

# VCAC

## VINE Consumer Advisory Committee

### AGENDA

Thursday, May 2, 2013

6:00 pm

NCTPA / NVTA Board Room  
625 Burnell Street, Napa CA 94559

#### General Information

*All materials relating to an agenda item for an open session of a regular meeting of the VCAC which are provided to a majority or all of the members of the VCAC by VCAC members, staff or the public within 72 hours of but prior to the meeting will be available for public inspection, on and after at the time of such distribution, in the office of the Secretary of the VCAC, 625 Burnell Street, Napa, California 94559, Monday through Friday, between the hours of 8:00 a.m. and 5:00 p.m., except for NCTPA holidays. Materials distributed to a majority or all of the members of the VCAC at the meeting will be available for public inspection at the public meeting if prepared by the members of the VCAC or staff and after the public meeting if prepared by some other person. Availability of materials related to agenda items for public inspection does not include materials which are exempt from public disclosure under Government Code sections 6253.5, 6254, 6254.3, 6254.7, 6254.15, 6254.16, or 6254.22.*

*\*\*\* Members of the public may speak to the VCAC on any item at the time the VCAC is considering the item. Please complete a Speaker's Slip, which is located on the table near the entryway, and then present the slip to the VCAC Staff. Also, members of the public are invited to address the VCAC on any issue not on today's agenda under Public Comment. Speakers are limited to three minutes.*

*This Agenda shall be made available upon request in alternate formats to persons with a disability. Persons requesting a disability-related modification or accommodation should contact Deborah Schwarzbach, VCAC Staff, at (707) 259-8327 during regular business hours, at least 48 hours prior to the time of the meeting.*

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#### ITEMS

1. Call to Order
2. Roll Call and Introductions
3. Chairperson and Committee Members' Update
4. Correspondence
5. Public Comment \*\*\*

#### Time Estimates

10 Minutes

**REGULAR AGENDA ITEMS**

**RECOMMENDATION**

**Time Estimates**

- |     |  |             |        |
|-----|--|-------------|--------|
| 6.  | Approval of March 7, 2013 minutes  | APPROVE     | 5 min  |
| 7.  | Review of 2013/14 Transit Budget<br><br>The VCAC will receive a report on the proposed fiscal year 2013-14 agency transit budget.                        | INFORMATION | 30 min |
| 8.  | Short Range Transit Plan<br><br>The VCAC will receive an overview of the draft 2013-22 Short Range Transit Plan.   | INFORMATION | 45 min |
| 9.  | Transit Manager's Update<br><br>The VCAC will receive a status update from the Manager of Public Transit on various agency projects and service metrics. | INFORMATION | 20 min |
| 10. | Adjourn  |             |        |

**Estimated Meeting Length: 110 mins**

# VCAC

## VINE Consumer Advisory Committee

**MINUTES**  
**Thursday March 7, 2013**

### **ITEMS**

#### **1. Call to Order**

Vice Chair Weir, acting as the VCAC Chair in Chair Wall's absence, called the meeting to order at 6:00 pm.

#### **2. Roll Call and Introductions**

Members Present:

George Blackstock  
Genji Schmeder  
Doug Weir  
Zach Schunk

Margret Schlenke  
Anna Ernest  
Jean-Vincent Deal

Members Absent:

Jack Wall - Excused

#### **3. Chairperson / Committee Members / Staff Update**

A. Chair Weir called for a moment of silence to honor the passing of committee member Ricardo Huijon.

#### **4. Correspondence**

There was no correspondence addressed directly to the committee however NCTPA staff member Tom Roberts gave a summary of some of the letters that had been sent to the NCTPA about the new routes.

#### **5. Public Comment**

Cynthia Ho of Rohlff's Manor

Ms. Ho's primary comments were on the performance of the Route 6. She stated that it runs late due to the amount of people with walkers and in wheelchairs that board at the stop by Rohlff's Manor. She feels that some seniors are being disenfranchised because there is not a direct route from Rohlff's Manor to the downtown area. She also believes that there is not enough useful information

\*MSC – Motion, Seconded and Unanimously Carried

available to the senior population on how to use the system as it was designed and the current marketing does not reflect who actually rides the bus.

## **REGULAR AGENDA ITEMS**

### **6. Approval of meeting minutes of January 3, 2012 (as corrected)**

**MSC” SCHLENKE/BLACKSTOCK to APPROVE SCHMEDER and SCHUNK  
ABSTAIN  
(Approve)**

### **7. Update on VINE system changes**

NCTPA staff member Tom Roberts gave an overview of the current status of the VINE transit system. A source of contention was that restrooms at the transit center were closed to the public. Staff was able to report that the restrooms had been reopened.

**(Information/Comment)**

### **8. Review and approve transit service policies**

NCTPA staff member Tom Roberts reviewed the new service policies with the committee and asked the committee to adopt them.

**MSC” SCHMEDER/SCHUNK to APPROVE  
(Approve)**

### **9. Adjourn until May 2, 2013**

The meeting was adjourned by Chair Weir at 7:00pm



May 2, 2013  
VCAC Agenda Item 7

**Action Requested: INFORMATION**

**NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY  
VCAC Agenda Letter**

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**TO:** VINE Consumer Advisory Committee  
**FROM:** Antonio Onorato, Manager of Finance  
(707) 259-8779 / Email: aonorato@nctpa.net  
**SUBJECT:** Review Draft NCTPA FY 2013-14 Transit Budget

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**RECOMMENDATION**

That the VINE Consumer Advisory Committee review and provide comment on the Draft FY 2013-14 VINE Transit annual operating and capital budget in the amount of \$20,986,800.

**EXECUTIVE SUMMARY**

The first reading of the draft FY 2013-14 NCTPA budget is being presented to the VCAC for review and comment. A budget committee review occurred in March and an optional budget committee review may occur in April if deemed necessary or requested by the NCTPA Board of Director's. The final FY 2013-14 NCTPA budget will be presented to the Board in May for adoption.

**FINANCIAL IMPACT**

Is there a fiscal impact? No, this is an informational item. However, upon adoption, the fiscal impact will be \$20,986,800 for the draft budget comprised of (1) an operating budget of \$10,353,000; (2) capital budget of \$8,901,800; and (3) a depreciation budget of \$1,762,000. Depreciation expense is a "non-cash" recognized expense used for reporting purposes.

Final amounts may change based upon feedback from the NCTPA Board of Directors, the Paratransit Coordinating Council, and VINE Consumer Advisory Committee.

**BACKGROUND AND DISCUSSION**

The NCTPA Board of Directors is required to adopt an annual budget by June 30<sup>th</sup> for the upcoming fiscal year. The Agency updated its financial forecast several times in the

past year in preparation for the upcoming fiscal year. NCTPA also conducted an ad-hoc budget review with the Chair and Vice-Chair of the Board in February.

During the review and comment period between the April and May Board meetings, VCAC members and members of the public will have the opportunity to ask questions about sources of funding, reason for expenditures, purpose of capital purchases, and any other topics associated with the budget development. Revisions to the draft budget may be made in response to comments during the review period.

### NCTPA Public Transit Services

The Transit operating budget represents the cost for the VINE, VINE Go, Taxi Scrip Program, American Canyon Transit, Yountville Trolley, the St. Helena VINE, and Calistoga Shuttle, which combined, provide over 700,000 passenger trips per year.

Public transit expenses are expected to increase by 16.3% in the new fiscal year due to expansion of service and frequency of the VINE system which included a complete overhaul of the routes. The budget also reflects 12 months of expanded service whereas last year's budget only included costs for expanded services for roughly seven months of service. Service levels have also been increased on the Yountville Trolley and Calistoga Shuttle, and \$189,600 has also been proposed as an operating contingency (not including the fuel contingency) for other possible system operating enhancements and adjustments.

Fuel costs have increased because of operational enhancements as well as increases in per gallon fuel prices. Fuel is budgeted at \$4.59 per gallon on average. If fuel costs continue to rise for a prolonged period of time, the agency will need to use revenues set aside for fuel contingency.

### VINE

The VINE budget proposal recommends a 17.3% increase in overall expenses due to service expansion of VINE local routes, adding service (proposed Route 21) to Solano County which is grant funded; and expected increases in fueling costs. As previously mentioned, the increase reflects 12 full months of costs whereas the FY 2011-12 budget accounted for 7 months of service expansion costs.

### VINE Go (Paratransit)

The VINE Go budget proposal recommends a proposed 3.2% increase due mainly to fuel costs. Other than a small increase for purchase transportation, no other material changes have been included in the budget.

### American Canyon Transit

The American Canyon Transit budget proposal recommends a 14.2% increase due to fuel costs, providing additional service during the morning and evening commutes with larger VINE buses that must be driven to and from Napa, as well as a modest increase for purchase transportation.

St. Helena Shuttle

St. Helena Shuttle budget proposal recommends a 7.4% increase in costs due to fuel and purchase transportation. No other material changes are proposed at this time. However, a study is underway which may alter the St. Helena service later in the year. Any costs related to service expansion will be presented to the Board at a later future date.

Yountville Trolley

The Yountville Trolley budget proposal recommends a .7% increase due to purchase transportation costs.

Calistoga Shuttle

The Calistoga Shuttle budget proposal recommends a 25.3% due to service expansion of Calistoga Shuttle and fuel costs.

Taxi Scrip Program

The Taxi Scrip Program budget proposal recommends a 34% increase. Program changes instituted in 2012 to reduce fraud and abuse have lowered the average cost per ride and initially reduced overall usage/costs. However, media coverage of the changes combined with agency outreach about the availability of the program has attracted significant numbers of new enrollees. Consequently, overall program costs are anticipated to rise.

Capital Projects

Capital investments are detailed in Attachment 1. Of the total proposed capital investments, 81% are carryover projects which were approved in FY 2012-13, but will not be delivered until FY 2013-14. As such, Board approval is necessary to allocate budget for these projects in FY 2013-14. The remaining 19% of the projects listed are new. Investments for the fiscal year include procuring additional vehicles, equipment, and facilities. The prior year's capital budget was dominated by the Soscol Gateway Transit Center project which is nearly complete.

**SUPPORTING DOCUMENTS**

Attachment: (1) Draft VINE Transit FY 2013-14 Budget



# Budget Inputs- Yountville

Statement of Revenue, Expenses

Updated 3/25/13 at 1:08pm

	A	B	C	(C-A) Draft - Approved	
	APPROVED BUDGET FY 2012-13	PROJECTION FY2012-13	DRAFT BUDGET FY2013-14	\$ Difference	% Difference
<b>OPERATING REVENUES</b>					
REV- OPERATIONS					
1 Farebox	-	-	-	-	0.0%
2 Farebox Contribution- Town of Yountville	32,300	28,500	33,100	800	2.4%
3 Ad Revenue and Other Operating Revenue	-	-	-	-	0.0%
4 TOTAL - OPERATIONAL REVENUE	32,300	28,500	33,100	800	2.4%
5					
6 TOTAL- Transportation Development Act	77,100	89,200	91,300	14,200	15.6%
7					
8 REV- INTERGOVERNMENTAL					
10 Federal: FTA 5311 Operating	61,300	61,300	101,200	39,900	39.4%
13 State: State Transit Assistance (STA)	150,000	100,000	100,000	(50,000)	-50.0%
23 TOTAL- INTERGOVERNMENTAL REV	211,300	161,300	201,200	(10,100)	-5.0%
24					
25 INTEREST	2,400	1,000	1,000	(1,400)	-140.0%
26					
27 <b>TOTAL REVENUES</b>	<b>323,100</b>	<b>280,000</b>	<b>326,600</b>	<b>3,500</b>	<b>1.1%</b>
28					
<b>OPERATING EXPENSES</b>					
31 PERSONNEL COSTS					
43 Salary Chargeback to Public Transit	3,500	2,000	2,400	(1,100)	-45.8%
44 TOTAL PERSONNEL COSTS	3,500	2,000	2,400	(1,100)	-45.8%
45					
46 OPERATING EXPENSES					
48 Accounting/Auditing Services	1,500	1,500	1,500	-	0.0%
49 Information Technology Service	900	900	1,000	100	10.0%
50 Legal Services	600	600	600	-	0.0%
52 Consulting Services	5,000	-	-	(5,000)	0.0%
55 Purchase Transportation	260,000	236,000	268,000	8,000	3.0%
59 Rents and Leases - Bldg/Land	900	900	1,000	100	10.0%
62 Advertising/Marketing	10,000	8,600	10,000	-	0.0%
68 Office Expenses	500	500	500	-	0.0%
73 Fuel	32,000	29,000	32,000	-	0.0%
75 Fuel Contingency (1)	2,500	-	3,200	700	21.9%
76 Operations Contingency (2)	5,700	-	6,400	700	10.9%
77 TOTAL OPERATING EXPENSES	319,600	278,000	324,200	4,600	1.4%
78					
79 <b>TOTAL OPERATING COSTS</b>	<b>323,100</b>	<b>280,000</b>	<b>326,600</b>	<b>3,500</b>	<b>1.1%</b>
80					
81 <b>NET CHANGE IN OPERATIONS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
82					
83 Depreciation Expense	15,000	24,000	24,000	9,000	37.5%
84					
<b>CAPITAL REVENUES</b>					
89 Federal: FTA 5307, Capital	183,200	-	-	(183,200)	0.0%
91 RM2 Capital	-	151,132	50,000	50,000	100.0%
92 Local Transit Capital/ STA (TDA)	50,000	-	-	(50,000)	0.0%
94 TOTAL CAPITAL REVENUES	233,200	151,132	50,000	(183,200)	-366.4%
95					
<b>CAPITAL PURCHASES</b>					
100 Vehicles	183,200	-	-	(183,200)	0.0%
102 Buildings & Improvements	50,000	151,132	50,000	-	0.0%
103 TOTAL CAPITAL EXPENSES	233,200	151,132	50,000	(183,200)	-366.4%
104					
105 <b>NET CHANGE IN CAPITAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>

(1) 10% contingency for fuel costs.

(2) 2% contingency for operating expenses not including fuel and depreciation.

Increase w/o Contingencies	\$2,100	0.7%
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## YOUNTVILLE TROLLEY STATISTICS

Estimated Passengers	27,000	28,000	29,000
Cost Per Passenger	\$11.97	\$10.00	\$10.93
Estimated Service Hours	3,300	4,100	4,700
Cost Per Hour of Service- Fully Burdened	\$94.36	\$67.80	\$66.94

## OTHER NOTES

102. Yountville Park and Ride Lot parcel purchase





May 2, 2013  
VCAC Agenda Item 8

Action Requested: **INFORMATION**

## **NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY VCAC Agenda Letter**

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**TO:** VINE Consumer Advisory Committee (VCAC)  
**FROM:** Tom Roberts, Manager of Public Transit  
(707) 259-8778 / Email: troberts@nctpa.net  
**SUBJECT:** Short Range Transit Plan

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### **RECOMMENDATION**

Receive a presentation on the 2013-2022 draft Short Range Transit Plan (SRTP).

### **EXECUTIVE SUMMARY**

Staff will provide an update to the VCAC on the 2013-2022 draft SRTP.

### **FINANCIAL IMPACT**

Is there a Fiscal Impact? No. This is an information only report.

### **BACKGROUND AND DISCUSSION**

Every four years NCTPA adopts a new 10-year SRTP. The plan is designed to forecast changes in service demand, project capital and financial needs for system sustainability and align resources accordingly. In addition, service standards and associated metrics are incorporated into the document.

Staff will highlight certain elements of the draft 2013-2022 SRTP and solicit feedback from the VCAC on the draft document.

### **SUPPORTING DOCUMENTS**

Draft Short Range Transit Plan



See Short Range Transit Plan

Download as independent  
document.





May 2, 2013  
VCAC Agenda Item 9

Action Requested: **INFORMATION**

## NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY VCAC Agenda Letter

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**TO:** VINE Consumer Advisory Committee  
**FROM:** Tom Roberts, Manager of Public Transit  
(707) 259-8778 / Email: troberts@nctpa.net  
**SUBJECT:** Transit Manager Update

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### **RECOMMENDATION**

Receive an update from the Manager of Public Transit regarding VINE projects.

### **EXECUTIVE SUMMARY**

Each fiscal year staff develops a work plan for deliverable projects. In addition, each month the agency tracks system ridership. The Committee will receive an update on monthly ridership and FY 2012-13 projects.

### **FINANCIAL IMPACT**

Is there a Fiscal Impact? No.

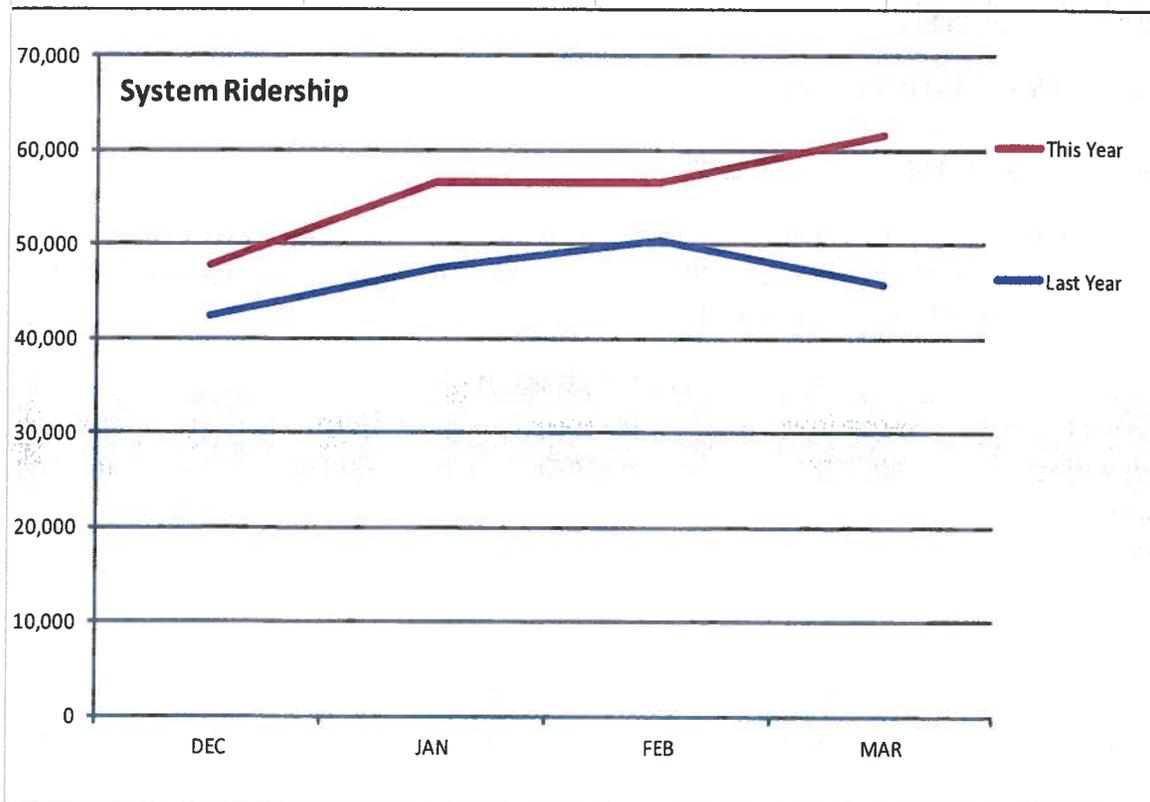
### **BACKGROUND AND DISCUSSION**

In December 2013, the VINE introduced a completely redesigned bus system in Napa County. Since the re-launch, the system has experienced monthly double digit ridership growth compared to the prior year.

System Ridership				
Month	December	January	February	March
Pass trips	47,737	56,639	56,658	61,723
Increase over prior year.	12.5%	19.6%	12.2%	34.7%

## MARCH 2013 RIDERSHIP

System Wide			
	Mar 2012	Mar 2013	Change
Passenger Trips	45,828	61,723	+34.7%
VINE Routes 1 - 8, 10 and 11			
In December 2012, local City of Napa routes 1 -6 became 1 - 8, 10 and 11. The new system provides greater frequency, more direct connections and shorter travel times for most trips. The new, overlapping, Routes 10 and 11 are now the backbone of the City of Napa bus system creating a Rapid Transit Corridor for residents within the City of Napa while also improving county-wide connectivity.			
	Mar 2012	Mar 2013	Change
Passenger Trips	37,297	50,857	+36.4%
VINE Commuter and Regional Routes			
Route 29 Express to the Vallejo Ferry and BART and Route 25 to Sonoma.			
	Mar 2012	Mar 2013	Change
Route 25 - Trips	Service began July 2012	487	n/a
Route 29 - Trips	2,252	2,460	+9%
VINE Community Transit Services			
Passenger Trips			
	Mar 2012	Mar 2013	Change
Am Can Transit	2,601	2,335	-11.5%
Calistoga	525	1,461	+178%
St. Helena	812	820	-
Yountville	2,341	3,303	+41%



### Transit Projects 2012/13

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June
ADA Phase I Wrap Up												
Shared Vehicle Program Implementation												
Sonoma Service												
New Bus Orders												
Contract Transportation Implementation												
Transit Yard Security												
Redesign/Implement Transit Ambassador Program												
Complete Napa Bus Shelter Project/Installation												
New Fare Structure												
Enhancements to Yountville Service												
New Napa Routes, Design/Implementation/Marketing												
New Short Range Transit Plan												
Wayfinding, Digital & Hub Signage Project												
Progress/Manufacturing/New Vehicles												
Off-site Pass/Sales Project												
Changes to Route 29 (mid-day runs)												
Web Site												
Napa Shuttle Changes												
VINE Go / Senior Outreach												
Farebox Project												
511 Integration												
Point of Sale System												
Transfer Agreements with BART and Vallejo Ferry												
Development Service and Fare policies												
Development Performance Measures												
Hispanic Outreach												
New Bus Stop Signs												
Carshare												
Redesign St. Helena Service												
Installation/Implementation of Clipper												
ADA Re-enrollments												
Rider's Guide Update												
Bottle Rock												
Shelter Improvements at NVC												
VINE Fairfield Suisun Service												
Bus Washer												
5310 & 5317 Grant Call for Projects and Applications												
Disposal of Surplus Vehicles												
New Consolidated Bus Schedule												
Disaster Planning												
Passenger Count Technology Project												
New Flyer Issues												
Transit Yard: CNG Fueling Station Project												

Green = Completed  
 Blue = Scheduled and/or In Progress.  
 Red = Project is running behind anticipated completion date.

