



Valley Express Bus & Dial-A-Ride

Heritage Valley Transit Services
Heritage Valley Policy Advisory Committee
www.valleyexpressbus.org

AGENDA

Fillmore City Council Chambers
250 Central Street
Fillmore, California

Wednesday, May 29, 2024
1:30 p.m.

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 Administrative Assistant at (805) 642-1591 ext. 111. Notification of at least 48 hours (about 2 days) prior to meeting time will assist staff in assuring reasonable arrangements can be made to provide accessibility at the meeting.

- 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 ACCEPTANCE OF MINUTES**
Recommended Action:
 - *Waive the reading and approve the minutes of the April 2024 meeting.***Responsible Staff: Jeni Eddington**
- ITEM 6 KEY PERFORMANCE INDICATOR AND COMMUNITY OUTREACH UPDATE**
Recommended Action:
 - *Receive and file.***Responsible Staff: Erin Kenneally**

- ITEM 7** **FISCAL YEAR 2024/2025 VALLEY EXPRESS BUDGET**
Recommended Action:
- *Approve the Fiscal Year 2024/2025 Valley Express budget.*
- Responsible Staff: Matt Miller and Claire Grasty**
- ITEM 8** **UPDATE ON REPLACEMENT VEHICLES**
Recommended Action:
- *Approve vehicle choices and recommend HVPAC approve the order.*
 - *Approve vehicle design.*
- Responsible Staff: Matt Miller and Claire Grasty**
- ITEM 9** **UPDATE ON SERVICE BETWEEN THE CITIES OF FILLMORE AND MOORPARK**
Recommended Action:
- *Receive and file.*
- Responsible Staff: Erin Kenneally**
- ITEM 10** **UPDATE ON SHORT RANGE TRANSIT PLAN**
Recommended Action:
- *Verbal update.*
- Responsible Staff: Claire Grasty**
- ITEM 11** **ADJOURNMENT**



Monday, March 25, 2024
1:30 p.m.

Item 5

MEETING MINUTES

MEMBERS PRESENT: Manuel Minjares, County of Ventura (Acting Chair)
Jenny Crosswhite, City of Santa Paula (Vice Chair)

MEMBERS ABSENT: Carrie Broggie, City of Fillmore
Martin Erickson, VCTC

VCTC STAFF PRESENT: Claire Grasty, Public Transit Director
Matt Miller, Program Manager – Transit Services
Erin Kenneally, Transit Planner – Transit Services

ITEM 1 CALL TO ORDER

Acting Chair Minjares called the meeting to order at 1:36 p.m.

ITEM 2 INTRODUCTIONS & ANNOUNCEMENTS

Claire Grasty announced that an emergency shuttle running between Ojai and Santa Paula is now in service.

ITEM 3 PUBLIC COMMENT – None.

ITEM 4 AGENDA ADJUSTMENTS – None.

ITEM 5 APPROVAL OF MINUTES

ACTION

Crosswhite moved, seconded by Minjares, that the committee waive the reading and approve the meeting minutes of October 2023. The motion passed unanimously.

ITEM 6 ELECTION OF OFFICERS

ACTION

Minjares moved, seconded by Crosswhite, that Crosswhite act as the Chairperson of the HVPAC. The motion passed unanimously.

ACTION

Minjares moved, seconded by Crosswhite, that Long act as the Vice Chairperson of the HVPAC. The motion passed unanimously.

ITEM 7**RIDERSHIP AND OUTREACH UPDATE**

Erin Kenneally updated the committee on the ridership and outreach including 1) key performance highlights, 2) second quarter ridership trends, and 3) current outreach campaigns and events.

The committee discussed the launch of the Fillmore/Moorpark route as well as the possibility of working with the Santa Paula school district on future tripper schedules.

Joseph Alexander provided public comments on ridership, fares, and the farebox system.

ITEM 8**DRAFT FISCAL YEAR 2024/2025 VALLEY EXPRESS BUDGET**

Matt Miller updated the committee on the FY24-25 budget including higher than anticipated demand and costs for Dial-A-Ride service, and the ability to use SB 125 funds to cover any shortfalls.

The committee discussed the increased demand for Dial-A-Ride service, the proposed schedule for the Fillmore to Moorpark route, and replacement vehicles.

Joseph Alexander provided public comments on the Valley Express budget.

ITEM 9**UPDATE ON CMAQ FUNDED REPLACEMENT VEHICLES AND SERVICE BETWEEN THE CITIES OF FILLMORE AND MOORPARK**

Matt Miller updated the committee on the purchase of vans and cutaway vehicles as well as service between the cities of Fillmore and Moorpark in 2024.

Joseph Alexander provided public comments on CMAQ funded replacement vehicles.

ITEM 10**POTENTIAL ZERO EMISSIONS BUS (ZEB) FLEET FUELING LOCATIONS**

Matt Miller updated the committee on potential locations for electric vehicle charging locations proposed by the Heritage Valley Technical Advisory Committee (HVTAC).

Joseph Alexander provided public comments on fleet composition and fueling options.

ITEM 11**UPDATE ON SHORT RANGE TRANSIT PLAN**

Claire Grasty updated the committee on the Short-Range Transit Plan and upcoming community outreach efforts including surveys and focus groups.

ITEM 12**ADJOURNMENT**

The meeting was adjourned at 3:00 p.m.



Valley Express Bus & Dial-A-Ride

Item 6

DATE: MAY 29, 2024
MEMO TO: HERITAGE VALLEY POLICY ADVISORY COMMITTEE (HVPAC)
FROM: ERIN KENNEALLY, TRANSIT PLANNER – TRANSIT SERVICES
SUBJECT: KEY PERFORMANCE INDICATORS AND OUTREACH REPORT

RECOMMENDATION

1. Receive and file ridership and outreach report.

BACKGROUND

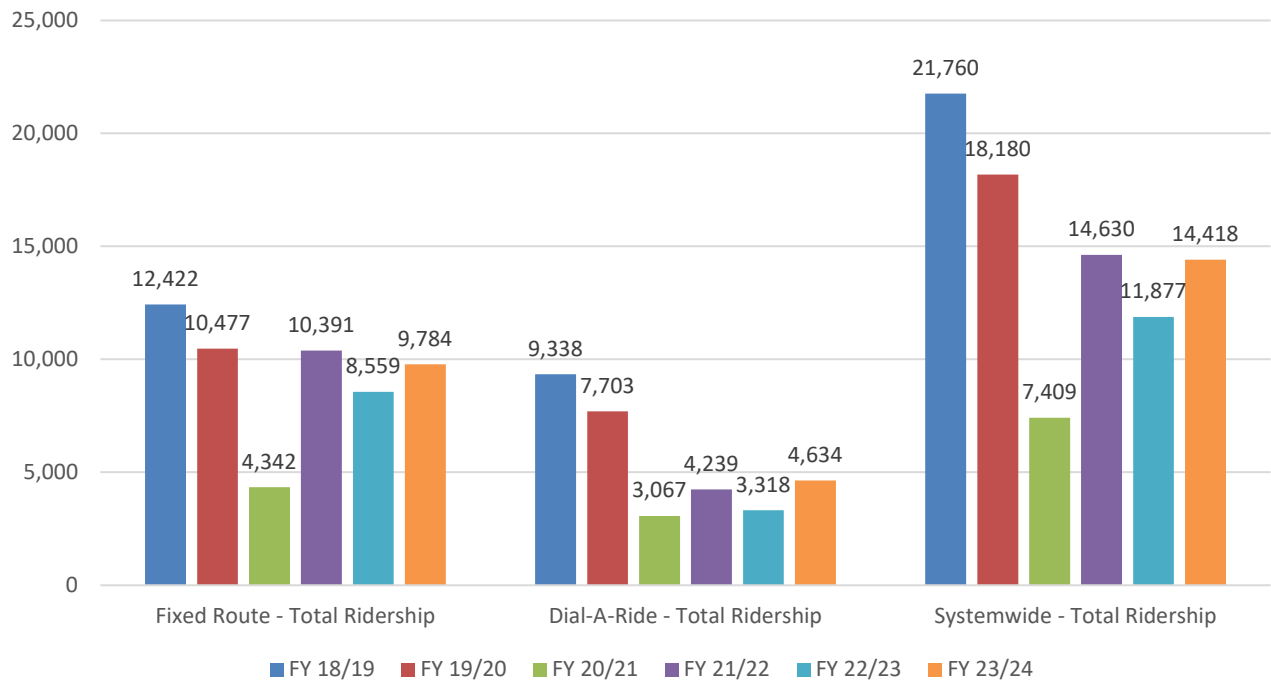
Valley Express service includes four fixed routes serving the cities of Santa Paula, Fillmore, and the unincorporated area of Piru, Dial-A-Ride services for the general public, and complementary ADA paratransit. School tripper service in Santa Paula and Fillmore was suspended in March 2020 due to the COVID-19 pandemic and resumed service in August 2021.

This report provides a Quarter 3 (January-February-March) comparison between key performance indicators (KPI) in FY 23/24 and previous years. In addition, this report provides an update regarding the recent marketing and outreach activities for Valley Express.

Key Performance Highlights:

- This quarter, Valley Express ridership increased by over 21% percent to 14,418 unlinked passenger trips compared to 11,877 in the same quarter of last year. Fixed route ridership increased by just over 14 percent while Dial-A-Ride ridership increased by nearly 40 percent.
- The Piru route continues to account for nearly three quarters (73%) of fixed route ridership as well as half (50%) of systemwide ridership.
- DAR ridership is currently at 50% of our pre-COVID numbers while Fixed route ridership is at 79%.
- The Fillmore fixed route saw the most ridership recovery this quarter. Ridership nearly doubled from the same quarter last year and it is currently at 142% of FY 18/19 ridership.
- The Santa Paula Tripper saw a 29.4% decrease in ridership but that can seem magnified due to the small rider base as it is only a decrease of 30 total rides. This decline is further influenced by the unusual rainfall and resulting service cancellation due to road closures.

Valley Express Ridership THIRD QUARTER COMPARISON



Quarterly Ridership Comparison by Route

THIRD QUARTER COMPARISON (Jan-Feb-Mar)

Valley Express Bus & Dial-A-Ride	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	% Change from FY 22/23	% Change from FY 19/20
Santa Paula Fixed Route	851	633	249	452	452	471	4.2%	-44.7%
Santa Paula Tripper*	355	300	0	323	102	72	-29.4%	-79.7%
Fillmore Fixed Route	466	710	41	117	334	662	98.2%	42.1%
Fillmore Tripper*	2,348	2,256	0	1,967	1,359	1,370	0.8%	-41.7%
Piru Fixed Route	8,402	6,578	4,052	7,532	6,312	7,209	14.2%	-14.2%
Fixed Route Total	12,422	10,477	4,342	10,391	8,559	9,784	14.3%	-21.2%
Santa Paula DAR	6,740	5,619	2,397	3,621	2,947	3,682	24.9%	-45.4%
Fillmore DAR	2,598	2,084	670	618	371	952	156.6%	-63.4%
Dial-A-Ride Total	9,338	7,703	3,067	4,239	3,318	4,634	39.7%	-50.4%
Valley Express Bus & Dial-A-Ride Total	21,760	18,180	7,409	14,630	11,877	14,418	21.4%	-33.7%

*Tripper service did not operate from March 2020 – July 2021

Detailed quarterly comparisons system-wide and for fixed route service and DAR service are shown in the following Tables 1, 2 and 3.

Table 1 System-wide Quarterly Comparison

SYSTEM-WIDE SERVICE - Valley Express KPI		Qtr 3 FY 2022/23	Qtr 3 FY 2023/24	Yr over Yr % Change
Ridership	System-wide	11,877	14,418	21%
Passengers per Mile	System-wide	0.24	0.27	14%
Passengers per Hr	System-wide	2.57	2.55	-1%
Revenue Hours	System-wide	4,619	5,648	22%
Revenue Miles	System-wide	49,477	52,742	7%
Operating Cost	System-wide	\$ 432,390	\$ 594,099	37%
Cost per Hr	System-wide	\$ 93.62	\$ 105.19	12%
Cost per Passenger	System-wide	\$ 36.41	\$ 41.21	13%

Table 2 Fixed Route Quarterly Comparison

FIXED ROUTE - Valley Express KPI		Qtr 3 FY 2022/23	Qtr 3 FY 2023/24	Yr over Yr % Change
Ridership	Fixed Route	8,559	9,784	14%
Passengers per Mile	Fixed Route	0.29	0.33	14%
Passengers per Hr	Fixed Route	5.21	6.00	15%
Revenue Hours	Fixed Route	1,643	1,632	-1%
Revenue Miles	Fixed Route	29,516	29,637	0%
Operating Cost	Fixed Route	\$ 154,685	\$ 168,569	9%
Cost per Hr	Fixed Route	\$ 94.17	\$ 103.29	10%
Cost per Passenger	Fixed Route	\$ 18.07	\$ 17.23	-5%

Table 3 Dial-A-Ride Quarterly Comparison

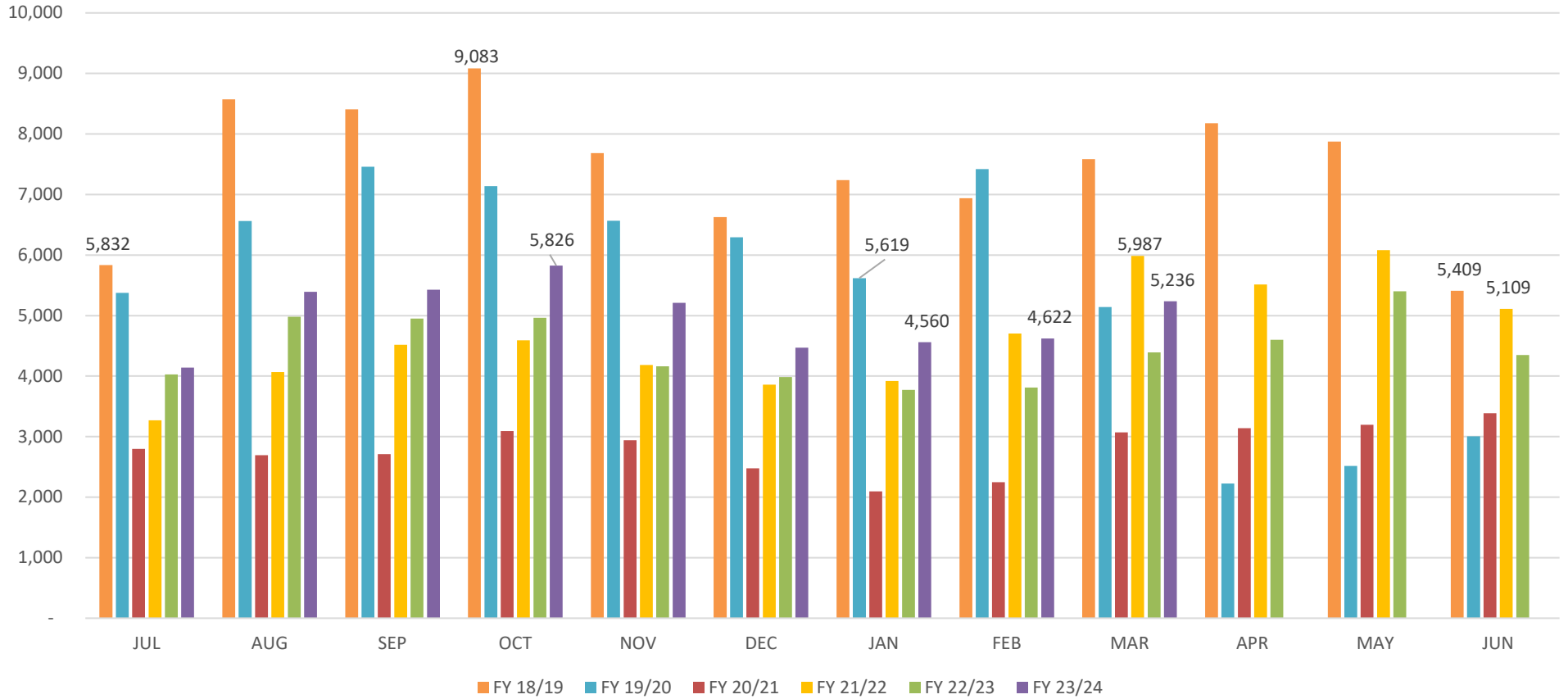
DIAL-A-RIDE (DAR) - Valley Express KPI		Qtr 3 FY 2022/23	Qtr 3 FY 2023/24	Yr over Yr % Change
Ridership	Dial-A-Ride (DAR)	3,318	4,634	40%
Passengers per Mile	Dial-A-Ride (DAR)	0.17	0.20	21%
Passengers per Hr	Dial-A-Ride (DAR)	1.11	1.15	3%
Revenue Hours	Dial-A-Ride (DAR)	2,976	4,016	35%
Revenue Miles	Dial-A-Ride (DAR)	19,961	23,105	16%
Operating Cost	Dial-A-Ride (DAR)	\$ 277,705	\$ 425,530	53%
Cost per Hr	Dial-A-Ride (DAR)	\$ 93.32	\$ 105.96	14%
Cost per Passenger	Dial-A-Ride (DAR)	\$ 83.70	\$ 91.83	10%

During Quarter 3 of FY 23/24, youth rides accounted for nearly 40% of all Valley Express ridership and more than 55% of all fixed-route ridership.

VALLEY EXPRESS			
Q3 FY 23/24			
	Ridership	Youth Rides	% of total
Fixed	9,784	5,429	55.5%
DAR	4,634	182	3.9%
Systemwide	14,418	5,611	38.9%

Valley Express Total Monthly Ridership FY18/19 to present.

Valley Express Total Monthly Ridership



MARKETING AND COMMUNITY OUTREACH

Celtis Ventures, Inc. continues to assist us in promoting the Valley Express service within the Heritage Valley. Celtis is currently working on preliminary designs for our new vehicles. They are also formalizing a marketing campaign for promotion of the Fillmore to Moorpark route. The route campaign started with a photo shoot earlier this month. The full campaign will kick off 4-6 weeks before service begins in early August. In April we attended the Fillmore Earth Day event and in early May we attended the annual Senior Health Fair in Santa Paula where we provided complimentary shuttle service to and from the parking lot.

Behind the Scenes at the Moorpark Photoshoot



Fillmore Earth Day



Santa Paula Health Fair Shuttle



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Valley Express Bus & Dial-A-Ride

Item 7

DATE: May 29, 2024
MEMO TO: HERITAGE VALLEY POLICY ADVISORY COMMITTEE (HVPAC)
FROM: MATT MILLER, PROGRAM MANAGER
SUBJECT: FISCAL YEAR 2024/2025 VALLEY EXPRESS BUDGET

RECOMMENDATION

- Approve the Fiscal Year 2024/2025 Valley Express budget.

BACKGROUND

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

DISCUSSION

VCTC staff presented the draft FY24/25 Valley Express budget to the HVTAC on March 7th and to the HVPAC on March 25th. The final budget was brought to the HVTAC at the May 13th meeting. After thorough discussion and review at all three meetings, the HVTAC approved recommending that the HVPAC consider final approval of the budget.

The FY24/25 budget is higher than it has been in past years, and this is due to the following factors and assumptions:

1. Contract provider rate increase that took effect with the newest contract in FY23/24.
2. Increase in dial-a-ride service hours due to increased demand.
3. Purchase of fifteen (15) replacement service vehicles using FTA and SGR grant funds.
4. Implementation of new CMAQ funded Fillmore to Moorpark Fixed Route planned for August 2024.

Over the past year the Valley Express bus service has been funded with a mix of Federal Transit Administration (FTA) recurring formula funds, farebox revenues, and local funding from the member agencies.

In FY24/25 service will be funded with a mix of FTA formula funds, FTA Congestion Mitigation Air Quality (CMAQ) program funds, State of Good Repair (SGR) funds, farebox revenue, and local funding from member agencies.

The net year-over-year increase in the budget is 54%. **Please note that the high year-over-year change is due to \$2,683,320 in FTA and SGR grants funds for replacement vehicles with requirement from the cities for the local match.** The increase in Contract Services is 18% and is due to contractual increases in the hourly rate and monthly rate, planning for continued increased demand for Dial-A-Ride (DAR) services and the new CMAQ funded Fillmore to Moorpark fixed route.

So far in FY23/24, DAR service hours have increased 22% over last year and staff expect the higher demand to continue through the rest of year and through FY24/25. Hours are expected to be 21% over the FY23/24 projected hours. SB 125 funds will be used to cover the funding gap.

As shown in the table below, the recommended levels of fixed route service will remain the nearly the same except for the addition of 11 months of new service for the Fillmore to Moorpark fixed route. Recommended service level for DAR is 38% higher to plan for higher demand as experienced in FY23/24.

RECOMMENDED LEVEL OF SERVICE

	<i>FY 2024/2025</i>	<i>FY 2023/2024</i>
<u>Fixed Route</u>	<u>Projected Hours</u>	<u>Current (Budgeted)</u>
Fillmore	1,782 (0%)	1,782
Fillmore – Moorpark*	5,940 (+211%)	1,908
Santa Paula	1,792 (+1.5%)	1,766
County	3,015 (0%)	3,015
Subtotal Fixed Route	12,529 (+48%)	8,471
<u>Dial-a-Ride</u>	<u>Projected Hours</u>	<u>Current (Budgeted)</u>
Fillmore	7,111 (+77%)	4,018
Santa Paula	10,180 (+18%)	8,604
County	1,921 (+43%)	1,339
Subtotal Dial-a-Ride	19,211 (+38%)	13,962
Total All Services	31,740 (+31%)	24,300

*Hours for the planned Fillmore-Moorpark funded by a CMAQ grant.

Replacement Vehicles

The FY24/25 budget also includes \$2,375,544 in FTA 5339 Capital and SGR grant funds with a local match of \$307,776 totaling \$2,683,320 for the purchase of fifteen (15) replacement revenue service vehicles which includes new vehicle camera systems and fareboxes.

Anticipated Revenues

The Valley Express has historically utilized revenues from the Federal Transit Administration (FTA) formula funding, passenger fare revenue, State Local Transportation Fund (LTF) revenue each member agency receives and budgets for transit programs and the City of Santa Paula's sales tax Measure "T".

Similar to last year, this budget uses a blend of Federal formula funds, CMAQ grant funds, SGR grant funds fare revenue, and local contributions by member agencies. It is expected that there will be a small carryover funds of agency revenues. The following is a table of the prior five years' budgets for reference.

	FY19-20	FY20-21	FY21-22	FY22-23	FY23-24	FY24-25
FTA - Cares Act/CMAQ	\$ -	\$ 1,802,370	\$ 69,000	\$ -	\$ 206,077	\$ 566,711
FTA	\$ 627,198	\$ 59,430	\$ 912,500	\$ 1,288,926	\$ 1,081,654	\$ 2,175,076
State of Good Repair	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,300,000
Local Contribution - Bus Operations	\$ -	\$ -	\$ 939,200	\$ 676,034	\$ 1,016,319	\$ 1,148,814
Local Contribution - TDA Funds	\$ 985,402	\$ -	\$ -	\$ -	\$ -	\$ -
Local Contribution - Route Guarantee	\$ 130,000	\$ -	\$ -	\$ 190,740	\$ 228,150	\$ 524,600
Local Fee - Contract Administration	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 129,100	\$ 133,800
Local Fee - Farebox	\$ 95,000	\$ 45,000	\$ 41,000	\$ 38,700	\$ 39,000	\$ 67,000
Totals	\$ 1,937,600	\$ 2,006,800	\$ 2,061,700	\$ 2,294,400	\$ 2,700,300	\$ 5,916,000

The projected cost per agency by jurisdiction is below, the FY24/25 Valley Express Budget is attached to this item as "Attachment B". A detailed breakdown of each member agency's local contribution is attached to this item as "Attachment C: Valley Express Budget Model (FY2024/2025)".

Member Agency Available FY22/23 Carryover

Fillmore	\$9,255
Santa Paula	\$12,513
County	\$7,019

Projected Amount Due to VCTC

Fillmore	\$573,011
Santa Paula	\$886,940
County	\$318,477

Attachment A: Heritage Valley Supplemental Budget Information

City of Santa Paula - Valley Express Cost Share

EXPENDITURES	FY24/25 Projected	FY23/24 Budgeted	FY22/23 Budgeted
Overhead (33% of Total)	\$ 98,933	\$ 100,100	\$ 96,133
<i>VCTC Staff Administration</i>			
<i>Communications</i>			
<i>Mileage</i>			
<i>Outreach</i>			
<i>Office Support</i>			
<i>Postage</i>			
<i>printing</i>			
<i>Bank Fees</i>			
<i>Legal Services</i>			
<i>Professional Services</i>			
<i>Equipment</i>			
Vehicle Replacements	\$ 163,122	\$ -	\$ -
<i>Local Match for Grants - based on 53% service hours in jurisdiction</i>			
Fillmore to Moorpark Route	\$ 38,914	\$ 13,884	\$ -
<i>Local Match for CMAQ funds</i>			
Contractor Costs - Service Hours (includes fuel pass through)	\$ 598,484	\$ 549,289	\$ 324,112
<i>Santa Paula A Service</i>			
<i>Santa Paula B Service</i>			
<i>Santa Paula Tripper Service</i>			
<i>Dial-A-Ride Service*</i>			
Santa Paula Cost Share	\$ 899,453	\$ 658,200	\$ 420,245
<i>Total before applying carryovers</i>			
Previous Budget Carryover	\$ 12,513	\$ 143,044	\$ 33,090
Santa Paula Cost Share after Carryover	\$ 886,940	\$ 515,156	\$ 387,155
Estimated Santa Paula SB125 Carryover	\$ 134,598	\$ -	\$ -
<i>Estimated Unused balance from FY23/24 - Not included in calculation</i>			

*Please note that Dial-A-Ride service demand has increased each year since 21/22 & the FY24/25 budget is planning for an increase of 18% in S.P.

City of Fillmore- Valley Express Cost Share

EXPENDITURES	FY24/25 Projected	FY23/24 Budgeted	FY22/23 Budgeted
Overhead (33% of Total)	\$ 98,933	\$ 100,100	\$ 100,000
<i>VCTC Staff Administration</i>			
<i>Communications</i>			
<i>Mileage</i>			
<i>Outreach</i>			
<i>Office Support</i>			
<i>Postage</i>			
<i>printing</i>			
<i>Bank Fees</i>			
<i>Legal Services</i>			
<i>Professional Services</i>			
<i>Equipment</i>			
Vehicle Replacements	\$ 98,488	\$ -	\$ -
<i>Local Match for Grants - based on 32% service hours in jurisdiction</i>			
Fillmore to Moorpark Route	\$ 23,495	\$ 8,811	\$ -
<i>Local Match for CMAQ funds</i>			
Contractor Costs - Service Hours (includes fuel pass through)	\$ 361,349	\$ 345,368	\$ 210,812
<i>Fillmore Loop</i>			
<i>Fillmore Tripper</i>			
<i>Dial-A-Ride Service*</i>			
Fillmore Cost Share	\$ 582,266	\$ 454,279	\$ 310,812
<i>Total before applying carryovers</i>			
Previous Budget Carryover	\$ 9,255	\$ 105,560	\$ 33,090
Fillmore Cost Share after Carryover	\$ 573,011	\$ 348,719	\$ 277,722
Estimated Fillmore SB125 Carryover	\$ 81,267	\$ -	\$ -
<i>Estimated Unused balance from FY23/24 - Not included in calculation</i>			

*Please note that Dial-A-Ride service demand has increased each year since 21/22 & the FY24/25 budget is planning for an increase of 77% in Fillmore

County of Ventura - Valley Express Cost Share

EXPENDITURES	FY24/25 Projected	FY23/24 Budgeted	FY22/23 Budgeted
Overhead (33% of Total)	\$ 98,933	\$ 100,100	\$ 100,000
<i>VCTC Staff Administration</i>			
<i>Communications</i>			
<i>Mileage</i>			
<i>Outreach</i>			
<i>Office Support</i>			
<i>Postage</i>			
<i>printing</i>			
<i>Bank Fees</i>			
<i>Legal Services</i>			
<i>Professional Services</i>			
<i>Equipment</i>			
Vehicle Replacements	\$ 46,166	\$ -	\$ -
<i>Local Match for Grants - based on 32% service hours in jurisdiction</i>			
Fillmore to Moorpark Route	\$ 11,014	\$ 4,005	\$ -
<i>Local Match for CMAQ funds</i>			
Contractor Costs - Service Hours (includes fuel pass through)	\$ 169,383	\$ 156,985	\$ 135,717
<i>Piru Route</i>			
<i>Dial-A-Ride Service*</i>			
County Cost Share	\$ 325,495	\$ 261,090	\$ 235,717
<i>Total before applying carryovers</i>			
Previous Budget Carryover	\$ 7,019	\$ 79,591	\$ 33,090
Fillmore Cost Share after Carryover	\$ 318,476	\$ 181,499	\$ 202,627
Estimated Fillmore SB125 Carryover	\$ 38,094	\$ -	\$ -
<i>Estimated Unused balance from FY23/24 - Not included in calculation</i>			

Attachment B: FY2024/2025 VALLEY EXPRESS BUS SERVICE

FISCAL YEAR 2024/2025 BUDGET (DRAFT)

FUNDING:

Funding Source	Funding Dollars
FTA, CMAQ	\$2,741,787
State of Good Repair Fund Transfer	1,300,000
Local Contribution – Bus Operations*	1,148,813
Local Contribution – Route Guarantee*	524,600
Local Fee – Contract Administration*	133,800
Local Fee – Farebox	67,000
Total Funding	\$5,916,000

*Local LTF contributions, route guarantee, and fee provided by cities of Santa Paula, Fillmore and County of Ventura.

EXPENDITURE COMPARISON:

	Fiscal Year 2022/2023 Actual	Fiscal Year 2023/2024 Budget	Fiscal Year 2024/2025 Budget
Salaries	\$ 42,334	\$ 48,000	\$ 52,700
Fringe and Tax	21,009	21,400	22,500
Indirect Cost Allocation	42,155	59,700	58,600
Mileage	445	1,000	1,000
Office Support	179	1,000	1,000
Printing	6,665	10,000	10,000
Bank Fees	0	1,200	1,000
Legal Services	9,680	10,000	8,000
Professional Services	54,940	60,000	55,000
Communications Wi-Fi	6,842	9,000	7,000
Contract Services	1,872,576	2,400,000	2,935,900
Equipment	0	4,000	10,000
Outreach	46,587	75,000	70,000
Vehicle Replacements	0	0	2,683,300
Total Expenditures	\$2,103,412	\$2,700,300	\$5,916,000

Attachment C: VALLEY EXPRESS BUDGET MODEL (FY2024/2025)

TAC/PAC Draft Budget Cost of Service 2024/25 (31,740 hours)		
Overhead: Staff	\$ 133,800	
Overhead: Other	\$ 163,000	
Vehicle Replacements	\$ 2,683,300	
Contractor	\$ 2,935,900	
Total Costs	\$ 5,916,000	
External Revenues		
FTA & CMAQ	\$ 2,741,786	
State of Good Repair	\$ 1,300,000	
Projected Farebox	\$ 67,000	
Total External Revenues	\$ 4,108,786	
(1) Total Net Due (Less External Revenues)	\$ 1,807,214	
(2) Member Agency Share Overhead		<i>% Share Overhead</i>
Fillmore	\$ 98,933	33%
Santa Paula	\$ 98,933	33%
County	\$ 98,933	33%
Subtotal Overhead Costs	\$ 296,800	
(3) Member agency share of Contractor Costs (rounded)		<i>% Share of total hours (22/23)</i>
Fillmore	\$ 483,332	32%
Santa Paula	\$ 800,519	53%
County	\$ 226,562	15%
Subtotal Contract Costs	\$ 1,510,414	
Total Costs: Member Agency		
Fillmore	\$ 582,266	
Santa Paula	\$ 899,453	
County	\$ 325,495	
Total Costs: Member Agency	\$ 1,807,214	
Member Agency Available FY22/23 Carryover		
Fillmore	\$ 9,255	
Santa Paula	\$ 12,513	
County	\$ 7,019	
<i>Projected Amount Due to VCTC</i>		
Fillmore	\$ 573,011	
Santa Paula	\$ 886,940	
County	\$ 318,477	



Valley Express Bus & Dial-A-Ride

Item 8

DATE: MAY 29, 2024
MEMO TO: HERITAGE VALLEY TECHNICAL POLICY COMMITTEE (HVPAC)
FROM: MATT MILLER, PROGRAM MANAGER
SUBJECT: UPDATE ON REPLACEMENT VEHICLES

RECOMMENDATION

- Receive and file update on progress of Valley Express vehicles replacement.
- Approve vehicle choices and vehicle graphics and proceed with the order.

BACKGROUND

VCTC, on behalf of Valley Express, received grant funding for replacement vehicles. The Valley Express fleet vehicles have met the end of their useful life benchmark and will be replaced in the fiscal year 2025-2026. The current fleet vehicles were purchased in 2015 and consists of five 12-passenger cutaway buses, five 16-passenger cutaways buses, and five 24-passenger low-floor cutaway buses. The buses are all used interchangeably on DAR and fixed-route services with the largest vehicles being used primarily on the fixed-routes. At the May 2024 HVTAC meeting, VCTC staff presented and recommended vehicle types to replace the existing fleet and provided an update on progress being made toward submitting an order.

DISCUSSION

The FY2024/2025 Valley Express budget includes a total of \$2,683,320 in FTA 5339 capital grant funds, State of Good Repair grant funds and local match to purchase 15 replacements service vehicles. As stated above the current fleet is made up of a variety of cutaway buses that are used for dial-a-ride (DAR) and fixed route service with the smallest vehicles used for DAR service.

While considering vehicle options, staff focused on passenger accessibility, ease of boarding for all passengers, feedback from the public and operational efficiency. With passenger accessibility top of mind, the goal is to decrease the ratio of lift equipped vehicles and increase the ratio or ramp equipped vehicles, if possible. As such, instead of replacing the 15 vehicles with a one for one replacement staff recommends purchasing:

- Five (5) 8-passenger + 2 wheelchair position Dodge Promaster BraunAbility vans
- Six (6) medium-sized 20-passenger 22-foot Diamond cutaways with wheelchair lifts and
- Four (4) larger ARBOC cutaways that seat 24-passengers outfitted with ramps.

All the vehicles can be used on Dial-A-Ride services and fixed-route, however the largest ones will be prioritized for fixed-route. Part of the procurement will include a vehicle technical consultant to assist with pre-build meetings, physical vehicle inspections at the factory, and final acceptance.

Attachment A has images and summary information of the three recommended vehicle types. These vehicles are the same as what was presented at the last HVTAC and HVPAC meetings in March.

The vehicles will be wrapped in a new design that incorporates the new Valley Express logo and brand. Staff worked with Celtis, Valley Express' marketing contractor, to develop options for the new buses. Attachment B as the final options for your consideration.

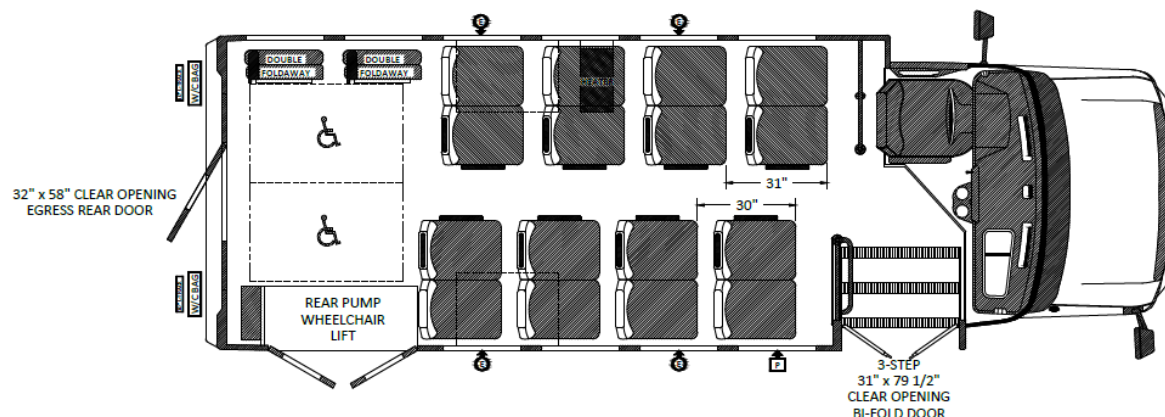


Valley Express Bus & Dial-A-Ride

Vehicle Replacement Type # 2

6 - Diamond Ford E-450 Cutaway

- 16 seats + 2 W.C. OR 20 seats
- Ford Chassis and Vehicle
- 22 feet long w/ Wheelchair Lift
- Fuel Type: Gasoline
- Can be used on Dial-A-Ride or Fixed Route
- Similar to current fleet



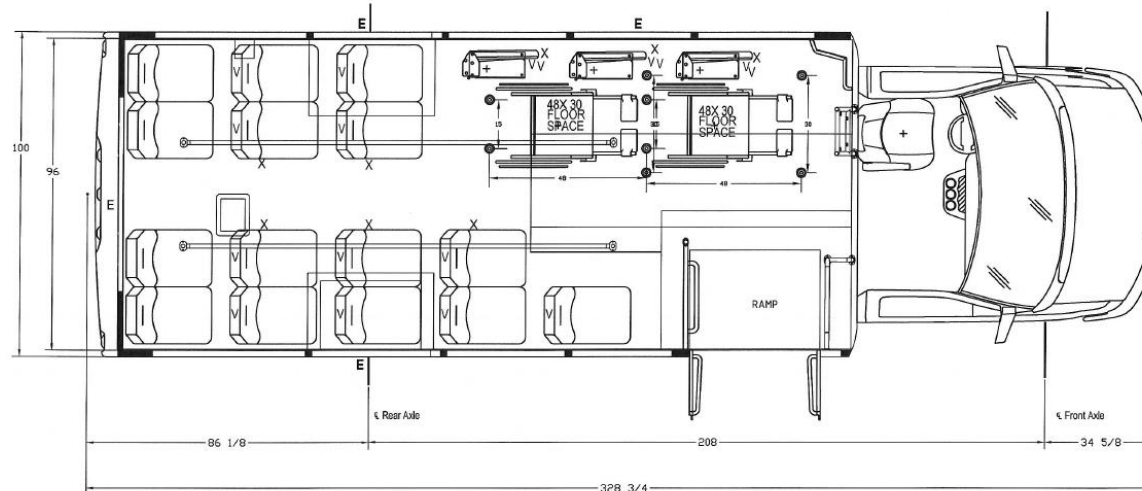


Valley Express Bus & Dial-A-Ride

Vehicle Replacement Type # 3

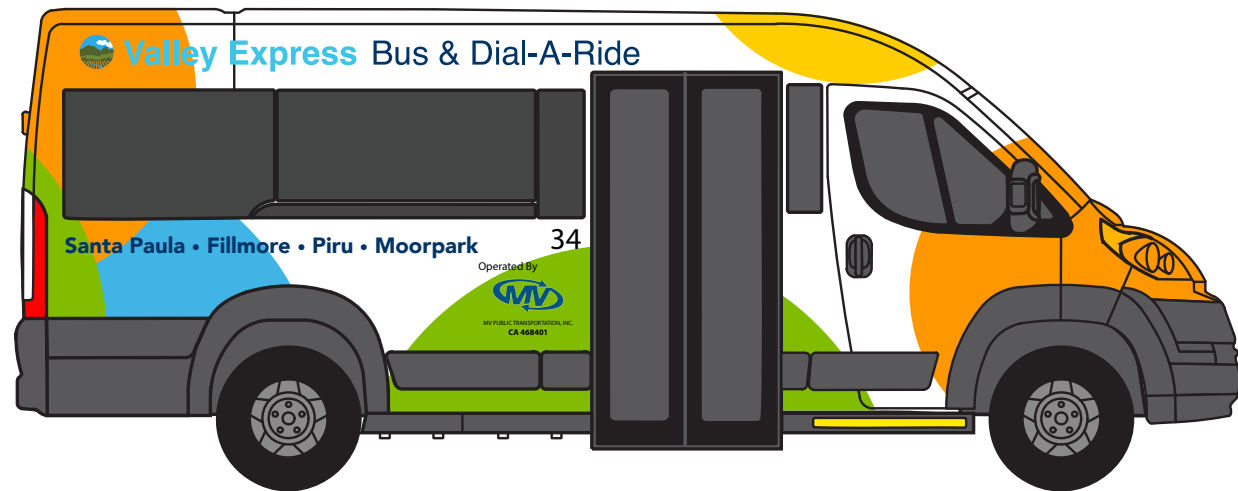
4 - ARBOC Class G-2 Ford E-450

- 15 seats + 2 W.C. OR 22 seats
- Ford Chassis and Vehicle
- 27 feet long w/ Wheelchair Ramp
- Fuel Type: Gasoline
- In current fleet



Concepts

OPTION 3



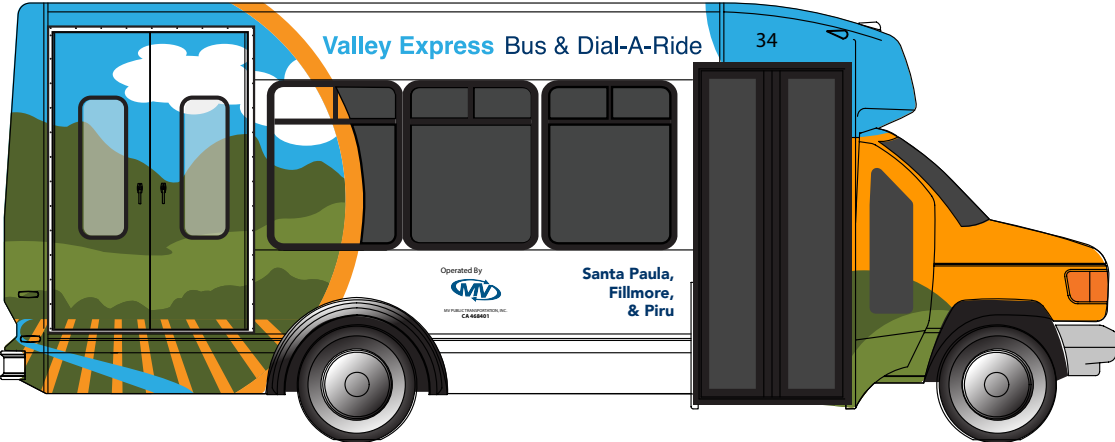
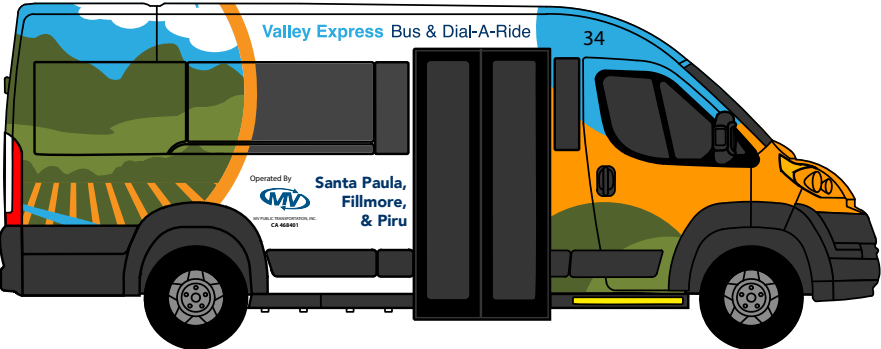
Concepts

OPTION 4



Concepts

OPTION 4 UPDATED PER HVTAC COMMENTS





Valley Express Bus & Dial-A-Ride

Item 9

DATE: MAY 29, 2024
MEMO TO: HERITAGE VALLEY POLICY ADVISORY COMMITTEE (HVPAC)
FROM: ERIN KENNEALLY, TRANSIT PLANNER-TRANSIT SERVICES
SUBJECT: UPDATE ON SERVICE BETWEEN THE CITIES OF FILLMORE AND MOORPARK

RECOMMENDATION

- Receive and file update on progress of Valley Express Fillmore-Moorpark Route. Provide feedback on route path and proposed schedule and launch date.

BACKGROUND

VCTC, on behalf of Valley Express, received CMAQ funding for service between Fillmore and Moorpark.

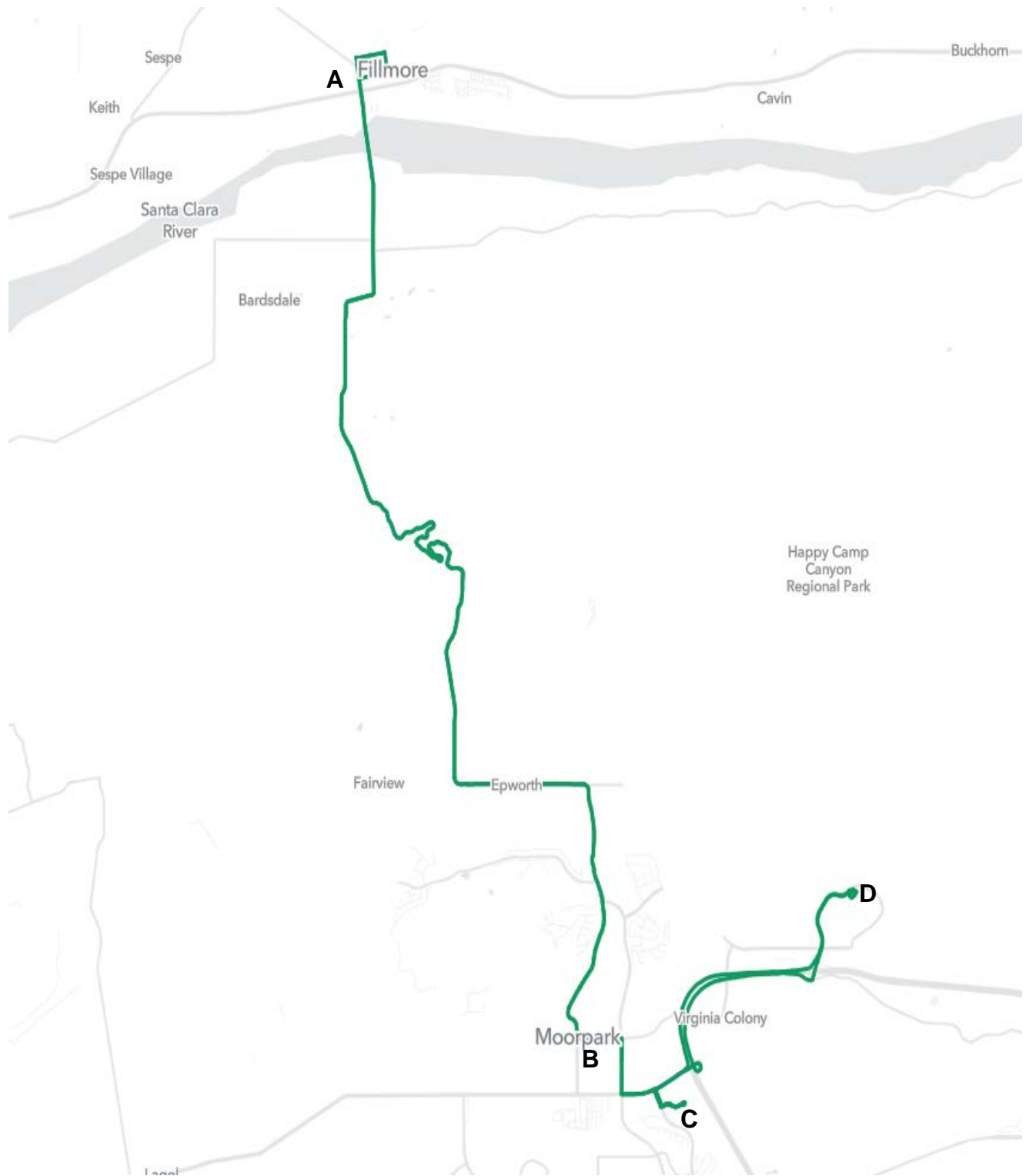
DISCUSSION

Route Design

The new route will provide a direct one-seat ride connecting the cities of Fillmore and Moorpark using the Highway 23/Grimes Canyon corridor. The route will begin at the Fillmore Terminal then proceed to Moorpark stopping at the Moorpark Metrolink station, the Moorpark Marketplace, and the Moorpark College.

This route will connect to eight different existing bus routes as well as Metrolink Commuter Trains. At the Fillmore Terminal passengers can connect to Valley Express' Piru and Fillmore routes as well as the VCTC Intercity Hwy 126 route that connects passengers to Santa Paula and Ventura. At the Moorpark Metrolink station passengers can connect to Moorpark City Transit routes 1 and 2, and both the VCTC Intercity East County route that connects to Simi Valley and Thousand Oaks as well as the VCTC Intercity Cross-County Limited route that connects to Simi Valley, Camarillo, and Ventura. At Moorpark College passengers can also connect to Simi Valley Route 10. This will open up access to Eastern Ventura County that does not currently exist.

Route Map



Service Span

The route will operate seven days a week. On weekdays there will be nine roundtrips between 6:45 a.m. and 7:00 p.m. On weekends there will be seven roundtrips between 7:30 a.m. and 6:30 p.m. This will allow connections with multiple Metrolink trains throughout the day as well as accommodating school schedules and leisure activities.

While the FY 24/25 budget allows for 540 revenue hours per month, our proposed schedule start with around 400 hours per month allowing room to grow if demand is there. We plan to serve the college on every other trip on weekdays and on two trips on the weekends.

The schedule below is designed to coordinate with the Metrolink train schedule. Once approved, minor adjustments will be made to the Fillmore and Piru routes as well as the Intercity Hwy 126 route to better facilitate connections.

PROPOSED WEEKDAY SCHEDULE							
Trip	Fillmore Terminal	Moorpark Metrolink	Moorpark Marketplace	Moorpark College	Moorpark Marketplace	Moorpark Metrolink	Fillmore Terminal
1	6:45 AM	7:15 AM	7:21 AM	7:31 AM	7:45 AM	7:51 AM	8:21 AM
2	7:45 AM	8:15 AM	8:21 AM	***	8:35 AM	8:41 AM	9:11 AM
3	9:00 AM	9:30 AM	9:36 AM	9:46 AM	10:00 AM	10:06 AM	10:36 AM
4	10:30 AM	11:00 AM	11:06 AM	***	11:20 AM	11:26 AM	11:56 AM
5	12:00 PM	12:30 PM	12:36 PM	12:46 PM	1:00 PM	1:06 PM	1:36 PM
6	1:30 PM	2:00 PM	2:06 PM	***	2:20 PM	2:26 PM	2:56 PM
7	3:15 PM	3:45 PM	3:51 PM	4:01 PM	4:15 PM	4:21 PM	4:51 PM
8	4:00 PM	4:30 PM	4:36 PM	***	4:50 PM	4:56 PM	5:26 PM
9	5:30 PM	6:00 PM	6:06 PM	6:16 PM	6:30 PM	6:36 PM	7:06 PM

PROPOSED WEEKEND SCHEDULE							
Trip	Fillmore Terminal	Moorpark Metrolink	Moorpark Marketplace	Moorpark College	Moorpark Marketplace	Moorpark Metrolink	Fillmore Terminal
1	7:30 AM	8:00 AM	8:06 AM	***	8:20 AM	8:26 AM	8:56 AM
2	9:00 AM	9:30 AM	9:36 AM	***	9:50 AM	9:56 AM	10:26 AM
3	10:30 AM	11:00 AM	11:06 AM	11:16 AM	11:30 AM	11:36 AM	12:06 PM
4	12:00 PM	12:30 PM	12:36 PM	***	12:50 PM	12:56 PM	1:26 PM
5	1:30 PM	2:00 PM	2:06 PM	2:16 PM	2:30 PM	2:36 PM	3:06 PM
6	3:00 PM	3:30 PM	3:36 PM	***	3:50 PM	3:56 PM	4:26 PM
7	5:00 PM	5:30 PM	5:36 PM	***	5:50 PM	5:56 PM	6:26 PM

Route Launch

Classes begin at Moorpark College on August 12, 2024. We propose launching the route on August 1. We anticipate that the new transit vans will be delivered sometime in early July. If they are available we will launch the route using those vehicles however, if ridership exceeds capacity we will have to switch to the existing cutaways until the new cutaways are delivered in early 2025.