



AGENDA

TRANSIT ADMINISTRATIVE OVERSIGHT COMMITTEE of the BUTTE COUNTY ASSOCIATION OF GOVERNMENTS

Friday, March 4, 2022
1:00 p.m.

BCAG Conference Room
326 Huss Drive, Suite 150, Chico CA
(530) 809-4616

Zoom Link:

<https://us02web.zoom.us/j/81270765659?pwd=azZybjdLcUs1NTdKSUFDck5xT04zQT09>

1. Introductions
2. Approval of Minutes from the March 2, 2021 Meeting
3. Butte Regional Transit direction:
 - Transit Staff Introductions
 - Chico to Sacramento Commuter Bus Study
 - North Valley Passenger Rail Strategic Plan
 - Butte County Non-Emergency Medical Transportation Study
 - Butte Regional Transit Route Optimization Study
 - Discount Fare Eligibility Cards
4. Bus Replacement Schedule – **Andy**
5. FY 2022/23 Proposed Draft Budget (Attachment) – **Julie**
6. Preliminary 2022/23 TDA Discussion (Attachment) – **Julie**

**Butte County Association of Governments
Transit Administrative Oversight Committee (TAOC)
Draft Summary Meeting Minutes
For March 2, 2021**

MEMBERS PRESENT

Linda Herman	City of Chico
Kathryn Mathes	City of Chico
Amanda Partain	Butte County Public Works
Mark Sorensen	City of Biggs
Robin Ryan	City of Chico
Brendan Ottoboni	City of Chico
Marc Mattox	Town of Paradise

STAFF PRESENT

Julie Quinn	Chief Fiscal Officer
Jon Clark	Executive Director
Jim Peplow	Senior Transit Planner
Andy Newsum	Deputy Director
Sara Cain	Associate Senior Planner
Victoria Proctor	Administrative Assistant
Lance Atencio	Transdev

The following minutes are a summary of the TAOC.

The Transit Administrative Oversight Committee (TAOC) of the Butte County Association of Governments (BCAG) was held at the BCAG Conference Room on March 2, 2021, located at 326 Huss Drive in Chico.

Item #1 – Introductions

Self-introductions were made.

Item #2 – Approval of Minutes from March 4, 2020

Minutes were not taken for the March 4, 2020 meeting and cannot be approved.

Item #3 – Butte Regional Transit direction

Staff provided an overview of the direction that B-Line is taking in the next fiscal year. Topics brought up included: changes in transit staff for BRT; the mandates for zero-emission

vehicles and how the rollout of electric buses will occur; in-depth analysis of both the fixed route and paratransit systems; a study on providing commuter service between Chico and Sacramento; and the upgrades for the SR 32 and SR 99 Park and Rides to improve occupancy and add retail services.

There were no comments from Committee members.

Item #4 – Bus Replacement Schedule

Staff provided a handout detailing 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. These vehicles are expected to start to be replaced in the 2021/22 Fiscal Year.

There was general discussion between Staff and the Committee members about funding sources and the replacement schedule for these buses.

Item #5 – FY 2021/22 Proposed Draft Budget

Staff distributed the FY2021/22 Proposed Draft Budget for comments and review. The final Annual Service Plan and Budget will be presented to the BCAG in May for adoption. The total proposed budget is higher than the prior year by 3.1%. A breakdown of how this change came about was detailed in the memo to the Committee.

There was discussion between Staff and the Committee regarding how the COVID-19 pandemic affected funding sources and allocation of funds, along with decreased revenue from ticket sales, an increase in the hourly rate for the contractor, and the need to purchase new fleet vehicles. These costs were largely offset by relief funds from the CARES and CRRSAA Acts.

There were no comments of note made by the Committee members.

Item #6 – Preliminary 2021/22 TDA Discussion

Staff distributed the Draft FY2021/22 State Transit Assistance Fund (STA) and Local Transportation Fund (LTF) Findings of Apportionment.



BCAG Transit Administrative Oversight Committee

Item # 5 Information

March 04, 2022

FY2022-23 PROPOSED DRAFT TRANSIT BUDGET

PREPARED BY: Julie Quinn, Chief Fiscal Officer

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.

DISCUSSION: Staff has prepared the attached 2022-23 Proposed Draft Transit Budget for the Transit Administrative Oversight Committee's review and comments. The final Annual Service Plan and Budget will be presented to the BCAG Board of Directors in May for adoption.

In summary, the 2022-23 Proposed Draft Budget identifies a total operating budget of **\$11,245,631**, for both Fixed Route service and Paratransit service in the urban and rural areas of Butte County. The 2022-23 budget is \$414,704 higher than prior year in total dollars, an increase of 3.8%. The increase to the transit services contract hourly rate for the year is 3.2%.

The following items are major changes from the 2021-22 Budget:

- Increase of \$72,898 to Software License for annual software increases plus the cost of new IT maintenance contract for service on all IT functions, including security, on the transit campus.
- Increased credit card and mobile app processing fees of \$1000 as usage increases.
- Decrease of \$20,000 to Vehicle Maintenance. The newer vehicles are requiring less maintenance.
- Increase in Purchased Transportation of 3.2% per Transdev contract.
- Increase of \$101,000 in Fuel cost due to rising fuel prices.
- Increase of \$11,000 in Transit Center Maintenance for increased security and cleaning costs.

- The budget for Fare Revenue shows a little more than 10% increase in overall fares compared to the 21/22 final budget. The current year estimate is derived from the actual fares collected through the second quarter of 21/22, adjusted upwards by an average of 6% to account for increasing demand. The assumption is that ridership will continue to return as people feel safe to ride public transit again. Staff will review the fare income after the third quarter and adjust fares for the final budget.
- Federal funding shows an increase of 14.6% over the prior year as FTA operations funding returns to pre-covid amounts. The current budget also estimates a small amount of American Rescue Plan (ARP) funding.
- 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 21/22 are estimated to be \$1.1M, which reduces the apportionment of TDA to BRT.

Capital Budget items for FY 2022/23

Four electric busses are scheduled to be ordered in the fiscal year. Funding for these busses includes a combination of LCTOP, SGR, and FTA 5339.

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, Associate Senior Planner
Victoria Proctor, Associate Planner
Andy Newsum, Deputy Director

**FISCAL YEAR 2022/23
OPERATING BUDGET**

	2020/21 APPROVED BUDGET	2020/21 ACTUAL ANNUAL	2021/22 APPROVED BUDGET	2022/23 PROPOSED BUDGET	Difference	% CHANGE
OPERATING EXPENSES						
ADMINISTRATION						
Printing and signage	\$ 38,000	\$ 3,433	\$ 38,000	\$ 38,000	\$ -	0.0%
Training and travel	6,000	110	6,000	6,000	-	0.0%
Public Outreach	50,000	43,790	50,000	50,000	-	0.0%
Software License/Maintenance	127,648	160,899	167,648	240,546	72,898	43.5%
Processing Fees/mobile app	-	2,352	2,600	3,600	1,000	38.5%
Paratransit ADA Certification	49,000	49,039	49,000	49,000	-	0.0%
Support Services	417,000	414,363	425,000	425,000	-	0.0%
TOTAL ADMINISTRATION	\$ 687,648	\$ 673,986	\$ 738,248	\$ 812,146	\$ 73,898	10.0%
OPERATIONS AND MAINTENANCE						
Communication	\$ 22,025	\$ 21,564	\$ 22,025	\$ 22,025	\$ -	0.0%
Fleet Insurance	408,312	405,017	428,434	428,434	-	0.0%
Vehicle Maintenance	160,000	29,819	160,000	140,000	(20,000)	-12.5%
Maintenance Equipment	25,000	239,957	25,000	25,000	-	0.0%
Purchased Transportation	7,440,838	6,935,999	7,762,812	8,007,513	244,701	3.2%
Fuel	1,093,000	720,229	981,000	1,082,000	101,000	10.3%
Transit Center Maintenance- Chico/Oroville	204,000	204,976	204,000	215,000	11,000	5.4%
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%
BRT Facility Operations/Maintenance	335,350	270,951	375,350	375,350	-	0.0%
TOTAL OPS AND MAINTENANCE	\$ 9,715,346	\$ 8,855,333	\$ 9,985,442	\$ 10,322,143	\$ 336,701	3.4%
SUB-TOTAL OPERATING EXPENSES	\$ 10,402,994	\$ 9,529,319	\$ 10,723,690	\$ 11,134,289	\$ 410,599	3.8%
APPROPRIATION FOR CONTINGENCIES	\$ 104,030	\$ -	\$ 107,237	\$ 111,342	\$ 4,105	3.8%
TOTAL OPERATING REQUIREMENTS	\$ 10,507,024	\$ 9,529,319	\$ 10,830,927	\$ 11,245,631	\$ 414,704	3.8%
OPERATING REVENUES						
Fixed Route Passenger Fares	\$ 960,480	\$ 589,126	\$ 693,070	\$ 733,895	\$ 40,825	5.9%
Paratransit Fares	158,688	132,768	147,250	193,050	45,800	31.1%
TOTAL OPERATING REVENUE	\$ 1,119,168	\$ 721,894	\$ 840,320	\$ 926,945	\$ 86,625	10.3%
NON-OPERATING REVENUE						
TDA	\$ 4,412,950	\$ 3,245,973	\$ 6,561,693	\$ 6,387,613	(174,080)	-2.7%
FEDERAL/OTHER	\$ 4,974,906	\$ 5,561,452	\$ 3,428,914	\$ 3,931,072	\$ 502,158	14.6%
TOTAL REVENUES	\$ 10,507,024	\$ 9,529,319	\$ 10,830,927	\$ 11,245,631	\$ 414,704	3.8%

CAPITAL BUDGET

	2020/21 APPROVED BUDGET	2020/21 ACTUAL ANNUAL	2021/22 APPROVED BUDGET	2022/23 DRAFT BUDGET
CAPITAL OUTLAY				
Equipment/ Structures	\$ -	-	\$ -	\$ -
Fixed Route Vehicles	-	3,071,450	1,900,000	4,431,026
Paratransit Vehicles	-	367,722	-	-
TOTAL CAPITAL OUTLAY	\$ -	\$ 3,439,172	\$ 1,900,000	\$ 4,431,026
CAPITAL OUTLAY FUNDING SOURCES				
Reserved CARES Act funds	\$ -	\$ 3,071,450	\$ -	\$ -
BRT Capital Reserves	-	-	-	589,257
State of Good Repair (SGR)	-	-	650,000	1,074,000
FTA 5310 Capital Grant	-	367,722	-	-
FTA 5339 Capital Grants	-	-	360,000	1,767,769
Low Carbon Transit Operations Program (LCTOP)	-	-	890,000	1,000,000
TOTAL CAPITAL OUTLAY FUNDING	\$ -	\$ 3,439,172	\$ 1,900,000	\$ 4,431,026