notice of hearing and proof of publication and a description of the actions taken to solicit citizen participation pursuant to Public Utilities Code Section 99238.5;
 - b. A copy of the Resolution or minutes documenting VCTC's definitions of "unmet transit needs" and "reasonable to meet", as determined pursuant to Public Utilities Code (use the symbol) 99401.5; and
 - c. A copy of this Resolution adopted as required by Public Utilities Code § 99401.5(d).

Executed this 5th day of June, 2015

	KEITH MILLHOUSE, VICE CHAIR, VCTC
ATTEST:	
Donna Cole, Clerk of the Commission	
APPROVED AS TO FORM	
Steven T. Mattas. General Counsel	 Date

Attachment C

MATRIX OF COMMENTS

	NAME/CITY/DATE/CONTACT	COMMENT(S)	AREA / AGENCY	ROUTE	OPERATIONAL?	UNMET TRANSIT NEED
2	Mary Justice, Camarillo 3/17/2014 phone call	wants a bus direct from Las Posas at Arneill (Camarillo) to The Collection (Oxnard)	Camarillo	NA	Yes	No
3a	Kathleen Ninneman, Camarillo 4/14/2014 phone call	wants weekday Camarillo DAR service to run until 9:30p to accommodate retail workers at Camarillo Outlets	Camarillo	DAR	Yes	No
3b	Kathleen Ninneman, Camarillo 4/14/2014 phone call	commented that Camarillo Fixed Route does not serve the Camarillo Outlets and the Target shopping center and is not useful for the large amounts of workers that need transit to those centers	Camarillo	DAR/ Trolley	Yes	No
49	name unknown, Camarillo 02/11/15 phone call	wants fixed route bus service to/from Rancho Adolfo Mobile Home Park	Camarillo	DAR	Yes	No

	NAME/CITY/DATE/CONTACT	COMMENT(S)	AREA / AGENCY	ROUTE	OPERATIONAL?	UNMET TRANSIT NEED
8a	Aracely Preciado, Oxnard 6/16/14 email	wants bus service from Oxnard to Camarillo outlets for work trips	Camarillo, Gold Coast Transit District (VCTC)	NA	No	No
8b		wants bus service from Oxnard to Camarillo-area industrial areas for work trips	Camarillo, Gold Coast Transit District (VCTC)	NA	No	No
61	Jessica Aparicio, Oxnard 02/16/15 CAUSE postcard	wants transportation to Camarillo Outlets from Oxnard for work, would like the route to be faster to get to work on time.	Camarillo, Gold Coast Transit District (VCTC)	NA	No	No
62	Jessica Lopez, Oxnard 02/16/15 CAUSE postcard	wants a direct route from Oxnard to the Camarillo Outlets for work.	Camarillo, Gold Coast Transit District (VCTC)	NA	No	No

63	Joaquin Osuna, Oxnard 02/16/15 CAUSE postcard	wants a bus route from Oxnard to the Camarillo Outlets.	Camarillo, Gold Coast Transit District (VCTC)	NA	No	No
64	Michael Parisiano, Pt. Hueneme 02/16/15 CAUSE postcard	wants a direct bus to Mobile Avenue in Camarillo.	Camarillo, Gold Coast Transit District (VCTC)	NA	No	No
65	Christopher Palms, Oxnard 02/16/15 CAUSE postcard	wants direct transportation from Oxnard to Camarillo/Camarillo Outlets for work and shopping trips.	Camarillo, Gold Coast Transit District (VCTC)	NA	No	No
79	Letter from CAUSE	wants improved public transportation from Oxnard to Camarillo Outlets for Oxnard residents, young workers, Latinos and low income workers.	Camarillo, Gold Coast Transit District (VCTC)	NA	No	No
57	Maria Gutierrez, Oxnard 02/16/15 CAUSE postcard	wants bus service to Camarillo, especially the Outlets.	Camarillo, Gold Coast Transit District (VCTC)	NA	No	No

The comments received were insufficient to demonstrate the public with sufficient broad-based community support, which requires that persons who will likely use the service on a routine basis demonstrate support: at least 15 requests for general public service and 10 requests for disabled service. They are not Unmet Transit Needs. VCTC has received comments regarding this potential service in prior years, and based on staff analysis, has recommended a demonstration of a commuter service from South/Central Oxnard to Camarillo using "Cap-and-Trade" funds.

	NAME/CITY/DATE/CONTACT	COMMENT(S)	AREA / AGENCY	ROUTE	OPERATIONAL?	UNMET TRANSIT NEED
21	Lindsay Thompson, Oak View 1/20/15 email	Wants the Ojai Trolley to extend service to Oak View.	County	NA	No	No
29	Barbara Kennedy, Oak View Park and Resource Center 02/03/15 letter	Wants the Ojai Trolley to extend service into Oak View, dropping or/picking up at the Oak View Park and Resource Center at 555 Mahoney Avenue.	County	NA	No	No
30a	Kim Maxwell, Ojai Valley Little League 02/04/15 email	Wants the Ojai Trolley to extend service into Oak View, near schools, community centers, little league fields, Park and Resource Center and/or Ojai Valley Ranch market.	County	NA	No	No
30b		Wants the possible Ojai Trolley service extension into Oak View to pick up & drop off at the skate park in Ojai.	County	NA	No	No

31	Sharon Dykstra, Oak View Library 02/04/15 email	Wants basic, direct service to/from the libraries in Oak View via the Ojai Trolley as the current public transit option to/from the Oak View library entails Ojai Trolley, Gold Coast Transit routes and a moderate/difficult walk (no sidewalk access either) that patrons with disabilities might not be able to endure.	County	NA	No	No
50a	Nicholas Oatway, Ojai 2/12/15 email	wants regular service to/from the east end of the Ojai Valley, by the Ojai Trolley	County	NA	No	No
50b	Nicholas Oatway, Ojai 2/12/15 email	wants the Ojai Trolley to stop along Grand Ave., McAndrew Road, and Thatcher Road with a loop that included Reeves Road to serve the upper campus of Ojai Valley School.	County	NA	No	No
56	Elaine Needham, Ojai 02/14/15 email	wants expanded bus and trolley service in the Ojai Valley area.	County	NA	No	No
81	Joe Sohm, Oak View 02/09/15 public comment Camarillo Public Hearing	wants the Ojai Trolley to extend service into Oak View and the entire Ojai Valley, including Meiners Oaks.	County	NA	No	No
82	Lindsay Thompson, Oak View 02/09/15 public comment Camarillo Public Hearing	wants the Ojai Trolley to extend service into Oak View, to include stops at the Burnham Road area and the Oak View Resource Center.	County	NA	No	No
83	Barbara Kennedy, Oak View Park & Resource Center 02/09/15 public comment Camarillo Public Hearing	wants the Ojai Trolley to extend service into Oak View and include a stop at 555 Mahoney Road, the Oak View Resource Center.	County	NA	No	No
85	Sharon Dykstra, Oak View 02/09/15 public comment Camarillo Public Hearing	would like public transportation to be extended to Oak View Public Library, which is a tenant at the Oak View Public Resource Center, because there are steep hills and lack of sidewalks/lighting, which prohibit limited mobility patrons or parents with young children from walking to/from the nearest bus stop	County	NA	No	

	NAME/CITY/DATE/CONTACT	COMMENT(S)	AREA / AGENCY	ROUTE	OPERATIONAL?	UNMET TRANSIT NEED
32b	<i>name unknown</i> , Moorpark 02/03/15 email	Wants the timetables for Moorpark Transit routes to be adjusted to be more accurate.	Moorpark City Transit	NA	Yes	No
32c	<i>name unknown</i> , Moorpark 02/03/15 email	Wants a bus pass for students in Moorpark area.	Moorpark City Transit	NA	Yes	No
32d	name unknown, Moorpark 02/03/15 email	Wants the Moorpark Route 1 serving the Collins/Campus Park Drive stop to be more timely-this bus is late 3 out of 5 days.	Moorpark City Transit	Route 1	Yes	No
32e	<i>name unknown</i> , Moorpark 02/03/15 email	Wants the bus to stop being late.	Moorpark City Transit	NA	Yes	No
32f	<i>name unknown</i> , Moorpark 02/03/15 email	Wants more residential bus stops within less of a walking distance for people trying to ride very early in the morning.	Moorpark City Transit	NA	Yes	No
32g	name unknown, Moorpark 02/03/15 email	Wants a Saturday route bus stop at the Villa del Arroyo Mobile Home Park on Arroyo Drive.	Moorpark City Transit	NA	No	No
32h	name unknown, Moorpark 02/03/15 email	Wants a Saturday route bus stop at the Villa del Arroyo Mobile Home Park on Arroyo Drive.	Moorpark City Transit	NA	No	No
32i	<i>name unknown</i> , Moorpark 02/03/15 email	Wants more frequent service/stops on Saturdays.	Moorpark City Transit	NA	Yes	No
33	Anna Moore, Moorpark 01/26/15 public comment Moorpark Listening Session	Wants DAR service in Moorpark to be improved, she has made reservations and the driver either show up late, at the wrong address or skip picking her up entirely.	Moorpark City Transit	DAR	Yes	No
54a	names unknown, Moorpark 02/12/15 email	wants buses to be on time more	Moorpark City Transit	NA	Yes	No
54b	name unknown, Moorpark 02/12/15 email	wants a seven day a week stop at Country Trail Park	Moorpark City Transit	NA	No	No

54c	name unknown, Moorpark 02/12/15 email	wants buses to run on time	Moorpark City Transit	NA	Yes	No
54d	<i>name unknown</i> , Moorpark 02/12/15 email	wants buses to run sooner	Moorpark City Transit	NA	Yes	No
54e	<i>name unknown</i> , Moorpark 02/12/15 email	wants service to Moorpark College on Saturday for the zoo	Moorpark City Transit	Route 2	No	No
54f	<i>name unknown</i> , Moorpark 02/12/15 email	wants longer Saturday and Sunday hours	Moorpark City Transit	Route 2	Yes	No
23a	David Kropp, Moorpark 01/21/15 email	Wants every bus stop to have a bench for patrons so they don't have to stand to wait for the bus	Moorpark City Transit	NA	Yes	No
23b	David Kropp, Moorpark 01/21/15 email	Wants stops to be closer together, less than a quarter mile away from each other	Moorpark City Transit	NA	Yes	No
23c	David Kropp, Moorpark 01/21/15 email	wants greater coverage of stops in residential neighborhoods	Moorpark City Transit	NA	Yes	No

The comments received were insufficient to demonstrate the public with sufficient broad-based community support, which requires that persons who will likely use the service on a routine basis demonstrate support: at least 15 requests for general public service and 10 requests for disabled service. They are not Unmet Transit Needs. Of the comments received pertaining to Moorpark Transit, only four were not operational improvements.

	NAME/CITY/DATE/CONTACT	COMMENT(S)	AREA / AGENCY	ROUTE	OPERATIONAL?	UNMET TRANSIT NEED
25	Sarah Otterstrom, Ventura 01/26/15 email	Wants a bus to run to/from Ventura/Ojai every thirty minutes or less, currently the service is too infrequent for parents to get to/from work but need flexible schedule for kids.	GCTD	16	Yes	No
55	Joan Englander, Ojai 02/15/15 email	wants night time public transportation for seniors in Ojai Valley area.	GCTD? Ojai Trolley?	NA	Yes	No
66	Sandra Song, Port Hueneme 02/16/15 CAUSE postcard	wants improved transit to/from Oxnard College	GCTD		NA	No
67	Ormar Long, Port Hueneme 02/16/15 CAUSE postcard	wants service later in the evening.	GCTD?	NA	NA	No

					7	,
71	John Wilson, Oxnard 02/16/15 CAUSE postcard	wants buses to Oxnard College to run later, after 9:30.	GCTD		Yes	No
72	Regina Smith, Oxnard 02/16/15 CAUSE postcard	wants buses to run later than 9:30 for students who have late classes at night, so they don't have to depend on a ride.	GCTD		Yes	No
73	Sala Carrillo, Oxnard 02/16/15 CAUSE postcard	wants later bus service to Oxnard College.	GCTD		Yes	No
74	name unknown 02/16/15 CAUSE postcard	wants later bus service to Oxnard College at 10:00 p.m.	GCTD		Yes	No
75	Catherine, Oxnard 02/16/15 CAUSE postcard	wants a bus to run after 9:30 p.m. to/from Oxnard College.	GCTD		Yes	No
76	Sala Hukafony, Port Hueneme 02/16/15 CAUSE postcard	wants a bus service to run later from Oxnard College.	GCTD		Yes	No
77	Mary Sicle, Port Hueneme 02/16/15 CAUSE postcard	wants later bus service for her daughter, who goes to school at night and works at night	GCTD?	NA	NA	No
78a	Barbara Ontiveros, Oxnard 02/16/15 CAUSE postcard	wants buses to be running at least until 11:00 p.m.	GCTD?	NA	NA	No
26	Theresa McGee, Ventura County Office of Education 01/27/15	Wants a new bus stop on Camino Del Sol/Juanita Street in Oxnard and to have this stop added, because currently, special needs students have to walk to Gonzalez, Rose of Colonia Streets which is too far for special needs students.	GCTD	2	Yes	No
35	Joel Henderson, Oxnard 01/27/15 public comment Oxnard Listening Session	Wants better/faster service from the OTC to downtown Ventura.	GCTD	6	Yes	No
39b	Michael Howard Robert Gaynor, Oxnard 01/27/15 public comment Oxnard Listening Session	Wants a GCTD express bus line from VTC to the OTC	GCTD	6	Yes	No
37	Deborah Khora 01/27/15 public comment Oxnard Listening Session	Wants a bus stop at Harbor Blvd. and Pierpont area (Seaward Ave.) in Ventura that connects to bus routes to Main and Thompson Streets.	GCTD	NA	No	No

38	Carie Bristow, Ventura 01/27/15 public comment Oxnard Listening Session	Wants a bus route in Ventura Harbor area because the Trolley does not operate late enough and is often not dependable.	GCTD	NA	No	No
58	Julia Torres, Oxnard 02/16/15 CAUSE postcard	wants service to Ventura and Port Hueneme.	GCTD	NA	NA	No
56	Elaine Needham, Ojai 02/14/15 email	wants expanded bus and trolley service in the Ojai Valley area.	County? GCTD?	NA	No	No
27	Janice Peyton, Fresenius Medical Services 01/28/15 email	Wants dialysis patients who use the ACCESS bus service to be provided assistance boarding the bus - from the lobby area of their clinic onto the bus, or from the bus into the clinic lobby area.	GCTD	ACCESS	Yes	No
27a	Janice Peyton, Fresenius Medical Services 01/28/15 email	Wants ACCESS service for Ojai area to be increased.	GCTD	ACCESS	Yes	No
80c	Tammy Glenn, Caregivers 02/12/15 email	wants increase in Dial-a-ride service from east end of Ventura, on the way to Saticoy.	GCTD	ACCESS	NA	No

	NAME/CITY/DATE/CONTACT	COMMENT(S)	AREA / AGENCY	ROUTE	OPERATIONAL?	UNMET TRANSIT NEED
4	Raquel Arias, American Cancer Society 05/06/14 email	wants expansion of service for cancer patients in active treatment	NA	NA	NA	No
5	Susan Kapadia, Ojai Cares date unknown, letter	wants compassionate care transportation for cancer patients, to/from treatment destinations	NA	NA	NA	No
7	Marion Holzwarth, VC Area Agency on Aging 6/13/2014	Wants VCTC to present seniors mobility options after they stop driving and how seniors can safely ride the bus on inter-city trips.	vстс	NA	Yes	No

24	Terry Griffins, Catholic Charities - PASSI	Wants direct transportation for seniors (not shared ride) for frail elderly over eighty years of age, as they may not have local transportation resources or physical stamina to be on the bus for long periods of time, potentially without access to a restroom.	NA	NA	Yes	No
39c	Michael Howard Robert Gaynor, Oxnard 01/27/15 public comment Oxnard Listening Session	Wants to eliminate wheelchair service and that persons who board buses in wheelchairs stay in the seat on their wheelchair and scooter.	NA	NA	NA	No
80d	Tammy Glenn, Caregivers 02/12/15 email	wants Dial-a-ride to come to the door of a pick up to assist patrons with limited mobility.	NA	NA	NA	No
80e	Tammy Glenn, Caregivers 02/12/15 email	wants the discontinued transportation booklet to be re-created, which would outline transportation.	NA	NA	NA	No
84c	Sunil Trivedi, Moorpark 02/09/15 public comment Camarillo Public Hearing	wants the transfer process to be improved for ADA riders who have to take multiple buses to get from East County into Ventura	NA	NA	NA	No
86	Jan Peyton, Fresenius Medical Care 02/09/15 public comment Camarillo Public Hearing	wants ACCESS/Medical/ADA Certified transit services to provide better service in providing assistance to frail/unsteady patients from curb to curb so assistance in/out of the clinic lobby areas and onto/off of the transportation vehicle used because people can't get on/off the vehicles and also get into/out of the clinic lobby areas.	NA	NA	Yes	No
27	Janice Peyton, Fresenius Medical Services 01/28/15 email	Wants dialysis patients who use the ACCESS bus service to be provided assistance boarding the bus - from the lobby area of their clinic onto the bus, or from the bus into the clinic lobby area.	GCTD	ACCESS	Yes	No

The comments received were insufficient to demonstrate the public with sufficient broad-based community support, which requires that persons who will likely use the service on a routine basis demonstrate support: at least 15 requests for general public service and 10 requests for disabled service. They are not Unmet Transit Needs. A number of the comments address the needs of persons who are unable to use either public transit or the "ADA complementary Paratransit", but are looking for a service which is beyond what

public transit agencies can provide. VCTC has funded, using Federal Transit Administration Section 5310/17 grant funds for non-transit agencies providing transportation services to elderly and disabled, two "demonstration" programs to address this issue. The programs are a driver reimbursement program through the MMA, and a taxi subsidy program through the Area Agency on Aging.

	NAME/CITY/DATE/CONTACT	COMMENT(S)	AREA / AGENCY	ROUTE	OPERATIONAL?	UNMET TRANSIT NEED
87	Dan Davidowicz, Simi Valley 02/09/15 public comment Camarillo Public Hearing	wants the Simi Valley Dial-a-ride to go to Chatsworth so the transfer process is easier for ADA/Disabled patrons who need to get to LA County's paratransit ACCESS service.	Simi Valley	ADA DAR	No	No

The comment received was insufficient to demonstrate the public with sufficient broad-based community support, which requires that persons who will likely use the service on a routine basis demonstrate support: at least 15 requests for general public service and 10 requests for disabled service. It is not Unmet Transit Needs.

	NAME/CITY/DATE/CONTACT	COMMENT(S)	AREA / AGENCY	ROUTE	OPERATIONAL?	UNMET TRANSIT NEED
88b	Jayne Messier, Thousand Oaks 02/16/15 via fax	wants improved bus service/scheduling to the Goebel Senior Center in Thousand Oaks	Thousand Oaks Transit	Route 2	Yes	No

	NAME/CITY/DATE/CONTACT	COMMENT(S)	AREA / AGENCY	ROUTE	OPERATIONAL?	UNMET TRANSIT NEED
11	Debra Wolcott 05/21/14 email	heard comments that it would be good if VCTC Hwy 101 service ran on Sunday	VCTC	VCTC Hwy 101	No	No

12	name & area unknown 07/01/14 phone call	wants NB Hwy 101 11:38 am bus leaving the Oaks (TO) to stop at Carmen Plaza (Cam) around 12-12:30 p.m. for seniors who want to attend lunch events at the Senior Center, Civic Center and Conference Center, etc.	VCTC	VCTC Hwy 101	Yes	No
13	Lynn, Moorpark/SB 07/2/14 phone call	wants the 6:44 East County SB bus to connect with Hwy 101 at Oaks Mall (currently misses connection by four minutes, EC bus arrives 7:42 am and Hwy 101 departs at 7:38a)	VCTC	VCTC Hwy 101/VCT C East	Yes	No
84d	Sunil Trivedi, Moorpark 02/09/15 public comment Camarillo Public Hearing	wants all Highway 101 routes include a flag stop at Ventura College	VCTC	VCTC Highway 101	Yes	No
48	Tami Alvarez, Ventura 02/05/15 email	wants a bus stop or flag stop from Camarillo in front of Community Memorial Hospital or on 147 N. Brent Street for commuters to/from work.	VCTC	VCTC Highway 101	Yes	No
28a	Janice Peyton, Fresenius Medical Services 01/28/15 email	Wants a flag stop at Ventura College, on the VISTA 101 route that picks up at the Oaks Mall at 9:38a heading north.	VCTC	VCTC Highway 101	Yes	No
20	Rebecca Kelleher, Ventura 1/13/15 email	Wants an a.m. route to pick up in Ventura at the Transit Center (at 7:30 a.m.) that then will drop off either at the Camarillo Transfer Center or onto Flynn at 8:00 a.m.	VCTC	VCTC Highway 101	Yes	No
15	Teresa Beardshear, Oxnard 08/04/2014 phone call	Wants more morning service on VISTA Highway 101 Southbound route. There is no bus between 6:33am and 8:20am. Also wants the 8:20am (or additional A.M. buses) to stop at the Conejo Industrial Park.	VCTC	VCTC Highway 101	Yes	No
28b	Janice Peyton, Fresenius Medical Services 01/28/15 email	Wants all of the VISTA bus routes to stop at Ventura College	Yes	VCTC	Highway 126 Highway 101	No

The comments received were insufficient to demonstrate the public with sufficient broad-based community support, which requires that persons who will likely use the service on a routine basis demonstrate support: at least 15 requests for general public service and 10 requests for disabled service. They are not Unmet Transit Needs.

	NAME/CITY/DATE/CONTACT	COMMENT(S)	AREA / AGENCY	ROUTE	OPERATIONAL?	UNMET TRANSIT NEED
6	name & area unknown 6/27/2014 voicemail	There is a bus from Carpinteria/Maple to Ventura at 5:10pm but most of us get out of work too late (around 5:30pm) and cannot catch this bus. There is not another bus to Ventura until almost 7 o'clock. There should be a trip in between.	vстс	Coastal Express SB	Yes	No
10	Phi Pluong, Oxnard 05/05/14 email	wants an additional stop on the NB Coastal Express, in Carpinteria on/near Lambert Road.	VCTC	Coastal	Yes	No
14	name & area unknown 07/31/14 walk-in comment	Wants earlier service from Ventura to Santa Barbara. Specifically for the 5:30am bus from Santa Clara/Oak to stop at Gutierrez/Garden. Also suggested alternate stop of Gutierrez/Laguna to improve routing back to freeway if this is the only stop made in downtown Santa Barbara.	vстс	Coastal Express NB	Yes	No
16	Milton Bagley, Carpinteria 07/23/14 phone call	Wants additional service in general between Ventura and Carpinteria on the VISTA Coastal Express Route. Also, specifically, wants the 3:44pm Southbound bus to stop in Carpinteria.	VCTC	Coastal Express	Yes	No
39a	Michael Howard Robert Gaynor, Oxnard 01/27/15 public comment Oxnard Listening Session	Wants the bus driver "Rene" to stop speeding in Santa Barbara and the govenor used to limit the speed of the bus is a farce and cover up.	VCTC	Coastal Express	Yes	No

	NAME/CITY/DATE/CONTACT	COMMENT(S)	AREA / AGENCY	ROUTE	OPERATIONAL?	UNMET TRANSIT NEED
18	Carlos Lopez 01/06/15 phone call	Wants later bus service from Fillmore to Ventura and says it is "unfair that there is only bus service westbound but not eastboound".	VCTC	Highway 126	Yes	No
19a	name unknown, Fillmore/Piru 12/16/14 phone call	Wants the VCTC 126 bus that departs Piru at 6:40am to be on time in arriving at Ventura College, at 8:00am, not after the 8:00am bell.	VCTC	Highway 126	Yes	No
19d	name unknown, Fillmore/Piru 12/16/14 phone call	Wants a VCTC 126 one-seat trip from Piru to Ventura College.	VCTC	Highway 126	Yes	No
19c	name unknown, Fillmore/Piru 12/16/14 phone call	Wants more VCTC 126 stops in Piru near Pacific.	VCTC	Highway 126	Yes	No

The comments received were insufficient to demonstrate the public with sufficient broad-based community support, which requires that persons who will likely use the service on a routine basis demonstrate support: at least 15 requests for general public service and 10 requests for disabled service. They are not Unmet Transit Needs.

	NAME/CITY/DATE/CONTACT	COMMENT(S)	AREA / AGENCY	ROUTE	OPERATIONAL?	UNMET TRANSIT NEED
1	Michael Louthian, <i>unknown</i> 3/17/2014 email	wants later service on the weekend from Oxnard to Woodland Hills, a bus that leaves Oxnard after or around 5:00pm	VCTC	Conejo Connectio n	No	No

	NAME/CITY/DATE/CONTACT	COMMENT(S)	AREA / AGENCY	ROUTE	OPERATIONAL?	UNMET TRANSIT NEED
9a	Jerry Martin, Rail PAC & NARP 4/28/14 email	wants a commuter bus between Santa Paula, Santa Clarita and Van Nuys.	NA	NA	No	No
9b	Jerry Martin, Rail PAC & NARP 4/28/14 email	wants VISTA service to link to Amtrak and Metrolink, at the Van	NA	NA	No	No

		Nuys Amtrak Station, and go to Piru/SP/Fillmore area, Magic Mountain				
17	Nancy Osgood 12/05/14 phone call	Wants Metrolink weekend service to attend theater in downtown Los Angeles, go to Disneyland, and Angel baseball games in Anaheim.	NA	NA	NA	No
43	Roger Pech, Fillmore 01/28/15 public comment Santa Paula Listening Session	Wants a route from Fillmore to Santa Clarita for students who go to College of the Canyons.	NA - out of service area	NA	No	No
44	Tony Felix, Fillmore 01/28/15 public comment Santa Paula Listening Session	Wants the Highway 126 service to be extended toward Valencia and Santa Clarita so citizens can have access to schools, jobs and universities located in Santa Clarita.	NA - out of service area	NA	No	No
45	Justinne Lopez, Fillmore 01/28/15 public comment Santa Paula Listening Session	wants the Highway 126 service to be extended toward Valencia and Santa Clarita so citizens can have access to schools, jobs and universities located in Santa Clarita.	NA - out of service area	NA	No	No
47	Daniel Gonzalez, Fillmore 01/28/15 public comment Santa Paula Listening Session	wants the Highway 126 service to be extended toward Valencia and Santa Clarita so citizens can have access to schools, jobs and universities located in Santa Clarita.	NA - out of service area	NA	No	No
51	Steve Nagan, unknown 02/09/15 email	wants the Highway 101/Conejo Connection to provide service to LAX	NA - out of service area		Yes	No

The comments received were insufficient to demonstrate the public with sufficient broad-based community support, which requires that persons who will likely use the service on a routine basis demonstrate support: at least 15 requests for general public service and 10 requests for disabled service. They are not Unmet Transit Needs. In addition, these comments were for services beyond Ventura County, which require participation from affected counties before any service could be considered.

	NAME/CITY/DATE/CONTACT	COMMENT(S)	AREA / AGENCY	ROUTE	OPERATIONAL?	UNMET TRANSIT NEED
27a	Janice Peyton, Fresenius Medical Services 01/28/15 email	Wants ACCESS service for Ojai area to be increased.	GCTD	ACCESS	Yes	No

The comment received was insufficient to demonstrate the public with sufficient broad-based community support, which requires that persons who will likely use the service on a routine basis demonstrate support: at least 15 requests for general public service and 10 requests for disabled service. It is not Unmet Transit Needs.

	NAME/CITY/DATE/CONTACT	COMMENT(S)	AREA / AGENCY	ROUTE	OPERATIONAL?	UNMET TRANSIT NEED
34	Name unknown, Moorpark 01/26/15 public comment Moorpark Listening Session	Wants more direct service to/from Moorpark/Fillmore.	Fillmore/ Moorpark	NA	No	No
36	Frank Lopez 01/27/15 public comment Oxnard Listening Session	Wants VISTA to link Moorpark, CSUCI, Oxnard, Ventura, Colleges and Camarillo ROP.	Moorpark -GCTD- Camarillo	NA	No	No
52a	Dot, Piru 02/09/15 phone call	wants cheaper fare to get her to Gardens of the World in Thousand Oaks	NA	NA	Yes	No

	NAME/CITY/DATE/CONTACT	COMMENT(S)	AREA / AGENCY	ROUTE	OPERATIONAL?	UNMET TRANSIT NEED
13a	Lynn, Moorpark/SB 07/2/14 phone call	wants Nextbus stop # to be listed on schedules	NA	NA	Yes	No
19b	name unknown, Fillmore/Piru 12/16/14 phone call	Wants improved connection between DAR services from Piru to Fillmore, then connecting to VCTC 126 bus in Fillmore.	HV Transit	Valley Express DAR	Yes	No
19e	name unknown, Fillmore/Piru 12/16/14 phone call	Wants improved connections between HV DAR and GCTD Access service and wait time at transfer point is too long.	Heritage Valley	DAR	Yes	No
22	Annette Cardona, Fillmore 1/20/15 phone call	Wants free transit for seniors between Piru and Fillmore.	Heritage Valley	Valley Express	NA	No
32a	name unknown, Moorpark 02/03/15 email	Wants heavily advertised "free day" to attract riders, promoted well in advance so people can prepare mentally.	NA	NA	Yes	No

40a	Sheryl Hamlin, Santa Paula 01/28/15 public comment Santa Paula Listening Session	Wants integrated route planning like found on transit511.org.	NA	NA	Yes	No
40b	Sheryl Hamlin, Santa Paula 01/28/15 public comment Santa Paula Listening Session	Wants commuter rail service from Santa Paula to/from Oxnard Metrolink or Amtrak.	NA	NA	No	No
40c	Sheryl Hamlin, Santa Paula 01/28/15 public comment Santa Paula Listening Session	Wants VCTC to "make peace" with the Fillmore and Western Railway.	NA	NA	NA	No
41	Marshall Roath 01/28/15 public comment Santa Paula Listening Session	Wants rail service.	NA	NA	NA	No
42	Joanna Gentry, Santa Paula 01/28/15 public comment Santa Paula Listening Session	Wants a commuter train service to connect Santa Paula with the Oxnard Transportation Center.	NA	NA	NA	No
46	Kay Salas, Santa Paula 01/28/15 public comment Santa Paula Listening Session	wants more time for wheelchair bound riders to board the buses.	VCTC Intercity? HV Transit?	VCTC 126? Valley Express?	Yes	No
52b	Dot, Piru 02/09/15 phone call	wants to have later Gold Coast Access service (after 7:00pm) at Wells Rd [GCT ACCESS runs until 10 pm, Valley Express DAR stops at 7 pm]	HV DAR	Valley Express DAR	Yes	No
53c	Dot, Piru 02/09/15 phone call	wants drivers to load her scooter for her and not park in gravely areas that she then has to walk in.	HV DAR	Valley Express DAR	Yes	No
53	Laura Kimmerly, Thousand Oaks 02/09/15 phone call	wants VISTA to be free for ADA Certified riders because it is free for ADA Certified riders to ride the other, local bus.	vстс	NA	Yes	No
59	Eduardo Navarro, Oxnard 02/16/15 CAUSE postcard	wants more buses, buses that are clean with nice drivers	NA	NA	NA	No

60	Rick, Camarillo 02/16/15 CAUSE postcard	lives in Camarillo, sometimes uses Gold Coast buses, not too often.	NA	NA	NA	No
68	Linda Poer, Oxnard 02/16/15 CAUSE postcard	wants to work on "this buses thing here" so everyone can be happy.	NA	NA	NA	No
69	name & area unknown 02/16/15 CAUSE postcard	wants more lighting on Ventura Road and Wooley Road.	Oxnard	NA	NA	No
70	Gabriel Lope, Oxnard 02/16/15 CAUSE postcard	has to pay adult price for kids and wants the bus to run a little longer.	NA	NA	NA	No
78b	Barbara Ontiveros, Oxnard 02/16/15 CAUSE postcard	wants a debit card because buses shouldn't "to adult fee for children, it's not right"	NA	NA	NA	No
80a	Tammy Glenn, Caregivers 02/12/15 email	wants more free bus passes	NA	NA	NA	No
80b	Tammy Glenn, Caregivers 02/12/15 email	wants free tickets to improved transportation for wheelchair bound riders between Santa Paula and Ventura, for medical appointments	Heritage Valley	Valley Express DAR	NA	No
84a	Sunil Trivedi, Moorpark 02/09/15 public comment Camarillo Public Hearing	wants to combine the East County and Highway 101 bus routes, to include direct routes into Ventura.	VCTC	VCTC East, Highway 101	Yes	No
84b	Sunil Trivedi, Moorpark 02/09/15 public comment Camarillo Public Hearing	wants to add "run #" to the bus schedules	NA	NA	NA	No
88a	Jayne Messier, Thousand Oaks 02/16/15 via fax	wants pedestrian "on demand" crosswalk installed at High Street and Metrolink Station, to connect with Moorpark Transit and VISTA buses.	NA	NA	NA	No
88c	Jayne Messier, Thousand Oaks 02/16/15 via fax	wants one communication center for all Ventura County to help passengers plan their travel.	NA	NA	NA	No



Item #9G

June 5, 2015

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: AARON BONFILIO, TRANSIT PROGRAM MANAGER

TREENA GONZALEZ, TRANSIT SPECIALIST

SUBJECT: CSUCI COOPERATIVE AGREEMENT FY 15/16 EXTENSION

RECOMMENDATION:

 Approve the FY 2015-2016 Cooperative Agreement for bus service to California State University Channel Islands (CSUCI) and CSUCI providing \$510,000 for the service in FY 2015-2016

BACKGROUND:

For the past fifteen years, VCTC Intercity Bus (formerly VISTA) has operated shuttle buses from the Camarillo Metrolink Station to CSUCI and from Oxnard "C" Street to CSUCI. The route initially qualified as a CMAQ (Congestion Management and Air Quality) Demonstration Project and received federal funding for 80% of the total cost. Beginning 2002-2003, the route became a regular VISTA service and, as such, FTA reimburses 80% of capital costs only. For 2015-16 these FTA funds will amount to approximately \$462,000.

The attached annual extension of the Cooperative Agreement with CSUCI for FY 2015-2016 provides that CSUCI reimburse VCTC the remaining costs (20% of capital, plus 100% of operating costs, as well as VCTC's administrative expenses, less net credits) which total \$510,000. These revenues are included in the VCTC FY 2015-2016 budget.

Attachments: Agreement Number 2903

Rider A, Amendment #17 Rider B, General Provisions

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California State University Channel
Islands
Agreement No. 2903
RIDER A, Page 1 of 3
Reference former agreement numbers 124, Cl03001434, A990055, & 0000001971
Ventura County Transportation Commission
Amendment #17

AMENDMENT SEVENTEEN TO COOPERATIVE AGREEMENT BETWEEN TRUSTEES OF THE CALIFORNIA STATE UNIVERSITY ON BEHALF OF CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS AND THE VENTURA COUNTY TRANSPORTATION COMMISSION FOR THE REVISED TERM APRIL 1, 1999 - JUNE 30, 2016

This Seventeenth Amendment to the COOPERATIVE AGREEMENT is entered into by and between the Trustees of the California State University, on behalf of California State University Channel Islands, hereinafter referred to as CAMPUS or CI, and the Ventura County Transportation Commission, hereinafter referred to as VCTC, for fiscal year 2015/2016 and is based on the following facts which are material to its execution by the parties:

- I. As a part of its certification of the Environmental Impact Report for the development, the CAMPUS agreed to develop an alternative transportation system to move employees and students at CI to and from the campus. This provision was designed to reduce the negative impacts of increased traffic from development of CI and promote improved air quality;
- II. As a central element in the development of a "Green Campus" university dedicated to the enhancement of the environment in Ventura County, shuttle bus service has been implemented at key transfer points to increase transportation alternatives available to students, staff members and visitors to and from the CAMPUS. The objectives are to reduce traffic congestion, protect air quality, mitigate noise and protect agriculture;
- III. For the first three years (August 1999 through June 2002) VCTC provided a grant of federal Congestion Management and Air Quality (CMAQ) Funds to the CAMPUS for the development and operation of a shuttle bus system. The CMAQ Grant was managed by VCTC on behalf of the Trustees of the California State University.

California State University Channel Islands
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- IV. The CMAQ program provided funds for a maximum of three years, which was considered a "demonstration period." The demonstration period ended in August 2002. Therefore, the CAMPUS shuttle bus service no longer qualifies for CMAQ funds but does qualify for partial funding from the Federal Transportation Administration (FTA). During the following years; FY 2002-2003 through 2015-2016, VCTC obtained FTA funds to pay for approximately half the total cost of operating CAMPUS shuttle bus service.
- V. It is expected that FTA funds, obtained by VCTC on behalf of the CAMPUS, will total approximately \$462,000 for FY 2015-2016.
- VI. VCTC and CI agree to work together to develop a plan which will enhance revenue through increased ridership resulting in a self-sustaining shuttle bus service. CAMPUS recognizes that it may need to subsidize the shuttle bus pass for the students, faculty, and staff.

NOW, THEREFORE, in consideration for the foregoing material facts and other consideration by and between the parties, CI and VCTC agree as follows:

A. During the period from July 1, 2015 through June 30, 2016, CI shall provide \$510,000 to VCTC to maintain, operate, and manage the CAMPUS shuttle bus system. This amount consists of the Trustees of the California State University local matching cost, which, together with FTA payments and accrued CI credit, will provide full funding for this bus service and VCTC administrative and other operating costs. The amount of \$510,000 shall be due and payable during 2015-2016 according to the following schedule:

 Due Sept 30, 2015 (Includes \$35,000 Admin Fee)
 \$ 153,750.00

 Due Nov 30, 2015
 \$ 118,750.00

 Due Jan 31, 2016
 \$ 118,750.00

 Due April 30, 2016
 \$ 118,750.00

- B. VCTC will continue to provide to CI a variety of analytical, technical and management services designed to facilitate the operation of the system from designated points in Oxnard and Camarillo to the CAMPUS for use by students, employees and visitors. The specific services to be provided by VCTC to CI are as follows:
 - 1. Management and coordination of all CAMPUS shuttle bus service and park and ride locations throughout FY 2015-2016.
 - 2. Continued identification of future CAMPUS shuttle bus service route expansions, service adjustments and/or additional park and ride locations with a focus toward promoting and advancing the CI "Green Campus" concept.

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Reference former agreement numbers 124, Cl03001434, A990055 & 0000001971
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- 3. Provide analytical and technical expertise in support of the CI Transit Twenty Year Plan.
- 4. Maintain CAMPUS ridership data and trends.
- 5. Facilitate access to CAMPUS shuttle bus service during special events at the CAMPUS.
- 6. VCTC will provide a fiscal year financial statement listing actual cost and revenue for operating the CSUCI service and provide information on any adjustment necessary.

THIS SEVENTEENTH AMENDMENT TO THE AGREEMENT HAS BEEN EXECUTED AS OF JUNE 5, 2015 AT CAMARILLO, CALIFORNIA.

ATTEST:

TRUSTEES OF THE CALIFORNIA STATE UNIVERSITY

RICHARD R. RUSH, PRESIDENT CSU CHANNEL ISLANDS	
/ENTURA COUNTY TRANSPORTATION COMMISSION	
APPROVED AS TO FORM	
STEVEN T. MATTAS, GENERAL COUNSEL, VCTC	
APPROVED AS TO CONTENT	
DARREN KETTLE, EXECUTIVE DIRECTOR, VCTC	

RIDER B - GENERAL PROVISION'S FOR SERVICES

1. Commencement of work

Work shall not commence under the Control until 3 fully executed Contract has been received by the Contractor and the Contractor has been given approval to proceed. Any work performed by the Contractor prior to the date of approval shall be considered as having been performed at the Contractor's own risk and as a volunteer.

2. Invoices

- (a) Invoices shall be submitted, in arrears to the Address stipulated in the Contract. The Contract number must be included on the invoice. Final invoice shall be marked as such.
- (b) In the event that additional services are performed as authorized, the Contractor shall submit invoices for additional services in accordance with provisions herein.
- (c) For work of a continuing nature, the Contractor shall submit invoices in arrears, upon completion of each phase. Contactor shall be reimbursed for travel, subsistence and business expenses necessary for the performance of services pursuant to the Contract in accordance with CSU policy.
- (d) Unless otherwise specified, the CSU shall pay properly submitted invoices not more than 45 days after (i) the performance completion date of services; or (ii), receipt of an undisputed invoice; whichever is later. Late payment penalties shall not apply to this Contract.
- (e) The consideration to be paid Contractor, as described within the Contract, shall be in full compensation for all of Contractor's expenses incurred in the performance hereof including travel and per diem unless otherwise expressly so provided.

3. Appropriation of Funds

- (a) If the term of the Contact extends into fiscal years subsequent to that in which it is approved such continuation of the Contract is subject to the appropriation of funds for mat purpose by the Legislature. If funds to effect such continued payment are not appropriated, Contractor agrees to take back any commodities furnished under the Contract, terminate any services supplied to the CSU under the Contract, and relieve the CSU of any further Obligation therefore.
- (b) CSU agrees that if provision (a) above is involved, commodities, shall be returned to the Contractor in substantially the same condition in which they were delivered subject to normal wear and tear. CSU; further agrees to pay for packing, crating, transportation to Contractors nearest facility and for reimbursement to Contractor for expenses incurred for its assistance in such packing and crating,

4. Cancellation

CSU reserves the right to cancel this Contract at any time upon thirty (30) days written notice to the Contractor.

Independent Status

The Contractor and the agents and employees of Contractor, in the performance of this Contract shall act in. an independent capacity and not as officers or employees, or agents of the Store of California. While Contractor may (or may not) be required under the terms of this Contract to carry Worker's Compensation Insurance, Contractor is not entitled to unemployment or workers' compensation benefits from the CSU.

6- Conflict of Interest

- (a) Should the Contractor provide services for preparation or development of recommendations for the actions which are required, suggested or otherwise deemed appropriate and which include the provision, acquisition or delivery of products or service, then the Contractor must provide full disclosure of any financial interest including but not limited to service Agreements., OFM and/or marketing Agreement that may foreseeable allow the Contractor to materially benefit from the adoption of such recommendations.
- (b) CSU requires a Statement of Economic Interests (Form 700) to in be filed by any Consultant (or Contactor) who is involved in the making, or participation in the making, of decisions-which may foreseeable have a material effect on any CSU financial interest [referenceG.C.820191].

The CSU reserves the right to prohibit participation by the Contractor in bidding to or providing services goods or supplies or any other related action which is required, suggested or otherwise deemed appropriate in the end product of this Contract.

7. Governing Law

To the extent not inconsistent with applicable federal law, this Contract will be construed in accordance with and governed by the laws of the State of California.

8. Assignments

Without written consent of the CSU, the Contact is not assignable by Contractor either in whole or in part.

9. Time

Time is of the essence of the Contract.

10. Contract Alterations & Integration

No alteration or variation of the terms of the Contract shall be valid unless; made in writing and signed by the panties hereto and no oral understanding or Contract not incorporated here in shall be binding on any of the parties here to.

11. General Indemnity

The Contactor agrees to indemnify, defend and save harmless the CSU, it's officers, agents and employees from any and all claims and losses accruing or resulting to am other person, firm or corporation furnishing or supplying work, service, materials or supplies in connection with the performance of this Contract and from any and all claims aid losses accruing or resulting to any person, firm or corporation which may be injured or damaged by the Contractor in the performance, of this Contract

12. Use of Data

The Contractor shall not utilize any information not a matter of public record which is received by reason of this Contract, for pecuniary gain not contemplated by the terms of this Contract regardless of whether the Contractor is or is not under contract at the lime such gain is realized. The report, survey, or other product developed by the Contractor pursuant to this Contract is the property of the CSU, and shall not be used in any manner by, the Contractor unless authorized by the CSU.

13. Termination for Default

Me CSU may terminate the Contract and be relieved of the payment of any consideration to Contractor should Contractor fail to perform the covenants herein contained at the time and in the manner herein provided. In the event of such termination, the CSU may proceed with the work in any-manner deemed proper by the CSU The cost to the CSU shill he deducted from any sum due the Contractor under the Contract and the balance if any, shall be paid the Contractor upon demand.

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14. Personnel

The Contractor shall make every effort consistent with sound business practices to honor the specific requests of the CSU with regard to assignment of its employees, however, the Contractor reserves the role right to determine the assignment of its employees. If a Contractor employee is unable to perform due to illness, resignation, or other factors beyond the Contractors control, the Contractor shall make every reasonable effort to provide suitable substitute personnel.

15. Nondiscrimination

- (a) During the performance of this Contract, Contractor and its subcontractors shall not deny the Contract's benefits to any person on the basis religion, ethnic group identification sex age physical or mental disability, nor shall they discriminate unl3a fully again any employee or applicant for employment because of race, religion cola national origin, ancestry, physical handicap, menial medical condition, marital status, age (over 40), or sex. Contractor shall insure that the evaluation and treatment of employees and applicants for employment are free of such discrimination.
- (b) Contractor shall comply with the provisions of the Fair Employment and Housing Act (Government Code Section 12900 et seq.), the regulations promulgated hereunder (California Code of Regulations Title 1 Sections 7285.0 et seq.) and the provisions of Article 9.5, Chapter 1, Part 1 Division 3, Title 2 of the Government Code (Government Code Section 111354-11139) and the regulations or standards adopted by the awarding state agency to implement such article.
- (c) Contractor shall permit access by representatives of the Department of Fair Employment and Housing and the Trusties upon reasonable notice at any time during the normal business hours, but in no case less than 24 hour notice, to such of its books, records accounts, other sources of information aid its facilities as said Department or Trustees shall require to ascertain compliance with this clause.
- (d) The provisions of Executive Order 11246, as amended (Equal Employment Opportunity/Affirmative Action, Section 402 of the Vietnam Era Veterans' Readjustment Assistance Act ct 1974, as amended (38 USC 4212 or VERAA) and Section 505 of the Rehabilitation Act of 1973, as amended (29 USC 793) and the implementing regulations found at 41 CFR 60-1&2, 41 CFR 60-250, and 41 CPR 60-741, respectively, are hereby incorporated by reference.
- (e) Contractor and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining, or other agreement.
- (f) Contractor shall include the nondiscrimination arid compliance provisions of this chase in all subcontracts to perform work under the contract (Gov. Code Section 12590 11135 et seq. Title 2 California Code of Regulations, Section 8107).

16 Drug Free Workplace Certification

By accepting a contract or purchase order, the Contractor certifies under penalty of perjury under the laws of the State of California that the Contractor will comply with the requirements of the Drug-Free Workplace Act of 1990 (Government Code, Section 8355 et seq.) and will provide a drug, free workplace by doing all of that which Section 8355 et seq. require.

17. Severability

It is expressly agreed and understood by the parties hereto that if any provision of this Contract is held to be unconscionable or invalid under any applicable statue or law it is deemed to that extent to be omitted. However the balance of the Contract shall remain in full force and effect.

18. Dispute

Any dispute arising under the terms of this Contract which is not resolved within a reasonable period of time by authorized representatives of the Contractor and the CSU shill be brought to the attention of the Chief Executive Officer (or designated representative) of the Contractor and the Chief Business Officer (or designated representative) of The CSU for joint resolution. Ay the request of either party, The CSU shall provide a forum for discussion of the disputed term(s), at which time the Vice Chancellor, Business and Finance (or designated representative) of The CSU shall be available to assist in the resolution by providing advice to both parties regarding The CSU contracting policies and procedures. If resolution of the dispute through these means is pursued without success either party may seek resolution employing whatever remedies mist in law or equity beyond this Contract. The Contractor shall keep accurate records of its services in order to adequately document toe extent of its services under this Contract.

19. Privacy of Personal Information

Contractor acknowledges the privacy rights of individuals to their personal information that are expressed in the States Information Practices Act (California Civil Code Section 1798 et seq.) and in California Constitution Article I, Section 1. Contractor shall not release personal information curtained in CSU records without full compliance with applicable state and federal privacy laws. Contractor further acknowledges Federal privacy laws such as Gramm-Leach-Bliley Act (Title 15, United States Code, Sections 6801(b) and 6805(b)(2) applicable to financial transactions and Family Educational Rights and Privacy Act (Title 20, United States Code Section 1212g) applicable to student records and information from student records. Contractor shall maintain the privacy of protected personal information.

20. Waiver of Rights

Any action or inaction by the CSU or the failure of the Contraccasica to enforce any right or provision of the Contract shall not be

construed to be a waver by the CSU: of its rights hereunder and shall not prevent the CSU from enforcing such provision or right on any future occasion. The rights and remedies of the CSU provided herein shall not exclusive and are in addition to any other rights and remedies provided by law.

21 Endorsement

Nothing contained in this Contract shall be construed as conferring on any party hereto, any right to use the other parties name as an endorsement of product/service or to advertise, promote or otherwise market any product or service without the prior written consent of the other parties. Furthermore nothing in this Contract shall be construed as endorsement of any commercial product or service by the CSU, its officers or employees.

21 Patent, Copyright, and Trade Secret Indemnity

A contractor may be required to furnish a bond to the CSU against any and all loss damage, costs, expenses, claims and liability for patent, copy-right and trade secret infringement. In addition:

- (a) The Contractor, at its own expense, shall defend any action brought against CSU to the extent that such action is based upon a claim that the products supplied by the Contractor or the operation of such product infringes a United States patent copyright or violates a trade secret. The Contractor shall pay those costs and damages finally awarded against the CSU in any such action. Such defense and payment shall be conditioned on the following:
- (i) That de Contractor shall be notified within a reasonable time in writing by the CSU of any notice of such claim; and,
- (ii) That the Contractor shall have the sole control of the defense of any action on such claim and all negotiations for its settlement or compromise, provided, however, that when principles of government or public law are involved the CSU has the option to participate in such action its own expense.
- (b) Should the product or the operation thereof, become, or in the Contractor's opinion is likely to become, the subject of a claim of infringement of a United State or foreign patent or copyright or a trade secret, the CSU shall permit the Contractor at its option and expense either to procures for the CSU the right to continue using the product, or to replace on modify the same so that they become non-infringing provided such replacement or modified product satisfies the performance requirement specified in the Contract. If none of these options can reasonable be taken, or if the use of such product by the CSU shall be prevented by injunction,

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the Contractor agrees to take back such product and make every reasonable effort to assist the CSU in procuring a substitute product. If, in the sole opinion of the CSU, the return of such infringing product makes the retention of other products acquired from the Contractor under this contract impractical the CSU shall then have the option of terminating the contract or applicable portions thereof without penalty or termination charge. The Contractor agrees to take back such product and refund any sums the CSU has paid Contractor less any reasonable amount for use or damage.

23. Compliance with NLRB Orders

Contractor declares under penalty of perjury that no more than one final, unappealable finding of contempt of court by a federal court has been issued against the Contractor within the immediately preceding two-year period because of the Contractors failure to comply with an order of a federal courts which orders the Contractor to comply an order of the National Labor Relations Board. This provision is required by, and shall be construed in accordance with Public Contract Code Section 10296.

24. Examination and Audit

For contracts in excess of \$10,000 the Contractor shall be subject to the examination and audit of (a) the Office of the University Auditor and of the State Auditor for a period of three (3) years if the final payment under the contract in accordance with Government Code Section 8546.7 and with Education Code Section 89045(c & d), respectively. The examination and audit shall be confined to those matters connected with the performance of the contract including, but not limited to the costs of administering the Contract.

25. DVBE and Small Business Participation

The State of California supports statewide participation goals of 3% for disabled business enterprises (DVBE Program) and requires agencies to provide a 5% preference when awarding, contracts to small businesses. Only small businesses certified by the Office of Small and Minority Businesses (OSMB) are eligible to receive the preference. The CSU encourages all contractors to use the services of DVRE and OSMB certified small business enterprises whenever possible and to report their use to the CSU.

26. Citizenship and Public Benefit

If Contractor is a natural person, Contractor certifies in accepting this Contact that s/he is a citizen or national of the United States or otherwise qualified to receive public benefits under the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (P.L 104-193; STAT 2105, 226869)

27. Americans with Disabilities Act

Contractor warrants that it complies with California and federal disabilities laws and regulations.

211 Child Support Compliance Act

For any contract in excess of \$100,000, the contractor acknowledges in accordance with Public Contract Code Section 7110, that:
(a) The contractor recognizes the importance of child and family support obligations and shall fully comply with all applicable state and federal laws relating to child and family support enforcement, including but not limited to disclosure of information and compliance with earnings assignment orders, as provided in Chapter 8 (commencing with Section 5200) of Part 5 of Division 9 of the Family Code; and

(b) The contractor, to the best of its knowledge is fully complying with the earnings assignment orders of all employees and is providing the names of all its-employees to the New Hire Registry maintained by the California Employment Development Department.

29. Document Referencing

All correspondence, invoices, bills of lading, shipping memos, packages, etc., must show the Contract number. If factory shipment, the factory must be advised to comply. Invoices not properly identified with the contract number and contractor identification number may be returned to contractor and may cause delay in payment.

30. Forced, Convict, Indentured and Child Labor

By accepting a contract or purchase order the Contractor certifies that no apparel, garments or corresponding accessories, equipment, materials or supplies furnished to the State pursuant to this Contract have been laundered or produced in whole or in part by sweatshop labor, or with the benefit of sweatshop labor, forced labor, convict labor indentured labor under penal sanction or abusive forms of child labor or exploitation of children in sweatshop labor. Contractor shall cooperate fully in providing reasonable- access to the Contractor records, documents, agents or employees, or premises if reasonably required by authorized officials of the CSU, the Department of Industrial Relations, or the Department of Justice determine the Contractor's compliance with the requirements above. (Public Contract Code Section 6108).

31. Covenant Against Gratuities

The Contractor shall warrant that no gratuities (in the for of entertainment, gifts, or otherwise) were offered or given by the Contractor, or any agent or representative of the Contractor, to any officer or employee of the CSU; with a view toward securing the Contract or securing favorable treatment with respect to any determinations concerning the performance of the Contract. For breach or violation of this warranty the CSU shall have the right to terminate the Contract, either in whole or in part, and any loss or damage sustained by

the CSU in procuring on the- open market any items which the Contractor agreed to supply, shall be borne and paid for by the Contractor. The rights and remedies of the CSU provided in this clause shall not be exclusive and are in addition to any other right and remedies provided by law or under the Contract.

32. Rights and Remedies of CSU for Default

- (a) In the event any deliverables furnished or services provided by the Contractor in the performance of the Contract should fail to conform to the requirements herein, or to the sample submitted by the Contactor, the CSU: may reject the same and it will thereupon become the duly of the Contractor to reclaim and remove the same forthwith or to correct the performance of the service without expense to the CSU, and immediately to replace all such rejected items with others conforming to such specifications or samples, provided that should the Contractor fail, neglect, or refuse to do so, the CSU shall there upon have the right to purchase in the open market in lieu thereof, a corresponding quantity of any such items and to deduct from any monies due to the Contractor the difference between the price named in the Contract and the actual cost thereof to the CSU.
- (b) In the event the Contractor shall fail to make prompt delivery as specified of any item, the same conditions as to the right of the CSU to purchase in the open market and to reimbursement set forth above shall apply, except for force majeure. Except for defaults of subcontractors, neither party shall be responsible for delays or failures in performance resulting from acts beyond the control of the offending party. Such acts (know as "force majeure") shall include by shall not be limited to fire, strike, freight embargo or acts of God and of the Government. If a delay or failure of performance by the Contractor arises out of a default of its subcontractor, and if such default arises out of cause beyond the control of the Contractor and the subcontractor, and without the fault or negligence of either of them, the Contractor shall not be liable for damages of such delay or failure, unless the supplies or services to be furnished by the subcontractor obtainable from other sources in sufficient time to permit the Contractor to meet the required performance schedule.

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- (c) In the event the termination, either in whole or in pant by reason of the default or breach thereof by the Contractor, any loss or damage sustained by the CSU in procuring any items which the Contractor therein agreed to supply shall be borne and paid for by the Contractor.
- (d) The rights and remedies of the CSU provided above shall not be exclusive and are in addition to any other rights and remedies provided by law under the Contract.
- 33. Contractor's. Power and Authority

The Contractor warrants that it has full power and authority to grant the rights herein granted and will hold the CSU hereunder harmless from and against any loss, liability, and expenses (including reasonable attorney fees) arising out are breach of this warranty. Further, Contractor asserts that is will it will not enter into an arrangement with an third party which might abridge any rights of the CSU under this Contract.

34 Recycled Content Certification

Contractor agrees to certify in writing and under penalty of perjury, the minimum, if not the exact percentage of recycled content materials as defined in Section 12161 and 122200 of the Public Contract Code, in materials, goods or supplies used in the performance of this Contract.

35. Entire Contract

This Contract sets forth the timeline between the parties with respect to the subject matter hereof and shall govern the respective duties and obligations of the parties.

36 Safety and Accident Prevention

In performing work under this Contract on CSU premises, Contractor shall conform to any specific safety requirements contained in the Contract or as require law or regulation. Contractor shall take any additional precautions as the CSU may reasonably require fore safely and accident prevention purposes. Any violation of such rules and requirements unless promptly corrected, shall be grounds for termination of this Contract in accordance with default provisions thereof.

- 37. Follow-On Contracts
- a) If the Contractor or its affiliates provide Consulting and Direction (as defined below) the Contractor and it affiliates:
- (i) will not be awarded subsequent Contract to supply the service of system or any significant component thereof that is used for or in connection with any subject of such Consulting and Direction; and
- (ii) will not act as a consultant to any person or entity that does not receive a Contract as described in sub-section (i). This prohibition will continue for one (1) year after termination of this Contract of completion of the Consulting and Direction, whichever comes later.
- b) "Consulting and Direction" means services for which the Contractor received compensation from the CSU and includes:
- (i) development of or assistance in the development of work statement specifications, solicitations or feasibility studies;
- (ii) development or design of test requirements;
- (iii) evaluation of test data.
- (iv) direction of or evaluation of another Contractor.
- (v) provision of formal recommendations regarding the acquisition of products or services; or
- (vi) provisions of formal recommendations regarding any of the above. For purposes of this Section "affiliates" are employees, directors, partners, joint venture participants, parent corporations, subsidiaries, or any other entity controlled by, controlling or under common control with the Contractor Control exists when an entity owns or directs more than fifty (50%) percent of the outstanding stocks or securities representing the right to vote for the election of directors or other managing authority.
- c) Except as prohibited by law the restrictions of this section will not apply.
- (i) to follow-on advice given by vendors of commercial off-the-shelf products including Software and Hardware, on the operation, integration, repair or maintenance of such products after sale; or
- (ii) where the CSU has entered into a Contract for Software or services and the scope of work at the time of Contact execution

expressly calls for future recommendations among the Contractor s own products.

d) The restrictions set forth in this Section are in addition to conflict of interest restrictions imposed on Public Contractors by California law ("Conflict Law"). In the event of any, inconsistency, such Conflict Laws overrule the provisions of this Section, even if enacted after execution of this Contract.

38 Expairiabe Corporations

By accepting a Contract or purchase order, the Contractor declares under penalty of perjury under the laws of the State of California that the Contractor is eligible to contract with the CSU pursuant to The California Taxpayer and Shareholder Protection Act of 2003, Public Contract Code Section 10286 et. Sec.

39. Insurance Requirements

Contractor shall furnish to the CSU prior to the commencement of work a underwriter's endorsement with a certificate of insurance stating that these is General Liability insurance presently in effect for the contractor with combined single limit of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate; and in that vehicle insurance (where applicable) is in effect with a minimum coverage of \$1,000,000 per occurrence.

- (a) The certificate of insurance shall provide:
- (i) That the insurer will not cancel the insured's coverage without thirty (30) days prior notice to the CSU:
- (ii) That the State of California, the Trustees of the California State University, the CSU, and the employees, officers and agents of each of them are included as additional insureds but only insofar as the operations under this contract are concerned;
- (iii) That the State, the Trustees, and the CSU and the employees, officers, and agents of each of them will not be responsible for any premium or assessments on the policy.
- (b) Contactor agrees that the bodily injure liability insurance herein provided shall be in effect it all times during the tern of this contract. In the event said instance coverage expires at any time or times during the term of this contract contractor agrees to provide at least thirty (30) days prior to said expiration date, a new certificate of insurance evidencing insurance as provided herein for not less than the remainder of the term of the contract or for a period of not less than one (1) year. New certificates of insurance are subject to the approval of the CSU, and the contractor agrees that no work or service shall be performed prior to the giving of such approval. In the event contractor fails to keep in effect at all times insurance coverage as herein provided the CSU may in addition to any other remedies it may have terminate this contract upon termination of this contract upon the occurrence of such event.
- (c) Workers' Comprehensive Insurance coverage as required by the Star of California

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Item #9H

June 5, 2015

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: VIC KAMHI, TRANSIT DIRECTOR

SUBJECT: VCTC INTERIM INTERAGENCY TRANSIT PASS PROGRAM

RECOMMENDATION:

 Authorize the Executive Director to develop and execute agreements with transit providers in Ventura County to accept and be reimbursed for rides which are made using the VCTC pass.

DISCUSSION:

As discussed over the past six months, the VCTC GoVentura Smartcard has reached the end of its useful life. The equipment is no longer able to be repaired or replaced, and a fully functioning replacement has not been developed. At the same time, the Commission, the local transit providers, and the riders have all expressed concerns about the loss in the ability to use a single pass on all transit services within the County. Commission staff, working with the staffs of the transit providers within the County, is close to having an interim solution. The interim solution will be based on allowing the VCTC monthly pass to be "recognized" by the GFI fareboxes currently being used by Gold Coast Transit, Thousand Oaks Transit, and Simi Valley Transit. The Commission has also authorized staff to obtain compatible GFI fare card readers for the Valley Express (funded through a Prop 1B grant).

While the technology is relatively straightforward, VCTC is working on developing a process similar to that used to distribute GoVentura Smartcard pass revenues. There is no existing agreement to amend, instead, the GoVentura Smartcard pass revenues have been distributed for the past 15 years based on informal staff agreements. The VCTC staff is working to develop a formal agreement for the distribution of the funds for the "interim" solution, which may be amended in the future as a new Ventura Countywide smartcard in develop and implemented. In order to minimize the impacts to the riders because of the discontinuation of the GoVentura Smartcard, it is recommended that the Executive Director be authorize to develop an agreement which will allow the use of a countywide fare media by the riders, and a reimbursement to the participating transit operators similar to that which exists today.

With this "interim" solution, the VCTC pass will not be as universally accepted as the GoVentura Smartcard was, since the City of Camarillo and City of Moorpark will not have GFI fareboxes or pass readers. The fareboxes for Gold Coast Transit, VCTC Intercity Transit, Thousand Oaks Transit, and Simi Valley Transit were all obtained through the American Recovery and Reinvestment Act (ARRA) grants. Staff is continuing to investigate potential sources of funding to obtain GFI card readers for City of Camarillo and City of Moorpark.

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Item # 91

June 5, 2015

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: AARON BONFILIO, PROGRAM MANAGER

SUBJECT: ONBOARD VIDEO SURVEILLANCE SYSTEMS PROCUREMENT

RECOMMENDATION

 Authorize the Executive Director to negotiate the final terms, and for the VCTC Chair to execute, a contract for onboard video surveillance system equipment with Apollo Video Technology, in a form and substance approved by VCTC General Counsel, in an amount not to exceed \$550,000.

BACKGROUND

In 2013 and 2014, respectively, VCTC was the recipient of Proposition 1B Transit Security Grant Program funds for two projects related to the procurement and installation for onboard video surveillance systems for the transit fleets operated and overseen by VCTC; one for the VCTC Intercity Transit service and another for the Heritage Valley Transit service (Valley Express).

The following table reflects the total grant funds available for the project(s):

Agency	Project	Award Amount
VCTC	VCTC Intercity Bus Cameras	\$ 469,972
VCTC	Heritage Valley Bus Cameras	\$ 188,500
	TOTAL AVAILABLE FUNDS	\$ 658,472

On March 6, 2015, the Commission authorized staff to solicit proposals for the two projects, which was combined into a single procurement, and a Request for Proposals (RFP No. 15-9164-OBVSS) was released. On April 6, 2015, the RFP was closed and four firms submitted bids in response to the RFP.

The four firms were:

- > A-Z Bus Sales / Radio Engineering Industries
- > Apollo Video Technology
- > Safety Vision
- > SEON

The proposals were then reviewed by an evaluation panel, which consisted of technical experts as well as stakeholder representatives from each of the two services, VCTC Intercity and Valley Express. On April 21, 2015, the evaluation panel conducted oral interviews, and viewed presentations of the proposed

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onboard video systems. One proposal was found to be non-responsive and removed from further consideration, A-Z Bus Sales / Radio Engineering Industries. The proposals were then scored to create a short-list for the Best-and-final-offer (BAFO) stage. A total of 100 points were available to bidders. The scoring criteria included:

1.	Proposer Qualifications, Reputation, Financial Responsibility	10 points
2.	Management Plan	5 points
3.	Quality of the Technical Proposal	25 points
4.	Responsiveness to VCTC Functional Requirements	25 points
5.	Warranty and Service Agreement	10 points
6.	Price Proposal / Cost ¹	25 points

100 points available

The three responsive firms' scores were as follows:

Criteria	Apollo	Safety Vision	SEON
1	9.75	7.75	7.25
2	4.75	3.88	4.50
3	24.25	21.75	22.50
4	24.75	22.25	20.00
5	9.75	8.50	8.75
6	18.43	25.00	21.00
Total	91.68	89.13	84.00

The two highest scoring firms were identified as Apollo Video Technology and Safety Vision. A BAFO letter was issued to each, which requested clarifications of their proposals regarding warranty coverage, additional information regarding proposer financial responsibility, as well as, cost proposal revisions, including pricing for spare parts and cellular air-time for remote viewing.

Following receipt of each firm's Best-and-Final-Offer, staff reviewed the materials and re-evaluated the proposals. Final scores were developed for each. Changes in scoring are reflective of the clarifying information received with the BAFO responses.

The final scores were as follows:

Criteria Apollo Safety Vision 1 9.75 6.00 2 4.75 3.88 3 24.25 18.00 4 25.00 18.00 5 9.75 8.50 6 15.81 25.00 89.31 79.38 Total

¹ Pursuant to section 3.2 of the RFP, Price Proposals were scored based on a curve, whereby the lowest bid received the full number of points available; remaining proposals received a percentage of the total available. *Price Score* = (Lowest proposed price / Proposed price) x 25 available points

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Final Submitted Cost Proposals were as follows: Apollo Video Technology = \$523,434 Safety Vision = \$330,960.89

It is Staff's recommendation to proceed pursuant to the Request for Proposals, and that the Commission authorize the Executive Director to negotiate, and for the VCTC Chair to execute, a contract with Apollo Video Technology in a form and substance approved by VCTC General Counsel, in an amount not to exceed \$550,000.

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Item #9J

June 5, 2015

MEMO TO: SERVICE AUTHORITY FOR FREEWAY EMERGENCIES (SAFE)

FROM: STEVE DEGEORGE, PLANNING AND TECHNOLOGY DIRECTOR

SUBJECT: SAFE CONTRACT FOR CALL BOX MAINTENANCE

RECOMMENDATION:

- Approve a contract with CASE Systems Inc. not to exceed \$18,480.00 per month for call box maintenance to be funded through the Service Authority for Freeway Emergencies.
- Approve upgrading 420 call boxes, 75% of the current system, to 3G cellular service for a price not exceed \$800 per call box for a total of \$336,000 to be funded through the Service Authority for Freeway Emergencies.

Background:

The Service Authority for Freeway Emergencies (SAFE) manages the County's 560 highway call boxes and utilizes two contractors in that effort. The maintenance contractor is responsible for the physical call boxes located on the County's highways, repairing defective call boxes and removing and replacing call boxes in the event of knockdowns or construction. VCTC's current contract for call box maintenance expires June 30, 2015. The Service Authority for Freeway Emergencies activity is funded through the imposition of a one dollar fee on vehicles registered in Ventura County.

Although there has been a significant reduction in call box use since 2000 due to the proliferation of personal cellular phones, the call box system usage has averaged approximately 3000 calls per year since 2010. In recognition of the reduced use of the call box system, VCTC undertook a siting study earlier this year to identify call boxes which may be removed from the system without harm to motorists in need. The results of this study will be brought to the Commission early in the upcoming fiscal year. It is anticipated that the reduction in the number of call boxes will lower the cost of the overall program and provide opportunities for other motorist services to be provided in accordance with the enabling legislation.

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Discussion:

In March the Commission authorized the release of two Requests for Proposals (RFPs) for the maintenance and monitoring of Ventura County's Call Box System. The first set of proposals due for consideration were those for the maintenance of the call box system. Staff contacted the two firms engaged in call box maintenance in California, CASE Systems Inc. and Siemens and direct mailed RFPs to the firms. Staff further advertised through trade organizations and on VCTC's web site which is monitored by web crawlers for contract opportunities.

Staff received one proposal in response to the RFP from CASE Systems Inc., VCTC's current call box maintenance contractor. The proposal met the RFP requirements and was deemed conforming. Staff had anticipated a low number of responses to the RFP considering that the call box market is shrinking rapidly as SAFE's throughout the State contemplate significant reductions in their call box network.

CASE's proposal, contained in Attachment A to this item, offered maintenance services at a flat rate of \$33 per box equaling a not to exceed monthly fee of \$18,480.00. In recognition of the potential reduction in the size call box network and labor costs and distances remaining the same, CASE Systems reserved the right to renegotiate the price per box should the Commission choose to reduce the total number of boxes in service. Staff requested and received a clarification on this issue and received a firm price proposal per call box as listed in Table 1 below. Although the price per box increases slightly there is an overall savings in the maintenance cost as the number of boxes is reduced.

Table 1				
Units/(% Reduction)	560 /(0%)	504 / (10%)	476 / (15%)	420 / (25%)
Price Per Box	\$33.00	\$33.99	\$34.65	\$35.31
Monthly not to exceed	\$18,480.00	\$17,130.96	\$16,493.00	\$14,830.00
Monthly Savings	\$0.00	\$1,349.04	\$1,987.00	\$3,650.00
Savings over the 3 yr. term of	\$0.00	\$48,565.44	\$71,532.00	\$131,400
contract				

Additionally, staff had requested that proposers include a price per call box to upgrade from 2G cellular service to 3G cellular service in recognition of AT&T's announcement that they would be discontinuing 2G service in December of 2016. CASE Systems Inc. provided a fixed price of \$750 per box for the upgrade and \$50 for installation totaling \$800 per box.

Staff is recommending that the Commission approve the contract with CASE Systems Inc., for fee not exceed \$18,480.00 per month as shown in Attachment A provided under separate cover, for a three year term with two one year options as in the previous contract for services allowing VCTC the option of contract changes within in a reasonable time for VCTC and the contractor.

In anticipation of a reduction in the total number of call boxes staff is recommending the Commission also approve the upgrade of 420 or 75% of the call boxes to 3G cellular service at a cost of \$800 per box totaling \$336,000. This action would allow staff to move the necessary upgrade forward beginning July 1, 2015 and place VCTC's order ahead of the demand that will occur statewide later in the year. This action also allows the Commission flexibility to consider a significant reduction in the overall number of call boxes in the system. Should additional call boxes need to be upgraded, staff would return to the Commission for approval at a future date.



Item #9K

June 5, 2015

MEMO TO: SERVICE AUTHORITY FOR FREEWAY EMERGENCIES (SAFE)

FROM: STEVE DEGEORGE, PLANNING AND TECHNOLOGY DIRECTOR

SUBJECT: AGREEMENT WITH THE STATE OF CALIFORNIA HIGHWAY PATROL FOR

SERVICES RELATED TO VENTURA COUNTY MOTORIST AID CALL BOX

PROGRAM

RECOMMENDATION:

- Approve the agreement between the State of California, Department of California Highway Patrol and the Ventura County Service Authority for Freeway Emergencies (SAFE).
- Adopt Resolution 2015-11 in support of the agreement between the State of California
 Department of California highway Patrol and Ventura County Service Authority for Freeway
 Emergencies.

Discussion:

This is a renewal of an existing agreement between the California highway Patrol (CHP) and the Ventura County Service Authority for Freeway Emergencies (SAFE) extending CHP services from July 1, through June 30, 2017. The California Highway Patrol provides personnel to answer and direct calls from Ventura County's Motorist Aid Call Box Program in accordance with CHP/Caltrans Call Box and Motorist Aid Guidelines.

The agreement in Attachment A is identical in substantive content to the existing agreement with the exception of costs. Due to the declining use of the call box system, the cost has been reduced from a maximum of \$60,000 to \$20,000. Funding for this agreement and the SAFE program come from a one dollar (\$1.00) fee per vehicle registered in Ventura County and is included in the Fiscal year 2015/2016 budget.

Staff is recommending the Commission approve the agreement between the State of California, department of California Highway Patrol and the Ventura County Service Authority for Freeway Emergencies and Resolution 2015-11, found in Attachment B, in support of the Agreement.

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ATTACHMENT A

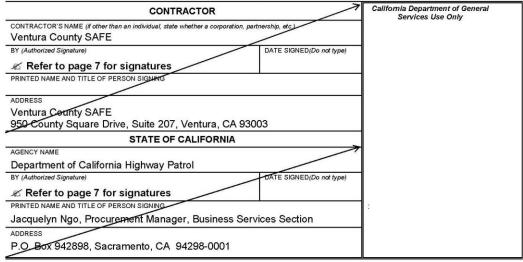
STATE OF CALIFORNIA

STANDARD AGREEMENT

STANDARD AGREEMEN STD 213 (Rev 06/03)	Т		AGREEMENT NUMBER 15R048005	
			REGISTRATION NUMBER	
1. This Agreement is entere	d into between the State Age	ency and the Conti	ractor named below:	
STATE AGENCY'S NAME Department of Californ	nia Highway Patrol			
CONTRACTOR'S NAME Ventura County Service	e Authority for Freeway E	mergencies (SA	FE)	
The term of this Agreement is:	07/01/2015	through	06/30/2017	
The maximum amount of this Agreement is:	\$ 20,000.00 (Twenty Thousand Do	ollars and Zero C	ents)	
The parties agree to compart of the Agreement.	oly with the terms and conditi	ons of the followin	g exhibits which are by the	nis reference made a
	ent Between State of Calif Emergencies (SAFE)	ornia and Ventui	a County Service	7 pages
	ltrans Call Box and Motori as "GUIDELINES" and pro Il SAFE participants			111 pages (Referenced Only)
"Indemnification,"#6 " Certification," #11 "Ce Claims," #16 "Child S	ll Terms and Conditions (v Disputes," #7 "Termination rtification clauses," #13, " upport Compliance," #18 " Participation and DVBE Pa	for Cause," #9 ' Compensation," Priority Hiring Co	Recycling #15 "Antitrust ensiderations," and	GTC 610
Signatures appear o	n page 7 of 7 of Exhibit	Α.		,

Items shown with an Asterisk (*), are hereby incorporated by reference and made part of this agreement as if attached hereto. These documents can be viewed at www.dgs.ca.gov/ols/Resources/StandardContractLanguage.aspx

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.



AGREEMENT BETWEEN STATE OF CALIFORNIA

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AND

VENTURA COUNTY

SERVICE AUTHORITY FOR FREEWAY EMERGENCIES

THIS AGREEMENT is made and entered into by and between the State of California acting by and through Department of California Highway Patrol, hereinafter called CHP, and Ventura County acting on behalf of the Service Authority for Freeway Emergencies, hereinafter called SAFE, under provisions of California Vehicle Code Sections 2421.5 and 9250.10, and the Streets and Highway Code Section 131.1 and Chapter 14 (commencing with Section 2550) to Division 3.

TERMS AND CONDITIONS:

By and in consideration of the covenants and conditions herein contained, CHP and SAFE do hereby agree as follows:

- 1. The term of this Agreement shall be July 1, 2015, through June 30, 2017.
- 2. This Agreement is for services and assistance provided by CHP in accordance with the "CHP/Caltrans Call Box and Motorist Aid Guidelines," which is hereby incorporated by reference, hereinafter called "GUIDELINES." As these GUIDELINES may be revised from time to time, it is understood that SAFE shall have a current copy on file for the duration of this Agreement.
- 3. The Agreement shall remain in force subject to the following:
 - A. That it shall not become effective until:
 - SAFE has submitted to CHP a copy of the policy, resolution, order, motion, or ordinance from SAFE approving execution of the Agreement and identifying the individual authorized to sign on behalf of SAFE, and
 - The Agreement is duly signed by both parties and approved by the Department of General Services, Office of Legal Services, if applicable.
 - B. That it may be modified only in writing and signed by both parties, and shall be modified by the parties to conform to any future changes to federal or state law that affect the terms of this Agreement.

- C. Because of the time and expense early termination would entail to both parties, either party may terminate this Agreement before the expiration of its term, or any extension, upon six (6) months prior written notice to the other party.
- D. Notwithstanding subparagraph 3 C. above, CHP may terminate this Agreement upon thirty (30) days advance written notice to SAFE should SAFE be financially unable to reimburse CHP for services rendered under this Agreement.
- The CHP shall limit its review to SAFE's plans and specifications for upgrading or modifying SAFE's motorist aid call box system to any potential operational affect to CHP Communications Centers, in accordance with the GUIDELINES.
- 5. For services and assistance herein, SAFE agrees to reimburse CHP quarterly, in arrears and upon receipt of an itemized invoice, as specified in Sections 7, 11, and 13. Upon receipt, payment shall be made to CHP as invoiced within sixty (60) days. If payment is not submitted because of a dispute, SAFE agrees to submit the reasons for the dispute to CHP within sixty (60) days of receiving the invoice charges.

Payment shall be made to:

Department of California Highway Patrol Fiscal Management Section P. O. Box 942900 Sacramento, CA 94298-2900

Invoices shall be sent to:

Ventura County SAFE c/o Ventura County Transportation Commission Attn: Steve DeGeorge 950 County Square Drive, Suite 307 Ventura, Ca 93003

Each quarterly invoice shall include a thorough explanation and justification for any additional charges or changes of the amounts of past charges.

- The maintenance of the call box system (outside of the CHP Communications Centers), including telephone service and line costs, shall be the sole responsibility of SAFE.
- 7. The SAFE shall reimburse CHP for all personnel costs associated with the number of Public Safety Dispatcher (PSD) positions that CHP and SAFE agree are required to handle call box call traffic. The CHP will only increase or decrease the number of PSDs after receiving a written request/commitment from SAFE stating that SAFE will assume all personnel costs for the additional positions.

- 8. Six (6) months prior to the beginning of each subsequent fiscal year, if the need arises, CHP will re-evaluate communications center call box PSD staffing requirements. The most recent twelve months (annual average) of call box call activity (when available) will be used with the CHP Reimbursable Position Formula (defined in the GUIDELINES) to determine the currently required staffing level. The CHP will submit to SAFE a letter, with applicable substantiating data, indicating any necessary changes in staffing. The SAFE will then respond to CHP within thirty (30) days, in writing, indicating concurrence or disagreement with the recommendation.
- The SAFE shall advise CHP of any anticipated significant new installations that should be considered into the annual staffing analysis. This notification should be made to CHP at least thirty (30) days prior to the annual staffing analysis.
- 10. The SAFE may request or CHP may perform, if the need arises, a staffing analysis at any time during the year. If a change in staffing is required due to a non-predicted need, CHP and/or SAFE may request, in writing, such a change. Staffing changes may be necessary for, but need not be limited to, the following: increases/decreases in the number of call boxes, or significant increases/decreases in the number of call box calls.
- The SAFE shall pay for its proportional share of the actual wage rate for one half (1/2) of a single CHP SAFE Coordinator position. The SAFE Coordinator position will be used for SAFE-related business.
 - Each SAFE's proportional share billing "factor" will be determined at the beginning of each fiscal year by comparing the number of motor vehicles registered within each SAFE's boundaries to the total number of motor vehicles registered in all counties which have entered into SAFE agreements with CHP. This proportional share will be billed over four (4) fiscal quarters.
- 12. Call box calls will be handled by CHP Communications Centers as third level priority after 9-1-1 (first priority) and allied agency (second priority) calls. The CHP statewide standard level of service for the handling of call box calls is as follows:
 - A. Call box calls shall be handled as rapidly as possible; however, they should be handled ideally no longer than 60 seconds after the first ring at the communications center. Experience has shown that when emergency communications traffic becomes unusually heavy, call box traffic also increases. At these times, motorists may be required to wait several minutes for service.
 - B. Call box calls should be handled within 3.5 minutes (210 seconds) total call handling time. It is understood that the use of such services as the translation service contractor shall increase total call handling time to levels above this standard.

- 13. The CHP agrees to submit an itemized invoice quarterly to SAFE which may include the following charges:
 - A. Personnel costs (salary and benefits) determined under the terms of this Agreement. PSD personnel costs will be based on the third step of the wage scale for PSDs in effect at the time of invoicing. The SAFE Coordinator personnel costs will be based on the actual step of the wage scale for SAFE Coordinator position at the time of invoicing. These costs are subject to change according to increases and/or decreases in State of California salary and benefit rates, which are beyond CHP control.

Billing will be calculated based upon the average personnel year (PY) for the quarter.

- B. Indirect costs shall be applied to the monthly personnel costs in accordance with California State Administrative Manual Sections 8752 and 8752.1. The indirect cost rate is determined by CHP and approved by the California Department of Finance (DOF) and is subject to change each state fiscal year. The re-evaluation of staffing requirements (as outlined under Section 8) will include an explanation of the projected upcoming fiscal year indirect cost rate.
- C. Translation service charges directly attributable to call box calls and billed to CHP by the translation service contractor shall be reimbursed by SAFE. The CHP will maintain a contract with a translation service to provide necessary interpretation/translation services for call box-related calls. The CHP will bill SAFE, in arrears, quarterly, for charges billed by the translation service contractor. All SAFE invoices will be accompanied by copies of billings from the translation services contractor.
- D. The telephone system costs (if applicable). The state shall provide a standard communications center telephone system which will also be used to handle incoming call box calls. Any agreed upon changes above and beyond the standard telephone system design specifically requested for SAFE programs shall be funded by SAFE.
- 14. Motorist aid call box system enhancements due to changing technology may require changes and/or upgrades to CHP Communications Centers equipment. In such cases, the SAFE shall be responsible for the procurement, installation, and maintenance of Communications Centers equipment pursuant to the GUIDELINES, Section IV, Paragraph 4, unless otherwise agreed to. All equipment procured for the CHP dispatch operation will be designed jointly by CHP and SAFE. No equipment will be installed in a CHP facility which does not meet all CHP operational and technical specifications as outlined in the GUIDELINES.

Communications Centers equipment purchased by SAFE and designated as CHP property will be maintained by CHP. Otherwise, SAFE accepts the responsibility.

- 15. The total amount of this Agreement shall not exceed Twenty Thousand Dollars and Zero Cents, (\$20,000.00) for the Agreement as follows:
 - FY 2015/2016 (7/1/15 through 6/30/16), not to exceed \$10,000.00
 - FY 2016/2017 (7/1/16 through 6/30/17), not to exceed \$10,000.00

16. INDEMNIFICATION

- A. As authorized by Government Code section 895.4, CHP shall defend, indemnify, and save harmless Ventura County SAFE and all of Ventura County SAFE's appointees, officers, and employees from and against any and all claims, suits, or actions for "injury" (as defined by Government Code section 810.8) arising out of CHP's performance under this Agreement, but only in proportion to and to the extent that the injury is caused by the negligent or intentional acts or omissions of CHP, or CHP's appointees, officers, employees, contractors, or subcontractors, during the course and scope of this Agreement. CHP shall reimburse Ventura County SAFE for all expenses, including court costs and reasonable attorney fees, incurred by reason of such claims, suits or actions, or incurred in seeking indemnity or other recovery from CHP thereunder.
- B. As authorized by Government Code section 895.4, Ventura County SAFE shall defend, indemnify, and save harmless CHP and all of CHP's appointees, officers, and employees from and against any and all claims, suits, or actions for "injury" (as defined by Government Code section 810.8) arising out of Ventura County SAFE's performance under this Agreement, but only in proportion to and to the extent that the injury is caused by the negligent or intentional acts or omissions of Ventura County SAFE, or Ventura County SAFE's appointees, officers, employees, contractors, or subcontractors, during the course and scope of this Agreement. Ventura County SAFE shall reimburse CHP for all expenses, including court costs and reasonable attorney fees, incurred by reason of such claims, suits or actions, or incurred in seeking indemnity or other recovery from Ventura County SAFE thereunder.
- C. Neither termination nor completion of this Agreement shall release either CHP or Ventura County SAFE from the obligations of this Article, so long as the claim, suit, action, or expense is predicated upon an event that occurred subsequent to the effective date of this Agreement and prior to the effective date of termination or completion of this Agreement.

17. DISPUTES

Except as otherwise provided in this Agreement, any dispute concerning a question of fact arising under the Agreement which is not disposed of by mutual agreement of the parties may be submitted to an independent arbitrator mutually agreed upon by the CHP and Ventura County SAFE. The arbitrator's decisions shall be non-binding and advisory only, and nothing herein shall preclude either party, at any time, from pursuing any other legally available course of action, including the filing of a law suit. Pending a final decision of a dispute hereunder, both parties shall proceed diligently with the performance of their duties under the Agreement, and such continued performance of their duties under the Agreement, and such continued performance shall not constitute a waiver of any rights, legal or equitable, of either party relating to the dispute.

18. All services under this Agreement shall be coordinated by:

Department of the California Highway Patrol Communications Centers Support Section 601 North 7th Street, Building C Sacramento, CA 95811 (916) 843-4280

The contact person shall be the CHP SAFE Program Coordinator of CCSS.

19. Under no circumstances shall SAFE or its subcontractor(s) use the name "California Highway Patrol" or "CHP" to promote a product, which is part of the call box system, without the written consent of CHP.

20. AUDIT AND INSPECTION OF RECORDS

The auditing parties hereto shall be subject to the examination and audit of the State for a period of three (3) years after final payment under the contract. In addition, Ventura County SAFE and CHP may be subject to the examination and audit by representatives of either party. The examination and audit shall be confined to those matters connected with the performance of the contract including, but not limited to the costs of administering the contract. Ventura County SAFE and CHP agree to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records (gov. Code Sect. 8546.7, Pub. Contract Code Sect. 10115 et seq., CCR Title 2, Section 1896). Ventura County SAFE agrees to maintain such records for possible audit for a minimum of three (3) years after final payment.

21. This Agreement may be amended by written mutual consent of the parties hereto.

CHP Contract #15R048005 EXHIBIT A, Page 7 of 7

executing this Agreement, the representatives of CHP and Ventura County SAFE warrant that they have viewed and fully understand all provisions of this Agreement, and are authorized to bind their respective agencies to all terms of the Agreement's provisions.

VENTURA COUNTY SERVICE AUTHORITY FOR FREEWAY EMERGENCIES (SAFE)

Jacquelyn Ngo, Procurement Manager Business Services Section

Signature

Printed Name and Title of Signatory

Date

22. This Agreement is entered into by the parties listed below and shall be effective upon approval by the Department of General Services Office of Legal Services, if applicable. By

ATTACHMENT B

RESOLUTION NUMBER 2015-11 A RESOLUTION OF THE VENTURA COUNTY SERVICE AUTHORITY FOR FREEWAY EMERGENCIES APPROVING THE AGREEMENT WITH THE STATE CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

WHEREAS, the Ventura County Transportation Commission (VCTC) was created pursuant to Public Utilities Code 130000, et seq. and serves as the Service Authority for Freeway Emergencies operating the call box program; and

WHEREAS, the State of California, Department of California Highway Patrol requires a written agreement with any county participating in a call box program under the authority of section 2500 of the California Streets and Highways Code sections 2421.5 and 9250.10 of the California vehicle code; and

WHEREAS, the State of California, Department of California Highway Patrol requires a written notification of approval of such agreements and amendments to that agreement;

NOW THEREFORE, the Ventura County Service Authority for Freeway Emergencies does hereby authorize to execute agreement number 15R048005 with the State of California, Department of California Highway Patrol

PASSED AND ADOPTED by the Ventura County Service Authority for Freeway Emergencies at its regular meeting this 5th day of June 2015.

	Keith Millhouse, Vice Chair
APPROVED AS TO FORM:	
Steven T. Mattas, General Counsel	
ATTEST:	
Donna Cole. Clerk	

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Item #9L

June 5, 2015

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: SALLY DEGEORGE, FINANCE DIRECTOR

SUBJECT: CAPITAL ASSETS POLICY UPDATE

RECOMMENDATION:

Adopt the Capital Asset Policy in Attachment 1.

BACKGROUND:

Capital assets are assets that are used in operations and have an initial useful life in excess of one year. Capital assets are further classified as tangible assets such as land and land improvements, construction-in-progress, rail lines, buildings, rail stations and rail improvements, equipment, and furniture and intangible assets such as easements and software.

The cost to acquire, construct, or improve a capital asset is not recognized immediately as an expense when incurred, but instead is deferred (capitalized) and allocated over the estimated useful life of the capital asset in the form of depreciation expense for tangible assets or amortization expense for intangible assets.

Governmental entities are required to report all capital assets in the Statement of Net Position based on their historical cost (if available) less accumulated depreciation. A capital asset policy provides guidelines and procedures to allow for a cost-effective capitalization threshold for recording, tracking and reporting its capitalized assets.

DISCUSSION:

VCTC's current capital policy is to capitalize tangible assets with an initial individual cost of more than \$3,000 and an estimated useful life in excess of two years. Intangible capital assets are defined by the Commission as assets with an initial individual cost of more than \$50,000 and an estimated useful life in excess of two years. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are valued at their estimated fair market value at the date of the contribution.

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The Commission uses the straight-line method in the government-wide financial statements for depreciating buildings, rail stations, rail improvements, equipment and furniture. Depreciation is charged as an expense against operations and accumulated depreciation is reported on the respective Statement of Net Position.

VCTC recently purchased buses for use with the VCTC Intercity Services and the Valley Express. As this is the first time VCTC has owned buses, the capital asset policy needs to be updated to include buses as an asset class. Several additional asset classes such as callbox, bus fare equipment, software, etc. have been added to provide additional guidance. Finally, staff is recommending that the capitalization threshold of \$3,000 be increased to \$5,000 to align with Federal thresholds.

Attachment I

VENTURA COUNTY TRANSPORTATION COMMISSION CAPITAL ASSETS POLICY

I. Introduction

The purpose of this document is to establish policies and procedures governing the capital asset activities for the Ventura County Transportation Commission (VCTC) to ensure consistent management of all capital asset activity. It is intended that this policy cover all capital assets under the direct authority of VCTC. Governmental entities are required to report all capital assets in the Statement of Net Position based on their historical cost less accumulated depreciation. Capital assets include both tangible assets (land, buildings and building improvements, rail stations and rail improvements, vehicles, infrastructure, equipment, and furniture, etc.) and intangible assets (easements, software, etc.). These guidelines would allow a cost-effective capitalization threshold for recording, tracking and reporting its capital assets.

II. Policy

A. Method:

Capital assets used in operations with an initial cost of \$5,000 or more and a useful life in excess of two years will be capitalized. Easements with an initial cost of more than \$50,000 and an estimated useful life in excess of two years will be capitalized. Donated capital assets are valued at their estimated fair market value at the date of the donation. The cost of normal maintenance and repairs that do not add to the value of the asset or materially extend the life of the asset are not capitalized. Assets not meeting these requirements will be expended as appropriate.

B. Cost:

The cost of an asset includes the cost associated with delivery and readying the asset for its intended use such as installation fees, freight, insurance, and sales tax. Costs such as feasibility studies and training are not included in the value of a capital asset. If an asset is donated, the cost is the estimated fair market value at the date of the contribution.

C. Depreciation and Amortization:

The cost to acquire and/or improve a capital asset is not recognized immediately as expense when incurred, but instead is deferred (capitalized) and allocated (depreciated/amortized) over the estimated useful life of the capital asset. Depreciation/Amortization is charged as an expense against operations and accumulated depreciation/amortization is reported on the respective Statement of Net Position. Capital assets will be depreciated/amortized using the straight-line method over the asset's useful life.

D. Renovations and Improvements:

- a. Renovations and Improvements that enhance an already existing asset to improve the condition beyond that which results from normal repair and maintenance, and/or increases the useful life of the underlying asset shall be capitalized. Improvements include the addition to an existing building or piece of equipment of a component where one did not previously exist.
 - i. Examples of enhancements include but are not limited to:
 - 1. Replacing a roof, or installing a better electrical system in a building
 - 2. Engine replacements using cleaner, more efficient engines

- ii. Examples of improvements include but are not limited to:
 - Installing an air conditioning system in a building where there was none previously
 - 2. Installations of automated passenger counters in a vehicle where one did not previously exits.

E. Midlife Bus Overhauls, Bus Refurbishments and Bus Rehabs.

- a. A midlife bus overhaul applies to buses with a useful life of ten years or more where major engine work is required midway through the vehicle's useful life. Although a midlife bus overhaul does not extend the vehicle's useful life; it typically results in a substantial increase in performance or productivity. If these costs were not capitalized, it could misstate expenses leading to comparability problems on the income statement.
- b. A bus refurbishment or rehab project is performed at the end of a vehicle's useful life. The useful life of the vehicle is typically extended four to six years with a refurbishment. As the purpose of the refurbishment is to extend the life of the revenue vehicle, some normal repair and maintenance work done may be capitalized. For example, normal maintenance items such as paint, bodywork, or seat replacement could be capitalized.

F. Repairs and Maintenance:

Normal repair and maintenance costs are not capitalized. Repair and maintenance costs restore an asset to its former condition to make it possible for the asset to be utilized for its estimated useful life. These activities keep an asset in good working condition throughout its estimated useful life and do not extend the useful life of the asset. Repair and maintenance costs are expensed in the current period.

G. Inventory:

An inventory ledger shall be maintained for all capital assets including date of acquisition, costs and identifying information. A physical inspection compared against the inventory ledger shall be performed no less than once every two years. If assets are purchased with federal funds, the ledger shall be notated.

H. <u>Useful Life:</u> The useful life of an asset is defined as the period during which an asset or property is expected to be usable for the purpose it was acquired. The useful lives used for depreciation/amortization purposes for each capital asset class is as follows:

<u>Item</u>	<u>Useful Life</u>
Buildings	50 years
Bus Fare Equipment	10 years
Buses – Large, Heavy Duty	12 years
Buses – Small, Heavy Duty	10 years
Buses – Medium, Medium Duty	7 years
Buses – Medium, Light Duty	5 years
Callbox	10 years
Computers and Printers	3 years
Construction-in-Progress	once completed
Equipment and furniture	5 years
Land	not depreciated
Leases and easements	life of agreement –
	-not to exceed 40 years
Phone Systems	3 years
Rail improvements	15-50 years
Rail stations	50 years
Software	3 years



Item #9M

June 5, 2015

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: DARREN KETTLE, EXECUTIVE DIRECTOR

SUBJECT: VCTC OFFICE SPACE LEASE EXTENSION

RECOMMENDATION:

Authorize the Executive Director to execute an 18 month lease extension with Lincoln's Inn,
 Marina Self Storage Inc. for a term of July 1, 2015 through December 31, 2016 at a lease rate of \$11,803.58 per month (\$1.75/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, 2014 with a term through June 30, 2015 at the current monthly rate of \$11,572.14 (\$1.71/square foot). The recommended lease rate provides for an increase in lease rate of 2%. This amendment extends our current lease with the slight increase in lease rate until December 31, 2016 and allow for termination with 3 months notice.

As the Commission is aware, VCTC is in the process of purchasing and renovating a new main office located at 2220 Ventura Boulevard in Camarillo. The current schedule is to have construction completed at the new offices by the end of the 2016 which would be coincide with the expiration of this lease amendment. In the event the new office project is completed ahead of schedule, this amendment does allow early termination with three months notice.

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Item #9N

June 5, 2015

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: DARREN KETTLE, EXECUTIVE DIRECTOR

SUBJECT: 2015/2016 SALARY SCHEDULE AND RANGE ADJUSTMENT FOR DIRECTOR

CLASSIFICATION

RECOMMENDATION:

Adopt 2015/16 salary schedule, including approval of second phase of the Director salary range, effective July 1, 2015. (See Attachment 1)

BACKGROUND:

In response to the Commission's request in 2013 for compensation data from VCTC's survey market, VCTC's human resources consultant surveyed 23 local cities, counties and transportation agencies for information on wages and benefits. As background, VCTC employees are not unionized and, as such, VCTC does not have employee negotiations or multi-year contracts. Any adjustments to salary ranges or benefits are brought to the full Commission by the Executive Director. The following considerations are based on the 2013 survey results and are in line with our comparable agencies in the region.

Market data was collected for seven benchmark classifications at VCTC in order to analyze current salary ranges, establish buffers between the classifications that would be consistent with industry norms; as well as collecting data to examine our competitors' current benefit levels provided to employees.

VCTC's current salary ranges are, on average, competitive with our survey agencies with the exception of the Director classification. As of 2013, the Director salary range was 30% behind market when analyzing just base salary. The market norm for a buffer between a Director and a subordinate Manager is 40%. In 2013, VCTC's buffer between a Director and a Manager was 15%, which was a compaction issue given the responsibility differences in the classifications.

Last year the Administrative Committee met on January 24, 2014 and voted 3-0 to support the Executive Director's recommendation to increase the salary range for the Director classification in two steps. The first step of 7.14% was effective July 1, 2014. This increase still left the Director salary range below VCTC's survey market but began to address the internal salary range compaction issue and the external market inequities.

On March 26, 2015 the Administrative Committee met and voted unanimously to support the Executive Director's recommendation to implement the second phase increase of 7.86% with an implementation date of July 1, 2015. This brings the Director salary range closer to market over time. The Commission received this recommendation and analysis in closed session at the April 2015 Commission Meeting.

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The salary schedule adjustment is not an automatic increase for the incumbents; rather it provides the Executive Director with the ability to approve merit increases in the future based on performance. The range adjustment establishes the Director salary range at 47% behind the Executive Director range and 34.5% above the Manager range, bringing VCTC's salary plan more in line with industry standards. At the range maximum this increase could, for the first year maximum of 5% merit pay, cost \$624 (this is w/benefits) (\$513 base) per month per incumbent (4 positions currently) or about \$7,490 per year (x 4 incumbents) for a maximum annual total of \$29,960. The second year merit pay maximum of 2.86% could cost an additional \$375 (this is w/benefits) (\$309 base) per month per incumbent (4 positions currently) or about \$4,505 per year (x 4 incumbents) for a maximum annual total of \$18,020. The two year total of this recommendation is \$47,980.

However, as this is a recommended range adjustment, this is not an automatic increase to compensation; the costs are expected to be far less and at the control of the Executive Director. Attachment 1 reflects the proposed Salary Schedule for FY 2015-16 that includes the second phase of the Director's salary range adjustment.

Ventura County Transportation Commission Proposed Salary Schedule with Director Range Adjustment of 7.86% (7.14% prior adjustment in FY 14/15) Fiscal Year 2015-16

Level	Count	Title	Annual Range Bottom	Annual Range Top	Hourly Range Bottom	Hourly Range Top	Total
Executive Director	1	Executive Director	0.00	205,871	0.00	98.98	\$205,871
Director	4	Director, Bus Transit	101,157	129,900	48.63	62.45	\$129,900
		Director, Finance	109,108	140,110	52.46	67.36	\$140,110
		Director, Planning and Technology					
		Director, Programming					
Manager	6	Program Manager, GoVentura SmartCard	70,132	104,069	33.72	50.03	\$104,069
		Program Manager, Rail and TDA Programs					
		Program Manager, Transportation Demand					
		Program Manager, Contracts					
		Information Technology Systems Analyst	=				
		Clerk of the Board/Public Information Officer					
Planner/Analyst	3	Transit Planner/Program Analyst*	50,100	83,945	24.09	40.36	\$83,945
Support Staff II	5	Transit Specialist*	43,827	60,189	21.07	28.94	\$60,189
		Administrative Assistant*					
		Lead Customer Service Representative*	=				
		Receptionist/Secretary*	=				
		Accounting Technician*	1				
Support Staff I	1	Customer Service Representative*	24,960	38,201	12.00	18.37	\$38,201
		Intern*					

current proposed w 7.86% inc

Executive Director compensation is set by the Commission. All other positions' placement on salary schedule are approved by the Executive Director. Compensation may be set at any place on the schedule between top and bottom range.

^{*} paid on an hourly basis and eligible for overtime compensation (non-exempt status for FLSA purposes).

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Item # 90

June 5, 2015

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: SALLY DEGEORGE, FINANCE DIRECTOR

SUBJECT: RESOLUTION FOR VCTC TO CLAIM FISCAL YEAR 2015/2016 TRANSPORTATION

DEVELOPMENT ACT (TDA) LOCAL TRANSPORTATION FUNDS (LTF) AND STATE

TRANSIT ASSISTANCE (STA) FUNDS

RECOMMENDATION:

 Approve the attached Resolution #2015-08 authorizing VCTC's claim for Fiscal Year 2015/2016 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 2015/2016 budget.

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RESOLUTION # 2015-08

RESOLUTION AUTHORIZING THE FILING OF A CLAIM FOR ALLOCTION OF TRANSPORTATION DEVELOPMENT ACT LOCAL TRANSPORTATION FUNDS AND STATE TRANSIT ASSISTANCE FUNDS FOR FISCAL YEAR 2015/2016

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 TRANSPORATION 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 Fiscal Year 2015/2016

SECTION 2. The authorized claim shall include LTF Article 3 funds and all necessary STA funds for Fiscal Year 2015/2016 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 5th day of Jur	ne, 2015 by action of VCTC.
	KEITH MILLHOUSE, VICE CHAIR
APPROVED AS TO FORM:	
STEVE MATTIS, GENERAL COUNSEL	
ATTEST:	
Donna Cole, Clerk of the Board	-



Item #9P

June 5, 2015

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: SALLY DEGEORGE, FINANCE DIRECTOR

SUBJECT: TRANSPORTATION DEVELOPMENT ACT (TDA), LOCAL TRANSPORTATION FUND

(LTF), APPORTIONMENT FOR FISCAL YEAR 2015/2016

RECOMMENDATION:

 Approve the Local Transportation Fund Apportionment for Fiscal Year 2015/2016 apportioning \$34.6 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 if eligible. 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 went into effect on July 1, 2014 per Senate Bill (SB) 716 and SB 203 as well as Assembly Bill (AB) 664. 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 AB 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 AB 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.
- 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 unds 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.

 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 <u>not for street</u> 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 provides LTF estimates to VCTC and is projecting that Fiscal Year 2015/2016 Local Transportation Fund sales tax receipts will be \$34.4 million (see Attachment 2). It is estimated that the beginning fund balance will be the reserve from Fiscal Year 2014/2015 due to the revised Fiscal Year 2014/2015 apportionment adjusting for the previous year's extra tax receipts.

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. Therefore, staff is recommending a reserve of \$3 million

After accounting for the estimated \$3.2 beginning fund balance, \$34.4 projected tax receipts and \$3 million reserve, it is estimated that there will be \$34.6 million to apportion in Fiscal Year 2015/2016. This amount is \$2.6 million less than the previous year because of the lower beginning fund balance. The Fiscal Year 2015/2016 apportionment (see Attachment 1) includes the following:

- \$4,328,180 Article 3 funds for Commission activities including:
 - \$2,830,900 for Metrolink commuter rail purposes.
 - \$692,000 for planning activities which include Regional Transportation Planning, Regional Transit Planning, Transportation Programming, etc.
 - \$805,280 for administration of Commission activities including ADA and Senior projects, Fare Collection and APC Systems, Nextbus, Grant Administration, Transit Information Center, TDA Administration, Transportation Programming as well as supporting the Commission's office administration and management.
- \$14,000 Article 3 funds for the County Auditor-Controller's administrative costs.
 - \$661,774 Article 3 funds for Bicycle and Pedestrian projects.
 - \$29,596,046 apportionment to Articles 4, 4.5, 8a and 8c as allowed by TDA. The Commission apportions these funds based on the May 2015 California Department of Finance population estimate of 848,073.

ATTACHMENT 1
VENTURA COUNTY TRANSPORTATION COMMISSION
TDA LOCAL TRANSPORTATION FUND APPORTIONMENT FOR FISCAL YEAR 2015/2016

			FINAL FY 2015/2016	REVISED FY 2014/2015	Change vs. Rev. FY 2014/2015	Draft FY 2015/2016	Change vs. Draft FY 2015/2016
Estimated Unapportioned Cash Balance			3,200,000	6,000,000	-2,800,000	3,200,000	0
Contingency Reserve			-3,000,000	-3,200,000	200,000	-3,000,000	0
Estimated Annual LTF Receipts			34,400,000	34,400,000	0	34,400,000	0
Total Funds Available			34,600,000	37,200,000	-2,600,000	34,600,000	0
Auditor's Administrative Costs			14,000	14,000	0	14,000	0
VCTC Administrative Costs			805,280	964,517	159,237	1,000,000	194,720
VCTC Planning Costs			692,000	744,000	52,000	692,000	0_
Subtotal			33,088,720	35,477,483	-2,388,763	32,894,000	194,720
Article 3 Bikeway/Pedestrian Fund			661,774	709,550	47,776	657,880	-3,894
Subtotal			32,426,946	34,767,933	-2,340,987	32,236,120	190,826
Article 3 Commuter Rail			2,830,900	2,830,900	0	2,830,900	0_
Total to be Apportioned			29,596,046	31,937,033	-2,340,987	29,405,220	190,826
			FINAL	REVISED	Change vs. FY	Draft	Change vs. Draft
Article 4 and Article 8 by Agency	Population	Pop %	FINAL FY 2015/2016	REVISED FY 2014/2015	Change vs. FY 2014/2015	Draft FY 2015/2016	Change vs. Draft FY 2015/2016
Article 4 and Article 8 by Agency Camarillo	Population 67,154	Pop % 7.92%					
	•		FY 2015/2016	FY 2014/2015	2014/2015	FY 2015/2016	FY 2015/2016
Camarillo	67,154	7.92%	FY 2015/2016 2,343,540	FY 2014/2015 2,528,997	2014/2015 -185,457	FY 2015/2016 2,328,510	FY 2015/2016 15,030
Camarillo Fillmore	67,154 15,441	7.92% 1.82%	FY 2015/2016 2,343,540 538,860	FY 2014/2015 2,528,997 581,140	2014/2015 -185,457 -42,280	FY 2015/2016 2,328,510 535,070	FY 2015/2016 15,030 3,790
Camarillo Fillmore Moorpark	67,154 15,441 35,727	7.92% 1.82% 4.21%	FY 2015/2016 2,343,540 538,860 1,246,801	FY 2014/2015 2,528,997 581,140 1,332,542	2014/2015 -185,457 -42,280 -85,741	FY 2015/2016 2,328,510 535,070 1,226,905	15,030 3,790 19,896
Camarillo Fillmore Moorpark Santa Paula	67,154 15,441 35,727 30,556	7.92% 1.82% 4.21% 3.60%	FY 2015/2016 2,343,540 538,860 1,246,801 1,066,343	FY 2014/2015 2,528,997 581,140 1,332,542 1,153,567	2014/2015 -185,457 -42,280 -85,741 -87,224	FY 2015/2016 2,328,510 535,070 1,226,905 1,062,118	FY 2015/2016 15,030 3,790 19,896 4,225
Camarillo Fillmore Moorpark Santa Paula Simi Valley	67,154 15,441 35,727 30,556 126,483	7.92% 1.82% 4.21% 3.60% 14.91%	FY 2015/2016 2,343,540 538,860 1,246,801 1,066,343 4,414,003	FY 2014/2015 2,528,997 581,140 1,332,542 1,153,567 4,785,249	-185,457 -42,280 -85,741 -87,224 -371,246	FY 2015/2016 2,328,510 535,070 1,226,905 1,062,118 4,405,898	15,030 3,790 19,896 4,225 8,105
Camarillo Fillmore Moorpark Santa Paula Simi Valley Thousand Oaks	67,154 15,441 35,727 30,556 126,483	7.92% 1.82% 4.21% 3.60% 14.91%	FY 2015/2016 2,343,540 538,860 1,246,801 1,066,343 4,414,003	FY 2014/2015 2,528,997 581,140 1,332,542 1,153,567 4,785,249	-185,457 -42,280 -85,741 -87,224 -371,246	FY 2015/2016 2,328,510 535,070 1,226,905 1,062,118 4,405,898	15,030 3,790 19,896 4,225 8,105
Camarillo Fillmore Moorpark Santa Paula Simi Valley Thousand Oaks Gold Coast Transit District	67,154 15,441 35,727 30,556 126,483 129,349	7.92% 1.82% 4.21% 3.60% 14.91% 15.25%	FY 2015/2016 2,343,540 538,860 1,246,801 1,066,343 4,414,003 4,514,020	2,528,997 581,140 1,332,542 1,153,567 4,785,249 4,888,830	-185,457 -42,280 -85,741 -87,224 -371,246 -374,810	FY 2015/2016 2,328,510 535,070 1,226,905 1,062,118 4,405,898 4,501,268	15,030 3,790 19,896 4,225 8,105 12,752
Camarillo Fillmore Moorpark Santa Paula Simi Valley Thousand Oaks Gold Coast Transit District Ojai	67,154 15,441 35,727 30,556 126,483 129,349 7,612	7.92% 1.82% 4.21% 3.60% 14.91% 15.25%	FY 2015/2016 2,343,540 538,860 1,246,801 1,066,343 4,414,003 4,514,020	FY 2014/2015 2,528,997 581,140 1,332,542 1,153,567 4,785,249 4,888,830 287,710	-185,457 -42,280 -85,741 -87,224 -371,246 -374,810 -22,066	FY 2015/2016 2,328,510 535,070 1,226,905 1,062,118 4,405,898 4,501,268	15,030 3,790 19,896 4,225 8,105 12,752
Camarillo Fillmore Moorpark Santa Paula Simi Valley Thousand Oaks Gold Coast Transit District Ojai Oxnard	67,154 15,441 35,727 30,556 126,483 129,349 7,612 206,148	7.92% 1.82% 4.21% 3.60% 14.91% 15.25% 0.90% 24.31%	FY 2015/2016 2,343,540 538,860 1,246,801 1,066,343 4,414,003 4,514,020 265,644 7,194,151	FY 2014/2015 2,528,997 581,140 1,332,542 1,153,567 4,785,249 4,888,830 287,710 7,715,388	-185,457 -42,280 -85,741 -87,224 -371,246 -374,810 -22,066 -521,237	FY 2015/2016 2,328,510 535,070 1,226,905 1,062,118 4,405,898 4,501,268 264,901 7,103,749	15,030 3,790 19,896 4,225 8,105 12,752 743 90,402
Camarillo Fillmore Moorpark Santa Paula Simi Valley Thousand Oaks Gold Coast Transit District Ojai Oxnard Port Hueneme	67,154 15,441 35,727 30,556 126,483 129,349 7,612 206,148 22,768	7.92% 1.82% 4.21% 3.60% 14.91% 15.25% 0.90% 24.31% 2.68%	2,343,540 538,860 1,246,801 1,066,343 4,414,003 4,514,020 265,644 7,194,151 794,557	2,528,997 581,140 1,332,542 1,153,567 4,785,249 4,888,830 287,710 7,715,388 848,619	-185,457 -42,280 -85,741 -87,224 -371,246 -374,810 -22,066 -521,237 -54,062	FY 2015/2016 2,328,510 535,070 1,226,905 1,062,118 4,405,898 4,501,268 264,901 7,103,749 781,344	15,030 3,790 19,896 4,225 8,105 12,752 743 90,402 13,213

ATTACHMENT 2

JEFFERY S. BURGH AUDITOR-CONTROLLER

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





ASSISTANT AUDITOR-CONTROLLER JOANNE McDONALD

CHIEF DEPUTIES

VALERIE BARRAZA
BARBARA BEATTY

JILL WARD

MICHELLE YAMAGUCHI

January 10, 2015

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 2015-16 is \$34.4 million. Based on current year projected growth of 5.3 percent, the estimate could be up to \$36.1 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 2014-15 we had projected \$29.6 million. This estimate is currently revised to \$34.4 million. In addition, based on the allocation schedule provided by your office, we estimate that approximately \$25,891 in interest will be earned by the fund during fiscal year 2014-15 and be available for allocation in the subsequent fiscal year.

Based on revised revenue estimates of \$34.4 million, budgeted allocations of \$31 million and interest of \$25,891 we project a LTF fund balance at June 30, 2015, of approximately \$9,476,000. (see Attachment I).

The Auditor-Controller's estimated LTF administrative costs for fiscal year 2015-16 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 Jill Ward at (805) 654-3153.

Sincerely,

JEFFERY S. BURGH

Auditor-Controller

Enclosure



Item #9Q

June 5, 2015

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: PETER DE HAAN, PROGRAMMING DIRECTOR

SUBJECT: AGREEMENT WITH DOWNTOWN VENTURA PARTNERS, INC. TO RECEIVE

CONGESTION MITIGATION AND AIR QUALITY (CMAQ) FUNDS

RECOMMENDATION:

Approve the attached agreement with the Downtown Ventura Partners, Inc. to receive \$353,692 in CMAQ funds, including \$176,846 in funds approved at the May meeting, plus another \$176,846 contingent upon the Commission's future approval of funds on the CMAQ shelf list that the Commission adopted in May.

BACKGROUND:

At last month's meeting, the Commission selected projects to receive funding from the federal CMAQ program which supports transportation projects that improve air quality. In addition, the Commission established a shelf list for projects having priority for CMAQ funds anticipated for FY 2015/16, assuming extension of the program as part of the federal transportation authorization. As part of its action, the Commission approved \$176,846 for Downtown Ventura Partners (DVP), for the purchase of a new replica trolley bus to provide a circulator shuttle service in Downtown Ventura and nearby areas; and also placed \$176,846 on the shelf list to provide for a second similar bus.

The Federal Transit Administration (FTA) is responsible for managing grants of CMAQ funds for transit projects. Since DVP is a private non-profit organization it cannot receive funds directly from FTA but is eligible to receive FTA funds as a VCTC subrecipient. Therefore, a VCTC Subrecipient Agreement will be required for VCTC to administer the grant funds on behalf of DVP and to set forth DVP's responsibility to meet FTA requirements. Attached for approval is the agreement with DVP.

Under FTA's pre-award authority policy, providing that all other federal requirements have been met, certain types of transit projects including bus purchases can move forward at their own risk prior to FTA grant award, and retain eligibility for reimbursement after the grant is approved by FTA. The attached agreement includes language allowing DVP to move forward with the project at its own risk following the FTA policy requirements.

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COOPERATIVE AGREEMENT

BETWEEN

VENTURA COUNTY TRANSPORTATION COMMISSION

AND

DOWNTOWN VENTURA PARTNERS, INCORPORATED

THIS AGREEMENT is entered into between Ventura County Transportation Commission (hereinafter referred to as VCTC) and Downtown Ventura Partners, Incorporated (hereinafter referred to as DVP) regarding the administration of the Department of Transportation (DOT) and Federal Transit Administration (FTA) funds for use in the purchase of vehicles for public transit service by DVP.

WHEREAS Chapter 53 of Title 49, United States Code, as amended, authorizes the Secretary of Transportation to apportion funds for public transportation projects for planning, capital, and operating assistance purposes; and,

WHEREAS, VCTC serves as the administrator of federal funds apportioned by FTA to Ventura County; and,

WHEREAS, VCTC authorized VCTC staff to apply for FTA funds on behalf of public transit operators including DVP, with the provision that the local match funds be provided by DVP; and

WHEREAS, it is the intention of VCTC to enter into this Cooperative Agreement with the DVP regarding the administration of FTA funds for Fiscal Year 2014/15 and 2015/16 federal Congestion Mitigation and Air Quality funds, as a mutually acceptable agreement is a pre-condition of acceptance of funding;

NOW THEREFORE THE PARTIES DO AGREE AS FOLLOWS:

I. FUNDING/PROGRAM MANAGEMENT

1. <u>Assignments of Participants</u>: VCTC hereby agrees to engage DVP and DVP hereby agrees to carry out the work to purchase one (1) replica trolley bus for use in public transportation service in Ventura County, and, if mutually agreed in writing by VCTC and DVP staff, to purchase a second replica trolley bus for the same purpose, utilizing a total of \$353,692 in Congestion Mitigation and Air Quality funds. Of this amount, \$176,846 is designated to purchase the first bus from Fiscal Year 2014/15 funds, and \$176,846 is from Fiscal Year 2015/16 funds to purchase the second bus. DVP will be responsible for assuring that DVP meets all grant requirements placed on federal fund recipients.

2. Scope of Services:

- a. Grant Administration: VCTC agrees to carry out the administrative requirements necessary to reserve, apply for and receive FTA funds.
- b. Contract Administration: DVP hereby agrees that the DVP is in compliance with all the DOT assurances and requirements as described in FTA Circular 9030 applicable to purchase of transit vehicles incorporated herein by this reference, and as listed under Section II of this Agreement.

- c. Use of Vehicles: DVP shall operate the vehicles in scheduled fixed-route public transit service. The funding application submitted by DVP to VCTC dated January 9, 2015, and incorporated herein by reference, shall serve as the operations plan governing how the vehicles shall be used.
- 3. Bid Proposal Award and Approval: The DVT procurement process for the vehicles shall comply with applicable FTA procurement requirements as defined in FTA Circular 4220, incorporated herein by this reference. These requirements include, but are not limited to, open and competitive contract bidding, and inclusion of FTA-required bidding document clauses. Prior to publishing a request for bids for the vehicles, DVP shall submit its bid package to VCTC, and shall not publish the bid request document until after receiving written approval from VCTC. In addition, DVP shall not award the vehicle purchase contract until receiving written VCTC approval of the contract document. VCTC's review of the bid document and contract will be limited to assuring that the FTA requirements have been satisfied.
- 4. Duration of Agreement: The term of this Agreement shall commence upon agreement approval, and shall continue until the vehicles purchased with the funds have reached the end of their useful life defined as 7 years or 200,000 miles, whichever occurs later. DVP acknowledges that the FTA provides pre-award authority to incur expenses for transit vehicle purchases before grant approval, and to retain the eligibility of those costs for subsequent reimbursement after grant approval, providing that all other federal requirements have been met including procurement requirements and the programming of the project in the Federal Transportation Improvement Program. DVP is only committed to purchasing the buses to the extent that FTA awards grants with VCTC for such purchases, and should it elect to purchase buses under pre-award authority it assumes all risk for expenditures made under said preaward authority, and is responsible for ensuring that all conditions are met to retain eligibility for reimbursement at such time as FTA grants are awarded. VCTC will notify DVP in writing when the FTA has approved the grant(s) with VCTC including the funding for the DVP vehicles. Under no circumstances shall VCTC reimburse DVP for any costs under this agreement until after FTA has awarded the grant for those funds.
- 5. <u>Amendments to the Agreement</u>: The provisions of this Agreement may be amended upon written acceptance and ratification of any such amendment by both VCTC and the DVP.
- 6. Method of Payment: VCTC, as the grant applicant, shall receive reimbursement payment from FTA in accordance with FTA grant procedures. VCTC will transfer the funds to DVP within thirty (30) days upon DVP's submittal of an invoice for the vehicle purchase: provided, however, that if VCTC has not received funds from FTA for the funding of the vehicle purchase expense covered by any such invoice when such invoice is received from DVP by VCTC, VCTC will transfer funds to DVP for any such invoice within five (5) working days after receipt of VCTC of such funds from FTA. DVP shall invoice for the maximum allowable federal share, 88.53% of the purchase cost, and shall furnish the required 11.47% local match from its own sources.

VCTC shall not be held responsible or liable for any late or nonpayment from FTA for any reason.

II. FEDERAL REQUIREMENTS

DVP shall note that the following provisions apply to grants-in-aid from DOT, and DVP must take all necessary action to ensure their compliance as though they were the grantee directly.

1. <u>Equal Employment Opportunity</u>: During the performance of this Agreement the DVP agrees as follows: DVP shall not discriminate against any employee or applicant for employment on the basis of race, color, religion, political belief, marital status, age, national origin, sex, or

handicap DVP shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, marital status, religion, political belief, age, national origin, sex, or any handicap not limiting the ability of the person to perform the job contemplated. Such action shall include but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment, or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection of training, including apprenticeship. Such shall be in compliance with Executive Order 11246 amended by Executive Order 11375 and as supplemented in Department of Labor regulations (41 CFR, Part 60). DVP agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of the Equal Opportunity Clause.

- Substance Abuse Policy: DVP shall, to the extent required, comply with US DOT regulations, "Drug-Free Workplace Requirements (Grants)," 49 CFR Part 29, Subpart F; FTA regulations, "Prevention of Prohibited Drug Use in Transit Operations," 40 CFR Part 653; US DOT regulations, "Procedures for Transportation Workplace Drug Testing Programs, "40 CFR 40; and FTA regulations, "Prevention of Alcohol Misuse in Transit Operations," 40 CFR Part 654.
- 3. <u>Audit and Inspection</u>: DVP shall permit, and shall require that its contractors permit, the authorized representatives of VCTC, the US DOT and the Controller General of the United States to inspect and audit all data and records of DVP relating to its performance under this Agreement, as required in FTA Circular 9030.1C, Chapter VI, Application Instruction, Section 9(d), Oversight.

DVP also agrees, and shall require that its contractor(s) agree, to maintain all required records relating to this project for at least three (3) years after the vehicles purchased under this agreement have reached the end of their useful life.

- 4. <u>"Buy America" Provisions</u>: DVP shall comply with FTA regulations, "Buy America Requirements-Surface Transportation Assistance act of 1982," 49 CFR Part 661 and any amendments thereto, and any implementation guidance issued by FTA, with respect to each third party contract funded with FTA funds.
- 5. <u>Debarred Bidders</u>: DVP shall require that its contractors bonded by this agreement, including any of its officers or holder of a controlling interest, inform DVP whether or not it is or has been or is on any debarred, suspended, proposed for debarment, or declared ineligible list, or voluntarily excluded from participation in ay Federal Contracts. Should a contractor be included on such a list during the performance of this project, it should so inform DVP.
- Restrictions on Lobbying: DVP agrees that no federal funds will be paid, by or on behalf of DVP to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any federal contract, grant, loan or cooperative agreement, and the extension, continuation, renewal, amendment or modification of any federal contract, grant, loan, or cooperative agreement. DVP must certify with this provision. DVP has approved the attached Lobbying Certification

7. <u>Title VI of the Civil Rights Act of 1964</u>

During the performance of this Agreement, DVP, for itself its assignees and successors in interest agrees as follows:

- a. <u>Compliance with Regulations</u>: DVP shall comply with the Regulations relative to nondiscrimination in federally-assisted programs of the Department of Transportation (hereinafter, "DOT") Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this Agreement.
- b. <u>Nondiscrimination</u>: DVPS with regard to the work performed by it during the Agreement, shall not discriminate on the grounds of race, color or national origin in the selection and retention of contractors, including procurement of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by Section 21.56 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulation.
- c. <u>Solicitation for Subcontractors, Including Procurement of Materials and Equipment</u>: In all solicitations either by competitive bidding or negotiation made by DVP for work to be performed under a contract, including procurement of materials or leases of equipment, each potential contractor or supplier shall be notified by DVP of the contractor's obligations under this contract and regulations relative to non-discrimination on the grounds of race, color or national origin.
- d. <u>Information and Reports</u>: DVP shall require that subcontractor provide all information and reports required by the Regulations or directives issued pursuant thereto, and permit access to its books, record, accounts, other sources of information, and its facilities as may be determined by FTA to be pertinent to ascertain compliance with such regulations, orders and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information, the contractor shall so certify to VCTC or FTA as appropriate, and shall set forth what efforts it has made to obtain the information.
- e. <u>Sanctions for Noncompliance</u>: In the event of the contractor's noncompliance with nondiscrimination provisions of this contract, VCTC shall impose contract sanctions as it or the FTA may determine to be appropriate, including, but not limited to:
 - i. Withholding of payments to DVP until the contractor complies; and/or
 - ii. Cancellation, termination, or suspension of the contract, in whole or in part.
- f. Incorporation of Provisions: DVP shall include the provisions of paragraphs "a" through "e" of this section 7 of Part II in every contract funded through this Agreement, including procurement of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. DVP shall take such reasonable action with respect to any contract or procurement as VCTC or FTA may direct as a means of enforcing such provisions including sanctions for noncompliance; provided, however, that, in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, DVP may request VCTC, and in addition, DVP may request the United States to enter into such litigation to protect the interest of the United States.
- 8. Rolling Stock Requirements: DVP shall acquire and maintain rolling stock purchased with FTA funds in conformance with FTA rolling stock guidelines outlined in FTA Circular 9030 and further detailed in FTA Circular 5010, as incorporated herein by this reference, including the development and utilization of a vehicle maintenance plan, minimum insurance requirements, maintaining a written log of all maintenance work, as well as additional requirements. VCTC and FTA shall have the right to conduct periodic inspections for the purpose of confirming proper maintenance.

- 9. <u>Bid Protest Procedures</u>: DVP shall adopt a bid award Protest Procedures for any Federal Grants-In-Aid Procurement of over \$25,000 as required by FTA.
- 10. <u>Certification of Vehicle Testing Program</u>: In accordance with requirement of 49 CFR Part 665, DVP must certify, if applicable, that by the time of final acceptance of a vehicles, two conditions will be met for any new vehicle model or any vehicle model with a major change in confirmation or components acquired or leased with FTA funds:
 - a) A model of the vehicle has been tested at the vehicle testing facility;
 - b) DVP has received a copy of the Test Report on the vehicle model.
- 11. Accessibility of Transit System Vehicles: The Americans with Disabilities act (ADA) and Section 504 of the Rehabilitation Act of 1973, 29 USC 794, prohibits discrimination on the basis of handicap by recipients of federal financial assistance. This extends to public transit service in that special efforts must be made to provide transportation that handicapped persons, including but not limited to, wheelchair users and semi-ambulatory person, can use.
- 12. Federal Privacy Act: DVP hereby agrees to comply with, and assures the compliance of its employees with, the information, restrictions, and other applicable requirements of the Privacy Act of 1974, 5 USC 552a. The subrecipient agrees to obtain the express consent of the Federal Government before operating a system of records on behalf of the Federal Government. DVP shall include this requirement in each subcontract to administer any system of records on behalf of the Federal Government, financed in whole or in part with FTA funds.
- 13. <u>Disadvantaged Business Enterprise</u>: DVP shall ensure that the manufacturer the vehicles purchased under this agreement certifies compliance with the requirements set forth by the FTA regarding the use of Disadvantaged Business Enterprises in the manufacture of said vehicles as set forth in Federal Register Vol. 64, No. 21, Sec. 26.49.
- 14. Quarterly Reporting: DVP shall submit a quarterly report of its use of the vehicles within thirty (30) calendar days after the close of each quarter. The report shall contain information requested by VCTC to indicate the extent to which DVP is utilizing the vehicles for service targeted to persons with disabilities.
- 15. <u>Charter Bus Restriction</u>: DVP agrees that it will not use the buses purchases under this agreement for charter bus service unless it has met the requirements set forth under 40 CFR Part 604.

III. MISCELLANEOUS PROVISIONS

1. Legal Title to Vehicles, Inventory and Disposition

DVP shall become and remain the registered, legal owner of vehicles purchased with FTA funds. VCTC will have no ownership or interest in, liability or responsibility for, the vehicles either for their use, operation or maintenance. Under no circumstances shall DVP transfer title to the vehicles without prior VCTC approval. DVP shall participate in VCTC's biennial inventory of equipment as required by FTA. Should a vehicle be withdrawn from service for any reason prior to meeting its useful life, defined as 7 years or 200,000 miles, whichever comes later, the DVP shall remit to VCTC, for repayment to FTA, a proportional amount of the fair market value of the vehicle, determined based on the ratio of the FTA grant funds paid under this Agreement to the actual purchase cost. Fair market value shall be deemed to be the unamortized value of the remaining service life based on a straight-line depreciation of the original purchase price. Should a vehicle be lost or damaged by fire, casualty, or natural disaster, the fair market value shall be calculated based on the condition of the vehicle

immediately before the fire, casualty, or natural disaster, irrespective of the extent of insurance coverage, and the proceeds based on the calculation shall be applied to the cost of replacing the lost or damaged vehicle. If a vehicle is sold for more than \$5,000 subsequent to reaching the end of its useful life, DVP shall remit to VCTC a proportional share of the vehicle's sale price based on the original FTA share of the vehicle's purchase price.

2. Insurance

A. LIABILITY INSURANCE

Before beginning any operation of the vehicles purchased this Agreement, DVP, at its own cost and expense, unless otherwise specified below, shall procure the types and amounts of insurance listed below against claims for injuries to persons or damages to property that may arise from or in connection with the performance of the work hereunder by the DVP and its agents, representatives, employees, and subcontractors. Consistent with the following provisions, DVP shall provide proof satisfactory to VCTC of such insurance that meets the requirements of this section and under forms of insurance satisfactory in all respects, and that such insurance is in effect prior to beginning work for VCTC. DVP shall maintain the insurance policies required by this section throughout the term of this Agreement. DVP shall not allow any subcontractor to commence work on any subcontract funded through this agreement until DVP has obtained all insurance required herein for the subcontractor(s). DVP shall maintain all required insurance listed herein for the duration of this Agreement.

B. COMMERICAL GENERAL AND AUTOMOBILE LIABILITY INSURANCE

General requirements. DVP, at its own cost and expense, shall maintain commercial general and automobile liability insurance for the term of this Agreement in an amount not less than two million dollars (\$2,000,000) per occurrence, combined single limit coverage for risks associated with the work contemplated by this Agreement. If a Commercial General Liability (CGL) Insurance or an Automobile Liability form or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to the work to be performed under this Agreement or the general aggregate limit shall be at least twice the required occurrence limit. Such coverage shall include but shall not be limited to, protection against claims arising from bodily and personal injury, including death resulting therefrom, and damage to property resulting from activities contemplated under this Agreement, including the use of owned and non-owned automobiles.

Minimum scope of coverage. Commercial general coverage shall be at least as broad as Insurance Services Office Commercial General Liability occurrence form CG 0001 or GL 0002 (most recent editions) covering comprehensive General Liability Insurance and Services Office form number GL 0404 covering Broad Form Comprehensive General Liability on an "occurrence" basis. Automobile coverage shall be at least as broad as Insurance Services Office Automobile Liability form CA 0001 (most recent edition). No endorsement shall be attached limiting the coverage.

<u>Additional requirements.</u> Each of the following shall be included in the insurance coverage or added as a certified endorsement to the policy:

- a. The Insurance shall cover on an occurrence or an accident basis, and not on a claims-made basis.
- b. Any failure of DVP to comply with reporting provisions of the policy shall not affect coverage provided to VCTC and its officers, employees, agents, and volunteers.

Additional Insured Status VCTC, its officers, officials, employees, and volunteers are to be covered as insureds on the auto policy with respect to liability arising out of vehicles purchased under this agreement; and on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of DVP including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the DVP's insurance (at least as broad as ISO Form CG 20 10, 11 85 or both CG 20 10 and CG 23 37 forms if later revisions used).

C. AUTOMOBILE COLLISION INSURANCE

DVP will provide collision coverage for partial and total repair/replacement for the vehicle, as per FTA requirements set forth in FTA Circular 5010. This shall be noted by the equipment inventory/management certification which must be filed with VCTC at least once every two years.

D. ALL POLICIES REQUIREMENTS

<u>Acceptability of insurers.</u> All insurance required by this section is to be placed with insurers with a Bests' rating of no less than A:VII.

<u>Verification of coverage.</u> Prior to beginning operations of the vehicles purchased under this Agreement, DVP shall furnish VCTC with complete copies of all policies delivered to DVP by the insurer, including complete copies of all endorsements attached to those policies. All copies of policies and certified endorsements shall show the signature of a person authorized by that insurer to bind coverage on its behalf. If VCTC does not receive the required insurance documents prior to DVP beginning vehicle operation, this shall not waive DVP's obligation to provide them. VCTC reserves the right to require complete copies of all required insurance policies at any time.

Notice of Reduction in or Cancellation of Coverage. A certified endorsement shall be attached to all insurance obtained pursuant to this Agreement stating that coverage shall not be suspended, voided, canceled by either party, or reduced in coverage or in limits, except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to VCTC. In the event that any coverage required by this section is reduced, limited, cancelled, or materially affected in any other manner, DVP shall provide written notice to VCTC at DVP's earliest possible opportunity and in no case later than ten (10) working days after DVP is notified of the change in coverage.

Additional insured; primary insurance. VCTC and its officers, employees, agents, and volunteers shall be covered as additional insureds with respect to each of the following: liability arising out of activities performed by or on behalf of DVP, including VCTC's general supervision of DVP; products and completed operations of DVP, as applicable; premises owned, occupied, or used by DVP; and automobiles owned, leased, or used by the DVP in the course of providing services pursuant to this Agreement. The coverage shall contain no special limitations on the scope of protection afforded to VCTC or its officers, employees, agents, or volunteers.

A certified endorsement must be attached to all policies stating that coverage is primary insurance with respect to VCTC and its officers, officials, employees and volunteers, and that no insurance or self-insurance maintained by VCTC shall be called upon to contribute to a loss under the coverage.

<u>Deductibles and Self-Insured Retentions.</u> DVP shall disclose to and obtain the approval of VCTC for the self-insured retentions and deductibles before beginning any of the services or work called for by any term of this Agreement. Further, if DVP's insurance policy includes a self-insured retention that must be paid by a named insured as a precondition of the insurer's

liability, or which has the effect of providing that payments of the self-insured retention by others, including additional insureds or insurers do not serve to satisfy the self-insured retention, such provisions must be modified by special endorsement so as to not apply to the additional insured coverage required by this agreement so as to not prevent any of the parties to this agreement from satisfying or paying the self-insured retention required to be paid as a precondition to the insurer's liability. Additionally, the certificates of insurance must note whether the policy does or does not include any self-insured retention and also must disclose the deductible.

During the period covered by this Agreement, only upon the prior express written authorization of Agreement Administrator, DVP may increase such deductibles or self-insured retentions with respect to VCTC, its officers, employees, agents, and volunteers. The Agreement Administrator may condition approval of an increase in deductible or self-insured retention levels with a requirement that DVP procure a bond, guaranteeing payment of losses and related investigations, claim administration, and defense expenses that is satisfactory in all respects to each of them.

Further, if the DVP's insurance policy includes a self-insured retention that must be paid by a named insured as a precondition of the insurer's liability, or which has the effect of providing that payments of the self-insured retention by others, including additional insureds or insurers do not serve to satisfy the self-insured retention, such provisions must be modified by special endorsement so as to not apply to the additional insured coverage required by this agreement so as to not prevent any of the parties to this agreement from satisfying or paying the self-insured retention required to be paid as a precondition to the insurer's liability.

<u>Subcontractors.</u> DVP shall include all subcontractors as insureds under its policies or shall furnish separate certificates and certified endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

<u>Wasting Policy.</u> No insurance policy required by Section 4 shall include a "wasting" policy limit.

<u>Variation.</u> VCTC may approve a variation in the foregoing insurance requirements, upon a determination that the coverage, scope, limits, and forms of such insurance are either not commercially available, or that VCTC's interests are otherwise fully protected.

Remedies. In addition to any other remedies VCTC may have if DVP fails to provide or maintain any insurance policies or policy endorsements to the extent and within the time herein required, VCTC may, at its sole option exercise any of the following remedies, which are alternatives to other remedies VCTC may have and are not the exclusive remedy for DVPd's breach:

Obtain such insurance and deduct and retain the amount of the premiums for such insurance from any sums due under the Agreement;

Order DVP to stop work under this Agreement or withhold any payment that becomes due to DVP hereunder, or both stop work and withhold any payment, until DVP demonstrates compliance with the requirements hereof; and/or terminate this Agreement.

3. Indemnification

DVP shall defend, indemnify and hold harmless the Ventura County Transportation Commission, from all liability costs, damages, or expenses, including attorneys' fees arising out of or incurred in connection with the DVP and its employees'/agents' and subcontractors' acts or omissions in the performance of the services provided pursuant to this agreement, and agrees at its own cost, expense and risk to defend any and all resulting actions, suits, or

other legal proceedings brought or instituted against VCTC arising out of its performance of the services under this Agreement, and to pay and satisfy any resulting judgments, claims, damages and costs.

DVP agrees to defend and pay entire cost of defending any claim or suit whenever or wherever made or brought against the VCTC based upon an infringement or alleged infringement of such letters patent, and to indemnify and save harmless the VCTC from and against any and all liability, damage, loss or injury adjudged or sustained in any such claim or suit, or adjudged or sustained by reason of the equipment to be furnished hereunder constituting an infringement of any letters patent or adjudged or sustained by reason of inability of the VCTC to use said equipment because of any infringement or alleged infringement of any letters patent.

DOWNTOWN VENTURA PARTNERS, INC.	VENTURA COUNTY TRANSPORTATION COMMISSION
	Keith Mille our
	Keith Millhouse Vice Chair
	Approved as to Content:
	Darren M. Kettle
	Executive Director
	APPROVED AS TO FORM:
	Steven T. Mattas
	General Counsel

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Item #9R

June 5, 2015

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: STEVE MATTAS, GENERAL COUNSEL

SUBJECT: STEVEN ZANETELL V. VENTURA COUNTY TRANSPORTATION COMMISSION

RECOMMENDATION:

• It is recommended that the Ventura County Transportation Commission ("VCTC") reject a claim in the matter of Steven Zanetell v. VCTC

BACKGROUND:

On March 9, 2015, VCTC received an application to file a late claim on behalf of Steven Zanetell. Mr. Zanetell was injured in a pedestrian-vehicle accident near the railroad crossing on Wells Road. On May 1, 2015 VCTC accepted Mr. Zanetell's late claim application. Once the late claim application was accepted, Mr. Zanetell's underlying claim was deemed presented and VCTC had 45 days to either accept or reject the underlying claim. Based on the circumstances surrounding the claim, it is recommended that VCTC reject Mr. Zanetell's underlying claim.

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Item #10

June 5, 2015

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: DARREN KETTLE, EXECUTIVE DIRECTOR

SALLY DEGEORGE, FINANCE DIRECTOR

SUBJECT: FISCAL YEAR 2015/2016 BUDGET - PUBLIC HEARING

RECOMMENDATION:

Conduct Public Hearing to receive testimony on the proposed Fiscal Year 2015/2016 Budget.

Adopt by resolution 2015-09, the proposed Fiscal Year 2015/2016 Budget

DISCUSSION

The proposed Fiscal Year 2015/2016 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. The Final Budget contains a budget task that was added mid-year in Fiscal Year 2014/2015: VCTC Office Building. It is anticipated that renovations of the new building will begin in the new fiscal year and provide a new "home" for VCTC. The Final Budget also contains a new budget task, Highway Project Management. For several years the Transportation Programming budget included the highway project management activities, but due to the increased activities these activities are now presented in a separate task budget.

At \$64,690,798, the Fiscal Year 2015/2016 Budget is \$8,126,150 or -11.2% lower than Fiscal Year 2014/2015. This budget, while balanced, invests little in the future due to funding restrictions. The proposed budget contains six programs consisting of the Transit and Transportation program at \$18,244,312, the Highway program at \$2,267,100, the Rail program at \$6,197,152, the Commuter Assistance program at \$468,700, the Planning and Programming program at \$32,897,934 and the General Government program at \$4,615,600. The Fiscal Year 2015/2016 budget is a balanced budget with an estimated ending fund balance of \$10,057,350.

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Personnel costs for Fiscal Year 2015/2016 are budgeted at \$3,082,700 or 5% of the budget, which is an increase of \$419,200 from the previous fiscal year, but \$31,800 lower than the draft budget after incorporating the recommendations of the Commission. The increase from last fiscal year is largely due to the costs associated with the two new positions and the three vacant positions which are budgeted at the highest rates until actual salaries and benefits are known. The wage cost of \$2,094,600 includes a \$53,900 pool for merit increases for employees not at the top of their range. Further information about personnel can be found within the Personnel Section of the budget.

Below are some of the major changes in the Fiscal Year 2015/2016 budget as compared to the Draft Budget and Fiscal Year 2014/2015. Additional details of these major changes, as well as smaller changes to all budgets, can be found within the individual budget tasks. The major changes in the Final Budget since the presentation of the Draft Budget were:

- The Nextbus budget decreased by \$64,000 largely due to bus equipment change outs that will be completed in Fiscal Year 2014/2015 that had previously been carried-over into Fiscal Year 2015/2016.
- The Transit Grant Administration budget increased by \$2,171,000 largely due to new passthrough projects.
- The Highway Project Management is a new task budget at \$1,108,600. For several years the Transportation Programming budget included the highway project management activities, but due to the increased activities it has been separated out. This budget also includes an additional \$350,000 for the Wetlands Mitigation project.
- The Metrolink Commuter Rail task budget decreased by \$265,348 largely due to a reduction in local match needs for equipment expenditures. The overall budget was increased for the costs associated with the Oxnard collision, but was funded through the FTA capital/operational swap.
- The Transportation Development Act budget increased an additional \$243,620 largely due to additional pass-through funding to local agencies.
- The Transportation Programming and Monitoring budget decreased by \$721,800 as the highway management activities were separated out into its own budget task.
- The VCTC Office Building budget increased an additional \$129,700 largely to account for the additional negotiated architectural consultant costs for the renovation of the new office building.

The major changes that were presented with the Draft Budget from the previous fiscal year were:

- The Fare Collection and APC Systems budget decreased \$113,853 as most of the equipment needs are expected to be purchased in Fiscal Year 2014/2015 in conjunction with the termination of the GoVentura Smartcard program and, thus, the removal of the GoVentura Smartcard task budget.
- The Nextbus budget decreased \$151,206 as the transition to the new wireless technology project is expected to be completed in Fiscal Year 2014/2015.
- The Senior and Disabled Transportation Services budget increased \$75,275 largely for additional consultant costs associated with ADA certification.
- The Transit Grant Administration budget decreased by \$2,114,031 as pass-through projects were completed, but it is expected to increase with the final budget when new pass-through funds to local agencies is included.
- The Valley Express budget decreased \$1,891,890 as the purchase of the new fleet was completed in Fiscal Year 2014/2015.
- The VCTC Intercity Service budget decreased \$9,177,500 as the purchase of the new fleet was completed in Fiscal Year 2014/2015.
- The Call Box System budget increased by \$560,400 for the planned upgrades to the 3G network.

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- The Congestion Management Program budget has been combined with the Regional Transportation Planning budget.
- The LOSSAN budget decreased \$28,400 as membership dues/temporary administration fees are no longer needed with the transition completed in Fiscal Year 2014/2015 and the operational costs will now be covered with the State's intercity rail budget.
- The Metrolink Commuter Rail budget increased by \$1,629,878 for additional Proposition 1B pass-through projects and a reduction in revenues due to the reconciliation of prior year forecasts.
- The Santa Paula Branch Line budget increased by \$140,444 for additional consultant services associated with the required bridge inspections and the load capacity calculations.
- The Rideshare Program budget decreased by \$24,100 largely due to lower database costs.
- The Transit Information Center budget increased by \$15,700 as staffing was allocated back to the TIC from the start-up demands of the new fare system implemented last fiscal year.
- The Airport Land Use Commission budget has decreased by \$89,167 as the JLUS study nears completion.
- The Regional Transit Planning budget increased by \$94,952 largely due reallocating transit staffing needs.
- The Regional Transportation Planning budget increased by \$328,500 for the updates of the Congestion Management Plan and the traffic model.
- The Transportation Development Act budget decreased \$2,446,803 as Fiscal Year 2014/2015 had a one-time increase in revenues due to the mid-year revision.
- The Transportation Programming and Monitoring budget increased by \$538,980 for the addition
 of a full-time staff position and additional consultant time for the advancement of the 101 and 118
 routes.
- The Community Outreach and Marketing budget decreased by \$302,200 as the branding and launch of the two new fleets were completed in Fiscal Year 2014/2015.
- The VCTC Office Building budget increased by \$2,574,999 as the renovation of the new office building begins.

As required by the VCTC Administrative Code, the proposed Draft Budget was reviewed by the VCTC Finance Committee on March 26, 2015 in advance of being presented to the full Commission which included a public hearing at the meeting on April 3, 2015. The Finance Committee, consisting of Chairman Foy and Vice-Chair Millhouse and Past Chair Sojka, reviewed the proposed Final Budget on May 20, 2015. The Finance Committee recommended forwarding the proposed Fiscal Year 2015/2016 budget to the full Commission as presented for review. As required by the Administrative Code, a public hearing will be held at the June meeting.

The Fiscal Year 2015/2016 Final Budget is a separate attachment to the agenda. After the Fiscal Year 2015/2016 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. 2015-09 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 2015/2016 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 2015/2016 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 2015/2016 Budget and authorizes expenditures of \$64,690,798. Included in the budget adoption is the approval for all identified estimated revenues, expenditures and transfers between funds as well as the schedule of salary ranges for the fiscal year.

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, 2015 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 5 th day of June 2015.	
	Keith Millhouse, Vice Chair
ATTEST:	APPROVED AS TO FORM:
Donna Cole, Clerk of the Commission	Steven T. Mattas, General Counsel



Item #11

June 5, 2015

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: DONNA COLE, PUBLIC INFORMATION OFFICER

SUBJECT: VCTC MARKETING AND COMMUTER SERVICES COMMUNITY OUTREACH

PROGRAM CONTRACT

RECOMMENDATION:

 Approve a three-year contract with Celtis Ventures LLC for VCTC Marketing and Community Outreach Program at an annual cost not to exceed \$565,000.

BACKGROUND:

In April a Request for Proposals was posted on our website and sent to 36 marketing and advertising firms to solicit consultant assistance for VCTC's Marketing and Community Outreach program.

Seven firms submitted responsive proposals within the proposed budget. Of the seven, five firms were invited to interview. Those firms are Searle Creative Group, Consortium Media, The 20/20 Network, Celtis Ventures and the current contractor, Moore and Associates. Sitting on the selection panel were Celina Zacarias, CSUCI; Cynthia Torres Duque, Gold Coast Transit; Lisa McKinley, Ventura Regional Sanitation District; and VCTC Staff Alan Holmes, Treena Gonzales, and Donna Cole. Executive Director Darren Kettle participated by phone.

The proposals were ranked according to experience of their staff, experience with similar projects, familiarity with Ventura County, and content of the marketing proposal within the parameters of the marketing budget. After meeting the consultant representatives, the selection panel unanimously agreed that Celtis Ventures, LLC is best qualified to handle the current needs of VCTC.

The cornerstone goals of the proposed project are to support a uniform brand identity, promote awareness of VCTC and its services throughout Ventura County, and engender public support in advance of possible future transportation funding measures. Celtis brings together a team that has a thorough understanding and experience with transportation agencies and also a high degree of familiarity with the local culture of Ventura County.

This is a fixed price contract with an overall annual budget not to exceed \$565,000 per year, broken out as follows:

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Commuter Services - \$225.000

Over the past several years efforts have been made to increase promotional activities with extra emphasis on two major events, Rideshare Week and Bike to Work Week. Rideshare Week participation numbers have increased dramatically due to the inclusion of a Rideshare Week Employer Kick Off Luncheon and Bike to Work Week participation has risen because of increased advertising and additional pit stops. Focusing on these events laid groundwork for future events, which will reduce future costs. Therefore, the overall budget for Commuter Services has been reduced by \$30,000 over past years. These events will continue to play a major role in the program, combined with other notable Commuter Services activities, which include:

- Employer Resource Manuals
- Commuter Services Social Media
- Lead Generation Phone Calls
- Maintenance of ETC Database
- Commuter Services Quarterly Reports

VCTC Public Outreach and Intercity Transit - \$340,000

The combined budget for VCTC Public Outreach and Intercity Transit has remained consistent with previous years. VCTC continues to increase it's public visibility and will continue to do so through the following venues:

- Community Events
- Ventura County Fair
- Teen Council
- Media Events
- Social Media
- Monthly Newsletters
- Public Communications

With the rebranding of the VCTC Intercity Buses complete, ongoing transit marketing activities will include:

- Promotion of Regional and Local Transit Programs
- Design and Production of Bus Schedules
- Onboard Notifications
- On Board Bus Ridership Surveys
- Bus Stop Inventory

This VCTC Marketing and Community Outreach Program will be funded using Federal Congestion Mitigation and Air Quality (CMAQ) funds, as included in the FY 2015/16 budget. No local match is required. The Scope of Work, Celtis Team Information and Contract are attached.

VCTC MARKETING AND COMMUNITY OUTREACH PROGRAM CONTRACTOR SCOPE OF WORK

The selected Contractor shall provide support for existing marketing and community outreach activities, including updates and reprints of all materials as needed. Additionally, Contractor will provide creative and strategic input to develop and facilitate implementation of countywide targeted marketing activities which will best achieve the objectives of VCTC and can be measured to demonstrate results from those marketing actions implemented.

DESCRIPTION OF SERVICES

EXISTING OUTREACH EFFORTS

Social Media

The VCTC Website, Facebook, and Twitter are used to disseminate time-sensitive information, promote campaign/outreach activities, and provide valuable customer service. VCTC staff maintains the website. Contractor is responsible for daily social media messages and creation of graphics and information to be uploaded to website.

Monthly Newsletter

VCTC's monthly newsletter "On The Move", features information regarding all VCTC programs, includes custom designed headers, and serves as a medium to make announcements regarding campaigns and initiatives. It is currently distributed to more than 1,200 monthly subscribers and is available on our website. - Contractor prepares newsletter and electronically transmits to data base

Community Events

Each year VCTC participates in as many community-specific Earth Day events as possible, in addition to wellness/benefit fairs based on individual City requests. During these events, promotional items and information are distributed to attendees. When possible we have coordinated with local transit operators countywide to display and distribute their service information as well. — Contractor handles all activities related to the provision of bi-lingual staff, reservations, design and creation of promotional and informational items, set-up and tear-down, and coordination with local operators.

Ventura County Fair

This two week event provides widespread exposure for VCTC, which hosts a booth to distribute promotional items and service materials for VCTC's programs and services. This event has proven helpful in expanding contact databases through the promotion of daily drawings. Contractor handles all activities related to the provision of bi-lingual staff, reservations, design and creation of promotional and informational items, set-up and tear-down, coordination with local operators, tracking number of visitors to booth and gathering contact information for data base.

Public Communications

As opportunities arise Contractor creates media releases, op-ed pieces and feature articles for industry publications.

Teen Council

This youth-focused organization is comprised of students from across Ventura County and helps promote alternative forms of transportation to younger generations and provide education about local government and transit. The council meets monthly during the school year and each year selects a service project specific to transportation. Since its inception in 2011 the Teen Council has developed an award-winning Student Rider Guide, a youth-focused promotion video, and a countywide student art contest, which featured artwork on select buses throughout the County. The art contest also received a Ventura Art Stars award from the Ventura Arts Council. – Contractor responsible for recruitment, including development of associated materials, communication and coordination with students, facilitating monthly meetings and providing refreshments, and supervision of annual project.

Ventura County Bikeways Map and App

VCTC produces a Bikeways Map and mobile app to help bicyclists travel easily through Ventura County. The map includes the complete bikeways system for the entire county. These bikeways have been built and are maintained by the County or cities in which they are located. – VCTC staff is responsible for updating the map as needed.

Media Events

When there is cause for a major public announcement such as new bus service or the beginning and completion of a construction project, VCTC will hold a media event. Contractor responsible for all activities related to event, including identification of location, contact with media, design and distribution of materials and invitations, refreshments, necessary props (ribbons, shovels, etc), podium and sound, speaker invitations, and speakers remarks.

VCTC Intercity Transit

Transit Information Center

VCTC Transit Information Center is staffed daily Monday thru Friday, 7 am – 6pm to provide assistance with public transit information throughout the County. Callers are provided the best schedule for time of travel, fare, and transfer information. – VCTC staffs the TIC. Contractor will provide assistance when special circumstances arise by providing scripts and FAQ sheets to address the situation.

Bus Schedules

VCTC designs and prints brochures and bus stop "info posts" for each individual route in the VCTC Intercity Bus System. – Contractor is responsible for design and production of all brochures, info post cards, bus pass and transfers.

Promotion of Regional and Local Transit Programs

VCTC works to coordinate efforts with local operators to provide their materials at all outreach events and aid in trip planning between Ventura Intercity Bus and local services during these events. Linkages to local operators are cited whenever possible, such as in social media or the "On The Map" section of the "On the Move" Newsletter. Contractor is knowledgeable of the services and routes offered by local operators and maintains a supply of current materials to have available at events.

On Board Bus Ridership Surveys

Every other year a comprehensive onboard survey is performed on each of the bus routes and Dial A Ride services for planning purposes and to measure customer satisfaction and identify potential areas of improvement. In addition to origin/destination data, the survey contains demographic data needed to fulfill Title VI reporting requirements – *Contractor develops survey methodology, coordinates and executes survey for each route and provides report of data for presentation to the Commission.*

Bus Stop Inventory

VCTC performs regular field checks of Ventura County Intercity bus stops across Ventura County. These assessments evaluate the available amenities for maintenance, accuracy of onsite information (infoposts), and cleanliness. Infoposts are updated with each service change. – *Contractor performs all activities*

Onboard Notifications

Service updates, special event notifications and rider alerts are communicated through "seat drops" placed on the bus seats for riders to take with them and "car cards" that are posted for longer time frames in highly visible locations. — *Contractor responsible for design and production*.

Commuter Services

Rideshare Week

The annual Rideshare Week campaign has been a cornerstone of Commuter Services marketing efforts. This state wide 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. Public communications and radio advertising promote the campaign, as well as campaign materials such as posters, direct mail pieces/packets, and website graphics/content. VCTC offers to host on-site events at worksites throughout Ventura County. — Contractor develops theme and designs and produces campaign materials, public communications, radio advertising copy, identifies and purchases promotional items and prizes, provides outreach to ETCs to solicit interest in hosting work-site events, coordinates and staffs all work-site events.

Rideshare Week Luncheon

VCTC hosts an annual Rideshare Week luncheon which serves as a launching point for the subsequent Rideshare Week campaign and provides an opportunity to connect with Employee Transportation Coordinators throughout the County. ETCs are provided promotional items for Rideshare Week and in support of ridesharing at their worksite, including engaging activities and informational materials. Luncheon attendees learn about the campaign and are engaged in rideshare content using ice-breaker games and social media activities. The ETCs leave the event equipped with promotional materials and guidance on how to promote Rideshare Week at their respective worksite. — Contractor identifies and secures location, designs and distributes invitations, arranges for food and decorations to support the selected theme, creates engaging activities and informational materials.

Bike to Work Week

During Bike To Work week VCTC coordinates with cities and worksites throughout the county to provide "pit stop" events, with free bike tune-ups provided by local bike shops, refreshments, bike related information and promotional items and opportunities to win prizes.- Contractor develops theme, designs and prints promotional items in support of theme, prepares public communications, coordinates with cities and worksites to provide pit stops, contacts bike shops to provide tune ups and sponsors to provide refreshments, secure prizes and staffs events.

Employer Resource Manual

This handbook was developed to provide ETCs with a comprehensive guide to promote ridesharing at their worksite. The manual 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. – *Contractor updates and distributes sections of the manual to users as needed.*

On the Go Newsletter

VCTC distributes this monthly newsletter to Ventura County recipients on behalf of the regional CommuteSmart program. The newsletter provides information on rideshare programs across Southern California.- Contractor provides topics for consideration and contributes one article each month. The newsletter is compiled by CommuteSmart and forwarded to VCTC and distributed electronically by Contractor.

Commuter Services eblast

A monthly eblast is sent to registered ETCs to provide information of upcoming events, commute updates, ridesharing facts, and industry happenings. – *Contractor drafts and distributes messages.*

Eye on the Environment

Twice each year, VCTC has the opportunity to submit content for the Ventura County Star's "Eye on the Environment" column. This column is written 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. — *Contractor prepares articles*.

In addition to the Commuter Services activities listed above Contractor provides the following:

Lead Generation Phone Calls

Make "cold calls" to generate interest in the Commuter Services program and provide VCTC staff with "warm leads" for follow-up and mail follow-up content to newly established contact

Maintenance of ETC Database

This data base includes contact names and information for individuals at worksites countywide and serves as the initial list used for promotional direct mail efforts and eblasts.

Commuter Services Quarterly Reports

Prepare a comprehensive activity report each quarter. This information is subsequently incorporated into a staff report for presentation to the Commission

BUDGET

This is a fixed price contract with an overall annual budget not to exceed \$565,000 per year. The staff time and associated activity costs for Commuter Services must not exceed \$225,000 per year and all other staff and activity costs must not exceed \$340,000 per year. Contractor will utilize a blended billing rate of \$90 per hour for all time billed to the contract. All creative and administrative costs are incorporated into this blended rate.

ABOUT CELTIS

Celtis Ventures LLC is a full service marketing and communications firm specializing in transforming public brands. Matt Raymond, the founder and CEO, has thrived in strategic marketing and management in public transportation for the past 30 years. He's invigorated public transportation use in Denver, Dallas, and Los Angeles and contributed to unseen levels of performance, productivity and prosperity, including record ridership growth (25%+) in each market.

Matt spent over a decade as chief communications officer for the Los Angeles County Metropolitan Transportation Authority (Metro) where he led one of the most aggressive and successful rebranding efforts in the transportation industry. His work has been studied by Harvard, UCLA, the Federal GOA, AASHTO and EMBARQ, and the City Fix and featured in Communication Arts, Fast Company, HOW and Print magazines. While Matt was at Metro, it was honored as the first public agency ever to receive the global "Rebrand" award – the highest international recognition for excellence in brand transformation and repositioning.

Always approaching challenges from a customer's perspective, Matt was responsible for transforming Los Angeles County's MTA into Metro – a branding effort that resulted in a 50% increase in discretionary transit use, a 40% increase revenue, and the 2008 passage of Measure R – a half-cent sales tax that will generate \$40 billion over thirty years to improve transportation in Los Angeles County. Matt departed Metro to create Celtis Ventures LLC as a means of helping other agencies in search of excellence.

Celtis will assess communications and the public brand while building public support and positioning for VCTC success. Celtis. With a rapidly growing list of clients that includes (VIA, Access Services, Montebello Bus Lines, OCTA, City of Santa Monica, and more) Celtis provides a full range of marketing, communications and outreach services designed to adjust to VCTCs specific needs.

Celtis uses the Make It Fun philosophical approach to business, communications and brand. The belief, backed by experience, is that if you want people to engage, you have to make it familiar, uplifting and nurturing - FUN. By creating a FUN relationship with the residents of Ventura County and a sense of community with the VCTC awe will transform them from residents to invested stakeholders and loyal customers.

Celtis not only has access to top talent from around the country, but more importantly to talented individuals who call Ventura County their home, individuals who understand the community and its wants and needs. Celtis has created the perfect team specifically designed for VCTC.

Celtis' role with VCTC: Project management and leadership for all tasks including marketing, branding, media relations, community outreach and public events.

Celtis MARKETING - BRAND MANAGEMENT - COMMUNICATIONS

CAPABILITY STATEMENT

CELTIS VENTURES LLC

CELTIS.COM

Celtis Ventures LLC (Celtis) is solely focused on your success. A full-service communications and marketing firm, specializing in end-to-end brand management, Celtis invests in top talent to ensure organizations rapidly achieve objectives and continually exceed goals. Celtis provides unattainable talent and expertise to augment critical efforts, support strategic actions and drive business.

MARKETING

- Brand management
- Strategic planning
- Customer generation
- Revenue maximization

COMMUNICATIONS/OUTREACH

- Communication reviews
- Positioning studies
- O Public Relations
- Government relations
- Crisis Communications
- Outreach
- Election preparation

BRANDING

- O End-to-end consumer experience
- O Comprehensive system design
- O Graphic and operating standards

REVENUE STRUCTURES/SYSTEMS

- Pricing strategies
- Tariff policies and fare structures
- Smart card deployment
- Fare media management
- O Fare media and pass products
- O Revenue contract management

CUSTOMER SERVICES

- Service reviews
- Customer contact analysis
- Call center management
- O Customer environments
- Maps and wayfinding
- Customer satisfaction studies

CREATIVE SERVICES

- Information standards
- Graphic design
- Writing services

ADVERTISING

- O Campaign development
- Graphic design
- Copywriting
- Media Planning

ELECTRONIC MEDIA

- E-Marketing
- Website development
- Social media management
- Content managementMobile applications

PRODUCTION

- O Print
- Collateral
- Broadcast
- Video
- Direct mail

PROJECT MANAGEMENT

- Service introductions
- Rail openings
- O Community outreach
- Safety communications
- Business mitigation
- Metric evaluation/optimization
- Identification of best practices

COMPANY DATA

YEAR OF ESTABLISMENT:

- 2000 in Texas
- 2014 in California

CORPORATION TYPE:

LLC

FEDERAL ID:

464473426

NAICS:

54161, 541613, 54182, 54182, 541430

CONTACT INFORMATION:

Matt Raymond President & CEO

P 310-374-7570

C 213-379-1134

matt@celtis.com

Celtis.com

BUSINESS LOCATION:

811 North Catalina Suite 2006 Redondo Beach, CA 90277



ABOUT DAVID JAMES AGENCY (DJA)

DJA is a business-to-business (B2B) and technology PR agency whose mission is to "create clear communications that inspire action." DJA was founded in 2003 in Thousand Oaks with a mission to be a trusted partner to companies and agencies to advance their goals through improved marketing communications.

Since that time they have aided both start-ups and Fortune 500 conglomerates. DJA helps solidify customer messages and boost awareness with customer and industry influencers leading to more prospects and shorter sales cycles. They create web sites, implement social media programs, place articles, write press releases and manage events. We've launched products and helped companies go public, all with a goal of helping our clients better communicate their unique value to the market.

DJA's role with VCTC: Marketing and event support as project needs dictate.

ABOUT PEOPLE MEDIA

People Media Worldwide, Inc. opened its office in downtown Ventura in 1995. Then known as Halsted Communications, Inc. they first rented offices from the former Mayor of Ventura Tom Bufford to serve local clients Amgen (then an emerging biotech company they had served since its start-up in the late 1980s), and Mentor Corporation in Santa Barbara, a medical device company now part of Johnson & Johnson.

After winning the US Department of Interior's Bureau of Reclamation public education project on the Casitas Dam Reclamation- and the Ventura County Fairgrounds contract- we purchased the Christian Science Church in downtown Ventura and remodeled into our new offices, which we later sold to the publisher of the Ventura County Reporter newspaper.

Since that time People Media has become of a leading public relations and marketing communications firms in the region, serving clients from offices in Ventura. We serve Ventura County's Health Care Agency, Public Works Agency and Human Services Agency; the Cities of Ventura and Fillmore; Villanova Prep in Ojai; the Ventura County Community Foundation; Casa Pacifica; St. John's Seminary; California Lutheran University; Roadrunner Shuttle; Amgen; Mentor; McGhan Medical; Limoneira; Gills Onions; BHP Billiton's proposed LNG facility; American Red Cross for Ventura, Santa Barbara and SLO Counties; and Ferguson Case, the region's largest law firm.

We have long and deep relationships with the media in the region, having handled crisis, protest and emergency communications services for a number of local clients.

People Media's role with VCTC: Strategic counsel on local media relations, community engagement and crisis communications as project needs dictate.

ABOUT EMILY BARANY CONSULTING (EBC)

Emily Barany Consulting helps organizations achieve their next big thing. We are in the business of changing the world, starting with our local Ventura County community. Our areas of focus are: organizational development, project management and community event coordination. EBC helps high-potential organizations align strategy and detail and focus on simple solutions with holistic, straight-forward approach.

EBC's role with VCTC: Event support

THE TEAM



Matt Raymond

Principle in Charge



Devon Cichoski

VCTC Project Director

Matt has overseen a comprehensive communications program, a staff of nearly 300 and a budget in excess of \$75 million. In addition to several major capital project Introductions, Matt has elevated the brand recognition and perception of Metro to record levels. Boardings, customer satisfaction, revenues and nearly every other leading indicator reached all-time highs. Matt initiated and led the agency's efforts to place a sales tax increase measure on LA County's election ballot in 2008. The measure passed by the required two-thirds majority, providing Metro with a 30-year, \$40 billion fund solely earmarked for transportation improvement projects. Prior to joining Metro, Matt headed the marketing and advertising efforts for Dallas Area Rapid Transit (DART) and Denver, Colorado's Regional Transportation District (RTD). Matt holds a Master's Degree in marketing and a Master's Degree in public administration from the University of Colorado at Denver. He is also a lecturer and teaches at the The Mineta Transportation Institute.

Devon leads Celtis' Ventura County operations. A seasoned communications professional, she brings 17 years of experience in community outreach, media relations and marketing for transportation agencies and corporations. From 2002-2011, she managed community relations for Los Angeles County Metro, leading marketing and outreach campaigns for high-profile transportation projects such as: the I-405 Sepulveda Pass Improvements Project, the I-710 Corridor Project, and the Metro Orange Line construction. Prior to joining Metro, she worked for a boutique PR firm in Seattle, whose clients included Sound Transit, Washington State Ferries and the Washington Department of Transportation. In 2011, Devon returned to Ventura County, where she was born and raised, to serve as Media Relations Manager for SolarWorld, a global solar manufacturer with U.S. headquarters in Camarillo. In that capacity she worked closely with Ventura County media, such as the Ventura County Star, Pacific Coast Business Times and KCLU, and served on the board of the Ventura County Economic Development Association. Devon is a fifth generation Ventura County resident with family ties that stretch back to the founding of Santa Paula in the late 19th century. She is a board member of the Red Cross of Ventura County and a founding member of Citizens for a Safer Santa Paula, a group recognized by the Santa Paula Chamber of Commerce for outstanding community service in 2014. Devon holds a bachelor's degree from Northwestern University and a teaching credential from California State University, Long Beach.



Lynda Bybee
Public Outreach Director

Lynda developed and implemented internationally recognized public outreach programs for Los Angeles Metro that have been successfully completed and placed in operation for all Metro projects since 1994. These include the Red Line Vermont, Hollywood, and North Hollywood subway; the Orange Line bus rapid transit, and the Gold Line to Pasadena and East Los Angeles. She also was responsible for the opening weekend of the Red Line to North Hollywood, an event attracting 500,000 people.



Irma Ramirez Lead Designer

Irma is a lead designer at the J. Paul Getty Museum where she applies ten years of experience in branding, information design, and signage. Her design solutions can be experienced year round at the Getty Center and the Getty Villa exhibitions. Prior to the Getty, Irma designed for Metro (Metropolitan Transportation Agency, Los Angeles). She worked on a variety of projects including communications for the first phase of the Expo Line. Working with brands that offer a myriad of services has enriched her knowledge of visual languages that speak to broad audiences. Irma believes every aspect of a design process is equally important. This includes, understanding the client's needs and message, its audience, as well as understanding budgets and production methods prior to the design development. Irma holds a bachelor's degree in graphic design from Art Center College of Design.



Emily Imbrecht

Design Coordinator

Emily is skilled in design, photography, fine art and social media. Her work has been on display in several exhibits. She also has the magic touch when it comes to generating social media activity. Emily has managed multiple accounts and achieved exponential growth in followers and friends. Emily is a recent graduate from the University of California, Santa Barbara and holds a Bachelors Degree in Fine Arts.



Ned Racine
Online Communications
Director

Ned has worked in public transportation communications for 20 years, commencing with construction of the Metro Red Line subway. His development and management of social media for the I-405 Sepulveda Pass Improvements achieved worldwide attention, creating an online Carmageddon communications community. Ned served as editor of MyMetro.net, Metro's corporate intranet newsletter, as well as editor of Metro Quarterly, the agency's flagship publication for stakeholders and funding sources.



Cristina Bonnici **Project Coordinator**

Cristina has over 9 years of experience in multiple facets of communications. She has worked on projects in the public, private, and nonprofit sectors, having worked for Taco Bell Corporate, The Golden Globes, Cal-State Fullerton, and the American Foundation for Suicide Prevention, taking on roles in marketing, design, and community engagement. Coming from a background in film she understands not only budget, organization, media, and design, but how to engage an audience and encourage crowd participation by making them invested in the story being told. Cristina received her Bachelor's degree in Radio/TV/Film from California State University, Fullerton in 2012 and is currently working toward her MBA.



Emily Barany, EBC Event Specialist

Emily Barany is a nonprofit and business consultant specializing in project management organizational development and community event planning. Her clients include the Ventura County Civic Alliance, Ventura County Economic Development Association, Ventura Botanical Garden and Ventura County Housing Trust Fund. Prior to founding EBC, Emily worked as a project coordinator for Dyer Sheehan Group. She hold a bachelor's degree in Communications and German from California Lutheran University and serves on the board of Women's Economic Ventures.



David Rodewald, DJA Advisor- Marketing and Events

David Rodewald is managing director of DJA, which he cofounded in 2003. Prior to establishing DJA, David served as Group Vice President of Communications for Alcatel's Enterprise and Consumer Group, based in Paris, France. He has held senior positions at PR agencies MS&L in Los Angeles and KVO (now Fleishman) in Portland, OR. David began his career as a reporter in Portland, Oregon. He lives in Thousand Oaks and holds a BA in Journalism and Business from Oregon State University and an MBA from UCLA.



Amber Hack, DJA

Marketing and Event

Specialist

Amber has worked with a variety of client companies, including Alcatel-Lucent, BizX and EnTouch Controls. She lives in Camarillo and has been with DJA since 2008. She has a B.A. in Communications from California Lutheran University.



John Lockhart, People Media Advisor- Local Media and Community Relations

John Lockhart is the principals of People Media Worldwide, Inc. Prior to starting People Media. He was senior vice president of Porter Novelli, a global marketing communications firm. John has a journalism degree from Marquette University. In addition to local client experience John's clients have included the State of California Department of Health Services, Kaiser Permanente, Dignity Health (formerly Catholic Healthcare West), Amgen, Roche, Bristol-Myers, Syntex, Neurogen, Boston Scientific, Medtronic, Oral-B, Gillette, Australia's BHP Billiton and the cities of Los Angeles, South Pasadena, Santa Monica, Calabasas and the County of Los Angeles.



Susie DiMauro, EBC Event Coordinator

Susie DiMauro is a project coordinator with EBC. Her background includes analytical, administrative, and program support experience in both nonprofit and business settings. Susie's previous work experience includes assisting with the planning and implementation of special events for the Sustainable Agriculture and Food Systems Funders, an international network of grantmakers based in Santa Barbara. Susie is a graduate of Washington University in St. Louis with majors in Anthropology and Environmental Studies.

Sub-Contractors

The David James
Community Agency, LLC.

223 E Thousand Oaks Blvd. #417 Thousand Oaks, CA 91360 O:(805)494-9508 C:(805)428-6346

Lead Generation/ Outreach

People Media Worldwide, Inc. JD Power Center, 2625 Townsgate Westlake Village, CA 91361 Media Relations

Emily Barany Consulting (EBC)

PO Box 23223 Ventura, CA 93002 (805) 500 - 6610

1(800)-600-7111 ext. 224

Event Support

Celtis

Devon Cichoski

590 West Main Street #229 Santa Paula, CA 93060 (310) 948-2776 VCTC Project Director/ Media Relations

Lynda Bybee

816 N. Monterey St. #14 Alhambra, CA 91801 (626) 627-6165 Community Outreach

Irma Ramirez

600 Salem St., Apt #2 Glendale, CA 91203 (310)961-0662

(916)205-5664

Lead Design Print/Digital

Emily Imbrecht

811 N. Catalina Drive, Suite 2006 Redondo Beach, CA 90277 Transit Marketing/ Commuter Services

Cristina Bonnici

Ned Racine

811 N. Catalina Drive, Suite 2006 Redondo Beach, CA 90277

Community Relations Outreach

(951)837-5777

811 N. Catalina Drive, Suite 2006 Redondo Beach, CA 90277 Print and Digital Communications

(626) 344-4248

Celtis



CONTRACT

VENTURA COUNTY TRANSPORTATION COMMISSION (VCTC) MARKETING AND COMMUNITY OUTREACH PROGRAM

This is a CONTRACT by and between the **Ventura County Transportation Commission (VCTC)**, herein referred to as "VCTC" and **Celtis Ventures LLC**, hereinafter referred to as "CONTRACTOR".

VCTC AND CONTRACTOR, for the consideration stated herein, agree as follows:

1. **STATEMENT OF CONTRACT:**

VCTC herein engages CONTRACTOR and CONTRACTOR hereby accepts such engagement, to perform the services on the terms and conditions herein described and for the compensation provided, all as set forth in this Contract. CONTRACTOR hereby warrants that it has the qualifications, experience and facilities to properly perform said services and hereby agrees to undertake and complete the performance thereof for the professional services as an independent contractor, and it does not render CONTRACTOR as an employee of the VCTC for any purpose whatsoever. CONTRACTOR shall at all times retain the status of independent contractor.

2. **DESCRIPTION OF SERVICES:**

The services (the "Marketing Program") to be performed are those set forth in the CONTRACTOR'S Proposal to Develop and Implement a Marketing Program for the Ventura County Transportation Commission submitted on April 9, 2015 and incorporated herein by this reference (the "Proposal"). A more specific listing of the tasks and estimated expenditures for each is included in Sections 3 and 4 of the Proposal.

3. **PAYMENT FOR SERVICES:**

CONTRACTOR shall be compensated for the Marketing Program provided pursuant to this Contract (including the Proposal). The total compensation payable to CONTRACTOR shall not exceed \$565,000 per year. Compensation shall under no circumstance be increased or decreased except by written amendment of this Contract. CONTRACTOR may bill VCTC on a task completion basis. CONTRACTOR shall be paid within thirty (30) days of the presentation of each invoice. Pre-billing for TV and radio airtime is permissible to ensure CONTRACTOR is in possession of funds required for payment to media outlets within the terms of this Contract and media payment requirements.

4. **PERIOD OF CONTRACT:**

CONTRACTOR shall commence work upon execution of this Contract and the work shall be carried out as described unless changed in writing and agreed to by VCTC and CONTRACTOR.

- A. This fixed-price Contract provides for three one-year Marketing Programs between the period of July 1, 2015 through June 30, 2018. With the agreement of both parties, this Contract may be extended for two additional one-year terms, with the agreements following the first year, subject to the requirements described in section 4.B (below).
- B. In late March, or approximately ninety days before the end each year of this Contract, as the case may be, VCTC and CONTRACTOR will meet and discuss the progress to date, and the CONTRACTOR will provide an analysis of the effectiveness of the Marketing Program. At that time, VCTC will decide whether to extend this contract for the ensuing fiscal year under the same terms and conditions, or to alter some of the terms and conditions, or, whether to issue a new Request for Proposals for the Marketing Program.

5. **GENERAL PROVISIONS:**

- A. **Assignment:** CONTRACTOR may not assign its rights under this contract nor delegate the performance of its duties without VCTC's prior written consent.
- B. **Indemnification:** Contractor shall, to the fullest extent allowed by law, with respect to all Services performed in connection with this Agreement, indemnify, defend with counsel selected by VCTC, and hold harmless VCTC and its officials, officers, employees, agents, and volunteers from and against any and all losses, liability, claims, suits, actions, damages, and causes of action arising out of any personal injury, bodily injury, loss of life, or damage to property, or any violation of any federal, state, or municipal law or ordinance ("Claims"), to the extent caused, directly or indirectly, in whole or in part, by the willful misconduct or negligent acts or omissions of Contractor or its employees, subcontractors, or agents. The foregoing obligation of Contractor shall not apply when (1) the injury, loss of life, damage to property, or violation of law arises wholly from the gross negligence or willful misconduct of VCTC or its officers, employees, agents, or volunteers and (2) the actions of Contractor or its employees, subcontractor, or agents have contributed in no part to the injury, loss of life, damage to property, or violation of .
- C. **Attorney's Fees:** In any action, including ADR pursuant to section 5.D. (below), brought to declare the rights granted herein to enforce any of the terms of the Contract, the prevailing party shall be entitled to an award of reasonable attorney's fees and costs in an amount determined by the court or the arbitrator, as the case may be.
- D. **Alternative Dispute Resolution:** The parties hereto agree that all legal disputes relative to this Contract between the parties shall be resolved by Alternative Dispute Resolution, consisting of binding or nonbinding arbitration or mediation as agreed to by the parties. Failure to cooperate and participate in ADR before proceeding in a court of law negates that party's right to attorney fees and costs pursuant to section 5.C. (above).
- E. **Interest of the CONTRACTOR:** CONTRACTOR confirms that it presently has no interest and shall not have any interest, direct or indirect, which conflicts in any manner with the performance of the services contemplated by this Contract. No person having such interest shall be employed by or associated with CONTRACTOR.
- F. **Ownership of Documents:** It is understood and agreed that VCTC shall own all documents, including audio and visual images, except CONTRACTOR's notes and work papers, which pertain to the work performed under this Contract.

G. Notice:

- All notices to VCTC under this Contract shall be in writing and sent to:

 Darren Kettle, Executive Director
 Ventura Transportation Commission
 950 County Square Drive, Suite 207
 Ventura, CA 93003
- 2. All notices to CONTRACTOR under this Contract shall be in writing and sent to:

Matt Raymond, President & CEO Celtis Ventures, LLC 811 North Catalina Avenue, Suite 2006 Redondo Beach, CA 90277

- H. Independent Contractor: There is no employer/employee relationship between the parties. CONTRACTOR is and at all times shall remain as to VCTC a wholly independent contractor. Neither VCTC nor any of its agents shall have control over the conduct of the CONTRACTOR or any of the CONTRACTOR's employees, except herein set forth. The CONTRACTOR shall not at any time or in any manner represent that it or any of its agents or employees are in any manner agents or employees of VCTC.
- I. **Entire Contract Modification:** This Contract supersedes any and all other written or oral contracts between the parties. Each party to this Contract acknowledges that no representations, inducements, promises, or contracts, orally or otherwise, have been made by any party, or anyone acting on behalf of any party, which are not embodied herein.
- J. **Revisions:** This Contract may not be altered, amended, or modified except by a written instrument signed by the duly authorized representative of both parties.
- K. **Governing Law:** This Contract shall be governed by and construed in accordance with the laws of the State of California and the United States of America.
- L. **Failure to Perform:** All terms, provisions, and specifications of this Contract are material and binding and failure to perform any provision of this Contract shall be considered a breach of this Contract. In the event of a breach, the party asserting the breach shall give the breaching party notice of the nature of the breach and describe a proposed resolution. Should the responding party fail to cure such breach within ten (10) working days, the party asserting the breach may terminate this Contract and charge resulting costs to the breaching party.
- M. **Records and Audits:** The CONTRACTOR shall maintain accounts and records, including personal, property and financial records, adequate to identify and account for all costs pertaining to the Contract and such other records as may be deemed necessary by VCTC and will retain them in compliance with section 6.H. (below).
- N. **Representation:** Each party represents to the other party that this Contract has been executed by a duly authorized representative of the signing party.
- O. <u>Insurance Requirements.</u> Before beginning any work under this Agreement,
 Contractor, at its own cost and expense, unless otherwise specified below, shall procure
 the types and amounts of insurance listed below against claims for injuries to persons or
 damages to property that may arise from or in connection with the performance of the

work hereunder by the Contractor and its agents, representatives, employees, and subcontractors. Consistent with the following provisions, Contractor shall provide proof satisfactory to VCTC of such insurance that meets the requirements of this section and under forms of insurance satisfactory in all respects, and that such insurance is in effect prior to beginning work to VCTC. Contractor shall maintain the insurance policies required by this section throughout the term of this Agreement. The cost of such insurance shall be included in the Contractor's bid. Contractor shall not allow any subcontractor to commence work on any subcontract until Contractor has obtained all insurance required herein for the subcontractor(s). Contractor shall maintain all required insurance listed herein for the duration of this Agreement.

1. <u>Workers' Compensation.</u> Contractor shall, at its sole cost and expense, maintain Statutory Workers' Compensation Insurance and Employer's Liability Insurance for any and all persons employed directly or indirectly by Contractor. The Statutory Workers' Compensation Insurance and Employer's Liability Insurance shall be provided with limits of not less than \$1,000,000 per accident. The insurer, if insurance is provided shall waive all rights of subrogation against VCTC and its officers, officials, employees, and volunteers for loss arising from work performed under this Agreement.

2. Commercial General and Automobile Liability Insurance.

- a. <u>General requirements.</u> Contractor, at its own cost and expense, shall maintain commercial general and automobile liability insurance for the term of this Agreement in an amount not less than one million dollars (\$1,000,000) per occurrence, combined single limit coverage for risks associated with the work contemplated by this Agreement. If a Commercial General Liability Insurance or an Automobile Liability form or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to the work to be performed under this Agreement or the general aggregate limit shall be at least twice the required occurrence limit. Such coverage shall include but shall not be limited to, protection against claims arising from bodily and personal injury, including death resulting therefrom, and damage to property resulting from activities contemplated under this Agreement, including the use of owned and non-owned automobiles.
- b. <u>Minimum scope of coverage.</u> Commercial general coverage shall be at least as broad as Insurance Services Office Commercial General Liability occurrence form CG 0001 or GL 0002 (most recent editions) covering comprehensive General Liability Insurance and Services Office form number GL 0404 covering Broad Form Comprehensive General Liability on an "occurrence" basis. Automobile coverage shall be at least as broad as Insurance Services Office Automobile Liability form CA 0001 (most recent edition). No endorsement shall be attached limiting the coverage.
- **c.** <u>Additional requirements.</u> Each of the following shall be included in the insurance coverage or added as a certified endorsement to the policy:
- i. The Insurance shall cover on an occurrence or an accident basis, and not on a claims-made basis.
- ii. Any failure of Contractor to comply with reporting provisions of the policy shall not affect coverage provided to VCTC and its officers, employees, agents, and volunteers.

3. <u>All Policies Requirements.</u>

- **a.** <u>Acceptability of insurers.</u> All insurance required by this section is to be placed with insurers with a Bests' rating of no less than A:VII.
- **b.** <u>Verification of coverage.</u> Prior to beginning any work under this Agreement, Contractor shall furnish VCTC with complete copies of all policies delivered to Contractor by the insurer, including complete copies of all endorsements attached to those policies. All copies of policies and certified endorsements shall show the signature of a person authorized by that insurer to bind coverage on its behalf. If VCTC does not receive the required insurance documents prior to the Contractor beginning work, this shall not waive the Contractor's obligation to provide them. VCTC reserves the right to require complete copies of all required insurance policies at any time.
- c. <u>Notice of Reduction in or Cancellation of Coverage.</u> A certified endorsement shall be attached to all insurance obtained pursuant to this Agreement stating that coverage shall not be suspended, voided, canceled by either party, or reduced in coverage or in limits, except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to VCTC. In the event that any coverage required by this section is reduced, limited, cancelled, or materially affected in any other manner, shall provide written notice to VCTC at Contractor's earliest possible opportunity and in no case later than ten (10) working days after CONTRACTOR is notified of the change in coverage.
- **d.** Additional insured; primary insurance. VCTC and its officers, employees, agents, and volunteers shall be covered as additional insureds with respect to each of the following: liability arising out of activities performed by or on behalf of Contractor, including VCTC's general supervision of Contractor; products and completed operations of Contractor, as applicable; premises owned, occupied, or used by Contractor; and automobiles owned, leased, or used by the in the course of providing services pursuant to this Agreement. The coverage shall contain no special limitations on the scope of protection afforded to VCTC or its officers, employees, agents, or volunteers.

A certified endorsement must be attached to all policies stating that coverage is primary insurance with respect to VCTC and its officers, officials, employees and volunteers, and that no insurance or self-insurance maintained by VCTC shall be called upon to contribute to a loss under the coverage.

e. <u>Deductibles and Self-Insured Retentions.</u> CONTRACTOR shall disclose to and obtain the approval of City for the self-insured retentions and deductibles before beginning any of the services or work called for by any term of this Agreement. Further, if the Contractor's insurance policy includes a self-insured retention that must be paid by a named insured as a precondition of the insurer's liability, or which has the effect of providing that payments of the self-insured retention by others, including additional insureds or insurers do not serve to satisfy the self-insured retention, such provisions must be modified by special endorsement so as to not apply to the additional insured coverage required by this agreement so as to not prevent any of the parties to this agreement from satisfying or paying the self-insured retention required to be paid as a precondition to the insurer's liability. Additionally, the certificates of insurance must note whether the policy does or does not include any self-insured retention and also must disclose the deductible.

6. **FEDERAL PROVISIONS:**

The is required to comply with, and, if applicable, insert the following provisions in all subcontracts with Federal Transit Administration (FTA) funds as noted below. Failure by the CONTRACTOR to carry out these requirements is a material breach of the Contract which may result in the termination of the Contract or such other remedy as the recipient deems appropriate. The CONTRACTOR certifications executed in the Proposal are incorporated herein by this reference.

A. Disadvantaged Business Enterprise

The CONTRACTOR shall not discriminate on the basis of race, color, national origin, or sex in the performance of this (contract or contract). The requirements of 49 CFR Part 23 and the recipient's FTA-approved Disadvantaged Business Enterprise (DBE) Program (where required) are incorporated in this Contract by reference.

B. <u>Title VI of the Civil Rights Act</u>

During the performance of this Contract, the CONTRACTOR agrees as follows:

- (1) <u>Compliance with Regulations</u>: The CONTRACTOR shall comply with the Regulations relative to nondiscrimination in federally assisted programs of the Federal Transportation Agency (hereinafter "FTA") Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this Contract.
- (2) Nondiscrimination: The CONTRACTOR, with regard to the work performed by it during the Contract, shall not discriminate on the grounds of race, color or national origin in the selection and retention of contractors or subcontractors, including procurement of materials and leases of equipment. The CONTRACTOR shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 if the Regulations, including employment practices when the contract covers a program set forth in Appendix B of Regulation.
- (3) Solicitation for Subcontractors, Including Procurement of Materials and

 Equipment: In all solicitations either by competitive bidding or negotiation made
 by CONTRACTOR for work to be performed under a subcontract, including
 procurement of materials or leases of equipment, each potential subcontractor or
 supplier shall be notified by the CONTRACTOR of the CONTRACTOR's
 obligations under this Contract and regulations relative to non-discrimination on
 the grounds of race, color or national origin.
- (4) <u>Information and Reports:</u> The CONTRACTOR shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and permit access to its books, record, accounts, other sources of information, and its facilities as may be determined by FTA to be pertinent to ascertain compliance with such regulations, orders and instructions. Where any information required of a Contractor is in the exclusive possession of another who fails or refuses to furnish this information, the CONTRACTOR shall so certify to VCTC or FTA as appropriate, and shall set forth what efforts is has made to obtain the information.

- (5) <u>Sanctions for Noncompliance:</u> In the event of the CONTRACTOR's noncompliance with nondiscrimination provisions of this Contract, VCTC shall impose contract sanctions as it or the FTA may determine to be appropriate, including, but not limited to:
 - (a) withholding of payments to the Contractor until the Contractor complies; and/or;
 - (b) cancellation, termination, or suspension of the Contract, in whole or in part.

C. Energy Conservation

The CONTRACTOR shall comply with mandatory standards and policies relating to energy efficiency that are contained in applicable State energy conservation plans issued in compliance with the Energy Policy and Conservation Act, 42 U.S.C. 6321 et seq.

D. Equal Employment Opportunity

In performing this Contract, the CONTRACTOR may not discriminate against any employee or applicant for employment because of race, color, creed, sex, disability, age, or national origin. The (contractor or subcontractor) agrees to take affirmation action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, creed, sex, disability, age, or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer requirement or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

E. Audit and Inspection

The CONTRACTOR agrees to permit the Secretary of the Comptroller General of the United States, or their authorized representative, to inspect all project work, materials, payrolls. and other data and records involving the contract, and to audit the books, records, and accounts involving the Contract.

F. Environmental

The CONTRACTOR shall comply with all applicable standards, orders, or requirements issued under Section 306 of the Clean Air Act (42 U.S.C 1857 (h)), Section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency (EPA) regulations (40 C.F.R., Part 15), which prohibit the use under non-exempt Federal contracts, grants or loans of facilities included on the EPA List of Violating Facilities. Violations shall be reported to FTA and to the EPA Assistant Administrator for Enforcement.

G. Notice of Federal Requirements

Federal laws, regulations, policies and related administrative requirements may be modified from time to time, and the changed requirements will apply to the performance of this Contract as required.

H. Record Retention

The CONTRACTOR agrees to retain intact and to provide any data, documents, reports, records, contracts, and supporting materials relating to the performance of this Contract for not less than three years after VCTC makes final payment and all other pending matters are closed.

I. Access Requirements for Individuals with Disabilities

The CONTRACTOR agrees to comply with all applicable requirements of the Americans with Disabilities Act of 1990 (ADA), 42 U.S.C 12101 et seq. and 49 U.S.C. 322; Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. 794; Section 16 of the Federal Transit Act, as amended, 49 U.S.C. app. 1612; and regulations and any amendments thereto.

J. <u>Labor Provisions</u>

(1) Overtime Requirements

No CONTRACTOR or subcontractor contracting for any part of the Contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any work week in excess of forty hours in such work week unless such laborer or mechanic receives compensation at a rate not less than that required under federal Fair Labor Standards regulations.

(2) Violation; Liability for Unpaid Wages; Liquidated Damages

In the event of any violation of the clause set forth in subparagraph (b)(1) of 29 CFR Section 5.5, the CONTRACTOR and any subcontractor responsible therefore shall be liable for the unpaid wages and payroll taxes. In addition, such CONTRACTOR and subcontractor shall be liable to the United States for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in subparagraph (b)(1) of 29 CFR Section 5.5 CONTRACTOR shall operated under the applicable provisions of the Federal Fair Labor Standards regulations.

(3) Withholding For Unpaid Wages and Liquidated Damages

The FTA or VCTC shall upon its own action or upon written request of an authorized representative of the Department of Labor, withhold or cause to be withheld, from any monies payable on account of work performed by the CONTRACTOR or subcontractor under any such contract or any other Federal contract with the same prime CONTRACTOR, or any other Federally-assisted contract which is held by the same prime CONTRACTOR, such sums as may be determined to be necessary to satisfy any liabilities of such CONTRACTOR or subcontractor for unpaid wages/liquidated damages as provided in the clause set forth in subparagraph (b)(2) of 29 CFR Section 5.5.

(4) Non-Construction Grants

The CONTRACTOR or subcontractor shall maintain payrolls and basic payroll records during the course of the work and shall preserve them for a period of three (3) years from the completion of the Contract for all laborers and mechanics, including guards and watchmen, working on the Contract. Such records shall contain the name and address of each such employee, social security number, correct classifications, hourly rates of wages paid, daily and weekly number of hours worked, deductions made, and actual wages paid. Further, VCTC shall require the contracting officer to insert in any such contract a clause providing that the records to be maintained under this paragraph shall be made available by the CONTRACTOR or subcontractor for inspection, copying,

or transcription by authorized representatives of the FTA and the Department of Labor, and the CONTRACTOR or SUBCONTRACTOR will permit such representatives to interview employees during working hours on the job.

(5) Subcontracts

The CONTRACTOR or subcontractor shall insert in any subcontracts the clauses set forth in Section 6 and also a clause requiring the subcontractors to include these clauses in any lower tier subcontract. The prime CONTRACTOR shall be responsible for compliance by any subcontractor or lower tier subcontractor.

K. Integrity Certification

Unless otherwise permitted by law, any person that is debarred, suspended, or voluntarily excluded may not take part in any covered transaction, either as a participant or principal, during the period of debarment, suspension, voluntary exclusion. Accordingly, neither FTA nor its recipient (including VCTC) may enter into any transaction with such period. The CONTRACTOR shall require every third party contractor/subcontractor to complete the certification statement for itself and its principals and transmit all certifications to VCTC.

L. <u>Lobbying Certification</u>

The CONTRACTOR/subcontractors agree to comply with the provisions of 31 U.S.C. Section 1352, which prohibit the use of federal funds for lobbying any official or employee of any federal agency, or member or employee of congress; and requires the CONTRACTOR and all subcontractors to disclose any lobbying of any official, or employee of any federal agency, or member or employee of Congress in connection with federal assistance.

7. **TERMINATION:**

VCTC may terminate this Contract with or without cause in whole or in part at any time after award of the Contract by providing sixty (60) days written notice to the CONTRACTOR, whenever and for any reason VCTC shall determine that such action is in its best interests. In full discharge of any obligation to the CONTRACTOR in respect to the contract and such termination, VCTC shall pay for costs and noncancellable commitments incurred prior to the date of termination and fair closeout costs. The CONTRACTOR shall take all reasonable steps to minimize termination costs. In no event, however, shall VCTC be obligated to pay the CONTRACTOR any amount in excess of the total funds committed for this project by VCTC.

8. **REMEDIES/BREACH OF CONTRACT:**

VCTC may, by written notice of default to the CONTRACTOR, terminate this contract in whole or in part if the contractor fails to perform the Marketing Program as described in whole or in part, if the CONTRACTOR fails to perform the Marketing Program described herein within the time and in the manner specified in this Contract or any extension hereof, or fails to perform any of the other provisions of this Contract. VCTC's right to terminate this Contract may be exercised if the CONTRACTOR does not cure the condition(s) constituting default within ten (10) calendar days after receipt of written notice from VCTC specifying the failure.

IN WITNESS WHEREOF, the parties have executed this Contract on the 5th day of June, 2015.
Approved as to form:

VENTURA COUNTY TRANSPORTATION COMMISSION

By		Ву	
General Cou	nsel		Darren Kettle, Executive Director
CONTRACTOR:			
By Matt Raymo President	nd	Ву _	(Secretary or Treasurer)



Item # 12

June 5, 2015

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: VIC KAMHI, TRANSIT DIRECTOR

SUBJECT: VCTC INTERCITY BUS ADVERTISEMENT SALES

RECOMMENDATION:

• Direct staff to develop a VCTC Intercity Bus Advertisement Sales Program, including recommended advertisement policies, products, and rates.

• Direct staff to develop a Request for Proposals and return to the Commission for approval to release it.

DISCUSSION:

Sales of bus advertising can provide the VCTC with additional transit revenues to off-set transit operating costs. While there is no way to guarantee the revenues generated by such a program, it would not be unreasonable to estimate gross revenue to the VCTC of \$5,000 per bus per year. Assuming 28 buses, at \$5,000, this could net the VCTC approximately \$140,000 per year. The average gross revenues per bus in revenue service for VCTC's two largest transit partners (Gold Coast Transit District and Santa Barbara Metropolitan Transit District) is approximately \$5,000 per year. Both agencies run their own programs, and incur the costs to manage and market the operations. The Los Angeles Department of Transportation, which operates the Commuter Express, uses a firm that specializes in the sale of advertising and nets \$2,100 per bus annually. The Antelope Valley Transit Authority, which also contracts for the bus marketing program, has guaranteed NET revenue of \$1,600 per bus per year. The Cities of Thousand Oaks, Camarillo, Simi Valley, and Moorpark transit services do not have external advertising; nor does the City of Santa Clarita Transit service.

The actual program revenues could be different from that experienced by the "local" agencies. Factors which potentially cause a variance in the revenues collected, above and beyond the actual rates, include, how "desirable" the advertising industry finds the service and the routes, the "product" sold, the rates for various "products" (locations on the bus), the term of sales (ranging from a month to a year), and the private sector's interest in purchasing advertisements at any given time. While the bus advertising revenues in the region have been fairly low, if an agency was able to sell all the space on their bus (large ads on both sides, and back, or "wrapped" buses), the revenues could be almost \$50,000 per bus per year.

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The costs of managing a bus marketing program can be addressed in three different ways. The Commission could add staff to manage the program, it could negotiate with a current transit provider to manage the VCTC program for a fee, or it could issue a Request for Proposals and hire a private sector firm to manage the program. Each approach has advantages and disadvantages. Performing the function with VCTC staff would require hiring a new position, since VCTC does not currently have any positions with the skill set needed, nor does it have a procurement officer. Also, the advertising program would only justify a part of a position. VCTC staff reached out to both GCTD and SBMTD to discuss the potentiality of contracting with one of them to manage the program. Both agencies' managers indicated that the added workload would impact their current staffing, without providing enough revenue to justify the additional staffing to support the workload, and manage issues with coordinating installation of the ads on buses at VCTC's bus yard. If the Commission chooses to direct staff to work toward creation of a transit marketing program, staff recommends that an RFP should be developed and released. There are a number of qualified firms that sell advertisement placement.

Prior to proceeding with the hiring of staff, or release of a management RFP, the Commission will need to determine which products (what part of the bus it will allow advertising on) and adopt a policy to regulate advertisements. In the market there are four basic products which can be sold, called the King, Queen, tail and headlight. Some of the products can in sold in half sizes, however, that also reduces the value. Attached are illustrations of the current VCTC Intercity bus designs, and how the buses might look with "typical" advertisements on them. More complicated, but providing increased advertising, are partial and full wraps, which is decaled onto the bus, instead of being placed in rigid frame racks on the buses. Because the buses have vents and bus bay doors on the side of the vehicles, the space is somewhat restricted, and wraps may have some additional salability.

Also of concern are the subject and the images included on the buses. VCTC will have to determine a policy which allows it to address advertisements which are unacceptable to the community. Some of the issues which have caused distress for communities include sex, alcohol, tobacco, genocide, gun control, and religion. During the past decade, there have been a number of court decisions which largely, although not completely, limit transit agencies to reject advertisements of a similar nature, even if the content is very different. For example, many transit agencies do not accept social, political, or advocacy advertisements. Or if an agency accepts advertisements for entertainment, it cannot discriminate between types of entertainment. Both the Gold Coast Transit District and Santa Barbara Metropolitan Transit District have approved policies which VCTC should draw from if the Commission decides to continue with the program.

The Coastal Express Policy Advisory Committee has recommended that the Commission give serious consideration to creation of a bus advertising program.

The Commission has several choices to make:

- 1. Direct staff to proceed with a transit bus advertising campaign. If this action is taken, then:
- 2. Direct staff to develop recommended products for sale (which parts of the bus will have advertisements).
- 3. Direct staff to develop proposed guidelines to regulate what advertisements will be accepted on the VCTC buses
- Direct staff:
 - a. Develop staffing resources to administer the program, or,
 - b. Issue an RFP for a firm to administer the program.

EXISTING VCTC INTERCITY BUS DESIGN



SAMPLES OF VCTC INTERCITY BUSES WITH ADVERTISING







Item #13

June 5, 2015

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: PETER DE HAAN, PROGRAMMING DIRECTOR

SUBJECT: LEGISLATIVE UPDATE & POSITIONS ON BILLS

RECOMMENDATION:

Adopt SUPPORT position on SB 16 (Beall) to increase fuel taxes and vehicle fees to raise \$3.5 billion annually in transportation revenues for five years.

BACKGROUND:

Federal Issues

As the Commission will recall, the two year federal transportation authorization called Moving Ahead for Progress in the 21st Century, or MAP-21, was scheduled to expire September 2014 but received a 10-month extension to May 31, 2015. At the time of the extension, there was an augmentation of the Highway Trust Fund to provide sufficient funds to cover the Fund's shortfall for the estimated 10-month period, but those funds are now anticipated to last a few months longer. Therefore, Congress has passed a two-month extension of MAP-21, without providing additional money to the Trust Fund. The latest estimates are that the highway account within the Highway Trust Fund will reach a zero balance in late August while the transit account balance will reach zero in late September or early October.

State Issues

Attachment A provides the monthly report of Delaney Hunter, the Commission's state lobbyist. This report includes an analysis of the Governor's May Revise of the Fiscal Year 2015/16 state budget. A notable change in the proposed budget is the \$815 million increase in cap-and-trade funds for transportation.

Attachment B contains the analysis from Ms. Hunter of SB 16, a bill authored by Senate Transportation & Housing Committee Chair Jim Beall. Staff believes that the Commission should support this bill, which will help address the \$59 billion state highway maintenance shortfall and the \$78 billion maintenance shortfall for local streets. The bill would also fund two programs of particular significance to VCTC. First, 5% of the revenues would provide an incentive for counties like Ventura without a transportation sales tax to pass such a measure. Second, the program would provide \$50 million per year to continue the Trade Corridor Infrastructure Fund (TCIF) which was originally established under the Proposition 1B bond measure and provided \$28.8 million for Ventura County projects that improved access to the Port of Hueneme. SB 16 is very much in line with the first point of VCTC's adopted 2015 Legislative Program, which states that VCTC will "support ongoing statewide efforts to provide develop adequate funding resources for all aspects of transportation investment including capacity improvements, operations, and

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state of good repair." The bill is supported by the California State Association of Counties, the League of California Cities, the California Association of Councils of Governments, the City of Thousand Oaks, and the City of San Buenaventura.

Attachment C is the matrix updating the status of bills being tracked by VCTC. Two of the bills VCTC has supported, AB 1250 (Bloom) regarding bus axle weights and SB 508 (Beall) regarding transit agency expenses, have been approved by their house of origin, while SB 321 (Beall) to modify the method for adjusting the gasoline tax is awaiting approval of the full Senate.



GONZALEZ, QUINTANA & HUNTER, LLC

VENTURA COUNTY TRANSPORTATION COMMISSION MONTHLY STATE ADVOCACY REPORT MAY 2015

Legislative Update

May kicked off work of the Senate and Assembly Appropriations Committee. Both Committees will hold Suspense File hearings on May 29. At this time, hundreds of bills sit on those files and many are likely to remain there. Next week the Senate and Assembly will hold lengthy floor sessions each day to vote on all remaining bills from that respective house. Bills that do not move on to the second house by June 5th will be dead and/or two-year bills.

Budget May Revise

On May 15, the Governor released the May Revision to his January Budget proposal. Prior to this, the Budget Subcommittees in both the Senate and Assembly heard and rejected the January trailer bill proposals to create a statewide process for relinquishments and express lanes – not because of the underlying policy but rather because they believed that the issues needed to be subject to the regular policy bill review process. In the May Revise, these proposals did not reappear in any form though it is expected that AB 194 (Frazier) relative to express lanes and SB 254 (Allen) relative to relinquishment will continue to move forward.

Noticeably missing from the Budget and the May Revise is a comprehensive transportation-funding proposal. There has still not been any sign of the Assembly Speaker's proposal in a bill, and this has not been included in the Budget or a trailer bill either. Senate Bill 16, by Senator Beall, seems to be the only viable transportation-funding proposal in the legislative process at this time. The Administration has indicated that they would like to look for a permanent funding solution, but the Senator's five-year proposal could be an opportunity to bridge the gap as a permanent solution is developed.

Changes in the Cap and Trade revenue allocation proposal are noted in the table below, as proposed in the Governor's May Revise. The increased funding to the programs is reflective of the additional revenue above estimates from recent auctions. It should be noted that both the Assembly and the Senate have additional funding proposals that will be worked out during Conference Committee before the June 15 deadline to pass and sign the Budget Bill.

Cap & Trade Budget Proposal Adjustments

Program	January Proposal	May Additional	New Total
High Speed Rail	\$250	\$250	\$500
Low Carbon Transit Operations	\$50	\$50	\$100
Transit/Intercity Rail Capital	\$100	\$165	\$265
Affordable Housing/Strategic Growth Council	\$200	\$200	\$400
CARB – Clean Air Vehicle Programs	\$200	\$150	\$350

The Assembly Budget Subcommittee voted to add \$175 million in other items for Cap and Trade funding. Those include:

- \$50 million for biomass power generation grants provided by the California Energy Commission
- \$25 million for Active Transportation Grants, administered through Caltrans.
- \$25 million for a transit pass expansion grant program, administered by the Transportation Agency
- \$10 million in additional organics programs at CalRecycle.
- \$10 million for the river revitalization and greenway development, which will be housed in the Natural Resources Agency
- \$10 million for Biomethane collection and purification grants administered by the California Energy Commission.
- \$10 million to develop a loan-loss reserve to help underwrite additional financing for property assessed clean energy programs, administered by the State Treasurer
- \$8 million of community outreach to assist disadvantaged communities access Cap and Trade funding for programs the reduce greenhouse gas emissions.
- \$4 million for mosquito vector control activities the reduce greenhouse gas emissions through grants provided by the Department of Food and Agriculture.
- \$4 million for applied climate change research grants administered by the Strategic Growth Council.
- \$2.5 million for Adaptation funding at the California Coastal Commission.
- \$1.5 million for the Strategic Growth Council to begin a process of outreaching to Californians to raise awareness of activities that generate greenhouse gas emissions and provide tips on how citizens can reduce carbon emissions in their everyday activities and routines.

Comparatively, the Senate approved the Governor's proposal with little to no changes, other than the following:

- \$50 million for Agricultural Energy and Operational Efficiency. Senate plan increases funding by \$25 million and places an emphasis on sequestration.
- \$10 million for Waste Diversion at CalRecycle.
- \$105 million for Water and Energy Efficiency and Technology. Senate plan combines two of the Governor's programs and increases total funding by \$15 million.
- Eliminates the Healthy Soils Program (\$20 million).
- Adds \$500 million for a Local Climate Action/Disproportionately Affected Communities Program.
- Adds \$25 million for a Green Bank to provide initial financing for energy efficiency projects.

It remains to be seen if these additional allocations will survive Conference Committee deliberations and overall in the budget negotiations between the Legislature and the Governor.

Bills of Interest

AB 4 (Linder R) Vehicle weight fees: transportation bond debt service.

Status: DEAD

Summary: Would, *notwithstanding* specified provisions or any other law, until January 1, 2020, prohibit weight fee revenues from being transferred from the State Highway Account to the Transportation Debt Service Fund, the Transportation Bond Direct Payment Account, or any other fund or account for the purpose of payment of the debt service on transportation general obligation bonds, and would also prohibit loans of weight fee revenues to the General Fund.

Position: Support

AB 21 (Perea D) California Global Warming Solutions Act of 2006: scoping plan.

Status: 5/18/2015-In Senate. Read first time. To Com. on RLS for assignment. **Summary**: Would require the State Air Resources Board in preparing its scoping plan to consult with specified state agencies regarding matters involving energy efficiency and the facilitation of the electrification of the transportation sector. This bill contains other related provisions and other existing laws.

AB 23 (Patterson R) California Global Warming Solutions Act of 2006: market-based compliance mechanisms: exemption.

Status: 3/23/2015-In committee: Set, first hearing. Failed passage. Reconsideration granted. **Summary**: The California Global Warming Solutions Act of 2006 authorizes the State Air Resources Board to include the use of market-based compliance mechanisms. Current state board regulations require specified entities to comply with a market-based compliance mechanism beginning January 1, 2013, and require additional specified entities to comply with that market-based compliance mechanism beginning January 1, 2015. This bill would instead exempt those categories of persons or entities that did not have a compliance obligation, as defined, under a market-based compliance mechanism beginning January 1, 2013, from being subject to that market-based compliance mechanism through December 31, 2020.

AB 33 (Quirk D) California Global Warming Solutions Act of 2006: Climate Change Advisory Council.

Status: 5/6/2015-In committee: Set, first hearing. Referred to APPR Suspense File. **Summary**: The California Global Warming Solutions Act of 2006 requires the State Air Resources Board to prepare and approve a scoping plan for achieving the maximum technologically feasible and cost-effective reductions in greenhouse gas emissions. The act requires the scoping plan to be updated at least once every 5 years. This bill, until January 1, 2020, would require, for purposes of advising the update of the next scoping plan, the state board to develop specified information by July 1, 2016. The bill would require the state board on or before January 1, 2017, to submit a report to the appropriate committees of the Legislature on the specified information.

AB 194 (Frazier D) High-occupancy toll lanes.

Status: 4/29/2015-In committee: Set, first hearing. Referred to APPR Suspense File. **Summary**: Current law provides that the Department of Transportation has full possession and control of the state highway system. Current law authorizes the department to construct exclusive or preferential lanes for buses only or for buses and other high-occupancy vehicles. This bill would authorize a regional transportation agency, in cooperation with the department, to apply to the California Transportation Commission to develop other toll facilities, as specified

AB 227 (Alejo D) Transportation funding.

Status: DEAD

Summary: Current law provides for loans of revenues from various transportation funds and accounts to the General Fund, with various repayment dates specified. This bill, with respect to any loans made to the General Fund from specified transportation funds and accounts with a repayment date of January 1, 2019, or later, would require the loans to be repaid by December 31, 2018. This bill contains other related provisions and other current laws.

Position: Support

AB 323 (Olsen R) California Environmental Quality Act: exemption: roadway improvement.

Status: 5/7/2015-In Senate. Referred to Com. on E.Q.

Summary: The California Environmental Quality Act (CEQA) requires a lead agency, as defined, to prepare, or cause to be prepared, and certify the completion of, an environmental impact report on a project that it proposes to carry out or approve that may have a significant effect on the environment or to adopt a negative declaration if it finds that the project will not have that effect. CEQA also requires a lead agency to prepare a mitigated negative declaration for a project that may have a significant effect on the environment if revisions in the project would avoid or mitigate that effect and there is no substantial evidence that the project, as revised, would have a significant effect on the environment. This bill would extend the above exemption to January 1, 2020. This bill contains other existing laws.

AB 400 (Alejo D) Department of Transportation: changeable message signs.

Status: 5/7/2015- In Senate. Referred to Com. on T. & H.

Summary: Current law provides that the Department of Transportation has full possession and control of all state highways. Current law, the Outdoor Advertising Act, provides for the regulation by the department of advertising displays, as defined, within view of public highways. Current law also authorizes the department to install and maintain information signs along state highways. This bill would require the department, by June 30, 2016, to update its internal policies to allow displays of safety, transportation-related, and voting-relating messages on changeable message signs, as defined.

AB 869 (Cooper D) Public transportation agencies: fare evasion and prohibited conduct.

Status: 5/21/2015-In Senate. Referred to Com. on T. & H.

Summary: Current law authorizes a public transportation agency to adopt and enforce an ordinance to impose and enforce civil administrative penalties for fare evasion or other passenger misconduct, other than by minors, on or in a transit facility or vehicle in lieu of the criminal penalties otherwise applicable, with specified administrative procedures for the imposition and enforcement of the administrative penalties, including an initial review and opportunity for a subsequent administrative hearing. This bill would provide that a person who fails to pay the administrative penalty when due or successfully complete the administrative process to dismiss the notice of fare evasion or passenger misconduct may be subject to those criminal penalties.

(Linder R) Construction Manager/General Contractor method: regional transportation agencies: projects on expressways.

Status: 5/14/2015-In Senate. Read first time. To Com. on RLS. for assignment. **Summary**: Would authorize regional transportation agencies, as defined, to use the Construction Manager/General Contractor project delivery method, as specified, to design and construct certain expressways that are not on the state highway system if the expressways are developed in accordance with an expenditure plan approved by voters as of January 1, 2014. The bill would require specified information provided to a regional transportation agency to be verified under oath.

AB 1250 (Bloom D) Vehicles: buses: gross axle weight.

Status: 5/7/2015-In Senate. Referred to Com. on T. & H.

Summary: Current law, operative January 1, 2016, provides that the gross weight on any one axle of a bus shall not exceed 20,500 pounds. Current law exempts from this limitation a transit bus procured through a solicitation process pursuant to which a solicitation was issued before January 1, 2013. A violation of this provision is a crime. This bill would exempt from the weight limitation transit buses procured through a solicitation process pursuant to which a solicitation was issued before January 1, 2016.

Position: Support

AB (Perea D) Transportation projects: comprehensive development lease agreements.

Status: 5/6/2015-In committee: Set, first hearing. Referred to APPR Suspense File. Summary: Current law authorizes the Department of Transportation and regional transportation agencies, as defined, to enter into comprehensive development lease agreements with public and private entities, or consortia of those entities, for certain transportation projects that may charge certain users of those projects tolls and user fees, subject to various terms and requirements. These arrangements are commonly known as public-private partnerships. This bill would provide that a lease agreement shall not be entered into under these provisions on or after January 1, 2030, and would delete obsolete cross-references and make technical changes to these provisions.

AB 1364 (<u>Linder</u> R) California Transportation Commission.

Status: DEAD

Summary: Current law vests the California Transportation Commission with specified powers, duties, and functions relative to transportation matters. Current law requires the commission to retain independent authority to perform the duties and functions prescribed to it under any provision of law. This bill would exclude the California Transportation Commission from the Transportation Agency and establish it as an entity in the state government. The bill would also make conforming changes.

ACA 4 (Frazier D) Local government transportation projects: special taxes: voter approval.

Status: 4/28/2015-From committee: Be adopted, and re-refer to Com. on REV. & TAX. Re-referred. (Ayes 10. Noes 5.) (April 27). Re-referred to Com. on REV. & TAX. **Summary**: Would provide that the imposition, extension, or increase of a special tax by a local government for the purpose of providing funding for local transportation projects, as defined, requires the approval of 55% of its voters voting on the proposition. The measure would also make conforming and technical, nonsubstantive changes. This measure would also provide that it shall become effective immediately upon approval by the voters and shall apply to any local measure imposing, extending, or increasing a special tax for local transportation projects submitted at the same election.

Position: Support

SB 9 (Beall D) Greenhouse Gas Reduction Fund: Transit and Intercity Rail Capital Program.

Status: 5/18/2015-May 18 hearing: Placed on APPR Suspense File.

Summary: Current law provides various sources of funding for transportation programs, including capital and operating funds for rail services, including intercity, commuter, and urban rail systems, including the Transit and Intercity Rail Capital Program which receives 10% of the annual proceeds of the Greenhouse Gas Reduction Fund as a continuous appropriation. This bill would modify the purpose of the program to delete references to operational investments and instead provide for the funding of large, transformative capital improvements that will modernize California's intercity, commuter, and urban rail systems and bus and ferry transit systems to achieve certain policy objectives, including reducing emissions of greenhouse gases, the expansion of transit services to increase ridership, and to improve transit safety.

SB 16 (Beall D) Transportation funding.

Status: 5/22/2015-Joint Rule 62(a) suspended.

Summary: Would create the Road Maintenance and Rehabilitation Program to address deferred maintenance on the state highway system and the local street and road system. The bill would provide for the program to be authorized every 5 years by the Legislature, and would provide that authorization for the 2015-16 through 2019-20 fiscal years. The bill would require the California Transportation Commission to identify the estimated funds to be available for the program and adopt performance criteria to ensure efficient use of the funds.

SB 32 (Pavley D) California Global Warming Solutions Act of 2006: emissions limit.

Status: 5/18/2015-May 18 hearing: Placed on Senate APPR Suspense File.

Summary: Would require the State Air Resources Board to approve a statewide greenhouse gas emissions limit that is equivalent to 80% below the 1990 level to be achieved by 2050, as specified. The bill would authorize the state board to adopt interim greenhouse gas emissions level targets to be achieved by 2030 and 2040. The bill also would state the intent of the Legislature for the Legislature and appropriate agencies to adopt complementary policies that ensure the long-term emissions reductions advance specified criteria. The bill would make conforming changes.

SB 39 (Payley D) Vehicles: high-occupancy vehicle lanes.

Status: 5/22/2015-In Assembly. Referred to Com. on TRANS.

Summary: Current federal law, until September 30, 2017, authorizes a state to allow specified labeled vehicles to use lanes designated for high-occupancy vehicles (HOVs). Currentt law authorizes the DMV to issue no more than 70,000 of those identifiers. This bill would increase the number of those identifiers that the DMV is authorized to issue to an unspecified amount. This bill contains other related provisions and other current laws.

SB 64 (Liu D) California Transportation Plan.

Status: 5/22/2015-In Assembly. Read first time. Held at Desk.

Summary: Would require the California Transportation Commission to review recommendations in the update to the California Transportation Plan prepared by the department in 2015, and every 5 years thereafter, to prepare specific action -oriented and pragmatic recommendations for transportation system improvements, and to submit a report in that regard to the Legislature and the Governor by December 31, 2016, and every 5 years thereafter.

SB 158 (Huff R) Transportation projects: comprehensive development lease agreements.

Status: DEAD

Summary: Would authorize the Department of Transportation or a regional transportation agency to enter into a comprehensive development lease on or after January 1, 2017, for a proposed transportation project on the state highway system if a draft environmental impact statement or draft environmental impact report for the project was released by the department in March 2015 for public comment. This bill contains other related provisions.

SB 194 (Cannella R) Vehicles: high-occupancy vehicle lanes.

Status: DEAD

Summary: Current law authorizes local authorities and the Department of Transportation to establish exclusive or preferential use of highway lanes for high-occupancy vehicleson highways under their respective jurisdictions. This bill would make technical, nonsubstantive changes to that provision.

SB 254 (Allen D) State highways: relinquishment.

Status: 5/11/2015-May 11 hearing: Placed on Senate APPR Suspense File.

Summary: Current law provides for the California Transportation Commission to relinquish to local agencies state highway segments that have been deleted from the state highway system by legislative enactment or have been superseded by relocation, and in certain other cases. Current law prohibits relinquishments of those segments that have been superseded by relocation until the Department of Transportation has placed them in a state of good repair and maintenance, as defined, including litter removal, weed control, and tree and shrub trimming. This bill would revise and recast these provisions to delete the requirement that the portion to be relinquished be deleted from the state highway system by legislative enactment or superseded by relocation.

SB 321 (Beall D) Motor vehicle fuel taxes: rates: adjustments.

Status: 5/5/2015-Read second time. Ordered to third reading.

Summary: Current law, as of July 1, 2010, exempts the sale of, and the storage, use, or other consumption of, motor vehicle fuel from specified sales and use taxes and increases the excise tax on motor vehicle fuel, as provided. This bill would, for the 2015-16 fiscal year and each fiscal year thereafter, instead require the board, on or before July 1, 2015, or March 1 of the fiscal year immediately preceding the applicable fiscal year, as specified, to adjust the rate in a manner as to generate an amount of revenue equal to the amount of revenue loss attributable to the exemption, based on estimates made by the board that reflect the combined average of the actual fuel price over the previous 4 fiscal years and the estimated fuel price for the current fiscal year, and continuing to take into account adjustments required by current law to maintain revenue neutrality.

Position: Support

SB 348 (Galgiani D) California Environmental Quality Act: exemption: railroad crossings.

Status: 5/22/2015-In Assembly. Referred to Com. on NAT. RES.

Summary: CEQA exempts from its requirements railroad grade separation projects that eliminate existing grade crossings or that reconstruct existing grade separations. CEQA authorizes a lead agency, if it determines that a project is exempt from the requirements of CEQA, to file a notice of exemption with specific public entities. This bill would require a lead agency, if it determines that the above exemption applies to a project that the agency approves or determines to carry out, to file a notice of exemption with the Office of Planning and Research and, in the case of a local agency, with the county clerk in each affected county. This bill contains other related provisions and other existing laws.

SB 391 (Huff R) Assault and battery: transit employees.

Status: DEAD

Summary: Would make an assault committed against a transit employee punishable by imprisonment in a county jail not exceeding one year, by a fine not exceeding \$2,000, or by both that fine and imprisonment. By expanding the scope of a crime, this bill would impose a statemandated local program. This bill contains other related provisions and other existing laws.

SB 413 (Wieckowski D) Public transit: prohibited conduct.

Status: 5/19/2015-Read second time. Ordered to third reading.

Summary: Current law makes it a crime, punishable as an infraction or misdemeanor, as specified, for person to commit certain acts on or in a facility or vehicle of a public transportation system, including disturbing another person by loud or unreasonable noise. This bill would revise the unreasonable noise provision so that it would apply to a person failing to comply with the warning of a transit official related to disturbing another person by loud and unreasonable noise, and also to a person playing sound equipment on or in a public transportation system facility or vehicle. The bill would also make it an infraction for a person on or in a facility or vehicle of a public transportation system to fail to yield seating reserved for an elderly or disabled person. The bill would make a 3rd or subsequent violation of the prohibition against selling or peddling goods, merchandise, property, or services, as specified, punishable as a misdemeanor. This bill contains other related provisions and other existing laws.

SB 491 (Committee on Transportation and Housing) Transportation: omnibus bill.

Status: 5/18/2015-In Assembly. Read first time. Held at Desk.

Summary: Current law, in the area under the jurisdiction of the Bay Area Air Quality Management District, requires at least 40% of fee revenues to be proportionately allocated to each county within the district, and requires an entity receiving these revenues, at least once a year, to hold one or more public meetings for the purpose of adopting criteria for expenditure of the funds and to review those expenditures. This bill would instead, at least once a year, require one or more public meetings to adopt criteria for expenditure of funds, if the criteria have been modified from the previous year, and one or more public meetings to review those expenditures.

SB 508 (Beall D) Transportation funds: transit operators: pedestrian safety.

Status: 5/18/2015-In Assembly. Read first time. Held at Desk.

Summary: Would delete the requirement for transit operators to maintain higher farebox requirements based on the 1978-79 fiscal year. The bill would exempt additional categories of expenditures from the definition of "operating cost" used to determine compliance with required farebox ratios, including, among others, certain fuel, insurance, and claims settlement cost increases beyond the change in the Consumer Price Index . The bill would also exempt startup costs for new transit services for up to 2 years.

Position: Support

SB 649 (Roth D) Vehicles: weight limits.

Status: DEAD

Summary: Current law generally prohibits the total gross weight in pounds imposed on the highway by a group of 2 or more consecutive axles of a vehicle from exceeding a specified weight, depending on the distance in feet between the extremes of a group of 2 or more consecutive axles, and the number of axles. This bill would make technical, nonsubstantive changes to those provisions.

SCA 5 (Hancock D) Local government: special taxes: voter approval.

Status: 4/7/2015-Referred to Coms. on GOV. & F., E. & C.A., and APPR.

Summary: Would condition the imposition, extension, or increase of a special tax by a local government upon the approval of 55% of the voters voting on the proposition, if the proposition proposing the tax contains specified requirements. The measure would also make conforming and technical, nonsubstantive changes.

SCA 7 (Huff R) Motor vehicle fees and taxes: restriction on expenditures.

Status: 4/27/2015-May 5 hearing postponed by committee.

Summary: Would prohibit the Legislature from borrowing revenues from fees and taxes imposed by the state on vehicles or their use or operation, and from using those revenues other than as specifically permitted by Article XIX. The measure would also provide that none of those revenues may be pledged or used for the payment of principal and interest on bonds or other indebtedness. This bill contains other related provisions and other existing laws.

Senate Bill 16 (Beall)

Summary:

SB 16 would do the following:

- Repay existing transportation loans in equal installments over three fiscal years beginning in 2016.
- Return truck weight fees back to transportation in increasing amounts over five years, i.e. first
 year 20-percent returned, second year 40-percent returned, etc. (approximately \$1 billion is
 currently funding transportation related bond debt service)
- Increase the vehicle license fee by 0.07-percent each year for five years to backfill the General Fund for transportation related bond debt service.
- Increase the gasoline excise tax by 10-cents.
- Increase the diesel excise tax by 12-cents (2-cents of which is dedicated to Trade Corridors Improvement Fund).
- Levy an additional \$35 fee on annual vehicle registrations.
- Levy an additional \$100 fee on annual vehicle registrations for zero-emission vehicles.
- This bill has an urgency clause, meaning that it would take effect as soon as passed, signed, and chaptered.

The revenues from the gas tax increase, 10-cents of the diesel tax increase, and both registration fees would be deposited into a new maintenance and rehabilitation fund. SB 16 would provide that 5 percent of total revenues generated would be appropriated to a State-Local Partnership Program to incentivize additional local sales tax measures passed after July 1, 2015. The remaining 95 percent of revenues would be shared equally between the state and counties and cities.

Purpose:

The state estimates that we currently have a \$59 billion backlog in maintenance on the state system that is growing roughly by \$4 billion per year. Cities and counties suggest they have an equally-staggering \$78 billion backlog for the local system, with projected funding levels insufficient to even maintain the status quo. A nominal increase today will keep us from having to make more drastic changes in the future.

Author Statement:

The state transportation system is critical to California's economic well-being, as it enables us to move goods, people, and ideas around and through the state. For decades, because we prioritized development and expansion of our transportation network, our economy has been able to grow and become the envy of the country.

Unfortunately, we now face a challenge of significant proportions. Our system is aging rapidly and with much of our road and bridge infrastructure past its expected lifespan, rehabilitation and maintenance costs for both the state system and local streets and roads are skyrocketing. At the same time, we have not increased the base revenues for this work since the early 1990s. One-time transportation dollars from state bonds and federal recovery grants have been spent. We no longer have the funding to maintain the infrastructure we have, let alone address the needs of an ever-growing and shifting population. SB 16 creates a much needed, temporary funding plan to address the maintenance backlog of our aging system.

Existing Law:

Existing law imposes state taxes and fees related to transportation as follows:

Gasoline excise tax: \$0.36/gallon
Diesel excise tax: \$0.11/gallon
Diesel sales tax: \$0.27/gallon

Vehicle license fee (VLF): 0.65% of market value
 Vehicle registration fee (VRF): \$43 per vehicle

Weight fees, for commercial vehicles only, up to a maximum amount of \$2,271

In general, the gasoline and diesel excise taxes are spent exclusively on road maintenance and construction as provided for in the Constitution, vehicle license fees are spent on general fund obligations, vehicle registration fees are spent on Department of Motor Vehicles and California Highway Patrol operations, and weight fees are spent on paying the debt service on transportation bonds.

Related legislation:

- SB 321 (Beall) amends the method BOE uses to adjust the fuel tax swap rates. The bill was approved by the Committee on April 15, 2015.
- SB 433 (Berryhill) would require the Department of Finance, instead of the BOE, to determine the annual excise tax rate adjustment for gasoline and diesel fuel under the "fuel tax swap" provisions. The bill was approved by the Committee on April 22, 2015.

Support/Opposition (May 12, 2015):

Support

American Society of Civil Engineers; Associated General Contractors; California Alliance for Jobs; California Association of Councils of Governments; California Contract Cities Association; California State Association of Counties; California Infill Federation; City of Calexico; City of Cathedral City; City of Claremont; City of Bellflower; City of Brisbane; City of Burbank; City of Clearlake; City of Daly City; City of Downey; City of Fowler; City of Gilroy; City of Hanford; City of Hayward; City of Hercules; City of Hughson; City of Lafayette; City of Lake Elsinore; City of Lakewood; City of Los Altos; City of Livermore; City of Mill Valley; City of Modesto; City of Montclair; City of Montebello; City of Monterey Park; City of Morgan Hill; City of Napa; City of Novato; City of Pacifica; City of Rancho Cucamonga: City of Rancho Mirage: City of Rosemead: City of Sacramento: City of San Jose: City of Santa Ana; City of Santa Clara; City of Santa Maria; City of San Gabriel; City of San Mateo; City of Santa Barbara; City of Santa Rosa; City of Seaside; City of Shasta Lake; City of Soledad; City of South El Monte; City of Thousand Oaks; City of Turlock; City of Watsonville; City of West Sacramento; City of Whittier; CTM Construction; Glendale City Employees Association; League of California Cities; LIUNA Locals 777 & 792; Los Angeles County Division of the League of Cities; Marin County Council of Mayors and Council Members: Monterey County Board of Supervisors; Northern California Carpenters Regional Council; Organization of SMUD Employees; Professional Engineers in California Government; San Bernardino Public Employees Association; San Diego County Court Employees Association; San Luis Obispo County Employees Association; Santa Clara County Board of Supervisors; Town of Colma; Town of Danville

Opposition

Association of California Car Clubs; Howard Jarvis Tax Payers Association; 6 Individuals

VENTURA COUNTY TRANSPORTATION COMMISSION STATE LEGISLATIVE MATRIX BILL SUMMARY May 29, 2015 **BILL/AUTHOR** SUBJECT **POSITION STATUS** AB 4 Prohibits spending truck weight fees on Support Died in Assembly transportation bond debt service. Transportation Committee. Linder AB 194 Removes limitation on the number of toll Watch Passed Assembly lanes the California Transportation Appropriations Committee Frazier 11-3. In full Assembly. Commission can approve. AB 227 Provides various transportation revenue Support Died in Assembly Budget enhancements including a prohibition on Alejo Committee. spending truck weight fees on transportation bond debt service. AB 1250 Extends the bus axle weight exemption. Support In Senate Transportation & Bloom Housing Committee. ACA 4 Places before the voters a Constitutional Support Passed Assembly Transportation Committee Frazier Amendment to reduce to 55% the approval 10-5. In Assembly threshold for local transportation funding Revenue & Taxation measures. Committee. SB 16 Increases fuel taxes and vehicle fees to Support Passed Senate Beall raise \$3.5 billion annually for transportation Government & Finance over five years. Committee 7-0. Passed **Senate Appropriations** Committee 5-2. In full Senate. SB 321 Passed Senate Modifies the gas tax adjustment process to Support reduce fluctuations. Appropriations Committee. Beall In full Senate. SB 508 Provides flexibility regarding transit cost Support Passed Senate Beall and farebox ratio requirements. Transportation & Housing Committee 8-0. Passed Senate 28-8. To Assembly.

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



Item #14

June 5, 2015

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: PETER DE HAAN, PROGRAMMING DIRECTOR

SUBJECT: APPROVE FISCAL YEAR (FY) 2015/16 TRANSIT PROGRAM OF PROJECTS

(PUBLIC HEARING)

RECOMMENDATION:

- Approve the attached Program of Projects (POP) for federal transit operating, planning and capital assistance for FY 2015/16.
- 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 with 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 is 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, expired at the end of federal FY 2013/14 and has only been extended on a short-term basis since then, so without having an authorization covering FY 2015/16 VCTC conservatively assumed FY 2015/16 funds to be equal to the FY 2014/15 apportionment. The draft FY 2016 federal transportation budget under consideration by the House Appropriations Committee is in line with this assumption. Should the adopted FY 2016 Federal budget be lower than assumed, it will be necessary to make changes in the Program of Projects.

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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. The POP also includes FY 2015/16 transit projects previously selected by VCTC for funding from the Section 5310 Senior and Individuals with Disabilities, Jobs Access and Reverse Commute (JARC), and Congestion Mitigation and Air Quality (CMAQ) programs through calls for projects.

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 VCTC-operated services including VCTC Intercity and Valley Express. As in past years, VCTC has shifted 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. Thus, in the POP a portion of the contributions for Thousand Oaks/Moorpark, Camarillo, and Simi Valley for Countywide Planning show up instead as Section 5339 funds for VCTC Intercity bus service. However, the total funds in the POP for VCTC-operated bus service are equal to the amount it generates.

The attached POP was approved by TRANSCOM at its May7th meeting. The POP notice was published in the Ventura County Star on May 26th.

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 2015/16 Fiscal Year (FY 2016). The funds available in FY 2016 are estimated to be \$270,000 in Section 5310 funds and \$21,893,000 in other funds for the Oxnard UA, \$160,000 in Section 5310 funds and \$8,712,000 in other funds for the Thousand Oaks UA, \$2,680,000 for the Camarillo UA, and \$3,141,000 for the Simi Valley UA, based on anticipated FY 2016 funds, prior year carry-over funds, and federal discretionary funds. The public hearing will be held at 9:00 a.m. on Friday, June 5, 2015, 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.

		Total		Federal	L	ocal Share
VENTURA URBANIZED AREA		Cost		Share		& Other
st Transit Operating Assistance						
Wells/Nyland Acres Demo (CMAQ Funds)	s	2,615,840	\$	2,315,803	\$	300,037
Operating Assistance	\$		\$		\$	1,050,000
operating / colorance	\$	4,715,840	\$	3,365,803	\$	1,350,037
Planning Assistance		.,,		-,,		.,,
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
Capital Assistance	•	4.000.004	Φ.	4 500 004	•	200 472
Preventive Maintenance	\$	1,990,864	\$	1,592,691	\$	398,173
Operations and Maintenance Facility	\$ \$	125,000 50,000		100,000 40,000		25,000 10,000
Service Vehicles Bus Stop Upgrades (Enhancement Funds)	\$	50,000		40,000		10,000
Business System Upgrades	\$	100,000		80,000		20,000
Five Buses (CMAQ Funds)	\$	2,800,000	\$,	\$	321,160
ADA Paratransit Service	\$	1,050,000		840,000		210,000
	\$	6,165,864	\$	5,171,531	\$	994,333
Total Gold Coast	\$	11,131,704	\$	8,737,334	\$	2,394,370
County Transportation Commission						
Operating Assistance						
CalVans Vanpool Operations (JARC Funds)	\$	31,500		15,750	\$	15,750
VCTC Intercity Operating Assistance	\$	2,045,948		1,022,974		1,022,974
East/West Connector Demo (CMAQ funds)	\$	1,242,000	\$	1,099,543	\$	142,457
Planning Assistance	\$	3,319,448	\$	2,138,267	\$	1,181,181
Transit Planning and Programming (FY 16/17)	\$	248,089	\$	198,471	\$	49,618
Transit Information Center (FY 16/17)	\$	237,500		190,000	\$	47,500
Fare Collection/Passenger Counting Data	\$	400,000		320,000	-	80,000
Management (FY 16/17)	•	.00,000	Ť	020,000	Ť	00,000
Elderly/Disabled Planning/Evaluation (FY 16/17)	\$	262,500	\$	210,000	\$	52,500
Transit Marketing (FY 16/17)(CMAQ Funds)	\$	500,000	\$	500,000	\$	
Bus Service Planning (FY 16/17)	\$	468,750	\$	375,000	\$	93,750
	\$	2,116,839	\$	1,793,471	\$	323,368
Capital Assistance	•	4 040 500	•	4 070 740	•	400.700
Two Buses for VCTC Intercity (CMAQ funds)	\$	1,218,506		1,078,743	\$	139,763
Ojai Bus Shelters and Amenities (CMAQ Funds) Two Buses for Ventura Trolley (CMAQ Funds)	\$ \$	225,001 399,517		199,193 353,692		25,808 45,825
VISTA Svcs - Cap Leases (FY14/15) (Sec 5339)	\$	337,129	\$	269,703	\$	67,426
Fare Collection/Ridership Monitoring Equipment	\$	525,000		420,000		105,000
(Section 5339)		020,000	Ψ	120,000	•	100,000
NextBus for Bus Stop Signage	\$	93,750	\$	75,000	\$	18,750
(Transit Enhancement Funds)						
Metrolink Capital Rehabilitation (FY 15/16)	\$	298,409	\$	129,000	\$	
Metrolink Capital Rehabilitation (FY 16/17)	\$	1,594,538	\$	1,594,538	\$	
Metrolink Capital Rehab (FY 16/17)(Sec 5337)		4,225,118				
T-+-IV/0T0	\$	8,916,966	\$		\$	402,570
Total VCTC	\$	14,353,254	\$	12,276,725	\$	1,907,120
press Operating Assistance						
Operating Assistance (FY 15/16)	\$	1,005,082	\$	502 541	\$	502 541
oporating / issistantes (FF 15/10)	\$	1.005.082	<u>\$</u>	502,541	\$	502,541
Capital Assistance	•	.,550,502	Ψ	552,011	-	552,041
Bus Stop Improvements (CMAQ Funds)	\$	110,000	\$	82,500	\$	27,500
	\$	110,000	\$	82,500	\$	27,500
Total Valley Express	\$	1,115,082	\$	585,041	\$	530,041
County Human Services Agency						
Operating Assistance						
Work Reliability Transport (JARC Funds)	\$	75,600	\$	37,800	\$	37,800
Total HSA	-	75,600	\$	37,800	\$	37,800

County Transportation Commission						
Operating Assistance						
CalVans Vanpool Operations (JARC Funds)	<u>\$</u>	18,500	\$	9,250	<u>\$</u>	9,250
Planning Assistance	Ъ	18,500	\$	9,250	Ф	9,250
Transit Planning and Programming (FY 16/17)	\$	847.768	\$	423,884	\$	423,884
Transit Flamming and Frogramming (FF 1877)	\$	847,768	\$	423,884	\$	423,884
Capital Assistance						
VISTA Svcs - Cap Leases (FY14/15) (Sec 5339)	\$	263,965	\$	211,172		52,793
Metrolink Capital Rehabilitation (FY 16/17)	\$	892,609		892,609		-
Metrolink Capital Rehab (FY 16/17)(Sec 5337)	\$	2,832,786	\$	2,832,786 30,000		7 500
NextBus Upgrade for Bus Stop Signage (Transit Enhancement Funds)	Ф	37,500	Ф	30,000	\$	7,500
(Transit Elinancement Funds)	\$	4,026,860	\$	3,966,567	\$	60,293
Total VCTC	\$	4,893,128	\$	4,399,701	\$	493,427
Thousand Oaks	•	.,,		.,,	•	,
Operating Assistance						
Metrolink Shuttle	\$	100,000		50,000		50,000
Beach Bus	\$	100,000	\$	50,000	\$	50,000
Diagning Assistance	\$	200,000	\$	100,000	\$	100,000
Planning Assistance Transit Marketing	\$	50.000	\$	40,000	\$	10,000
Transit Marketing Transit Planning and Technical Support	\$	203,250	\$	162,600	\$	40,650
Transit Flamming and Toolinical Support	\$	253,250	\$	202,600	\$	50,650
Capital Assistance		, -		, -		,
Transit Vehicle Maintenance	\$	475,000		380,000		95,000
Transit Facilities / Bus Stops Maintenance	\$	187,500		150,000		37,500
Transit Vehicle Capital Lease	\$	125,000		100,000		25,000
Four Fixed-Route Buses (CMAQ Funds)	\$	1,875,000		1,500,000		375,000 375,000
Transp Center Impovements (CMAQ Funds) Inter-City ADA	\$ \$	1,875,000 125,000		1,500,000 100,000		25,000
Inter-City ADA	\$	4,662,500	\$	3,730,000	\$	932,500
Total Thousand Oaks	\$	5,115,750	\$	4,032,600	\$	1,083,150
Moorpark	-	-,,.		.,,	•	.,,
Operating Assistance						
Fixed Route/Paratransit Operating Assistance	\$	195,000	\$	97,500	\$	97,500
	\$	195,000	\$	97,500	\$	97,500
Capital Assistance	Φ	70.005	Φ	57,000	Φ	44.457
Fixed Route Vehicle Capital Maintenance Dial-a-Ride Capital Leases / Cap Maint	\$	72,285 80,000	\$	57,828 64,000		14,457 16,000
Diai-a-Mide Capital Leases / Cap Maint	\$	152,285	\$	121,828	\$	30,457
Total Moorpark	\$	347,285	\$	219,328	\$	127,957
County Human Services Agency	•	011,200	•	2.0,020	•	.2.,001
Operating Assistance						
Work Reliability Transport (JARC Funds)	\$	44,400	\$	22,200	\$	22,200
Total HSA	\$	44,400	\$	22,200	\$	22,200
TOTAL RILLO URBANIZED AREA	\$	10,400,563	\$	8,673,829	\$	1,726,734
RILLO URBANIZED AREA						
County Transportation Commission						
Planning Assistance						
Transit Planning and Programming (FY 16/17)	\$	70,288	\$	35,144	\$	35,144
3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3	\$	70,288	\$	35,144	\$	35,144
Capital Assistance						
VISTA Svcs - Cap Leases (FY16/17) (Sec 5339)	\$	186,740	\$	149,392	\$	37,348
	\$	186,740	\$	149,392	\$	37,348
	\$	257,028	\$	184,536	\$	72,492
Total VCTC						
Camarillo				24,000	\$	6,000
Camarillo <u>Planning Assistance</u>	•	30 000	4		_	6.000
Camarillo	\$	30,000	\$		\$	0,000
Camarillo Planning Assistance Transit Planning	\$	30,000 30,000	_	24,000	\$	
Camarillo <u>Planning Assistance</u>	\$		_		\$	691,500
Camarillo Planning Assistance Transit Planning Operating Assistance	\$ \$ \$	30,000	_	24,000	\$	691,500 691,500
Camarillo Planning Assistance Transit Planning Operating Assistance Camarillo Area Transit Operating Assistance Capital Assistance	\$ \$	30,000 1,383,000 1,383,000	\$	24,000 691,500 691,500	\$	691,500
Camarillo Planning Assistance Transit Planning Operating Assistance Camarillo Area Transit Operating Assistance Capital Assistance One Replacement Paratransit Vehicle	\$	30,000 1,383,000 1,383,000 187,500	\$ \$	24,000 691,500 691,500 150,000	\$	691,500 37,500
Camarillo Planning Assistance Transit Planning Operating Assistance Camarillo Area Transit Operating Assistance Capital Assistance One Replacement Paratransit Vehicle Two Expansion Transit Vehicles	\$ \$ \$	30,000 1,383,000 1,383,000 187,500 250,000	\$ \$ \$	24,000 691,500 691,500 150,000 200,000	\$	691,500 37,500 50,000
Camarillo Planning Assistance Transit Planning Operating Assistance Camarillo Area Transit Operating Assistance Capital Assistance One Replacement Paratransit Vehicle	\$ \$ \$	30,000 1,383,000 1,383,000 187,500 250,000 604,486	\$ \$ \$ \$ \$	24,000 691,500 691,500 150,000 200,000 483,589	\$ \$ \$	691,500 37,500 50,000 120,897
Camarillo Planning Assistance Transit Planning Operating Assistance Camarillo Area Transit Operating Assistance Capital Assistance One Replacement Paratransit Vehicle Two Expansion Transit Vehicles Camarillo Rail Station / Bus - Capital Maintenance	\$ \$ \$	30,000 1,383,000 1,383,000 187,500 250,000 604,486 1,041,986	\$ \$ \$ \$ \$	24,000 691,500 691,500 150,000 200,000 483,589 833,589	\$ \$ \$ \$	691,500 37,500 50,000 120,897 208,397
Camarillo Planning Assistance Transit Planning Operating Assistance Camarillo Area Transit Operating Assistance Capital Assistance One Replacement Paratransit Vehicle Two Expansion Transit Vehicles Camarillo Rail Station / Bus - Capital Maintenance Total Camarillo	\$ \$ \$ \$	30,000 1,383,000 1,383,000 187,500 250,000 604,486 1,041,986 2,454,986	\$ \$ \$ \$ \$ \$ \$	24,000 691,500 691,500 150,000 200,000 483,589 833,589 1,549,089	\$ \$ \$ \$	691,500 37,500 50,000 120,897 208,397 905,897
Camarillo Planning Assistance Transit Planning Operating Assistance Camarillo Area Transit Operating Assistance Capital Assistance One Replacement Paratransit Vehicle Two Expansion Transit Vehicles Camarillo Rail Station / Bus - Capital Maintenance Total Camarillo TOTAL	\$ \$ \$	30,000 1,383,000 1,383,000 187,500 250,000 604,486 1,041,986	\$ \$ \$ \$ \$	24,000 691,500 691,500 150,000 200,000 483,589 833,589	\$ \$ \$ \$	691,500 37,500 50,000 120,897 208,397
Camarillo Planning Assistance Transit Planning Operating Assistance Camarillo Area Transit Operating Assistance Capital Assistance One Replacement Paratransit Vehicle Two Expansion Transit Vehicles Camarillo Rail Station / Bus - Capital Maintenance Total Camarillo	\$ \$ \$ \$	30,000 1,383,000 1,383,000 187,500 250,000 604,486 1,041,986 2,454,986	\$ \$ \$ \$ \$ \$ \$	24,000 691,500 691,500 150,000 200,000 483,589 833,589 1,549,089	\$ \$ \$ \$	691,500 37,500 50,000 120,897 208,397 905,897
Camarillo Planning Assistance Transit Planning Operating Assistance Camarillo Area Transit Operating Assistance Capital Assistance One Replacement Paratransit Vehicle Two Expansion Transit Vehicles Camarillo Rail Station / Bus - Capital Maintenance Total Camarillo TOTAL	\$ \$ \$ \$	30,000 1,383,000 1,383,000 187,500 250,000 604,486 1,041,986 2,454,986	\$ \$ \$ \$ \$ \$ \$	24,000 691,500 691,500 150,000 200,000 483,589 833,589 1,549,089	\$ \$ \$ \$	691,500 37,500 50,000 120,897 208,397 905,897
Camarillo Planning Assistance Transit Planning Operating Assistance Camarillo Area Transit Operating Assistance Capital Assistance One Replacement Paratransit Vehicle Two Expansion Transit Vehicles Camarillo Rail Station / Bus - Capital Maintenance Total Camarillo TOTAL ACCOUNTY Transportation Commission	\$ \$ \$ \$	30,000 1,383,000 1,383,000 187,500 250,000 604,486 1,041,986 2,454,986	\$ \$ \$ \$ \$ \$ \$	24,000 691,500 691,500 150,000 200,000 483,589 833,589 1,549,089	\$ \$ \$ \$	691,500 37,500 50,000 120,897 208,397 905,897
Camarillo Planning Assistance Transit Planning Operating Assistance Camarillo Area Transit Operating Assistance Capital Assistance One Replacement Paratransit Vehicle Two Expansion Transit Vehicles Camarillo Rail Station / Bus - Capital Maintenance Total Camarillo TOTAL ALLEY URBANIZED AREA County Transportation Commission Planning Assistance	\$ \$ \$ \$ \$ \$ \$ \$	30,000 1,383,000 1,383,000 187,500 250,000 604,486 1,041,986 2,454,986 2,712,014	\$ \$ \$ \$ \$ \$ \$	24,000 691,500 691,500 150,000 200,000 483,589 833,589 1,549,089 1,733,625	\$ \$ \$ \$	691,500 37,500 50,000 120,897 208,397 905,897 978,389
Camarillo Planning Assistance Transit Planning Operating Assistance Camarillo Area Transit Operating Assistance Capital Assistance One Replacement Paratransit Vehicle Two Expansion Transit Vehicles Camarillo Rail Station / Bus - Capital Maintenance Total Camarillo TOTAL ACCOUNTY Transportation Commission	\$ \$ \$ \$	30,000 1,383,000 1,383,000 187,500 250,000 604,486 1,041,986 2,454,986	\$ \$ \$ \$ \$ \$ \$	24,000 691,500 691,500 150,000 200,000 483,589 833,589 1,549,089	\$ \$ \$ \$	691,500 37,500 50,000 120,897 208,397 905,897
Camarillo Planning Assistance Transit Planning Operating Assistance Camarillo Area Transit Operating Assistance Capital Assistance One Replacement Paratransit Vehicle Two Expansion Transit Vehicles Camarillo Rail Station / Bus - Capital Maintenance Total Camarillo TOTAL ALLEY URBANIZED AREA County Transportation Commission Planning Assistance	\$ \$ \$ \$ \$ \$ \$ \$	30,000 1,383,000 1,383,000 187,500 250,000 604,486 1,041,986 2,454,986 2,712,014	\$ \$ \$ \$ \$ \$ \$	24,000 691,500 691,500 150,000 200,000 483,589 833,589 1,549,089 1,733,625	\$ \$ \$ \$	691,500 37,500 50,000 120,897 208,397 905,897 978,389
Camarillo Planning Assistance Transit Planning Operating Assistance Camarillo Area Transit Operating Assistance Capital Assistance One Replacement Paratransit Vehicle Two Expansion Transit Vehicles Camarillo Rail Station / Bus - Capital Maintenance Total Camarillo TOTAL A County Transportation Commission Planning Assistance Transit Planning and Programming (FY 16/17)	\$ \$ \$ \$ \$ \$ \$ \$	30,000 1,383,000 1,383,000 187,500 250,000 604,486 1,041,986 2,454,986 2,712,014 105,002 105,002 370,666	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$	24,000 691,500 691,500 150,000 200,000 483,589 833,589 1,549,089 1,733,625 52,501 296,533	\$ \$ \$ \$ \$ \$ \$	691,500 37,500 50,000 120,897 208,397 905,897 978,389 52,501 52,501 74,133
Camarillo Planning Assistance Transit Planning Operating Assistance Camarillo Area Transit Operating Assistance Capital Assistance One Replacement Paratransit Vehicle Two Expansion Transit Vehicles Camarillo Rail Station / Bus - Capital Maintenance Total Camarillo TOTAL ALLEY URBANIZED AREA County Transportation Commission Planning Assistance Transit Planning and Programming (FY 16/17) Capital Assistance	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	30,000 1,383,000 1,383,000 187,500 250,000 604,486 1,041,986 2,454,986 2,712,014 105,002 105,002	\$ \$ \$ \$ \$ \$ \$ \$	24,000 691,500 691,500 150,000 200,000 483,589 833,589 1,549,089 1,733,625	\$ \$ \$ \$ \$ \$	691,500 37,500 50,000 120,897 208,397 905,897 978,389 52,501

Operating Assistance							
Simi Valley Transit Operating Assistance	\$	2.973.822	\$	1.486.911	\$	1.486.911	
cinii vano, manor operaniig resistante	\$	2.973.822	\$	1.486.911	\$	1.486.911	
Capital Assistance	-	_,,	•	.,,		.,,	
Preventive Maintenance	\$	910,100	\$	728,080	\$	182,020	
Non Fixed-Route ADA Paratransit Capital	\$	319.026		255.221		63.805	
Transit Management System (CMAQ Funds)	\$	425,000		292.100		132.900	
Dispatch Software	\$	36,900	\$	29,500		7,400	
•	\$	1,691,026	\$	1,304,901	\$	386,125	
Total Simi Valley	\$	4.664.848	\$	2.791.812	\$	1.873.036	
TOTAL	\$	5.140.517	\$	3.140.846	\$	1,999,671	
FY 2015/16 SECTION 5310 / NEW FREEDOM	/ D		4	-11			
FY 2015/16 SECTION 5510 / NEW FREEDOM	/I P	ROGRAI	VI C	JF PRO	,=(-13	
OXNARD/VENTURA URBANIZED AREA							
Planning Assistance	•	27.400	•	07.000	Φ.		
Program Administration	\$	27,409 27 409	\$	27,323 27.323	\$		
Operating Assistance	Þ	27,409	Ф	21,323	Ф	-	
Operating Assistance County Area Agency on Aging MediRide Program	•	150.206	¢.	99.266	\$	50.040	
County Area Agency on Aging Medikide Program	<u>\$</u>	150,206	<u>\$</u>	99,266	\$	50,940 50.940	
Capital Assistance	Ð	150,200	Þ	99,200	Ф	50,940	
<u>Capital Assistance</u> Mobility Management Partners Catch-A-Ride	œ.	78.117	\$	78,117	Φ		
Wobility Wanagement Farthers Catch-A-Ride	\$	78,117	\$	78,117	\$		
TOTAL	\$	255.732	\$	204.706	\$	50.940	
THOUSAND OAKS/MOORPARK URBANIZED AREA	J	200,732	Þ	204,700	Ф	50,940	
Planning Assistance Program Administration	•	16,028	\$	16.028	\$		
Program Administration	\$	16,028	\$	16,028	\$		
Operating Assistance	Φ	10,020	Φ	10,020	Φ	-	
County Area Agency on Aging MediRide Program	\$	68.764	\$	45.444	\$	23.320	
Senior DAR Intercity between Thousand Oaks	\$	50.000	\$	40,000	\$	10,000	
and Moorpark	Ð	30,000	Φ	40,000	Φ	10,000	
and woorpark	\$	118,764	\$	85,444	\$	33,320	
Capital Assistance	Ψ	110,704	Φ	05,444	Φ	33,320	
Mobility Management Partners Catch-A-Ride	\$	35.762	\$	35,762	\$		
Thousand Oaks Group Travel Training	\$	12,500	\$	10,000	\$	2,500	
mousand daks group maver maining	\$	48.262	\$	45,762	\$	2,500	
TOTAL	\$	183.054	\$	147.234	-	35.820	
TUTAL	J	183,054	Ф	147,234	Þ	ან,820	