



DATE: JANUARY 24, 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 recommendation of Draft Fiscal Year 2018/2019 Budget to the HVPAC.

BACKGROUND

Pursuant to the Cooperative Agreement for the Heritage Valley Transit Service, the HVTAC will make recommendations to the Heritage Valley Policy Committee (HVPAC) regarding, among other things, the annual level of service and budget. Following the HVTAC review the item will then be reviewed by the HVPAC. Once final the draft budget will be incorporated into the overall agency budget of VCTC. The budget process for VCTC includes a draft review by a budget and finance sub-committee, subsequent draft review by the full Commission in April, with final budget adoption by June.

Enclosed for review by the HVTAC is the draft Fiscal Year 2018/2019 Budget. The Fiscal Year 2018/2019 budget makes the following assumptions and includes:

- *No change in the level of service for Fixed Route Mode*
- *Projected utilization of Dial-a-ride Mode from present trend of 15,000 hours annually to 20,000 hours*
- *Increased FTA 5307 revenues*
- *Increased investment in Marketing program for increased outreach activities – especially Dial-a-ride*
- *Expense for printing of magnetic stripe fare media*
- *Carryover of capital expenses related to upgrade of onboard communications equipment*
- *Projected cost increases related to scheduling software*
- *Assumption of non-TDA Measure “T” funds committed by the City of Santa Paula*

Fiscal Year 2018/2019 Budget Tasks

Future project year tasks include, implementation of new vehicle tracking technology (AVL) for use by passengers and operations staff to see next bus arrival predictions. The AVL project will include the deployment of Automatic Passenger Counters (APCs) as well. APCs will provide more timely and accurate ridership reporting as well as improved data from the system overall. VCTC staff will also work with MV staff to deploy and introduce upgraded tablet equipment for the recording of ADA paratransit and dial-a-ride trip manifest information. This upgrade is long overdue and will provide a great benefit to the contractor and improve reporting of dial-a-ride usage. Lastly, this year will mark the first full year with the soon-to-be deployed electronic fare media readers. This technology will again add to the level of data

collected by the operators during the course of the day and improve the ease of use between systems by passengers, moving closer to the goal of a seamless fare media “transfer experience.”

The below table reflects the draft budget and year over year changes.

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*	1,183,667	1,256,864	\$73,197
Local Fee – Farebox*	183,910	199,958	\$16,048
Total Funding	\$2,127,500	\$2,081,076	(\$46,424)

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
Marketing	\$79,000	\$90,000	\$11,000
On-board Video System	\$0	\$0	\$0
Bus / Farebox Equipment	\$224,400	\$4,000	(\$220,400)
Contract Services	\$1,630,500	\$1,776,676	\$146,176
Total Expenditures	\$2,127,500	\$2,081,076	(\$46,424)

*Projected Cost Share - Local Contribution	FINAL BUDGET 2017/2018	DRAFT BUDGET 2018/2019	Year-over-year Increase (Decrease)
City of Fillmore	\$301,958	\$327,671	\$25,713
City of Santa Paula	\$687,177	\$722,392	\$35,215
County of Ventura	\$194,532	\$206,802	\$12,270
	\$1,183,667	\$1,256,864	\$73,197

*City of Santa Paula local contribution consists of both TDA LTF and Measure "T" funds
All Measure "T" funds will be reallocated to farebox as non-TDA Route Guarantee.