



**VENTURA COUNTY TRANSPORTATION COMMISSION
LOCAL TRANSPORTATION AUTHORITY
AIRPORT LAND USE COMMISSION
SERVICE AUTHORITY FOR FREEWAY EMERGENCIES
CONSOLIDATED TRANSPORTATION SERVICE AGENCY
CONGESTION MANAGEMENT AGENCY**
www.goventura.org

**ADMINISTRATIVE AND FINANCE COMMITTEE SPECIAL MEETING
AGENDA**

**751 E DAILY DRIVE, SUITE 420
CAMARILLO, CA 93010
THURSDAY, MAY 29, 2025
9:00 A.M.**

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

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PUBLIC COMMENTS-** *Under the Brown Act, the Board should not take action on or discuss matters raised during the Public Comment portion of the agenda which are not listed on the agenda. Board members may refer such matters to staff for factual information or to be placed on the subsequent agenda for consideration.*
- 4. VCTC FISCAL YEAR 2025/2026 PROPOSED BUDGET-PG.2**
Recommended Action:
 - *Receive the Fiscal Year 2025/2026 Proposed Budget (Attachment 1) and Salary Schedule (Appendix C of the Fiscal Year 2025/2026 Budget) effective July 1, 2025 and approve forwarding the Proposed Budget and Salary Schedule to the full Commission for review and adoption.*
 - *Conduct a public hearing to receive testimony on the Fiscal Year 2025/2026 Budget.*
 - *Approve forwarding Resolution 2025-04 to the full Commission adopting the proposed Fiscal Year 2025/2026 Budget.*

Responsible Staff: Martin Erickson, Executive Director and Lupe Acero, Finance Director
- 5. ADJOURN**



May 29, 2025

Item #4

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION FINANCE COMMITTEE

**FROM: MARTIN ERICKSON, EXECUTIVE DIRECTOR
LUPE ACERO, FINANCE DIRECTOR**

SUBJECT: FISCAL YEAR 2025/2026 PROPOSED BUDGET

RECOMMENDATION:

- Receive the Fiscal Year 2025/2026 Proposed Budget (Attachment 1) and Salary Schedule (Appendix C of the Fiscal Year 2025/2026 Budget) effective July 1, 2025 and approve forwarding the Proposed Budget and Salary Schedule to the full Commission for review and adoption.
- Conduct a public hearing to receive testimony on the Fiscal Year 2025/2026 Budget.
- Approve forwarding Resolution 2025-04 to the full Commission adopting the proposed Fiscal Year 2025/2026 Budget.

BACKGROUND:

On March 24, 2025, the Administrative and Finance Committee received the Fiscal Year 2025/2026 Draft Budget and Salary Schedule. On April 4, 2025, the Ventura County Transportation Commission conducted a public hearing and received the Fiscal Year 2025/2026 Draft Budget and Salary Schedule. Based on feedback from the Committee and full Commission, the Proposed Budget and Salary Schedule are presented for Commission consideration.

DISCUSSION:

The Proposed Fiscal Year 2025/2026 Budget is divided into two main sections: the Main Budget and the Program Task Budgets. The Main Budget contains program overviews and projections and is intended to provide a general understanding of VCTC's budgeted activities and programs for the coming fiscal year. The Program Task Budgets contain task level detail of the projects including objectives and accomplishments. This task driven budget is designed to provide fiscal transparency and clarity of VCTC's programs and services to the region.

The Budget continues projects from prior years and moving forward with planned and new activities. At \$158,700,970, the Fiscal Year 2025/2026 Draft Budget is \$20,074,447, or 11.2%, lower than Fiscal Year 2024/2025. The decrease results from a combination of increases and decreases in multiple budgets as detailed later in this item and within the budget document. The largest reductions occur within the Transit Grant Administration (-\$9.5 million), Regional Transit Technology (-\$6.2 million), Valley Express (-\$2.29

million), VCTC Intercity Services (-\$2.62 million), Regional Transit Planning (-\$1.18 million), and Transportation Development Act (-\$1.12 million) budgets, while the largest increases occurred within the Santa Paula Branch Line (\$2.1 million) and Metrolink Commuter Rail (\$1.6 million) budgets. The proposed Budget contains task budgets across six programs, starting on page 37:

- Transit and Transportation program at \$56,217,753 (Budget pages 38, 65-76)
- Highway program at \$5,972,900 (Budget pages 39, 77-82)
- Rail program at \$42,224,858 (Budget pages 40, 83-90)
- Commuter Assistance program at \$919,900 (Budget pages 41, 91-96)
- Planning and Programming program at \$51,636,959 (Budget pages 42, 97-108)
- General Government program at \$1,739,900 (Budget pages 43, 109-115)

Personnel costs for Fiscal Year 2025/2026 are budgeted at \$4,902,400, or 3.1% of the budget, which is an increase of \$322,900 from the previous fiscal year. The proposed budget includes twenty-four employees (the same as last year) and two part-time intern positions. The wage cost of \$3,360,700 includes an approximately \$128,800 pool for merit increases for employees not at the top of their range and \$91,200 for a proposed three percent Cost of Living Adjustment (COLA). Benefits account for \$1,541,700, or 1.0% of the budget. Further information about personnel can be found within the Personnel Section of the budget (Budget pages 26-37).

Below are some of the notable changes in the proposed Fiscal Year 2025/2026 budget as compared to the Draft Budget presented in April 2025. Additional details of these major changes, as well as smaller changes to all task budgets, can be found within the individual budget tasks. The major changes that occurred compared to Draft Budget include:

- The Accessibility Services budget increased by \$61,200 for higher consultant costs due to a shift of the travel training budget from its previous location in the Rideshare program.
- The Transit Grant Administration budget increased by \$4.7 million due to higher pass-through grants to subrecipients.
- The Valley Express budget increased by \$96,000 due to higher contract services.
- The Intercity Service budget increased by \$125,100 due to higher contract services.
- The Metrolink Commuter Rail budget increased by \$259,200 primarily due to increases in the Camarillo station rehabilitation project.
- The Rideshare budget decreased \$150,800 primarily in consultant services. This is due to the fact the travel training program shifted to the Accessibility Services budget.
- The Regional Transit Planning budget decreased \$84,200 due to a decrease in the Free Fare Programs.
- The Transportation Development Act budget decreased by \$633,558. The TDA Draft budget is based on estimated VCTC administrative costs. The draft included \$1.5 million in administration costs as a placeholder as compared to the final apportionment of \$2.0 million. The actual budgeted administration costs are \$2.4 million; however, \$400,000 of these costs are funded by available fund balance, therefore, reducing the administrative costs included in the TDA apportionment.

Since the final budgets were submitted, there were a few changes to the Valley Express budget to address a formula issue and redistributed the funds within the budget. After correcting the errors, and the Contract Services line item decreased by \$600. These changes resulted in the Valley Express budget

decreasing from \$4,136,748 to \$4,136,148, the FTA/FTA CMAQ amount decreasing and the Local Contribution - Bus Operations amount increasing. On May 14th the Heritage Valley Policy Advisory Committee, approved the corrected version. There will be a subsequent budget amendment to address this matter.

The estimated ending Fiscal Year 2025/2026 fund balance (after contingency set aside) is expected to be \$17.9 million. The Commission's available General Fund balance (after reserves) is estimated at \$623,171. The other funds are restricted, and the estimated fund balances after reserve are \$375,962 for the Local Transportation Fund, \$11.5 million for the State Transit Assistance fund, \$1.4 million for the Service Authority for Freeway Emergencies fund, \$3.9 million for the State of Good Repair fund, \$25,367 for the Santa Paula Branch Line fund, and a zero balance for the VCTC Intercity Services and Valley Express funds.

It is important to note a few reasons the STA fund balance is at \$11.5 million. First, the STA fund balance is used for on-going cash flow needs when State and Federal grants are delayed as well as cashflow for the Highway 101 project. Also, these funds, although not currently budgeted, could be used for nonrecurring capital costs associated with Metrolink capital and rehabilitation expenditures, possible bus purchases for the VCTC Intercity Service or other transit projects benefiting the County. The current budget includes \$7 million STA Funds for the bridge reconstruction. Staff continues to work with the Federal Emergency Management Agency (FEMA) and California Office of Emergency Services (CalOES) to seek reimbursement for the costs of emergency repairs and bridge reconstruction.

Staff recommends the Administrative and Finance Committee to receive the Proposed Fiscal Year 2025/2026 Budget and Salary Schedule (Attachment 1 of this item and Appendix C in the Fiscal Year 2025/2026 Budget) effective July 1, 2025 and approve forwarding to the full Commission for review and adoption.

As required by the VCTC Administrative Code, the proposed Fiscal Year 2025/2026 budget is submitted to the Finance Committee (Chair Judge, Vice-Chair McQueen-Legohn, and Past-Chair LaVere) for review at the May 29, 2025 Finance Committee Meeting. The proposed Budget will be discussed and reviewed where a recommendation from the Finance Committee will be needed.

As required by the Administrative Code, a public hearing will be held at the June Commission meeting. The proposed Fiscal Year 2025/2026 Budget is a balanced budget and is a separate attachment to the agenda. A copy of the Fiscal Year 2025/2026 Budget is available on the VCTC website at www.goventura.org.

Attachment 1
Ventura County Transportation Commission
Salary Schedule by Department
Fiscal Year 2025/2026
Effective July 1, 2025

Department/Position	FTE	Annual Range Bottom*	Annual Range Top	Non-Exempt Hourly Rate		Exempt vs. Non-Exempt
				Bottom	Top	
ADMINISTRATION						
Executive Director	1.0	250,190	291,033			E
Program Manager, Government and Community Relations	1.0	109,251	169,338			E
Clerk of the Commission/Executive Assistant	1.0	109,251	169,338			E
Receptionist/Secretary	1.0	53,177	77,373	25.57	37.20	NE
ADMINISTRATION SUBTOTAL:	4.0					
FINANCE						
Finance Director	1.0	153,726	238,276			E
Program Manager, Information Technology	1.0	109,251	169,339			E
Program Manager, Accounting	1.0	109,251	169,339			E
Senior Accountant/Analyst	2.0	82,495	120,030	39.66	57.71	NE
FINANCE SUBTOTAL:	5.0					
PLANNING						
Planning and Sustainability Director	1.0	153,726	238,276			E
Program Manager, Transportation Planning	1.0	109,251	169,339			E
Program Manager, Transportation Data and Services	1.0	109,251	169,339			E
Administrative Assistant	0.1	53,177	77,373	25.57	37.20	NE
Intern (Part-time)	0.5			18.50	21.50	NE
PLANNING SUBTOTAL:	3.6					
PROGRAMMING						
Programming Director	1.0	153,726	238,276			E
Program Manager, Programming	2.0	109,251	169,339			E
Administrative Assistant	0.3	53,177	77,373	25.57	37.20	NE
PROGRAMMING SUBTOTAL:	3.3					
TRANSIT						
Public Transit Director	1.0	153,726	238,276			E
Program Manager, Regional Transit Planning	1.0	109,251	169,339			E
Program Manager, Transit Contracts	1.0	109,251	169,339			E
Transit Planner	2.0	82,495	120,030	39.66	57.71	NE
Transit Information Center and Technology Specialist	1.0	53,177	77,373	25.57	37.20	NE
Administrative Assistant	0.6	53,177	77,373	25.57	37.20	NE
Customer Service Representative	2.0	45,936	66,838	22.08	32.13	NE
Intern (Part-time)	0.5			18.50	21.50	NE
TRANSIT SUBTOTAL:	9.1					
TOTAL BUDGETED POSITIONS:	24.9					

VCTC will automatically adjust any wage that does not meet California's minimum wage or local fair-market wage requirements.
Hourly time is based on a 2080 hour year. If more billable hours in a year, then budget would be adjusted accordingly

**RESOLUTION NO. 2025-04
A RESOLUTION OF THE
VENTURA COUNTY TRANSPORTATION COMMISSION,
THE VENTURA COUNTY AIRPORT LAND USE COMMISSION,
VENTURA COUNTY SERVICE AUTHORITY FOR FREEWAY EMERGENCIES
VENTURA COUNTY CONSOLIDATED TRANSPORTATION SERVICE AGENCY
VENTURA COUNTY CONGESTION MANAGEMENT AGENCY
ADOPTING THE FISCAL YEAR 2025/2026 BUDGET**

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

WHEREAS, the VCTC budget for Fiscal Year 2025/2026 has been presented to the Commission who has conferred with the Executive Director and appropriate staff in public meetings, and has deliberated and considered the proposed budget; and

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

NOW, THEREFORE, the Commission hereby resolves as follows:

Section 1. The Commission hereby approves the Fiscal Year 2025/2026 Budget and authorizes expenditures of \$158,700,970. Included in the budget adoption is the approval for all identified estimated revenues, expenditures, and transfers between funds as well as all salaries and applicable cost-of-living-adjustments as presented in the schedule of salary ranges for the fiscal year.

Section 2. The Executive Director and/or his designee is authorized to make payments as herein above set forth commencing on/or after July 1, 2025 in the manner and to the extent authorized by the VCTC Administrative Code.

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

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

Adopted this 6th day of June 2025.

ATTEST:

Roxanna Ibarra, Clerk of the Commission

Mike Judge, Chair

APPROVED AS TO FORM:

Steven T. Mattas, General Counsel