



# **AGENDA**

## **TRANSIT ADMINISTRATIVE OVERSIGHT COMMITTEE of the BUTTE COUNTY ASSOCIATION OF GOVERNMENTS**

**Friday, March 01, 2019  
1:00 p.m.**

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

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1. Introductions

### **ITEMS FOR INFORMATION**

2. FY 2018/19 Proposed Draft Budget (Attachment) - **Julie**
3. RFP BRT Administration and Maintenance Contract (No Attachment) - **Andy**
4. FY 2018/19 Low Carbon Transit Operations Program Allocation Requests Discussion (Attachment) - **Sara**
5. Preliminary TDA Discussion (No Attachment) - **Julie**



## BCAG Transit Administrative Oversight Committee

## Item #2 Information

March 01, 2019

### FY 2019-20 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 2019-20 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 2019-20 Proposed Draft Budget identifies a total operating budget of **\$9,925,920**, including contingency, for both Fixed Route service and Paratransit service in the urban and rural areas of Butte County. The 2019-20 budget is \$334,318 less than prior year in total dollars, a decrease of 3.26%. The increase to the transit services estimated contract hourly rate for the year is 7.6%.

The following items are major changes from the 2018-19 Budget:

- Increase of \$8,000 to Software License for previously grant funded contract.
- A new Transdev contract is being negotiated. The assumed rate for this budget is \$65.74 per service hour, an increase over prior year of 7.6%. This rate is higher due to increased operator costs and reduced service hours. Further discussion of negotiation will follow.
- Increase in fixed route Purchased Transportation of 4.5% is less than Transdev contract increase due to a 10% reduction in rural fixed route service.
- Decrease of paratransit Purchased Transportation cost due to 52% reduction of service hours to the rural paratransit system. The reduction in rural paratransit service hours offsets the increased cost of urban paratransit Purchased Transportation from increased Transdev rate.
- Increase in fuel for increased CNG cost due to elimination of PGE credits.
- Decrease of \$25,000 in BRT Facility Operations and Maintenance for additional reductions of cost due to solar installation.

- The budget for Fare Revenue includes estimates for an increase in fare prices for the fixed route system. Paratransit fares are down due to reduced service.
- Local TDA Support needed is reduced overall due to decreases in operating service from the Camp Fire. Changes in service hours, population and ridership have been difficult to measure and these funding formula variables are likely to shift during the coming fiscal year. For this reason, it is the recommendation of staff to use Off the Top funding for transit service in the current year. Further discussion to follow.

**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  
Jim Peplow, Senior Transit Planner  
Andy Newsum, Deputy Director  
Jon Clark, Executive Director

## FISCAL YEAR 2019/20

### OPERATING BUDGET

	2017/18 APPROVED BUDGET	2017/18 ACTUAL ANNUAL	2018/19 APPROVED BUDGET	2019/20 PROPOSED BUDGET	Difference	% CHANGE
<b>OPERATING EXPENSES</b>						
<b>ADMINISTRATION</b>						
Printing and signage	\$ 50,000	\$ 27,866	\$ 38,000	\$ 38,000	\$ -	0.0%
Training and travel	4,000	8,476	6,000	6,000	-	0.0%
Public Outreach	50,000	47,965	50,000	50,000	-	0.0%
Software License/Maintenance	125,329	126,071	119,329	127,329	8,000	6.7%
Paratransit ADA Certification	35,000	36,739	47,000	47,000	-	0.0%
Support Services	367,000	375,468	417,000	417,000	-	0.0%
<b>TOTAL ADMINISTRATION</b>	<b>\$ 631,329</b>	<b>\$ 622,585</b>	<b>\$ 677,329</b>	<b>\$ 685,329</b>	<b>\$ 8,000</b>	<b>1.2%</b>
<b>OPERATIONS AND MAINTENANCE</b>						
Communication	\$ 51,350	\$ 49,957	\$ 42,227	\$ 42,227	\$ -	0.0%
Fleet Insurance	375,051	384,266	369,072	369,072	-	0.0%
Maintenance - Vehicle	180,000	91,613	160,000	160,000	-	0.0%
Maintenance - Equipment	25,000	36,115	25,000	25,000	-	0.0%
Purchased Transportation-Fixed Route	4,195,381	4,273,503	4,392,162	4,590,139	197,977	4.5%
Purchased Transportation-Paratransit	3,076,343	2,767,153	2,994,390	2,432,407	(561,983)	-18.8%
Fuel	1,060,000	950,190	1,060,000	1,110,000	50,000	4.7%
Transit Center Maintenance- Chico/Oroville	83,000	85,523	83,000	83,000	-	0.0%
Transit Kiosk Lease- Chico	18,000	16,020	18,000	18,000	-	0.0%
Ops Facility Lease- to BRTC	30,000	30,000	30,000	30,000	-	0.0%
BRT Facility Operations/Maintenance	343,346	335,322	307,470	282,470	(25,000)	-8.1%
<b>TOTAL OPS AND MAINTENANCE</b>	<b>\$ 9,437,471</b>	<b>\$ 9,019,662</b>	<b>\$ 9,481,321</b>	<b>\$ 9,142,315</b>	<b>\$ (339,006)</b>	<b>-3.6%</b>
<b>SUB-TOTAL OPERATING EXPENSES</b>	<b>\$ 10,068,800</b>	<b>\$ 9,642,247</b>	<b>\$ 10,158,650</b>	<b>\$ 9,827,644</b>	<b>\$ (331,006)</b>	<b>-3.3%</b>
<b>APPROPRIATION FOR CONTINGENCIES</b>	<b>\$ 100,687</b>	<b>\$ -</b>	<b>\$ 101,588</b>	<b>\$ 98,276</b>	<b>\$ (3,312)</b>	<b>-3.3%</b>
<b>TOTAL OPERATING REQUIREMENTS</b>	<b>\$ 10,169,487</b>	<b>\$ 9,642,247</b>	<b>\$ 10,260,238</b>	<b>\$ 9,925,920</b>	<b>\$ (334,318)</b>	<b>-3.3%</b>
<b>OPERATING REVENUES</b>						
Fixed Route Passenger Fares	\$ 1,280,732	\$ 1,263,076	\$ 1,261,796	\$ 1,313,958	\$ 52,162	4.1%
Paratransit Fares	368,675	377,085	364,076	318,391	(45,685)	-12.5%
<b>TOTAL OPERATING REVENUE</b>	<b>\$ 1,649,407</b>	<b>\$ 1,640,161</b>	<b>\$ 1,625,872</b>	<b>\$ 1,632,349</b>	<b>\$ 6,477</b>	<b>0.4%</b>
<b>NON-OPERATING REVENUE</b>						
<b>TDA LOCAL SUPPORT</b>	<b>\$ 5,263,867</b>	<b>\$ 4,869,149</b>	<b>\$ 5,574,516</b>	<b>\$ 5,274,007</b>	<b>\$ (300,509)</b>	<b>-5.4%</b>
<b>FEDERAL/OTHER</b>	<b>\$ 3,256,213</b>	<b>\$ 3,132,937</b>	<b>\$ 3,059,850</b>	<b>\$ 3,019,564</b>	<b>\$ (40,286)</b>	<b>-1.3%</b>
<b>TOTAL REVENUES</b>	<b>\$ 10,169,487</b>	<b>\$ 9,642,247</b>	<b>\$ 10,260,238</b>	<b>\$ 9,925,920</b>	<b>\$ (334,318)</b>	<b>-3.3%</b>



## BCAG Transit Administrative Oversight Committee

## Item #4 Information

March 01, 2019

### **FY 2018/219 LOW CARBON TRANSIT OPERATIONS PROGRAM ALLOCATION REQUESTS DISCUSSION**

**PREPARED BY:** Sara Muse, Associate Senior Planner

**ISSUE:** BCAG is preparing two projects for the FY 2018/19 Low Carbon Transit Operations Program (LCTOP) Allocation Request.

**DISCUSSION:** LCTOP is part of California Climate Investments, a statewide program that utilizes Cap-and-Trade funds to support projects that reduce greenhouse gas (GHG) emissions, strengthen the economy, improve public health and the environment – particularly in disadvantaged communities. LCTOP is administered by the California Department of Transportation (Caltrans) in coordination with the California Air Resources Board (CARB) and the State Controller’s Office (SCO).

Senate Bill 862 (SB 862) established LCTOP as a noncompetitive, formulaic program, with 5% of annual auction proceeds being continually appropriated at the beginning of 2015. LCTOP funds are distributed based on prior use of State Transit Assistance (STA) funds where 50% of the funds are designated to regional entities and the other 50% for transit operators.

Senate Bill 535 (SB 535), passed in 2011, requires that programs funded from revenues in the Greenhouse Gas Reduction Fund (GGRF) result in benefits to disadvantaged communities (DAC). For transit agencies whose service areas include DAC(s) at least 50% of the total funds received must be expended on projects or services that benefit the DAC(s). There are two DACs in Butte County, one in Chapmantown and one in Thermalito.

BCAG currently has three active LCTOP projects, explained in the table below. As of February 2019, the FY 2015/16 B-Line Commuter Bus LCTOP funds were expended and staff is in the process of closing out the project. The project will likely continue through the end of the fiscal year, using FY 2016/17 LCTOP funds.

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Project Number	Allocation Year	Project Name	LCTOP Allocation	Project Description
1	FY 2015/16	B-Line Commuter Express	\$230,926	Commuter Express route with service from the Oroville DAC to Downtown Chico, CSUC, and the Chico Municipal Airport Industrial Park.
	FY 2016/17		\$26,338	
2	FY 2016/17	Free BRT Fare Days/Green Day	\$79,014	Free Fare-Day(s) on all Butte Regional Transit routes to encourage more people to use public transportation systems and increase ridership
3	FY 2017/18	Chico to Sacramento Commuter Bus Service	\$294,816	The Chico to Sacramento Commuter Bus Service which will provide service within the DAC and Low-Income Communities of Butte County to Sacramento and locations in-between

BCAG will not be pursuing the implementation of the FY 2017/18 Chico to Sacramento Commuter Bus Service as a result of not being awarded funds for the FY 2017/18 Transit and Intercity Rail Capital Program (TIRCP), and therefore, \$294,816 in FY 2017/18 LCTOP funds are available to be reassigned to another LCTOP application. Any reassigned funds must be expended within the time limits of the original allocation of funds.

In January 2019, the FY 2018/19 LCTOP allocation amounts for eligible agencies were released. There was a total of \$147 million for allocation, \$443,579 which is available to BCAG. Staff is considering two projects for the FY 2018/19 LCTOP Allocation Request: 1) \$294,816 in FY 2017/18 funds for the development of a Mobile Ticketing Application (App); and 2) \$443,579 for the purchase of one electric bus and charging infrastructure.

If awarded, the FY 2017/18 funds would be available for three (3) fiscal years and FY 2018/19 available for four (4) fiscal years. Both projects would benefit the DACs in Butte County.

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

Key Staff: Jon Clark, Executive Director  
Andy Newsum, Deputy Director  
Brian Lasagna, Regional Analyst  
Jim Peplow, Senior Planner