

**Item No. 6**



DATE: June 5, 2013

TO: Board of Directors

FROM: Steve L. Rosenberg *SLR*  
Director of Administrative Services

RE: Conduct Public Hearing to Consider Budget Overview Presentation,  
Public Comment and Adoption of FY 2013-14 Operating, Planning &  
Capital Budget

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## I. EXECUTIVE SUMMARY

The Gold Coast Transit FY 2013-14 operating, planning and capital budget is presented for public hearing before the Board of Directors. After the public hearing, the Board will consider adoption of the budget. GCT's Technical Advisory Committee (TAC) reviewed and discussed the proposed budget during its April 2013 and May 2013 meetings. The Board in its May 2013 meeting discussed budget premises, reviewed the draft operating budget and directed staff to submit the FY 2013-14 Operating, Planning & Capital Budget for a public hearing and subsequent adoption on June 5, 2013.

Staff from each of GCT member jurisdictions have had the opportunity to review the budget and place it on an agenda for its governing body to approve the expenditure of Transportation Development Act (TDA) funds and, where applicable, additional non-TDA funds in the form of route guarantees, for their share of GCT local funds. The Oxnard and Ventura City Councils were scheduled to consider GCT's TDA expenditure prior to GCT's public hearing, while the Ojai and Port Hueneme City Councils and the Ventura County Board of Supervisors are expected to consider approval later in June 2013.

After adoption of the budget, the Board will consider the adoption of a resolution authorizing the filing of a Transportation Development Act (TDA) claim. The TDA claim represents local agency operating support for the 2013-14 fiscal year.

**IT IS RECOMMENDED that the Board of Directors conduct the public hearing to receive public comment on the proposed FY 2013-14 operating, planning and capital budgets. After the public hearing is completed, it is recommended that the Board receive and adopt the FY 2013-14 operating, planning and capital budgets.**

## II. BACKGROUND

The proposed operating budget for FY 2012-13 is \$20,616,700, a 5.7% increase from the original FY 2012-13 budget. Ventura County Local Transportation Fund (LTF) revenues increased 5.2% from FY 2012-13 and are up approximately 36% from their historic low levels in FY 2010-11; however they have not returned to the high level of FY 2006-07. On the expense side, the key increase factors are a 6.6% increase in revenue service hours from FY 2012-13, increased workers' compensation costs and staff additions necessary to meet the increased service workload, keep up with current transit technology being introduced into GCT and fill longstanding voids in GCT's staffing plan.

Budget highlights are as follows:

Revenues –GCT's primary revenue source is Local Transportation Fund revenues received by its member agencies from a .25% state sales tax generated by the Transportation Development Act (TDA). LTF funds allocated to GCT's member agencies for provision of transit service are projected to increase 5.4% in FY 2012-13 compared to FY 2011-12.

GCT will receive its State Transit Assistance (STA) allocation, currently estimated at just over \$182,000, and is including in the FY 2013-14 budget another \$13,000 carried over from the previous year's allocation.

GCT's primary source of federal funding is FTA Section 5307 grant funding. The FTA's new authorizing transit funding legislation, passed in 2012, is entitled MAP-21. Under MAP-21, GCT's Section 5307 formula allocation for FY 2013-14 is just over \$3.3M, \$224K less than FY 2012-13. MAP-21 realigned funds formerly used for Section 5309 Bus and Bus Facility Project grant awards, such as GCT's new facility grant, into Section 5339 formula grants. Under that formula GCT was allocated \$501K. As a result, GCT's total allocation increased \$277K, however GCT (and other similarly-sized transit agencies) have lost an important funding source for larger projects such as bus purchases and facility upgrades.

GCT's FY 2013-14 operating budget also includes three (3) route-specific federal grants totaling \$1,367,800. Congestion Mitigation and Air Quality (CMAQ) grants for demonstration projects serving the Vineyard-Rose corridor in north Oxnard (Route 17, a three-year grant which commenced in February 2012) and the Victoria Ave. corridor from Port Hueneme to Ventura (Route 21, a two-year grant which commenced February 2013), and a Jobs Access – Reverse Commute (JARC) program grant to support the addition of the OTC/Lombard/Gonzalez/Fifth Route (Route 20, a two-and-one-half year grant commencing August 2013).

GCT generates local revenue through sales of exterior bus advertising. This program continues to grow and is budgeted to provide \$200,000 in local revenue in FY 2013-14.

Labor – Labor costs will increase as the result of a 6.6% increase in revenue service hours as well as some additional staff positions being added. The FY2013-14 operating budget includes staff additions necessary to meet the increased service workload, keep up with current transit technology being introduced into GCT and fill longstanding voids in GCT's staffing plan. Included are a second shift dispatcher for Operations, an Electronics Technician and Building Maintenance Worker for Maintenance, an I.T. Business Systems Analyst and a Human Resources Generalist for Administration, an Entry-Level Planner for Planning & Marketing and an Office Administrator for Admin/General Manager.

GCT's Memoranda of Understanding (MOUs) with SEIU Local 721 covering our three employee units expire on October 31, 2013, and GCT's employees have not had a wage rate increase since 2009. GCT recently settled a reopener clause by providing a 9% increase for medical benefit contribution that will not increase through the end of 2014.

Boardings – The budget premise for FY 2013-14 fixed route service is 3.73 million boardings, a 1.6% increase from the FY 2012-13 forecast of 3.66 million. This would be a 5% increase over the current forecast for FY 2012-13 year end, with the increase based primarily on the addition of new service on Routes 20 and 21. The budget premise for FY 2012-13 fixed route fare revenue is \$2.87 million, a 1% increase from the FY 2012-13 budget.

The budget premise for FY 2013-14 paratransit is for 73,100 boardings, a 4% increase from the FY 2012-13 forecast. Recent trends indicate that the reduction in paratransit ridership GCT has experienced over the past few years has bottomed out and ridership has started to rebound. The budget premise for FY 2012-13 paratransit fare revenue is for \$166,600, a 7% increase from the FY 2012-13 budget.

Service Adjustments – GCT will be implementing 6% more revenue service in FY 2013-14, with revenue service hours (RSH) increasing from 183,600 in FY 2012-13 to 195,791 in FY 2013-14. Revenue service miles (RSM) will increase 12%, from 1,834,233 in FY 2012-13 to 2,055,691 in FY 2013-14. The service improvements are:

- Add limited weekend service to Route 21 (Victoria) beginning August 2013.
- Add limited weekend service to Route 19 (OTC/ Gonzalez /Lombard) beginning August 2013.

- Add weekday and limited weekend service on new Route 20 (OTC/Lombard/ Gonzalez/Fifth), the reverse route to Route 19, beginning August 2013.
- Add weekday booster service on Route 11 (Telephone Road / Saticoy)

GCT's budgeted fixed route cost per revenue hour for FY 2013-14 is \$ 92.86, a .9% decrease from \$93.67 in the FY 2012-13 budget, and the budgeted fixed route cost per revenue mile is \$8.84, a 5.7% decrease from \$9.38 in the FY 2012-13 budget.

- Fuel - The budget for fueling the fixed route and paratransit fleets with CNG in FY 2013-14 is \$549,900, a 23% decrease from the FY 2012-13 budget of \$716,100. The decrease results primarily from the retroactive extension of the Alternate Fuels Excise Tax Rebate through December 31, 2013. The FY 2013-14 Budget includes a credit of \$254,200 for the rebate. The unit price used to calculate the FY 2012-13 budget was \$.5917 per therm, based on 15% above the wholesale price for April 2013. While April 2013 represents an eighteen-month high for natural gas pricing, the current market remains historically low.
- Paratransit operations - The budget for contracted paratransit services in FY 2013-14 is \$2,188,800, a 4.7% increase from the FY 2012-13 budget. A modest increase in the contract rate and a 4% increase in projected ridership account for the increase.
- Farebox Recovery Ratio – California regulations require that a transit service claimant for TDA funds have a system wide ratio of fare and local revenues to operating cost of at least 20%, or that the claimant realize a farebox recovery ratio (FBRR) of 20% for fixed route service and 10% for paratransit service. The FY 2013-14 budget meets the latter goal by supplementing on-board farebox receipts with local advertising revenue as well as local non-TDA funds in the form of route guarantees for fixed route service and service guarantees for paratransit service to support service to senior citizens who are not ADA eligible. Advertising revenue and route or service guarantee revenue count as fare and local revenues in calculating the FBRR. The FY 2013-14 budget includes guarantees of \$565,000 for fixed route service and \$80,000 for paratransit service, a total of \$645,000, as well as \$200,000 in advertising revenue.
- Capital Reserve Contribution – For FY 2013-14, GCT's members will contribute \$500,000 to GCT's capital reserve fund, a significant milestone after going three consecutive years (FY 2009-10 through FY11-12) of complete deferral as a result of reduced transit funding levels and the need to restore and improve service. GCT recognizes the need to build its capital reserve so it may maintain its ability to compete for federal grants to build the

- agency and maintain and expand service.

Member contribution - The FY 2013-14 member contribution, including both TDA and non-TDA contribution, is \$11,116,475, a 5.7% increase from the FY 2012-13 member contribution of \$10,516,668.

Calculated contributions from each member are as follows: Ojai - \$187,401 from TDA; Oxnard - \$5,579,002 from TDA plus \$425,000 from non-TDA sources; Port Hueneme - \$380,329 from TDA plus \$20,000 from non-TDA sources; Ventura - \$3,270,912 from TDA plus \$200,000 from non-TDA sources; and Ventura County - \$1,053,831 from TDA. By mutual agreement for FY 2013-14, Ventura County will provide an additional \$141,908 of TDA in place of Ojai's fixed route share, so the net TDA contribution from Ojai will be \$45,493 and the net contribution from Ventura County will be \$1,195,739.

The Proposed Budget and Financial Plan, 2013-14 Fiscal Year document is an attachment to this report and contains detailed discussion and documentation of GCT's FY 2013-14 budget.

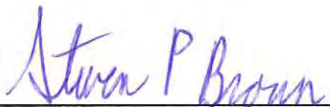
#### Public Hearing

GCT's Joint Powers Agreement stipulates that a thirty-day notice be given prior to the date scheduled for the public hearing and final adoption of the budget. In accordance with this requirement, notice of the public hearing was published in the Ventura County Star on Saturday May 4, 2013.

### **III. SUMMARY AND RECOMMENDATIONS**

**IT IS RECOMMENDED that the Board of Directors conduct the public hearing on the proposed FY 2013-14 operating, planning and capital budgets. After the public hearing is completed, it is recommended that the Board receive and adopt the FY 2013-14 operating, planning and capital budgets.**

Concurrence:



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Steven P. Brown  
General Manager

Attachment



## **BUDGET AND FINANCIAL PLAN**

**2013-14 FISCAL YEAR**

Steven P. Brown  
General Manager

Steve L. Rosenberg  
Director of Administrative Services  
June 5, 2013





## TABLE OF CONTENTS

GUIDE TO THE BUDGET AND FINANCIAL PLAN .....	1
FY 2013-14 BUDGET AND FINANCIAL PLAN .....	2
Mission Statement.....	2
Board of Directors .....	2
GCT Senior Management Staff .....	2
GCT Organizational Chart .....	3
BUDGET MESSAGE AND EXECUTIVE SUMMARY.....	4
Budgetary Guidelines.....	4
Budget Review of FY 2012-13, the <u>Prior</u> Budget Year .....	4
Budget Highlights for FY 2013-14, the <u>Upcoming</u> Budget Year .....	7
Budget Process.....	10
Summary .....	10
EXPENDITURES .....	13
Employees – Support.....	13
Service/Supplies – Operational .....	14
Service/Supplies – Support.....	15
CAPITAL IMPROVEMENTS .....	16
Capital Project Funding.....	16
Ten-Year Capital Project Plan.....	17
Proposed Capital Projects.....	17
Depreciation .....	23
OPERATING REVENUE.....	23
Passenger Fares.....	24
Fixed Route Ridership.....	26
Paratransit Ridership.....	26
Farebox Recovery.....	26
Interest and Other Income.....	27
Advertising Income .....	28
State Transit Assistance Funds.....	28
Federal Grant Funds .....	28
Local Assistance .....	30

APPENDIX

A. Operational Unit Expenditures ..... 34  
B. Glossary..... 38

TABLES

1. GCT Operating Budget Summary..... 11  
2. GCT Operating Budget – Functional Categories ..... 12  
3. Employee Support Expenses ..... 14  
4. Service/Supplies – Operational Expenses..... 15  
5. Service/Supplies – Support Expenses..... 16  
6. Ten-Year Capital Project Plan – Project with Identified Funding ..... 19  
7. Ten-Year Capital Project Plan – Projects Programmed/  
Funding Not Identified ..... 19  
8. Ten-Year Capital Project Plan – Summary Tables ..... 21  
9. Ten-Year Capital Plan – Programmed New Facility Funding.....22  
10. Ten-Year Capital Project Plan – Programmed Vehicle Procurements..... 22  
11. Depreciation Schedule ..... 23  
12. Operating and Planning Revenue..... 24  
13. Passenger Fare Structure..... 25  
14. Ridership, Revenue and Farebox Return, 2004-05 – 2013-14 ..... 27  
15. Grant-Funded Revenue - FY 2013-14 Operating Budget ..... 29  
16. Member Agency Funding Allocation Percentage Calculation ..... 31  
17. Member Agency Funding Participation..... 32  
18. Member Agency Local Funding Allocations by Service Mode, FY 2009-10  
through FY 2013-14..... 33  
19. Expenditures, Fixed Route, FY 2011-12 - FY2013-14..... 34  
20. Expenditures, Maintenance, FY 2011-12 - FY2013-14..... 35  
21. Expenditures, Administration, FY 2011-12 - FY2013-14 ..... 36  
22. Expenditures, Paratransit & Planning and Marketing,  
FY 2011-12 - FY2013-14..... 37

## **GUIDE TO THE BUDGET AND FINANCIAL PLAN**

The Gold Coast Transit (GCT) Budget and Financial Plan for FY 2013-14 presents the agency's financial and program plan in a single document for easy reference. It describes the services provided by GCT and presents historical and anticipated costs of each function.

### **Budget Message and Summary**

This section summarizes the budgetary guidelines, highlights, fund structure, significant financial issues, the budget basis and process.

### **Expenditures**

This section summarizes the expenditures in a historical and anticipated level. Included are the staffing levels of GCT.

### **Capital Improvements**

This section summarizes the approved and proposed capital program. Included is the depreciation for the capital equipment.

### **Operating Revenue**

This section summarizes the operating revenue. Included are local fund contributions from GCT member governments, federal grants, state funds and farebox revenue and recovery.

### **Appendix**

Detailed information is provided on the annual expenditures as summarized in the Expenditure section. A glossary of terms is also provided.

## FY 13-14 BUDGET AND FINANCIAL PLAN

### **GOLD COAST TRANSIT MISSION STATEMENT**

GCT's Board of Directors in 2009 adopted the following mission statement, providing a clear, concise strategic direction for the organization:

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

### **BOARD OF DIRECTORS**

#### **City of Ojai**

Mayor Paul Blatz  
Director

Councilmember Betsy Clapp  
Alternate

#### **City of Oxnard**

Councilman Bryan A.  
MacDonald - Director

Mayor Pro Tem Carmen  
Ramirez - Alternate

#### **City of Port Hueneme**

Councilmember Jonathan  
Sharkey – Director

Councilmember **Douglas A.**  
Breeze - Alternate

#### **City of Ventura**

Councilmember Carl E. Morehouse  
Vice-Chair

Councilmember Brian Brennan  
Alternate

#### **County of Ventura**

Supervisor John C. Zaragoza  
Chair

Supervisor Steve Bennett  
Alternate

### **SENIOR MANAGEMENT STAFF**

Steven P. Brown  
General Manager

Steve L. Rosenberg  
Director of Administrative Services

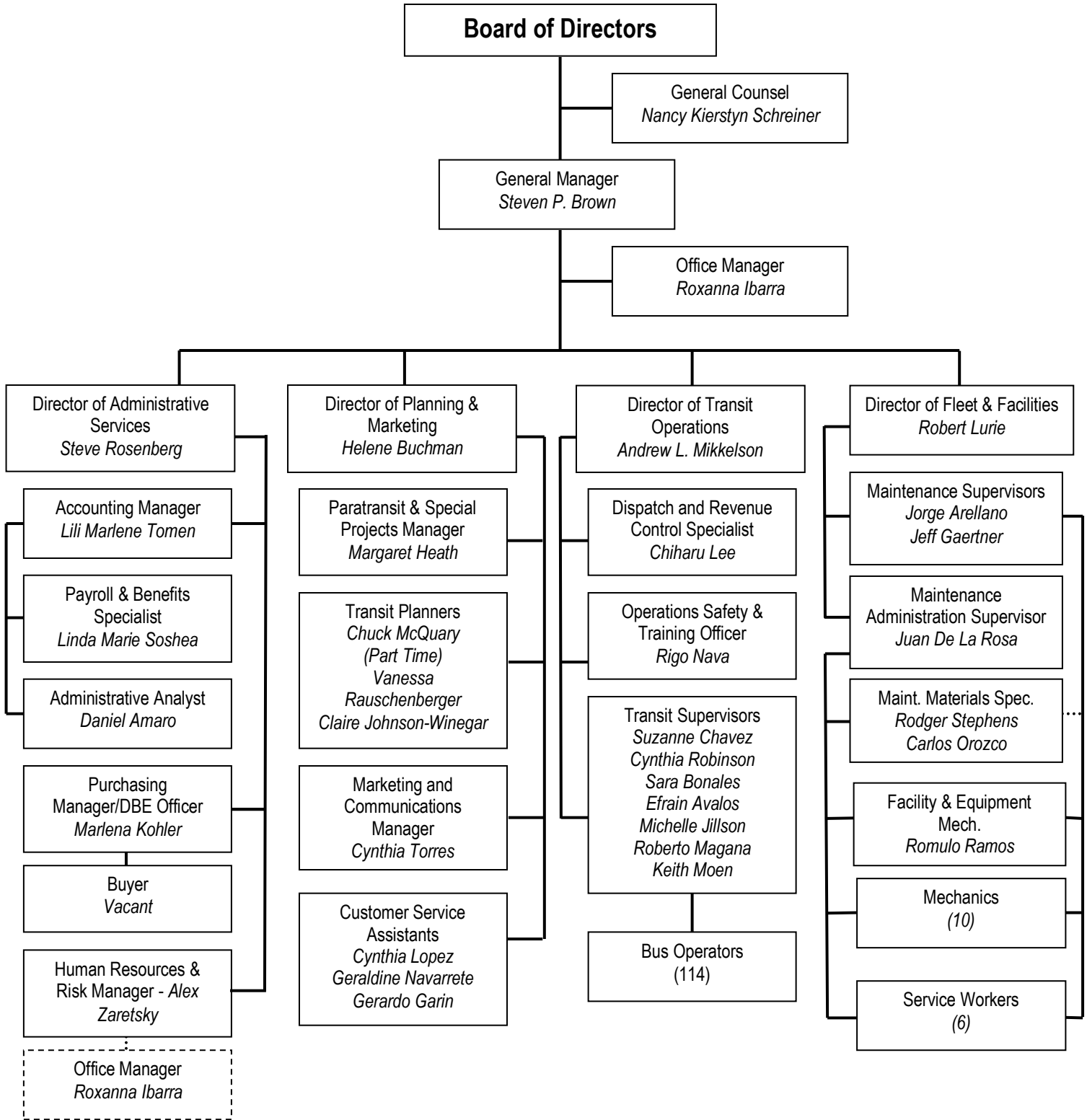
Robert Lurie  
Director of Fleet & Facilities

Helene Buchman  
Director of Planning & Marketing

Andrew Mikkelson  
Director of Transit Operations



**Gold Coast TRANSIT.ORG**  
**Organizational Chart – June 2013**



## **BUDGET MESSAGE AND EXECUTIVE SUMMARY**

GCT is committed to the protection of public investment through sound financial practices. This commitment is reflected throughout the process from budget development to final adoption. Following is a description of the budget process.

BUDGETARY GUIDELINES – The budget was developed following these guidelines.

- A. Prudent budgetary control is tied to strategic planning and resource availability.
- B. Meaningful public and JPA member agency input is solicited during the annual budget review.
- C. Salary and benefit increases for employees reflect the agreed upon level. Actual wage or benefit increases are subject to future labor agreements approved by the GCT Board of Directors. GCT Represented employees last received a contractual wage increase in November 2009. The most recent merit increase for GCT Non-represented employees was in February 2009.
- D. Appropriate insurance coverage is budgeted to mitigate the risk of material loss.
- E. Major capital items are specified in the Ten-Year Plan and are anticipated in the capital reserve funding request to the extent feasible. The annual capital reserve contribution was restored in FY2012-13 and will be increased in FY2013-14, after being deferred for three prior fiscal years as the result of resource constraints.
- F. Budget versus actual financial information is reported on a monthly basis.

### **BUDGET HIGHLIGHTS FOR FY 2012-13 - THE PRIOR BUDGET YEAR**

The proposed operating budget for FY 2012-13 was \$19,508,700, an 8.2% increase from the FY 2011-12 budget. LTF revenues available to GCT's members for provision of transit service increased 2.89% from FY 2011-12 and were up approximately 28% from their historic low levels in FY 2010-11; however they had not returned to higher pre-2009 levels. On the expense side, the key increase factors were a substantial increase in service hours from FY 2011-12, tempered by the third consecutive year of no wage and benefit increases for GCT employees.

Budget highlights were as follows:

- **Revenues** –GCT's primary revenue source was Local Transportation Fund revenues received by its member agencies from a .25% state sales tax generated by the Transportation Development Act (TDA). Ventura County LTF funds were up 10.6% in FY 2012-13 compared to FY 2011-12.

GCT received its STA allocation, estimated at just over \$200,000, and included in the FY 2012-13 budget another \$20,000 rolled over from the previous year's allocation.

GCT's FTA Section 5307 grant funding allocation for FY 2012-13 was \$3,542,859, a 3% increase from the FY 2011-12 allocation. GCT's FY 2012-13 operating budget also included two (2) route-specific federal grants totaling \$834,500, Congestion Mitigation and Air Quality (CMAQ) grants for demonstration projects serving the Vineyard-Rose corridor in north Oxnard (a three-year grant which commenced in February 2012) and the Victoria Ave. corridor from Port Hueneme to Ventura (a two-year grant which commenced in February 2013).

GCT generates local revenue through sales of exterior and interior bus advertising. This program continued to grow and was budgeted to provide \$180,000 in local revenue in FY 2012-13.

- Labor – For the third consecutive year, GCT's budget was premised on no wage or benefit increases. GCT's Memoranda of Understanding (MOUs) with SEIU Local 721 covering our three employee units expire on October 31, 2013, however they included a wage and medical benefit contribution reopener in September 2012. Overall labor costs were budgeted to increase from FY 2011-12 to FY 2012-13 as the result of adding employees to support service increases and other service improvements.
- Boardings – The budget premise for FY 2012-13 fixed route service was for 3.66 million boardings, a 4.7% increase from the FY 2011-12 forecast of 3.5 million. The budget premise for FY 2012-13 fixed route fare revenue was \$2.85 million, a 4.6% increase from the FY 2011-12 forecast of \$2.72 million and 1.7% higher than the FY2011-12 budget.

The budget premise for FY 2012-13 paratransit was for 70,300 boardings, a 2% increase from the FY 2011-12 forecast. The budget premise for FY 2012-13 paratransit fare revenue was for \$155,800, a 2% increase from the FY 2011-12 forecast.

- Service Adjustments – GCT implemented significant service improvements in FY 2012-13, with revenue service hours increasing 12% from 163,909 in FY 2011-12 to 183,600. Revenue service miles increased 3.9%, from 1,765,891 in FY 2011-12 to 1,834,233. The service improvements were:
  - Restructuring Route 16 (Ojai-Ventura), returning GCT service to downtown Ojai and transferring service to Meiners Oaks to the Ojai Trolley, beginning in August 2012.
  - A full year of service upgrades to Routes 1 (Port Hueneme), 4 (North Oxnard), 6 (Oxnard-Ventura) and 8 (Oxnard College), focused on improved schedules and

running times, which began February 2012.

- A full year of CMAQ-funded Route 17 (Vineyard - Rose Ave), which began service February 2012, and the addition of CMAQ-funded Route 21 (Victoria - Port Hueneme to Ventura), beginning service February 2013.
- Cancel service on Route 40 (Market-Valentine) due to low ridership, effective August 2012. Periodic Market Street shuttle service was provided until February 2013.
- Restructured service on Routes 10 (Telegraph Road) and 11 (Telephone Road), providing service to the Market-Donlon area after Route 40 cancellation.

GCT's budgeted fixed route cost per revenue hour for FY 2012-13 was \$ 93.67, a 1.7% decrease from \$95.24 in FY 2011-12, and the budgeted fixed route cost per revenue mile was \$9.38, a 6.1% increase from \$8.84 in FY 2011-12.

- Fuel - The budget for fueling the fixed route and paratransit fleets with CNG in FY 2012-13 was \$716,100, a 10.3% increase from the FY 2011-12 budget of \$649,400. The increase resulted from the then-scheduled expiration of the Alternate Fuels Excise Tax Rebate on December 31, 2011. The FY 2011-12 Budget included a credit of \$229,400 for the rebate. The unit price used to calculate the FY 2012-13 budget was \$.5904 per therm, based on 20% above the 12-month rolling average for the period May 2011 through April 2012. This premise was used for conservatism, as the market price for natural gas at that time was at a historic low.
- Paratransit operations - The budget for contracted paratransit services in FY 2012-13 was \$2,090,700, a 5.7% decrease from the FY 2011-12 budget. Lower ridership estimates accounted for the decrease.
- Farebox Recovery Ratio – California regulations require that a transit service claimant for TDA funds have a system wide ratio of fare and local revenues to operating cost of at least 20%, or that the claimant realize a farebox recovery ratio (FBRR) of 20% for fixed route service and 10% for paratransit service. The FY 2012-13 budget projected to meet the latter goal by supplementing on-board farebox receipts with local advertising revenue as well as local non-TDA funds in the form of route guarantees for fixed route service and service guarantees for paratransit service to support service to senior citizens who are not ADA eligible. Advertising revenue and route or service guarantee revenue count as fare and local revenues in calculating the FBRR. The FY 2012-13 budget included guarantees of \$440,000 for fixed route service and \$80,000 for paratransit service, a total of \$520,000, and \$180,000 in advertising revenue.
- Capital Reserve Contribution – The FY 2012-13 Budget included a \$100,000 member contribution to the capital reserve fund, the first contribution after three consecutive years of no contributions.



Member contribution - The FY 2011-12 member contribution, including both TDA and non-TDA contribution, was \$10,516,668 a 6.6% increase from the FY 2011-12 member contribution of \$9,870,105.

Mid-Year Budget Adjustment – In May 2013 the GCT Board of Directors approved a change to the FY 2012-13 budget, reducing the operating budget by \$1,400,000, increasing the capital reserve contribution by \$1,000,000 and carrying forward the use of \$400,000 in federal grant funds. This change resulted from GCT being significantly under budget through the first nine months of FY 2012-13, primarily as the result of a number of updates to our original budget premises that occurred during the year in our core cost areas of fuel, operations and maintenance. In fuel, the Alternative Fuels Excise Tax Credit was reinstated by Congress in January 2013 retroactive to 2012, providing a net positive variance of over \$600,000. Additionally, the market price of CNG stayed historically low through much of the year. In Operations, GCT's scheduling efficiency improved materially since the February 2012 service change, the data point used to calculate the budget. In Maintenance, persistent staffing shortages throughout the year resulted in lower-than projected expenditures.

Please note that year-to-year budget comparisons in this document refer to the original FY 2012-13 GCT Operating Budget initially approved in June 2012.

#### BUDGET HIGHLIGHTS FOR FY 2013-14, THE UPCOMING BUDGET YEAR

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- Fuel - The budget for fueling the fixed route and paratransit fleets with CNG in FY 2013-14 is \$549,900, a 23% decrease from the FY 2012-13 budget of \$716,100. The decrease results primarily from the retroactive extension of the Alternate Fuels Excise Tax Rebate through December 31, 2013. The FY 2013-14 Budget includes a credit of \$254,200 for the rebate. The unit price used to calculate the FY 2012-13 budget was \$.5917 per therm, based on 15% above the wholesale price for April 2013. While April 2013 represents an eighteen-month high for natural gas pricing, the current market remains historically low.
- Paratransit operations - The budget for contracted paratransit services in FY 2013-14 is \$2,188,800, a 4.7% increase from the FY 2012-13 budget. A modest increase in the contract rate and a 4% increase in projected ridership account for the increase.
- Farebox Recovery Ratio – California regulations require that a transit service claimant for TDA funds have a system wide ratio of fare and local revenues to operating cost of at least 20%, or that the claimant realize a farebox recovery ratio (FBRR) of 20% for fixed route service and 10% for paratransit service. The FY 2013-14 budget meets the latter goal by supplementing on-board farebox receipts with local advertising revenue as well as local non-TDA funds in the form of route guarantees for fixed route service and service guarantees for paratransit service to support service to senior citizens who are not ADA eligible. Advertising revenue and route or service guarantee revenue count as fare and local revenues in calculating the FBRR. The FY 2013-14 budget includes guarantees of \$565,000 for fixed route

service and \$80,000 for paratransit service, a total of \$645,000, as well as \$200,000 in advertising revenue.

- Capital Reserve Contribution – For FY 2013-14, GCT’s members will contribute \$500,000 to GCT’s capital reserve fund, a significant milestone after going three consecutive years (FY 2009-10 through FY11-12) of complete deferral as a result of reduced transit funding levels and the need to restore and improve service. GCT recognizes the need to build its capital reserve so it may maintain its ability to compete for federal grants to build the agency and maintain and expand service.

Member contribution - The FY 2013-14 member contribution, including both TDA and non-TDA contribution, is \$11,116,475, a 5.7% increase from the FY 2012-13 member contribution of \$10,516,668.

## BUDGET PROCESS

The proposed budget was developed by the Director of Administrative Services in consultation with the GCT General Manager and management team. Budget premises and a draft proposed budget were discussed and reviewed with the GCT Technical Advisory Committee (TAC) on April 17, 2013 and presented for discussion and direction to the Board at the May Board Meeting on May 1, 2013. The final version was reviewed once again with the TAC on May 15, 2013.

The final funding allocations for this budget were scheduled to be considered for approval by the Ventura City Council on June 3, 2013 and the Oxnard City Council on June 4, 2013. The Ojai and Port Hueneme City Councils and the Ventura County Board of Supervisors are scheduled to consider approval later in June 2013.

## BUDGET SUMMARY

The budget summary is displayed in Table 1, Operating Budget Summary, Revenues and Expenses, and Table 2, Operating Budget – Functional Categories. Table 1 provides a summary of both revenue and expense, categorized by both expenditure type and department, Table 2 provides a line item breakout of the expenses by type. Member agency financial participation is detailed in the Revenue section, in Tables 16, 17 and 18 starting on page 31.

The budget document provides details for the operating budget in the **Expenditures** (page 13) section, the capital project budget in the **Capital Improvements** (page 16) section and the revenue sources in the **Operating Revenue** (page 23) section. These sections include tables reflecting the operating expense budgets by line item breakouts, and are accompanied by a discussion of significant cost categories. In the appendix are detailed tables of the line items by each of GCT’s departments and a glossary of terms.

**TABLE 1**  
**Gold Coast Transit**  
**Operating Budget Summary**  
**July 1, 2013 to June 30, 2014**

<u>Operating Revenues</u>	<u>FY11-12</u> <u>Budget</u>	<u>FY11-12</u> <u>Actuals</u>	<u>FY12-13</u> <u>Budget</u>	<u>Proposed</u> <u>Budget</u> <u>FY13-14</u>	<u>% +/-</u> <u>FY14 vs.</u> <u>FY13</u>
Passenger Fares-Fixed Route	\$2,798,200	\$2,689,740	\$2,845,700	\$2,870,000	+0.9%
Passenger Fares-Paratransit	\$187,000	\$168,823	\$155,800	\$166,600	+6.9%
Special Transit Fares (FR) - Member Gov'ts	\$370,000	\$370,000	\$440,000	\$565,000	+28.4%
Special Transit Fares (PT) - Member Gov'ts	\$75,000	\$75,000	\$80,000	\$80,000	+0.0%
Interest	\$12,000	\$14,540	\$12,000	\$18,000	+50.0%
Advertising Income	\$150,000	\$215,007	\$180,000	\$200,000	+11.1%
Other	\$1,000	\$12,541	\$1,000	\$1,000	+0.0%
Operating Assistance-State	\$190,000	\$190,000	\$220,000	\$192,000	(12.7%)
Operating Assistance-Local (LTF)	\$10,260,600	\$8,595,776	\$11,278,800	\$11,636,300	+3.2%
Other Local/State Assistance	\$0	\$30,821	\$0	\$0	N/A
Demo Project - Market-Valentine Shuttle	\$307,000	\$307,000	\$0	\$0	N/A
Demo Project - Vineyard Corridor Route	\$271,000	\$257,738	\$558,200	\$574,800	+3.0%
Demo Project - Victoria Route	\$0	\$0	\$276,300	\$683,000	N/A
JARC Funding For Route 19	\$150,000	\$135,229	\$0	\$0	N/A
JARC Funding For Route 20	\$0	\$0	\$0	\$110,000	N/A
Operating Assistance-Federal	\$50,000	\$50,000	\$0	\$1,000,000	N/A
Preventive Maintenance-Federal	\$1,632,700	\$1,632,700	\$1,858,000	\$1,500,000	(19.3%)
Paratransit Assistance-Federal	\$1,043,400	\$1,043,400	\$972,900	\$940,000	(3.4%)
Planning Assistance-Federal	\$540,000	\$540,000	\$630,000	\$80,000	(87.3%)
Other Fed Grants and Reimbursements	<u>\$0</u>	<u>\$51,007</u>	<u>\$0</u>	<u>\$0</u>	N/A
<b>TOTAL</b>	<b>\$18,037,900</b>	<b>\$16,379,321</b>	<b>\$19,508,700</b>	<b>\$20,616,700</b>	<b>+5.7%</b>
<u>Operating Expenses</u>	<u>FY11-12</u> <u>Budget</u>	<u>FY11-12</u> <u>Actuals</u>	<u>FY12-13</u> <u>Budget</u>	<u>Proposed</u> <u>Budget</u> <u>FY13-14</u>	<u>% +/-</u> <u>FY14 vs.</u> <u>FY13</u>
<b><u>FUNCTIONAL CATEGORIES</u></b>					
Employee Support	12,569,200	12,006,023	13,867,000	15,061,300	+8.6%
Service/Supplies - Operational	4,516,800	3,413,853	4,622,600	4,517,500	(2.3%)
Service/Supplies - Support	<u>951,900</u>	<u>984,445</u>	<u>1,019,100</u>	<u>1,037,900</u>	+1.8%
<b>TOTAL</b>	<b>18,037,900</b>	<b>16,404,321</b>	<b>19,508,700</b>	<b>20,616,700</b>	<b>+5.7%</b>
<b><u>DEPARTMENT CATEGORIES</u></b>					
Fixed Route	9,802,000	9,096,617	10,977,100	11,460,200	+4.4%
Paratransit	2,426,700	2,037,193	2,311,600	2,434,800	+5.3%
Maintenance	3,149,200	2,583,758	3,394,200	3,462,800	+2.0%
Administration	1,841,200	1,830,309	2,011,400	2,331,400	+15.9%
Planning and Marketing	<u>818,800</u>	<u>834,674</u>	<u>814,400</u>	<u>927,500</u>	+13.9%
<b>TOTAL</b>	<b>18,037,900</b>	<b>16,382,550</b>	<b>19,508,700</b>	<b>20,616,700</b>	<b>+5.7%</b>
Total Fixed Route	15,611,200	14,345,357	17,197,100	18,181,900	+5.7%
Total Paratransit	<u>2,426,700</u>	<u>2,037,193</u>	<u>2,311,600</u>	<u>2,434,800</u>	+5.3%
Farebox Recovery Ratio	<u>19%</u>	<u>20%</u>	<u>18%</u>	<u>17.9%</u>	
FRR Fixed Route	<u>20%</u>	<u>21%</u>	<u>20%</u>	<u>20.0%</u>	
FRR Paratransit	<u>11%</u>	<u>12%</u>	<u>10%</u>	<u>10.1%</u>	

TABLE 2

Gold Coast Transit  
Operating Budget – Functional Categories  
July 1, 2013 to June 30, 2014

<u>Employee Support</u>	<u>FY11-12</u>	<u>FY11-12</u>	<u>FY12-13</u>	<u>Proposed</u>	<u>% +/-</u>
	<u>Budget</u>	<u>Actuals</u>	<u>Budget</u>	<u>Budget</u>	<u>FY14 vs.</u>
				<u>FY13-14</u>	<u>FY13</u>
Salaries	8,317,200	7,993,708	9,251,400	10,027,900	+8.4%
Health Benefits	1,370,800	1,340,144	1,444,100	1,668,600	+15.5%
WCI	748,000	655,583	800,000	860,000	+7.5%
Retirement	1,715,500	1,625,699	1,891,100	2,023,900	+7.0%
Other Benefits	236,200	207,542	277,800	263,700	(5.1%)
Uniforms	61,600	55,532	63,700	73,300	+15.1%
Medical Exams	37,900	34,856	38,900	40,400	+3.9%
Safety & Training	71,000	53,519	82,000	80,500	(1.8%)
Contracts	<u>11,000</u>	<u>39,441</u>	<u>18,000</u>	<u>23,000</u>	+27.8%
<b>TOTAL</b>	<b>\$12,569,200</b>	<b>\$12,006,023</b>	<b>\$13,867,000</b>	<b>\$15,061,300</b>	<b>+8.6%</b>
				<u>Proposed</u>	<u>% +/-</u>
<u>Service/Supplies - Operational</u>	<u>FY11-12</u>	<u>FY11-12</u>	<u>FY12-13</u>	<u>Budget</u>	<u>FY14 vs.</u>
	<u>Budget</u>	<u>Actuals</u>	<u>Budget</u>	<u>FY13-14</u>	<u>FY13</u>
Fuel/Lubricants	702,400	377,803	858,600	667,400	(22.3%)
Tires	150,000	109,106	155,000	147,000	(5.2%)
Repair Parts	583,000	418,402	600,000	585,000	(2.5%)
CNG Fuel Station	170,000	50,819	170,000	130,000	(23.5%)
Paratransit Service Contract	2,218,200	1,826,948	2,090,700	2,188,800	+4.7%
Contract Repair	350,000	188,465	350,000	315,000	(10.0%)
Contract Services	98,500	132,795	134,500	195,500	+45.4%
Supplies	131,200	124,319	137,300	135,800	(1.1%)
Tickets/Schedules	56,000	60,759	63,000	61,000	(3.2%)
Marketing	36,000	82,749	38,000	38,000	+0.0%
OTC Facilities *	11,500	10,631	11,500	34,000	+195.7%
Maintenance Agreements	10,000	11,912	14,000	20,000	+42.9%
Warranty Recovery	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	+0.0%
<b>TOTAL</b>	<b>\$4,516,800</b>	<b>\$3,394,709</b>	<b>\$4,622,600</b>	<b>\$4,517,500</b>	<b>(2.3%)</b>
				<u>Proposed</u>	<u>% +/-</u>
<u>Service/Supplies - Support</u>	<u>FY11-12</u>	<u>FY11-12</u>	<u>FY12-13</u>	<u>Budget</u>	<u>FY14 vs.</u>
	<u>Budget</u>	<u>Actuals</u>	<u>Budget</u>	<u>FY13-14</u>	<u>FY13</u>
Telephones/Utilities	170,500	145,322	176,100	176,500	+0.2%
Insurance	473,300	463,340	513,000	523,500	+2.0%
Contract Services	68,000	53,276	68,000	68,000	+0.0%
Supplies	70,100	140,888	74,000	78,700	+6.4%
Legal	73,000	92,476	93,000	91,200	(1.9%)
Audit	22,000	19,138	23,000	20,000	(13.0%)
Officers & Directors	40,000	38,873	36,000	36,000	+0.0%
Dues	<u>35,000</u>	<u>30,682</u>	<u>36,000</u>	<u>44,000</u>	+22.2%
<b>TOTAL</b>	<b>\$951,900</b>	<b>\$983,995</b>	<b>\$1,019,100</b>	<b>\$1,037,900</b>	<b>+1.8%</b>
<b>GRAND TOTAL</b>	<b>\$18,037,900</b>	<b>\$16,384,727</b>	<b>\$19,508,700</b>	<b>\$20,616,700</b>	<b>+5.7%</b>

## **EXPENDITURES**

### **Employees – Support**

The proposed budget for employee support shows an increase of \$1,194,300 (8.6%). This increase is driven by adding additional bus operators, bus supervision and maintenance personnel to support increased service levels as well as the addition of additional staff positions necessary to support the increased service workload, keep up with current transit technology being introduced into GCT and fill longstanding voids in GCT's staffing.

The increase in health benefit costs result from GCT's recent settlement of an MOU reopener clause by providing a 9% increase for medical benefit contribution. Increases in health benefits and retirement are also driven by personnel additions. GCT's workers' compensation coverage is obtained through the County Supervisors Association of California Excess Insurance Authority (CSAC-EIA), and the increase in Workers' Comp Insurance (WCI) is attributable to both increased exposure hours and a projected 10-20% rate increase.

GCT's CalPERS employer contribution rate will increase .471%, from 14.496% in FY 2012-13 to 14.967% in FY 2013-14. Cost savings from employee-portion cost sharing from those GCT employees hired during or after November 2011 provide a small offset to the rate increase. The implementation of the Public Employees Pension Reform Act (PEPRA) covering all new employees hired into the CalPERS system after January 1, 2013 will eventually help to slow the growth in GCT's pension costs, however CalPERS' recent decision to modify its actuarial policies and impose higher rates in the 3-8 year timeframe will more than offset any potential savings during that time span.

GCT's Memoranda of Understanding (MOUs) with SEIU Local 721 covering our three employee units expire on October 31, 2013, and GCT's employees have not had a wage rate increase since 2009.

GCT anticipates beginning the fiscal year with approximately 122 bus operators and increasing that number to 126-130 as service increases take effect in August 2013. Operator headcount is driven by service levels and other variables, and actual headcount typically will vary throughout the year. Non-operator headcount will increase to 56.5 by the end of the fiscal year. Table 3 shows the Employee Support expense budget.

TABLE 3

**Gold Coast Transit  
Employee Support Expenses  
July 1, 2013 to June 30, 2014**

<u>Employee Support</u>	<u>FY11-12</u> <u>Budget</u>	<u>FY11-12</u> <u>Actuals</u>	<u>FY12-13</u> <u>Budget</u>	<u>Proposed</u> <u>Budget</u> <u>FY13-14</u>	<u>% +/-</u> <u>FY14 vs.</u> <u>FY13</u>
Salaries	8,317,200	7,993,708	9,251,400	10,027,900	+8.4%
Health Benefits	1,370,800	1,340,144	1,444,100	1,668,600	+15.5%
WCI	748,000	655,583	800,000	860,000	+7.5%
Retirement	1,715,500	1,625,699	1,891,100	2,023,900	+7.0%
Other Benefits	236,200	207,542	277,800	263,700	(5.1%)
Uniforms	61,600	55,532	63,700	73,300	+15.1%
Medical Exams	37,900	34,856	38,900	40,400	+3.9%
Safety & Training	71,000	53,519	82,000	80,500	(1.8%)
Contracts	<u>11,000</u>	<u>39,441</u>	<u>18,000</u>	<u>23,000</u>	<u>+27.8%</u>
<b>TOTAL</b>	<b>\$12,569,200</b>	<b>\$12,006,023</b>	<b>\$13,867,000</b>	<b>\$15,061,300</b>	<b>+8.6%</b>

**Service/Supplies – Operational**

The proposed budget for Service/Supplies - Operational shows a decrease of \$105,100 (2.3%) from FY 2012-13. The most significant factor is cost savings from lower natural gas prices and the reinstatement through December 31, 2013 of the Alternate Fuels Excise Tax Rebate for CNG fuel. It should be reiterated that GCT operating 100% of its fleet on compressed natural gas (CNG) throughout the current historically low natural gas market and owning and operating its dispensing station has kept GCT's costs manageable, and was a major factor in allowing GCT to maintain service levels during the recent economic downturn.

Reduced budget for line items such as contract repair and maintenance of the CNG station reflect lower-than-anticipated expense increases in FY 2012-13 and the anticipation of similar costs in FY 2013-14. Increased costs for contracted paratransit service reflect a modest increase in the contract rate and a 4% increase in projected ridership. Increased costs for contract services are primarily related to the transfer of costs from the Ventura County Transportation Commission (VCTC) to GCT and all other county paratransit providers for support and maintenance of the Trapeze paratransit schedule and dispatch software system. Increased costs for OTC Facilities reflect a contingency for GCT possibly increasing its leased space in the Oxnard Transportation Center.

Table 4 shows the Operational Service/Supply expense budget.



TABLE 4

**Gold Coast Transit  
Service/Supplies – Operational Expenses  
July 1, 2013 to June 30, 2014**

<u>Service/Supplies - Operational</u>	<u>FY11-12</u>	<u>FY11-12</u>	<u>FY12-13</u>	<u>Proposed</u>	<u>% +/- FY14 vs. FY13</u>
	<u>Budget</u>	<u>Actuals</u>	<u>Budget</u>	<u>Budget FY13-14</u>	
Fuel/Lubricants	702,400	377,803	858,600	667,400	(22.3%)
Tires	150,000	109,106	155,000	147,000	(5.2%)
Repair Parts	583,000	418,402	600,000	585,000	(2.5%)
CNG Fuel Station	170,000	50,819	170,000	130,000	(23.5%)
Paratransit Service Contract	2,218,200	1,826,948	2,090,700	2,188,800	+4.7%
Contract Repair	350,000	188,465	350,000	315,000	(10.0%)
Contract Services	98,500	132,795	134,500	195,500	+45.4%
Supplies	131,200	124,319	137,300	135,800	(1.1%)
Tickets/Schedules	56,000	60,759	63,000	61,000	(3.2%)
Marketing	36,000	82,749	38,000	38,000	+0.0%
OTC Facilities *	11,500	10,631	11,500	34,000	+195.7%
Maintenance Agreements	10,000	11,912	14,000	20,000	+42.9%
Warranty Recovery	0	0	0	0	+0.0%
<b>TOTAL</b>	<b>\$4,516,800</b>	<b>\$3,394,709</b>	<b>\$4,622,600</b>	<b>\$4,517,500</b>	<b>(2.3%)</b>

\* OTC - Oxnard Transportation Center

**Service/Supplies – Support**

The proposed budget for service/supplies support in FY 2013-14 shows an increase of \$18,800 (1.9%) from FY2012-13, primarily due to a small increases in GCT’s insurance expense and supplies expense, and an increased level of participation with local chambers of commerce. GCT’s higher level of general, labor and employment counsel activities over the past few years is expected to continue in FY2013-14, with specific activity surrounding GCT’s proposed FY 2014-15 formation of a transit district (from its current status as a joint powers authority).

Budgeted costs for general liability and property damage insurance will be flat in FY 2013-14 compared to FY 2012-13, with increased exposure associated with additional service being offset by a somewhat reduced experience modification factor. GCT belongs to the California Transit Systems Joint Powers Authority (formerly known as the California Transit Insurance Pool), or CalTIP, a joint powers insurance authority consisting of thirty-five member transit operators joining together to provide more stable, cost-effective risk financing and risk management services. For FY 2013-14 as in prior years, GCT will benefit from an adjustment for certain prior years having closed with lower-than-expected claims.

Table 5 shows the Support Service and Supply expense budget.

TABLE 5

**Gold Coast Transit  
Service/Supplies – Support Expenses  
July 1, 2013 to June 30, 2014**

<u>Service/Supplies - Support</u>	<u>FY11-12</u>	<u>FY11-12</u>	<u>FY12-13</u>	<u>Proposed</u>	<u>% +/- FY14 vs. FY13</u>
	<u>Budget</u>	<u>Actuals</u>	<u>Budget</u>	<u>Budget FY13-14</u>	
Telephones/Utilities	170,500	145,322	176,100	176,500	+0.2%
Insurance	473,300	463,340	513,000	523,500	+2.0%
Contract Services	68,000	53,276	68,000	68,000	+0.0%
Supplies	70,100	140,888	74,000	78,700	+6.4%
Legal	73,000	92,476	93,000	91,200	(1.9%)
Audit	22,000	19,138	23,000	20,000	(13.0%)
Officers & Directors	40,000	38,873	36,000	36,000	+0.0%
Dues	<u>35,000</u>	<u>30,682</u>	<u>36,000</u>	<u>44,000</u>	<u>+22.2%</u>
<b>TOTAL</b>	<b>\$951,900</b>	<b>\$983,995</b>	<b>\$1,019,100</b>	<b>\$1,037,900</b>	<b>+1.8%</b>
<b>GRAND TOTAL</b>	<b>\$18,037,900</b>	<b>\$16,384,727</b>	<b>\$19,508,700</b>	<b>\$20,616,700</b>	<b>+5.7%</b>

**CAPITAL IMPROVEMENTS**

**Capital Project Funding**

GCT capital projects are typically funded by a combination of FTA, State and local matching funds. FTA Section 5307 funds are provided for capital projects, typically at 80% of the cost, with a 20% required local match. For certain projects, Congestion Mitigation and Air Quality (CMAQ) funds are provided; CMAQ funds vary from 75% to 100% of the project cost with any remainder made up from local matching funds. CMAQ funding may be used for the purchase of alternative fuel buses (such as CNG).

GCT historically has been eligible to apply for funds under FTA Section 5309, which has provided a discretionary allocation for bus-related capital projects. The current FTA transit funding authorizing legislation, MAP-21, is a two-year authorization bill passed in 2012. This bill restructured federal transit funding in a number of areas which generally favored larger and rail-oriented transit providers. By reallocating Section 5309 Bus and Bus Facilities funding, formerly used to fund larger competitive project grants, to Section 5339 formula funds, MAP-21 resulted in a small net increase to GCT annual formula funding but at the same time reduced GCT's ability to pursue the type of grants that will be required for GCT to fund much of this Capital Plan.

State funds for capital projects are provided under the Public Transportation Modernization, Improvement, and Service Enhancement Account Program (PTMISEA), created by Proposition 1B, the Highway Safety, Traffic Reduction, Air Quality, and Port Security Bond Act of 2006. PTMISEA-funded projects typically do not require a local funding component.

In FY 2009-10 GCT received \$7.5 million under the American Recovery and Reinvestment Act (ARRA), commonly known as stimulus funds. The ARRA program was initiated by the federal government to fund infrastructure investments and create jobs. Stimulus funds do not require may local match, so they may be used to fund 100% of a project. Several projects scheduled for completion early in FY2013-14 are funded by an ARRA grant that will expire in FY 2013-14.

Local matching funds are provided through the GCT Capital Reserve. The capital reserve allows funding for major capital projects to be planned and funded in advance without placing sudden or excessive demands on local funding sources. As recently as FY2008-09, the approved annual allocation from LTF to the GCT Capital Reserve fund was \$1,200,000. For three consecutive years, from FY 2009-10 through FY 2011-12, annual allocations to the GCT Capital Reserve fund were deferred in their entirety in response to the economic recession and state funding crisis. In FY 2012-13 GCT reinstated the capital reserve contribution at the modest funding level of \$100,000; however a budget change authorized by the Board of Directors in May 2013 added an additional \$1,000,000 to the pending FY 2012-13 capital reserve contribution. The proposed capital reserve contribution for FY 2013-14 is \$500,000.

The capital reserve fund balance on March 31, 2013 was \$2,232,254.

### **Ten-Year Capital Project Plan**

A capital project plan has been developed to ensure that:

- GCT plans for the necessary fleet, facilities and equipment to provide service in a safe and cost efficient manner;
- Capital costs are identified and programmed in advance and distributed throughout a number of fiscal cycles to avoid sudden or excessive demand on local funding sources;
- A capital reserve is established to allow for major procurements without sudden or excessive demand on funding sources. Although most of GCT's major capital investments are made using grant funding, many grants (including most Federal grants) require the agency to provide matching funds; and
- Long lead times required for certain tasks are understood and accommodated. The development of specifications and the required competitive procurement process for selecting a bus manufacturer can easily take six to twelve months. It may take the manufacturer another one to two years to build a transit bus.

### **Proposed Capital Projects**

The FY 2013-14 ten-year capital project plan continues to anticipate growth in the provision of public transit in western Ventura County. The most significant item in the plan is a new Maintenance and Operations facility for GCT; our current facility is operating above its designed capacity; it is far smaller than the industry standard for our current service level and service expansion while remaining on the existing site in not feasible.

GCT has \$25.7 million in identified funding for this project, including a \$15,000,000 federal grant for property acquisition, design and construction of a new maintenance and operations facility awarded by the FTA in October 2011. Also included is \$9.6M in California Public Transportation Modernization, Improvement, and Service Enhancement Account Program (PTMISEA) funds generated from Proposition 1B in 2006; GCT has already received \$2.4M of this funding, with the remainder programmed over the next 2-3 years.

Other significant items on the ten-year capital project plan include provision of expansion buses for anticipated service growth, periodic additions to and replacement of our bus and service vehicle fleets, major bus fleet refurbishment and periodic routine replacement of GCT's paratransit fleet.

The total projected cost for all items on the ten-year capital project plan is \$110.6 million, which includes \$31.6 million of programmed projects (listed in Table 6) for which funding has been identified and \$79 million of programmed projects (listed in Table 7) for which funding has not yet been identified. GCT anticipates having \$3.3 in capital reserves at FY 2012-13 year end.

The projected local match needed for all projects in the ten-year plan is \$25.3 million, \$12.3 million of which is anticipated will be funded using state PTMISEA funds.

Historically the Federal government has authorized its transit capital funding programs in five or six-year authorization cycles. As previously discussed, the current authorizing legislation, MAP-21, reallocated Section 5309 Bus and Bus Facilities funding to Section 5339 formula funds, reducing GCT's ability to pursue the type of grants that will be required for GCT to fund much of this Capital Plan. Industry groups representing small operators such as GCT will be lobbying Congress to address this issue for the 2014 authorization.

Table 6 shows a list of projects on the ten-year capital project plan for which funding has been identified. Table 7 reflects those items in the ten-year capital project plan which are programmed but for which funding has not currently been identified. Table 9 provides summary-level data for the entire plan, and Table 9 details the programming for GCT's planned new facility and Table 10 details the revenue vehicle programming.

**TABLE 6**

**Gold Coast Transit  
Ten-Year Capital Project Plan – Projects with Identified Funding**

<u>Project</u>	<u>Federal</u>	<u>State</u>	<u>Local Match</u>	<u>Total</u>	<u>Project Type</u>
<b><u>New Operations &amp; Maintenance Facility</u></b>					
New Facility Requirements Planning - FTA 5309	\$447,571		\$111,893	\$559,464	New Facility
New Operations & Maintenance Facility - FTA 5307	\$400,000		\$100,000	\$500,000	New Facility
New Operations & Maintenance Facility - FTA 5309	\$15,000,000			\$15,000,000	New Facility
New Operations & Maintenance Facility - State Prop. 1B		\$828,000	\$0	\$828,000	New Facility
New Operations & Maintenance Facility - State Prop. 1B		\$1,600,000	\$0	\$1,600,000	New Facility
New Operations & Maintenance Facility - State Prop. 1B		\$1,610,000	\$0	\$1,610,000	New Facility
New Operations & Maintenance Facility - State Prop. 1B		<u>\$5,610,000</u>	\$0	<u>\$5,610,000</u>	New Facility
<b>Project Total</b>	<b>\$15,847,571</b>	<b>\$9,648,000</b>	<b>\$211,893</b>	<b>\$25,707,464</b>	
<b><u>ARRA Funded Projects</u></b>					
Replacement Supervisor Vans	\$52,000		\$0	\$52,000	Service Vehicles
Fare Collection Systems	\$1,953,000		\$0	\$1,953,000	On-Board Equipment
Renovate Existing GCT Facility	<u>\$52,840</u>		<u>\$0</u>	<u>\$52,840</u>	Bldgs & Equipment
	\$2,057,840		\$0	\$2,057,840	
<b><u>FY 2013-14 Federal</u></b>					
Business Systems Upgrade	\$280,000		\$70,000	\$350,000	Other
Service Vehicle (1)	<u>\$20,000</u>		<u>\$5,000</u>	<u>\$25,000</u>	Service Vehicles
	\$300,000		\$75,000	\$375,000	
<b><u>Other State Prop. 1B / PTMISEA projects</u></b>					
Automatic Vehicle Stop Annunciators (**Incl. ADA Callback \$\$)		\$570,000	\$0	\$570,000	On-Board Equipment
Operator Training Module		\$250,000	\$0	\$250,000	On-Board Equipment
New Facility Safety & Security Projects		\$27,000	\$0	\$27,000	Bldgs & Equipment
Replace Old NABI Transit Buses (5)		<u>\$2,630,000</u>	<u>\$0</u>	<u>\$2,630,000</u>	Bldgs & Equipment
		\$3,477,000	\$0	\$3,477,000	
<b>TOTAL</b>	<b><u>\$18,205,411</u></b>	<b><u>\$13,125,000</u></b>	<b><u>\$286,893</u></b>	<b><u>\$31,617,304</u></b>	

**TABLE 7**

**Gold Coast Transit  
Ten-Year Capital Project Plan – Projects Programmed / Funding Not Identified**

<u>Project</u>	<u>Federal</u>	<u>State</u>	<u>Local Match</u>	<u>Total</u>	<u>Project Type</u>
<b><u>FY 2014-15</u></b>					
Business Systems Upgrade	\$200,000		\$50,000	\$250,000	Other
Replace Maintenance Vehicles (2)	\$80,000		\$20,000	\$100,000	Service Vehicles
Rebuild/Replace Bus Major Components (New Flyers)	\$520,000		\$130,000	\$650,000	Bus Major Repair
Replace Old NABI Transit Buses (6)	\$2,400,000	\$0	\$470,000	\$2,870,000	New Buses
Replace Paratransit Vehicles (24)	\$2,112,000		\$528,000	\$2,640,000	Paratransit Vehicles
Service Vehicles (4)	<u>\$96,000</u>	<u>\$0</u>	<u>\$24,000</u>	<u>\$120,000</u>	Service Vehicles
	\$5,408,000	\$0	\$1,222,000	\$6,630,000	
<b><u>FY 2015-16</u></b>					
New Facility Construction (Estimated Remaining Funding Requirement)	\$15,000,000			\$15,000,000	New Facility
Replace Office Equipment	\$60,000		\$15,000	\$75,000	Other
Rebuild/Replace Bus Major Components (New Flyers)	<u>\$520,000</u>		<u>\$130,000</u>	<u>\$650,000</u>	Bus Major Repair
	\$15,580,000		\$145,000	\$15,725,000	

TABLE 7 (continued)

Gold Coast Transit  
Ten-Year Capital Project Plan – Projects Programmed / Funding Not Identified

<u>Project</u>	<u>Federal</u>	<u>State</u>	<u>Local Match</u>	<u>Total</u>	<u>Project Type</u>
<u>FY 2016-17</u>					
Expansion Transit Buses (10)	\$4,464,000		\$1,116,000	\$5,580,000	New Buses
Expansion Maintenance Vehicles (2)	\$88,000		\$22,000	\$110,000	Service Vehicles
Replace Service Vehicles (4)	<u>\$104,000</u>		<u>\$26,000</u>	<u>\$130,000</u>	Service Vehicles
	\$4,656,000		\$1,164,000	\$5,820,000	
<u>FY 2017-18</u>					
Expansion Transit Buses (10)	\$4,600,000		\$1,150,000	\$5,750,000	New Buses
Rebuild/Replace Bus Major Components (2009 NABI 35-ft.)	\$400,000		\$100,000	\$500,000	Bus Major Repair
Replace 40-ft. New Flyer Buses (13)	<u>\$6,157,000</u>		<u>\$1,539,000</u>	<u>\$7,696,000</u>	New Buses
	\$11,157,000		\$2,789,000	\$13,946,000	
<u>FY 2018-19</u>					
Replace Paratransit Vehicles (24)	\$2,265,600		\$566,400	\$2,832,000	Paratransit Vehicles
Rebuild/Replace Bus Major Components (2010 NABI 35-ft.)	\$360,000		\$90,000	\$450,000	Bus Major Repair
Replace Service Vehicles (4)	\$92,000		\$23,000	\$115,000	Service Vehicles
Replace 40-ft. New Flyer Buses (13)	\$6,240,000		\$1,560,000	\$7,800,000	New Buses
Replace Office Equipment	<u>\$120,000</u>		<u>\$30,000</u>	<u>\$150,000</u>	Other
	\$9,077,600		\$2,269,400	\$11,347,000	
<u>FY 2019-20</u>					
Expansion Transit Buses (10)	\$6,448,000		\$1,612,000	\$8,060,000	New Buses
Replace Service Vehicles (4)	\$92,000		\$23,000	\$115,000	Service Vehicles
Replace Maintenance Vehicles (2)	<u>\$96,000</u>		<u>\$24,000</u>	<u>\$120,000</u>	Service Vehicles
	\$6,636,000		\$1,659,000	\$8,295,000	
<u>FY 2020-21</u>					
Replace 35-ft. NABI Buses (9)	\$4,536,000		\$1,134,000	\$5,670,000	New Buses
Expansion Transit Buses (5)	<u>\$2,520,000</u>		<u>\$630,000</u>	<u>\$3,150,000</u>	New Buses
	\$7,056,000		\$1,764,000	\$8,820,000	
<u>FY 2021-22</u>					
Replace 35-ft. NABI Buses (8)	\$4,096,000		\$1,024,000	\$5,120,000	New Buses
Replace Maintenance Vehicles (2)	<u>\$104,000</u>		<u>\$26,000</u>	<u>\$130,000</u>	Service Vehicles
	\$4,200,000		\$1,050,000	\$5,250,000	
<u>FY 2022-23</u>					
Replace Paratransit Vehicles (24)	<u>\$2,496,000</u>		<u>\$624,000</u>	<u>\$3,120,000</u>	Paratransit Vehicles
	\$2,496,000		\$624,000	\$3,120,000	
<b>TOTAL</b>	<b><u>\$66,266,600</u></b>	<b><u>\$0</u></b>	<b><u>\$12,686,400</u></b>	<b><u>\$78,953,000</u></b>	

TABLE 8

Gold Coast Transit  
Ten-Year Capital Project Plan – Summary Tables

GCT TEN-YEAR CAPITAL PROGRAM - SUMMARY TABLES

<u>Funding Year</u>	<u>Federal</u>	<u>State</u>	<u>Local Match</u>	<u>Total</u>
Identified Funding, Incl. FY 2013-14	\$18,205,411	\$13,125,000	\$286,893	\$31,617,304
FY 2014-15	\$5,408,000	\$0	\$1,222,000	\$6,630,000
FY 2015-16	\$15,580,000	\$0	\$145,000	\$15,725,000
FY 2016-17	\$4,656,000	\$0	\$1,164,000	\$5,820,000
FY 2017-18	\$11,157,000	\$0	\$2,789,000	\$13,946,000
FY 2018-19	\$9,077,600	\$0	\$2,269,400	\$11,347,000
FY 2019-20	\$6,636,000	\$0	\$1,659,000	\$8,295,000
FY 2020-21	\$7,056,000	\$0	\$1,764,000	\$8,820,000
FY 2021-22	\$4,200,000	\$0	\$1,050,000	\$5,250,000
FY 2022-23	<u>\$2,496,000</u>	<u>\$0</u>	<u>\$624,000</u>	<u>\$3,120,000</u>
Total - All Projects	\$84,472,011	\$13,125,000	\$12,973,293	\$110,570,304
<u>by Funding Status</u>				
Programmed / Funding Identified	\$18,205,411	\$13,125,000	\$286,893	\$31,617,304
Programmed / Funding NOT Identified	<u>\$66,266,600</u>	<u>\$0</u>	<u>\$12,686,400</u>	<u>\$78,953,000</u>
	<u>\$84,472,011</u>	<u>\$13,125,000</u>	<u>\$12,973,293</u>	<u>\$110,570,304</u>
<u>by Project Type</u>				
New Buses	\$30,847,571	\$9,648,000	\$211,893	\$40,707,464
New Facility	\$41,461,000	\$2,630,000	\$10,235,000	\$54,326,000
On-Board Equipment	\$1,953,000	\$820,000	\$0	\$2,773,000
Paratransit Vehicles	\$6,873,600	\$0	\$1,718,400	\$8,592,000
Bus Major Repair	\$1,800,000	\$0	\$450,000	\$2,250,000
Service Vehicles	\$824,000	\$0	\$193,000	\$1,017,000
Bldgs & Equipment	\$52,840	\$27,000	\$0	\$79,840
Other	<u>\$660,000</u>	<u>\$0</u>	<u>\$165,000</u>	<u>\$825,000</u>
Total - All Projects	<u>\$84,472,011</u>	<u>\$13,125,000</u>	<u>\$12,973,293</u>	<u>\$110,570,304</u>
<u>Local Funding</u>				
Total Required				<u>\$110,570,304</u>
Total Funded				
Federal		\$18,205,411		
State		\$13,125,000		
Projected Capital Reserve - June 30, 2013			\$3,324,754	
Remaining to Fund				<u>\$75,915,139</u>

TABLE 9

**Gold Coast Transit  
Ten-Year Capital Project Plan – Programmed New Facility Funding**

<u>Project</u>	<u>Federal</u>	<u>State</u>	<u>Local Match</u>	<u>Total</u>
New Facility Requirements Planning - FTA 5309	\$447,571		\$111,893	\$559,464
New Operations & Maintenance Facility - FTA 5307	\$400,000		\$100,000	\$500,000
New Operations & Maintenance Facility - FTA 5309	\$15,000,000			\$15,000,000
New Operations & Maintenance Facility - State Prop. 1B		\$828,000		\$828,000
New Operations & Maintenance Facility - State Prop. 1B		\$1,600,000		\$1,600,000
New Operations & Maintenance Facility - State Prop. 1B		\$1,610,000		\$1,610,000
New Operations & Maintenance Facility - State Prop. 1B		\$5,610,000		\$5,610,000
New Facility Construction (Estimated Remaining Funding Requirement)	<u>\$15,000,000</u>			<u>\$15,000,000</u>
	\$30,847,571	\$9,648,000	\$211,893	\$40,707,464

TABLE 10

**Gold Coast Transit  
Ten-Year Capital Project Plan – Programmed Vehicle Procurements**

<u>Project</u>	<u>Federal</u>	<u>State</u>	<u>Local Match</u>	<u>Total</u>
<b><u>Fixed Route Buses</u></b>				
Replace Old NABI Transit Buses (11)	\$2,400,000	\$2,630,000	\$470,000	\$5,500,000
Expansion Transit Buses (10)	\$4,464,000		\$1,116,000	\$5,580,000
Expansion Transit Buses (10)	\$4,600,000		\$1,150,000	\$5,750,000
Replace 40-ft. New Flyer Buses (13)	\$6,157,000		\$1,539,000	\$7,696,000
Replace 40-ft. New Flyer Buses (13)	\$6,240,000		\$1,560,000	\$7,800,000
Expansion Transit Buses (10)	\$6,448,000		\$1,612,000	\$8,060,000
Replace 35-ft. NABI Buses (9)	\$4,536,000		\$1,134,000	\$5,670,000
Expansion Transit Buses (5)	\$2,520,000		\$630,000	\$3,150,000
Replace 35-ft. NABI Buses (8)	<u>\$4,096,000</u>		<u>\$1,024,000</u>	<u>\$5,120,000</u>
	\$41,461,000	\$2,630,000	\$10,235,000	\$54,326,000
<b><u>Paratransit Vehicles</u></b>				
Replace Paratransit Vehicles (24)	\$2,112,000		\$528,000	\$2,640,000
Replace Paratransit Vehicles (24)	\$2,265,600		\$566,400	\$2,832,000
Replace Paratransit Vehicles (24)	<u>\$2,496,000</u>		<u>\$624,000</u>	<u>\$3,120,000</u>
	\$6,873,600		\$1,718,400	\$8,592,000



## Depreciation

Capital assets are depreciated over the course of their useful life. Table 11 is the depreciation schedule for FY 2013-14.

TABLE 11

### Gold Coast Transit - Depreciation Schedule July 1, 2013 to June 30, 2014

<u>Item</u>	<u>FY11-12 Budget</u>	<u>FY11-12 Actuals</u>	<u>FY12-13 Budget</u>	<u>Proposed Budget FY13-14</u>
Facility	479,827	491,659	478,960	489,900
Buses	1,794,666	1,795,025	1,794,665	1,716,500
Other Vehicles	86,588	79,057	73,511	48,900
Shop Equipment	6,750	1,954	25,700	19,000
Office/Other Equipment	123,603	70,320	130,901	238,400
OTC Improvements	1,754	1,754	0	0
Intangible Assets	0	4,378	13,134	13,100
Paratransit Revenue Vehicles	555,062	555,063	401,972	0
Paratransit Other Equipment	<u>21,621</u>	<u>17,621</u>	<u>21,996</u>	<u>0</u>
Total Depreciation	\$3,069,871	\$3,016,832	\$2,940,839	\$2,525,800

## OPERATING REVENUE

Funding for GCT operating activities is derived from several sources, including passenger fares; local, state and federal funds; bus advertising sales and interest income and gain on disposed property. Table 12 reflects the revenue for operating activities in FY 2013-14.

TABLE 12

**Gold Coast Transit  
Operating and Planning Revenue  
July 1, 2013 to June 30, 2014**

<u>Item</u>	<u>FY11-12 Budget</u>	<u>FY11-12 Actuals</u>	<u>FY12-13 Budget</u>	<u>Proposed Budget FY13-14</u>
Passenger Fares-Fixed Route	\$2,798,200	\$2,689,740	\$2,845,700	\$2,870,000
Passenger Fares-Paratransit	\$187,000	\$168,823	\$155,800	\$166,600
Special Transit Fares (FR) - Member Gov'ts	\$370,000	\$370,000	\$440,000	\$565,000
Special Transit Fares (PT) - Member Gov'ts	\$75,000	\$75,000	\$80,000	\$80,000
Interest	\$12,000	\$14,540	\$12,000	\$18,000
Advertising Income	\$150,000	\$215,007	\$180,000	\$200,000
Other	\$1,000	\$12,541	\$1,000	\$1,000
Operating Assistance-State	\$190,000	\$190,000	\$220,000	\$192,000
Operating Assistance-Local (LTF)	\$10,260,600	\$8,595,776	\$11,278,800	\$11,636,300
Other Local/State Assistance	\$0	\$30,821	\$0	\$0
Demo Project - Market-Valentine Shuttle	\$307,000	\$307,000	\$0	\$0
Demo Project - Vineyard Corridor Route	\$271,000	\$257,738	\$558,200	\$574,800
Demo Project - Victoria Route	\$0	\$0	\$276,300	\$683,000
JARC Funding For Route 19	\$150,000	\$135,229	\$0	\$0
JARC Funding For Route 20	\$0	\$0	\$0	\$110,000
Operating Assistance-Federal	\$50,000	\$50,000	\$0	\$1,000,000
Preventive Maintenance-Federal	\$1,632,700	\$1,632,700	\$1,858,000	\$1,500,000
Paratransit Assistance-Federal	\$1,043,400	\$1,043,400	\$972,900	\$940,000
Planning Assistance-Federal	\$540,000	\$540,000	\$630,000	\$80,000
Other Fed Grants and Reimbursements	<u>\$0</u>	<u>\$51,007</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL</b>	<b>\$18,037,900</b>	<b>\$16,379,321</b>	<b>\$19,508,700</b>	<b>\$20,616,700</b>

Following is a brief discussion of each major revenue area.

**Passenger Fares**

Passenger fare revenues for FY 2012-13 are anticipated to finish the year approximately 4.1% below budgeted levels. Fixed route fares are projected to end the year 4.3% less than the FY 2012-13 budgeted amount, attributable to lower-than-anticipated boarding levels. Paratransit fares are forecast to be 4.3% higher than the FY 2012-13 budgeted amount, attributable to increased paratransit boardings over the second half of the fiscal year.

The budget premise for FY 2013-14 fixed route fare revenue is \$2.87 million, a 5.5% increase from the current FY 2012-13 forecast of \$2.72 million and .9% higher than the FY2012-13 budget. The budget premise for FY 2013-14 paratransit fare revenue is for \$166,600, a 2.5% increase from the current FY 2012-13 forecast of \$162,500 and 6.9% higher than the FY 2012-13 budget.

Table 13 shows the current GCT passenger fare structure. GCT anticipates making changes to the multi-ride ticket and monthly pass structure early in FY 2013-14 to integrate with the new fare collection system installed in our buses in May 2013. The base cash fare amount is not expected to change.

**TABLE 13**

**Gold Coast Transit Passenger Fare Structure as of June 2013**

<b><i>Fare Type</i></b>	<b><i>Fare Amount</i></b>
<b>GCT FIXED ROUTE</b>	
<b><u>Cash Fares (One Way)</u></b>	
Adult	\$1.50
Youth (through age 18)	\$1.50
Seniors (65-74 years of age with GCT I.D or proof of age)	\$0.75
Medicare (with Medicare Card)	\$0.75
Disabled (ADA card or GCT I.D.)	\$0.75
Seniors 75+ (with GCT I.D or proof of age)	Free
Children under 45" tall (when accompanied by paid fare)	Free
Day Pass (One-Day/Unlimited Boardings)	\$4.00
Day Pass for Seniors/Medicare/Disabled	\$2.00
<b><u>Multi-Ride Ticket or Monthly Pass</u></b>	
Adult	
10-Ride	\$14.00
20-Ride	\$26.00
30-Ride	\$36.00
Monthly Pass (cost per ride based on 50 rides)	\$49.00
Youth	
10-Ride	\$11.00
20-Ride	\$20.50
30-Ride	\$29.00
Monthly Pass	\$38.50
Senior/Disabled	
10-Ride	\$6.50
20-Ride	\$12.00
30-Ride	\$17.50
Monthly Pass	\$21.50
<b>GCT ACCESS (Paratransit)</b>	
Cash Fare (one-way) - ADA Certified or Senior	\$3.00
Senior Nutrition (registered with County program)	Donation
Book of Ten Tickets - ADA Certified or Senior	\$30.00

## **Fixed Route Ridership**

Boardings in FY 2012-13 (through March) are trending 1.9% ahead of FY 2011-12 and 6% ahead of FY 2010-11, and are at the highest level since FY 2008-09. Projections are that GCT will have 3.55 million boardings in FY 2012-13.

For FY 2013-14, the budget premise is that ridership will be 3.72 million boardings, 5% higher than the FY 2012-13 year-end projection. The service improvements GCT is implementing in FY 2013-14 and an improving economy suggest increased ridership in FY 2013-14.

## **Paratransit Ridership**

Paratransit boardings for the first nine months of FY 2012-13 are running .3% behind the same period for FY 2011-12, after decreases of 10.6%, 1.6% and 5.6% over the previous three years. Throughout the economic downturn ridership on ACCESS declined for a number of reasons. Senior centers have lower attendance for classes and events, passengers that were using ACCESS for transportation to school have stopped attending school, a number of ACCESS passengers lost their jobs as part of workforce reductions, eliminating those trips, and financial concerns have forced passengers to reduce their spending and take fewer discretionary trips.

During FY 2012-13 it appears the downward trend has turned. During the period from January 2013 through March 2013 ridership increased 6.4% compared to the same period of the previous year; this is the highest three-month increase in 3½ years. GCT estimates that FY 2013-14 boardings will be 73,131, a 4% increase from projected actual boardings for FY 2012-13.

## **Farebox Recovery**

The *California Code of Regulations*, § 6633.2 requires that a transit service claimant in an urbanized area, to qualify for allocation of TDA funds, must have a systemwide ratio of fare revenues to operating cost of at least twenty percent (20%), or that the claimant realize a farebox recovery ratio (FBRR) of 20% for fixed route service and 10% for paratransit service. Other transit-generated revenue from non-TDA sources, such as route guarantee funds or on-board advertising revenue, may be included as fare revenue in this calculation.

Beginning in FY 2007-08, GCT has received from its JPA member cities special transit fare revenue in the form of route guarantee funds from non-TDA funding sources and included it in the FBRR calculation. Additionally, GCT sells advertising on its buses, primarily on the exterior. Beginning in FY 2011-12, advertising revenues have been included in the calculation.

Historically GCT used the 20% system-wide standard. Beginning in FY 2010-11, GCT's budget premise was to achieve compliance with the FBRR requirement by meeting the standard of 20% FBRR for fixed route service and 10% FBRR for paratransit service.

This has been met by supplementing on-board farebox receipts with local non-TDA funds in the form of route guarantees for fixed route service and service guarantees for paratransit service to support the provision of such service beyond the mandatory requirements. For FY 2010-11 and FY 2011-12 GCT met both the 20% system-wide standard and the 20% FBRR for fixed route service and 10% FBRR for paratransit service standards, and GCT projects to achieve both standards again in FY 2012-13. The FY 2013-14 achieves FBRR compliance by meeting the standard of 20% FBRR for fixed route service and 10% FBRR for paratransit service.

Table 14 shows since FY 2004-05 (1) the unlinked passenger trips, fare revenue and FBRR for fixed route service, (2) the one-way trips, fare revenue and FBRR for paratransit service and (3) the systemwide ratio of fare revenues to operating cost.

**TABLE 14**  
**Gold Coast Transit**  
**Ridership, Revenue and Farebox Return**  
**FY 2004-05 to FY 2013-14**

Fiscal Year	(1) Fixed Route			(2) Paratransit			(3) Total
	Unlinked Passenger Trips	Farebox	Farebox Return	One Way Trips	Farebox	Farebox Return	Farebox Return
	FY 2004-05	3,307,000	\$2,275,915	20.8%	88,563	\$184,070	10.0%
FY 2005-06	3,438,989	\$2,499,831	21.6%	78,362	\$157,100	9.3%	20.0%
FY 2006-07	3,395,500	\$2,641,230	23.0%	76,054	\$156,854	9.3%	21.3%
FY 2007-08	3,495,875	\$2,931,149 *	23.9%	79,686	\$162,457	9.2%	22.0% *
FY 2008-09	3,568,028	\$3,044,665 *	24.0%	82,655	\$161,476	6.5%	21.1% *
FY 2009-10	3,442,005	\$2,975,992 *	22.2%	77,985	\$161,839	7.5%	20.2% *
FY 2010-11	3,353,539	\$2,581,811 *	21.3%	76,730	\$164,858 *	12.1%	20.1% #
FY 2011-12	3,476,408	\$3,274,747 **	22.8%	68,618	\$243,823 *	12.0%	21.4% #
FY 2012-13 (Projected)	3,550,000	\$3,367,000 **	23.6%	70,100	\$242,500 *	10.8%	21.9% #
FY 2013-14 (Budgeted)	3,666,700	\$3,635,000 **	20.0%	73,131	\$242,500 *	10.0%	18.8% #

\* Includes Special Transit Fare Revenue for Non-TDA Route or Service Guarantees

\*\* Includes Special Transit Fare Revenue for Non-TDA Route or Service Guarantees and Fleet Advertising Revenue

# Farebox Recovery Ratio compliance to be achieved by realizing both 20% on Fixed Route and 10% on Paratransit

## Interest and Other Income

Interest is earned on temporary investments with the State of California Local Agency Investment Fund (LAIF) and on money market funds held at Union Bank. Interest revenue for FY 2012-13, based on current very low interest rates, was budgeted at \$12,000; actual income will finish higher due to higher average balances. The budget

for FY 2013-14 is \$18,000, as interest rates and cash balances are anticipated to remain near current year levels.

### **Advertising Income**

GCT has internally managed a commercial bus advertising sales program since FY 2006-07, and continues to attract advertising contracts from both local and national entities. Projected revenues for FY 2012-13 are forecast to be approximately \$212,000. GCT budgets this revenue conservatively as the agency does not have staff dedicated primarily to advertising sales. The budget for FY 2013-14 is \$200,000.

Other revenue is also received from the sale of miscellaneous surplus property. The other revenue budget for FY 2013-14 is \$1,000.

### **State Transit Assistance Funds**

State Transit Assistance (STA) Funds are allocated to GCT from the State Controller's Office through VCTC. In FY 2009-10, in response to the state budget crisis the state eliminated STA funds. In March 2010, in response to a successful lawsuit from the California Transit Association, the state passed a revised gas tax which reinstated the STA. STA is now funded by a state sales tax on diesel fuel.

GCT budgets for STA revenue using very preliminary estimates and normally claims only the budgeted amount, so GCT will typically carry over a small balance from year to year. The preliminary estimate for GCT's FY 2013-14 STA allocation is \$182,404. Including some funds to be carried over from FY 2012-13, GCT has budgeted \$192,000 in STA revenue for FY 2013-14.

### **Federal Grant Funds**

GCT receives FTA Section 5307 formula funds for service administration and support, capital assistance for paratransit and preventive maintenance activities and capital purchases. Starting in FY 2013-14 as a result of a change introduced in the new MAP-21 federal authorization bill, GCT is now eligible to program some of its formula funds for operating assistance.

The matching ratio for Section 5307 formula funds is 80 percent federal and 20 percent local. The allocation amount of Section 5307 formula funds is determined by the population of the area and the level of service provided. Based on expected funding, VCTC's Program of Projects (POP) for FY 2013-14 allocates to GCT \$3,542,859, a 7.8% increase from the FY 2012-13 POP. The funding is allocated as follows:

- \$ 1,000,000 for operating assistance
- \$ 80,000 for service administration and support
- \$ 940,000 for paratransit assistance
- \$ 1,500,593 for preventive maintenance
- \$ 300,000 for capital projects

By comparison, GCT's Section 5307 funding allocation for FY 2008-09 was \$3,580,319, for FY 2009-10 was \$3,297,552, for FY 2010-11 was \$3,241,097, for FY 2011-12 was \$3,440,103 and for FY 2012-13 was \$3,542,859.

For FY 2013-14 GCT will claim FTA Congestion Mitigation and Air Quality (CMAQ) Improvement Program funds for two demonstration projects; \$574,800 to operate a full year (months 18 through 29) of a three-year demonstration service serving the North Oxnard and unincorporated County areas, the Vineyard-Rose route, and \$683,000 for a full year (months 6 through 17) of a three-year demonstration service serving the Victoria Avenue corridor between Port Hueneme and Ventura. Currently GCT has only received a two year funding commitment for the Victoria Avenue service. GCT will also claim \$110,000 from a Jobs Access – Reverse Commute (JARC) program grant to support the addition of Route 20, the OTC/Lombard/Gonzalez/Fifth Route. This is a two-and-one-half year grant, with the service commencing August 2013.

Table 15 summarizes grant funds in the FY 2013-14 operating budget.

**TABLE 15**

**Grant Funded Revenue - FY 2013-14 Operating Budget**

	<u>Total</u>	<u>Federal</u>	<u>Local</u>
<b><u>Operating Assistance - Federal</u></b>			
Operating Assistance - Federal	\$ 2,000,000	\$ 1,000,000	\$ 1,000,000
<b><u>Planning Assistance - Federal</u></b>			
Transit Service Administration and Support	\$ 50,000	\$ 40,000	\$ 10,000
Marketing & Passenger Awareness Activities	\$ 50,000	\$ 40,000	\$ 10,000
<b><u>Capital Assistance - Federal</u></b>			
ADA Paratransit Service	\$ 1,175,000	\$ 940,000	\$ 235,000
Preventive Maintenance	<u>\$ 1,875,000</u>	<u>\$1,500,000</u>	<u>\$ 375,000</u>
<b>TOTAL 5307 Formula Grant Funds</b>	<u><u>\$ 3,150,000</u></u>	<u><u>\$ 2,520,000</u></u>	<u><u>\$ 630,000</u></u>
<b><u>Operating Assistance - Federal CMAQ/JARC</u></b>			
Vineyard-Rose Demonstration Service - CMAQ	\$ 574,800	\$ 574,800	\$ -
Victoria Ave. Demonstration Service - CMAQ	\$ 771,800	\$ 683,000	\$ 88,800
OTC/Lombard/Gonzalez/Fifth Route - JARC	<u>\$ 220,000</u>	<u>\$ 110,000</u>	<u>\$ 110,000</u>
	<u><u>\$ 1,566,600</u></u>	<u><u>\$ 1,367,800</u></u>	<u><u>\$ 198,800</u></u>
<b><u>STATE / LOCAL ASSISTANCE</u></b>			
State Transit Assistance	<u>\$ 192,000</u>	<u>\$ 192,000</u>	<u>\$ -</u>

## Local Assistance

Local Transportation Funding (LTF) is the single largest source of GCT funding for operating costs. The funds are generated through a state quarter-cent sales tax authorized by the state Transportation Development Act (TDA). LTF funds are allocated by VCTC to local jurisdictions through a formula set by VCTC. LTF funds must first be used to fund transit. Presently, when there are no unmet transit needs, as determined by VCTC, unused LTF funds are available for local use on street and road projects. SB716, signed into law in 2009, will limit Ventura County LTF funds to transit use only by 2014 unless otherwise amended by a subsequent law. SB203, currently under consideration by the California State Senate, would amend SB716 to allow Ventura County cities with less than 100,000 population to continue to use LTF funds for local use on street and road projects when there are no unmet transit needs.

LTF funds are used to fund GCT and other Ventura County transit programs such as, Metrolink commuter rail, VISTA intercity bus service, Ojai Trolley, Oxnard Harbor Beaches Dial-A-Ride and the maintenance of bus transfer centers and train stations. LTF funds act as the balancing factor in the budget and also may be used as local matching funds for the FTA Section 5307 Funds to this urbanized area. The local support figures are based on the GCT Joint Powers Agreement (JPA) and Board direction, which establishes the following funding formulae:

- (1) Equitably apportioned, for fixed route service, among the member agencies on the basis of the estimated costs of fixed route service mileage planned to be provided within each member agency's territorial jurisdiction. The Board has determined a fixed route budget apportionment as follows:
  - For Operations and Maintenance cost, based on the budget year's fixed route service mileage
  - For Administrative costs, based on the prior year's fixed route service mileage.
- (2) For ADA paratransit service, computed for each member agency based on the estimated cost of the ADA paratransit service and the usage of service by residents of the member agency for the preceding January through December period.
- (3) For express or limited stop fixed route service, apportion mileage costs only to those member agencies that benefit from express or limited service stops within their respective jurisdictions.

In providing local assistance funding, the governing body of each member agency shall assign by resolution the portion of its LTF funds, or utilize such other funds as determined by the member agency, to finance its share of the annual operating budget and capital expenditure budget.

For FY 2013-14 LTF revenues available to GCT's member agencies are projected to be higher than in the past three years but still lower than in the pre-recession years up to and including FY 2008-09; this reduction is the result of variable sales tax receipts.



After the financial records are audited at the end of any fiscal year, any unspent local transit assistance funds are identified and held as carryover for credit to the member agencies' TDA allocation. Historically these funds have been credited to the member agencies in the year following completion of the audit; for example carryover from FY 2011-12 will be returned as a credit on the FY 2013-14 budget. The carryover from FY 2011-12 was \$1,664,825.

The member agency funding percentage allocation calculation is shown in Table 16, the member agency funding participation calculation is shown in Table 17, and the member agency funding percentage allocation over the past five years is shown in Table 18.

The actual funding amount to be provided by each agency is listed as Calculated Member Contribution and the requested TDA contribution from each member is listed as Net Member TDA Allocation, both in the lower chart of Table 17.

**TABLE 16**  
**Gold Coast Transit**  
**FY 2013-14 Member Agency**  
**Funding Allocation Percentage Calculation**

<u>Member Agency</u>	<u>Total Revenue</u>	<u>FY 2013-14 FIXED</u>	<u>PRIOR YEAR</u>	<u>Blended</u>	<u>Paratransit</u>	<u>Paratransit</u>
		<u>ROUTE MILEAGE -</u>	<u>FIXED ROUTE</u>	<u>FIXED ROUTE</u>		
	<u>Mileage</u>	<u>Operations &amp; Maintenance</u>	<u>Administration &amp; Planning</u>	<u>Member Contribution</u>	<u>Boardings for Calendar 2012</u>	<u>Service Member Allocation</u>
		<u>Allocation percentage</u>	<u>Allocation percentage</u>	<u>Allocation percentage</u>		
Ojai	26,877.8	1.307%	1.426%	1.329%	1,798	2.933%
Oxnard	1,076,662.6	52.375%	53.323%	52.544%	35,659	58.177%
Port Hueneme	72,701.5	3.537%	3.048%	3.449%	4,873	7.950%
Ventura	627,678.0	30.534%	30.173%	30.469%	15,810	25.793%
Ventura County	251,771.3	12.248%	12.030%	12.209%	3,155	5.147%
<b>TOTAL</b>	<b>2,055,691.2</b>	<b>100.00%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>61,295</b>	100.00%

6,272 out of area boardings

TABLE 17

**Gold Coast Transit  
Member Agency Funding Participation  
July 1, 2013 to June 30, 2014**

<u>Member Agency</u>	<u>Fixed Route / Operations &amp; Maintenance</u>	<u>Fixed Route / Administration &amp; Planning</u>	<u>Paratransit</u>	<u>Capital Program</u>	<u>Gross Contribution for FY13-14</u>	<u>FY13-14 Contribution Percentage</u>	<u>Adjusted FY13-14 Vote Weight</u>
Ojai	\$132,219	\$31,498	\$38,956	\$6,537	\$209,210	1.48%	1.58%
Oxnard	\$5,296,404	\$1,177,566	\$772,707	\$261,874	\$7,508,551	53.07%	49.99%
Port Hueneme	\$357,639	\$67,310	\$105,592	\$17,683	\$548,224	3.87%	4.12%
Ventura	\$3,087,723	\$666,343	\$342,583	\$152,668	\$4,249,317	30.03%	32.00%
Ventura County	\$1,238,533	\$265,665	\$68,362	\$61,238	\$1,633,798	11.55%	12.31%
<b>TOTAL</b>	<b>\$10,112,518</b>	<b>\$2,208,382</b>	<b>\$1,328,200</b>	<b>\$500,000</b>	<b>\$14,149,100</b>	<b>100.00%</b>	<b>100.00%</b>
Prior Year	\$9,603,987	\$1,888,413	\$1,140,900	\$100,000	\$12,733,300	100.00%	100.00%

Note: GCT's Joint Powers Agreement states that "the weighted vote of any single Board member shall not, of itself, be given the value or effect of a majority vote."

<u>Member Agency</u>	<u>Gross Contribution for FY13-14</u>	<u>LESS - Net Carryover from FY11-12 applied to FY 13-14 FY12-13</u>	<u>Less Demonstration Service Funding Allocation</u>	<u>Calculated Member Contribution for FY13-14</u>	<u>LESS - Non-TDA Commit- ments for FY13-14</u>	<u>Ojai/County Adjustment *</u>	<u>NET Member TDA Allocation for FY13-14</u>
Ojai	\$209,210	(\$21,809)	\$0	\$187,401	\$0	(\$141,908)	\$45,493
Oxnard	\$7,508,551	(\$868,873)	(\$635,676)	\$6,004,002	(\$425,000)		\$5,579,002
Port Hueneme	\$548,224	(\$53,108)	(\$94,787)	\$400,329	(\$20,000)		\$380,329
Ventura	\$4,249,317	(\$519,425)	(\$258,980)	\$3,470,912	(\$200,000)		\$3,270,912
Ventura County	\$1,633,798	(\$201,610)	(\$378,357)	\$1,053,831	\$0	\$141,908	\$1,195,739
<b>TOTAL</b>	<b>\$14,149,100</b>	<b>(\$1,664,825)</b>	<b>(\$1,367,800)</b>	<b>\$11,116,475</b>	<b>(\$645,000)</b>	<b>\$0</b>	<b>\$10,471,475</b>
Prior Year	\$12,733,300	(\$1,382,132)	(\$834,500)	\$10,516,668	(\$520,000)	\$0	\$9,996,668

\* Premise - Per mutual agreement, Ojai pays Paratransit and Capital Reserve (\$45,493) and Ventura County pays Fixed Route and receives benefit of the carryover

TABLE 18

**Gold Coast Transit  
Member Agency Local Funding Allocations by Service Mode  
FY 2009-10 through FY 2013-14**

<u>Fixed Route Allocation</u>	<u>FY2009-10</u>	<u>FY2010-11</u>	<u>FY2011-12</u>	<u>FY2012-13</u>	<u>FY2013-14</u>
Ojai	0.75%	1.22%	1.16%	1.38%	1.33%
Oxnard	50.16%	52.46%	51.95%	53.06%	52.54%
Port Hueneme	2.60%	2.70%	2.64%	2.98%	3.45%
Ventura	35.43%	31.81%	31.12%	30.33%	30.47%
Ventura County	<u>11.07%</u>	<u>11.81%</u>	<u>13.13%</u>	<u>12.25%</u>	<u>12.21%</u>
	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>
<u>Paratransit Allocation</u>	<u>FY2009-10</u>	<u>FY2010-11</u>	<u>FY2011-12</u>	<u>FY2012-13</u>	<u>FY2013-14</u>
Ojai	2.75%	2.82%	2.70%	3.08%	2.93%
Oxnard	49.39%	51.25%	54.20%	54.83%	58.18%
Port Hueneme	13.18%	9.04%	8.09%	8.73%	7.95%
Ventura	29.84%	33.18%	31.91%	28.96%	25.79%
Ventura County	<u>4.84%</u>	<u>3.71%</u>	<u>3.10%</u>	<u>4.40%</u>	<u>5.15%</u>
	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>
<u>Overall Allocation</u>	<u>FY2009-10</u>	<u>FY2010-11</u>	<u>FY2011-12</u>	<u>FY2012-13</u>	<u>FY2013-14</u>
Ojai	0.92%	1.35%	1.31%	1.53%	1.48%
Oxnard	50.09%	52.36%	52.19%	53.22%	53.07%
Port Hueneme	3.51%	3.24%	3.19%	3.49%	3.87%
Ventura	34.95%	31.93%	31.20%	30.21%	30.03%
Ventura County	<u>10.53%</u>	<u>11.12%</u>	<u>12.11%</u>	<u>11.55%</u>	<u>11.55%</u>
	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>

**APPENDIX A – Operational Unit Expenditures**

**TABLE 19**

**Expenditures: Fixed Route Operating Budget  
FY 2011-12 through FY 2013-14**

<b><u>FIXED ROUTE</u></b>	<b><u>FY11-12 Budget</u></b>	<b><u>FY11-12 Actuals</u></b>	<b><u>FY12-13 Budget</u></b>	<b><u>Proposed Budget FY13-14</u></b>	<b><u>% +/- FY14 vs. FY13</u></b>
<b><u>Employees</u></b>					
Salaries	5,864,400	5,724,447	6,622,300	7,026,200	+6.1%
Health Benefits	1,041,400	997,517	1,078,000	1,196,500	+11.0%
WCI	652,400	566,184	698,600	746,800	+6.9%
Retirement	1,217,200	1,153,500	1,353,800	1,421,300	+5.0%
Other Benefits	143,600	121,797	183,300	164,200	(10.4%)
Uniforms	48,000	44,060	49,000	55,300	+12.9%
Medical Exams	31,000	29,117	31,500	33,000	+4.8%
Safety & Training	12,500	7,913	14,000	13,000	(7.1%)
<b><u>Service/Supplies - Operational</u></b>					
Fuel/Lube	598,500	306,405	745,000	595,900	(20.0%)
Tires	80,000	34,360	80,000	75,000	(6.3%)
Supplies	10,000	14,887	10,000	10,000	+0.0%
Maintenance Agreements	10,000	11,912	14,000	20,000	+42.9%
<b><u>Service/Supplies - Support</u></b>					
Telephones/Utilities	<u>93,000</u>	<u>84,518</u>	<u>97,600</u>	<u>103,000</u>	+5.5%
<b>TOTAL</b>	<b>\$9,802,000</b>	<b>\$9,096,617</b>	<b>\$10,977,100</b>	<b>\$11,460,200</b>	<b>+4.4%</b>

TABLE 20

**Expenditures: Maintenance Operating Budget  
FY 2011-12 through FY 2013-14**

<b><u>MAINTENANCE</u></b>	<b><u>FY11-12</u></b>	<b><u>FY11-12</u></b>	<b><u>FY12-13</u></b>	<b><u>Proposed</u></b>	<b><u>% +/-</u></b>
	<b><u>Budget</u></b>	<b><u>Actuals</u></b>	<b><u>Budget</u></b>	<b><u>Budget</u></b>	<b><u>FY14 vs.</u></b>
				<b><u>FY13-14</u></b>	<b><u>FY13</u></b>
<b><u>Employees</u></b>					
Salaries	1,124,100	1,076,117	1,287,200	1,389,900	+8.0%
Health Benefits	179,500	189,532	198,000	253,300	+27.9%
WCI	85,400	82,607	91,900	101,600	+10.6%
Retirement	242,000	228,751	264,500	275,400	+4.1%
Other Benefits	41,000	38,417	42,900	44,000	+2.6%
Uniforms	13,600	10,285	14,700	16,400	+11.6%
Medical Exams	5,700	4,651	6,000	6,000	+0.0%
Safety & Training	14,500	5,024	14,500	14,500	+0.0%
<b><u>Service/Supplies - Operational</u></b>					
Fuel/Lubricants	31,000	22,047	34,000	19,000	(44.1%)
Tires	70,000	74,746	75,000	72,000	(4.0%)
Repair Parts	583,000	418,402	600,000	585,000	(2.5%)
CNG Fuel Station	170,000	50,819	170,000	130,000	(23.5%)
Contract Repair	350,000	188,465	350,000	315,000	(10.0%)
Supplies	119,200	103,094	125,300	125,300	+0.0%
Warranty Recovery	0	-2,176	0	0	+0.0%
<b><u>Service/Supplies - Support</u></b>					
Telephones/Utilities	52,200	39,701	52,200	47,400	(9.2%)
Contract Services	<b>68,000</b>	<b>53,276</b>	<b>68,000</b>	<b>68,000</b>	+0.0%
<b>TOTAL</b>	<b>\$3,149,200</b>	<b>\$2,583,758</b>	<b>\$3,394,200</b>	<b>\$3,462,800</b>	<b>+2.0%</b>

TABLE 21

Expenditures: Administration Operating Budget  
FY 2011-12 through FY 2013-14

<u>ADMINISTRATION</u>	<u>FY11-12</u> <u>Budget</u>	<u>FY11-12</u> <u>Actuals</u>	<u>FY12-13</u> <u>Budget</u>	<u>Proposed</u> <u>Budget</u> <u>FY13-14</u>	<u>% +/-</u> <u>FY14 vs.</u> <u>FY13</u>
<u>Employees</u>					
Salaries	718,700	673,650	771,600	986,800	+27.9%
Health Benefits	81,400	87,746	103,100	126,300	+22.5%
WCI	5,500	3,905	5,500	7,100	+29.1%
Retirement	145,400	142,916	162,700	202,500	+24.5%
Other Benefits	34,900	33,807	37,900	42,100	+11.1%
Uniforms	0	62	0	500	N/A
Medical Exams	600	736	800	800	+0.0%
Safety & Training	37,000	29,049	43,500	43,000	(1.1%)
<u>Service/Supplies - Support</u>					
Telephones/Utilities	23,300	18,891	23,300	23,900	+2.6%
Insurance	473,300	463,340	513,000	523,500	+2.0%
Contract Services	81,000	57,219	88,000	107,000	+21.6%
Supplies	70,100	137,818	74,000	76,700	+3.6%
Legal	73,000	92,476	93,000	91,200	(1.9%)
Audit	22,000	19,138	23,000	20,000	(13.0%)
Officers & Directors	40,000	38,873	36,000	36,000	+0.0%
Dues	<u>35,000</u>	<u>30,682</u>	<u>36,000</u>	<u>44,000</u>	+22.2%
<b>Total</b>	<b>\$1,841,200</b>	<b>\$1,830,309</b>	<b>\$2,011,400</b>	<b>\$2,331,400</b>	<b>+15.9%</b>

TABLE 22

Expenditures: Paratransit/ Planning and Marketing Operating Budget  
FY 2011-12 through FY 2013-14

<u>PARATRANSIT / PLANNING AND MARKETING</u>	<u>FY11-12 Budget</u>	<u>FY11-12 Actuals</u>	<u>FY12-13 Budget</u>	<u>Proposed Budget FY13-14</u>	<u>% +/- FY14 vs. FY13</u>
<u>Employees</u>					
Salaries	610,000	519,493	570,300	625,000	+9.6%
Health Benefits	68,500	65,348	65,000	92,500	+42.3%
WCI	4,700	2,887	4,000	4,500	+12.5%
Retirement	110,900	100,532	110,100	124,700	+13.3%
Other Benefits	16,700	13,522	13,700	13,400	(2.2%)
Uniforms	0	1,125	0	1,100	N/A
Medical Exams	600	351	600	600	+0.0%
Safety & Training	7,000	11,533	10,000	10,000	+0.0%
<u>Service/Supplies - Operational</u>					
Paratransit Service Contract	2,218,200	1,826,948	2,090,700	2,188,800	+4.7%
Fuel/Lubricants	72,900	49,351	79,600	52,500	(34.0%)
Tickets/Schedules	56,000	60,759	63,000	61,000	(3.2%)
Marketing	36,000	82,749	38,000	38,000	+0.0%
Contracts	10,000	36,230	16,000	63,000	+293.8%
OTC Facilities	11,500	10,631	11,500	34,000	+195.7%
<u>Service/Supplies - Support</u>					
Telephones/Utilities	2,000	2,212	3,000	2,200	(26.7%)
Supplies	0	3,070	0	2,000	N/A
Contract Services	18,500	78,788	48,500	48,500	+0.0%
<b>TOTAL</b>	<b>\$3,243,500</b>	<b>\$2,865,529</b>	<b>\$3,124,000</b>	<b>\$3,361,800</b>	<b>+7.6%</b>
<b>PARATRANSIT</b>	<b>\$2,424,700</b>	<b>\$2,030,855</b>	<b>\$2,309,600</b>	<b>\$2,434,300</b>	<b>+5.4%</b>
<b>PLANNING AND MARKETING</b>	<b>\$818,800</b>	<b>\$834,674</b>	<b>\$814,400</b>	<b>\$927,500</b>	<b>+13.9%</b>

## APPENDIX B – GLOSSARY

**Audit** – GCT’s annual financial record audit performed by independent CPA firm Charles Z. Fedak Co.

**CNG Fuel Station** – Maintenance and upgrade expenses related to GCT’s onsite CNG fueling station.

**Contracted Paratransit Service** – Contract for the GCT ACCESS paratransit service. This service has been provided by MV Transportation since June 28, 2008.

**Contract Repair** – Expenses incurred to repair vehicles, equipment and facilities through outside vendors. Major overhauls of engines, transmissions, parts, painting, oil/fuel testing and other repairs are charged to this line item.

**Contract Services** – Expenses include computer hardware/software maintenance; office equipment maintenance, off-site storage fees, temporary help, janitorial, security, landscape and other services.

**Dues** – Fees associated with professional memberships or subscriptions, such as the American Public Transit Association, California Transit Association, National Safety Council and local Chambers of Commerce.

**Employee Support** – Includes: salaries, health benefits, worker’s compensation insurance, retirement, life insurance, uniforms, medical exams and safety programs.

**Fuels/Lubricants** – CNG and lubricant products for GCT revenue and non-revenue vehicles. Also included are fuel taxes--GCT is required to pay State Excise taxes of \$.01/therms of CNG – as well as any alternative fuel excise tax credit earned.

**Health Benefits** – GCT portion of the health, dental and vision insurance premiums for employees.

**Insurance** – Liability insurance for vehicles, errors & omission, bonding, traveling, boiler, employer liability, etc.

**Legal** – Costs associated with legal services required by GCT, including but not limited general counsel and labor/employment counsel services.

**Maintenance Agreements** – Maintenance agreements include the two-way radio, radio repeater, and coin counting machine.

**Medical Exams** –The MOU’s provide for bi-annual physical examinations for all represented employees. Management and non-represented employees are provided an exam annually. New employees are given pre-employment exams and employees absent from work for significant periods of time are examined prior to their return to



work. Pre-employment physicals and exams of safety-sensitive personnel include a drug/alcohol screen, which is required by FTA regulations and GCT policy.

**Officers & Directors** – Expenses related to Board of Directors attendance at board and committee meetings, conferences and travel/per diem while attending conferences or meetings. Included are the costs incurred by senior management employees while attending approved meetings and conferences.

**OTC Facilities** – The Customer Service Center (CSC) at the Oxnard Transportation Center (OTC), which provides route and schedule information and other services for transit passengers.

**Other Benefits** – GCT's contribution for unemployment insurance, FICA/Medicare, Employee Assistance Program (EAP), life insurance for represented and non-represented employees and deferred compensation for the General Manager. The EAP is required as a part of GCT's Drug and Alcohol Program and the represented employee MOUs.

**Repair Parts** – Repair parts are the materials, parts and components used in repairing vehicles and equipment.

**Retirement** – GCT's contribution for its employees to the California Public Employee Retirement System (CalPERS). In accordance with GCT's Personnel Rules and MOUs, GCT presently pays the employee contribution for employees hired prior to November 2, 2011, as well as the full employer contribution for all employees. GCT provides to its employees the 2.7% @ 55 Full, Supplemental or Modified Formula Plan for Local Miscellaneous Employees.

**Risk Management** – Program to manage and reduce risk, especially industrial injuries.

**Safety Programs** – Annual safety awards function, safety awareness activities, incentive awards, training videos and similar activities.

**Salaries** – Salary and wages of all employees. For represented positions this includes current salary, agreed upon step increases, agreed upon longevity and bilingual pay. For non-represented positions this includes current wages, merit increases in accordance with the personnel policy, longevity and bilingual pay, and a projected cost of living increase, if any (to be determined by the Board of Directors).

**Schedules/Marketing** – This includes the GCT Bus Book, maps, tickets, passes and artwork for public information and promotional products. Also included are media advertising, printing of promotional brochures, participation in fairs, parades, promotions, Chamber of Commerce functions and other community outreach activities.

**Service/Supplies – Operational** – Items related to operations, including fuels/lubricants, tires, repair parts, CNG fuel station maintenance and upgrades,

contracted paratransit service, contract repair, supplies, schedules/marketing, OTC facilities and maintenance agreements.

**Service/Supplies – Support** – Items related to the support of GCT services, but which are not direct operational expenses. Includes telephones/utilities, insurance, contract services, supplies, legal, audit, officers and directors and dues.

**Supplies** – For Fixed Route, expenses includes cash handling supplies, repair of locks, gate openers, etc. For Maintenance, expenses includes miscellaneous repair parts, industrial gases, repair of farebox counting equipment, non-stock parts and other miscellaneous parts, printing materials, freight, mail/delivery services, non-vehicle maintenance, and janitorial supplies. Also included is the mechanics' tool allowance as per union contract. For administrative departments, expenses include office supplies, computer supplies, computer software/hardware, copier costs, postage, office printing, office furniture and other associated expenses.

**Telephones/Utilities** – Costs associated with communications services, as well as electric, gas, water and refuse charges for the facility.

**Tires** –New tires are required for the front axles of all buses. Recapped tires are typically purchased for the rear axles of the buses.

**Uniforms** – Uniforms are provided by contract to the maintenance and operation employees. Bus Operators are provided three pairs of pants, five shirts and a cap annually. Every other year jackets/sweaters are provided. Operations supervisors are provided three pairs of pants, five shirts, a vest, a tie and a cap. Maintenance employees are provided rental uniforms cleaned and delivered by a vendor.

**Urbanized Area (UZA)** – The FTA has designated areas over 200,000 population as specific urbanized areas. GCT is part of the Oxnard-Ventura UZA.

**Workers' Compensation Insurance** – Premium for the required workers' compensation insurance provided to GCT by the California State Association of Counties-Excess Insurance Authority (CSAC-EIA).