



EL DORADO TRANSIT

EL DORADO COUNTY TRANSIT AUTHORITY TRANSIT ADVISORY COMMITTEE MEETING

AGENDA

Wednesday, July 26, 2023; 8:15 AM

Regular Meeting

Chairperson: Laurel Brent-Bumb

Vice Chairperson: Susie Davies

Interim Executive Director: Brian James

In-Person

El Dorado County Transit Authority
6565 Commerce Way
Diamond Springs, CA 95619

Remotely

By Computer:

<https://us02web.zoom.us/j/84374650031?pwd=MkQyWWo4QXVOSllWbmljd1VNVXl4Zz09>

Meeting ID:

843 7465 0031

Password:

2023

Members of the public may call in during the meeting and are encouraged to submit public comment via email to happlegarth@eldoradotransit.com up until 2 hours before the start of the meeting. Written comments will be entered into the meeting's minutes and the Board will consider all comments at the appropriate time. Members of the public may address any item on the agenda prior to board action, comments will be limited to no more than three (3) minutes.

If you are joining the meeting via computer and wish to make a comment on an item, press the "raise a hand" button. If you are joining the meeting by phone, press *9 to indicate a desire to make a comment. The board secretary will call you by the last three digits of your phone number when it is your turn to comment.

By participating in this meeting, you acknowledge that you are being recorded.

CALL TO ORDER AND ROLL CALL

ADOPTION OF AGENDA

PUBLIC COMMENT

At this time, any person may comment on any item which is not on the agenda. PLEASE STATE YOUR NAME AND ADDRESS FOR THE RECORD. Action will not be taken on any item that is not on the agenda. If it requires action, it will be referred to staff and/or placed on the next meeting agenda. Please limit your comments to no more than three (3) minutes.

1.	<u>CONSENT CALENDAR</u>	<u>PAGE</u>
	<i>These items are expected to be routine and non-controversial. They will be acted upon by the TAC at one time without discussion. Any TAC board member, staff member or interested citizen may request an item be removed from the Consent Calendar for discussion. The TAC may also add items from the Agenda to the Consent Calendar if they appear to be non-controversial.</i>	
	A. Conformed Minutes of April 26, 2023	4
2.	<u>ACTION ITEMS</u>	
	A. Recommend the Board of Directors Approve the El Dorado County Transit Authority Passenger Code of Conduct	7
3.	<u>INFORMATION ITEMS</u>	
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	B. Adopted Final Capital Improvement Plan and Capital Budget Fiscal Year 2023/24	21
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PROJECT UPDATES*

INTERIM EXECUTIVE DIRECTOR REPORT*

COMMITTEE MEMBER COMMENTS*

ADJOURNMENT

* Verbal Report

NEXT REGULARLY SCHEDULED
EL DORADO COUNTY TRANSIT AUTHORITY
TRANSIT ADVISORY COMMITTEE MEETING

October 25, 2023; 8:15AM

El Dorado Transit Office

6565 Commerce Way

Diamond Springs, CA 95619

In compliance with the Americans with Disabilities Act, if you are a disabled person and you need a disability related modification or accommodation to participate in this meeting, then please contact our office by telephone at (530) 642-5383 extension 209 or by fax at (530) 622-2877. Requests must be made as early as possible, and at least one full business day before the start of the meeting.

Visit us online at www.eldoradotransit.com



EL DORADO TRANSIT

EL DORADO COUNTY TRANSIT AUTHORITY TRANSIT ADVISORY COMMITTEE MEETING CONFORMED MINUTES

Wednesday, April 26, 2023; 8:15 AM

Chairperson: Laurel Brent-Bumb

Vice Chairperson: Susie Davies

Executive Director: Matthew Mauk

In-Person

El Dorado County Transit Authority
6565 Commerce Way
Diamond Springs, CA 95619

Remotely

By Computer:

<https://us02web.zoom.us/j/85235798328?pwd=MHIwb2dXME9XYjdaMnBidXZGV3FNdz09>

Meeting ID:

852 3579 8328

Password:

2023

These meetings will be conducted pursuant to the provisions of Assembly Bill 361 which suspends certain requirements of the Ralph M. Brown Act to allow for greater flexibility in conducting public meetings via teleconferencing and allowing public participation telephonically. These measures are in effect when a state of emergency is issued or remains active.

Members of the public may call in during the meeting and are encouraged to submit public comment via email to happlegarth@eldoradotransit.com up until 2 hours before the start of the meeting. Written comments will be entered into the meeting's minutes and the Board will consider all comments at the appropriate time. Members of the public may address any item on the agenda prior to board action, comments will be limited to no more than three (3) minutes.

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CALL TO ORDER AND ROLL CALL

The meeting was called to order by Laurel Brent-Bumb at 8:18AM

Members present: Laurel Brent-Bumb, Susie Davies, Dan Bolster, Star Walker and Ellen Yevdakimov

Staff present: Haley Applegarth, Brian James, Matt Mauk, and Julie Petersen

ADOPTION OF AGENDA

PUBLIC COMMENT

There was no public comment.

At this time, any person may comment on any item which is not on the agenda. PLEASE STATE YOUR NAME AND ADDRESS FOR THE RECORD. Action will not be taken on any item that is not on the agenda. If it requires action, it will be referred to staff and/or placed on the next meeting agenda. Please limit your comments to no more than three (3) minutes.

1. CONSENT CALENDAR

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A. Conformed Minutes of January 25, 2023

Moved and Seconded by Susie Davies and Star Walker

2. ACTION ITEMS

A. Review and Approve Fiscal Year 2023/24 Preliminary Operations Report

Moved and Seconded by Dan Bolster and Star Walker

3. INFORMATION ITEMS

A. Fiscal Year 2022/23 6-Month Administrative Operations Report

B. Short-Range Transit Plan Update

PROJECT UPDATES*

EXECUTIVE DIRECTOR REPORT*

COMMITTEE MEMBER COMMENTS*

ADJOURNMENT

The meeting was adjourned at 9:19AM.

* Verbal Report

NEXT REGULARLY SCHEDULED
EL DORADO COUNTY TRANSIT AUTHORITY
TRANSIT ADVISORY COMMITTEE MEETING
July 26, 2023; 8:15AM
El Dorado Transit Office
6565 Commerce Way
Diamond Springs, CA 95619

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Visit us online at www.eldoradotransit.com

AGENDA ITEM 2 A
Action Item

MEMORANDUM

DATE: July 26, 2023

TO: El Dorado County Transit Authority
Transit Advisory Committee

FROM: Christine Parker, Safety Coordinator

SUBJECT: Passenger Code of Conduct

REQUESTED ACTION:

BY MOTION,

**Recommend the Board of Directors Approve the El Dorado County
Transit Authority Passenger Code of Conduct**

BACKGROUND

The El Dorado County Transit Authority (El Dorado Transit) has traditionally posted passenger rules in transit vehicles and in printed brochures. These rules are guidelines for passengers while using transit vehicles and facilities. In an effort to support El Dorado Transit's goal, "to provide safe, reliable, courteous, attractive, and comfortable public transit" staff has developed a Passenger Code of Conduct to update passenger rules and to provide a comprehensive approach to passenger discipline.

DISCUSSION

The attached draft Passenger Code of Conduct aims to provide a safe, comfortable, and enjoyable experience for all passengers, staff, and the community. It will assist in maintaining order, preventing conflicts and ensure the smooth operation of El Dorado Transit while prioritizing the well-being and satisfaction of everyone involved.

The Passenger Code of Conduct will set forth expectations for passengers while maintaining support for operators and other front line staff. This policy identifies a series of actions and behaviors some of which are supported by the California Penal Codes, Public Utility Codes and other statutes that may lead to disciplinary action. The intention of the Passenger Code of Conduct is not to discipline, but to create an expectation and understanding where the presence of poor conduct can cause safety risks, discomfort and disturbances to all involved parties and may lead to corrective action if poor behaviors are conducted within El Dorado Transit vehicles and properties.

El Dorado County Transit Authority
Transit Advisory Committee
July 26, 2023

I. Passenger Code of Conduct

The El Dorado County Transit Authority (El Dorado Transit) is committed to providing a safe, secure, and comfortable transit environment. By establishing the passenger code of conduct it sets forth expectations and guidelines for passengers to follow to ensure the safety and comfort of all passengers and El Dorado Transit Staff. Behavior on transit property is governed by California Penal Code 640 and other statutes.

If a passenger notices offensive or illegal activity by another passenger, the person is highly encouraged to notify El Dorado Transit.

1. Fare

All passengers must show a valid pass or pay a fare upon boarding. Failure to pay the appropriate fare or present a valid pass or willfully present an invalid pass or transfer is prohibited.

2. Animals

Guide dogs, signal dogs and other service animals are permitted to accompany individuals with disabilities who board El Dorado Transit vehicles. If an operator is unsure the animal performs a service function, the operator may ask the following:

- a. Is the animal a service animal?
- b. What service has the animal been trained to provide?

The animal must not interfere with other passengers and must be under constant supervision and control by the owner. Service animals are not permitted on seats or to block the aisleway in vehicles.

If a service animal misbehaves and the passenger is unable to correct the behavior, the passenger will be asked to remove the animal from the vehicle.

If the misbehavior continues, the animal's boarding privileges may be revoked for an established time period. Please refer to Section II: Suspension of Service for further details.

For safety reasons, it is recommended that service animals do not ride the passenger lift platform on vehicles where lifts are available. Their tails, paws, head, or equipment may catch in the lift mechanism.

2.1. Pets

Animals such as comfort animals, emotional support animals or pets that do not meet the definition of a service animal are not permitted on El Dorado Transit vehicles*.

**Exception (Public Utilities Code 99166): In the event of an Evacuation Order established by the Governor of California or Local Emergency Management*

Officials, pets may be permitted if space allows, pet is in full control of the passenger, and safety of passengers, operator or others is not jeopardized.

Pets means a cat or a dog as those terms are defined in section 1799.109 of the Health and Safety Code.

3. Carry-Ons

3.1. Residue on Surfaces

Bringing any carry-ons onto a vehicle which would leave any residue on any vehicle surface is prohibited. Recyclable cans, bottles and other such items are prohibited.

3.2. Limits

Passengers must limit their carry-ons to only those items the passenger can safely carry on the vehicle in one boarding without any assistance from the operator or, another passenger. Passengers must have control over carry-on items at all times. Carry-ons shall not block aisles or seats.

3.3. Strollers and Baby Carriers

Passengers boarding with a child in a stroller shall remove the child and collapse the stroller before boarding the vehicle. Strollers and baby carriers may not be boarded using the lift and must be stored and secured and not block aisles at any time or block seats. Children and carriers must be under personal control at all times.

3.4. Utility Carts and Walkers

Utility carts, walkers, and personal possessions must be stored and secured and cannot block aisles at any time or block seats. The wheelchair lift may not be used for loading a utility cart.

3.5. Bicycles

Bicycles must be stored on the bicycle rack on a first come, first served basis. The bicycles must be able to fit on the bike rack. Bicycles that do not fit the bicycle rack may not be loaded inside the vehicle. Non-folding bicycles may not be brought on board*. Folding bicycles may be brought on board the vehicle provided it is stored away safely and appropriately. Before being brought aboard, it remains under personal control at all times, and stored so as not to block aisles or seats at any time.

Electric bicycles can be transported after approval from El Dorado Transit. Approval is completed at El Dorado Transit offices. The electric bike will be weighed and if the bike meets the weight criteria of 55lbs or less, the bike will receive an approval sticker. Gas powered bicycles may not be transported on all El Dorado Transit vehicles, due to the dangers of flammable liquids.

**Exception – the last vehicle of the day (provided space is available) may allow one to two (1-2) non-folding bicycles on board. Bicycle(s) must be stowed in the mobility device securement area. Passengers traveling in mobility devices have priority. If a passenger*

in a mobility device needs to board the vehicle after the bicycle(s) have been boarded, the bicycle(s) must vacate the space and disembark the vehicle.

2.6 Life Support Equipment

Respirators, portable oxygen, or other non-emergency life support equipment in use may be brought on board as long as such items do not violate laws or rules related to transportation of hazardous materials. Equipment must be managed by the passenger or Personal Care Attendant (PCA).

4. Distractions

4.1. Operator Distractions

Passengers must avoid actions that promote distractions to the operator.

Passengers must remain behind the standee line.

4.2. Cell Phones:)

Cell phone ringers and conversations shall be kept at a volume level that does not disturb other passengers or the operator.

4.3. Electronic Devices:

Headphones must be used by passengers with all sound emitting electronic devices, or the sound feature must be turned off.

5. Consuming Food and Drinks

5.1 Eating

Eating is prohibited aboard El Dorado Transit Vehicles

5.2 Non-Alcoholic Beverages

Drinking non-alcoholic beverages is permitted provided the beverage is in a spill-proof or spill resistant container.

5.3 Alcoholic Beverage

Consuming any alcoholic beverage or possessing an open container of any alcohol beverage is prohibited.

6. Vandalizing and Unauthorized Signage on Transit Property

6.1 Graffiti (Penal Code 640.5)

It is unlawful for any person to intentionally place graffiti upon any El Dorado Transit vehicle, bus shelter or bus stop.

6.2 Defacing Property

Willfully tampering with, removing, displacing, injuring, or destroying any part of a facility or vehicle of a public transportation system is prohibited. (Penal Code 640(d)(5). Defacing, destroying or otherwise vandalizing transit property or any sign,

notices or advertisements is prohibited. This includes posting or affixing leaflets or unauthorized signs to transit property.

7. Literature Distribution

Distribution or posting of literature is prohibited on vehicles, at bus shelters or bus stops.

8. Loitering (Penal Code 647)

Loitering or congregating at a bus shelter or bus stop in any way is prohibited.

9. Panhandling, Soliciting, Asking or Begging (Penal Code 640(b)(6))

Panhandling, soliciting, asking, or begging other passengers or transit employees for money or fare on the vehicle, at bus stops or within 25 feet of a bus stop is prohibited.

10. Priority Seating

Designated priority seating shall be given to seniors and persons with disabilities near the doors of the vehicle as posted. Other passengers in these seats will be asked to volunteer their seat if the need arises. Operators are not required to enforce compliance with a request to move passenger(s) from priority seating.

10.1 Mobility Device Securement

El Dorado Transit requires that passengers in mobility devices ride with their devices secured to the floor during transportation.

11. Public Health Standards, Dress and Hygiene

All persons using El Dorado Transit services must comply with current public health standards while on the vehicle or at bus stops. Passengers are expected to maintain personal hygiene and behaviors or actions that may be reasonably offensive, cause discomfort or inconvenience to others.

11.1 Unsanitary Conditions:

Willfully creating unsanitary conditions through presence of blood, urine, feces, vomit, or other bodily fluids.

11.2 Body Odor or Physical Hygiene

A passenger may not be permitted on a vehicle if the person's body odor or physical hygiene disturbs the reasonable comfort of other passengers. The passenger will be given notice and an opportunity to correct the odor or hygiene problem prior to discontinuing riding privileges, unless in the judgment of El Dorado Transit staff, the person places existing passengers in extreme discomfort or is considered a health risk to others.

11.3 Clothing

Passengers must be fully clothed, including footwear.

As a courtesy, passengers are asked to respect those sensitive to fragrances by avoiding

wearing scents.

11.4 Public Health Emergency

In the event of a Public Health Emergency, El Dorado Transit will take lead from local and state guidance.

12. **Seat Belts**

If the vehicle is equipped, seat belts are required to be worn at all times while riding.

13. **Smoking**

Smoking within twenty (20) feet of transit vehicles and/or bus stops is prohibited.

14. **Social Behavior**

Passengers are expected to exhibit appropriate social behavior while on board the vehicle, at bus stop locations, on the phone or in person with El Dorado Transit personnel. Inappropriate social behavior includes, but is not limited to, the following:

14.1. Engaging in sexual conduct or sexual harassment, including, but not limited to, obscene or lewd acts, sexual touching, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when such conduct has the effect of creating an intimidating, hostile, or offensive atmosphere.

14.2. Federal laws prohibit discrimination based on a person's national origin, race, color, religion, disability, sex, and familial status. Engaging in discriminatory behavior such as slurs or aggressive behavior, will not be tolerated.

14.3. Engaging in disorderly conduct as the result of being under the influence of any drug, controlled substance, or intoxicating liquor.

14.4. Fighting, intentionally causing a loud disturbing noise, or using offensive words that are inherently likely to provoke an immediate violent reaction.

14.5. Disrupting or interfering with the normal operations of El Dorado Transit or disturbing transit staff, volunteers, or customers, including, but not limited to creating unreasonable noise, or engaging in loud or boisterous physical behavior or talking.

14.6. Willfully blocking the free movement of another person in or on El Dorado Transit property, including placing objects that block aisles, stairways seats

14.7. Interfering with the provision of transportation services (i.e., failure to properly board or alight, blocking progress of a transit vehicle, disturbing the operator, etc.)

14.8. Throwing objects at El Dorado Transit property or at persons in or on transit property.

14.9. Disobeying the reasonable direction of El Dorado Transit employees.

14.10. Repeatedly annoying a person for inappropriate purposes

14.11. Sleeping on El Dorado Transit premises after being requested not to do so.

15. Unaccompanied Children

Passengers should have the maturity to be able to react to unexpected situations that may arise in any transportation system, such as delays, cancellations or other service disruptions. For this reason, El Dorado Transit recommends that children 11 years of age and under be accompanied by an adult or a responsible youth (at least 12 years old) when riding El Dorado Transit.

If it is necessary for children to travel alone, the following is strongly suggested:

- Children should carry identification showing their name, address, home phone number and the name and phone number of a responsible adult to contact if necessary.
- Parents and/or guardians should review the details of the trip with their child prior to travel, including the route the person will be riding and the stop where the person will disembark. For young children, this information should be given to the child in writing.

16. Hazardous Materials

Carrying the following items onto El Dorado Transit vehicles is prohibited:

- Explosives, ammunition, dynamite, fireworks
- Gases such as propane, oxygen, helium flammable gasoline fuel, acetone
- Flammable solid matches, fuses
- Oxidizers, ammonium nitrate, hydrogen peroxide
- Poisons, pesticides, arsenic
- Radioactive uranium, plutonium
- Corrosives - hydrochloric acid, battery acid
- Miscellaneous hazardous materials - formaldehyde, asbestos, non-ORM-D (other regulated material), hair spray
- Charcoal, non-combustible liquids, fuel oils and lighter fluid

II. Suspension of Service

El Dorado Transit understands passengers rely on our transit services for transportation throughout the community. However, passengers must behave appropriately and respectfully when aboard a transit vehicle and on transit facility property. El Dorado Transit Staff may issue verbal warnings to any passenger, reminding them of the expected behavior and requesting compliance before an unacceptable behavior is elevated to revoking transportation privileges.

Suspension of privileges to use any El Dorado Transit facilities or services may be enforced by

law enforcement in the event an individual is unwilling or unable to comply with these El Dorado Transit service policies and EL Dorado Staff requirements. If a suspended passenger is asked to leave any El Dorado Transit facility or vehicle and refuses or insists on trying to board a vehicle after being refused service, may be subject to citation or arrest and possible prosecution. Suspension will increase in severity with repeated violations and serious misconduct.

Some behaviors may constitute MAJOR INFRACTION and may increase suspension level up to the termination of privileges.

MAJOR INFRACTION behaviors may include, but are not limited to, the following:

- Threats or causing fear of physical assault or verbal abuse.
- Unlawful harassment, including unwelcome verbal or physical behavior having sexual or racial connotations.
- Damaging transit property.
- Violence of any kind

In extreme cases where the law has been violated, such as assault, vandalism or other criminal acts, a passenger may face legal charges and potential penalties as determined by the local authorities and/or may have their riding privileges terminated permanently by El Dorado Transit.

1. Suspension Enforcement

1.1. Suspension Level 1

Any person who is observed violating and/or refusing to comply with these El Dorado Transit Service Policies will be provided an opportunity to correct and modify their behavior. Failure to comply after reasonable attempts by El Dorado Transit staff to cooperate may result in immediate denial of service. This type of infraction typically will result in suspension for the remainder of the day.

This will constitute the first violation of El Dorado Transit policies.

1.2. Suspension Level 2

Any person who is observed a 2nd time, violating and/or refusing to comply with El Dorado Transit Policies may be subject to suspension of service privileges for a period not to exceed seven (7) calendar days.

1.3. Suspension Level 3

Any person who is observed a 3rd time or 1st MAJOR INFRACTION of violating and/or refusing to comply with El Dorado Transit Policies may be subjected to a suspension of service privileges for a period of no less than seven (7) days and no more than thirty (30) days.

1.4. Suspension Level 4

Any person who is observed a 4th time or 2nd MAJOR INFRACTION of violating and/or refusing to comply with El Dorado Transit policies may be subjected to a suspension of

service privileges for a period of no less than 180 calendar days and no more than one (1) year.

1.5. Termination of Transit Services

Any person engaging in criminal or dangerous behavior on transit vehicles or at El Dorado Transit facilities may have their services permanently terminated without the suspension enforcement process.

Termination of transit services may also be a result based on repetitive disruptive behavior after multiple suspensions.

1.6 Suspension of Animal

In the event the animal accompanying the passenger misbehaves, there is an appropriate process to follow.

The first occurrence will result in the animal being removed immediately from the vehicle and transit privileges suspended for the remainder of the day.

A second occurrence may result in a suspension of up to seven (7) calendar days,

A third occurrence the Operations Manager, at their discretion, may issue a suspension of service greater than seven (7) calendar days.

Passengers will be notified they have the right to appeal against the decision as per the appeal process described in Section 4.

III. Notification of Suspension and Termination

El Dorado Transit Staff will make every attempt possible to notify a passenger of a suspension or termination of privileges in writing. Given the nature of public transit, and the anonymity of passengers, it can present a challenge in some circumstances when notifying passengers of their status.

IV. Appeal of Suspension and Termination of Services

All persons have a right to appeal against the suspension or termination of their riding privileges. The authority to administer these actions is at the discretion of the Operations Manager or designee. The process of appealing is in the following order:

1. **Appeal to the Operations Manager**

An appeal of a suspension or termination of privileges must be submitted in writing to the Operation's Manager or their designee within ten (10) days of the date of suspension notification.

Appeals should present information supporting a reconsideration of the decision leading to the action and identify other parties and/or information that would support

the individual's case.

Based on the review of the appeal, and any new information submitted, the Executive Director may reverse or reduce the original suspension. The Operations Manager will respond if possible in writing within fourteen (14) days from the date the appeal was received.

2. Appeal to the Executive Director

If the person wishes to appeal the Operations Manager's decision, the person may appeal to the Executive Director. The appeal must be submitted in writing to the El Dorado Transit office within ten (10) days of the notification of the Operations Manager's decision.

3. Appeal to the El Dorado Transit Board of Directors

If a person wishes to appeal the decision of the Executive Director, the appeal must be in writing and submitted to the Board of Directors within ten (10) days of the Executive Director's decision and will be heard next regularly scheduled meeting. Their decision will be provided to the individual in writing with the reasons for the decision within thirty (30) calendar days of such a hearing. The Board's decision shall be final.

AGENDA ITEM 3 A
Information Item

MEMORANDUM

DATE: July 26, 2023

TO: El Dorado County Transit Authority
Transit Advisory Committee

FROM: Julie Petersen, Finance Manager

SUBJECT: Adopted Fiscal Year 2023/24 Final Operating Budget

REQUESTED ACTION:
BY MOTION, Adopted Final Operating Budget for Fiscal Year 2023/24

BACKGROUND

The Final Operating Budget is presented each year to both the El Dorado County Transit Authority (El Dorado Transit) Board and its Transit Advisory Committee (TAC). This gives the opportunity for meaningful discussions and idea exchanges.

Board and TAC actions to date related to the Fiscal Year (FY) 2023/24 Operating Budget:

March 2, 2023,	Board presentation of the preliminary Operating Budget for FY 2023/24
	Adoption of Resolution No. 23-07 authorizing the Executive Director to claim Transportation Development Act (TDA) funds for the FY 2023/24 Operating Budget
	Approval of the Proposed Personnel Allocation Table and Proposed Organizational Chart for Fiscal Year 2023/24
April 6, 2023,	Board adoption of Resolution No. 23-10 for the preliminary Operating Budget for FY 2023/24, and appointment of an Ad Hoc Budget Committee
April 26, 2023,	TAC met and approved the presentation of the FY 2023/24 Operating Budget to the Board.
May 18, 2023,	The Ad Hoc Budget Review Committee met for a complete review. and discussion covering the Proposed Operating Budget. This included Chair Jackie Neu, Vice-Chair George Turnboo, Executive Director Matthew Mauk and Finance Manager Julie Petersen.

El Dorado County Transit Authority
Transit Advisory Committee
July 26, 2023

June 1, 2023,

Board adoption of Resolution 23-15 for the Final Operating Budget for FY 2023/24, Personnel Chart and Allocation Table

DISCUSSION

The Final Operating Budget for FY 2023/24 is balanced to projected revenues and includes total operating expenses of \$9,578,767. As noted in the attached budget report there are ten (10) changes, highlighted in bold, between the proposed FY 2023/24 Operating Budget approved on April 6, 2023, and the final version proposed for adoption. These changes include the following:

Revenue

- 4270.01 – Allocation being programmed to Capital Project 23-02 Bus Parking Lot renovation.
- 4100.05 – Adjusted revenue to actual grant award.
- 4310.00 – Removed to recognize the lack of a long-term contract for services.
- 4107.03 – Addition to recognize the AB2766 grant award amount as provided by the El Dorado County Air Quality Management District (EDCAQMD) for the 2023 Fair Shuttle service.
- 4109.04 – Addition to recognize grant funds to offset reduced fare on local routes.
- 4112.00 – Removed to reallocate funds to Capital.

Total reduction of \$265,672 in budgeted revenue.

Salary and Benefit Accounts

No adjustments have been made to this budget group and no further revisions are recommended to the Personnel Allocation Table or Proposed Organizational Chart approved on March 2, 2023.

Service and Supply Accounts

- 5060.01 – Reduction based on premium estimates provided by carrier.
- 5060.02 – Reduction based on premium estimates provided by carrier.
- 5060.04 – Increase based on premium estimates provided by carrier.
- 5160.07 – Increased in anticipation of possible cost share for building rehabilitation.
- 4108.03 – Addition to recognize the estimated costs associated with the 2023 Fair Shuttle service.
- 5008.01 – MY RIDE Mileage reimbursement increase from \$25,000 to \$65,000
- 6270.00 – Contingency has been reduced by \$339,672 to balance proposed budget.

All other revenue and expenditure projections remain unchanged from the last Operating Budget presented for approval in April 2023. The Executive Director and Finance Manager will continue to closely monitor actual revenues and expenses. Per the El Dorado Transit Bylaws, the Board delegates authority to the Executive Director to adjust expenditures between line items within the

El Dorado County Transit Authority
Transit Advisory Committee
July 26, 2023

same major budget categories, provided that total expenditures remain within the adopted budget.

The annual Operating Budget is typically brought before the Board at least one more time at the mid-year point for approval of significant adjustments. Any recommended revisions to the Board adopted FY 2023/24 Operating Budget will be presented for full consideration in open session.

FISCAL IMPACT

The Final Operating Budget for FY 2023/24 reflects \$9,578,767 in total operating expenditures balanced to projected available Federal, State and project specific revenues.

**EL DORADO COUNTY TRANSIT AUTHORITY
FINAL OPERATING BUDGET 2023/2024**

OPERATING BUDGET		FY 2023/2024 Final Preliminary Adopted 04/06/23	FY 2023/2024 Final Adopted 06/01/23	Difference
REVENUE ACCOUNTS				
4000.00	Transportation Development Act (TDA/LTF)	\$7,293,579	\$7,293,579	\$0
4270.01	State of Good Repair (SGR) Program	\$297,741	\$0	-\$297,741
4100.00	Federal Transit Administration (FTA) Section 5311 Grant	\$741,022	\$741,022	\$0
4100.05	Federal Transit Administration (FTA) Section 5311(f) Grant	\$68,750	\$165,000	\$96,250
4100.06	Federal Transit Administration (FTA) ARPA Act Section 5311 Grant	\$138,875	\$138,875	\$0
4970.00	Interest Income	\$82,000	\$82,000	\$0
4300.00	Cash Fares	\$97,000	\$97,000	\$0
4310.00	Contract Services	\$140,000	\$0	-\$140,000
4330.00	Commuter Route Fare Media	\$418,000	\$418,000	\$0
4350.00	Local Route Fare Media	\$32,000	\$32,000	\$0
4360.00	Paper Scrip	\$9,000	\$9,000	\$0
4370.00	CCJPA	\$185,000	\$185,000	\$0
4400.00	Advertising Revenue	\$15,000	\$15,000	\$0
4990.00	Misc. Revenue	\$400	\$400	\$0
4107.03	Fair Shuttle AB2766 Grant	\$0	\$32,000	\$32,000
4109.04	Low Carbon Transit Operations Program (LCTOP) Grant	\$0	\$75,000	\$75,000
4112.00	FTA Section 5307 Grant Income - Preventative Maintenance (PM)	\$31,181	\$0	-\$31,181
4112.00	Federal Transit Administration (FTA) CRRSAA Act Section 5307 Grant	\$183,509	\$183,509	\$0
5060.00	Offset Reserve Fund - CalTIP (restricted)	\$111,382	\$111,382	\$0
TOTAL REVENUES		\$9,844,439	\$9,578,767	-\$265,672
SALARY & BENEFIT ACCOUNTS				
5010.00	Regular Employees	\$3,551,705	\$3,551,705	\$0
5010.02	Temporary Employees	\$50,000	\$50,000	\$0
5010.07	Overtime	\$50,000	\$50,000	\$0
5010.08	On Call Pay	\$7,000	\$7,000	\$0
5010.09	CRDI and Shift Pay	\$20,000	\$20,000	\$0
5020.01	Employee Retirement	\$1,094,000	\$1,094,000	\$0
5070.01	(OASDI - Payroll Tax) FICA	\$8,400	\$8,400	\$0
5070.02	MEDICARE - Payroll Tax	\$54,000	\$54,000	\$0
5020.02	Health Insurance	\$1,585,000	\$1,585,000	\$0
5020.03	Unemployment Insurance	\$5,000	\$5,000	\$0
5020.04	LT Disability/Life Ins	\$32,000	\$32,000	\$0
5020.05	Worker's Comp	\$190,000	\$190,000	\$0
TOTAL SALARY & BENEFITS		\$6,647,105	\$6,647,105	\$0
SERVICE & SUPPLY ACCOUNTS				
5090.02	Shop Clothing & Supplies	\$10,000	\$10,000	\$0
5090.05	Uniforms - Other	\$10,000	\$10,000	\$0
5050.01	Communications - Phone	\$35,000	\$35,000	\$0
5090.20	Communications - Radio	\$1,000	\$1,000	\$0
5090.01	Household Expenses	\$18,000	\$18,000	\$0
5060.01	Insurance Premiums/Public Liability	\$387,000	\$347,000	-\$40,000
5060.02	Insurance Premiums/Physical Damage	\$27,000	\$24,000	-\$3,000
5060.03	Insurance Premiums/Commercial	\$20,000	\$20,000	\$0
5060.04	Insurance Premium EPLI Package	\$25,500	\$28,000	\$2,500
5090.06	Service Contracts/Equipment	\$200,000	\$200,000	\$0
5160.07	Park and Ride Maintenance	\$15,000	\$47,500	\$32,500
5160.01	Maintenance/Buildings	\$8,000	\$8,000	\$0
5160.03	Maintenance/Equipment	\$4,000	\$4,000	\$0
5160.05	Maintenance/Grounds	\$6,500	\$6,500	\$0
5160.09	Maintenance/Bus Stop	\$3,000	\$3,000	\$0
5160.00	Maintenance/Other	\$2,000	\$2,000	\$0
5040.00	Vehicle Maintenance (In-House)	\$417,000	\$417,000	\$0
5040.02	Vehicle Maintenance/Tires & Tubes	\$99,000	\$99,000	\$0
5040.03	Vehicle Maintenance/Lubricants	\$29,700	\$29,700	\$0
5040.04	Vehicle Maintenance/Small Tools - Shop	\$5,000	\$5,000	\$0
5040.80	Vehicle Maintenance/Sales Tax/ Fuel & Lub.	\$45,000	\$45,000	\$0
5090.50	Safety Equipment/Training	\$5,000	\$5,000	\$0
5090.40	Memberships	\$6,000	\$6,000	\$0
5090.70	Office Expense	\$15,000	\$15,000	\$0
5090.80	Postage	\$4,000	\$4,000	\$0
5090.00	Operating Expense - Other	\$2,000	\$2,000	\$0
5030.00	Professional Services	\$250,000	\$250,000	\$0
5030.10	Employee Medical Exams	\$11,500	\$11,500	\$0
5030.30	Background Checks	\$3,000	\$3,000	\$0
5090.08	Pubs/Legal Notices	\$6,000	\$6,000	\$0
5090.75	Printing	\$10,000	\$10,000	\$0
5120.00	Rents/Leases	\$12,000	\$12,000	\$0
5140.01	Equipment Purchase - Data Processing	\$1,000	\$1,000	\$0
5140.05	Equipment Purchase - Office	\$1,800	\$1,800	\$0
5150.00	Special Department Expense	\$1,500	\$1,500	\$0
5150.01	Marketing	\$10,000	\$10,000	\$0
5090.30	Staff Development/Travel	\$30,000	\$30,000	\$0
5040.01	Fuel Purchase	\$750,000	\$750,000	\$0
5090.72	Bank Charges	\$1,500	\$1,500	\$0
5090.73	Credit Card Charge Fees	\$4,000	\$4,000	\$0
5090.74	Connect Card Administration Expenses	\$11,000	\$11,000	\$0
5050.02	Utilities	\$56,000	\$56,000	\$0
5050.03	Utilities/ Park & Rides	\$22,000	\$22,000	\$0
4108.03	Fair Shuttle AB2766 Grant	\$0	\$42,000	\$42,000
5008.01	MY RIDE - Mileage Expenses	\$25,000	\$65,000	\$40,000
6270.00	Contingency	\$591,334	\$251,662	-\$339,672
TOTAL SERVICES AND SUPPLIES		\$3,197,334	\$2,931,662	-\$265,672
TOTAL OPERATING EXPENSES		\$9,844,439	\$9,578,767	-\$265,672

AGENDA ITEM 3 B
Information Item

MEMORANDUM

DATE: July 26, 2023

TO: El Dorado County Transit Authority
Transit Advisory Committee

FROM: Julie Petersen, Finance Manager

SUBJECT: Adopted Final Capital Improvement Plan and Capital Budget
Fiscal Year 2023/24

REQUESTED ACTION:

BY MOTION,

**Adopted Final Capital Improvement Plan and Capital Budget
Fiscal Year 2023/24**

BACKGROUND

The Final Capital Improvement Plan (CIP) and Budget FY 2023/24 is presented each year to both the El Dorado County Transit Authority (El Dorado Transit) Board and its Transit Advisory Committee (TAC). This gives the opportunity for meaningful discussions and idea exchanges.

Board and TAC actions to date related to the Fiscal Year (FY) 2023/24 Operating Budget:

- | | |
|-----------------|---|
| March 2, 2023, | Board Presentation of the preliminary CIP Budget for FY 2023/24 |
| April 6, 2023, | Board adoption of the preliminary CIP and Budget for FY 2023/24 and appointment of an Ad Hoc Budget Review Committee |
| April 26, 2023, | TAC met on and approved the presentation of the FY 2023/24 Capital Improvement Plan and Budget to the Board. |
| May 18, 2023, | The Ad Hoc Budget Review Committee met for a complete review and discussion covering the Proposed CIP and Budget. This included Chair Jackie Neau, Vice-Chair George Turnboo, Executive Director Matthew Mauk and Finance Manager Julie Petersen. |
| June 1, 2023, | Board adoption of Resolution 23-17 for the CIP and Budget for FY 2023/24. |

El Dorado County Transit Authority
Transit Advisory Committee
July 26, 2023

DISCUSSION

The El Dorado County Transit Authority Capital Improvement Plan, Fiscal Year 2023/24 recommends capital projects and identifies funding for maintenance facility projects, vehicle purchase, software and hardware upgrades, safety and security, and park and ride improvements.

As noted in the attached CIP four (4) changes have been made, highlighted in bold.

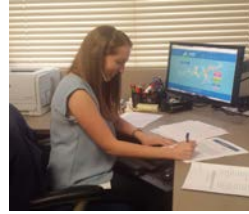
- Project 22-03, Zero Emissions Vehicles, and Infrastructure; updated to include the FY 2022/23 Low Carbon Transit Operations Program (LCTP) and State Transit Assistance (STA) funds.
- Project 22-04 Bass Lake P&R Phase I; Updates have been made to the project description and funding.
- Project 22-05 Scheduling and Dispatching Software Replacement; includes increased funding from Federal Transit Administration (FTA) grants.
- Project 23-02 Bus Parking Lot Rehabilitation; updated to include FY 2023/24 State of Good Repair (SGR) funds.

FISCAL IMPACT

The Final FY 2023/24 Capital Improvement Plan and Budget as presented today reflects an overall budget of \$10,443,844.



EL DORADO TRANSIT



Fiscal Year 2023/24

Capital Improvement Plan

June 1, 2023

**Prepared by: El Dorado County Transit Authority
6565 Commerce Way
Diamond Springs, CA 95619
(530) 642-5383
www.eldoradotransit.com**

EL DORADO COUNTY TRANSIT AUTHORITY
CAPITAL IMPROVEMENT PLAN
FISCAL YEAR 2023/2024

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; on-going 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 fiscal 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 Capital Budget for 2023/24 identify transit capital funded with Transportation Development Act (TDA) funds, State of Good Repair (SGR) funds, Federal Transit Administration (FTA) Section 5307 funds, Federal Transit Administration (FTA) Section 5310 funds, and a proposed Low Carbon Transit Operations Program (LCTOP) grant from the State.

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

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Maintenance Facility Swamp Cooler and Steam Cleaner Modifications

Project No. 20-04 (3)

In 2001, two (2) industrial swamp coolers were installed on the exterior of the maintenance facility to provide environmental control for maintenance staff performing maintenance in the three (3) bays. Over time, these large units are inefficient and do not provide the necessary cooling needed for personnel and require extensive maintenance.

This project would remove the existing units, patch the metal siding, install new racking and two (2) more efficient swap coolers and proper ducting inside the bays.

In 2013, an engine steam cleaning system was constructed behind the maintenance facility for keeping the bus engines free of excessive oil and grease as required by California Highway Patrol Transit Operator Compliance requirement. The facility included a steel carport area with a contained drain system to prevent leakage into the storm water drain system. When not used for steam cleaning engines, the custodian uses this area to perform bus cleaning. Because the area has no siding it is not a conducive environment during adverse weather. It is not a large enough area to house a 45-foot bus.

This project would install pre-engineered metal siding to close off three (3) sides of the facility, install additional columns to extend the length of the facility by 10 – 15 and a rollup door to fit the larger buses to enable closing off the work area during adverse weather conditions.

COST SUMMARY (ESTIMATE)

	<u>Adopted Budget</u>
Shop Swamp Cooler Modifications	\$63,500
Contingency	<u>\$ 6,825</u>
	\$70,325
Steam Cleaner Modifications	\$90,000
Contingency	<u>\$ 8,850</u>
	\$98,350
<i>Total Project Cost</i>	<i>\$168,675</i>

FUNDING SOURCES

Transportation Development Act (TDA)	<u>\$168,675</u>
<i>Total Revenue</i>	<i>\$168,675</i>

Adopted into CIP	Status	Estimated Completion Date
FY 2019 / 2020	Active	FY 2024 / 2025

Vehicle Replacement – Demand Response

Project No. 20-06 (2)

This project will replace one (1) current Dodge Caravan with one (1) Ford Transit type van. Cost estimates include wiring, paint, graphics, AVL, radios, Connect Card equipment and cameras.

This project replaces:

EDCTA #	Vehicle Type	Mileage <u>08/30/2019</u>
1304	2013 Dodge Caravan	185,094

COST SUMMARY (ESTIMATE)

	<u>Adopted Budget</u>
One (1) Van	\$ 95,337
Contingency 10%	<u>\$ 9,534</u>
<i>Total Project Cost</i>	<i>\$104,871</i>

FUNDING SOURCES

Federal Transit Administration (FTA)	
5310 Grant	\$ 56,000
Restricted Revenue (5310)	\$ 12,200
Transportation Development Act (TDA)	<u>\$ 36,671</u>
<i>Total Revenue</i>	<i>\$104,871</i>

Adopted into CIP	Status	Estimated Completion Date
FY 2019 / 2020	Active	FY 2022 / 2023

Vehicle Replacement – Maintenance Truck

Project No. 21-02 (3)

This project will replace one (1) current 2007 Dodge Dakota truck with one (1) Dodge Ram 1500 truck. This vehicle will be used by maintenance for various duties such as responding to vehicle breakdowns, transporting vehicle parts to and from vendors, transporting equipment for servicing and maintenance of bus stops and hauling waste for disposal. This vehicle will also be used by operations road supervisors for evaluating road conditions during adverse weather conditions. The replacement vehicle will be purchased off the State Contract.

This project replaces:

EDCTA #	Vehicle Type	Mileage
0702	Dodge Dakota Truck	79,287

COST SUMMARY (ESTIMATE)

	Adopted Budget
One (1) Dodge	\$42,963.00
Contingency 10%	\$ 4,297.00
<i>Total Project Cost</i>	<i>\$47,260.00</i>

FUNDING SOURCES

Transportation Development Act (TDA)	<u>\$47,260.00</u>
<i>Total Revenue</i>	<i>\$47,260.00</i>

Adopted into CIP	Status	Estimated Completion Date
FY 2020 / 2021	Active	FY 2023 / 2024

Park and Ride Parking Lot Resurfacing

Project No. 22-02

The El Dorado County Transit Authority (El Dorado Transit) maintains several park and ride locations within El Dorado County. These surface parking lots are primarily located adjacent to the Highway 50 corridor. On an annual basis El Dorado Transit maintains these lots for items such as lighting replacement, landscaping, and items of this nature.

This project will support evaluation of existing surface lot facilities and resurface or repairs within the approved budget.

COST SUMMARY (ESTIMATE)

	<u>Adopted Budget</u>
Park and Ride Parking Lot Resurfacing	<u>\$250,000</u>
<i>Total Project Estimate</i>	<i>\$250,000</i>

FUNDING SOURCES

Transportation Development Act (TDA)	<u>\$250,000</u>
<i>Total Revenue</i>	<i>\$250,000</i>

Adopted into CIP	Status	Estimated Completion Date
FY 2021 / 2022	Active	FY 2025 / 2026

Zero Emission Vehicles and Infrastructure

Project No. 22-03 (2)

El Dorado Transit (EDT), like all transit agencies in the state of California, are required to transition to zero-emission buses (ZEBs) by 2040. In 2018, the California Air Resources Board (CARB) adopted the Innovative Clean Transit ICT regulation that requires this gradual transition to ameliorate the air quality for all communities across California. While public transportation already replaces car trips, by transitioning away from diesel (which currently powers EDT’s fleet) and other fossil fuels, transit agencies will further contribute to the sustainability of our natural environment.

EDT is classified under the ICT regulation as a small agency, meaning that beginning in 2026 through 2028, all new heavy-duty bus purchases must consist of at least 25% ZEBs. By 2029, all new purchases are to be 100% ZEB.

EDT is currently undertaking a ZEB study to determine the appropriate technologies for its fleet, whether battery-electric buses (BEBs), that ‘fuel’ or charge in the bus garage and/or on-route, or hydrogen fuel cell electric buses (FCEBs) that are fueled with hydrogen. BEBs and FCEBs are costly vehicles, nearly one-and-a-half to triple the cost of diesel-powered vehicles. EDT will need to replace its fleet of 35-ft buses according to the ICT schedule.

Furthermore, the ICT regulation also requires that beginning in 2026, if Altoona-test models are available, agencies must also begin replacing articulated, over-the-road, double-decker, or cutaway buses. EDT currently operates diesel-powered motor coaches on its commuter services, so these buses would need to be transitioned; moreover, gasoline-powered cutaways used for demand-response service will also need to be transitioned to ZE.

Finally, EDT will need to invest heavily in infrastructure for ZEBs, whether BEB or FCEB. For BEBs, electric utility upgrades will need to be coordinated with PG&E, and BEB chargers will need to be procured, installed, and hooked-up prior to BEB acceptance. For FCEBs, EDT may need to construct an on-site fueling yard for hydrogen or look for offsite opportunities, although currently, very few hydrogen fueling stations are available.

COST SUMMARY (ESTIMATE)

	<u>Adopted Budget</u>
Zero Emission Vehicles and Infrastructure	<u>\$8,280,000</u>
<i>Total Project Estimate</i>	<i>\$8,280,000</i>

FUNDING SOURCES

Low Carbon Transit Operations Program (LCTOP) FY 2020/21	\$ 140,523
Low Carbon Transit Operations Program (LCTOP) FY 2021/22	\$ 378,215
Low Carbon Transit Operations Program (LCTOP) FY 2022/23	\$ 305,959
State Transit Assistance	\$3,800,000
Funding Pending	<u>\$3,655,303</u>
<i>Total Revenue</i>	<i>\$8,280,000</i>

Adopted into CIP	Status	Estimated Completion Date
FY 2021 / 2022	Active	FY 2025 / 2026

Bass Lake Park & Ride – Phase I

Project No. 22-04 (3)

All work related to the completion of the first phase of the Bass Lake Hills Park and Ride, during or after preliminary construction of the facility.

The El Dorado County Transit Authority Park-and-Ride Facilities Master Plan (2017) identified the Bass Lake Hills Park and Ride location as the #3 Priority Site for development. The assumption was that the land for the facility would come from development activity within the Bass Lake Hill Specific Plan. In 2018, through Irrevocable Offers of Dedication provided by a developer, El Dorado Transit took title to portions of two parcels on the southwest side of Bass Lake Road at the future Country Club Drive, totaling 2.4 acres. Rough grading of the site, as part of the reconstruction of Bass Lake Road at the Country Club Drive intersection, was completed in 2020. The Condition of Approval for the Bass Lake North subdivision requires the developer to construct the first half (100 spaces) of the park and ride facility. That construction will create the basic park and ride facility, which includes drainage, finish grading and paving. Construction is now scheduled to begin in May 2023.

Additional improvements that will be needed to complete the first phase of the facility construction include signage, landscape design and installation, water supply, electric utilities, and lighting. Due to recently added design requirements and an accelerated construction schedule, staff expects to incur costs associated with the completion of Phase 1 construction within FY 2023/24. This shorter timeframe necessitates the use of local Transportation Development Act (TDA) funds for this project.

<i>COST SUMMARY (ESTIMATE)</i>	<u>Adopted Budget</u>
Bass Lake Park & Ride	\$360,000
Contingency	<u>\$ 40,000</u>
<i>Total Project Cost</i>	<i>\$400,000</i>

FUNDING SOURCE

Federal Transit Administration (FTA)	
Section 5307 – Capital FY 2021	\$ - 0 -
Section 5307 – Capital FY 2022	\$ - 0 -
Transportation Development Act (TDA)	<u>\$400,000</u>
<i>Total Revenue</i>	<i>\$400,000</i>

Adopted into CIP	Status	Estimated Completion Date
FY 2021 / 2022	Active	FY 2023 / 2024

Scheduling and Dispatching Software Replacement

Project No. 22-05 (2)

This project will replace the current software that is used for Demand Response scheduling and dispatching that was purchased in 2012. New software technologies can offer a more robust system that will be more customer responsive.

COST SUMMARY (ESTIMATE)

	<u>Adopted Budget</u>
Dispatching Software	\$215,000
Contingency	<u>\$ 15,000</u>
<i>Total Project Cost</i>	<i>\$230,000</i>

FUNDING SOURCES

Federal Transit Administration (FTA) Rural 5310 Grant	\$ 90,000
Federal Transit Administration (FTA) Urban 5310 Grant	\$ 90,000
Transportation Development Act	<u>\$ 50,000</u>
<i>Total Revenue</i>	<i>\$230,000</i>

Adopted into CIP	Status	Estimated Completion Date
FY 2021 / 2022	Active	FY 2023 / 2024

Bus Parking Lot Rehabilitation

Project No. 23-02 (2)

The El Dorado County Transit Authority (El Dorado Transit) parks all vehicle assets on site at our facility located on the northeastern portion of the property. The parking area has interior and perimeter lighting, chain link fencing, a paved surface and mechanical entry gate.

The pavement condition is degraded significantly and needs repair. In addition, bus charging infrastructure and parking lot layout improvements were recommended in the Zero Emission Vehicle Rollout and Implementation Plan. Including “Area A” in the ZEB study.

This project will include the removal and replacement of asphalt, moving concrete curbs, installation of underground conduit, new striping, and other improvements.

If the project is below budget, excess grant funds will go toward vehicle maintenance.

COST SUMMARY (ESTIMATE)

	<u>Adopted Budget</u>
Bus Parking Lot Rehabilitation	\$519,076
Contingency 10%	<u>\$ 63,962</u>
<i>Total Project Cost</i>	<i>\$583,038</i>

FUNDING SOURCES

SB1 State of Good Repair Grant FY22/23	\$285,297
SB1 State of Good Repair Grant FY23/24	<u>\$297,741</u>
<i>Total Revenue</i>	<i>\$583,038</i>

Adopted into CIP	Status	Estimated Completion Date
FY 2022 / 2023	Active	FY 2024 / 2025

Administration / Maintenance Facility Equipment

Project No. 24-01

El Dorado Transit may have the need during the Fiscal Year 2023/24 to procure items considered incidental in nature, but are above the \$1,000 threshold that designates an asset posted to the depreciation schedule. Examples of this would include the replacement of small office equipment/furniture and/or replacement of Maintenance equipment.

Adoption of the project and budget allows transit staff to procure small items in a timely manner with the least amount of inconvenience to the public and staff. Individual purchase orders for this project will be presented to the Board for approval if they exceed the \$25,000 per purchase limit or if a budget increase is requested.

<i>COST SUMMARY (ESTIMATE)</i>	Adopted <u>Budget</u>
Admin./Maintenance Facility Equipment	<u>\$40,000</u>
<i>Total Project Cost</i>	<u>\$40,000</u>

<i>FUNDING SOURCES</i>	
Transportation Development Act (TDA)	<u>\$40,000</u>
<i>Total Revenue</i>	<u>\$40,000</u>

Proposed into CIP	Status	Estimated Completion Date
FY 2023 / 2024	Active	FY 2023 / 2024

Passenger Security Surveillance & Lighting - Bus Stops

Project No. 24-02

The last installation of security lighting and surveillance equipment at primary bus stops, transfer points, and park & ride facilities occurred in 2016 for the route service. This project will replace current hardware and software to significantly enhance safety and security for transit passengers and property. The project proposes to reinstall security cameras and/or lighting including the following locations, Central Park and Ride, Placerville Station, Cambridge Road Park and Ride, El Dorado Hills Park and Ride and Ponderosa Road. Additional locations may be included depending on funding availability.

COST SUMMARY (ESTIMATE)

Adopted
Budget

Passenger Security Surveillance & Lighting - Bus Stops
Total Project Cost

\$300,000
\$300,000

FUNDING SOURCES

Transportation Development Act (TDA) funds
Total Revenue

\$300,000
\$300,000

Proposed into CIP	Status	Estimated Completion Date
FY 2023 / 2024	Active	FY 2025 / 2026

Bus Stop Improvements, Maintenance and Repairs

Project No. 24-03

El Dorado Transit may have the need during the Fiscal Year 2023/24 to procure items considered incidental in nature but, are above the \$1,000 threshold that designates an asset posted to the depreciation schedule. Examples of this would include the replacement of trash receptacles, benches, landscaping, shelter repairs and other items of this nature.

Adoption of the project and budget allows transit staff to procure items and conduct needs/repairs in a timely manner with the least amount of inconvenience to the public and staff. Individual purchase orders for this project will be presented to the Board for approval if they exceed the \$25,000 per purchase limit or if a budget increase is requested.

<i>COST SUMMARY (ESTIMATE)</i>	Adopted <u>Budget</u>
Admin./Maintenance Facility Equipment	<u>\$40,000</u>
<i>Total Project Cost</i>	<u>\$40,000</u>

<i>FUNDING SOURCES</i>	
Transportation Development Act (TDA)	<u>\$40,000</u>
<i>Total Revenue</i>	<u>\$40,000</u>

Proposed into CIP	Status	Estimated Completion Date
FY 2023 / 2024	Active	FY 2023 / 2024

El Dorado County Transit Authority
Final Capital Improvement Plan Budget FY 2023/24

Status	CIP Project Number	Project Description	Completion Estimate (FY)	Project Budget	FY 2023/24 Expenditures	STA* \$6,373,678	FTA Section 5307 \$700,000	FTA Section 5310 \$236,000	LCTOP \$824,697	SB1 / SGR \$583,038	Restricted \$12,200	Unfunded
ACTIVE	20-04	Maintenance Facility Swamp Cooler and Steam Cleaner Modifications	2024/25	\$168,675	\$168,675	\$168,675						\$0
ACTIVE	20-06	Vehicle Replacement - Demand Response - Transit Van	2022/23	\$104,871	\$104,871	\$36,671		\$56,000			\$12,200	\$0
ACTIVE	21-02	Vehicle Replacement - Maintenance Truck	2023/24	\$47,260	\$47,260	\$47,260						\$0
ACTIVE	22-02	Park and Ride Parking Lot Resurfacing	2025/26	\$250,000	\$30,000	\$250,000						\$0
ACTIVE	22-03	Zero Emission Vehicles and Infrastructure	2025/26	\$8,280,000	\$0	\$3,800,000			\$824,697			\$3,655,303
ACTIVE	22-04	Bass Lake Park & Ride - Phase I	2023/24	\$400,000	\$0	\$400,000						\$0
ACTIVE	22-05	Scheduling and Dispatching Software Replacement	2023/24	\$230,000	\$0	\$50,000		\$180,000				\$0
ACTIVE	23-02	Bus Parking Lot Rehabilitation	2024/25	\$583,038	\$134,076	\$0				\$583,038		\$0
ACTIVE	24-01	Administration / Maintenance Facility Equipment	2023/24	\$40,000	\$40,000	\$40,000						\$0
ACTIVE	24-02	Passenger Security Surveillance & Lighting	2025/26	\$300,000	\$300,000	\$300,000						\$0
ACTIVE	24-03	Bus Stop Improvement, Maintenance and Repairs	2023/24	\$40,000	\$40,000	\$40,000						\$0
Project Totals				\$10,443,844	\$864,882	\$5,132,606	\$0	\$236,000	\$824,697	\$583,038	\$12,200	\$3,655,303
Remaining Funds Available						\$1,241,072	\$700,000	\$0	\$0	\$0	\$0	-\$3,655,303

*Balance Per FY 2021/22 Audited Financials

Project Status: In Progress Funded Unfunded

AGENDA ITEM 3 C
Information Item

MEMORANDUM

DATE: July 26, 2023

TO: El Dorado County Transit Authority
Transit Advisory Committee

FROM: Scott Ousley, Operations Manager

SUBJECT: Dial-A-Ride Focus Group Formation

REQUESTED ACTION:

BY MOTION,

None. Information Only.

BACKGROUND

El Dorado County Transit Authority (El Dorado Transit) began providing service in 1975. The service primarily provided transportation to seniors and disabled persons to meal site locations throughout El Dorado County. Over time due to the increase in demand, El Dorado Transit began providing rides to other lifeline services other than meal sites such as medical appointments, pharmacy, grocery stores to name a few. Currently Dial-A-Ride service operates seven (7) days a week on a “first come, first serve” basis and is for seniors and disabled persons only.

DISCUSSION

El Dorado Transit is currently in the Request for Proposal (RFP) process to acquire new Demand Response scheduling software and with the rapid change in technology there are many more options available to customers that weren't available until recently. For example, as society becomes more comfortable using technology, customers booking rides using a online web portal or a mobile application on a smart device are now commonplace in the transit industry in lieu of the traditional phone reservation system only.

To provide the best possible service, El Dorado Transit staff plans to form a focus group consisting of users of the Dial-A-Ride and “gatekeepers” in the community to review all aspects of the service and recommend improvements to the service including the customer reservation process. Any recommended changes to the current Dial-A-Ride service by the focus group will be presented to the Transit Advisory Committee and the El Dorado Transit Board of Directors, and staff will ensure the appropriate public outreach will be conducted before any permanent changes are made.

El Dorado County Transit Authority
Transit Advisory Committee
July 26, 2023