



**HERITAGE VALLEY TRANSIT SERVICE
TECHNICAL ADVISORY COMMITTEE (HVTAC)**
Fillmore City Hall, Council Chambers
250 Central Avenue, Fillmore, CA
Friday, February 16, 2018
2:00 p.m.

AGENDA

- ITEM 1 CALL TO ORDER**
- ITEM 2 INTRODUCTIONS & ANNOUNCEMENTS**
- ITEM 3 PUBLIC COMMENTS:** Any member of the public may address the Committee for up to two minutes on any subject within the jurisdiction of the Committee that is not scheduled for a public discussion before the Committee.
- ITEM 4 AGENDA ADJUSTMENTS**
- ITEM 5 APPROVAL OF MINUTES**
Recommendation: That the Committee waive the reading and approve the minutes for the regular meeting of January 24, 2018.
- ITEM 6 DRAFT FISCAL YEAR 2018/2019 BUDGET**
Recommendation: That the Committee consider the two Draft Fiscal Year 2018/2019 Valley Express Budget options and provide direction and recommendation to the Heritage Valley Policy Advisory Committee.
- ITEM 7 VCTC REGIONAL FARE MEDIA**
Recommendation: None. Discussion only.
Staff will present a report to the TAC at the meeting.
- ITEM 8 DETERMINE THE NEXT MEETING DATE**
Recommendation: Mid-May for TAC and Early June for PAC.

In compliance with the Americans with Disabilities Act and Government Code Section 54954.2, if special assistance is needed to participate in a Committee meeting, please contact the Clerk of the Committee at (805) 642-1591 ext. 118. Notification of at least 48 hours prior to meeting time will assist staff in assuring that reasonable arrangements can be made to provide accessibility at the meeting.

[This page intentionally left blank.]





**HERITAGE VALLEY TRANSIT SERVICE
TECHNICAL ADVISORY COMMITTEE (HVTAC)**
Fillmore City Hall, Council Chambers
250 Central Avenue, Fillmore, CA
Wednesday, January 24, 2018
1:30 p.m.

Meeting Summary

MEMBERS PRESENT:

Dave Rowlands, City of Fillmore (Vice Chair)
David Fleisch, County of Ventura
John Ilasin, City of Santa Paula (Chair)
Martin Erickson, Public Transit Director, VCTC

MEMBERS ABSENT:

None.

VCTC STAFF PRESENT:

Aaron Bonfilio, Program Manager – Transit Services
Heather Miller, Transit Planner
Jeni Eddington, Transit Specialist

ITEM 1 CALL TO ORDER

Chair Ilasin called the meeting to order at 1:30 p.m.

ITEM 2 INTRODUCTIONS & ANNOUNCEMENTS

None.

ITEM 3 PUBLIC COMMENT

None.

ITEM 4 AGENDA ADJUSTMENTS

None.

ITEM 5 APPROVAL OF MEETING MINUTES

ACTION

The minutes were approved unanimously following an amendment to correct the spelling of Mr. David Fleisch's name.

ITEM 6 ELECTION OF OFFICERS

ACTION

Ilasin moved, seconded by Rowlands, and passed unanimously that John Ilasin and Dave Rowlands be the Heritage Valley Technical Advisory Committee Chair and Vice Chair, respectively. Member Rowlands indicated that he would be delegating his role on the Committee to a City of Fillmore staffer.

ITEM 7 DIAL-A-RIDE SERVICE AREA

Aaron Bonfilio, VCTC, presented the staff report and recommendation, to expand the Valley Express service area to include areas adjacent to the transfer point at Wells Road in Ventura.

ACTION

Fleisch motioned, Rowlands seconded, and passed unanimously that the Committee approve the recommendation to HVPAC to expand the Dial-a-Ride service to include part of Saticoy adjacent to the “Wells Road Transfer Point”. The Committee asked that the PAC report, and final policy language, include street boundary details in addition to the map.

ITEM 8 FARE MEDIA POLICY

Aaron Bonfilio, VCTC, presented the staff report and recommendation, to consider acceptance of VCTC 10-ride Fare Media and migrate existing monthly Valley Express flash passes to the magnetic strip (electronic) fare media. The Committee discussed the item and amended the staff’s recommendation. The amended recommendation was to approve migrating the Valley Express monthly passes to rolling “31-day” magnetic fare media, and exclude acceptance of the VCTC 10-ride passes for now, and asked that staff return to the Committee with additional data for future discussion.

ACTION

Fleisch motioned, Rowlands seconded, and the item passed unanimously as amended.

ITEM 9 KPI/RIDERSHIP REPORT

Heather Miller, VCTC, presented the Committee with the Key Performance Indicator service report for September through November 2017.

ITEM 10 DRAFT FISCAL YEAR 2018/2019 BUDGET

Aaron Bonfilio, VCTC, presented the Committee with the draft Fiscal Year 2018/2019 Valley Express Budget. The budget was approved for recommendation to the HVPAC with the following modifications: that the Local Contribution line-items are revised to reflect the sales tax (Measure “T”) Route Guarantee revenues anticipated from the City of Santa Paula.

ACTION:

Ilasin motioned, Rowlands seconded, and the item passed unanimously.

ITEM 11 DETERMINE THE NEXT MEETING DATE

The next meeting of the Heritage Valley Technical Advisory Committee will be scheduled sometime mid-April and the HVPAC be scheduled early May. The location is to be determined.

ITEM 12 ADJOURNMENT

The meeting was adjourned at 2:58 p.m.



DATE: FEBRUARY 16, 2018

MEMO TO: HERITAGE VALLEY TECHNICAL ADVISORY COMMITTEE (HVTAC)

FROM: AARON BONFILIO, PROGRAM MANAGER – TRANSIT SERVICES

SUBJECT: DRAFT FISCAL YEAR 2018/2019 VALLEY EXPRESS BUDGET

RECOMMENDATION

- Consider the two Draft Fiscal Year 2018/2019 Valley Express Budget options and provide direction and recommendation to the Heritage Valley Policy Advisory Committee.

BACKGROUND

At the last TAC meeting, the Committee reviewed the draft Fiscal Year 2018/2019 Valley Express budget. The Committee approved the budget for recommendation to the Heritage Valley Policy Advisory Committee (PAC), but, the TAC asked that budget's revenue detail be amended to reflect the non-TDA "Route Guarantee" funding that is anticipated as part of the City of Santa Paula's contribution.

After the TAC meeting, VCTC staff confirmed the anticipated amount of Non-TDA revenues from the City of Santa Paula, and an updated version of the Fiscal Year 2018/2019 Valley Express budget was distributed to the PAC. However, a corresponding reduction to anticipated farebox revenues was not made. The TAC member from the County brought this to staff's attention and a subsequent draft version of the budget was then distributed to the PAC. However, this revision to the budget, which causes an increase to the total amount due from each member-agency, was not specifically discussed at the TAC. In light of the change in the budget presentation between the last TAC meeting and the upcoming PAC meeting, the PAC Chair agreed to postpone the meeting, so that the TAC could first reconvene and review the new budget information.

This item is to approve the budget for the upcoming fiscal year. In light of cost-escalation, two draft versions of the budget were developed: the *Original Budget* (as discussed at the TAC and subsequently amended); and, an *Alternative Budget* (which makes targeted reductions to the level-of-service) to control costs.

The year-over-year escalation more heavily impacts the County of Ventura and the City of Fillmore, as there was an increase in Dial-a-ride demand for these two areas, and thus a shift in the cost. Also driving an increase in cost (for all member agencies) are three factors: (1) significantly lower projected fare revenues, (2) the recent contract amendment with the Transit Operator, and (3) modest increases for equipment upgrades and increased marketing.

DISCUSSION

Two Draft Budget Options:

Staff presents the following two budget options:

- *The Original Draft 2018/2019 Budget (27,100 hours)
Keeps the current level of service (LOS) in place: 7,100 Fixed Route hours, and 20,000 Dial-a-ride hours;*
- *An Alternative 2018/2019 Budget (25,000 hours)
Reduces the LOS to 6,800 Fixed Route Hours, and 18,200 Dial-a-ride Hours and simplifies the budget cost-model.*

Staff has assessed the fiscal year-to-date trends for both Dial-a-ride and Fixed route and believes that in light of the cost-escalations the “Alternative” is feasible.

The Alternative budget reduces the Fixed Route contingency budget (i.e. “Recovery Time”) but does not cut existing Fixed Route service. Second, the Alternative budget reduces the available hours for Dial-a-ride from 20,000 to 18,200.

Although the PAC agreed to budget 20,000 hours of Dial-a-ride service for 2017/2018, given the actual trend in demand, staff presents a modest reduction to control costs. Based on the current trend in Dial-a-ride demand, the year-end total is trending toward approximately 15,000 hours, rather than 20,000 hours. The Alternative budget, maintains some room for growth for the Dial-a-ride at 18,200 hours.

The following table reflects the member-agency share of hours contained in the Original and Alternative budget options, as well as the year-to-date trends vs. budget.

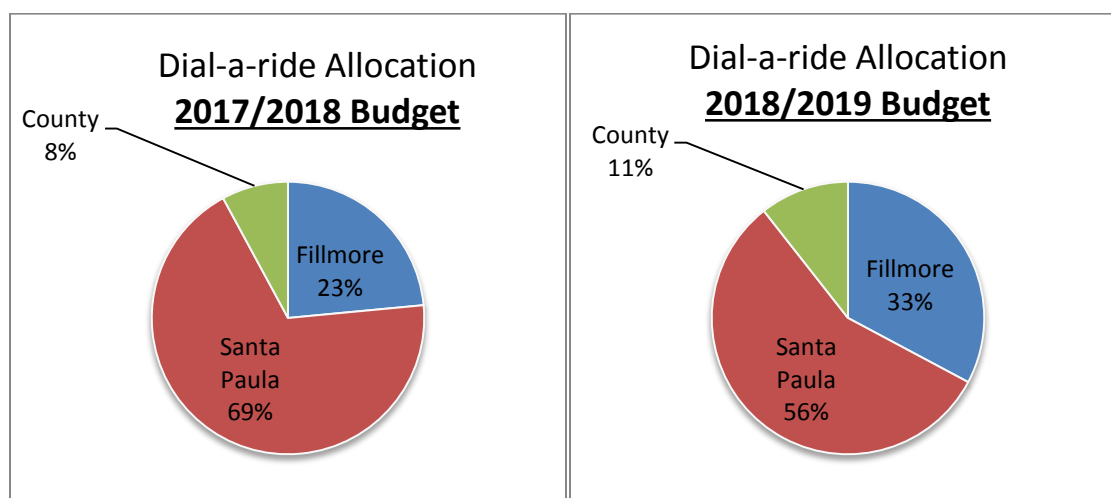
Service Mode	FY 2017/2018		FY 2018/2019	
	<u>Budgeted</u>	<u>Projected Actual*</u>	<u>Original Budget</u>	<u>Alternative Budget**</u>
<u>Fixed Route</u>				
Fillmore	2,000	1,942	2,050	1,890
Santa Paula	2,100	2,159	2,000	1,810
County	3,400	2,793	3,050	3,100
Subtotal Fixed Route	7,500	6,894	7,100	6,800
<u>Dial-a-ride</u>				
Fillmore	4,700	4,844	6,560	5,970
Santa Paula	13,720	8,358	11,320	10,301
County	1,580	1,565	2,120	1,929
Subtotal Dial-a-ride	20,000	14,767	20,000	18,200
TOTAL	27,500	21,661	27,100	25,000

*Dial-a-ride year-end projection of hours and member agency allocation based on current trends since schedule change.

** Alternative Fixed Route hours based on current average hours plus 10% contingency.

The above service hour projections were made based on the actual trends since the schedule change. Based on the trend of dial-a-ride utilization year-to-date, there has been a shift in Dial-a-ride hours.

The year-over-year change in utilization is displayed below.



In addition, the decrease in budgeted Farebox revenues has increased each member agency's contribution. So while the farebox projections are more in-line with actual trends, i.e. down from 10% recovery to approximately 4.5%, funding from Local Contributions goes up.

Farebox Revenues	Budgeted 2017/2018	Estimated 2017/2018	Projected 2018/2019
Year-end	\$183,000	\$87,360	88,000

RECOMMENDATION

Staff recommends that the HVTAC consider the two Draft Fiscal Year 2018/2019 Valley Express Budget options and provide direction to staff regarding the recommendation to the Heritage Valley Policy Advisory Committee. **It should be noted that each member agency will be credited the available carryover balances from fiscal year 2016/2017.**

The original Draft Fiscal Year 2018/2019 Budget and corresponding cost model is presented in *Attachment "A"*.

In addition, to control costs, an alternative Fiscal Year 2018/2019 Budget was prepared (see *Attachment "B"*). The Alternative Draft Budget includes a decreased LOS for both Fixed Route and Dial-a-ride, by reducing the budgeted contingency for Fixed Route and the total available hours for Dial-a-ride. As well, the structure of the calculation used to determine the Local Contribution has been modified to reflect updated farebox recovery projections of less than 10%.

Lastly, presented for reference in *Attachment "C"* are the last five years of Local Contribution for the Valley Express/VISTA Dial-a-ride service.

Attachments:

Attachment "A" -- ORIGINAL Draft Fiscal Year 2018/2019 Budget & Budget Model

Attachment "B" -- ALTERNATIVE Draft Fiscal year 2018/2019 Budget & Revised Budget Model

Attachment "C" -- Five Years of Local Contributions -- Valley Express/VISTA DAR

Attachment "A"**ORIGINAL DRAFT FISCAL YEAR 2018/2019 VALLEY EXPRESS BUDGET**

Funding Source	Fiscal Year 2017/2018	DRAFT BUDGET 2018/2019	Year-over-year Increase (Decrease)
FTA 5307	\$539,923	\$624,254	\$84,331
Prop1B PTMISEA	220,000	0	(\$220,000)
Local Contribution – TDA Funds	1,083,667	1,256,886	\$173,219
Local Contribution – Route Guarantee	100,000	120,000	\$20,000
Local Fee – Farebox	183,910	79,960	(\$103,950)
Total Funding	\$2,127,500	\$2,081,100	(\$46,400)

Expenditures	Fiscal Year 2017/2018	DRAFT BUDGET 2018/2019	Year-over-year Increase (Decrease)
Salaries	\$43,500	\$43,500	\$0
Fringe and Tax	\$20,800	\$20,800	\$0
Indirect Cost Allocation	\$35,700	\$35,700	\$0
Communications	\$13,200	\$15,500	\$2,300
Mileage	\$2,000	\$2,000	\$0
Postage	\$100	\$100	\$0
Printing	\$5,000	\$6,800	\$1,800
Supplies	\$200	\$200	\$0
Bank Fees	\$1,100	\$800	(\$300)
Legal Services	\$9,000	\$10,000	\$1,000
Professional Services	\$63,000	\$75,000	\$12,000
Outreach and Marketing	\$79,000	\$90,000	\$11,000
Bus / Farebox Equipment	\$224,400	\$4,000	(\$220,400)
Contract Services (27,100 hours)	\$1,630,500	\$1,776,700	\$146,200
Total Expenditures	\$2,127,500	\$2,081,100	(\$46,400)

Projected Cost Share ("Local Contribution")	FINAL BUDGET 2017/2018	DRAFT BUDGET 2018/2019	Year-over-year Increase (Decrease)
City of Fillmore	\$301,958	\$443,095	\$141,137
City of Santa Paula	\$687,177	\$659,805	(\$27,372)
County of Ventura	\$194,532	\$273,986	\$79,454
	\$1,183,667	\$1,376,886	\$193,219

Fiscal Year 2016/2017 Carryover TDA Balance:

Local Contribution-TDA	FY 2018/2019 TDA Due	FY2016/2017 Balance	Net Due: ORIGINAL BUDGET
City of Fillmore	\$443,095	\$55,237	\$387,858
City of Santa Paula*	\$539,805*	\$107,996	\$431,809*
County of Ventura	\$273,986	\$45,604	\$228,382

*Santa Paula contribution to include an additional \$120,000 in Non-TDA revenues.

ATTACHMENT "A"
Draft Fiscal Year 2018/2019 Valley Express Budget - COST MODEL

Heritage Valley Transit Service															FY2018/2019			
Valley Express - Annual Budget Model															Dated: Feb. 1, 2018 (v2)			
Jurisdiction	Fixed Route Hours (note 1)	% of Fixed Hours	Hourly Rate	Fixed Route Cost [hours x rate] (note 1)	Dial-A-Ride Hours (note 2)	Hourly Rate	Dial-A-Ride Cost (hours x rate)	Admin fee (note 3)	Other Svc Exps (note 4)	Total Agency Cost	% total cost	Total Agency cost less Offset	Agency Estimated TDA FY18/19 (note 5)	TDA Balance (note 6)				
Fillmore	2050	29%	\$65.56	\$134,400	6,560	\$65.56	\$430,074	\$33,333	\$68,133	\$665,940	32%	\$440,778	\$541,085	\$100,307				
Santa Paula (Note 6)	2000	28%	\$65.56	\$131,100	11,320	\$65.56	\$742,139	\$33,333	\$68,133	\$974,705	47%	\$643,028	\$1,570,606	\$1,047,578				
Unincorporated County	3050	43%	\$65.56	\$200,000	2,120	\$65.56	\$138,987	\$33,334	\$68,134	\$440,455	21%	\$293,080	(note 7)					
Total	7100			\$465,500.00	20,000		\$1,311,200.00	\$100,000	\$204,400.00	\$2,081,100		\$1,376,886						
Notes: 1. Fixed Route hours based on current level of service (eff 8/16/17) +15% contng; costs rounded to the nearest whole \$100.00. (Updated 1/26/18) 2. DAR allocation of annual proj hours based on 4-mo trend (9/1/17- 12/31/17) + 5,000 hours 3. VCTC Admin fee of \$100,000 split three ways between agencies 4.Incl. Fleet Insp svcs, Legal, Marketing, Trapeze exp, and supplies, printing etc. (G&A) 5.Estimated FY18/19 6. City of Santa Paula Contribution includes \$120,000 non-TDA Funds as "Route Guarantee" 7. County TDA all to GCTD, County will request sufficient funds 8. FTA Offset uses % of total cost; and Farebox Offset uses % of Total DAR and Fixed Route hours															Total less offset FTA Farebox TOTAL FY18/19		\$1,376,886 \$624,254 \$79,960 \$2,081,100	
Offset Revenue Sources (8)															FY2018/2019			
Additional Revenue																		
FTA 5307															\$624,254			
Estimated Farebox (4.8%)															\$79,960			
Total Offset															\$704,214			
Offset per Agency Calc															FY2018/2019			
Offset	FTA		Fare		Total													
Fillmore	\$199,758		\$25,404		\$225,162													
Santa Paula	\$292,376		\$39,301		\$331,677													
County	\$132,120		\$15,255		\$147,375													
Total	\$624,254		\$79,960		\$704,214													
	note 7		note 8															
Operating Cost Calculation															FY2018/2019			
Fully Burdened Labor															\$100,000			
Communications - Equipment [Capital]															n/a			
Communications - Airtime [Operations]															\$8,000			
Mileage															\$2,000			
Postage															\$100			
Printing															\$6,800			
Supplies															\$200			
Bank Fees															\$800			
Legal Services															\$10,000			
Prof. Services- Fleet Inspection Services															\$5,000			
Prof. Services- Sched Soft Licenses [Capital]															n/a			
Marketing															\$90,000			
Bus / Farebox Equipment [Capital]															n/a			
Contract Services															\$1,776,700			
Total Operating Cost per TDA															\$1,999,600			
Target Farebox Revenues															\$199,960			
(Less Route Guarantee - City of Santa Paula) (note 6)															-\$120,000			
Farebox Revenues allocated back to routes*															\$79,960			
Updated 1/29/18																		
Shared Expenditures															FY2018/2019			
Admin Fee	Fully Burdened Labor		\$100,000		(Note 3)													
Other Svcs	Communications - Equipment [Capital]		\$7,500		\$7,500													
Other Svcs	Communications - Airtime [Operations]		\$8,000		\$8,000													
Other Svcs	Mileage		\$2,000		\$2,000													
Other Svcs	Postage		\$100		\$100													
Other Svcs	Printing		\$6,800		\$6,800													
Other Svcs	Supplies		\$200		\$200													
Other Svcs	Bank Fees		\$800		\$800													
Other Svcs	Legal Services		\$10,000		\$10,000													
Other Svcs	Prof. Services- Fleet Inspection Services		\$5,000		\$5,000													
Other Svcs	Prof. Services- Sched Soft Licenses [Capital]		\$70,000		\$70,000													
Other Svcs	Marketing		\$90,000		\$90,000													
Other Svcs	Bus / Farebox Equipment [Capital]		\$4,000		\$4,000													
Other Svcs	Contract Services		\$1,776,700															
Transit Service	TOTAL EXPENDITURES		2,081,100															
							Subtotal Other svcs	\$	204,400.00									
							Share per Juris.	\$	68,133									
Transit Service Projected Hours															FY2018/2019			
Fixed Route	Projected Hours		Projected Share															
Fillmore	2,050		28.87%															
Santa Paula	2,000		28.17%															
County	3,050		42.96%															
Total	7,100		100.0%															
Dial-a-ride	Projected Hours*		Projected Share (note 2)															
Fillmore	6,560		32.80%															
Santa Paula	11,320		56.60%															
County	2,120		10.60%															
Total	20,000		100.0%															
*15,000 hrs based on current use + 5,000 hrs projected																		
TOTAL															Projected Hours		Projected Share	
Fillmore															8,610		31.77%	
Santa Paula															13,320		49.15%	
County															5,170		19.08%	
Total															27,100		100.0%	
Updated 1/29/18																		

Attachment "B"**ALTERNATIVE DRAFT FISCAL YEAR 2018/2019 VALLEY EXPRESS BUDGET**

Funding Source	Fiscal Year 2017/2018	DRAFT BUDGET 2018/2019	Year-over-year Increase (Decrease)
FTA 5307	\$539,923	\$624,254	\$84,331
Prop1B PTMISEA	\$220,000	\$0	(\$220,000)
Local Contribution – TDA Funds	1,083,667	1,111,146	\$27,479
Local Contribution – Route Guarantee	100,000	120,000	\$20,000
Local Fee – Farebox	183,910	88,000	(\$95,910)
Total Funding	\$2,127,500	\$1,943,400	(\$184,100)

EXPENDITURES	Fiscal Year 2017/2018	DRAFT BUDGET 2018/2019	Year-over-year Increase (Decrease)
Salaries	\$42,100	\$43,200	\$1,100
Fringe and Tax	19,100	20,000	\$900
Indirect Cost Allocation	38,800	36,800	(\$2,000)
Communications	13,200	15,500	\$2,300
Mileage	2,000	2,000	\$0
Postage	100	100	\$0
Printing	5,000	6,800	\$1,800
Supplies	200	0	(\$200)
Office Support	0	200	\$200
Bank Fees	1,100	800	(\$300)
Legal Services	9,000	10,000	\$1,000
Professional Services	63,000	75,000	\$12,000
Outreach and Marketing	79,000	90,000	\$11,000
Bus Purchase/ Farebox Equipment	224,400	4,000	(\$220,400)
Contract Services (25,000 hours)	1,630,500	1,639,000	\$8,500
Total Expenditures	\$2,127,500	\$1,943,400	(\$184,100)

Projected Cost Share ("Local Contribution")	FINAL BUDGET 2017/2018	DRAFT BUDGET 2018/2019	Year-over-year Increase (Decrease)
City of Fillmore	\$301,958	\$392,821	\$90,863
City of Santa Paula	\$687,177	\$550,427	(\$136,750)
County of Ventura	\$194,532	\$287,898	\$93,366
	\$1,183,667	\$1,231,146	\$47,479

Fiscal Year 2016/2017 Carryover TDA Balance:

Local Contribution – TDA	FY 2018/2019 TDA Due	FY2016/2017 Balance	Net Due: ALTERNATIVE
City of Fillmore	\$392,821	\$55,237	\$337,584
City of Santa Paula*	\$430,427	\$107,996	\$322,431*
County of Ventura	\$287,898	\$45,604	\$242,294

*Santa Paula contribution to include an additional \$120,000 in Non-TDA revenues.

ALTERNATIVE BUDGET: REVISED BUDGET MODEL (FISCAL YEAR 2018/2019)

In-lieu of the traditional budget model, staff presents the following as it more closely matches the standard VCTC funding model used for the Coastal Express and CSUCI.

Cost of Service 2018/2019 (25,000 hours)		
Overhead: Staff	\$100,000.00	
Overhead: Other	204,400.00	
Contractor (25,000 hours)	1,639,000.00	
Total Costs	\$1,943,400.00	
External Revenues		
FTA	\$624,254.00	
Projected Farebox	88,000.00	
Total External Revenues	\$712,254.00	
(1) Total Net Due (Less External Revenues)	\$1,231,146.00	
(2) Member Agency Share Overhead		
		<i>% Share Overhead</i>
Fillmore	\$101,466.67	33%
Santa Paula	101,466.67	33%
County	101,466.67	33%
Subtotal Overhead Costs	\$304,400.00	
(3) Member agency share of Contractor Costs		
		<i>% Share of total hours</i>
Fillmore	\$291,354.11	31.44%
Santa Paula	448,960.25	48.44%
County	186,431.64	20.12%
Subtotal Contract Costs	\$926,746.00	
Total Costs: Member Agency		
Fillmore	\$392,820.77	
Santa Paula	550,426.92	
County	287,898.31	
Total Costs: Member Agency	\$1,231,146.00	

NOTES:

(1) Total Due equal to expenditures less external revenues (FTA, farebox, grants)

(2) Overhead is equal to all expenditures less any grant-funded projects and Contract Services; % share split equally

(3) Net Contractor cost equal to total contract services cost less FTA and farebox; % share of Contract costs equal to % share of hours per Alternative LOS.

ATTACHMENT "C"

