

AGENDA ITEM 2 C
Action Item

MEMORANDUM

DATE: March 4, 2010
TO: El Dorado County Transit Authority
FROM: Julie Petersen, Fiscal Administration Manager
SUBJECT: Fiscal Year 2010/11 Preliminary Capital Improvement Plan
and 2010/11 Preliminary Capital Budget

REQUESTED ACTION:
BY MOTION,

1. Approve Preliminary Capital Improvement Plan for fiscal year 2010/11
2. Approve Preliminary Capital Budget for fiscal year 2010/11

BACKGROUND

The Bylaws of the El Dorado County Transit Authority (El Dorado Transit) require submission of a preliminary capital budget on or before the March meeting of each year, the Board shall adopt a preliminary capital budget by April 15 of each year. Final budgets are to be submitted to the Board on or before June 15 of each year. Final capital budget shall be adopted by the Board on or before July 15 of each year.

DISCUSSION

The Preliminary El Dorado County Transit Authority Capital Improvement Plan Fiscal Year 2010/11 (CIP 2010/11) recommends capital projects and identifies funding for vehicle replacement projects.

FISCAL IMPACT

Adoption of the preliminary plan and budget allow transit staff to proceed with projects to ensure timely completion. Individual projects will be presented to the Board for final approval.

EL DORADO COUNTY TRANSIT AUTHORITY
CAPITAL IMPROVEMENT PLAN
FISCAL YEAR 2010/2011

EL DORADO COUNTY TRANSIT AUTHORITY

CAPITAL IMPROVEMENT PLAN

The El Dorado County Transit Authority (El Dorado Transit) maintains a fleet of large, medium and small buses, minivans and sedans. Fleet vehicles are utilized in the delivery of public transportation; for administrative support travel; staff development training; ongoing public outreach travel and maintenance of transit facilities such as bus stops and park-and-ride lots. The Capital Improvement Plan is designed to address the financial investment required to maintain the fleet and facilities owned or leased by El Dorado Transit. Continuing the current level of service and managing the potential expansion of service will succeed only if adequate consideration is given to capital needs.

The Capital Improvement Plan is a planning document setting goals with realistic revenue projections. Vehicle replacement is a component of the Capital Improvement Plan. This annual planning process maximizes available funding for capital investments necessary to provide public transportation at the current level of service and efficient management of the expansion of public services.

As a financial management tool, the Capital Improvement Plan is prepared to take full advantage of capital funding programs, avoid large annual claims against local transportation funds for capital expenditures and to assure capital reserves are available in case annual capital revenue sources diminish or are not consistent. Capital Improvement Plan funding is available for full replacement cost and provides local match funding required for capital grant programs.

California public transit operators have several sources of capital funding available. Each funding source has differing criteria for eligible projects. Bus replacement funding is the most challenging capital funding for public transit operators.

The Capital Improvement Plan and Preliminary Capital Budget for 2010/11 identify funding transit capital projects with; Federal Transit Administration (FTA) Section 5310, Public Transportation Modernization Improvement and Service Enhancement Account (PTMISEA) funds and California Transit Security Grant Program (CTSGP) and California Transit Assistance Funds (CTAF).

Bus and shelter advertising revenues are designated as capital reserves. Those revenues are included as a component of the contingency in each capital budget. If not expended, these funds are retained as unrestricted capital reserves.

The Capital Improvement Plan includes a summary of projects and funding sources; the preliminary budget and project descriptions.

Facility Surveillance System

Project No. 11-01

El Dorado Transit proposes to install surveillance and personnel/vehicle access control systems in up to five (5) transit maintained facilities including, but not limited to, the following: the Transit Operating Base and Maintenance/Fleet Parking Facility at 6565-67 Commerce Way, Diamond Springs, California; the planned Central Transit Park and Ride facility located adjacent to the Transit Operating Base (construction to be completed December 2009); the Cambridge Road Park and Ride located at Cambridge Road and Merrychase Drive, Cameron Park, California; and the El Dorado Hills Park and Ride located at Latrobe Road and Post Street, El Dorado Hills, California.

The proposed transit facility security project will include procurement and installation of interior and exterior, day/night video surveillance cameras with supporting recording hardware and software for all above named facilities. The project will also include procurement and installation of key card access control doors and vehicle gates in the Transit Operating Base and Maintenance/Fleet Parking Facility at 6565-67 Commerce Way, Diamond Springs, California. Complete installation costs, standard warranties on all components, technical support and software are included within the scope of this project.

Funding for this project will be primarily from the California Transit Security Grant Program (CTSGP) and California Transit Assistance Funds (CTAF).

COST SUMMARY (ESTIMATE)

	Proposed <u>Budget</u>
Facility Surveillance System	<u>\$130,000.</u>
<i>Total Project Cost</i>	<i>\$130,000.</i>

FUNDING SOURCES

CTSGP-STAA Section GC 8879.58(a)(2)	\$114,306.
CTSGP-STAA Section GC 8879.58(a)(3)	\$ 10,548.
State Transit Assistance (STA) FY 08/09	<u>\$ 5,146.</u>
<i>Total Revenue</i>	<i>\$130,000.</i>

Vehicle Replacement

Services: Local Bus Route
Dial-A-Ride

Project No. 11-02

El Dorado County Transit Authority (El Dorado Transit) will apply for a Federal Transit Administration (FTA) grant to replace one (1) local fixed route bus and one (1) Dial-A-Ride minivan that are beyond useful life. All vehicles will be moved into back-up status. This project replaces:

EDCTA #	Vehicle Type	Mileage As of 2/12/10
0203	2001 Ford 22- passenger buses	275,907
0505	2001 Chevy 4-passenger minivan	114,405

The Preliminary Capital Budget for fiscal year 2010/2011 includes the FTA Section 5310 funding. The local match is deferred funding from State Transit Assistance (STA) from prior fiscal years as determined by the annual financial audit.

<i>COST SUMMARY (ESTIMATE)</i>	Proposed <u>Budget</u>
One (1) 26-passenger buses	\$105,000.
One (1) 4-passenger minivans	<u>\$ 48,000.</u>
<i>Total Project Cost</i>	<i>\$153,000.</i>

FUNDING SOURCES

Federal Transit Administration Section 5310	\$135,451.
State Transit Assistance (STA)	<u>\$ 17,549.</u>
<i>Total Revenue</i>	<i>\$153,000.</i>

Advanced Intelligent Technology

Project No. 11-03

Install Automatic vehicle location (AVL) and Mobile Data Terminals (MDT) into Fixed and Demand Response Vehicles

AVL is a mechanism which automatically determines the geographic location of a vehicle and transmits the information to a requester. A vehicle is located by using GPS, and the transmission mechanism is a satellite, terrestrial radio or cellular connection from the vehicle to a radio receiver, satellite or nearby cell tower. After an asset is located, the tracking data is transmitted using any choice of telemetry or wireless communications systems.

A MDT is a computerized device used in public transit vehicles, taxicabs, courier vehicles, service trucks, commercial trucking fleets, military logistics, fishing fleets, warehouse inventory control, and emergency vehicles to communicate with a central dispatch office. Mobile Data Terminals (MDT) feature a screen on which to view information and a keyboard or keypad for entering information, and may be connected to various peripheral devices. Standard peripherals include two-way radios and taximeters, both of which predate computer assisted dispatching. MDTs may be simple display and keypad units, intended to be connected to a separate black-box or AVL computer.

<i>COST SUMMARY (ESTIMATE)</i>	Proposed <u>Budget</u>
AVL & MDT Technology	<u>\$386,295</u>
<i>Total Project Cost</i>	<i>\$386,295.</i>

FUNDING SOURCES

Public Transportation Modernization, Improvement, and Service Enhancement Account (PTMISEA) FY 2009/10	<u>\$386,295.</u>
<i>Total Revenue</i>	<i>\$386,295.</i>

Systemwide Bus Stop Improvements

Project No. 11-04

El Dorado County Transit Authority (El Dorado Transit) is responsible for 102 stops within the service area. Normal wear and tear of these locations requires periodic replacement and upgrades to stops and shelter equipment.

Available funding is allocated in two (2) separate cycles of Public Transportation Modernization, Improvement, and Service Enhancement Account (PTMISEA) funds therefore; this will be a multiple year project.

COST SUMMARY (ESTIMATE)

Proposed Budget

Bus Stop Improvements	<u>\$140,000.</u>
<i>Total Project Cost</i>	<i>\$140,000.</i>

FUNDING SOURCES

PTMISEA FY 2009/10	\$ 70,000.
PTMISEA FY 2010/11	<u>\$ 70,000.</u>
<i>Total Revenue</i>	<i>\$140,000.</i>

Systemwide Microsoft Windows 7 Upgrade

Project No. 11-05

In 2005, El Dorado County Transit Authority (El Dorado Transit) completed the project to network all the computer stations within the administration and maintenance buildings. Prior to this, most computers were stand alone. The system installed was designed on a five year replacement schedule for additional upgrades.

The current operating system used is Microsoft Windows 2002. El Dorado Transit has begun to experience compatibility problems when working with outside agencies. After researching for a general software upgrade, it has been determined that the hardware will need to be replaced as well.

As a component of this project to achieve the best pricing possible, the projection system used for both training and presentation purposes will be included. The current system used was purchased prior to 1999.

COST SUMMARY (ESTIMATE)

	Proposed <u>Budget</u>
Systemwide Computer Upgrade	<u>\$46,000.</u>
<i>Total Project Cost</i>	<i>\$46,000.</i>

FUNDING SOURCES

State Transit Assistance (STA)	<u>\$46,000.</u>
<i>Total Revenue</i>	<i>\$46,000.</i>

Vehicle Replacement

Services: Staff Car

Project No. 11-06

El Dorado County Transit Authority (El Dorado Transit) currently possess' nine (9) vehicles that are utilized as staff vehicles. These include one (1) mobile response panel van specially equip for roadside repair needs; one (1) 4WD maintenance truck for general use such as hauling as well as road surveys during inclement weather; and seven (7) midsize sedans for daily uses such as transit drivers transition and lunch relief as well as administrative staff uses.

Of these vehicles, one (1) is in need of replacement; statistical details are provided.

EDCTA #	Vehicle Type	Mileage <u>As of 2/12/10</u>
9509	1995 Ford Escort	64,471

This vehicle was primarily used by the maintenance department before the acquisition of dedicated maintenance vehicles in 2004 and 2007.

<i>COST SUMMARY (ESTIMATE)</i>	<u>Proposed Budget</u>
One (1) Staff Vehicle	<u>\$35,000.</u>
<i>Total Project Cost</i>	<u>\$35,000.</u>

FUNDING SOURCES

Public Transportation Modernization, Improvement, and Service Enhancement Account (PTMISEA) funds FY 10/11	<u>\$35,000.</u>
<i>Total Revenue</i>	<u>\$35,000.</u>

Tenant Improvement

Project No. 11-07

In fiscal year (FY) 2005/06, the El Dorado County Transit Authority (El Dorado Transit) completed a tenant improvement capital project which included workstation upgrades, networking the computer system and the purchase of standardized computers. At that time, funds were not available to add a needed training facility or upgrade the buildings.

Currently, driver and staff training must be held in the conference room if available or in the maintenance facilities first bay in order to accommodate staff size and training needs.

The interior design or floor plan of the administration building has not been altered since 1998 when El Dorado Transit re-located to the current facility.

This project would include utilizing the current storage area as a training facility as well as the relocation of nonbearing walls and improving lavatories.

COST SUMMARY (ESTIMATE)

	Proposed <u>Budget</u>
Tenant Improvement	<u>\$500,000.</u>
<i>Total Project Cost</i>	<i>\$500,000.</i>

FUNDING SOURCES

Public Transportation Modernization, Improvement, and Service Enhancement Account (PTMISEA) funds FY 10/11	<u>\$500,000.</u>
<i>Total Revenue</i>	<i>\$500,000.</i>

**El Dorado County Transit Authority
Capital Improvement Plan Budget**

Approved Capital Projects			Budget	Beginning Balance as of 12/31/2009									
Priority	CIP Project Number	Project Description		Deferred STA* \$999,643	FTA Section 5307 \$564,000	ARRA - Urban \$519,000	ARRA - Rural \$643,000	PTMSIEA 07/08* \$683,326	PTMSIEA 08/09 \$703,173	PTMSIEA 09/10 \$706,295	PTMSIEA 10/11 \$605,000	CTSGP-CTAF \$124,854	FTA Section 5310 \$135,451
1A	08-08	Vehicle Replacement - 2 Commuter	\$1,038,000		\$364,000			\$674,000					
1B	10-02	Vehicle Replacement - 1 Commuter	\$519,000			\$519,000							
1C	09-01	Vehicle Replacement - 5 Cutaways, 4 Minivans	\$766,291	\$123,291			\$643,000						
1D	08-07	Maintenance - Lift System	\$45,000	\$45,000									
1E	10-03	Vehicle Replacement 1-Commuter	\$521,000	\$89,763	\$200,000			\$231,237					
2	08-04	Park-and-Ride Capital Projects	\$6,000	\$6,000									
3	08-03	Maintenance Facility - Steam Cleaner & Trolley Shelter	\$200,000	\$200,000									
5	08-05	Maintenance - Equipment	\$35,000	\$35,000									
6A	09-03	Connect Card (UTFC) program	\$263,200						\$263,200				
6B	11-01	Facility Surveillance System	\$130,000	\$5,146							\$124,854		
6C	11-02	Vehicle Replacement - Local Service	\$153,000	\$17,549									\$135,451
6D	11-03	Advanced Intelligent Technology	\$386,295						\$386,295				
6E	11-04	Systemwide Bus Stop Improvements	\$140,000						\$70,000	\$70,000			
6F	11-05	Systemwide Microsoft Windows 7 Upgrade	\$46,000	\$46,000									
6G	11-06	Vehicle Replacement - Staff Car	\$35,000								\$35,000		
6H	11-07	Tenant Improvement	\$500,000							\$500,000			
Project Totals			\$4,783,786	\$567,749	\$564,000	\$519,000	\$643,000	\$674,000	\$231,237	\$719,495	\$605,000	\$124,854	\$135,451
Remaining Funds available				\$431,894	\$0	\$0	\$0	\$9,326	\$471,936	-\$13,200	\$0	\$0	\$0

Priority - Key Code

- 1 = Active project, purchase orders issued, project completion projected during Fiscal Year 2009/10
- 2 = Active project with partial funding allocated, actual current amount \$6,000
- 3 = Planned project with consultant researching actual cost and product availability
- 4 = Planned project with funding pending
- 5 = Planned project
- 6 = Planned project

*Per FY 2008/09 Audited Financials minus FY 2009/10 Expenditures as of 12/31/2009