



## AGENDA

### BUTTE COUNTY ASSOCIATION OF GOVERNMENTS TRANSIT ADMINISTRATIVE OVERSIGHT COMMITTEE

Wednesday, March 15, 2023  
1:00 p.m.

Zoom Link:

<https://us02web.zoom.us/j/81407315661?pwd=U3htMzZGWUN1c0IHL2ZiWVIFRy92Zz09>

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1. Introductions
2. Approval of Minutes from the March 4, 2022 Meeting
3. Butte Regional Transit Updates:
  - North Valley Passenger Rail Strategic Plan (**Jon**)
  - B-Line Route Optimization Study (**Sara**)
  - Outreach Updates (**Amy**)
4. FY 2023/24 Proposed Draft Budget – **Sara/Julie**
5. Preliminary 2023/24 TDA Discussion – **Julie**



**Butte County Association of Governments  
Transit Administrative Oversight Committee  
Draft Summary Meeting Minutes  
March 4, 2022**

**MEMBERS PRESENT**

Linda Herman (via Zoom)	City of Chico
Kathryn Mathes (via Zoom)	City of Chico
Sara Webber (via Zoom)	Butte County Public Works

**STAFF PRESENT**

Julie Quinn	Chief Fiscal Officer
Jon Clark	Executive Director
Andy Newsum	Deputy Director
Sara Cain	Associate Senior Planner
Victoria Proctor (via Zoom)	Assistant Planner
Amy White	Assistant Planner
Ivan Garcia	Programming Manager
Lance Atencio	Transdev

*The following minutes are a summary of the TAOC.*

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The Transit Administrative Oversight Committee (TAOC) of the Butte County Association of Governments (BCAG) was held at the BCAG Conference Room and via Zoom on March 4, 2022, located at 326 Huss Drive in Chico.

**Item #1 – Introductions**

Self-introductions were made.

**Item #2 – Approval of Minutes from March 2, 2021**

Minutes from the March 2, 2021 meeting were approved by the Committee.

**Item #3 – Butte Regional Transit direction**

Staff provided an update on various projects including the Chico to Sacramento Inter-City Transit Strategic Plan, North Valley Passenger Rail Study, B-Line Routing Study, Non-Emergency Medical Transportation Study, and the discount fare eligibility cards.

There were no comments from Committee members.

#### **Item #4 – Bus Replacement Schedule**

Staff discussed the age and state of all fleet vehicles for fixed route and paratransit buses. There are a number of fixed route and paratransit vehicles that are eligible for replacement based on age, mileage, or both. CNG buses will be retired at the end of the fiscal year. Staff announced the Zero Emission Bus Rollout Plan will be complete by the end of the fiscal year.

There was general discussion between Staff and the Committee members about zero emission bus requirements and the replacement schedule.

#### **Item #5 – FY 2022/23 Proposed Draft Budget**

Staff presented the FY 2022/23 Proposed Draft Budget for comments and review. The final Annual Service Plan and Budget will be presented to the BCAG in April for adoption. The total proposed budget is higher than the prior year by 3.8%. A breakdown of how this change came about was detailed in the memo to the Committee.

There were no comments from Committee members.

#### **Item #6 – Preliminary 2022/23 TDA Discussion**

Staff distributed the Draft FY2022/23 State Transit Assistance Fund (STA) and Local Transportation Fund (LTF) Findings of Apportionment.

There was general discussion between Staff and Committee members on schedule for revised claims.



## BCAG Transit Administrative Oversight Committee

## Item # 4 Information

March 15, 2023

### FY2023/24 PROPOSED DRAFT B-LINE BUDGET

**PREPARED BY:** Sara Cain, Senior Planner

**ISSUE:** BCAG is responsible for the preparation of the Annual Budget for Butte Regional Transit (B-Line) which is scheduled for adoption at the BCAG Board of Directors meeting on April 27, 2023.

**DISCUSSION:** Staff has prepared the attached FY 2023/24 Proposed Draft B-Line Budget for the Transit Administrative Oversight Committee's review and comments.

In summary, the FY 2023/24 Proposed Draft Budget identifies a total operating budget of **\$11,814,415** for both Fixed Route service and Paratransit service in the urban and rural areas of Butte County. The FY 2023/24 budget is \$393,548 higher than prior year in total dollars, an increase of 3.4%.

The following items are major changes from the FY 2022/23 Budget:

- Increase of 3.6% Fleet/Facility Insurance and 3.5% in Purchased Transportation per Transdev contract.
- BCAG/B-Line plans to hire an in-house IT Support position in 2024, which is accounted for under IT Support Staff.
- Increase credit card and mobile app processing fees of \$3,600 as usage increases.
- Increase of \$10,000 in Public Outreach to for additional marketing materials and presence at community events.
- The budget for Fare Revenue shows approximately a 23% increase in overall fares compared to the previous year budget. The current year estimate is derived from the actual fares collected through the second quarter, adjusted upwards by an average of 2% to account for increasing demand. Staff will review the fare income after the third quarter and adjust fares for the final budget.
- Federal/Other funding shows an increase of 15% over the prior year with increased apportionments and COVID-relief funds.
- Local TDA support is decreased slightly as both fares and federal funding estimates increase. Any excess TDA funding over actual operating cost is carried into the following fiscal year. The carryover of TDA funds from FY 2021/22 are estimated to be \$1.2M, which reduces the apportionment of TDA to BRT.

**Capital Budget items for FY 2023/24**

Four electric buses and charging equipment are scheduled to be ordered in the fiscal year. Funding for these buses includes a combination of LCTOP, SGR, and FTA 5339. Six smaller diesel buses with seating for 18-24 passengers will also be ordered in the fiscal year, which will be paid by Restricted TDA funds. BCAG was awarded FTA 5310 funds for four paratransit vehicles that are scheduled to be delivered in 2024.

**STAFF RECOMMENDATION:** Staff requests that committee members review and provide comments on the proposed budget at the committee meeting.

Key Staff: Julie Quinn, Chief Fiscal Officer  
Sara Cain, Senior Planner  
Andy Newsum, Deputy Director  
Jon Clark, Executive Director

**FISCAL YEAR 2023/24  
OPERATING BUDGET**

	2021/22 APPROVED BUDGET	2021/22 ACTUAL ANNUAL	2022/23 APPROVED BUDGET	2023/24 PROPOSED BUDGET	Difference	% CHANGE
<b>OPERATING EXPENSES</b>						
<b>ADMINISTRATION</b>						
Printing and Signage	\$ 38,000	\$ 16,484	\$ 38,000	\$ 40,000	\$ 2,000	5.3%
Processing Fees/Moblie App	2,600	7,012	3,600	7,200	3,600	100%
Training and Travel	6,000	2,315	6,000	6,000	-	0.0%
Public Outreach	50,000	60,536	50,000	60,000	10,000	20.0%
Software Maintenance	167,648	227,737	264,046	264,046	-	0.0%
IT Support Staff	-	-	-	60,000	60,000	
Paratransit ADA Certification	49,000	53,679	55,000	49,000	(6,000)	-10.9%
Support Services	425,000	437,794	480,000	500,000	20,000	4.2%
<b>TOTAL ADMINISTRATION</b>	<b>\$ 738,248</b>	<b>\$ 805,557</b>	<b>\$ 896,646</b>	<b>\$ 986,246</b>	<b>\$ 89,600</b>	<b>10.0%</b>
<b>OPERATIONS AND MAINTENANCE</b>						
Communication	\$ 22,025	\$ 22,263	\$ 22,025	\$ 22,025	\$ -	0.0%
Fleet/Facility Insurance	428,434	414,255	478,434	495,760	17,326	3.6%
Vehicle Maintenance	160,000	54,776	140,000	140,000	-	0.0%
Maintenance Equipment	25,000	48,270	25,000	25,000	-	0.0%
Purchased Transportation	7,762,812	7,258,932	8,007,513	8,290,238	282,725	3.5%
Fuel	981,000	1,262,174	1,100,000	1,100,000	-	0.0%
Transit Center Maintenance- Chico/Oroville			-		-	
Transit Kiosk Security- Chico/Oroville	120,000	131,544	132,000	132,000	-	0.0%
Transit Kiosk Lease- Chico	6,000	6,000	6,000	6,000	-	0.0%
Ops Facility Lease- to BRTC	20,821	20,821	20,821	20,821	-	0.0%
Facility Operations/Maintenance	459,350	491,229	479,350	479,350	-	0.0%
<b>TOTAL OPS AND MAINTENANCE</b>	<b>\$ 9,985,442</b>	<b>\$ 9,710,264</b>	<b>\$ 10,411,143</b>	<b>\$ 10,711,194</b>	<b>\$ 300,051</b>	<b>2.9%</b>
<b>SUB-TOTAL OPERATING EXPENSES</b>	<b>\$ 10,723,690</b>	<b>\$ 10,515,821</b>	<b>\$ 11,307,789</b>	<b>\$ 11,697,440</b>	<b>\$ 389,651</b>	<b>3.4%</b>
<b>APPROPRIATION FOR CONTINGENCIES</b>	<b>\$ 107,237</b>	<b>\$ -</b>	<b>\$ 113,078</b>	<b>\$ 116,975</b>	<b>\$ 3,897</b>	<b>3.4%</b>
<b>TOTAL OPERATING REQUIREMENTS</b>	<b>\$ 10,830,927</b>	<b>\$ 10,515,821</b>	<b>\$ 11,420,867</b>	<b>\$ 11,814,415</b>	<b>\$ 393,548</b>	<b>3.4%</b>
<b>OPERATING REVENUES</b>						
Fixed Route Passenger Fares	\$ 693,070	\$ 837,770	\$ 780,416	\$ 995,297	\$ 214,881	28%
Paratransit Fares	147,250	178,127	185,270	195,050	9,780	5%
<b>TOTAL OPERATING REVENUE</b>	<b>\$ 840,320</b>	<b>\$ 1,015,897</b>	<b>\$ 965,685</b>	<b>\$ 1,190,347</b>	<b>224,662</b>	<b>23.3%</b>
<b>NON-OPERATING REVENUE</b>						
<b>TDA</b>	<b>\$ 6,561,693</b>	<b>\$ 4,898,840</b>	<b>\$ 6,274,848</b>	<b>\$ 5,818,889</b>	<b>(455,959)</b>	<b>-7%</b>
<b>FEDERAL/OTHER</b>	<b>\$ 3,428,914</b>	<b>\$ 4,601,084</b>	<b>\$ 4,180,334</b>	<b>\$ 4,805,179</b>	<b>\$ 624,845</b>	<b>15%</b>
<b>TOTAL REVENUES</b>	<b>\$ 10,830,927</b>	<b>\$ 10,515,821</b>	<b>\$ 11,420,867</b>	<b>\$ 11,814,415</b>	<b>\$ 393,548</b>	<b>3.4%</b>

## CAPITAL BUDGET

	2021/22 APPROVED BUDGET	2021/22 ACTUAL ANNUAL	2022/23 APPROVED BUDGET	2023/24 DRAFT BUDGET
<b>CAPITAL OUTLAY</b>				
Equipment/Structures	\$ -	\$ 55,734	\$ -	\$ 50,000
Fixed Route Vehicles/Assets - Electric	\$ 1,900,000	-	4,431,026	4,760,000
Fixed Route Vehicles - Diesel	\$ 334,800	-	-	1,500,000
Paratransit Vehicles	-	-	-	360,000
<b>TOTAL CAPITAL OUTLAY</b>	<b>\$ 2,234,800</b>	<b>\$ 55,734</b>	<b>\$ 4,431,026</b>	<b>\$ 6,670,000</b>
<b>CAPITAL OUTLAY FUNDING SOURCES</b>				
BRT Capital Reserves	\$ 10,000	\$ 11,148	\$ 589,257	\$ 968,231
Restricted TDA	\$ 650,000	-	-	1,500,000
State of Good Repair (SGR)	\$ 324,800	-	1,074,000	1,074,000
FTA 5310	\$ 360,000	-	-	360,000
FTA Capital Grants (LCTOP)	\$ -	44,586	1,767,769	1,767,769
	\$ 890,000	-	1,000,000	1,000,000
<b>TOTAL CAPITAL OUTLAY FUNDING</b>	<b>\$ 2,234,800</b>	<b>\$ 55,734</b>	<b>\$ 4,431,026</b>	<b>\$ 6,670,000</b>