



AGENDA

BUTTE COUNTY ASSOCIATION OF GOVERNMENTS TRANSIT ADMINISTRATIVE OVERSIGHT COMMITTEE

Thursday, March 7, 2024
1:00 p.m.

Zoom Link:

<https://us02web.zoom.us/j/87379927702?pwd=bThNamZOVys3Q3g4VEFBOWMrUEJLUT09&from=addon>

1. Introductions
2. Approval of Minutes from the March 15, 2023 Meeting
3. Butte Regional Transit Updates:
 - North Valley Passenger Rail Strategic Plan – **Chris**
 - B-Line Project Initiatives – **Sara**
4. FY 2024/25 Draft B-Line Budget (Attachment) – **Sara/Julie**
5. Preliminary FY 2024/25 TDA Discussion – **Julie**



**Butte County Association of Governments
Transit Administrative Oversight Committee
Draft Summary Meeting Minutes
March 15, 2023**

MEMBERS PRESENT

Linda Herman	City of Chico
Robyn Ryan	City of Chico
Amanda Partain	Butte County Public Works
Josh Cook	City of Biggs

STAFF PRESENT

Julie Quinn	Chief Fiscal Officer
Jon Clark	Executive Director
Andy Newsum	Deputy Director
Sara Cain	Senior Planner
Amy White	Assistant Planner
Ivan Garcia	Programming Director
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 via Zoom on March 15, 2023.

Item #1 – Introductions

Self-introductions were made.

Item #2 – Approval of Minutes from March 4, 2022

Minutes from the March 4, 2022 meeting were approved by the Committee.

Item #3 – Butte Regional Transit Updates

Staff provided an update on various projects including the North Valley Passenger Rail Study, B-Line Routing Study, and a recap of upcoming outreach events.

There was general discussion between Staff and the Committee members about utilizing existing rail lines.

Item #4 – FY 2023/24 Proposed Draft Budget

Staff presented the FY 2023/24 Proposed Draft Budget for comments and review. The final Annual Service Plan and Budget will be presented to the BCAG Board of Directors in April for adoption. The total proposed budget is higher than the prior year by 3.4%. A breakdown of how this change came about was detailed in the memo to the Committee.

One Committee member asked if the TDA claims would remain the same with the 3.4% increase, which was discussed during Item #5.

Item #5 – Preliminary 2023/24 TDA Discussion

Staff distributed the Draft FY2023/24 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. Staff announced a TDA Claim Workshop will be scheduled for April.



BCAG Transit Administrative Oversight Committee

Item # 4 Information

March 7, 2024

FY2024/25 DRAFT B-LINE BUDGET

PREPARED BY: Sara Cain, Transit Manager

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 May 23, 2024.

DISCUSSION: Staff has prepared the attached FY 2024/25 Draft B-Line Budget for the Transit Administrative Oversight Committee's review and comments.

In summary, the FY 2024/25 Draft Budget identifies a total operating budget of **\$13,097,163** for both Fixed Route service and Paratransit service in the urban and rural areas of Butte County. The FY 2024/24 Draft Budget is \$1,279,062 higher than prior year in total dollars, an increase of 10.8%.

The following items are notable changes from the FY 2023/24 Budget:

- Increase of \$169,499 in Fleet/Facility Insurance and 8.8% in Purchased Transportation per Transdev contract extension.
- Increase of \$240,000 in Printing and Signage to prepare a Marketing Plan and distribute marketing materials for introduction of new transit services, including routing changes, microtransit, and zero-emission vehicles. \$200,000 will be paid for through the Caltrans Low Carbon Transit Operations Program (LCTOP).
- Increase of 5.5% in Software Maintenance and IT to account for increasing license and product fees.
- Decrease of \$15,727 in Ops Facility Lease with the close of Round 1 of the New Market Tax Credits.
- The Operating Revenue shows approximately an 11% 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 6% over the prior year with estimated apportionments. Apportionments should be released in the coming months with adjustments reflected in the final budget.
- Local TDA support shows an increase of 15% compared to the prior year budget. Any excess TDA funding over actual operating cost is carried into the following

fiscal year. The carryover of TDA funds from FY 2022/23 are estimated to be \$1.1M.

FY 2024/25 Capital Budget

Five battery electric buses were ordered last year and are scheduled to be delivered in September 2025. Charging equipment is scheduled to be ordered in the fiscal year. Six smaller diesel buses with seating for 24 passengers will be delivered in the fiscal year. Four paratransit vans are also scheduled to be delivered.

As part of B-Line's efforts to streamline service and improve on-time performance, the agency plans to enhance its mobile ticketing and scheduling platforms. B-Line will continue steps to implement microtransit and non-emergency medical transportation (NEMT) services by purchasing four microtransit vans in the fiscal year. The upgraded scheduling platform will have the capability to accommodate microtransit, NEMT, and paratransit trips.

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, Transit Manager
Andy Newsum, Executive Director

**FISCAL YEAR 2024/25
OPERATING BUDGET**

	2022/23 APPROVED BUDGET	2022/23 ACTUAL ANNUAL	2023/24 APPROVED BUDGET	2024/25 PROPOSED BUDGET	<i>Difference</i>	% CHANGE
OPERATING EXPENSES						
ADMINISTRATION						
Printing and Signage	\$ 38,000	\$ 23,684	\$ 40,000	\$ 280,000	\$ 240,000	600.0%
Processing Fees/Mobile App	3,600	10,656	7,200	7,200	-	0%
Training and Travel	6,000	823	6,000	6,000	-	0.0%
Public Outreach	50,000	37,990	60,000	62,070	2,070	3.5%
Software Maintenance	264,046	277,678	264,046	278,546	14,500	5.5%
IT Support Staff	-	-	60,000	60,000	-	-
Paratransit ADA Certification	55,000	40,802	45,000	45,000	-	0.0%
Support Services	480,000	539,951	525,000	525,000	-	0.0%
TOTAL ADMINISTRATION	\$ 896,646	\$ 931,584	\$ 1,007,246	\$ 1,263,816	\$ 256,570	25.5%
OPERATIONS AND MAINTENANCE						
Communication	\$ 22,025	\$ 22,503	\$ 22,025	\$ 22,025	\$ -	0.0%
Fleet/Facility Insurance	478,434	389,374	497,760	667,259	169,499	34.1%
Vehicle Maintenance	140,000	42,290	140,000	140,000	-	0.0%
Maintenance Equipment	25,000	23,665	25,000	25,000	-	0.0%
Purchased Transportation	8,007,513	7,959,885	8,290,238	9,020,193	729,955	8.8%
Fuel	1,100,000	1,200,046	1,100,000	1,224,000	124,000	11.3%
Transit Kiosk Security- Chico/Oroville	132,000	130,536	132,000	132,000	-	0.0%
Transit Kiosk Lease- Chico	6,000	5,500	6,000	6,000	-	0.0%
Ops Facility Lease- to BRTC	20,821	20,821	20,821	5,094	(15,727)	-75.5%
Facility Operations/Maintenance	479,350	418,498	460,000	462,100	2,100	0.5%
TOTAL OPS AND MAINTENANCE	\$ 10,411,143	\$ 10,213,118	\$ 10,693,844	\$ 11,703,671	\$ 1,009,827	9.4%
SUB-TOTAL OPERATING EXPENSES	\$ 11,307,789	\$ 11,144,702	\$ 11,701,090	\$ 12,967,487	\$ 1,266,397	10.8%
APPROPRIATION FOR CONTINGENCIES	\$ 113,078	\$ -	\$ 117,011	\$ 129,676	\$ 12,665	10.8%
TOTAL OPERATING REQUIREMENTS	\$ 11,420,867	\$ 11,144,702	\$ 11,818,101	\$ 13,097,163	\$ 1,279,062	10.8%
OPERATING REVENUES						
Fixed Route Passenger Fares	\$ 780,416	\$ 837,770	\$ 987,520	\$ 1,098,467	\$ 110,947	11%
Paratransit Fares	185,270	178,127	203,515	231,315	27,800	14%
TOTAL OPERATING REVENUE	\$ 965,686	\$ 1,015,897	\$ 1,191,035	\$ 1,329,782	138,747	11.6%
NON-OPERATING REVENUE						
TDA	\$ 6,274,848	\$ 4,898,840	\$ 5,307,959	\$ 6,109,098	801,139	15%
FEDERAL/OTHER	\$ 4,180,333	\$ 5,229,965	\$ 5,319,107	\$ 5,658,283	\$ 339,176	6%
TOTAL REVENUES	\$ 11,420,867	\$ 11,144,702	\$ 11,818,101	\$ 13,097,163	\$ 1,279,062	10.8%

**FISCAL YEAR 2024/25
CAPITAL BUDGET**

	2022/23 APPROVED BUDGET	2022/23 ACTUAL ANNUAL	2023/24 APPROVED BUDGET	2024/25 DRAFT BUDGET
CAPITAL OUTLAY				
Equipment/ Structures	\$ -	\$ 163,635	\$ 50,000	\$ 60,000
Mobile Ticketing				289,450
On Demand platform				375,000
Fixed Route Vehicles/Assets - Zero-Emission	\$ 4,431,026	-	4,760,000	6,390,125
Fixed Route Vehicles - Diesel		-	1,500,000	1,500,000
Paratransit Vehicles	-	-	360,000	360,000
Microtransit Vans				418,862
TOTAL CAPITAL OUTLAY	\$ 4,431,026	\$ 163,635	\$ 6,670,000	\$ 9,393,437
CAPITAL OUTLAY FUNDING SOURCES				
BRT Capital Reserves	\$ 589,257	\$ 115,285	\$ 968,231	\$ 782,147
Restricted TDA - (diesel bus)		-	1,500,000	1,500,000
State of Good Repair (SGR) - Zero-Emission	\$ 1,074,000	-	1,074,000	1,300,000
State of Good Repair (SGR) - Facility		-	-	-
FTA 5307 ARP				1,473,099
Low Carbon Transit Operations Program (LCIOP) - Zero-Emission	\$ 1,000,000	-	1,000,000	1,260,000
FTA 5307- On Demand				300,000
FTA 5310 FY 2021		-	360,000	360,000
FTA 5339 Bus and Bus Facilities Grant	\$ 1,767,769	48,350	1,767,769	1,767,769
FTA 5339(a) FY 2020 - Mobile Ticketing				231,560
FTA 5339(a) FY 2021&2022 - Microransit Vans				418,862
TOTAL CAPITAL OUTLAY FUNDING	\$ 4,431,026	\$ 163,635	\$ 6,670,000	\$ 9,393,437