



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

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AGENDA*

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

**CAMARILLO CITY HALL
601 CARMEN DRIVE
CAMARILLO, CA
FRIDAY, OCTOBER 7, 2011
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.

- 5. APPROVE SUMMARY FROM SEPTEMBER 9, 2011 REGULAR VCTC MEETING –PG.5**

- 6. CALTRANS REPORT**

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

7. COMMISSIONERS / EXECUTIVE DIRECTOR REPORT

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

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

9. CONSENT CALENDAR

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

9A. JULY/AUGUST MONTHLY BUDGET REPORTS- PG.9

Recommended Action:

Receive and file

Responsible Staff: Sally DeGeorge

9B. RAIL OPERATIONS UPDATE- PG.23

Recommended Action:

Receive and file.

Responsible Staff: Mary Travis

9C. SECTION 5310 PROGRAM STATUS REPORT – PG.27

Recommended Action:

Receive and file

Responsible Staff: Peter De Haan

9D. LEGISLATIVE UPDATE AND MATRIX – PG.29

Recommended Action:

Receive and file

Responsible Staff: Peter De Haan

9E. RESOLUTION IN SUPPORT OF TIGER III APPLICATION FOR ROUTE 101/23 INTERCHANGE PROJECT- PG.35

Recommended Action:

- Approve Resolution #2011-10 authorizing the Executive Director to file a federal TIGER III Discretionary Grant Application to the US Department of Transportation (DOT) in the amount of \$19.5 million for the Route 101/23 Regional Corridor Improvements project.
- Approve the attached federal wage rate certification required to be included in with application.

Responsible Staff: Peter De Haan

9F. VENTURA COUNTY COORDINATED PUBLIC TRANSIT HUMAN SERVICES TRANSPORTATION PLAN REQUEST FOR PROPOSALS – PG.39

Recommended Action:

Approve and issue the attached Human Services Study RFP.

Responsible Staff: Ed Webster

9G. GRANT DEED FOR SANTA PAULA BRANCH LINE PROPERTY FOR BIKE TRAIL – PG.47

Recommended Action:

- Approve Trail Easement Deed and Right-Of-Way Donation to VCTC from Cabrillo Economic Development Corporation (CEDC) for the purposes of construction and operation of a multipurpose public recreational trail along the Santa Paula Branch Line in the City of Santa Paula.
- Authorize the Executive Director to sign the documents on behalf of the Commission.

Responsible Staff: Mary Travis

10. STATE TRANSIT ASSISTANCE FUND BALANCE- PG.55

Recommended Action:

- Amend the Transportation Development Act (TDA) budget to increase the State Transit Assistance (STA) revenues by \$3,332,286.
- Amend the STA transfers to the general fund to increase by \$120,888 and increase the pass through Gold Coast Transit expenditure line item in the TDA budget by \$120,888.

Responsible Staff: Peter De Haan

11. GUIDELINES FOR PROGRAMMING ADDITIONAL FEDERAL FUNDS – PG.59

Recommended Action:

- Begin process for programming STP, CMAQ and TE funds for cost increases of existing projects, where funds are required quickly, following the attached guidelines.
- Initiate a new Mini-Call for Projects using anticipated Fiscal Year (FY) 2011/12 and FY 2012/13 funds, with guidelines to be presented at the November meeting

Responsible Staff: Peter De Haan

12. APPROVAL OF CONTRACT FOR COMPLETION OF FRA – REQUIRED RAIL BRIDGE INVENTORY – PG.61

Recommended Action:

- Approve professional services agreement with JL Patterson & Associates not to exceed \$80,000 for completion of Phase One of the requirements of the Federal Railroad Administration (FRA) Final Rule on Railroad Bridge Inventory and Safety Inspections.
- Amend the FY 2011/12 budget increasing expenditures by \$15,000 to \$80,000 and increasing revenues by \$15,000 funded from State Transit Assistance (STA) fund balance.

Responsible Staff: Mary Travis

13. ELIMINATION OF PROGRAM MANAGER – TRANSIT DEPENDENT PROGRAMS POSITION AND REPLACING IT WITH PROGRAM ANALYST I AND PROGRAM ANALYST II CLASSIFICATIONS- PG.63

Recommended Action:

- Eliminate Program Manager – Transit Dependent Programs and add two alternately staffed classifications of Program Analyst I and Program Analyst II and set compensation levels for those newly created classifications.
- Amend the 2011/12 budget increasing salaries, benefits, and overhead in the amount of \$32,000 funded from unobligated general fund/Local Transportation Fund balance

Responsible Staff: Darren Kettle

**14. DIVISION OF AERONAUTICS COMMENT LETTER, OXNARD UNION HIGH SCHOOL DISTRICT
– PG. 73**

Recommended Action:

- The Ventura County Airport Land Use Commission find that any portion of the proposed high school site located in the unincorporated County adjacent west of Victoria Avenue and adjacent north of Wooley Road that falls within the Traffic Pattern Zone for Oxnard Airport to be inconsistent with the Airport Comprehensive Land Use Plan for Ventura County.
- The Ventura County Airport Land Use Commission direct the Executive Director to transmit the Commission's findings to the Division of Aeronautics.

Responsible Staff: Steve DeGeorge

15. GENERAL COUNSEL'S REPORT

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

16. AGENCY REPORTS

17. CLOSED SESSION

Closed Session pursuant to Gov. Code sec. 549454.5 (Public Employee Discipline/Dismissal/Release)

18. ADJOURN

The next Commission meeting is scheduled to be held at 9:00 a.m. Friday, **November 4, 2011**, Camarillo City Hall, City Council Chambers, 601 Carmen Drive, Camarillo.



Item #5

Meeting Summary

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

**CAMARILLO CITY HALL
601 CARMEN DRIVE
CAMARILLO, CA
FRIDAY, SEPTEMBER 9, 2011
9:00 AM**

Members Present: Bill Fulton, Chair, City of San Buenaventura
John Zarazoga, Vice Chair, County of Ventura
Ralph Fernandez, City of Santa Paula
Brian Humphrey, Citizen Representative, Cities
Kathy Long, County of Ventura
Michael Morgan, City of Camarillo
Irene Pinkard, City of Oxnard
Keith Millhouse, City of Moorpark
Jon Sharkey, City of Port Hueneme
Linda Parks, County of Ventura (arrived at 10:30)
Carlton Strobel, City of Ojai
Steve Sojka, City of Simi Valley
Keith Turner, Citizen Representative, County
Patti Walker, City of Fillmore
Steve Novotny, Caltrans District 7

Call To Order

Pledge of Allegiance

Roll Call

Public Comments for those items not listed in this agenda

Frank Nilsen, Oxnard Resident, spoke of the need to enhance the quality of pedestrian spaces with the creation of safe and welcoming walking environments.

APPROVE SUMMARY FROM JULY 8, 2011 REGULAR VCTC MEETING – Approved

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CALTRANS REPORT

The California Transportation Commission has allocated funding from CMIA Prop 1B funds for the 101/Mussel Shoals Project. The project will be ready to advertise in October and construction will begin in February or March of 2012.

COMMISSIONERS REPORTS

Chair Fulton attended the Mobility 21 Conference in LA, which included more than 1000 attendees. He noted there are 600,000 bridges in the country in need of repair.

Commissioner Fernandez responded to the public speaker's comments and said that Santa Paula is in the process of developing a bike/pedestrian trail which will be completed in November.

Commissioner Humphrey noted that September is National Preparedness Month. At a future meeting he would like a report on staff emergency preparedness for employee safety and information management.

EXECUTIVE DIRECTOR REPORT

Ventura/Santa Barbara 101 Widening Project – We have very good news regarding the Route 101 Carpool Lanes project between Mussel Shoals and Carpinteria. As was anticipated, Caltrans completed the design on schedule and brought the project to the California Transportation Commission at its August meeting for a Proposition 1B funds allocation vote. We had expected that the Commission would defer the vote until the state had sold additional bonds, but to our surprise, they approved the allocation. This approval was made possible because of lagging construction of other Proposition 1B projects. The project can now start construction in early 2012, meeting the required deadline under Proposition 1B. The construction cost estimate is \$93.35 million and the support costs during construction is \$15.3 million for a total cost of \$108.65 million.

US 101/Wendy Drive Interchange – Another item of good news is that Caltrans and the Federal Highway Administration have given final approval for the Thousand Oaks project to improve the Wendy Drive Interchange on Route 101. VCTC programmed \$11.3 million of Surface Transportation Program funds for this project. The project can now go out to bid, and start construction this winter.

Million Rider Mark Achieved by VISTA – In late August, VCTC staff circulated a media announcement announcing that VISTA had achieved the million rider milestone. In spite of a sluggish economy, little if any employment growth in the county, and services cuts in the Heritage Valley, VCTC VISTA fixed route and dial a ride services achieved a combined ridership of 1,008,500. At the same time, for Fiscal Year 2010-2011, the fare box recovery rate for VISTA services is now up to 48.5%, a 3 ½ % increase over the prior year.

VCTC/COG Restructuring Status Report – Following the unanimous approval by both the Ventura County Transportation Commission and the Ventura Council of Governments Board of Directors to move forward with the merging or restructuring the two bodies to become one with VCTC serving as the VCOG Board, staff and legal counsel developed the proposed legal instruments to implement the change. Over the course of the summer both staff and legal counsel from several cities have reviewed the documents from both a legal and governance perspective. As part of that review, a legal issue has been identified that negates the approach of each local jurisdiction adopting a resolution designating VCTC to serve in the capacity of VCOG. With the consent of the VCTC Chair and the VCOG Chair, the Executive Director will request a joint meeting of the VCTC Administrative Committee and the VCOG Administrative Committee to discuss further options.

ADDITIONS/REVISIONS - None

CONSENT CALENDAR

9A. MONTHLY BUDGET REPORT – Approved

Receive and file

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9B. RAIL OPERATIONS UPDATE – Approved

Receive and file.

9C. BUDGET AMENDMENTS FOR PROJECT BALANCES - Approved

Amend the VCTC Fiscal Year 2011/2012 budget for expenditures in programs listed to be funded from carry-forward balances from Fiscal Year 2010/2011.

9D. REVISED LOS ANGELES-SAN DIEGO-SAN LUIS OBISPO (LOSSAN) INTERCITY RAIL JOINT POWERS AGENCY (JPA) AGREEMENT - Approved

Approve revised Los Angeles-San Diego-San Luis Obispo (LOSSAN) Joint Powers Agency (JPA) agreement to add the Riverside County Transportation Commission (RCTC) as an ex-officio member on the LOSSAN Board.

9E. SECTION 13(c) LABOR AGREEMENT - Approved

Approve the agreement with the Service Employees International Union (SEIU), Local 721, as required for VCTC's Fiscal Year 2011/12 federal transit grant applications with the Federal Transit Administration.

9F. AGRICULTURE WORKER VANPOOL UPDATE - Approved

Receive and File

9G. FOURTH QUARTER VISTA RIDERSHIP 2010-11 – Approved

Receive and File

10. 2011/12 EAST COUNTY ADA PASS-THROUGH FUNDING ALLOWANCE - Approved

Set the funding allocations between the participants in the \$150,000 East County ADA Pass-through Program

Public Comment

Mike Houser, City of Thousand Oaks, said the new formula is more fair to the agencies providing the service but he still has concerns regarding the overall funding level for the program.

11. LOAN OF CONGESTION MITIGATION AND AIR QUALITY PROGRAM BALANCE TO SAN DIEGO ASSOCIATION OF GOVERNMENTS – Approved

Ratify two-year loan to the San Diego Association of Governments of up to \$5.4 million of the unused Congestion Mitigation and Air Quality program capacity and implement a policy and protocol strategy for dealing with contingency situations in the future.

12. LEGISLATIVE UPDATE AND POSITION ON BILLS - Approved

- *Adopt a Support position on HR 2766 (Gary Miller), the Breaking Down Barriers Act.*
- *Adopt a Support position for extension of the federal fuel tax.*
- *Receive and file the state legislative report and matrix).*

13. FISCAL YEAR 2011/12 TRANSIT PROGRAM OF PROJECTS (POP) – PUBLIC HEARING - Approved

Adopt the final Program of Projects approving the projects to receive Federal Transit Administration funds for all areas of Ventura County in FY 2011/12.

14. TRANSPORTATION INVESTMENT GENERATING ECONOMIC RECOVERY III (TIGER III) GRANT APPLICATION - Approved

In cooperation with the City of Thousand Oaks, prepare an application for \$20 million of TIGER III discretionary federal funds for the Route 101/23 Interchange Improvements project.

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15. VENTURA COUNTY BUS TRANSIT FREE TRANSFER PROGRAM - *Approved*

Approve continuation of the VISTA Free Transfer Program and provide the information contained in this report to all local transit agencies participating in the free Transfer program for their jurisdiction's actions, with a recommendation that they continue participating in the free transfer program.

Public Comments

- *Cameron Yee, CAUSE, ASSERT, and Ventura County Bus Riders Union – Spoke in support of the recommended action*
- *Fred Nilson spoke in support of the recommended action*

16. GENERAL COUNSEL'S REPORT – *No Report*

17. AGENCY REPORTS – *No Reports*

18. CLOSED SESSION - *No Closed Session*

19. ADJOURN

The next Commission meeting is scheduled to be held at 9:00 a.m. Friday October 7, 2011, Camarillo City Hall, City Council Chambers, 601 Carmen Drive, Camarillo.



Item # 9A

October 7, 2011

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: SALLY DEGEORGE, FINANCE DIRECTOR

SUBJECT: MONTHLY BUDGET REPORT

RECOMMENDATION:

- Receive and file the monthly budget report for July and August 2011

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 typically prepares this agenda item on a monthly basis, but due to the Fiscal Year 2010/2011 year-end close and audit the July monthly budget report was delayed one month. The Commission will receive monthly budget reports from this point forward.

The July 31, 2011 and August 31, 2011 budget reports indicate that revenues were approximately 5.72% and 4.51% of the adopted budget while expenditures were approximately 18.55% and 8.25% of the adopted budget. Although the percentage of the budget year completed is shown, be advised that neither the revenues nor the expenditures occur on a percentage or monthly basis. For instance, some revenues are received at the beginning of the year while other revenues are received after grants are approved by federal agencies. In many instances, VCTC incurs expenses in advance of the revenues.

**VENTURA COUNTY TRANSPORTATION COMMISSION
BALANCE SHEET
AS OF JULY 31, 2011**

ASSETS

Assets:

Cash and Investments - Wells Fargo Bank	\$ 2,886,169
Cash and Investments - County Treasury	15,878,050
Petty Cash	50
Receivables/Due from other funds	1,979,012
Prepaid Expenditures	1,139,881
Deposits	<u>12,581</u>

Total Assets: **\$21,895,743**

LIABILITIES AND FUND BALANCE

Liabilities:

Accrued Expenses/Due to other funds	\$ 2,308,899
Deferred Revenue	263,806
Deposits	<u>412</u>

Total Liabilities: **\$ 2,573,117**

Net Assets:

Fund Balance	<u>\$19,322,626</u>
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Total Liabilities and Fund Balance: **\$21,895,743**

**VENTURA COUNTY TRANSPORTATION COMMISSION
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
FOR THE ONE MONTH ENDING JULY 31, 2011**

	General Fund Actual	LTF Actual	STA Actual	SAFE Actual	Fund Totals Actual	Annual Budget	Variance Over (Under)	% Year to Date
Revenues								
Federal Revenues	\$ 285,437	\$ 0	\$ 0	\$ 0	\$ 285,437	\$ 12,000,327	(11,714,890)	2.38
State Revenues	0	1,824,800	0	0	1,824,800	28,564,645	(26,739,845)	6.39
Local Revenues	476,962	0	0	2,500	479,462	4,593,819	(4,114,357)	10.44
Other Revenues	0	0	0	0	0	0	0	0.00
Interest	84	0	0	19	103	141,000	(140,897)	0.07
Total Revenues	762,483	1,824,800	0	2,519	2,589,802	45,299,791	(42,709,989)	5.72
Expenditures								
Administration								
Personnel Expenditures	111,855	0	0	0	111,855	2,413,900	(2,302,045)	4.63
Legal Services	1,188	0	0	0	1,188	35,000	(33,812)	3.39
Professional Services	3,463	0	0	0	3,463	108,000	(104,537)	3.21
Office Leases	10,336	0	0	0	10,336	131,300	(120,964)	7.87
Office Expenditures	6,015	0	0	0	6,015	239,680	(233,665)	2.51
Total Administration	132,857	0	0	0	132,857	2,927,880	(2,795,023)	4.54
Programs and Projects								
Transit & Transportation Program								
Senior-Disabled Transportation	9,644	0	0	0	9,644	256,800	(247,156)	3.76
Go Ventura Smartcard	10,353	0	0	0	10,353	341,200	(330,847)	3.03
VISTA Fixed Route Bus Services	416,317	0	0	0	416,317	5,292,818	(4,876,501)	7.87
VISTA DAR Bus Services	183,001	0	0	0	183,001	2,434,385	(2,251,384)	7.52
Nextbus	0	0	0	0	0	212,545	(212,545)	0.00
Trapeze Paratransit & Dispatch	1,917	0	0	0	1,917	30,000	(28,083)	6.39
Transit Grant Administration	5,979	0	0	0	5,979	5,338,446	(5,332,467)	0.11
Total Transit & Transportation	627,211	0	0	0	627,211	13,906,194	(13,278,983)	4.51

	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	0	0	0
Motorist Aid Call Box System	0	0	0	23,483	23,483	434,900	(411,417)	5.40
SpeedInfo Highway Speed Sensor	0	0	0	11,400	11,400	144,000	(132,600)	7.92
Total Highway	0	0	0	34,883	34,883	578,900	(544,017)	6.03
Rail Program								
Metrolink & Commuter Rail	1,946	0	0	0	1,946	1,384,350	(1,382,404)	0.14
LOSSAN & Coastal Rail	179	0	0	0	179	12,750	(12,571)	1.40
Santa Paula Branch Line	45,993	0	0	0	45,993	554,550	(508,557)	8.29
Total Rail	48,118	0	0	0	48,118	1,951,650	(1,903,532)	2.47
Commuter Assistance Program								
Transit Information Center	4,433	0	0	0	4,433	19,000	(14,567)	23.33
Rideshare Programs	1,143	0	0	0	1,143	56,500	(55,357)	2.02
Total Commuter Assistance	5,576	0	0	0	5,576	75,500	(69,924)	7.39
Planning & Programming								
Transportation Development Act	54,093	800,425	0	0	854,518	26,626,803	(25,772,285)	3.21
Transportation Improvement								
Programing	711	0	0	0	711	99,625	(98,914)	0.71
Regional Transportation Planning	10,747	0	0	0	10,747	448,050	(437,303)	2.40
Airport Land Use Commission	0	0	0	0	0	1,600	(1,600)	0.00
Regional Transit Planning	4,990	0	0	0	4,990	201,450	(196,460)	2.48
Freight Movement	0	0	0	0	0	6,500	(6,500)	0.00
Total Planning & Programming	70,541	800,425	0	0	870,966	27,384,028	(26,513,062)	3.18
General Government								
Community Outreach & Marketing	2,687	0	0	0	2,687	620,349	(617,662)	0.43
State & Federal Relations	14,651	0	0	0	14,651	66,120	(51,469)	22.16
Management & Administration	445,708	0	0	0	445,708	856,958	(411,250)	52.01
Total General Government	463,046	0	0	0	463,046	1,543,427	(1,080,381)	30.00
Total Expenditures	1,347,349	800,425	0	34,883	2,182,657	48,367,579	(46,184,922)	4.51

	General Fund Actual	LTF Actual	STA Actual	SAFE Actual	Fund Totals Actual	Annual Budget	Variance Over (Under)	% Year to Date
Revenues over (under) expenditures	(584,866)	1,024,375	0	(32,364)	407,145	(3,067,788)	3,474,933	(13.27)
Other Financing Sources								
Transfers Into GF from LTF	1,428,282	0	0	0	1,428,282	1,828,282	(400,000)	78.12
Transfers Into GF from STA	276,272	0	0	0	276,272	2,091,853	(1,815,581)	13.21
Transfers Into GF from SAFE	0	0	0	0	0	644,300	(644,300)	0.00
Transfers Out of LTF into GF	0	(1,428,282)	0	0	(1,428,282)	(1,828,282)	400,000	78.12
Transfers Out of STA into GF	0	0	(276,272)	0	(276,272)	(2,091,853)	1,815,581	13.21
Transfers Out of SAFE into GF	0	0	0	0	0	(644,300)	644,300	0.00
Total Other Financing Sources	1,704,554	(1,428,282)	(276,272)	0	0	0	0	0.00
Net Change in Fund Balances	1,119,688	(403,907)	(276,272)	(32,364)	407,145	(3,067,788)	3,474,933	
Beginning Fund Balance	1,923,350	6,034,477	7,950,838	3,006,816	18,915,481	14,617,258	4,298,223	
Ending Fund Balance	\$3,043,038	\$5,630,570	\$7,674,566	\$2,974,452	\$19,322,626	\$11,549,470	\$7,773,156	

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**VENTURA COUNTY TRANSPORTATION COMMISSION
INVESTMENT REPORT
AS OF JULY 31, 2011**

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

Institution	Investment Type	Maturity Date	Interest to Date	Rate	Balance
Wells Fargo – Checking	Government Checking	N/A	\$103.09	0.50%	\$2,886,168.90
County of Ventura	Treasury Pool	N/A	\$0.00	0.00%	15,820,022.20
Total			\$ 103.09		\$18,706,191.10

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

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

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

**VENTURA COUNTY TRANSPORTATION COMMISSION
BALANCE SHEET
AS OF AUGUST 31, 2011**

ASSETS

Assets:

Cash and Investments - Wells Fargo Bank	\$ 2,369,679
Cash and Investments - County Treasury	17,575,320
Petty Cash	50
Receivables/Due from other funds	4,597,468
Prepaid Expenditures	1,139,881
Deposits	<u>12,581</u>
Total Assets:	<u>\$25,694,979</u>

LIABILITIES AND FUND BALANCE

Liabilities:

Accrued Expenses/Due to other funds	\$ 1,956,828
Deferred Revenue	409,481
Deposits	<u>412</u>
Total Liabilities:	<u>\$ 2,366,721</u>

Net Assets:

Fund Balance	<u>\$23,328,258</u>
Total Liabilities and Fund Balance:	<u>\$25,694,979</u>

**VENTURA COUNTY TRANSPORTATION COMMISSION
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
FOR THE TWO MONTHS ENDING AUGUST 31, 2011**

	General Fund Actual	LTF Actual	STA Actual	SAFE Actual	Fund Totals Actual	Annual Budget	Variance Over (Under)	% Year to Date
Revenues								
Federal Revenues	\$ 642,046	\$ 0	\$ 0	\$ 0	\$ 642,046	\$ 12,075,327	(11,433,281)	5.32
State Revenues	0	4,257,900	0	0	4,257,900	28,564,645	(24,306,745)	14.91
Local Revenues	3,508,503	0	0	2,500	3,511,003	4,573,819	(1,062,816)	76.76
Other Revenues	15	0	0	0	15	0	15	0.00
Interest	184	0	0	35	219	141,000	(140,781)	0.16
Total Revenues	4,150,748	4,257,900	0	2,535	8,411,183	45,354,791	(36,943,608)	18.55
Expenditures								
Administration								
Personnel Expenditures	321,406	0	0	0	321,406	2,413,900	(2,092,494)	13.31
Legal Services	1,573	0	0	0	1,573	35,000	(33,427)	4.49
Professional Services	3,805	0	0	0	3,805	108,000	(104,195)	3.52
Office Leases	25,242	0	0	0	25,242	131,300	(106,058)	19.22
Office Expenditures	13,598	0	0	0	13,598	239,680	(226,082)	5.67
Total Administration	365,624	0	0	0	365,624	2,927,880	(2,562,256)	12.49
Programs and Projects								
Transit & Transportation Program								
Senior-Disabled Transportation	10,286	0	0	0	10,286	256,800	(246,514)	4.01
Go Ventura Smartcard	21,940	0	0	0	21,940	434,950	(413,010)	5.04
VISTA Fixed Route Bus Service	873,084	0	0	0	873,084	5,292,818	(4,419,734)	16.50
VISTA DAR Bus Services	398,928	0	0	0	398,928	2,434,385	(2,035,457)	16.39
Nextbus	0	0	0	0	0	212,545	(212,545)	0.00
Trapeze Paratransit & Dispatch	1,917	0	0	0	1,917	30,000	(28,083)	6.39
Transit Grant Administration	6,037	0	0	0	6,037	5,338,446	(5,332,409)	0.11
Total Transit & Transportation	1,312,192	0	0	0	1,312,192	13,999,944	(12,687,752)	9.37

	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	0	0	0
Motorist Aid Call Box System	0	0	0	26,995	26,995	434,900	(407,905)	6.21
SpeedInfo Highway Speed Sensor	0	0	0	22,700	22,700	144,000	(121,300)	15.76
Total Highway	0	0	0	49,695	49,695	578,900	(529,205)	8.58
Rail Program								
Metrolink & Commuter Rail	4,646	0	0	0	4,646	1,364,350	(1,359,704)	0.34
LOSSAN & Coastal Rail	179	0	0	0	179	12,750	(12,571)	1.40
Santa Paula Branch Line	69,259	0	0	0	69,259	554,550	(485,291)	12.49
Total Rail	74,084	0	0	0	74,084	1,931,650	(1,857,566)	3.84
Commuter Assistance Program								
Transit Information Center	6,702	0	0	0	6,702	19,000	(12,298)	35.27
Rideshare Programs	1,493	0	0	0	1,493	56,500	(55,007)	2.64
Total Commuter Assistance	8,195	0	0	0	8,195	75,500	(67,305)	10.85
Planning & Programming								
Transportation Development Act	54,093	1,585,850	0	0	1,639,943	26,626,803	(24,986,860)	6.16
Transportation Improvement Program	2,216	0	0	0	2,216	99,625	(97,409)	2.22
Regional Transportation Planning	14,253	0	0	0	14,253	448,050	(433,797)	3.18
Airport Land Use Commission	0	0	0	0	0	1,600	(1,600)	0.00
Regional Transit Planning	22,053	0	0	0	22,053	201,450	(179,397)	10.95
Freight Movement	41,289	0	0	0	41,289	6,500	34,789	635.22
Total Planning & Programming	133,904	1,585,850	0	0	1,719,754	27,384,028	(25,664,274)	6.28
General Government								
Community Outreach & Marketing	5,305	0	0	0	5,305	620,349	(615,044)	0.86
State & Federal Relations	15,004	0	0	0	15,004	66,120	(51,116)	22.69
Management & Administration	448,553	0	0	0	448,553	856,958	(408,405)	52.34
Total General Government	468,862	0	0	0	468,862	1,543,427	(1,074,565)	30.38
Total Expenditures	2,362,861	1,585,850	0	49,695	3,998,406	48,441,329	(44,442,923)	8.25

	General Fund Actual	LTF Actual	STA Actual	SAFE Actual	Fund Totals Actual	Annual Budget	Variance Over (Under)	% Year to Date
Revenues over (under) expenditures	1,787,887	2,672,050	0	(47,160)	4,412,777	(3,086,538)	7,499,315	(142.97)
Other Financing Sources								
Transfers Into GF from LTF	1,428,282	0	0	0	1,428,282	1,828,282	(400,000)	78.12
Transfers Into GF from STA	276,272	0	0	0	276,272	2,110,603	(1,834,331)	13.09
Transfers Into GF from SAFE	0	0	0	0	0	644,300	(644,300)	0.00
Transfers Out of LTF into GF	0	(1,428,282)	0	0	(1,428,282)	(1,828,282)	400,000	78.12
Transfers Out of STA into GF	0	0	(276,272)	0	(276,272)	(2,110,603)	1,834,331	13.09
Transfers Out of SAFE into GF	0	0	0	0	0	(644,300)	644,300	0.00
Total Other Financing Sources	1,704,554	(1,428,282)	(276,272)	0	0	0	0	0.00
Net Change in Fund Balances	3,492,441	1,243,768	(276,272)	(47,160)	4,412,777	(3,086,538)	7,499,315	
Beginning Fund Balance	1,923,350	6,034,477	7,950,838	3,006,816	18,915,481	14,617,258	4,298,223	
Ending Fund Balance	\$5,415,791	\$7,278,245	\$7,674,566	\$2,959,656	\$23,328,258	\$11,530,720	\$11,797,538	

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**VENTURA COUNTY TRANSPORTATION COMMISSION
INVESTMENT REPORT
AS OF AUGUST 31, 2011**

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

Institution	Investment Type	Maturity Date	Interest to Date	Rate	Balance
Wells Fargo – Checking	Government Checking	N/A	\$219.67	0.50%	\$2,369,678.38
County of Ventura	Treasury Pool	N/A	\$0.00	0.00%	17,517,292.63
Total			\$ 219.67		\$19,886,971.01

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

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

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

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Item # 9B

October 7, 2011

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: MARY TRAVIS, MANAGER, TRANSPORTATION DEVELOPMENT ACT AND RAIL PROGRAMS

SUBJECT: RAIL OPERATIONS UPDATE

RECOMMENDATION:

- Receive and file.

DISCUSSION:

Metrolink Ridership:

Based on passenger counts made by conductors on the Ventura Line, there were about 1,944 people who boarded the morning peak-hour trains to Los Angeles each weekday in June; about 47% of those boardings took place at Ventura County stations. This compares to about 1,873 boardings on the same trains a year ago in June 2010, a 3.7% increase.

Metrolink station counts are being collected on a quarterly basis. Therefore, the November update item to the Commission will have this information for July - September, 2011. While boardings at the Ventura County stations have increased slightly over the past year, the lack of significant ridership growth in this County is a concern and will continue to be evaluated. The new Metrolink marketing staff has several programs they will be implementing over the fiscal year to increase ridership; VCTC marketing consultants will be working closely with them on this effort.

Metrolink On-Time Performance:

The Ventura Line's on-time performance (trains arriving within five minutes of scheduled time) continued to be very good. Overall, during the month of June, 98% of the inbound trips and 95% of the outbound trips ran on-time.

Metrolink Safety Improvements:

In August Metrolink received word that the final portion of government funding has been committed to install a Positive Train Control (PTC) system to track trains and prevent accidents. The planned PTC system will cost an estimated \$202 million in the five-county Metrolink service area. PTC is an automated monitoring system that relies on digital technology, advanced radio communications and global positioning satellites to stop trains in case of pending collision. Installation of PTC was mandated by the federal government on all passenger rail lines by 2015 after the tragic 2008 event in Chatsworth, when the Metrolink/Union Pacific accident resulted in 25 deaths. Metrolink will be the first agency in the country to install PTC and expects to have the work completed by the end of Fiscal Year 2012/13.

Until the PTC project is completed, Metrolink will continue to use an automated system installed after the Chatsworth accident that sends a signal to the train engineer whenever the train reaches a crossing, blind turn or other potential area of concern. After the signal is sent, the engineer has about eight seconds to push a button acknowledging the alert or else the train's brakes are applied automatically.

Metrolink 2011 Holiday Train:

The Metrolink Holiday Toy Express will operate on a full system schedule this November/December after running an abbreviated schedule in 2010. The details of the schedule are still being worked out and should be available next month. This will be the 15th anniversary of the special train, decorated with holiday lights, which travels with Santa Claus from station to station, collecting toys for giveaway during the holiday season. Station cities are being contacted about the special train operation to allow for coordination of any local events that might be planned, and to see if the local agency might want to contribute to the operation.

Metrolink Bicycle Trains:

In response to increased passenger demand for bringing bicycles on the trains, Metrolink has just introduced two passenger cars that have been reconfigured on the bottom level to hold eighteen bicycles instead of the usual two bicycle parking spots per train car. This is a pilot program to test the "bicycle cars" that was developed by Metrolink in cooperation with bicycle advocates and the Federal Railroad Administration (FRA). The special cars are marked with yellow bicycle decals on the car sides and were debuted on the Inland Empire Line weekend beach trains early in August. Depending on the success of the program, Metrolink plans on adding additional bicycle cars to the fleet with service across the system.

LOSSAN Strategic Plan Update/Governance Discussion:

In addition to participating in Metrolink commuter rail operations, VCTC is one of eight transportation agencies providing local input and administrative oversight to the State Division of Rail on LOSSAN intercity passenger rail operations. LOSSAN is the name of the Los Angeles-San Diego-San Luis Obispo Joint Powers Agency. The other agencies involved in LOSSAN are the Los Angeles County Metropolitan Transportation Authority (METRO), the North San Diego Transit District (NCTD), the Orange County Transportation Authority (OCTA), the San Diego Association of Governments, (SANDAG), the San Diego Metropolitan Transit System (MTS), the Santa Barbara Association of Governments (SBCAG), and, the San Luis Obispo Council of Governments (SLOCOG).

The LOSSAN service area runs along the Coast Main Line from San Diego to San Luis Obispo providing the intercity passenger service operated by Amtrak Pacific Surfliner trains running in San Diego, Orange, Los Angeles, Ventura, Santa Barbara and San Luis Obispo counties under a contract funded and administered by the State. There is also commuter rail service operating in the corridor: the Coaster operated by NCTD in San Diego County and Metrolink, operated by METRO, OCTA, RCTC, SANBAG and VCTC in those counties. The Coaster and Metrolink operations are federally and locally funded while the State supports the Surfliner trains.

VCTC is represented on the LOSSAN Board by Commissioners Millhouse and Humphrey. The ongoing planning and programming responsibilities for passenger rail in the LOSSAN corridor are split among the agencies involved in the intercity and commuter services, sometimes leading to passenger confusion about the services, and also, mixed results in obtaining State and Federal funds for capital and service improvements. Because of this situation, the LOSSAN Board of Directors has been taking a fresh look at the current and potential rail travel patterns, both intercity and commuter, and will be working towards better coordination of services in a variety of areas. A Strategic Plan evaluating LOSSAN service is currently being prepared and will be presented to the Commission for action likely in December. It is expected the report will result in significantly improved coordination between the administration and operation of the different rail services and an improved institutional structure to provide better oversight and control of costs.

At the LOSSAN Board meeting held in late August, it was voted unanimously to move forward with the recommendation to explore further taking over control of the LOSSAN intercity train operations from the State. A similar action was taken on the Capitol Corridor rail service operated in the Sacramento area in 1998. Clearly there are many details that need to be worked through as this is considered including State funding guarantees, Board structure and voting, administrative arrangements, etc. It would also require State legislation to accomplish this goal, if it is finally approved for action. Staff is closely monitoring this initiative.

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Santa Paula Branch Line (SPBL) Operations:

Staff is continuing to work with Fillmore and Western Railway (F&W) and Union Pacific Railroad (UP) which are the two operators on the SPPL, on generating additional revenues with the goal of making this vital asset self-sustaining in the near future. We are also working with Legal Counsel to update the existing VCTC/F&W agreement to reflect the current arrangements more accurately.

Mill Building Renovation/County Agriculture Museum Opening

On September 25, 2011 the County Agriculture Museum opened in Santa Paula in the historic Mill Building next to the train depot. The Mill Building is owned by VCTC as part of the property holdings on the SPBL. The building was renovated by VCTC and then leased to the County for the museum last year. This is Ventura County's newest museum and is dedicated to preserving and honoring the agricultural history of area. County Supervisor Kathy Long represented the Commission at the opening.

Property Leases

Staff has been working with F&W to review the existing SPBL leases to determine if additional revenues can be generated to offset the ongoing maintenance work. F&W staff are currently following up on letters sent in mid-August to all leaseholders asking for their cooperation to review their lease agreement, and also, to make sure safe operations are in place for people working near the rail line. While it does not appear that significant additional revenues can be found at this time, there is some opportunity to approach leaseholders about adding property to their existing leases and bringing in more money; we will continue working on this effort.

Union Pacific (UP) Railroad

VCTC's agreement with UP requires the Commission maintain the tracks between Montalvo and Santa Paula without charge as long as UP runs freight on the Line. They currently have one customer, International Paper, with deliveries/pickups by rail three times a week. Staff is continuing discussions with UP and F&W to possibly establish a transloading arrangement, where the freight would be shifted from UP to F&W near Montalvo. In this type of arrangement, UP would pay F&W to transport freight to the existing UP customer i.e. International Paper, however, F&W could also provide other freight hauling opportunities to customers all along the SPBL corridor. It is possible additional freight customers could be added.

This hasn't been a priority in the past because UP got all the revenue while VCTC shouldered all the costs. However, there finally appears to be some movement on this issue from UP. They recently requested permission to perform a track survey in anticipation of formal discussions on this issue, and UP will also be meeting with F&W representatives at their headquarters in Omaha to discuss their concerns. Staff will continue working with both UP and F&W on this potential new source of revenue. If no other alternative develops, we will be exploring possible legal remedies to this stalemate.

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Item #9C

October 7, 2011

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION
FROM: PETER DE HAAN, PROGRAMMING DIRECTOR
SUBJECT: SECTION 5310 ELDERLY AND DISABLED PROGRAM STATUS

RECOMMENDATION:

- Receive and file.

BACKGROUND:

At its September 15th meeting, the California Transportation Commission (CTC) adopted the FY 2011/12 Elderly and Disabled Persons Transit Program (Section 5310) prioritized project list submitted by the State Review Committee. One hundred and thirty three applications were submitted for 626 projects, totaling \$35.1 million, competing for \$25.9 million.

At its April meeting, VCTC approved three applications for five projects, which were scored and ranked in accordance with criteria established by the CTC. Unfortunately, VCTC's highest ranked application, from the Arc Ventura County for purchase of three vehicles at a combined cost of \$195,000, was disqualified for consideration under Caltrans' guidelines because the final version of the application, which had been printed by the Arc and was forwarded by VCTC to Caltrans, was missing a single page. Although VCTC and the Arc appealed this decision through the established appeals process, the appeal was not granted, and therefore the application was not included on the ranked project list. The remaining two projects fell below the 100% funding line, but were included on the prioritized listing between the 100% and 110% funding level, meaning that these projects could be funded should higher-priority projects not be delivered. Caltrans has informed VCTC staff that they fully expect these projects be funded. The two projects approved for inclusion on the back-up list were as follows:

- HELP of Ojai – one minivan at \$44,000 (score of 76)
- Camarillo Health Care District – seven GPS units for \$2,800 (score of 74)

Federal program authorizing legislation requires that a 20% local match be provided for Section 5310 projects. However, this year for the first time the required match is being provided through the Toll Credits program, so that the approved 5310 projects will effectively receive 100% of project funding from the Section 5310 program.

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Item #9D

October 7, 2011

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

RECOMMENDATION:

- Receive and file the state legislative report (Attachment A) and matrix (Attachment B).

BACKGROUND:

State Issues

Attachment A is the monthly report from Tim Egan, VCTC's Sacramento representative. The Legislature adjourned for the year on September 9th. As shown in Attachment B, there were two bills supported by VCTC which were passed by the Legislature and sent to the Governor. AB 147 (Dickerson), which authorizes additional uses for developer fees, was signed by the Governor. AB 892, which allows Caltrans to continue accepting delegation of National Environmental Policy Act approval authority, as of this writing has not been either signed or vetoed.

Federal Issues

As was reported last month, there has been significant concern over the September 30th expiration of the federal transportation program authorization as well as the majority of the federal fuel tax. These issues have been resolved for the time being as Congress passed, and the President has signed, a bill to extend both the authorization and the fuel tax at existing levels for six months, through March 31, 2012. The bill also extends the aviation program, with the bill having passed one day prior to expiration of the federal aviation taxes. This bill is the eighth short-term extension of the 2005 surface transportation authorization known as "SAFETEA-LU."

The House Transportation, Housing and Urban Development (THUD) Appropriations Subcommittee approved its version of the FY 2011/12 transportation appropriation, with the proposed appropriation being a 34% reduction from FY 2010/11, in conformance with the reduced transportation authorization level proposed by the leadership of the House Transportation and Infrastructure Committee. On the other hand, the Senate Appropriations Committee has approved a FY 2011/12 appropriation at the approximately same level as FY 2010/11. The House Appropriations Committee has introduced a Continuing Resolution to fund the federal government through November 18th. However, the Senate did not approve the Continuing Resolution due to disagreements related to disaster relief spending. Negotiations over the Continuing Resolution, which must be passed by September 30th to

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avoid a government shutdown, are ongoing. Although the Continuing Resolution as introduced would reduce most programs by 1.4%, there is a chance that the 34% cut envisioned by the House THUD appropriators could be still be incorporated into the Continuing Resolution.

The President has unveiled his proposed \$447 billion "American Jobs Act," which contains \$50 billion for immediate surface transportation investment, as well as \$10 billion for a national infrastructure bank. The program would include transit and highway funds apportioned through the existing formulas, as well as \$5 billion for competitive transportation grants.



September 26, 2011

To: Ventura County Transportation Commission
Darren Kettle
Peter DeHaan

From: Tim Egan

Subject: MONTHLY REPORT

STATE LEGISLATION

The California Legislature concluded in the early morning of September 10, the 2011 Legislative Session. Before its adjournment the Legislature passed and sent to the Governor over 600 bills. The deadline for the Governor to act on these measures is midnight October 9.

The Legislature was particularly active during the final months of the session where we witnessed a significant number of major ‘gut-n-amend’ bills, some of particular interest to VCTC and VCOG as the countywide transportation planning and programming agency and responsible for the sustainable communities strategy under SB 375 for the county. In particular, we highlight these bills of note:

AB 900 (Buchanan/Steinberg)

Would enact the Jobs and Economic Improvement Through Environmental Leadership Act of 2011 (ACT), which would create an expedited judicial review procedures for the Court of Appeal under the California Environmental Quality Act (CEQA) for various types of LEED silver certified infill site projects, clean renewable energy projects and clean energy manufacturing projects. Defines “environmental leadership development projects” as a project as described in CEQA that is one of the following; a residential, retail, commercial, sports, cultural, entertainment or recreational use project that is certified as LEED silver or better and, where applicable, that achieves a 10% greater standard for transportation efficiency than for comparable projects. Would require a project within a MPO for which a Sustainable Communities Strategy (SCS) is in effect, to be consistent with the general use designation, density, and applicable policies specified in the region’s adopted SCS. Also to qualify for an expedited CEQA review, a project must result in a minimum investment of \$100 million upon completion of project construction. AB 900 is co-joined to SB 292 (Padilla) which would provide for an expedited judicial review of any environmental challenges for the proposed NFL football stadium in downtown Los Angeles.

AB 900 was ‘guttled-n-amended’ on the last day of the Session and as such, did not allow for an adequate review and input on the amended bill. One of the major issues raised by various transportation interests was that major public transportation projects and investments were not specifically identified in the bill for an expedited CEQA review. The authors Assembly Member Buchanan and Senator Steinberg both committed to work during the interim

recess with the transportation lobby to address concerns raised with the bill with the goal of introducing a “clean-up” bill when the Legislature reconvenes in January, 2012.

STATUS: Passed the Senate 33-6 and the Assembly 58-15 to the Governor.

SB 791 (Steinberg) – Congestion Pricing Charge

As reported at the August Commission Meeting, Senator Steinberg had ‘gutted-n-amended’ SB 791 to provide for a regional/local CTC congestion charge, subject to voter approval to provide funding for local congestion mitigation projects and programs. SB 791 was further amended and stripped of its congestion pricing provisions on the last day of Session and made into a bill concerning certain health notices to patients.

FALL BOND SALE AND STATE BUDGET UPDATE

In recent comments made by the State Treasurer Bill Lockyer, California anticipates selling approximately \$15 billion in bonds over this and next fiscal year. At this point, it looks as if the state will go to market for a fall bond sale late October or early November. Prop 1B bonds will be part of this bond sale, the level of which has yet to be determined. The outlook for a successful bond sale looks promising, especially in light of this month’s \$2.4 billion general obligation bond sale to restructure existing state debt. The sale reflected improved market conditions with California benefiting from a broader return by investors to the municipal market, as well as improving investor confidence in the state with the adoption of a more balanced on-time state budget.

On September 9, State Controller John Chiang released his monthly Cash Balance Report for receipts and disbursements in August, showing that revenues came in \$134.9 million (2.1 percent) above projections adopted in the state budget. Income taxes were above projections by \$127.4 million, with sales taxes up by \$8.6 million, and corporate taxes up by \$46.7 million in August. After accounting for the August revenues, the total general fund revenues for the current budget year is now behind estimates by \$403.8 million.

VENTURA COUNTY TRANSPORTATION COMMISSION STATE LEGISLATIVE MATRIX BILL SUMMARY September 23, 2011			
BILL/AUTHOR	SUBJECT	POSITION	STATUS
AB 147 Dickerson	Authorizes use of developer fees for transit, pedestrian, bicycle, and traffic calming capital costs.	Support	Signed by Governor.
AB 892 Carter	Allows Caltrans to continue accepting National Environmental Policy Act delegation.	Support	To Governor.
AB 1229 Feuer	Authorizes regional transportation agencies to authorize issuance of Grant Anticipation Notes through the California Transportation Financing Authority.	Support	In Senate Appropriations Committee.

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Item #9E

October 7, 2011

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: PETER DE HAAN, PROGRAMMING DIRECTOR

SUBJECT: SUPPORT RESOLUTION AND PREVAILING WAGE CERTIFICATE - TRANSPORTATION INVESTMENT GENERATING ECONOMIC RECOVERY III (TIGER III) GRANT APPLICATION

RECOMMENDATION

- Approve Resolution #2011-10 authorizing the Executive Director to file a federal TIGER III Discretionary Grant Application to the US Department of Transportation (DOT) in the amount of \$19.5 million for the Route 101/23 Regional Corridor Improvements project.
- Approve the attached federal wage rate certification required to be included in with application.

BACKGROUND

At last month's meeting the Commission directed that VCTC work in cooperation with the City of Thousand Oaks to prepare an application for a Fiscal Year 2010/12 TIGER III Discretionary Grant for the Route 101/23 Corridor Improvements Project. There is \$527 million available nationwide for grants for capital investments in surface transportation infrastructure and the grants are to be awarded on a competitive basis for projects that will have a significant impact on the nation.

DISCUSSION

VCTC, Caltrans and the City of Thousand Oaks have been working over the past several years to fund needed freeway capacity improvements on US101 between the Los Angeles/Ventura County Line and Moorpark Road (4.4 miles), including the Route 101/23 Interchange connectors. The project remains VCTC's #1 priority project for State Transportation Improvement Program (STIP) funds. This stretch of Route101 remains one of the most congested freeway segments in Ventura County during peak periods where the number of vehicles exceeds the capacity of the freeway. Although the project was once fully funded through the State Transportation Improvement Program (STIP), all but the environmental phase was later removed due to cost increases in other projects programmed in earlier years.

The TIGER III discretionary grant program provides an opportunity to complete the funding plan to construct the project. VCTC and the City of Thousand Oaks have partnered to submit a co-application for \$19.5 million in TIGER III funds for construction and construction engineering. The remaining \$20 million needed to complete construction would be loaned by the City of Thousand Oaks. The loan would be repaid in the future through the STIP. The funding plan is summarized in the table below. The project environmental phase was completed by Caltrans in February 2005, and funded through the STIP. The Design phase is currently underway under contract with the City of Thousand Oaks and entirely funded with American Recovery and Reinvestment Act (ARRA) federal funds. Design is schedule to be completed next year (2012), and if funds were available construction could start by winter 2012/13, with the project being open for use by winter 2014/15. The Thousand Oaks City Council was scheduled to consider this funding plan, including the proposed loan, at its meeting September 27th.

Project Cost & Funding Sources							
(\$1,000)							
Project Phase	Total Cost	Federal				Local	
		TIGER III Request	Other Federal	Total Federal	% Total Cost	Local Match	% Total Cost
Pre-Eng. & Environmental	\$1,600	\$0	\$0	\$0	0%	\$1,600 ¹	100%
Final Design (PS & E)	\$5,197	\$0	\$5,197 ²	\$5,197	100%	\$0	0%
Right-of-Way	\$500	\$0	\$400 ³	\$400	80%	\$100 ⁴	20%
Construction	\$34,600	\$16,800	\$500 ⁵	\$17,300	50%	\$17,300 ⁶	50%
Construction Engineering	\$5,400	\$2,700	\$0	\$2,700	50%	\$2,700 ⁶	50%
Total	\$47,297	\$19,500	\$6,097	\$25,597	54%	\$21,700	46%
¹ State Cash: State Transportation Improvement Program (STIP) – Regional Improvement Program (RIP) funds. ² ARRA Surface Transportation Program funds. ³ Transportation & Community and System Preservation Pilot Program funds. ⁴ City of Thousand Oaks local funds. ⁵ FY2010 Appropriations Earmark. ⁶ City of Thousand Oaks local funds (to be repaid in the future with STIP-RIP funds).							

VCTC and the City of Thousand Oaks have assembled a team to develop the TIGER III pre-application and application. The pre-application will be submitted prior to the October 3, 2011 deadline; and the application will be submitted by the October 31, 2011 due date.

Federal wage requirements apply to all projects receiving TIGER III funds. TIGER III applications must include a Federal Wage Rate Certification signed by the applicant stating that it will comply with the requirements of subchapter IV of chapter 31 of Title 40, United States Code (Federal wage rate requirements). Attached to this staff report is the proposed certification to be included with the application. VCTC already complies with this requirement for other federal programs administered by VCTC.

Also attached is a resolution of support for the project and approval for submitting the application.

RESOLUTION NO. 2011-10

**RESOLUTION OF THE VENTURA COUNTY TRANSPORTATION COMMISSION IN SUPPORT OF
SUBMITTING A FY2011 TIGER III DISCRETIONARY GRANT APPLICATION FOR THE US101/SR 23
REGIONAL CORRIDOR IMPROVEMENTS PROJECT**

WHEREAS, the Ventura County Transportation Commission (VCTC) is the state-designated regional transportation planning agency for Ventura County pursuant to California Government Code Section 66500 et seq.; and

WHEREAS, the US101/SR23 Regional Corridor Improvements project is VCTC's #1 priority project for State Transportation Improvement Program (STIP) funds; and

WHEREAS, STIP funds and annual federal formula funds have not been sufficient to fully-fund the project; and

WHEREAS, TIGER III Discretionary Grant funds would help to complete the overall funding package for the construction phase; now therefore let it be

RESOLVED that VCTC supports the submittal of the US101/SR23 Regional Corridor Improvements TIGER III Discretionary Grant Application; and be it further

RESOLVED that the Executive Director is authorized to transmit a copy of this resolution, application, Federal wage rate certificate and such other information as may be required, to the US Department of Transportation and to other such agencies as may be appropriate.

VENTURA COUNTY TRANSPORTATION COMMISSION

William Fulton, Chair

Certification of Compliance with Federal Wage Rate Requirements

US101/SR23 Regional Corridor Improvements

FY 2011 TIGER III Discretionary Grant Application

The Ventura County Transportation Commission, as applicant, certifies that it will comply with the requirements of subchapter IV of chapter 31 of Title 40, United States Code (Federal Wage Rate Requirements), as required by the FY 2011 Continuing Appropriations Act.

Signature_____

Date_____

William Fulton
Chair
Ventura County Transportation Commission



Item # 9F

October 7, 2011

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: ED WEBSTER, MANAGER, TRANSIT DEPENDENT PROGRAMS

SUBJECT: VENTURA COUNTY COORDINATED PUBLIC TRANSIT-HUMAN SERVICES TRANSPORTATION PLAN 2011 REVISION, REQUEST FOR PROPOSALS (RFP)

RECOMMENDATION:

- Approve and issue the attached Human Services Study RFP.

BACKGROUND:

The Ventura County Transportation Commission (VCTC) holds statutory responsibility for planning and coordinating transportation and public transit services throughout Ventura County.

The Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU), governs recipients of Federal Transit Administration (FTA) assistance under Sections 5310 (Elderly and Disabled capital funds), 5316 (JARC- or Job Access Reverse Commute for low income passengers and to provide reverse-direction commute services), and 5317 (New Freedoms Initiative for disabled transit services) of the law.

To receive funds, potential grantees must comply with all federal coordinated planning requirements. SAFETEA-LU stipulates that projects selected for funding under these programs must be derived from a locally coordinated, public transit-human services transportation plan (Coordinated Plan). Under federal guidelines, Coordinated Plans are to be revised/updated every four years in non-attainment areas. Since the VCTC Plan was adopted in 2007, a plan revision is due during 2011.

Attached is a draft scope of work for an RFP to create a revised Human Services Transportation Plan. Given that VCTC is still working on the Regional Transit Study that will recommend alternatives for future organization of transit services in Ventura County, VCTC staff is seeking to update the Plan in the form of a relatively brief addendum. A more comprehensive plan update, possibly involving more extensive policy decisions, could be undertaken after there is more certainty regarding the future transit administrative structure.

This RFP has been distributed for comments to the members of the Citizen's Transportation Advisory Committee/Social Services Transportation Advisory Council (CTAC/SSTAC) and has been reviewed and approved (with minor changes) at a joint meeting of the Transit Operators Committee (TRANSCOM) and VCTC Human Service and Transportation Service Coordination Ad Hoc Committee.

(A complete copy of the current plan is available on the VCTC website, www.goventura.org, under About VCTC/Publications/Ventura County Coordinated Public Transit-Human Services Transportation Plan.)

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OCTOBER 7, 2011

**VENTURA COUNTY COORDINATED PUBLIC TRANSIT-HUMAN SERVICES TRANSPORTATION
PLAN 2011 REVISION
REQUEST FOR PROPOSALS (RFP)**

(For more information, please contact Ed Webster, VCTC Transit Dependent Programs Manager,
at (805) 642-1591 ext. 113 or email to: ewebster@goventura.org)

**PROPOSALS ARE DUE AT THE VCTC OFFICE IN VENTURA ON NOVEMBER 4, 2011
NO LATER THAN 4 PM PDT**

I. INTRODUCTION/OVERVIEW

The Ventura County Transportation Commission (VCTC) is seeking proposals for a revision/update to the April 2007 Human Service Transportation and Transit Service Coordination Study

(2007 Study can be viewed at:

<http://www.goventura.org/sites/default/files/VCTC%20paratransit%20final%20Apr%2013%202007.pdf>).

The update will be prepared under the direction of VCTC staff with the active involvement of, and consultation with, public, private and non-profit transportation providers, transportation users and Stakeholders throughout the county.

BACKGROUND

The Ventura County Transportation Commission (VCTC) holds statutory responsibility for planning and coordinating transportation and public transit services throughout Ventura County.

Federal Transit finance law, known as The Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU), governs recipients of Federal Transit Administration (FTA) assistance under Sections 5310 (Elderly and Disabled capital funds), 5316 (JARC- or Job Access Reverse Commute for low income passengers and to provide reverse-direction commute services), and 5317 (New Freedoms Initiative for disabled transit services) of the law.

To receive funds, potential grantees must comply with all federal coordinated planning requirements. SAFETEA-LU stipulates that projects selected for funding under these programs must be derived from a locally coordinated, public transit-human services transportation plan (Coordinated Plan).

The Ventura County Transportation Commission (VCTC) is the Regional Transportation Planning Agency (RTPA) for Ventura County. As such, VCTC is the designated recipient for Section 5316 (JARC) Large Urban Area funds, and for Section 5317 (New Freedom) Large Urban Area funds. VCTC also performs a role in the State approval process for Section 5310 grants, and Small Urban Section 5316 and 5317 grants.

VCTC has also been designated by FTA and by the California Department of Transportation (Caltrans) as the agency responsible for developing the local Coordinated Public Transit-Human Services Transportation Plan (the Plan) for Ventura County. This Plan is utilized to determine the transportation needs for individuals with disabilities, older adults, and people with low incomes in the community and as a tool to evaluate applications for Section 5310, 5316 and 5317 grants.

FTA requirements (See, for example, FTA Circulars #9050.1 Chapter V) call for the CPTHSP to include the following elements:

- (1) An assessment of available services that identifies current transportation providers (public, private, and non-profit);
- (2) An assessment of transportation needs for individuals with disabilities, older adults, and people with low incomes;
- (3) Strategies, activities and/or projects to address the identified gaps between current services and needs, as well as opportunities to improve efficiencies in service delivery; and
- (4) Priorities for implementation based on resources (from multiple program sources), time, and feasibility for implementing specific strategies and/or activities identified.

The current procedure for considering Section 5310, 5316 or 5317 grant requests is for the applicants to submit applications to VCTC. VCTC staff reviews the applications based on the needs identified in the Plan, and draft scores are developed based either on VCTC scoring criteria- see Appendix H- (for Section 5316 or 5317 grant requests) or Caltrans scoring criteria (for Section 5310 grant requests).

The draft scores are presented to a joint meeting of TRANSCOM (Transit Operators Committee) and the VCTC Human Service and Transportation Service Coordination AD Hoc Committee (Ad Hoc Committee) and also to the Citizen's Transportation Advisory Committee/Social Services Transportation Advisory Council (CTAC/SSTAC).

These committees make recommendations about the project scoring before the applications are brought to the VCTC for action (either final approval for Section 5316 and 5317 large urban grants or to forward recommended scores to Caltrans for Section 5310 or Section 5316 and 5317 small urban requests). (Please see Appendix G, Definitions, for descriptions of these committees.)

The current Ventura County Plan was adopted on April 13, 2007, and federal regulations require that an update be prepared/adopted. It is VCTC's intention that this update take the form of an addendum. Since the revised plan is now overdue, VCTC is seeking a contractor that can undertake this work expeditiously. The purpose of this Request for Proposals is to contract with a consultant to prepare this update/addendum.

II. SCOPE OF SERVICES

A. WORK PRODUCTS/ CONTRACTOR RESPONSIBILITIES

Contractor shall prepare/arrange the following:

- Develop a work plan/project schedule. It is VCTC's anticipation that the consultant effort will be a 3-4 month process.
- Update the Stakeholder Contact List, Appendix A of the 2007 Plan.
- Prepare a Power Point presentation about Plan purpose/overview/input solicitation for presentation at "project initiation" forums.
- Schedule, coordinate, publicize and facilitate public "project initiation" forums, at two locations in Ventura County (east and west county), to which the public and identified Stakeholders are invited (including Ad Hoc Committee members and CTAC-SSTAC members). At these meetings contractor shall present background information about the Plan and solicit oral and written input about the needs and service gaps of the Target Populations.
- Hold up to three focus group meetings or Ad Hoc Committee meetings as directed by VCTC staff.

- Working with VCTC staff, prepare a first draft Plan.
- Circulate the first draft Plan to members of the Human Service and Transportation Service Coordination AD Hoc Committee for comments.
- Working with VCTC staff, make revisions as necessary and circulate a second draft Plan for review and comment by Stakeholders.
- Prepare a Power Point presentation to summarize the draft plan for the “draft plan review” public forums, the CTAC/SSTAC, TRANSCOM/Ad Hoc Committee and VCTC.
- Schedule, coordinate, publicize and facilitate two “draft plan review” public forums (east and west county), to which the public and Stakeholders are invited. Present the draft final Plan at the forums, the CTAC/SSTAC and at TRANSCOM/Human Services Ad Hoc Committee and request comments and recommendations.
- Working with VCTC staff, modify the draft final Plan as necessary and present to VCTC.

The final work product will be an update-addendum to the 2007 Coordinated Plan, which will meet the federal requirements listed in FTA Circulars for the Section 5310, 5316 and 5317 programs and the specifications contained in this scope of work.

B. THE PLAN

The final plan will address at a minimum the following issues/information:

- Update demographic information involving disabled, elderly and low income populations as well as job and housing density maps (using census and other publicly-available information).
- Update information from the 2007 Plan about Ventura County demographic setting and expected trends for the Target Populations. Working with service providers, update information about transportation programs that serve the needs of the subject populations and the trends in demand for these services (number of vehicles and passenger trips for each service provider, increase/change in ADA ridership/senior ridership since the 2007 Plan, costs to provide service).
- Identify any changes to service areas/ service hours.
- Summarize the conclusions and goals of the 2007 Plan and review progress made toward achieving those goals, including information about efforts to eliminate barriers and improve coordination between agencies.
- Describe remaining gaps in service, especially with regard to commute and reverse commute needs, including origins and destinations within Ventura County where a significant portion of the Target Populations are un-served (based on census, 2009 VCTC Transit Investment Study and other publicly-available information and information from the VCTC Unmet Needs process). Update information about obstacles to travel for these populations.
- List programs which currently receive JARC/ New Freedoms funding in Ventura County.
- Update information about possible opportunities to increase federal, state or private funding to support these transportation services.
- Summarize Stakeholder and public input. Summarize Unmet Needs requests and unfunded applications for Section 5310, 5316 and 5317 grants for the past two years.
- Categorize possible improvements as near term or long term, based on funding constraints and other issues barriers.
- Provide updated stakeholder contact list.

The Contractor will prepare an electronic copy of the Plan and 50 print copies.

III. VCTC OVERSIGHT AND MANAGEMENT

Contractor performance pursuant to this procurement will be managed by the VCTC Transit Dependent Programs Manager. In the absence of the Transit Dependent Programs Manager or should this position be vacant, the VCTC Programming Director or a designee shall oversee the Contractor's performance.

IV. CHANGES TO THESE REQUIREMENTS

During the term of this project, including any extensions thereof, VCTC may choose to implement changes to the scope of this project. In such event, VCTC shall provide Contractor with a description of the changes to be implemented, including any modification of the Contractor's requirements and responsibilities related to such change and the timing thereof.

V. CONSULTANT SELECTION/ WORK SCHEDULE

October 7, 2011	RFP Issued
November 4, 2011	Proposals due by 4:00 at VCTC office, 950 County Square Drive #207, Ventura 93003
Week of November 14	VCTC staff holds proposer interviews if necessary
December 2, 2011	VCTC approval of contract
Week of January 2, 2012	Selected Consultant begins work on Plan
Week of January 30, 2012	Hold "Project Initiation" forums
February 20, 2012	First Draft Plan complete, circulated to Ad Hoc Committee
March 19, 2012	Final Draft Plan complete
Week of April 2, 2012	Hold "Draft Plan Review" forums
April 10, 2012	CTAC-SSTAC reviews Final Draft Plan
April 12, 2012	TRANSCOM/ Human Services Ad Hoc Committee reviews Final Draft Plan
May 4, 2012	VCTC approves Plan

VI. CONSULTANT SELECTION PROCESS

Ten (10) copies of the proposal shall be submitted by 4 PM Friday November 4, 2011 to:

Ventura County Transportation Commission
Attention: Ed Webster, Transit Dependent Programs Manager
950 County Square Drive #207
Ventura, CA 93003

Proposals may also be emailed to ewebster@goventura.org; however, it is the proposer's responsibility to verify that the email is received.

Proposals will be reviewed by a selection committee of VCTC local transit and social service agency staffs. Interviews may be arranged with some or all proposers at the VCTC office in Ventura as noted in the schedule above.

The proposals will be ranked in accordance with the criteria described in the Project Evaluation Section of this RFP; Section VIII.

VCTC reserves the right to reject any or all proposals if deemed nonresponsive.

VII. PROPOSAL INFORMATION AND CONTENT

Proposals should include the following information:

1. Title Page - Indicate RFP subject, name of proposer's firm, address, telephone number, name of contact person, and date of proposal.
2. Brief statement of the proposer's understanding of the work to be done and proposed timeline as well as representative experience relevant to the work solicited by this RFP. Provide qualifications of key individual staff to be assigned to this contract and a list of references.
3. Describe how the proposer will address the Scope of Services, providing a plan update which meets the needs discussed above in a cost-efficient manner.
4. Fee Structure - Include a fee structure and man-hours estimate including a not to exceed figure.
5. Certification of Federal Compliance - Include all necessary federal regulatory compliance certifications in the proposal; see Section IX and Appendices for certification information and forms.

VIII. PROPOSAL EVALUATION

Proposals will be evaluated according to the following criteria:

- Responsiveness to RFP, as well as understanding of State and Federal requirements;
- Assigned personnel and, demonstrated competence to perform work specific in this RFP;
- Familiarity with Ventura County, the various public transportation services in the area;
- Cost.

IX. CONTRACT PROVISIONS AND CERTIFICATIONS

The contract provisions requirements and required certifications found in the Appendices are considered a part of this RFP and will become a part of the contract for consultant services. VCTC expects to use funding from the Federal Transit Administration for all or part of this contract and therefore the contract requirements in the appendix include FTA-required clauses. The certifications must be signed and included in the consultant's submittal for the proposal to be considered "responsive."

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Item # 9 G

October 7, 2011

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: MARY TRAVIS, MANAGER, TRANSPORTATION DEVELOPMENT ACT AND RAIL PROGRAMS

SUBJECT: SANTA PAULA BRANCH LINE RIGHT-OF-WAY DONATION AGREEMENT

RECOMMENDATION:

- Approve Trail Easement Deed and Right-Of-Way Donation to VCTC from Cabrillo Economic Development Corporation (CEDC) for the purposes of construction and operation of a multipurpose public recreational trail along the Santa Paula Branch Line in the City of Santa Paula.
- Authorize the Executive Director to sign the documents on behalf of the Commission.

DISCUSSION:

The City of Santa Paula is constructing a multipurpose public recreational trail along the Santa Paula Branch Line (SPBL) rail right-of-way. The City's trail project is consistent with the Commission's adopted plan for a multipurpose trail along the entire length of the SPBL. Because of current funding limitations, the SPBL Trail is being constructed as money becomes available. This Santa Paula project will be a major segment of the overall facility, which is planned to eventually connect the Pacific Coast bicycle lane with bike lanes in Santa Clarita.

In order to complete the project, there are four parcels in Santa Paula that need to provide an easement deed to VCTC to allow for the construction. The City has been working with the property owners to negotiate on VCTC's behalf to receive donations of the small pieces of property needed for trail access. In April, 2009 the Commission accepted property from Automotive Racing Products Inc. and Hardy-Schultz Partners, LLC, and in October, 2010 the Commission accepted property from International Paper. The donation being considered in this item is from the Cabrillo Economic Development Corporation (CEDC) for a strip of property next to CEDC's affordable housing development at 210 West Santa Barbara Street beside the rail line near Palm Street in Santa Paula. This is the final piece of property the City needs to secure to finish the first phase of the Trail in Santa Paula.

The Trail Easement Deed has been reviewed by Legal Counsel. There is no financial impact to the adopted VCTC budget.

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RECEIVED
SEP 08 2011

bringing community home

September 8, 2011

Ms. Mary Travis
Ventura County Transportation Commission
950 County Square Drive, Suite 207
Ventura, CA 93003

RE: Conveyance of Property along Santa Paul Branch Line

Dear Mary:

Cabrillo Economic Development Corporation (CEDC) is the Managing General Partner of Plaza Amistad Associates, L.P., the owner and developer of the Paseo Santa Barbara affordable housing development at 210 W. Santa Barbara Street in the city of Santa Paula. In conjunction with this development and the bike trail project along the Santa Paula Branch Line, the partnership was required by the City of Santa Paula to convey a five foot strip of land to the Ventura County Transportation Commission.

Enclosed are the following documents for the Commission's consideration and action at its next regularly scheduled meeting on October 7, 2011:

- Grant Deed with Exhibits A and B
- Certificate of Acceptance

If you have any questions or require additional information, please call me at 805 672-2565 (direct line) or at 805 208-3570 (cell).

Sincerely,



Bernardo M. Perez
Project Manager

WHEN RECORDED MAIL TO:

Ventura County Transportation Commission
950 County Square Drive, Suite 207
Ventura, CA 93003

NO FEE GOV'T CODE 27383

APN: Portion of 105-0-063-035; -045; -055

Grant Deed

FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged,

Plaza Amistad Associates, a California limited partnership (Grantor)

hereby GRANTS and CONVEYS to

VENTURA COUNTY TRANSPORTATION COMMISSION, a County
Transportation Commission existing under authority of Public Utilities Code
Section 130000 et seq., (Grantee)

That certain real property in the City of Santa Paula, County of Ventura, State of
California, described as follows per Exhibit A, and as shown on plat entitled Exhibit B;
both exhibits are attached hereto and incorporated as part of this document.

GRANTOR:

By: Ka Flock Date: 9-8-11
Karen Flock
Real Estate Development Director
Plaza Amistad Associates, L.P.

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

State of California

County of Ventura

On 9/8/11 before me, Victoria J. Brady, Notary Public,
Date Here Insert Name and Title of the Officer

personally appeared Karen Flock

Name(s) of Signer(s)



who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Place Notary Seal Above

Signature [Signature]
Signature of Notary Public

OPTIONAL

Though the information below is not required by law, it may prove valuable to persons relying on the document and could prevent fraudulent removal and reattachment of this form to another document.

Description of Attached Document

Title or Type of Document: _____

Document Date: _____ Number of Pages: _____

Signer(s) Other Than Named Above: _____

Capacity(ies) Claimed by Signer(s)

Signer's Name: _____

- ☐ Individual
☐ Corporate Officer — Title(s): _____
☐ Partner — ☐ Limited ☐ General
☐ Attorney in Fact
☐ Trustee
☐ Guardian or Conservator
☐ Other: _____

Signer Is Representing: _____

RIGHT THUMBPRINT
OF SIGNER
Top of thumb here

Signer's Name: _____

- ☐ Individual
☐ Corporate Officer — Title(s): _____
☐ Partner — ☐ Limited ☐ General
☐ Attorney in Fact
☐ Trustee
☐ Guardian or Conservator
☐ Other: _____

Signer Is Representing: _____

RIGHT THUMBPRINT
OF SIGNER
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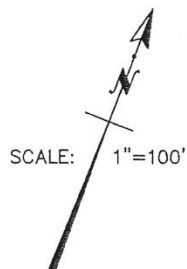
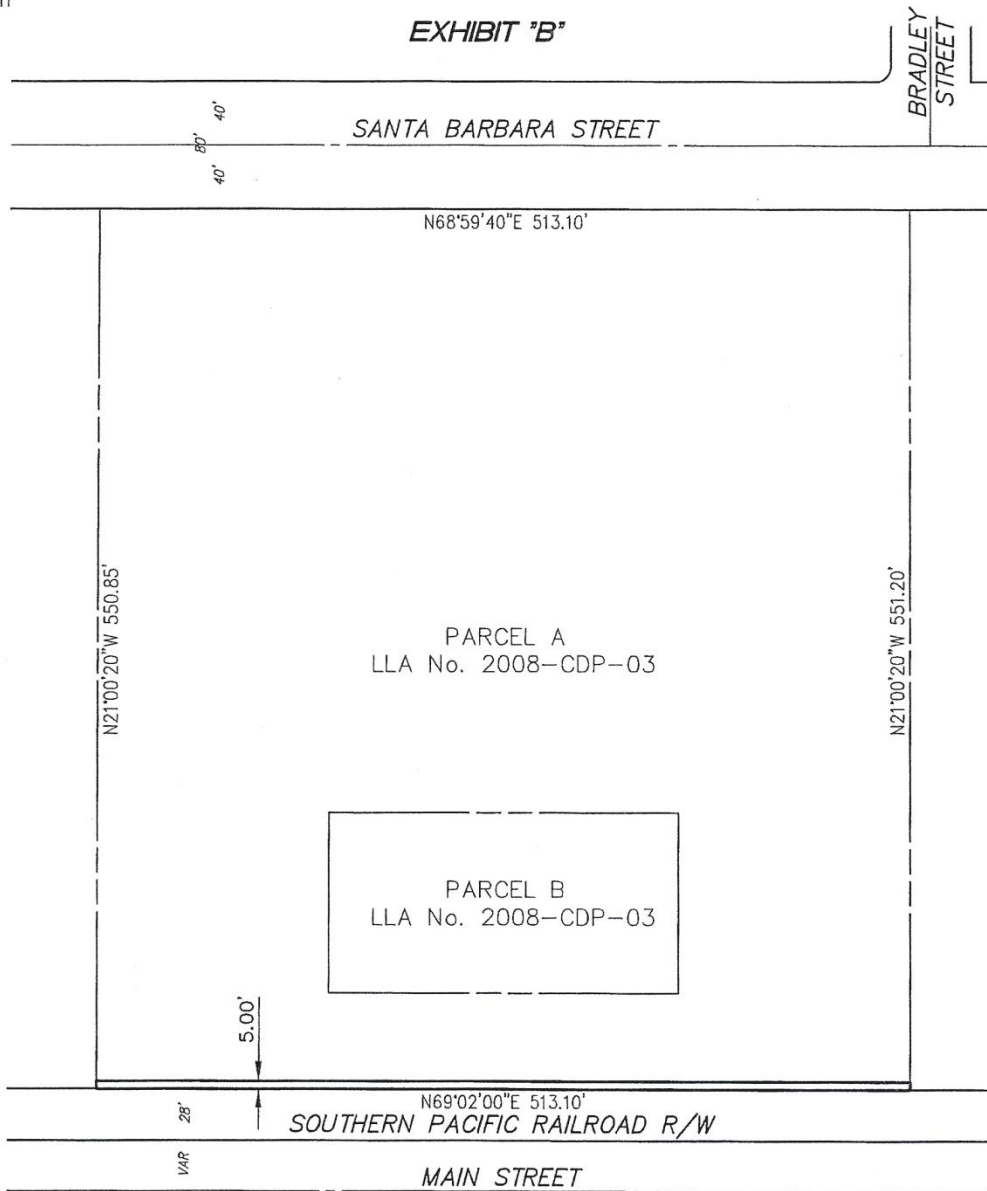
EXHIBIT "A"
LEGAL DESCRIPTION

A strip of land, 5.00 feet in width, in the City of Santa Paula, County of Ventura, State of California, being the southerly 5.00 feet of Parcel A of Parcel Map Waiver, Lot Line Adjustment No. 2008-CDP-03, as recorded May 18, 2010, as Instrument No. 20100518-00074383 of Official Records of Ventura County.

Larry J. Frager P.L.S. 7998 Date

REF: 11070LD1.DWG
DATE: 8/31/11

EXHIBIT "B"



PREPARED BY:
BENNER AND CARPENTER, INC.
506 EAST MAIN STREET
SANTA PAULA, CA 93060
(805) 525-3396

CERTIFICATE OF ACCEPTANCE

Civil Code Section 27281

This is to certify that the interest in real property conveyed by the Deed dated October __, 2011 to Ventura County Transportation Commission, a public entity, from Plaza Armistad Associates, a California limited partnership, is hereby accepted by order of the Ventura County Transportation Commission on October 7, 2011, and the grantee consents to recordation thereof.

Dated: October __, 2011

DARREN KETTLE, EXECUTIVE DIRECTOR



Item #10

October 7, 2011

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: PETER DE HAAN, PROGRAMMING DIRECTOR

SUBJECT: STATE TRANSIT ASSISTANCE FUND BALANCE

RECOMMENDATION:

- Amend the Transportation Development Act (TDA) budget to increase the State Transit Assistance (STA) revenues by \$3,332,286.
- Amend the STA transfers to the general fund to increase by \$120,888 and increase the pass through Gold Coast Transit expenditure line item in the TDA budget by \$120,888.

BACKGROUND:

The State Transit Assistance (STA) program provides funds, based on annual state budget apportionments, for transit operating and capital purposes. Funds are distributed statewide by formula, with half the funds apportioned to each county by population, and the other half distributed to included transit operators based on revenues. Prior to 2009, state law provided that specified portions of the state sales taxes on motor fuel were earmarked for STA, subject to annual appropriation in the state budget. Most years, the amount appropriated to STA was significantly less than the amount established in the statute, and in 2009 legislation was passed to completely abolish the program. As a result VCTC, which has relied upon STA to fund a portion of its Metrolink contribution and Santa Paula Branch Line costs, was continuing to budget STA expenditures from its residual balance while considering how to address the elimination of STA. VCTC had an extensive presentation and discussion at its February, 2010 meeting, regarding how to redistribute FTA funds given the state's decision to eliminate STA funding.

Beginning in spring of 2010, the STA funding situation started to change for the better. The first change was that the California Transit Association (CTA) won a lawsuit against the state, having argued that the elimination of the STA program violated constitutional transportation funding protections. Then, in the spring of 2010, the Legislature approved a swap of transportation revenues which included a provision for a one-time payment of funds, with VCTC's share of those funds being \$4,366,612, designated as the combined STA payment for FY 2009/10 and FY 2010/11. Although the transportation fund swap reduced the amount of funds that statutorily flow to STA, Proposition 22, approved this past November, increased the protection of the remaining funds. The approved FY 2011/12 state budget fully funded the STA amount promised through the swap, with VCTC's FY 2011/12 STA payment now anticipated to be \$5,073,124, of which \$198,073 must go to Gold Coast Transit based on the STA formula.

Due to the recent uncertainty with regard to STA funding, VCTC for several years has budgeted less STA funding than it actually received. After the state abolished the STA program, VCTC budgeted a portion of what was then thought to be its last remaining carryover funds to "soften the blow" of the anticipated upcoming cuts that would be necessary when the STA funds ran out. So, when the state paid VCTC the \$4,366,612 (for FY 2009/10 and 2010/11, after the CTA lawsuit was resolved, that amount was significantly greater than what VCTC had budgeted from STA, and as a result the STA balance increased. In FY 2011/12, due to ongoing uncertainty regarding the interpretation of the transportation fund swap and Proposition 22, VCTC conservatively budgeted an expenditure of approximately \$2.1 million of for STA, significantly less than the \$5,073,124 in revenues now anticipated based on the state budget approval. As a result, VCTC STA balance at the end of FY 2010/11 should increase significantly, to \$10,811,221.

It should be noted that although the state budget has approved the current statutory amount for STA, thus setting an important precedent, there are still differing interpretations of how Proposition 22 applies given the new transportation fund swap. Under the terms of the swap there are now two sources of funding for STA namely, the sales tax on diesel fuel which existed prior to the swap, and the additional sales tax on diesel fuel which was added through the swap in return for eliminating the per-gallon fuel tax. The California Transit Association has opined that Proposition 22 protects all of these funds, but the Legislative Analyst's Office (LAO) has interpreted that it only protects the sales tax on diesel that existed prior to the swap. Should the LAO interpretation be used in the future, VCTC's annual STA funding could be reduced from \$5.1 million to approximately \$2.1 million annually. Furthermore, the LAO has identified another possible swap that could effectively eliminate the protection on STA. Although this issue could be subject to future court interpretation, it is moot for the time being because the state has fully-funded STA as provided under the swap legislation.

Another issue related to available transit funding is the status of the Proposition 1B funds for transit capital. Under the provisions of Proposition 1B, the transit capital funds are apportioned to agencies using the same formula as STA. As a result, VCTC's total share of Proposition 1B for transit capital projects is \$39.7 million, of which \$10.6 million has already been expended or committed, thus leaving \$29.1 million which can be programmed for projects. The actual availability of these funds is subject to the state's ability to sell bonds.

The bottom line is that given the growing STA balance and the possibly available Proposition 1B transit capital balance, VCTC currently has significant existing or potential resources for one-time transit capital investment. Although some possible uses for these funds are discussed below, staff recommends no action at this time given the significant present uncertainty regarding state and federal funding and the Regional Transit Study.

DISCUSSION:

The attachment summarizes the recent STA revenue history and the current status of the budgeted expenditures and the fund balance. Of VCTC's current \$2.1 million budgeted in STA expenses, approximately \$1.3 million are ongoing costs, which pay for a portion of Metrolink and Santa Paula Branch Line operations and the required pass through to Gold Coast Transit. The remaining \$0.8 million is for one-time expenses including planning studies and capital projects. If the precedent set in by the FY 2010/11 state budget continues, with STA funded at \$5.1 million per year, VCTC will have a surplus of \$3.8 million per year based on ongoing spending commitments. However, if the LAO interpretation of Proposition 22 is used in the future, that surplus would be reduced to only \$0.8 million per year. There is also the issue of how to use the existing STA and Proposition 1B Transit Capital balances. There are a number of potential needs for the funds in the near future, summarized as follows.

Offset to Pending FTA Fund Shortfall: In February 2010, the Commission had a discussion on how to redistribute FTA funds given that the STA program had been eliminated. Previously, a portion of the funds generated through the FTA formula from Metrolink operations was used for VISTA, but the decision was made at that time to return to Metrolink all of the FTA funds it generates. This policy has now been implemented, with the result that Metrolink FTA funding has increased, but as of yet there has been no resulting reduction to FTA funding for bus services due to a large prior surplus of FTA funds. That surplus will be exhausted by FY 13/14, at which time there will be a \$1.5 million annual shortfall of FTA funds for buses. Since the STA program has now been restored, an additional \$1.5 million of STA funds will be needed starting in FY 13/14 to offset the reduced FTA funds.

Offset to Potential FTA Fund Cuts: As the Commission is aware, the leadership of the House of Representatives has proposed that transportation funding be cut 30% to bring expenditures in line with revenues. Furthermore, the House Transportation and Infrastructure Committee has approved the FY 2012/13 transportation appropriation incorporating the 30% reduction, including a 30% cut to transit. Since the adopted POP assumes continuation of federal transit funding at prior levels, approval of the current House bill will result in an immediate \$4.9 million shortfall in Ventura County transit funding. While annual STA revenue stream would not be nearly enough to cover such a federal funding reduction, a portion of the available STA balance could be used to offset the cuts for several months while transit operators go through the process of making the significant adjustments that will be required due to the reduced federal funding. At this time, the fate of the transportation appropriation in the full House and in the Senate is uncertain.

October 7, 2011

Item #10

Page #3

Bus Capital Needs: Over the next few months, the Commission will be considering the results of the Regional Transit Study, including alternatives for the transit operations structure. Implementation of these alternatives could entail construction of new transit facilities including consolidated bus operational facilities and centralized offices as well as new bus and van purchases. The availability at this time of the STA and Proposition 1B balances provides a one-time opportunity for a new transit organization or organizations to start out in a relatively healthy financial position with considerable resources for up-front capital investment.

Rail Capital Needs: VCTC's recently completed Transit Investment Study recommended that one-third of the Proposition 1B Transit Capital funds, or \$13.2 million, be directed towards Metrolink capital projects. These projects could include rail car purchases, track rehabilitation and improvements, and grade crossing improvements. Thus far \$2.8 million has been programmed for Metrolink leaving \$10.4 million for rail capital spending.

STA REVENUE HISTORY – VCTC APPORTIONMENT (excluding Gold Coast pass through)	
FISCAL YEAR	REVENUE
2007/08	\$3,630,372
2008/09	\$1,769,033
2009/10	\$2,330,747 ¹
2010/11	\$2,330,747 ¹
2011/12	\$4,875,051 ²

¹The FY 2009/10 and FY 2010/11 revenues were paid in a single lump sum in June, 2010.

²Estimate based on adopted state budget.

CURRENT STA BALANCE STATUS (excluding Gold Coast pass through)

Balance as of June 30, 2011 = \$ 7,950,838

FY 2010/11 Budgeted Expenditure = (\$ 2,014,668)

FY 2010/11 Estimated Revenue = \$ 4,875,051

Estimated June 30, 2012 Balance = \$10,811,221

STA EXPENDITURE SUMMARY (excluding Gold Coast pass through)

FY 2010/11 On-going Expenses = \$ 1,215,095

FY 2010/11 One-time Expenses = \$ 799,573

Additional Future On-going Expenses = \$ 1.5 million (annual increase starting
FY 2013/14 when FTA carryover gone)



Item #11

October 7, 2011

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: PETER DE HAAN, PROGRAMMING DIRECTOR

**SUBJECT: PROGRAMMING OF SURFACE TRANSPORTATION PROGRAM (STP),
CONGESTION MITIGATION AND AIR QUALITY (CMAQ), AND
TRANSPORTATION ENHANCEMENT (TE) FUNDS**

RECOMMENDATION:

- Begin process for programming STP, CMAQ and TE funds for cost increases of existing projects, where funds are required quickly, following the attached guidelines.
- Initiate a new Mini-Call for Projects using anticipated Fiscal Year (FY) 2011/12 and FY 2012/13 funds, with guidelines to be presented at the November meeting.

BACKGROUND:

In December, 2010, the Commission approved the programming of STP, CMAQ, and TE funds available through September, 2011, as part of the Mini-Call for Projects. Although there is still significant uncertainty regarding the configuration and size of a new federal transportation program authorization, Congress has now approved a six-month authorization extension, continuing the same program structure at the same authorized funding level. As the next presidential election nears, it appears likely that Congress will continue extending the existing programs for another two years, although it should be recognized that cuts are still possible during this period.

Recognizing the need to program whatever federal transportation funds came available in FY 2011/12, staff presented a programming policy recommendation to the Transportation Technical Advisory (TTAC) and the Transit Operators Committee (TRANSCOM). This policy would have programmed a minimum amount of additional funds, with funds to be limited to previously-committed projects requiring additional funds this year, as well as some new regional projects and projects which in the Mini-Call for Projects were below the funding cut-off. Subsequent to those meetings, there has been further consideration of the federal funding situation, leading staff to conclude that it would be more appropriate at this time to program anticipated funds for two years, FY 2011/12 and FY 2012/13, due to the expectation that significant federal program changes will not be made prior to the 2012 election. Given the greater amount of funds to be programmed, staff will return to TRANSCOM and TTAC at their next meetings for consideration of a more extensive programming process including a call for new projects. Meanwhile, staff recommends that VCTC proceed with making additional available funds for previously-approved projects which require additional funds, and which will need the funds prior to the completion of a new Mini-Call for Projects.

PROPOSED GUIDELINES FOR QUICKLY PROGRAMMING CMAQ/STP/TE FUNDS TO PREVIOUSLY-APPROVED PROJECTS

Funding Priorities

Supplemental funding will be considered for previously-approved STP, CMAQ, TE, and Proposition 1B projects other than road rehabilitation (which were not approved with a specific scope), for projects that will be ready to obligate the funds by June 30, 2012.

Any other funding proposals, including new projects, will be considered through a subsequent Mini-Call for Projects expected to be concluded by February, 2012, with funds to be programmed in the Federal Transportation Improvement Program (FTIP) and available by June 30, 2012.

Eligibility Requirements

To receive funding, the project sponsor must provide VCTC with a letter stating the original project funding, including federal and local funds, the revised project funding, and the requested additional STP, CMAQ, or TE funds. The letter should also provide an update project schedule showing start and end dates for design, right-of-way, and construction.

Funding will only be programmed where the schedule shows the funds can be obligated/allocated by the June 30, 2012 deadline.

Schedule

VCTC Approval of Programming Process: October 7
Notification of Funding Availability: October 10
Funding Request Letters Due to VCTC: October 28
TRANSCOM Approval to Program Funds: November 10
TTAC Approval to Program Funds: November 17
VCTC Approval to Program Funds: December 2
Approval of Amendment to Federal Transportation Improvement Program: April, 2012



Item # 12

October 7, 2011

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: MARY TRAVIS, MANAGER OF TRANSPORTATION DEVELOPMENT ACT AND RAIL PROGRAMS

SUBJECT: PROFESSIONAL SERVICES AGREEMENT WITH JL PATTERSON & ASSOCIATES TO PERFORM OF FEDERAL RAILROAD ADMINISTRATION REQUIRED RAILROAD BRIDGES INVENTORY PHASE ONE

RECOMMENDATION:

- Approve professional services agreement with JL Patterson & Associates not to exceed \$80,000 for completion of Phase One of the requirements of the Federal Railroad Administration (FRA) Final Rule on Railroad Bridge Inventory and Safety Inspections.
- Amend the FY 2011/12 budget increasing expenditures by \$15,000 to \$80,000 and increasing revenues by \$15,000 funded from State Transit Assistance (STA) fund balance.

DISCUSSION:

The Federal Railroad Administration (FRA) has published its Final Rule requiring railroad track owners to adopt and follow specific procedures to protect the safety of their bridges and to strengthen federal oversight of railroad bridge maintenance programs. The rule is a requirement under the Rail Safety Improvement Act of 2008.

VCTC, as owner of the Santa Paula Branch Line (SPBL) railroad, is subject to this requirement. There are 39 bridges along the SPBL of varying sizes between East Ventura and Piru.

The Final Rule requires track owners (or "Agency") to implement a rail bridge management program that has two phases. The first phase must be completed by September 13, 2012 and includes the following:

- Agency must inventory all railroad bridges owned by the Agency.
- Agency must maintain design documents for each railroad bridge.
- Agency must document all repairs, modifications, and inspection of railroad bridges subject to FRA review.
- Agency must establish a program to undertake at least annual inspections of all owned railroad bridges
- Agency must conduct special inspections if weather or other conditions warrant such inspections.
- Agency must develop and maintain a secure records management system.
- Agency must designate qualified, responsible persons to carry required tasks under the Final Rule.

In June, the Commission approved issuing a Request for Proposals (RFP) to complete this required work. Because the FRA requirements involve special railroad bridge expertise, staff needs consultant assistance to complete all components of the bridge inventory by the mandated date, and also, to establish the protocols for the continuing update and inspection efforts.

October 7, 2011

Item #12

Page #2

The RFP was posted on VCTC's website in June and the RFP was also mailed directly to six firms who had expressed interest in the project. Two firms responded, TKDA and JL Patterson & Associates. The RFP submittals were reviewed by VCTC, Metrolink and County of Ventura staffs, and both firms were deemed qualified and their work plans/schedules acceptable to fulfill the FRA requirements. The costs submitted by the firms are as follows:

TKDA	\$88,000
JL Patterson & Assoc.	\$80,000

Based on the prices submitted, and also, the past positive working experience with the firm, staff recommends JL Patterson & Associates be awarded the work. It should be noted that the firm is very familiar with the SBPL from its work on the 2007 SPBL Action Plan, and they will be able to proceed with a minimum amount of orientation.

Staff included \$65,000 in State Transit Assistance (STA) funds for this work in the adopted FY 11/12 VCTC SPBL budget. However, after a review of the detailed responses received to the RFP, it was evident not enough money to complete the requirements had been budgeted. Staff recommends an additional \$15,000 in STA be added to the adopted FY 11/12 VCTC budget for this line item in the SPBL project budget.

Note that, after Phase One is completed for the SPBL no later than September 13, 2012, VCTC must then complete Phase Two of the FRA inventory requirement within five years after Phase One is finished or no later than September 13, 2018. In Phase Two, the Agency must schedule an evaluation for any bridges for which the load capacity has not already been determined as discovered in Phase One. This load capacity evaluation must be completed by a railroad bridge engineer in conformance with FRA regulations. In the RFP responses received, TKDA also submitted a cost (\$90,900) to complete Phase Two and perform the rail bridge load calculations. However, until we know exactly what the conditions of the bridges are on the SPBL, it seems wiser to finish Phase One before starting immediately on Phase Two. Also, there is a possibility this load capacity requirement might be revisited by the FRA for short line operations such as take place on the SPBL. Therefore, there is no reason to proceed at this time with Phase Two. After we have more information, staff will likely recommend placing this Phase Two work in the FY 2013/14 or FY 2014/15 VCTC budget.



Item #13

October 7, 2011

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: DARREN M. KETTLE, EXECUTIVE DIRECTOR

SUBJECT: ELIMINATE PROGRAM MANAGER – TRANSIT DEPENDENT PROGRAMS AND ADD PROGRAM ANALYST I and PROGRAM ANALYST II CLASSIFICATIONS; AND SET COMPENSATION LEVELS FOR PROGRAM ANALYST I AND II CLASSIFICATIONS

RECOMMENDATION:

- Eliminate Program Manager – Transit Dependent Programs and add two alternately staffed classifications of Program Analyst I and Program Analyst II and set compensation levels for those newly created classifications.
- Amend the 2011/12 budget increasing salaries, benefits, and overhead in the amount of \$32,000 funded from unobligated general fund/Local Transportation Fund balance.

BACKGROUND:

Staffing: In December 2009 the Commission adopted classification descriptions for all classifications in which Commission employees served. Job responsibilities were clearly delineated and the knowledge, skills, and abilities required to perform those jobs were identified.

In August 2011, the Program Manager – Transit Dependent Programs announced his retirement, effective December 1, 2011. This employee receives a full benefit package, works approximately 20 hours per week, and reports to the Programming Director. This employee's announced retirement created an opportunity to re-evaluate Commission classifications and make appropriate changes.

Analysis: In reviewing the Programming Director and the Transit Dependent Program Manager duties, some overlapping tasks were identified as well as duties that could be shifted from one level to the other. Further analysis showed that the Director was performing various technical and administrative tasks that were more appropriately performed at the lower-level classification while some manager duties could be shifted to the director. If this redistribution of assigned responsibilities were to occur, there would be no need for a manager-level position allowing for that position to be eliminated in favor of creating an entry/mid-level professional analyst classification.

Next this job analysis identified the duties in both classifications that could be more appropriately reassigned to another classification, thereby allowing the Commission to have less management positions. This change would also create greater flexibility in Commission staffing, allowing for career mobility and staff development. Finally, the analyst responsibilities were examined to discover if those could be performed at an entry- or journey-level. It was determined that the duties could be performed at either level. As a result, these classifications were created to be alternately staffed, which allows the Executive Director to make an appointment at either the entry- or the journey-level.

An entry-level class is one in which an employee is provided on-the-job training and is hired with limited practical experience or specialized knowledge. Assignments are narrow in breadth of responsibility and are generally performed under immediate supervision of a higher level class. Employees function within set procedures and framework. A journey-level class is one in which the incumbent is expected to function with only general supervision and have a full working understanding of all the required duties of the position. Generally, the journey-level position is assigned routine tasks, perhaps outside the immediate area of supervision, and requires direction or assistance on an occasional basis. Alternate staffing exists when there are two or more classification levels that perform essentially similar duties, and it refers to the relationship that exists between a group of related classifications in regard to skill level, such as entry-level and journey-level classifications. A flexibly staffed classification pattern allows qualifying individuals to promote upwards when the required level of knowledge, skills, and abilities has been reached.

Employee Status: The current Program Manager worked a 50% schedule, the Program Analyst I/II position would work a 100% schedule. Given the nature of the work, the workload of the Programming Director, the Program Manager, and that the new position would result in a lower per hour cost to VCTC, it is being proposed as a full time position.

Proposed Salary Range:

Level	Title	Annual Range Bottom	Annual Range Top	Hourly Range Bottom	Hourly Range Top
Analyst II	Program Analyst II	\$62,900	\$81,500	\$30.24	\$39.18
Analyst I	Program Analyst I	\$50,100	\$62,900	\$24.08	\$30.24

Costs:

Item	Employee Hourly Cost	Annual Salary and Benefits Cost	Status
Program Manager Hourly Salary (Current)	\$48.58	\$92,103.91	20 hours per week
Analyst II Proposed Top Hourly Salary	Up to \$39.1827	\$136,292.36	40 hours per week
Analyst I Proposed Top Hourly Salary	Up to \$30.2404	\$113,200.48	40 hours per week

For FY 2011/12, it is anticipated that the hire would occur in early January 2012, which is ½ of the anticipated amount; \$68,146.18. The total cost difference at the top step of the analyst classification would be \$44,188.45 for a full year and \$22,094.22 for six months of FY 2011/12. It is also expected that the position will not start at the top step of the Analyst II level, and will most likely be at the Analyst I level, which means that additional costs will be less than presented above. The actual full costs will be unknown until an appointment is made, but the amount will be no more than the annual \$136,292.36 for total salary and benefits.

Funding for this will be from Fiscal Year 2011/12 Local Transportation Fund balance.

Proposal: It is recommended that the Program Manager – Transit Dependent Programs classification be eliminated and those higher level duties transferred to the Programming Director classification; conversely the lower-level duties of the Programming Director and Transit Dependent Program manager would be transferred to a newly created position of Program Analyst. The new classification would be actually two classifications, a Program Analyst I and a Program Analyst II. The first being at an entry-level and the second at a journey-level that would perform a variety of professional level, administrative, and technical duties, and would allow for greater flexibility as the Commission continued to change. These positions would be alternately staffed – which means the Executive Director could appoint at either level, depending on the skill level of the ideal candidate and the specific needs of the Commission. Neither classification would be compensated at the same level as the previous Program Manager – Transit Dependent Programs. The top step for compensation for the Analyst II classification would be 15% less than that of the Program Manager.

ACTION/DISCUSSION:

The Administrative Committee met Monday, September 26th, 2011 and concurs with the staff recommendation to eliminate the Program Manager – Transit Dependent Programs and add the alternately staffed Program Analyst I and Program Analyst II classifications and set compensation levels for the two new classifications at an hourly range of Program Analyst I of \$24.08 to \$30.24 and the Program Analyst II rate of \$30.24 to \$39.18. Additionally, to fund this action it is recommended that the 2011/12 budget be amended to increase salaries, benefits, and overhead in the amount of \$32,000 funded by unobligated general fund/Local Transportation Fund balance.

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Ventura County Transportation Commission
Job Description

Program Analyst I and II

Definition

Under general supervision, learns to and performs professional-level, analytical, and technical duties in support of programming and transit dependent functions; conducts special studies, surveys, and research assignments; completes a variety of reports and program documentation; assists with coordination of the Agency's transit dependent programs, including the accessibility program, disabled identification and service authorization, and community outreach; oversees various state and federal funding programs such as the Jobs Access Reverse Commute and the New Freedom Programs; monitors program implementation, performance, and compliance with requirements; provides staffing and support to one or more advisory committees; collects information from project sponsors including local agencies and analyzes and compiles the information for inclusion in the Federal Transportation Improvement Program; represents the Agency on a variety of matters; provides highly responsible and staff assistance to the programming function; and does related work as required.

Distinguishing Characteristics

This single-position classification reports to a department head and is characterized by its independent responsibility for performing a wide variety of analytical and coordinative duties for programming and transit dependent programs, including paratransit and other services for disabled and elderly patrons. This position exercises independent judgment and discretion in analyzing, coordinating, and overseeing the programs. It is distinguished from the next higher level position of department head, in that the later has greater responsibility for a wider variety of programs and functions. It is also distinguished from a manager-level classification in that this position does not manage any staff. This classification is alternately staffed and may be filled at either the Program Analyst I or Program Analyst II level. The Program Analyst I classification is differentiated from the Program Analyst II classification in that the I is learning to perform and performs the duties, while the II is fully capable to perform all duties in the classification.

Typical and Important Duties

Duties may include, but are not limited to, the following: Program Analyst I will learn to perform and then perform the duties. The Program Analyst II will perform the full scope of the duties.

- Maintains, collects, and tracks a variety of data; collects current project information and enters into database, ensuring up-to-date information; conducts analyses and makes recommendations; prepares required reports.
- Provides responsible technical and administrative support for transportation-related programming and planning; prepares policy documents, reports, memos, and analyses.
- Maintains, collects, and tracks a variety of data; collects current project information and enters into database, ensuring up-to-date information; conducts analyses and makes recommendations; prepares required reports.

- Monitors and comments on regional, state, and federal actions, programs, and plans impacting the Agency and other local transit services; provides analysis about the impacts.
- Prepares contract proposals, grant applications, and similar documents; prepares reports and monitors grants for contract compliance.
- Prepares presentation materials and documentation for use by funding agencies in considering projects nominated for funding and monitoring status of approved projects.
- Works with project sponsoring agencies and funding agencies to resolve issues and facilitate project approval.
- Keeps up-to-date with transportation funding requirements; reviews regulations and procedures; keeps project sponsoring agencies updated with program requirements.
- May serve as staff to one or more advisory committees including preparing agendas and other documents.
- Advises other public agencies in the grant application process for various programs as assigned.
- Represents the Agency in meetings with other governmental agencies; makes presentations before commissions, boards, professional organizations, business organizations, community organizations, and the general public.
- Performs related duties and responsibilities as assigned.

Experience and Training

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

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

Experience Program Analyst I: One year of transportation-related experience in programming, planning, or analysis.

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

Job-Related Qualifications

Knowledge of:

- Research techniques, methods, sources of information for report preparation and presentation.
- Applicable local, state, and federal laws and regulations.
- Report preparation and record keeping techniques.
- Governmental procurement and contracts management requirements.
- Standard administrative practices and procedures, including the use of standard office equipment.
- Business letter writing and the standard format for reports and correspondence.
- Records management principles and practices.
- Meeting noticing and agenda setting requirements for public meetings.
- Public record acts and Roberts Rules of Order for legislative bodies.

Ability to:

- Review complex, organizational, and administrative problems, and recommend an effective course of action.

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

Skill in:

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

Licenses and Certificates

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

- Possession of, or ability to obtain, a valid appropriate California driver's license.
- Maintain a satisfactory driving record.

Special Requirements

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

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

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

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

Approved:	October 2011
Revision Dates:	October 2011, December 2009
Former Titles:	Program Manager
Status:	Exempt/Mid-management
ADA Review:	
DOT:	No
Physical:	No



Item # 14

October 7, 2011

MEMO TO: VENTURA COUNTY AIRPORT LAND USE COMMISSION

FROM: STEVE DEGEORGE, PLANNING & TECHNOLOGY DIRECTOR

SUBJECT: DIVISION OF AERONAUTICS COMMENT LETTER, OXNARD UNION HIGH SCHOOL DISTRICT

RECOMMENDATION:

- The Ventura County Airport Land Use Commission find that any portion of the proposed high school site located in the unincorporated County adjacent west of Victoria Avenue and adjacent north of Wooley Road that falls within the Traffic Pattern Zone for Oxnard Airport to be inconsistent with the Airport Comprehensive Land Use Plan for Ventura County.
- The Ventura County Airport Land Use Commission direct the Executive Director to transmit the Commission's findings to the Division of Aeronautics.

BACKGROUND:

The Airport Land Use Commission (ALUC) is responsible for the preparation and monitoring of an Airport Comprehensive Land Use Plan (ACLUP) which identifies appropriate land uses around airports. In July of 2000, the ALUC adopted the current Airport Comprehensive Land Use Plan against which proposed projects are reviewed for consistency.

DISCUSSION:

The ALUC has received a request from the California Department of Transportation, Division of Aeronautics to provide comments on a proposed location for a high school from the Oxnard Union High School District. The proposed high school site is in the unincorporated County adjacent west of Victoria Avenue and adjacent north of Wooley Road see Figure 1, Location Map, below.

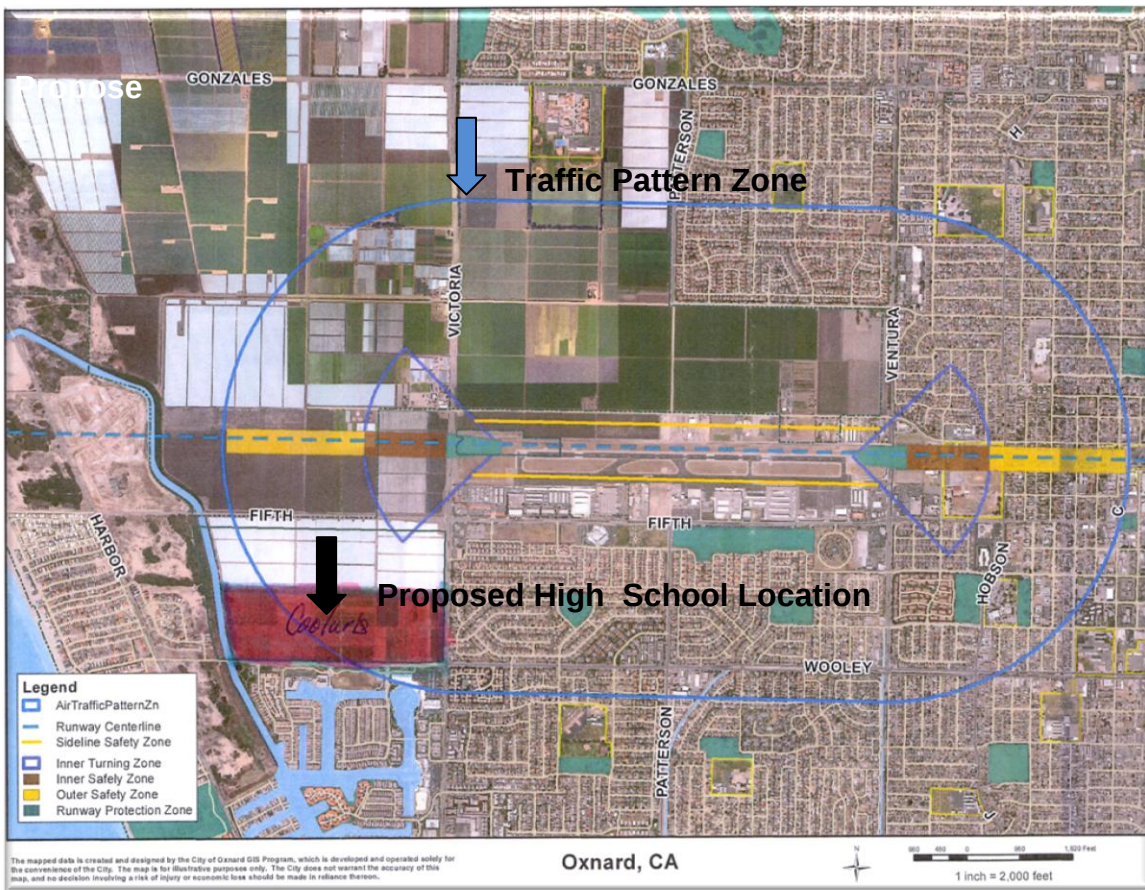


Figure 1, Location Map

As shown in Figure 1 and Figure 2, the proposed high school falls largely within the Traffic Pattern Zone (TPZ) for Oxnard Airport. As shown in Figure 3 below, schools are considered a “Public/Institutional” land use as defined in Table 6B, Adopted Land Use Compatibility Standards in Safety Zones for Civilian Airports, of the ACLUP for Ventura County.

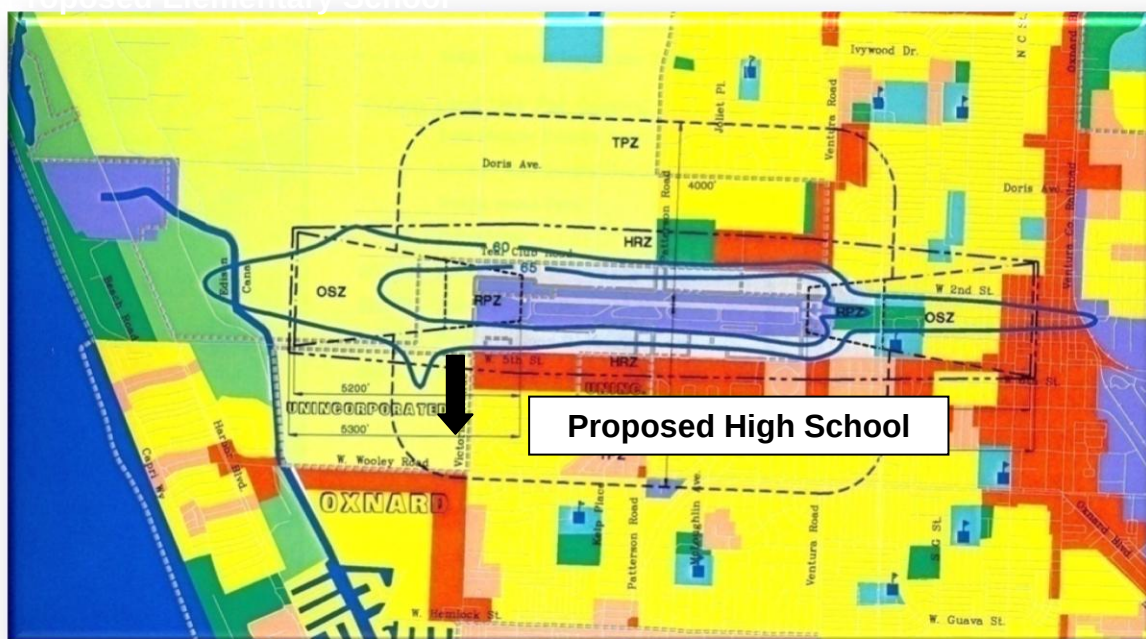


Figure 2, Restricted Zones

Public/Institutional uses are an unacceptable land use within the Traffic Pattern Zone (TPZ) therefore; staff recommends that the Ventura County Airport Land Use Commission find that any portion of the proposed high school site that falls within the Traffic Pattern Zone for Oxnard Airport to be inconsistent with the ACLUP. Staff further recommends that the Commission direct the Executive Director to transmit the Commission's findings to the State Division of Aeronautics for their consideration.

TABLE 6B Adopted Land Use Compatibility Standards in Safety Zones for Civilian Airports				
Land Use	Runway Protection Zone	Outer Safety Zone	Traffic Pattern Zone	Extended Traffic Pattern Zone
Residential				
Single Family	U	U	C [a, e]	A [e]
Multi-Family	U	U	C [a, e]	A [e]
Mobile Home Parks	U	U	C [a, e]	A [e]
Public/Institutional				
Hospitals/Convalescent Homes	U	U	U	A [e]
Schools	U	U	U	A [e]
Churches/Synagogues	U	U	U	A [e]
Auditoriums/Theaters	U	U	U	A [e]
Commercial				
Hotels and Motels	U	U	C [c, e]	A [e]
Offices and Business/Professional Services	U	C [a, e]	C [c, e]	A
Wholesale	U	C [a, e]	C [c, e]	A
Retail	U	C [a, e]	C [c, e]	A
Industrial, Transportation, Communication, and Utilities				
Manufacturing - General/Heavy	U	C [a, e]	C [c, e]	A
Light Industrial	U	C [a, e]	C [c, e]	A
Research and Development	U	C [a, e]	C [c, e]	A
Business Parks/Corporate Offices	U	C [a, e]	C [c, e]	A
Transportation Terminals	U	U	A	A
Communication/Utilities	C [b]	A	A	A
Automobile Parking	C [b]	A	A	A
Recreation/Open Space				
Outdoor Sports Arenas	U	U	U	A
Outdoor Amphitheaters	U	U	U	A
Parks	U	C [a]	A	A
Outdoor Amusement	U	C [a, e]	A	A
Resorts and Camps	U	C [a, e]	A [e]	A [e]
Golf Courses and Water Recreation	C [d]	A	A	A
Agriculture	A	A	A	A

TABLE 6B (Continued) Adopted Land Use Compatibility Standards in Safety Zones for Civilian Airports	
NOTES	
A = Acceptable land use.	
C = Land use is conditionally acceptable upon meeting required criteria (see footnotes below).	
U = Unacceptable land use.	
[a]	Maximum structural coverage must be no more than 25 percent. "Structural coverage" is defined as the percent of building footprint area to total land area, including streets and greenbelts.
[b]	The placing of structures or buildings in the Runway Protection Zone is unacceptable. Above ground utility lines and parking are allowed only if approved by the Federal Aviation Administration (FAA) as not constituting a hazard to air navigation.
[c]	Maximum structural coverage must not exceed 50 percent. "Structural coverage" is defined as the percent of building footprint area to total land area, including streets and greenbelts. Where development is proposed immediately adjacent to the airport property, structures should be located as far as practical from the runway.
[d]	Clubhouse is unacceptable in this zone.
[e]	An aviation easement is recommended and a fair disclosure agreement and covenant shall be recorded by the owner and developer of the property.

Figure 3, Table 6B