



AGENDA

TRANSIT ADMINISTRATIVE OVERSIGHT COMMITTEE of the BUTTE COUNTY ASSOCIATION OF GOVERNMENTS

**Tuesday, March 26, 2013
3:00 p.m.**

**BCAG Conference Room
2580 Sierra Sunrise Terrace, Suite 100, Chico CA
(530) 879-2468**

1. INTRODUCTIONS

MEMBERS OF THE PUBLIC MAY ADDRESS ANY ITEM ON THE AGENDA DURING CONSIDERATION OF THAT ITEM.

2. ORAL COMMUNICATION

PERSONS WISHING TO ADDRESS AGENDA ITEMS OR COMMENT ON ANY ITEM NOT ON THE AGENDA MAY DO SO AT THIS TIME. COMMENTS ARE LIMITED TO THREE MINUTES PER PERSON. PLEASE STATE YOUR NAME AND ADDRESS FOR THE RECORD.
FOR ITEMS NOT ON THE AGENDA, NO ACTION WILL BE TAKEN AT THIS TIME. IF IT REQUIRES ACTION, IT WILL BE REFERRED TO STAFF AND OR PLACED ON THE NEXT AGENDA.

COPIES OF STAFF REPORTS OR OTHER WRITTEN DOCUMENTATION RELATING TO ITEMS OF BUSINESS REFERRED TO ON THE AGENDA ARE ON FILE IN THE OFFICE OF BUTTE COUNTY ASSOCIATION OF GOVERNMENTS (BCAG). PERSONS WITH QUESTIONS CONCERNING AGENDA ITEMS MAY CALL BCAG TO MAKE INQUIRIES REGARDING THE NATURE OF THE ITEM DESCRIBED ON THE AGENDA.

ITEMS FOR ACTION AND INFORMATION

3. TAOC Minutes – April 18, 2012 - **Jon Clark**

4. Proposed 2013/14 Butte Regional Transit Service Plan and Budget - **Jon Clark/Julie Quinn**



ITEM # 3

**Butte County Association of Governments
Transit Administrative Oversight Committee (TAOC)
Draft Summary Meeting Minutes
For April 18, 2012**

MEMBERS PRESENT

Mike Crump	Butte County Public Works
Linda Herman	City of Chico
Pete Carr	City of Biggs

STAFF PRESENT

Jim Peplow	Senior Planner
Julie Quinn	Chief Fiscal Officer
Kristy Bonnifet	Associate Planner

The following minutes are a summary of the TAOC.

The Transit Administrative Oversight Committee (TAOC) meeting of the Butte County Association of Governments (BCAG) was held at the BCAG Conference Room on April 18th, located at 2580 Sierra Sunrise Terrace in Chico.

Item #1 – Introductions

Self introductions were made.

Item #2 – Oral Communication

None.

Item #3 – May 2011 Minutes

No comments were received. The minutes were accepted by the committee.

Item #4 – Proposed 2012/13 Butte Regional Transit Service Plan and Budget

Staff presented the Final 2012/13 Butte Regional Transit Annual Service Plan and Budget for the committee's review and comments. Staff's goal was to create a budget which will continue to provide service at current operating levels, yet takes into account the need to maximize available TDA funds. The proposed budget attempts to retain the same funding requirements as in the current 2011/12 Budget. The Draft B-Line Service Plan & Budget identifies a total operating budget of \$8,913,364, including contingency and capital reserves,

for both fixed route service and paratransit service in the urban and rural areas of Butte County. This equates to approximately \$729,441 greater than prior year, an increase of 8.91%. This increase is directly tied to the new transit services contract, which includes an increase of approximately 5% in the hourly rate. B-Line operates seven days a week, approximately 110,000 combined annual service hours.

Major changes from the 2011/12 budget were outlined and discussed. It was indicated that the largest increases in this year's budget were purchased transportation services, capital reserves and fleet insurance costs.

Committee Member Crump inquired about actual budget figures for the 2011/12 fiscal year.

Staff distributed and discussed figures from the 3rd Quarter Financial Report, indicating that the expenditures and revenues are on target with the anticipated levels for this point in the year.

Committee Member Herman inquired about the carryover credit that jurisdictions typically receive on their 4th quarter invoice for transit services.

Staff explained that it is unlikely that there would be credits this fiscal year or in upcoming fiscal years due to BCAG no longer charging jurisdictions a higher rate up front to include a cushion for unexpected cost (in order to keep initial costs to jurisdictions lower).

Staff pointed out that fuel costs identified in this draft budget may increase before the final budget is approved by the Board of Directors to be on the cautious side. The numbers in the final budget will be slightly different as well due to the fact that final population figures that are used in calculating the allocations will not be received until May 1. Administrative support costs may also be more accurately reflected in the final budget.

Committee Member Herman inquired about the progress of getting a web-based trip planner up and running.

Staff replied that they have been working with Google Transit to finalize a trip planner and are currently beta testing the planner to work out any bugs. It should be completed this calendar year. The planner will also provide real time bus data, allowing users to see where the next bus is/how long until it is anticipated to arrive at the stop in question.

Committee Member Carr inquired about the possibility of combining services with Butte College to avoid multiple services traveling all the way out to Gridley/Biggs.

Staff stated that it wasn't financially possible for the B-Line to incorporate the level of service/support required to serve the college.

Staff requested the TAOC support staff's recommendation to the BCAG Board that they adopt the 2012/13 Annual Service Plan and Budget at their May 2012 Board meeting. The committee indicated its support.

Item #5 – Other Items

Committee Member Crump distributed proposed language for AB 1706 which could affect weight limits for public transit buses.

Staff asked committee members to consider the possibility of BCAG taking transit costs off the top before allocating/distributing TDA funds. Committee members indicated that they would discuss the possibility with their staff and report back to BCAG with input regarding the proposition.



BCAG Transit Administrative Oversight Committee

Item #4 Information

March 26, 2013

PROPOSED 2013/14 BUTTE REGIONAL TRANSIT (B-LINE) ANNUAL SERVICE PLAN AND BUDGET

PREPARED BY: Jon Clark, Executive Director

ISSUE: BCAG is responsible for the preparation of the Annual Service Plan and Budget for Butte Regional Transit (B-Line) which is scheduled for adoption at the May BCAG Board of Directors meeting.

DISCUSSION: Staff has prepared the attached Proposed 2013/14 Butte Regional Transit Annual Service Plan and 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 for adoption at the May 2013 meeting.

Staff has worked to create a transit budget which will continue to provide service at current operating levels yet takes into account the need to maximize available TDA funds. The proposed budget attempts to retain the same TDA funding requirements as in the current 2012/13 Budget.

In summary, the Proposed 2013/14 B-Line Service Plan & Budget identifies a total operating budget of **\$9,329,782, including contingency and capital reserve**, for both fixed route service and paratransit service in the urban and rural areas of Butte County. This equates to approximately \$651,430 greater than prior year, an increase of 7.5%. This increase is a result of the rate increase built into the Veolia Contract for purchased transportation services and fleet insurance. Additional factors contributing to the budget increase are the need to increase the maintenance budget for the bus fleet and the recommendation to increase the capital reserve contribution from 3% to 5%.

B-Line operates seven days a week approximately 117,927 combined annual service hours.

The following items are major changes from the 2011/12 Budget:

1. An increase of \$420,353 in Purchased Transportation Services.
2. An increase of \$189,747 in Capital Reserve allocation; going from 3% to 5% of the total budget. This action is necessary to secure funding for future Transit capital assets.

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3. An increase of \$13,337 in fleet insurance costs.
4. And an increase of \$20,000 for maintenance costs of the bus fleet.

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

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