



**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
WEDNESDAY, MARCH 25, 2026
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 2026/2027 DRAFT BUDGET-PG.3](#)**
Recommended Action:
 - *Receive the Fiscal Year 2026/2027 Draft Budget and Salary Schedule (See Attachment 1 of this item and Appendix C of the Fiscal Year 2026/2027 Draft Budget) and approve forwarding the Draft Budget and Salary Schedule to the full Commission.*

Responsible Staff: Martin Erickson, Executive Director and Lupe Acero, Finance Director

- 5. ADJOURN**



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ITEM 4

March 25, 2026

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION FINANCE COMMITTEE

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

SUBJECT: FISCAL YEAR 2026/2027 DRAFT BUDGET

RECOMMENDATION:

- Receive the Fiscal Year 2026/2027 Draft Budget and Salary Schedule (See Attachment 1 of this item and Appendix C of the Fiscal Year 2026/2027 Draft Budget) and approve forwarding the Draft Budget and Salary Schedule to the full Commission.

DISCUSSION:

The Draft Fiscal Year 2026/2027 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 Draft Budget includes ongoing projects from prior year(s) and new projects for the next fiscal year.

The following chart provides a summary of the Fiscal Year 2026/2027 budget revenue sources and Program Expenditures. The final version of the budget will provide added revenue sources and expenditures that were not final at the time the draft budget was prepared.

FISCAL YEAR 2026-2027 BUDGET SUMMARY

	Fiscal Year		Variance	%
	2025/2026	2026/2027		
	Budget*	Draft Budget		
Revenues:				
Federal	\$ 27,200,176	\$ 22,865,092	\$ (4,335,084)	-15.9%
LTF Sales Tax	49,200,000	52,300,000	3,100,000	6.3%
STA Sales Tax	9,743,429	8,770,949	(972,480)	-10.0%
Other State	40,570,966	31,031,892	(9,539,074)	-23.5%
Local and Other	8,281,997	6,233,607	(2,048,390)	-24.7%
Total Revenues	134,996,568	121,201,540	(13,795,028)	-10.2%
Transfers In/(Out)	33,963,626	22,889,754		
Total Revenues	168,960,194	144,091,294	(24,868,900)	-14.7%
Expenditures:				
Transit and Transportation	61,399,573	46,260,600	(15,138,973)	-24.7%
Highway	6,222,900	4,379,400	(1,843,500)	-29.6%
Rail	44,542,291	36,738,600	(7,803,691)	-17.5%
Commuter Assistance	919,600	938,400	18,800	2.0%
Planning and Programming	54,144,930	52,231,494	(1,913,436)	-3.5%
General Government	1,730,900	3,542,800	1,811,900	104.7%
Total Program Expenditures	\$ 168,960,194	\$ 144,091,294	\$ (24,868,900)	-14.7%

* Some budget tasks were amended after the Commission approved the budget in June 2025 (see budget tasks section for details).

The draft budget is projected at \$144,091,294, or \$24,868,900 lower than Fiscal Year 2025/2026.

The decrease is a combination of increases and decreases in multiple budgets as detailed later in this item and within the budget document. The largest reductions are Transit and Transportation at \$15.1 million, Highway at \$1.8 million and Rail at \$7.8 million, offset by an increase in General Government of \$1.8 million. The decrease in the Highway Program is primarily due to progress toward the completion of the draft environmental document for the US 101 project. The decrease in Transit and Transportation Program is primarily due to a decrease in the Transit Grant Administration budget due to the fact the draft budget does not include SB 125 funding and the Federal grants for subrecipients as the Program of Projects process has not been approved. These funds will be added to the final budget. The Rail Program experienced a decrease primarily due to progress with the Sespe Bridge repair project. The decreases are offset by an increase of \$1.8 million in the General Government Budget primarily from a \$1.0 million proposed one-time paydown towards the CalPERS pension Unfunded Accrued Liability (UAL), an estimated \$500,000 for implementation of a cloud-based Enterprise Resource Planning (ERP) software and \$100,000 for consulting services for the required ADA compliance evaluation. The draft budget contains six programs starting on page 38.

Below are changes in the Draft Fiscal Year 2026/2027 budget as compared to the Fiscal Year 2025/2026 budget. Additional details of these major changes, as well as smaller changes to all budgets, can be found within the individual budget tasks. The major changes that occurred compared to last fiscal year include:

- The Accessibility Services budget decreased by \$209,100 due to the completion of the study for the Demand Response Integration Plan (DRIP).
- The Regional Transit Technology budget increased by \$816,441 for the replacement of fareboxes at all transit operators, offset by a decrease in professional services as the implementation of the Tap2Ride program was completed in Fiscal Year 2025/2026.
- The Transit Grant Administration budget decreased by \$14.2 million. This budget includes grant funds passed through to subrecipients; the final budget will include FTA and SB 125 funds expected to become available for subrecipients.
- The Valley Express budget decreased by \$768,010 largely due to the procurement of buses in Fiscal Year 2025/2026; offset by higher rates from contract services.
- The VCTC Intercity Service budget decreased by \$799,669 due to lower costs for bus rehabilitation; offset by higher contract services resulting from increased service hours and higher hourly and fixed rates. This budget includes the acquisition of five new buses.
- The Highway Project Management budget decreased approximately \$1.9 million due to progress toward completion of the draft environmental document for the US 101 Project Approval and Environmental Document (PAED) phase, offset by the addition of the Coordinated Adaptive Ramp Metering feasibility study.
- The Motorist Aid Services budget increased by \$83,200 due to increases in the Freeway Service Patrol contract.
- The LOSSAN (Coast Rail Coordinating Council) budget increased \$1.6 million due to the reallocation of funds from the Metrolink budget to the LOSSAN Budget to support the implementation of an expanded service pilot in partnership with Santa Barbara County Association of Governments (SBCAG) to enhance travel options between Los Angeles/Ventura and Goleta.
- The Metrolink Commuter Rail budget decreased by \$3.6 million due to some work on the Camarillo ADA and Metrolink capital rehabilitation projects that started in FY 2025/2026 as well as the re-allocation of Santa Barbara Expanded Service pilot budget to LOSSAN.
- The Santa Paula Branch Line budget decreased by \$5.8 million due to progress on the Sespe Bridge repair project, the Trail Master Plan Update and Priority Legislative Budget Project.

- The Commuter Assistance program total budget increased by \$18,800 due to staff salaries and benefits and increased consultant services needed to be prepared to aid and educate the community on alternative modes of transportation.
- The Regional Transit Planning budget decreased by \$3.1 million primarily due to substantial progress in the procurement of the interoperative radio equipment compatible with the Ventura County Regional Radio System; and implementation bus stop improvements as part of the Capital Enhancement Program in FY 2025/2026.
- The Transportation Development Act budget had an increase of \$1.4 million due to increases in estimated pass through to subrecipients.
- The Transportation Programming and Reporting budget had an increase of \$15,600 due to salaries and benefits and higher travel and conference costs.
- The Community Outreach budget increased by \$31,500 for staff costs to support community education, engaging stakeholders and digital communication efforts.
- The Management and Administration budget increased by \$1.7 million primarily due to a \$1.0 million one-time paydown towards CalPERS Unfunded Accrued Liability (UAL). An estimated \$500,000 for implementation of cloud-based Enterprise Resource Planning (ERP) software. The proposed ERP software is essential to replace the current legacy financial software which has limitations, requires intensive manual intervention and is anticipated will not support the business needs long term. VCTC must complete an ADA self-evaluation as a condition of receiving Federal Highway Administration Funds. The budget also includes \$100,000 to engage a consultant to help with the comprehensive ADA compliance evaluation.

The Draft Budget is a “work-in-progress” for VCTC as some tasks are ongoing and may require refining and scope adjustments. Staff will update the final budget with input received from the Commission and new information as it becomes available from local partners such as Metrolink and funding information from the State and Federal governments.

Based on the Draft budget revenues and expenditures, the estimated fund balance (net of contingencies) at the end of Fiscal Year 2026/2027 is \$22.8 million as illustrated:

VENTURA COUNTY TRANSPORTATION COMMISSION BUDGET SUMMARY BY FUND FISCAL YEAR 2026/2027									
	GENERAL FUND	LTF	STA	SAFE	SGR	SPBL	VCTC INTERCITY	VALLEY EXPRESS	TOTAL
Total Revenues	\$ 35,116,186	\$ 52,620,668	\$ 9,804,427	\$ 1,970,434	\$ 1,991,664	\$ 5,063,263	\$ 11,245,298	\$ 3,389,600	\$ 121,201,540
Total Expenditures	62,237,400	42,218,512	435,701	2,079,500	85,381	11,175,700	22,247,400	3,611,700	144,091,294
Revenues Over (Under) Expenditures	(27,121,214)	10,402,156	9,368,726	(109,066)	1,906,283	(6,112,437)	(11,002,102)	(222,100)	(22,889,754)
Other Financing Sources (Uses)									
Transfers In (Out)	25,094,600	(15,243,006)	(19,312,870)	(90,800)	(5,597,663)	6,112,437	9,037,302	-	-
Fund Balance Beginning of Year	2,766,928	9,348,875	29,533,379	3,658,098	3,798,343	25,367	8,846,766	1,783,753	59,761,509
Less Contingency Reserve	(50,000)	(4,000,000)	-	(1,515,000)	-	-	-	-	(5,565,000)
Less Capital and Accrual Adjustments	-	-	-	-	-	-	(6,881,966)	(1,561,653)	(8,443,619)
Unassigned Fund Balance End of Year	\$ 690,314	\$ 508,025	\$ 19,589,235	\$ 1,943,232	\$ 106,963	\$ 25,367	\$ -	\$ -	\$ 22,863,136
LTF, STA, SAFE, SPBL and SGR funds are "transferred" to the general fund to pay for project or staffing expenditures shown within the general fund. STA is also transferred to the VCTC Intercity fund and SPBL fund for project expenses.									
The LTF, STA, SAFE, SGR and SPBL funds are special revenue funds. The VCTC Intercity and Valley Express funds are enterprise funds.									

The Commission's available General Fund balance (after reserves) is estimated at \$690,314. The other funds are restricted, and the estimated fund balances after reserves are:

- Local Transportation Fund - \$508,025
- State Transit Assistance Fund - \$19.6 million
- Service Authority for Freeway Emergencies Fund - \$1.9 million
- State of Good Repair Fund - \$106,963
- Santa Paula Branch Line Fund - \$25,367
- VCTC Intercity Services and the Valley Express Funds - \$0.

In today's evolving workplace, it is important to remain competitive to retain and attract top talent. VCTC continues to focus on fair employee compensation to retain existing staff and hire talented staff for future vacancies.

The draft budget includes 26 Full Time Equivalent staff as noted below:

Program	Fiscal Year	Fiscal Year	Fiscal Year
	2024/2025 Actual	2025/2026 Budget	2025/2026 Budget
Transit and Transportation	4.4	4.4	4.8
Highway	0.4	0.4	0.4
Rail	1.4	1.5	1.7
Commuter Assistance	2.8	3.1	3.0
Planning and Programming	6.7	7.2	6.8
General Government	<u>8.3</u>	<u>8.3</u>	<u>9.3</u>
TOTAL	<u>24.0</u>	<u>24.9</u>	<u>26.0</u>

Total personnel costs for Fiscal Year 2026/2027 are \$5,496,100 or 3.8% of the budget, which is an increase of \$593,700 from the previous fiscal year.

VCTC is requesting approval for a new Accounting Technician position in the Finance Department. A support position is needed for VCTC to comply with growing regulatory requirements and workload. The regulatory requirements of government accounting and finance are continuously increasing to enhance financial reporting and accountability for grants. The proposed position is a non-exempt position hourly Full-Time position at an hourly rate range of \$26.24 - \$38.22 per hour. It is important to note the salaries and benefits for the new position and the Finance Department are part of the Indirect Cost Allocation Rate.

The wages are estimated at \$3,708,300 or 2.6% of the budget and include:

- \$61,500 pool for performance-based merit increases for employees not at the top of their range.
- \$99,600 for a proposed three percent Cola.
- \$94,720 for a proposed contribution of up to 3.0% to employees 457 deferred compensation retirement plan. The 3.0% match is a common benefit in the public sector. The estimated costs assume all employees participate and make an equal matching contribution. If an employee contributes less than 3.0%, VCTC will match the lower contribution.
- \$73,000 estimated annual wages for accounting technician position.

Total Benefits are estimated at \$1,787,800 or 1.2% of the Draft Budget. Further information about personnel can be found within the Personnel Section of the budget (Budget pages 24-34).

As required by the VCTC Administrative Code, the proposed Draft Fiscal Year 2026/2027 budget is being submitted to the Finance Committee (Chair McQueen-Legohn, Vice-Chair Janice Parvin, and Past-Chair Judge) for review at the March 25, 2026, Finance Committee Meeting. The Draft Budget will be discussed and a recommendation from the Finance Committee will be needed. Staff's recommendation is to receive the Fiscal Year 2026/2027 Draft Budget and Salary Schedule (See Attachment 1 of this item and Appendix C of the Fiscal Year 2026/2027 Draft Budget) and approve forwarding the Draft Budget and Salary Schedule to the full Commission.

As required by the Administrative Code, a public hearing will be held at the April Commission meeting. The final budget is scheduled for adoption at the Commission's June meeting, at which time a second public hearing will be held pursuant to the VCTC Administrative Code.

The proposed Draft Fiscal Year 2026/2027 Budget is a balanced budget and is a separate attachment to the agenda. A copy of the Draft Fiscal Year 2026/2027 Budget is available on the VCTC website at www.goventura.org.

Attachment 1
Ventura County Transportation Commission
Salary Schedule by Department
Fiscal Year 2026/2027
Effective July 1, 2026

Department/Position	FTE	Annual Range Bottom*	Annual Range Top	Non-Exempt Hourly Rate		Exempt vs. Non-Exempt
				Bottom	Top	
ADMINISTRATION						
Executive Director	1.0	257,696	299,764			E
Program Manager, Government and Community Relations	1.0	112,529	174,418			E
Program Manager, Information Technology	1.0	112,529	174,418			E
Clerk of the Commission/Executive Assistant	1.0	112,529	174,418			E
Receptionist/Secretary	1.0	54,772	79,694	26.34	38.32	NE
ADMINISTRATION SUBTOTAL:	5.0					
FINANCE						
Finance Director	1.0	158,338	245,424			E
Program Manager, Accounting	1.0	112,529	174,418			E
Senior Accountant/Analyst	2.0	84,970	123,631	40.85	59.44	NE
Accounting Technician	1.0	54,772	79,694	26.34	38.32	NE
FINANCE SUBTOTAL:	5.0					
PLANNING						
Planning and Sustainability Director	1.0	158,338	245,424			E
Program Manager, Transportation Planning	1.0	112,529	174,418			E
Program Manager, Transportation Data and Services	1.0	112,529	174,418			E
Administrative Assistant	0.1	54,772	79,694	26.34	38.32	NE
Intern (Part-time)	0.5			18.50	21.50	NE
PLANNING SUBTOTAL:	3.6					
PROGRAMMING						
Programming Director	1.0	158,338	245,424			E
Program Manager, Programming	2.0	112,529	174,418			E
Administrative Assistant	0.3	54,772	79,694	26.34	38.32	NE
PROGRAMMING SUBTOTAL:	3.3					
TRANSIT						
Public Transit Director	1.0	158,338	245,424			E
Program Manager, Regional Transit Planning	1.0	112,529	174,418			E
Program Manager, Transit Contracts	1.0	112,529	174,418			E
Transit Planner	2.0	84,970	123,631	40.85	59.44	NE
Transit Information Center and Technology Specialist	1.0	54,772	79,694	26.34	38.32	NE
Administrative Assistant	0.6	54,772	79,694	26.34	38.32	NE
Customer Service Representative	2.0	47,314	68,843	22.74	33.09	NE
Intern (Part-time)	0.5			18.50	21.50	NE
TRANSIT SUBTOTAL:	9.1					
TOTAL BUDGETED POSITIONS:	26.0					

Intern positions are .46 FTE and were rounded up to .5 FTE

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