



# **AGENDA**

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

**Monday – March 8, 2010  
3:00 p.m.**

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

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### **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**

**STAFF**

- |    |   |                              |
|----|---|------------------------------|
| 3. | TAOC Minutes - January 11, 2010   | <i>Kristy Bonnifet</i>       |
| 4. | Draft 2010/11 B-Line Budget   | <i>Robin Van Valkenburgh</i> |
| 5. | Transit Maintenance Facility and Funding Options for Acquisition and Construction | <i>Jon Clark</i>             |
| 6. | Proposal to Extend Current Contract for Purchased Transportation Services         | <i>Robin Van Valkenburgh</i> |
| 7. | 2009/10 Second Quarter Transit Report   | <i>Robin Van Valkenburgh</i> |
| 8. | B-Line Paratransit Certification Procedures                                       | <i>Kristy Bonnifet</i>       |
| 9. | Other Items   |                              |



ITEM # 3

**Butte County Association of Governments  
Transit Administrative Oversight Committee (TAOC)  
Draft Summary Meeting Minutes  
For January 11, 2010**

**MEMBERS PRESENT**

Linda Herman	City of Chico
Frank Fields	City of Chico
Mike Crump	Butte County Public Works
Jared Hancock	City of Oroville
Al McGreehan	Town of Paradise
Ibrahima Toure	Veolia Transportation
Ralph Power	Veolia Transportation

**STAFF PRESENT**

Jon Clark	Executive Director
Robin Van Valkenburgh	Senior Planner
Jim Peplow	Senior Planner
Kristy Bonnifet	Assistant Planner
Julie Quinn	Chief Fiscal Officer
Cheryl Massae	Personnel & Administrative Services Manager

*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 January 11<sup>th</sup>, located at 2580 Sierra Sunrise Terrace in Chico.

**Introductions**

Self introductions were made.

**Item #1 – Proposed Contracts with the City of Chico for Transit Purposes**

Staff presented two proposed contracts with the City of Chico for the committee to review and approve. The first contract is for BCAG to lease, occupy and maintain the Chico Downtown Transit Center. The second contract is for the reimbursement of funds by the City of Chico to BCAG to staff the transit kiosk at the Chico Downtown Transit Center.

The committee discussed both of these contracts and what additional fees would be required of BCAG/B-Line with the approval of these contracts. The first contract would result in fees of

approximately \$17,000 per year to BCAG, while the second would result in fees of approximately \$14,396 annually. Both agreements are proposed for terms of 10 (ten) years. Staff requested the committee's approval of both contracts before taking the item to the BCAG Board of Directors for approval on January 28, 2010.

On motion by Committee Member McGreehan, seconded by Committee Member Hancock it was moved to approve Agenda Item #1 as presented. Committee Member Crump abstained. The motion carried by all other members present.

### **Item #2 – Draft Unmet Transit Needs Assessment for the 2010/11 Fiscal Year**

As the administrator of Transportation Development Act (TDA) funds, BCAG is responsible for preparing the Unmet Transit Needs Assessment each year. Staff presented the 2010/11 Draft Unmet Transit Needs Assessment to the committee. Staff has determined that the addition of a commuter route that would provide direct service from Gridley to Chico is an Unmet Transit Need that is Reasonable to Meet. Staff indicated this would specifically involve the addition of one a.m. run from Gridley to Chico and one return p.m. run from Chico to Gridley, operating for approximately three hours per weekday. Staff stated that this new proposed route would be given a one year trial period, after which point farebox recovery rates would be analyzed.

Staff also reported on the success of the additional Oroville morning regional service that was implemented in August as a result of last year's Unmet Transit Needs Assessment. Staff indicated that it is currently meeting required farebox recovery ratios by a narrow margin and staff plans to continue to monitor it and give it a full year before making any decisions about continuing or discontinuing the service.

### **Item #3 – 2009/10 First Quarter Report for Butte Regional Transit**

Staff presented key financial and statistical results of the first quarter for Butte Regional Transit.

### **Item #4 – B-Line Transit Projects Update**

Staff briefly updated the committee on the following current transit projects:

- The entire fleet is now outfitted with security cameras. The newest cameras, funded with Prop 1B Transit Security Grant Program funds, are digital and will allow for real-time recovery of images and GPS mapping to determine where specific incidents occurred. Staff hopes to retrofit any buses that still have older cameras with these newer cameras in the future.
- New bus shelters have been ordered and should begin being installed by Stott Outdoor Advertising in the near future. Fifty new bus shelters should be installed within a three month period.

- BCAG has purchased and begun the installation of bus stop information signs throughout the system. The signs will be installed on every stop pole and will include route schedule information pertinent to each specific stop, each color coded to match the fixed route riders guide.
- BCAG has been awarded approximately \$2.5 million in American Recovery and Reinvestment Act (ARRA) funds for transit capital purchases. These funds will be utilized to purchase a total of six (6) new 35 & 40 foot Gillig Low Floor Clean Diesel transit buses.
- Staff is working on finalizing a contract with Mentor Engineering for the installation of an AVL/GPS system. Unfortunately, due to the unforeseen additional costs associated with the customer specific portion of the proposal, staff has developed a phased approach contract. The contract for Phase 1 has been signed and a kick-off meeting will be held in January 2010. Phase 2 is currently being proposed as a part of the 2009/2010 CMAQ Call for Projects.
- The Market-Based Transit Study is moving along and recommendations have been presented to the Project Development Team. Input is currently being received from this team and when a consensus recommendation is reached by this team, the potential alternatives will be presented at public meetings.

#### **Item #5 – B-Line AVL/GPS Contract Update**

Staff informed the committee that BCAG is requesting additional CMAQ funds for the current AVL/GPS project due to unforeseen costs associated with the complete project. While Mentor Engineering was the lowest bidder of the three proposers for the AVL/GPS project, based on the proposals received, the original budget of \$700,000 was inadequate. Given the RFP specifications the low bid has been proposed at \$967,168, this figure is still 24% below the next lowest bid which did not include some components within the low bid proposal.

Staff is requesting the programming of \$236,524 (88.53%) in CMAQ funds from the 2009/10 fiscal year to complete the entire project. BCAG can move forward and reduce the original scope, however doing so will cost more to complete the entire project at a later date.

#### **Item #6 – Development of a Transit Maintenance Facility**

Staff stated that Butte Regional Transit needs to establish a new transit maintenance facility for the day-to-day operations of the B-Line transit system to accommodate the increasing size of the transit fleet and bus maintenance needs.

Currently, BCAG's contractor (Veolia Transportation) is leasing property that includes a maintenance facility and yard located at 326 Huss Drive, off of Hegan Lane. The current day-to-day operations and maintenance needs for the B-line has outgrown this present location. In addition, since BCAG is the owner-operator of the bus system, the maintenance facility should be owned by BCAG.

**BCAG Transit Administrative Oversight Committee**

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Funding sources that could be used for development of a transit maintenance facility include the Public Transportation Modernization, Improvement, and Service Enhancement Account (PTMISEA) which was provided under Proposition 1B for transit; Congestion Mitigation & Air Quality (CMAQ) funding; and Local Transportation Funds (LTF) reserved for capital expenditures.

BCAG will be working with the TAOC, the BCAG Executive Committee and the Board of Directors as we move forward with the development of the transit maintenance facility project.

**Item #7 – Other Items**

The committee was informed that BCAG staff plans to bring the paratransit eligibility certification process in-house at the beginning of the 2010/11 fiscal year. This is being done to improve customer satisfaction, give staff more control over the planning process and data, be more efficient; and ultimately cut costs. The application has been updated and the Social Services Transportation Advisory Council and Coordinated Transportation Working Group will be asked to review it prior to implementation.

No other items were presented.



## BCAG Transit Administrative Oversight Committee

## Item #4 Information

March 8, 2010

### DRAFT 2010/11 BUTTE REGIONAL TRANSIT (B-LINE) ANNUAL SERVICE PLAN AND BUDGET OUTLINE

**PREPARED BY:** Robin Van Valkenburgh, Senior Planner

**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 Draft 2010/11 Butte Regional Transit Annual Service Plan and Budget for the Transit Administrative Oversight Committee's review and comments. After comments are received, and final appropriations levels are issued, a final Annual Service Plan and Budget will be presented to the BCAG Board of Directors for adoption at the May 2010 meeting.

Based upon current funding issues, primarily the complete absence of STA funding for the following 4 fiscal years, 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 funding requirements as in the current 2009/10 Budget.

In summary, the Draft 2010/11 B-Line Service Plan & Budget identifies a total operating budget of **\$7,677,430, 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 \$34,821 greater than prior year. B-Line operates seven days a week approximately 110,000 combined annual service hours.

The following items are major changes from the 2009/10 Budget:

1. The proposed removal of contract costs included in Professional Services (including the cost associated with ADAride.com) in the amount of \$80,000.
2. The reduction of the Contingency allocation to 1% from 3% in 2009/10.
3. The inclusion of a Capital Reserve allocation in the amount of 2% from 0% in 2009/10.
4. The reduction of Fuel costs by \$125,000, based on current fiscal year expenditures.

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5. The inclusion of proposed Paratransit Administration costs in the amount of \$16,974 (bringing the certification process in-house rather than contracting the services).
6. The inclusion of the Transit Center Lease (for staffing) at \$15,000.
7. The inclusion of the Transit Center Lease (for maintenance) at \$17,100.

**STAFF RECOMMENDATION:** Staff requests that committee members review and provide comments on the draft budget at the committee meeting. If no significant issues are raised, staff requests the TAOC support staff's recommendation to the BCAG Board that they adopt the 2010/11 Annual Service Plan and Budget at their May 2010 Board meeting.

Key Staff: Jon Clark, Executive Director  
Robin Van Valkenburgh, Senior Planner  
Julie Quinn, Chief Fiscal Officer



**BUTTE REGIONAL TRANSIT  
FISCAL YEAR 2010/11 BUDGET**

FY 2009/2010 FINAL BUDGET	FY 2010/11 PROPOSED BUDGET	Difference
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**OPERATING BUDGET**

**OPERATING EXPENSES**

**ADMINISTRATION**

Communications	\$ 43,000	\$ 43,000	\$ -
Office Expense	1,200	10,000	8,800
Transportation and Travel (training)	2,500	2,500	-
Special Dept Expense-Marketing	81,500	81,500	-
Paratransit Admin (Previously Professional Servs)	101,000	16,974	(84,026)
Support Services	308,605	308,605	-
<b>TOTAL ADMINISTRATION</b>	<b>\$ 537,805</b>	<b>\$ 462,579</b>	<b>\$ (75,226)</b>

**OPERATIONS AND MAINTENANCE**

Insurance	\$ 304,980	\$ 323,246	\$ 18,266
Maintenance - Equipment	130,000	135,000	5,000
Maintenance - Structures/Transit Center Maintenance	9,500	21,100	11,600
Janitorial and Waste Disposal	2,000	2,000	-
Transit Center Staffing	-	15,000	15,000
Purchased Transportation-Fixed Route Services	3,213,525	3,339,222	125,697
Purchased Transportation-Paratransit Services	2,021,711	2,102,551	80,840
Fuel	1,178,117	1,053,117	(125,000)
<b>TOTAL OPERATIONS AND MAINTENANCE</b>	<b>\$ 6,859,833</b>	<b>\$ 6,991,237</b>	<b>\$ 131,404</b>

**SUB-TOTAL OPERATING EXPENSES**

<b>\$ 7,397,638</b>	<b>\$ 7,453,816</b>	<b>\$ 56,178</b>
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**APPROPRIATION FOR CONTINGENCIES**

<b>\$ 244,971</b>	<b>\$ 74,538</b>	<b>\$ (170,433)</b>
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**CAPITAL RESERVE CONTRIBUTIONS**

<b>\$ -</b>	<b>\$ 149,076</b>	<b>\$ 149,076</b>
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**TOTAL OPERATING REQUIREMENTS**

<b>\$ 7,642,609</b>	<b>\$ 7,677,430</b>	<b>\$ 34,821</b>
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FY 2009/10 FINAL BUDGET	FY 2010/11 PROPOSED BUDGET	Difference
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## OPERATING BUDGET CONTINUED

### OPERATING REVENUES

Fixed Route Passenger Fares	\$ 1,273,875	\$ 1,107,282	\$ (166,593)
Paratransit Fares	338,204	239,836	(98,368)
<b>TOTAL OPERATING REVENUE</b>	<b>\$ 1,612,079</b>	<b>\$ 1,347,118</b>	<b>\$ (264,961)</b>

### NON-OPERATING REVENUE

#### LOCAL SUPPORT:

County	\$ 1,091,386	\$ 1,201,796	\$ 110,410
Biggs	5,044	5,848	804
Chico	1,578,925	1,719,091	140,166
Gridley	14,305	16,586	2,281
Oroville	431,229	467,850	36,621
Paradise	747,067	798,437	51,370

<b>TOTAL LOCAL SUPPORT</b>	<b>\$ 3,867,956</b>	<b>\$ 4,209,608</b>	<b>\$ 341,652</b>
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<b>FTA GRANTS-OPERATING EXPENSES</b>	<b>\$ 2,162,575</b>	<b>\$ 2,120,703</b>	<b>\$ (41,872)</b>
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<b>TOTAL REVENUES</b>	<b>\$ 7,642,610</b>	<b>\$ 7,677,429</b>	<b>\$ 34,819</b>
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FY 2009/10 FINAL BUDGET	FY 2010/11 PROPOSED BUDGET	Difference
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## CAPITAL OUTLAY BUDGET

### CAPITAL OUTLAY

Equipment	3,497,089	3,493,089	(4,000)
<b>TOTAL CAPITAL OUTLAY</b>	<b>\$ 3,497,089</b>	<b>\$ 3,493,089</b>	<b>\$ (4,000)</b>

### CAPITAL OUTLAY FUNDING SOURCES

ARRA (American Recovery & Reinvestment Act)	\$ 2,615,111	\$ 2,615,111	\$ -
FTA GRANT 5310	-	396,000	396,000
PROP 1B FUNDS	-	300,000	300,000
PROP 1B FUNDS-SECURITY	181,978	181,978	-
CMAQ GRANTS - CAPITAL ACQUISITIONS	700,000	-	(700,000)
TDA CAPITAL RESERVES	-	-	-
<b>TOTAL CAPITAL OUTLAY FUNDING SOURCES</b>	<b>\$ 3,497,089</b>	<b>\$ 3,493,089</b>	<b>\$ (4,000)</b>

## CNG FACILITIES BUDGET

### OPERATING EXPENSES

Communications	\$ -	\$ -	\$ -
Maintenance (structures)	27,200	-	(27,200)
Fuel CNG	345,339	345,339	-
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 372,539</b>	<b>\$ 345,339</b>	<b>\$ (27,200)</b>

### OPERATING REVENUES

Fuel Facility Charges	\$ 372,539	\$ 345,339	\$ (27,200)
<b>TOTAL OPERATING REVENUE</b>	<b>\$ 372,539</b>	<b>\$ 345,339</b>	<b>\$ (27,200)</b>

FY 2009/10 FINAL BUDGET	FY 2010/11 PROPOSED BUDGET	Difference
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## SPECIAL SERVICES BUDGET

### OPERATING EXPENSES

Insurance	\$ 745	\$ 745	\$ (0)
Maintenance (vehicles)	6,000	6,000	-
Office Expense	50	50	-
Contract	16,000	16,000	-
Fuel CNG	1,617	1,617	-
BCAG Admin charges	3,274	3,274	-
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 27,686</b>	<b>\$ 27,685</b>	<b>\$ (0)</b>

### OPERATING REVENUES

Special Services Fares	\$ 27,686	\$ 27,686	\$ 0
<b>TOTAL OPERATING REVENUE</b>	<b>\$ 27,686</b>	<b>\$ 27,686</b>	<b>\$ 0</b>



## BCAG Transit Administrative Oversight Committee

## Item #5 Action

March 8, 2010

### TRANSIT MAINTENANCE FACILITY AND FUNDING OPTIONS FOR ACQUISITION AND CONSTRUCTION

**PREPARED BY:** Jon Clark, Executive Director

**ISSUE:** Butte Regional Transit needs to establish a new transit maintenance facility for the day-to-day operations of the B-Line transit system to accommodate the increasing size of the transit fleet and maintenance needs for operating the system.

**DISCUSSION:** In September 2009, the BCAG Board of Directors authorized the Executive Director to move forward with identifying possible property locations where a future transit maintenance facility could be located for Butte Regional Transit. In addition, the Board asked that funding sources be identified that could be used to acquire property, develop the necessary plans and fund construction of the maintenance facility.

Since September, the Executive Director has identified three potential property sites that could accommodate a transit maintenance facility for B-Line. To identify these properties, the Director used the following criteria:

- Property size - approximately 10-15 acres is needed for a long-term maintenance facility;
- Compatible land use and zoning designation;
- Proximity to Chico – Chico has the most fixed routes and paratransit service. Having the maintenance facility close to Chico is important for the purposes of minimizing “deadhead” time for the buses going into daily service. Deadhead time is running the bus empty, which does not cost BCAG, but prevents the bus from being in service sooner.
- Utility Service – Ideally, the property for a future maintenance facility should be served by sewer and water.

Using these criteria, the following four property sites were identified and evaluated by the Director:

- 1) **SR 99/Neal Road** – There are two parcels at this location; one that is approximately 50 acres and a second closer to the freeway is approximately 58 acres. While this location is good in that it is not located near a residential area or other conflicting land uses, the property is not served by water or sewer. In addition, the site is located approximately 4 miles south of Chico, thus contributing to “deadhead time” for buses running the routes in Chico.
- 2) **SR 99/Southgate (Westside)** – This site is located at the northwest quadrant of the SR 99/Southgate Intersection. The property provides good access to SR 99 with a controlled signalized intersection and is close to the City of Chico. The downside of this location is that it is not connected to the City’s sewer or water. In addition, there is residential development nearby and the westbound Southgate Avenue serves the Chico Eastside Little League baseball facility on a seasonal basis, which could present traffic conflicts with buses and pedestrian vehicles.
- 3) **SR 99/Southgate (Eastside)** – This site is located adjacent to the SR 99/Southgate Intersection on the eastside. The site is approximately 15 acres and is adjacent to other compatible land uses. This site is served by the City of Chico water and sewer systems. The site is not near residential or other conflicting land uses.
- 4) **Martin Luther King Drive** – There are a couple of properties along Martin Luther King Drive that are currently for sale. These properties are approximately 1-9 acres in size. While located in South Chico which is desirable, these properties are located in a prime retail location, which is not a compatible land use with a bus operations yard. In addition, the cost of these properties would be much higher because of the location, and the traffic along Martin Luther King drive is fairly congested with retail traffic and the addition of buses along this route would be problematic.

The Executive Director would like to move forward with an appraisal on one or more of these site locations with a qualified commercial property appraiser to determine a better cost of land acquisition. It is estimated the cost is approximately \$3,000 to \$5,000 to have the property appraised. This next step is necessary in order for BCAG staff to identify a realistic cost of property acquisition.

### **Funding Sources Available for Development of a Transit Maintenance Facility**

#### **PTMISEA FUNDS**

The Public Transportation Modernization Improvement and Service Enhancement Account (PTMISEA) was created with the passage of Proposition 1B in 2006. Funds from the PTMISEA are available for new capital projects, capital service enhancements or expansions, bus procurement or replacement, and safety.

During the next five years, Butte Regional Transit will be allocated up to \$8 million in PTMISEA for capital uses, funds of which could be used for property acquisition or construction of the maintenance facility. These funds are allocated on an annual basis

through an application process, and are accounted for under each agency's annual TDA audit. The PTMISEA funds would be one of the sources proposed by staff for development of a transit maintenance facility.

**FEDERAL EARMARK**

Annually, Congress develops the annual appropriation bills that fund transportation and other federal programs. To date, BCAG has been successful in securing Federal Earmarks for projects such as the FH 171 Project (Upper Skyway) with the assistance of Congressman Herger and Senator Barbara Boxer.

With the increased emergence of transit as the most viable transportation mode to help reduce the emission of green house gases (carbon dioxide), improving transit on any level is going to be a priority at the state and federal level. BCAG staff believes that development of a "green" transit maintenance facility would compete well for annual appropriations available under the Federal Transit Administration (FTA) programs. BCAG currently has a contract with the Ferguson Group and has held some preliminary meetings with Senator Boxer's staff to discuss the transit maintenance facility concept, which was well received.

**CMAQ FUNDING**

Development of a transit maintenance facility would be an eligible expenditure under the Congestion Mitigation & Air Quality (CMAQ) program. Annually, BCAG does a call for projects for the expenditures of this program with the cities, town and county. BCAG could fund a portion of the transit maintenance facility with CMAQ funds, since transit is a regional program benefiting each of the cities, town and county.

**LTF FUNDS**

BCAG is the administrator for the Transportation Development Act (TDA) and the Local Transportation Fund (LTF). LTF funds are the primary local funds used to fund the operations and capital of Butte Regional Transit. There are LTF funds that have been reserved for capital purchases. If the cities, town and county supported the use of a portion of these funds for the development of the transit maintenance facility, they could be used to help fund a portion of the project.

**STAFF RECOMMENDATION:** Staff is asking the Committee to support staff's request to the BCAG Board of Directors to move forward with having an appraisal prepared for one or more of the properties identified to determine a current value. Based on this appraisal, staff could then determine funding sources available for acquisition, planning and construction of a future transit maintenance facility.

Key Staff:     Jon Clark, Executive Director  
                  Andy Newsum, Deputy Director  
                  Ivan Garcia, Programming Manager  
                  Jim Peplow, Senior Planner, Transit  
                  Robin Van Valkenburgh, Senior Planner, Transit



## BCAG Transit Administrative Oversight Committee

## Item #6 Action

March 8, 2010

### **PROPOSAL TO EXTEND CURRENT CONTRACT FOR PURCHASED TRANSPORTATION SERVICES**

**PREPARED BY:** Robin Van Valkenburgh, Senior Planner

**ISSUE:** The current contract with Veolia Transportation for Purchased Transportation Services is set to expire effective June 30, 2010.

**DISCUSSION:** Since July 2005 Butte County Association of Governments, as the Transit Administrator of Butte Regional Transit (B-Line), has contracted with ATC Vancom/Veolia Transportation for the: Management, Maintenance, Dispatch, Safety and Operations of daily operations for Butte Regional Transit.

This has been a consistent and beneficial relationship for both the County and the passengers of the B-Line. The past 5 years have seen many changes and considerable growth within the B-Line system, culminating in the provision of 1.4 million passenger trips in 2008/09. During this contract term Veolia has consistently met standards for safety, maintenance, on-time performance (specific to paratransit services) and productivity. Veolia staff has been consistently responsive to BCAG requests and service needs, including their extremely effective participation in the emergency management and evacuation process during the Butte County fires.

Based on this consistent performance and responsiveness as provided by Veolia, BCAG staff believes that it would be prudent to extend the current Purchased Transportation Services contract for an additional two (2) years, as provided for in the current contract (2. Term of Contract (c), Option Term).

This recommendation is based on several key factors:

- Veolia has provided effective, responsive and productive service throughout the term of the current contract.
- Given the potential for routing and scheduling changes per the results of the Market Based Transit Study, staff feels that continuity in the service contractor will benefit both the system and the passengers during the service updates. This will provide a superior foundation for any changes initiated.



- With the AVL/GPS project currently underway and the extent of the infrastructure changes involved, it would not be prudent to change management contractors in the middle of the process.
- Based on current contract language it is financially responsible to extend the contract rather than to produce an RFP and re-bid. This is due to the clause that states for any option terms, the Fixed Hourly Rate may not rise in cost beyond Annual Consumer Price Index for the prior year.

**STAFF RECOMMENDATION: Staff recommends the Committee approve BCAG to proceed with the extension of the current contract with Veolia Transportation for the provision of Purchased Transportation Services.**

Key staff: Jon Clark, Executive Director  
Robin Van Valkenburgh, Senior Planner-Transit



## BCAG Transit Administrative Oversight Committee

## Item #7 Information

January 11, 2010

### 2009/10 SECOND QUARTER TRANSIT REPORT

**PREPARED BY:** Robin Van Valkenburgh, Senior Planner, Transit

**ISSUE:** Staff is presenting key financial and statistical results of the Second Quarter for Butte Regional Transit.

#### DISCUSSION:

#### FINANCIAL

The attached table presents a summary of key financial results for Butte Regional Transit's Second quarter of the fiscal year. See Attachment 1. The highlights are as follows:

- Rural fixed route passenger fares are coming in very close to budget and are meeting the required farebox ratio.
- Urban fixed route passenger fares are below budget yet are sufficient to meet required farebox ratio.
- Both Paratransit funds fare revenues are below budget for the quarter.
- Expenditures in all funds are in line with the budget.
- All funds are meeting farebox recovery ratios except Urban Paratransit, which is just under the 10% requirement for the quarter.

#### OPERATING

Staff's review of the Second quarter of the 2009/2010 fiscal year indicates the B-Line service is showing a general performance improvement versus the prior year for the same period. Staff bases this assessment on statistical performance elements including ridership, passengers per vehicle revenue hour (pph), total preventable accidents per 100,000 miles traveled or Accident Frequency Ratio (AFR) and complaints per passenger.

Of these categories, the first two (ridership and passengers per vehicle revenue hour) are broken down by service (i.e. urban fixed route, rural fixed route, urban paratransit and rural paratransit), while the other two (AFR and complaints) are generalized for the entire B-Line service. This separation helps define the overall performance challenges and improvements in the operation of the specific B-Line services and also gauges the safety and customer satisfaction of the entire system. Below are the results of staff's review of the B-Line Second Quarter performance versus the prior year.

Rural Fixed Route

- Overall Ridership indicates an average decline of 11% versus prior year for the 2nd quarter (87,114 FY08 vs. 75,926 FY09). This decline is not indicative of general ridership as December showed a growth of 5% versus prior year.
- Average Passengers per vehicle revenue hour (PPH) indicate a slight decrease of approximately 1.75% (14.84 FY08 vs. 14.58 FY 09). This can be explained by the addition of service hours for one additional early morning route 20 run which was not in service the prior year.
- Current farebox recovery rate is: **21.39%**

Urban Fixed Route

- Overall Ridership indicates a slight decline of approximately 7% versus prior year for the 2nd quarter (265,596 FY08 vs. 245,765 FY09).
- Average Passengers per vehicle revenue hour (PPH) indicate a decline of approximately 6.75% (22.26 FY08 vs. 20.63 FY09)
- Current farebox recovery rate is: **26.64%**

Rural Paratransit

- Overall ridership indicates a net average decline of 2% for the 2nd quarter versus prior year (14,631 FY08 vs. 14,290 FY09).
- Passengers per vehicle revenue hour (PPH) indicate a net average increase of 9% for the 2nd quarter versus prior year (2.65 FY08 vs. 2.90 FY09).
- Current farebox recovery rate is: **11.28%**

Urban Paratransit

- Overall ridership indicates a net average increase of 14% for the 2nd quarter versus prior year (11,066 FY08 vs. 12,482 FY09).
- Passengers per vehicle revenue hour (PPH) indicate a net average increase of 10% for the 2nd quarter versus prior year (2.36 FY08 vs. 2.6 FY09).
- Current farebox recovery rate is: **8.82%**

**Accident Frequency Ratio**

For the Second quarter, the B-Line service had a total of 8 preventable accidents while traveling a total of 401,776 miles. This equates to an AFR of 1:50,222 mi, which is not meeting expectations. Staff will work with Veolia personnel in order to address this item immediately.

**Passenger Complaints**

For the Second quarter, the B-Line recorded a total of 14 complaints while providing 348,463 passenger trips. This equates to a ratio of 1 complaint per 24,890 trips, which is excellent and meets expectations. Staff will work to reduce complaints further.

Overall, the system is running well and is performing at or above expectations. We have seen a minor decrease in ridership in the Urban and Rural Fixed Routes which was expected based upon the record ridership numbers seen in the year and the continued stability of fuel prices.

Additionally, both paratransit services are showing increases in the rate of productivity (Passengers Per Revenue Hour-PPH) versus prior year. Unfortunately, Urban Paratransit is still not meeting the mandated 10% farebox recovery rate, as noted above. Staff is currently exploring possible remedies for this and will report any changes made in recovery rate or policy based on action taken. Staff would also like to note on-time performance for the paratransit system has remained exceptional at an average of 92.8% for the second quarter.

**STAFF RECOMMENDATION:** This item is presented for information only.

Key Staff: Robin Van Valkenburgh, Sr. Planner, Transit  
Julie Quinn, Chief Fiscal Officer

Butte Regional Transit  
 1st Quarter Financial Data  
 2009/10

	Rural Fixed Route				Urban Fixed Route				Rural Paratransit				Urban Paratransit			
	08/09 Q1 Actual	Annual Budget	Actual to Date	% of Budget	08/09 Q1 Actual	Annual Budget	Actual to Date	% of Budget	08/09 Q1 Actual	Annual Budget	Actual to Date	% of Budget	08/09 Q1 Actual	Annual Budget	Actual to Date	% of Budget
Passeger Fares	\$ 69,824	\$ 345,147	\$ 84,772	25%	\$ 179,498	\$ 928,727	\$ 172,346	19%	\$ 31,290	\$ 184,385	\$ 37,318	20%	\$ 29,991	\$ 153,819	\$ 26,853	17%
Other Income	\$ 720,740	\$ 1,338,640	\$ 424,830	32%	\$ 841,388	\$ 2,368,775	\$ 653,953	28%	\$ 1,045,577	\$ 1,267,235	\$ 639,589	50%	\$ 941,677	\$ 1,055,881	\$ 277,698	26%
Total Income	<u>\$ 790,564</u>	<u>\$ 1,683,787</u>	<u>\$ 509,602</u>	30%	<u>\$ 1,020,886</u>	<u>\$ 3,297,502</u>	<u>\$ 826,299</u>	25%	<u>\$ 1,076,867</u>	<u>\$ 1,451,620</u>	<u>\$ 676,907</u>	47%	<u>\$ 971,668</u>	<u>\$ 1,209,700</u>	<u>\$ 304,551</u>	25%
Services & Supplies	\$ 385,935	\$ 1,542,163	\$ 364,045	24%	\$ 737,730	\$ 3,047,155	\$ 718,811	24%	\$ 332,300	\$ 1,378,479	\$ 305,290	22%	\$ 275,196	\$ 1,121,234	\$ 275,967	25%
Admin Charges	\$ 38,412	\$ 92,582	\$ 23,146	25%	\$ 23,202	\$ 154,303	\$ 38,576	25%	\$ 11,150	\$ 30,861	\$ 7,715	25%	\$ 5,870	\$ 30,861	\$ 7,715	25%
Contingencies	\$ -	\$ 49,042	\$ -	0%	\$ -	\$ 96,044	\$ -	0%	\$ -	\$ 42,280	\$ -	0%	\$ -	\$ 57,605	\$ -	0%
Total Expense	<u>\$ 424,347</u>	<u>\$ 1,683,787</u>	<u>\$ 387,190</u>	23%	<u>\$ 760,932</u>	<u>\$ 3,297,502</u>	<u>\$ 757,387</u>	23%	<u>\$ 343,450</u>	<u>\$ 1,451,620</u>	<u>\$ 313,005</u>	22%	<u>\$ 281,066</u>	<u>\$ 1,209,700</u>	<u>\$ 283,682</u>	23%
Farebox Ratio	<u>16.45%</u>	<u>20.50%</u>	<u>21.89%</u>		<u>23.59%</u>	<u>28.16%</u>	<u>22.76%</u>		<u>9.11%</u>	<u>12.70%</u>	<u>11.92%</u>		<u>10.67%</u>	<u>12.72%</u>	<u>9.47%</u>	

Butte Regional Transit  
2nd Quarter Financial Report  
Fiscal Year 2009/2010

	Rural Fixed Route					Urban Fixed Route				
	08/09 Q2 Actual	% of 08/09 Budget	Annual Budget	Actual to Date	% of 09/10 Budget	08/09 Q2 Actual	% of 08/09 Budget	Annual Budget	Actual to Date	% of 09/10 Budget
Passenger Fares	\$ 127,057	64%	\$ 345,147	\$ 157,125	46%	\$ 352,498	57%	\$ 928,727	\$ 396,516	43%
Other Income	\$ 1,026,654		\$ 1,338,640	\$ 424,830	32%	\$ 1,205,582		\$ 2,368,775	\$ 621,363	26%
Total Income	<u>\$ 1,153,711</u>		<u>\$ 1,683,787</u>	<u>\$ 581,955</u>	35%	<u>\$ 1,558,080</u>		<u>\$ 3,297,502</u>	<u>\$ 1,017,879</u>	31%
Services & Supplies	\$ 701,853	44%	\$ 1,542,163	\$ 683,404	44%	\$ 1,419,867	45%	\$ 3,047,155	\$ 1,411,537	46%
Admin Charges	\$ 82,082	56%	\$ 92,582	\$ 51,064	55%	\$ 49,581	56%	\$ 154,303	\$ 76,832	50%
Contingencies	\$ -		\$ 49,042	\$ -	0%	\$ -		\$ 96,044	\$ -	0%
Total Expense	<u>\$ 783,935</u>	45%	<u>\$ 1,683,787</u>	<u>\$ 734,468</u>	44%	<u>\$ 1,469,448</u>	46%	<u>\$ 3,297,502</u>	<u>\$ 1,488,369</u>	45%
Farebox Ratio	<u>16.21%</u>		<u>20.50%</u>	<u>21.39%</u>		<u>23.99%</u>		<u>28.16%</u>	<u>26.64%</u>	

Notes:

Other Income includes: Payments from jurisdictions, FTA grants, Interest, Proceeds from Sales, other miscellaneous income.

Jurisdiction revenue can vary due to timing of booking carryover credits.

FTA grant revenue is booked at year end and cash comes in the following fiscal year.

Service & Supplies include: Payments to Veolia, Fuel, Insurance, Maintenance, Marketing, Depreciation, other minor expenses.

Butte Regional Transit  
2nd Quarter Financial Report  
Fiscal Year 2009/2010

<b>Rural Paratransit</b>				
08/09 Q2 Actual	% of 08/09 Budget	Annual Budget	Actual to Date	% of 09/10 Budget

<b>Urban Paratransit</b>				
08/09 Q2 Actual	% of 08/09 Budget	Annual Budget	Actual to Date	% of 09/10 Budget

Pasenger Fares	\$ 58,361	52%	\$ 184,385	\$ 69,491	38%		\$ 51,222	45%	\$ 153,819	\$ 50,427	33%
Other Income	\$ 1,407,777		\$ 1,267,235	\$ 639,589	50%		\$ 1,203,780		\$ 1,055,881	\$ 277,699	26%
<b>Total Income</b>	<b>\$ 1,466,138</b>		<b>\$ 1,451,620</b>	<b>\$ 709,080</b>	<b>49%</b>		<b>\$ 1,255,002</b>		<b>\$ 1,209,700</b>	<b>\$ 328,125</b>	<b>27%</b>
Services & Supplies	\$ 623,796	45%	\$ 1,378,479	\$ 599,191	43%		\$ 524,980	41%	\$ 1,121,234	\$ 556,132	50%
Admin Charges	\$ 25,070	56%	\$ 30,861	\$ 16,804	54%		\$ 12,543	56%	\$ 30,861	\$ 15,616	51%
Contingencies	\$ -		\$ 42,280	\$ -	0%		\$ -		\$ 57,605	\$ -	0%
<b>Total Expense</b>	<b>\$ 648,866</b>	<b>45%</b>	<b>\$ 1,451,620</b>	<b>\$ 615,995</b>	<b>42%</b>		<b>\$ 537,523</b>	<b>41%</b>	<b>\$ 1,209,700</b>	<b>\$ 571,748</b>	<b>47%</b>
Farebox Ratio	<u>8.99%</u>		<u>12.70%</u>	<u>11.28%</u>			<u>9.53%</u>		<u>12.72%</u>	<u>8.82%</u>	

Notes:

Other Income includes: Payments from jurisdictions, FTA grants, Interest, Proceeds from Sales, other miscellaneous income.

Jurisdiction revenue can vary due to timing of booking carryover credits.

FTA grant revenue is booked at year end and cash comes in the following fiscal year.

Service & Supplies include: Payments to Veolia, Fuel, Insurance, Maintenance, Marketing, Depreciation, other minor expenses.



## BCAG Transit Administrative Oversight Committee

## Item #8 Information

March 8, 2010

### **B-LINE PARATRANSIT CERTIFICATION PROCEDURES**

**PREPARED BY:** Kristy Bonnifet, Assistant Planner

**ISSUE:** BCAG is preparing to bring the B-Line paratransit eligibility certification process in-house.

**DISCUSSION:** BCAG is required to employ a paratransit certification process to determine eligibility for use of the B-Line paratransit service. The certification process has been contracted to ADARIDE since September 2007. ADARIDE provides an online application and certification process for individuals wishing to be certified as ADA-eligible as well as those simply wishing to utilize the Dial-a-Ride service. The annual cost for the ADA certification process with ADARIDE is approximately \$69,000.

After working with ADARIDE over the last three years, it has become apparent to staff that the application process used by ADARIDE is difficult and time consuming for our paratransit users. In addition, the processing costs and time it takes applicants to receive the certification from ADARIDE are greater than originally anticipated. As a result, paratransit users are not getting the quality of service they need and staff believes ADARIDE costs are too high.

Staff is planning to recommend BCAG terminate the contract with ADARIDE at the end of the fiscal year and bring the certification process in-house starting with the 2010/11 FY. Staff believes we can better serve our paratransit users and reduce the cost of the certification process. Attached is a breakdown of the costs that staff feels that it will take to bring this service in house including one-time start up charges as well as recurring annual costs that it will take to maintain the service. In addition to the annual charges that Butte Regional Transit will incur of approximately \$13,920, BCAG plans to fund a part-time receptionist that will assist with the clerical duties of this process as well as other BCAG duties. After consideration of all of these costs, staff expects to save approximately \$30,000 annually by bringing this process in-house.

Staff will be presenting this information as an action item at the March BCAG Board meeting identifying the necessary tasks and cost of items that need to be completed in preparation of bringing the paratransit certification process in-house for implementation in the 2010/11 FY.



**STAFF RECOMMENDATION:** This item is presented for information.

Key Staff:     Jon Clark, Executive Director  
                  Jim Peplow, Senior Planner – Transit  
                  Robin Van Valkenburgh, Senior Planner – Transit  
                  Kristy Bonnifet, Assistant Planner

## Budget to Implement In-house Paratransit Certification

### ONE-TIME CHARGES

Start-Up Costs with Veolia	
Customizations	\$ 6,000
Training	\$ 6,000
Travel & Expenses (Veolia)	\$ 1,500
Computer for Data-Entry	\$ 1,500
Access Software (\$95 *6 employees)	\$ 570
	<u>\$ 15,570</u>

### RECURRING CHARGES

	<u>YEARLY</u>	<u>MONTHLY</u>
Fee to Lease License for Trapeze	\$ 4,656	
Postage	\$ 2,400	
Supplies	\$ 864	
	<u>\$ 7,920</u>	\$ 660
Travel Training	\$ 6,000	\$ 500
(\$85/hr * 5 clients a month ---generous estimate)		

Data Based on the Following Assumptions/Estimates

Apps/rider guides sent out each month	150	\$120.00	
Certifications/Findings each month	75	\$37.50	
Recertification letters to send out each month	50	<u>\$25.00</u>	
Total Postage			\$182.50 per month \$2,190.00 per year

Paper (\$30/3000 sheets)	1,475.00 sheets	\$	30.00	
Envelopes (\$13/50 for flat)		\$	39.00	
Envelopes (\$30/500 small)	.10 boxes/mo	\$	<u>3.00</u>	
		\$	72.00	per month \$ 864.00 per year

\*Apps = 9 pages, Recert letters 1 page, Findings 1 page