



EL DORADO TRANSIT

**Transit Advisory Committee
El Dorado County Transit Authority
6565 Commerce Way
Diamond Springs, CA 95619
Wednesday, April 26, 2017**

AGENDA

Chair Laurel Brent-Bumb
Vice-Chair Susie Davies

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.

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| 1. <u>CONSENT CALENDAR</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> | |
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| 2. <u>ACTION ITEMS</u> | |
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| 2. Review Proposed Allocation Plan and Draft Organizational Chart
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COMMITTEE MEMBER COMMENTS*

ADJOURNMENT

* Verbal Report

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

Transit Advisory Committee
El Dorado County Transit Authority
6565 Commerce Way
Diamond Springs, CA 95619
Wednesday, October 26, 2016; 8:15 AM

CONFORMED AGENDA

Chair Laurel Brent-Bumb
Vice-Chair Susie Davies

CALL TO ORDER AND ROLL CALL

The meeting was called to order by Laurel Brent-Bumb at 8:24AM

**Members present: Dan Bolster, Susie Davies, Bill Wild and
Ellen Yedakimov**

Members absent: Laurel Brent-Bumb, Ruth Tausta and Rebecca Garrison

Staff present: Mindy Jackson, Scott Ousley, Brian James and Haley Van Horn

ADOPTION OF AGENDA

Moved and Seconded by Bill Wild/Ellen Yedakimov

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.

There was no public comment.

1. CONSENT CALENDAR

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.

A. Conformed Minutes of April 20, 2016

B. Approve Funding of Operating Reserve Fund for Fiscal Year 2015/16

Moved and Seconded by Ellen Yedakimov/Bill Wild

2. ACTION ITEMS

- A. Response to the El Dorado County 2015-16 Grand Jury Report
Dial-A-Ride Case 15- 02, May 12, 2016

Review Only; No motion required

3. INFORMATION ITEMS

- A. The Fiscal Year 2016/17 Allocation Table including the staff recommendation to increase staffing levels in both Administration and Operations Departments
- B. Review Adopted Operating Budget for Fiscal Year 2016/17
- C. Final El Dorado County Transit Authority Triennial Performance Audit for Fiscal Years 2012/13, 2013/14 and 2014/15
- D. Fiscal Year 2015/16 Annual Administrative Operations Report
- E. Website Usage Statistics
- F. El Dorado County Transportation Commission – Transportation Development Act Public Hearing

COMMITTEE MEMBER COMMENTS*

AJOURNMENT

* Verbal Report

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AGENDA ITEM 2 A
Action Item

MEMORANDUM

DATE: April 26, 2017

TO: El Dorado County Transit Authority
Transit Advisory Committee

FROM: Julie Petersen, Fiscal Administration Manager

SUBJECT: Fiscal Year 2017/18 Preliminary Operating Budget and Proposed
Allocation Plan and Draft Organizational Chart Fiscal Year 2017/18

REQUESTED ACTION:
BY MOTION,

- 1. Review Preliminary Operating Budget for Fiscal Year 2017/18**
- 2. Review Proposed Allocation Plan and Draft Organizational Chart
Fiscal Year 2017/18**

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 operating 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.

This agenda item was adopted by the Board at the regularly scheduled Board meeting on March 2, 2017.

The fiscal year (FY) 2017/18 preliminary budget is based on the current service level including the demonstration taxi service in the El Dorado Hills area and the elimination of the Grizzly Flat flex route. Revenue projections identified are designated for transit operations.

El Dorado Transit is required to operate within a balanced budget. The budget assumes continued employment for the seventy-five (75) regular full-time and part-time employees including the Executive Director; Operations Manager; Fiscal Administration Manager; Human Resources/Administrative Services Manager; Planning and Marketing Manager; Administrative Analyst; Safety Coordinator; Office Assistant II (2); Accounting Technician (2); Transit Dispatcher (4); Operations Supervisor (3); Senior Equipment Mechanic (1) and Equipment Mechanic I and II (4); Maintenance Technician (2); Maintenance Custodian (1); Full-time Transit Drivers (19) and Part-time Transit Drivers (29). In addition to regular staff El Dorado Transit employs temporary employees and “Extra-Help” Transit Drivers or support staff.

Under the proposed Allocation Plan and Draft Organizational Chart Fiscal Year 2017/18, staff is recommending the addition of one (1) full-time equivalent Transit Dispatcher allocation.

Staff will include a separate report to the Board recommending discontinuation of the Grizzly Flat flex route. Staff will also submit detailed information on the proposed allocation of one (1) full-time equivalent Transit Dispatcher to Final Operating Budget approval on or before the June 15th deadline

DISCUSSION

To maintain core transit services under the FY 2009/10 through 2012/13 operating budgets, El Dorado Transit cut services, increased passenger fares, maintained wages and benefits at the FY 2008/09 level, did not fill allocated positions, and instituted a stricter overall control of all aspects of the operating budget; these measures were successful.

The FY 2017/18 final budget presented by June may include additional adjustments in the Salary and Benefits categories.

The El Dorado Transit management team reports that Transportation Development Act (TDA) funding is stable as projected by the State Controllers' Office (SCO) and the El Dorado County Auditors' office. This funding is based on sales tax revenue received throughout the County of El Dorado.

PRELIMINARY FISCAL YEAR 2016/17 OPERATING BUDGET

The preliminary budget report includes a comparison of prior year adopted mid-year budget utilizing the following criteria:

- Projected expenses using an analysis of the first six (6) months of current fiscal year actual expenses and funding liabilities.
- Preliminary budget assumes current level of service with the continuation of the taxi voucher demonstration project in El Dorado Hills and the elimination of the Grizzly Flat Flex route.
- Renewals for insurance are not available in March. Renewals go into effect on July 1 and January 1.
- Contingency is typically set at ten percent (10%) of preliminary budget per board policy.

Revenue Accounts

Transportation Development Act (TDA)

- Following the apportionment and allocation of TDA funds by the El Dorado County Transportation Commission (EDCTC), the projected amount available to transit for transit operations is \$4,159,003. This amount is an increase from the prior years'

allocation in the amount of \$377,803 due to increased sales tax earned in El Dorado County.

- TDA Deferred revenue is determined each year through an independent audit process. These are the funds claimed but not used in the prior fiscal year and are typically part of the unused monies from the El Dorado Transit Contingency line item. This is revenue added to the operating budget in each mid-year budget adjustment process.

State Transit Assistance (STA)

- STA funds for FY 2017/18 are allocated by the SCO. This number is subject to change because the program does not rely on a budget-line item at the State but rather on sales tax receipts associated with the consumption of diesel fuel. The budget strategy at El Dorado Transit is to not use these funds for operations due to the volatility of the funding. Typically, El Dorado Transit includes STA in the preliminary operating budget then with Board approval, transfers these funds to the Capital Budget at mid-year. This allows the greatest flexibility for use of STA funds.
- Deferred STA are funds claimed but not used in the prior fiscal year and are typically part of the unused monies from the operating budget Contingency line item. To balance the FY 2017/18 Preliminary Budget, deferred funds from prior years' allocations are used to balance the Preliminary Operating Budget.

Federal Transit Administration (FTA) Section 5311 Grant

- FTA Section 5311 provides Federal grants, made through states, for public transportation projects in non-urbanized areas. There are two (2) types of programming in Section 5311; 1) County/Regional apportionment by formula and 2) Competitive Discretionary for Intercity connection projects. Historically, El Dorado Transit receives funds under the formula program for operating assistance or capital projects. This years' allocation has not been received so a placeholder of last years' amount has been provided.

Contract Services

Contract Services revenue is based on a rate agreement with ALTA Regional California (ALTA) to transport ALTA clients to Motherlode Rehabilitation Enterprises, Inc. (M.O.R.E.). El Dorado Transit receives approximately 97% of the cost of this service from ALTA. This agreement is scheduled for negotiation and renewal by June 30, 2019.

Passenger Fares

This includes the following line items; Farebox, Sacramento Commuter Route Passes, Bus Passes and Scrip. Estimates bases on first six (6) month actual expenses. Management is predicting a slight increase to revenue.

Advertising Revenue

El Dorado Transit has a third-party contract for bus shelter advertising.

Fair Shuttle AB2766 Grant

El Dorado Transit will submit a grant application to the El Dorado County Air Quality Management District (EDCAQMD) during the next call for projects.

FTA Section 5307 Grant Income – Preventative Maintenance (PM)

FTA Section 5307 are regional funds available to El Dorado Transit to fund services to the urbanized communities. This funding program is competitive with large urban areas within the Sacramento Area Council of Governments (SACOG) region and restricted to capital, preventive maintenance and in some cases Americans with Disabilities Act (ADA) related service. This year' has been allocated to the capital budget for vehicle replacement. This line item will be removed for the final budget presentation.

Low Carbon Transit Operations Program (LCTOP) Grant

These funds are allocated through Caltrans to provide operating and capital assistance for transit agencies to reduce greenhouse emissions. These funds are earmarked for the Cameron Park route.

Offset Reserve Fund – CalTIP (restricted)

These funds are dollars held by El Dorado Transit's liability and vehicle physical damage insurance pool. Each year revised amounts are provided to pool members in April or May. These funds can be used to offset the current year's premiums or held for future use.

Salary and Benefits Accounts

Regular Employees and Overtime

The regular employee and overtime line items include funding for eligible merit step increases, longevity and negotiated increase for represented employees. Factors include the demonstration taxi voucher project in the El Dorado Hills area, an increase one (1) full time equivalent in dispatch and the elimination of the Grizzly Flat flex route.

Temporary Employees

The preliminary budget includes \$225,000 for Extra-Help employees to provide relief driving and fill-in Transit Dispatch assignments on an intermittent basis. These employees fill in when regular drivers and Transit Dispatchers are off work. Included in the FY 2017/18 line item are requirements from the passage of AB1522 allowing for this employee group to be eligible for three (3) days of sick leave per year.

Employee Retirement

Employee Retirement is based on a CalPERS formula. The employer contribution is approximately \$294,178 or 9.599 % of base wages (based on actuarial reports); the employee contribution is \$214,527. CalPERS revised the required payment methodology to breakout the "Employer Payment of Unfunded Liability" as a separate item. This amount of \$172,685 will be paid as a lump sum in July 2017.

Health Insurance

- The health Insurance line item includes the El Dorado Transit contribution towards health, vision and dental coverage for enrolled employees. Plan coverage is calendar year therefore; premium increases will occur in January 2018.

- The Human Resources Department administers agreements and/or insurance policies for services and insurance coverage's that renew automatically each year. The following are perpetual contracts and agreements for employee insurance coverage and benefits;
- Health Insurances
 - **Regular Full/Part-Time Unrepresented Employees**
CalPERS Health Plan with OptumRX Pharmaceutical
Delta Dental
Vision Service Plan (VSP)
 - **Regular Full/Part-Time Represented Transit Drivers**
Operating Engineers Plan – Health, Pharmaceutical, Dental, Vision
or
El Dorado County Plan – Health, Pharmaceutical, Dental, Vision
- Assurant - Long Term Disability
Coverage provides wage loss protection for regular full/part-time employees in the event of prolonged disability
- Assurant – Life Insurance
\$10,000 policy coverage for regular full-time represented transit drivers
\$20,000 policy coverage for regular full-time unrepresented employees
- Paychex
Flexible Benefits Plan (Cafeteria Plan) allows regular full/part-time employees to pay the employee portion of premiums and certain benefits offered under the plan with pre-tax dollars.

Workers Compensation

Workers Compensation premiums are a percentage of payroll (regular hours). Management and staff are completing the necessary steps to take advantage of credit incentives that could reduce premiums by up to 15%.

Service and Supply Accounts

Service and supply account budgets are based on the first six (6) months actual expenses plus a projection for the upcoming fiscal year needs. Minor adjustments have been made to several accounts with the largest changes addresses below.

Insurance Premiums/Public Liability

For the preliminary budget assumptions are made based on a combination experience levels and prior year performance. As a volatile market exist, a budget increase has been made.

Insurance Premiums/Physical Damage

For the preliminary budget assumptions are made based on a combination experience levels and prior year performance. El Dorado Transit has received twenty-two (22) new vehicles in the past four (4) months. Increased value will cause increased rates.

Insurance Premiums/Commercial & EPL

This line item has been increased to recognize the addition of EPL coverage as a stand alone package.

Service Contracts/Equipment

This account includes support and service contracts for telephone, computer support, and maintenance software and facility alarm contractor. Staff anticipates a reduction of these costs for FY 2017/18.

Vehicle Maintenance- In-House

With the completion of rebranding anticipated in the current year and the delivery of twenty-Two (22) replacement vehicles the cost for general maintenance is expected to decline.

Equipment Purchase - Office

All workstation areas of the administration building have been furnished. Any large purchases will be funded through the capital budget.

Contingency

Contingency is typically set at ten percent (10%) of preliminary budget per board policy.

BUDGET DISCUSSION SUMMARY

Management opinion is that the financial position of El Dorado Transit is stable. Most tax based funding sources are showing growth.

Final budget will be submitted for approval in May 2017 (or close thereafter).

EL DORADO COUNTY TRANSIT AUTHORITY

ADOPTED PRELIMINARY BUDGET 2017/2018

OPERATING BUDGET		FY 2016/2017 Mid-Year Adopted 02/02/2017	FY 2017/2018 Preliminary Adopted 03/02/2017
REVENUE ACCOUNTS			
4000.00	Transportation Development Act (TDA/LTF)	\$3,781,200	\$4,159,003
4000.00	Transportation Development Act (TDA/LTF) Deferred 15/16	\$913,262	\$0
4270.00	State Transit Assistance (STA)	\$710,781	\$669,697
4270.00	State Transit Assistance (STA) Deferred	\$68,883	\$1,452,989
4970.00	Interest Income	\$24,000	\$24,000
4100.00	Federal Transit Administration (FTA) Section 5311 Grant	\$474,917	\$474,917
4300.00	Farebox	\$189,000	\$190,000
4310.00	Contract Services	\$485,000	\$485,000
4320.00	Farebox - Charter	\$5,000	\$5,000
4330.00	Sac Commute Route Passes	\$731,000	\$740,000
4350.00	Bus Passes	\$89,610	\$94,000
4360.00	Scrip	\$83,000	\$87,000
4400.00	Advertising Revenue	\$0	\$19,000
4990.00	Misc. Revenue	\$0	\$400
4107.03	Fair Shuttle AB2766 Grant	\$31,512	\$35,265
4112.00	FTA Section 5307 Grant Income - Preventative Maintenance (PM)	\$0	\$0
4109.04	Low Carbon Transit Operations Program (LCTOP) Grant CP	\$172,232	\$78,928
5060.00	Offset Reserve Fund - CalTIP (restricted)	\$8,299	\$8,299
TOTAL REVENUES		\$7,767,696	\$8,523,498
SALARY & BENEFIT ACCOUNTS			
5010.00	Regular Employees	\$2,934,490	\$3,109,237
5010.02	Temporary Employees	\$190,000	\$225,000
5010.07	Overtime	\$80,000	\$80,000
5010.08	On Call Pay	\$13,000	\$13,000
5010.09	Skill and Shift Pay	\$34,000	\$35,000
5020.01	Employee Retirement	\$470,000	\$470,000
5070.01	(OASDI - Payroll Tax) FICA	\$14,000	\$14,000
5070.02	MEDICARE - Payroll Tax	\$50,000	\$50,000
5020.02	Health Insurance	\$1,134,000	\$1,331,000
5020.03	Unemployment Insurance	\$20,000	\$20,000
5020.04	LT Disability/Life Ins	\$33,000	\$33,000
5020.05	Worker's Comp	\$291,031	\$313,000
TOTAL SALARY & BENEFITS		\$5,263,521	\$5,693,237
SERVICE & SUPPLY ACCOUNTS			
5090.02	Clothing & Supplies	\$4,000	\$3,000
5090.05	Uniforms - Other	\$16,000	\$14,000
5050.01	Communications - Phone	\$48,000	\$48,000
5090.20	Communications - Radio	\$1,000	\$1,000
5090.01	Household Expenses	\$15,750	\$13,750
5060.01	Insurance Premiums/Public Liability	\$338,692	\$372,561
5060.02	Insurance Premiums/Physical Damage	\$16,671	\$18,338
5060.03	Insurance Premiums/Commercial & EPL Packages	\$15,000	\$33,000
5090.06	Service Contracts/Equipment	\$130,000	\$115,000
5160.07	Park and Ride Maintenance	\$9,400	\$9,000
5160.01	Maintenance/Buildings	\$6,000	\$2,500
5160.05	Maintenance/Grounds	\$4,000	\$4,000
5160.09	Maintenance/Bus Stop	\$5,000	\$3,000
5160.00	Maintenance/Other	\$5,000	\$2,500
5040.00	Vehicle Maintenance (In-House)	\$345,000	\$293,000
5040.02	Vehicle Maintenance/Tires & Tubes	\$108,000	\$95,000
5040.03	Vehicle Maintenance/Lubricants	\$31,000	\$28,000
5040.04	Vehicle Maintenance/Small Tools - Shop	\$5,500	\$4,300
5040.80	Vehicle Maintenance/Sales Tax/ Fuel & Lub.	\$38,000	\$30,000
5090.40	Memberships	\$7,000	\$6,000
5090.70	Office Expense	\$18,000	\$15,000
5090.80	Postage	\$4,000	\$4,000
5030.00	Professional Services	\$150,000	\$150,000
5030.10	Employee Medical Exams	\$13,000	\$13,000
5030.30	Background Checks	\$4,000	\$3,000
5090.08	Pubs/Legal Notices	\$4,000	\$4,000
5090.75	Printing	\$34,000	\$28,000
5120.02	Rents/Leases - Equipment	\$19,000	\$17,000
5120.03	Rents/Leases Park and Rides	\$12,000	\$10,000
5140.01	Equipment Purchase - Data Processing	\$3,000	\$1,000
5140.05	Equipment Purchase - Office	\$38,000	\$8,000
5150.00	Special Department Expense	\$5,000	\$5,000
5150.01	Marketing	\$25,000	\$25,000
5090.30	Staff Development/Travel	\$25,500	\$31,000
5040.01	Fuel Purchase	\$565,000	\$572,000
5090.72	Bank Charges / Credit Card Charges	\$200	\$2,500
5050.02	Utilities	\$54,000	\$54,000
5050.03	Utilities/ Park & Rides	\$21,000	\$21,000
4108.03	Fair Shuttle AB2766 Grant	Pending	Pending
6270.00	Contingency	\$360,462	\$770,812
TOTAL SERVICES AND SUPPLIES		\$2,504,175	\$2,830,261
TOTAL OPERATING EXPENSES		\$7,767,696	\$8,523,498

AGENDA ITEM 2 B
Action Item

MEMORANDUM

DATE: April 26, 2017

TO: El Dorado County Transit Authority
Transit Advisory Committee

FROM: Julie Petersen, Fiscal Administration Manager

SUBJECT: Fiscal Year 2017/18 Preliminary Capital Improvement Plan
and 2017/18 Preliminary Capital Budget

REQUESTED ACTION:
BY MOTION,

1. Review Preliminary Capital Improvement Plan for Fiscal Year 2017/18
2. Review Preliminary Capital Improvement Budget for Fiscal Year 2017/18

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.

This agenda item was adopted by the Board at the regularly scheduled Board meeting on March 2, 2017.

DISCUSSION

The Preliminary El Dorado County Transit Authority Capital Improvement Plan Fiscal Year 2017/18 (CIP) recommends capital projects and identifies funding. Projects include, but are not limited to: facility improvements; equipment purchase and replacement, vehicle purchase and replacement, software and hardware upgrades and replacement, safety and security systems and bus stop/park and ride improvements.

New fiscal year projects proposed in the CIP are numbered as 18-xx (e.g. 18-01; 18-02 etc.)

Recommended changes to prior year projects are designated with strikethrough and bold fonts. Staff is recommending for inclusion in the FY 2017/18 CIP;

- 12-09 Connect Card – Phase 2

- 16-01 Passenger Security Surveillance & Lighting – Bus Stops

Projects completed during the first six months of FY 2016/17 include;

- 11-06 Vehicle Replacement – Staff Car
- 12-02 Maintenance Facility – Exhaust Extraction System
- 13-01 Vehicle Replacement – Local Route and Dial-A-Ride
- 14-10 Information Technology Strategic Plan
- 15-01 Vehicle Replacement – Local Route and Dial-A-Ride
- 15-02 Internal Combustion Cushion Tire Lift Truck (Fork Lift - Replacement)
- 15-03 Mobile Data Computer Replacement
- 15-09 Branding Update
- 16-04 Vehicle Replacement – Local Route
- 16-05 Bus Stop Improvements with new Shelter and Amenities on Broadway-Placerville
- 16-06 Vehicle Replacement – Urban Dial-A-Ride
- 16-08 Vehicle Replacement - Staff Cars

Projects projected to be completed at end of FY 2016/17 include;

- 16-07 Administration / Maintenance Facility Equipment
- 17-06 Wi-Fi on Commuter Buses

As of February 20, 2017; there are several additional projects that staff is working on for preliminary costs. These plans are conceptual in nature and involve park & ride, bus stop planning and maintenance/facility needs. It is anticipated these items will be presented as a part of the final CIP FY 2017/18 on or before the June meeting.

FISCAL IMPACT

For an overall view of the CIP, a summary with budget figures is included as the final page of the document.

Adoption of the preliminary CIP and budget allow transit staff to proceed with projects to ensure timely completion. Individual projects are submitted for final Board approval/adoption.

El Dorado County Transit Authority
Preliminary Capital Improvement Plan Budget

Approved Capital Projects				Beginning Balance as of 12/31/2016								
Status	Priority	CIP Project Number	Project Description	Budget	Deferred STA*	FTA Section 5307	FTA Section 5339	PTMISEA 8/9	PTMISEA 10/11	CTSGP-CTAF	DEVELOPER	CMAQ
					\$3,458,546	\$571,391	\$800,000	\$248,554	\$1,430,620	\$603,416	\$50,000	\$1,100,000
ACTIVE	1A	09-03	Connect Card (UTFC) Program	\$248,554				\$248,554				
ACTIVE	2A	12-04	Passenger Security Surveillance & Lighting - Bus Stops	\$124,854						\$124,854		
ACTIVE	2B	16-01	Passenger Security Surveillance & Lighting - Bus Stops	\$293,539	\$116,685					\$176,854		
ACTIVE	2C	17-07	Administration / Maintenance Facility Equipment	\$40,000	\$40,000							
ACTIVE	3A	15-08	Park-and-Ride Parking Lot Maintenance	\$250,000	\$250,000							
ACTIVE	3B	17-01	Bus Parking Lot Improvements	\$132,396	\$7,542					\$124,854		
PLANNED	3C	17-04	Cameron Park Drive Bus Stop Improvements	\$300,000	\$123,146					\$176,854	\$50,000	
ACTIVE	4A	17-02	Vehicle Replacement 5 Year Plan - Commuter	\$3,000,000	\$656,145	\$1,543,855	\$800,000					
PLANNED	5A	13-05	Maintenance Facility Equipment	\$23,625	\$23,625							
PLANNED	5B	14-03	Metal Fabrication Tools	\$11,942	\$11,942							
PLANNED	5C	16-03	Exterior Paint of Administration Building	\$22,598	\$22,598							
PLANNED	5D	17-05	Maintenance Facility - Safety and Equipment	\$52,000	\$52,000							
ACTIVE	6A	12-06	Western Placerville Interchange (WPI) Park and Ride	\$2,700,620	\$330,000				\$1,270,620			\$1,100,000
PLANNED	6B	17-03	Bus Stop Improvements - Upper Broadway	\$166,014	\$166,014							
ACTIVE	7A	12-09	Connect Card - Phase 2	\$160,000					\$160,000			
PLANNED	8A	18-01	Moderate Improvements to Administration Building	\$165,000	\$165,000							
PLANNED	8B	18-02	Bus Shelter Amenities	\$165,000	\$165,000							
PLANNED	8C	18-03	Administration / Maintenance Facility Equipment	\$40,000	\$40,000							
Project Totals				\$7,896,142	\$2,169,697	\$1,543,855	\$800,000	\$248,554	\$1,430,620	\$603,416	\$50,000	\$1,100,000
Remaining Funds Available					\$1,288,849	-\$972,464	\$0	\$0	\$0	\$0	\$0	\$0

Priority - Key Code

- 1 = Active project, Work In Progress, projected completion undetermined
- 2 = Active project, Work In Progress, projected completion in FY 2016/17
- 3 = Active project, Work In Progress, projected completion during Fiscal Year 2017/18
- 4 = Funding in place, pending Specifications and Purchase Order
- 5 = Funding in place, pending staff management availability
- 6 = Funding received, Project ongoing
- 7 = Pending completion of Phase I
- 8 = Pending Funding

*Per FY 2015/16 Audited Financials minus first six month expenses FY 2016/17

AGENDA ITEM 2 C
Action Item

MEMORANDUM

DATE: April 26, 2017

TO: El Dorado County Transit Authority
Transit Advisory Committee

FROM: Brian James, Planning and Marketing Manager

SUBJECT: Cameron Park Route Expansion with Service to El Dorado Hills

REQUESTED ACTION:
BY MOTION,

To advise the Executive Director of support or non-support for the following action.

BACKGROUND

The 2014 Short- and Long Range Transit Plan states:

“The low proportion of demand met in the urban area of El Dorado County (10 percent) reflects the lack of transit service in El Dorado Hills (beyond Dial-A-Ride and commuter service) and the limited service currently provided in Cameron Park/Shingle Springs. This also impacts the low proportion of social service program trips that are served.”

“The current El Dorado Transit route services...have very limited opportunities to travel between El Dorado Hills and points to the east and no effective service between El Dorado Hills and the portions of Cameron Park not immediately along US 50.”

Using one (1) bus covering a large geographical area, the current Cameron Park route serves portions of Shingle Springs and Cameron Park. Some key locations are either not served or underserved due to time constraints and adding new stops to the existing schedule is not feasible. In order to add stops, existing stops would have to be removed. The Cameron Park route does not serve the Cameron Park branch of the El Dorado County Library or the Cameron Park Community Services District facility (CPCSD).

Currently, there are no fixed route services in El Dorado Hills. In order for passengers to get to El Dorado Hills, they must transfer to the 50 Express which only offers service to the El Dorado Hills Park and Ride.

DISCUSSION

Staff is requesting approval from the El Dorado County Transit Authority Board of Directors at the May 4, 2017 meeting. Information on the proposed service expansion/improvement is presented to the TAC members for discussion and review.

As stated previously, adding stops to the existing route schedule is not feasible. Therefore, staff is proposing splitting the Cameron Park route into two (2) buses; Route 40 Cameron Park and Route 70 El Dorado Hills.

Route 40 (Cameron Park route) will provide service along the Cameron Park Drive corridor with connections to the 50 Express at the Ponderosa Park and Ride. This route is generally the same as the current Cameron Park route.

Route 70 (El Dorado Hills route) will provide service to portions of Cameron Park and El Dorado Hills. This route will add service to the Cameron Park and El Dorado Hills library branches, CPCSD, La Borgata Shopping Center (El Dorado Hills Raley's Supermarket) and the El Dorado Hills Town Center. Route 70 will also provide bus service to additional low income housing complexes in Cameron Park and El Dorado Hills. Connections to the 50 Express will be accommodated at the El Dorado Hills Park and Ride and the Cambridge Park and Ride.

These route changes will give more residents of Cameron Park and El Dorado Hills access to programs such as the new First 5 El Dorado Hubs program that offers activities and classes for families, the 50+ room for seniors at the CPCSD, Cameron Park Lake, youth activities, adult classes, and park facilities. In addition, residents will have better access to shopping, restaurants and the movie theater.

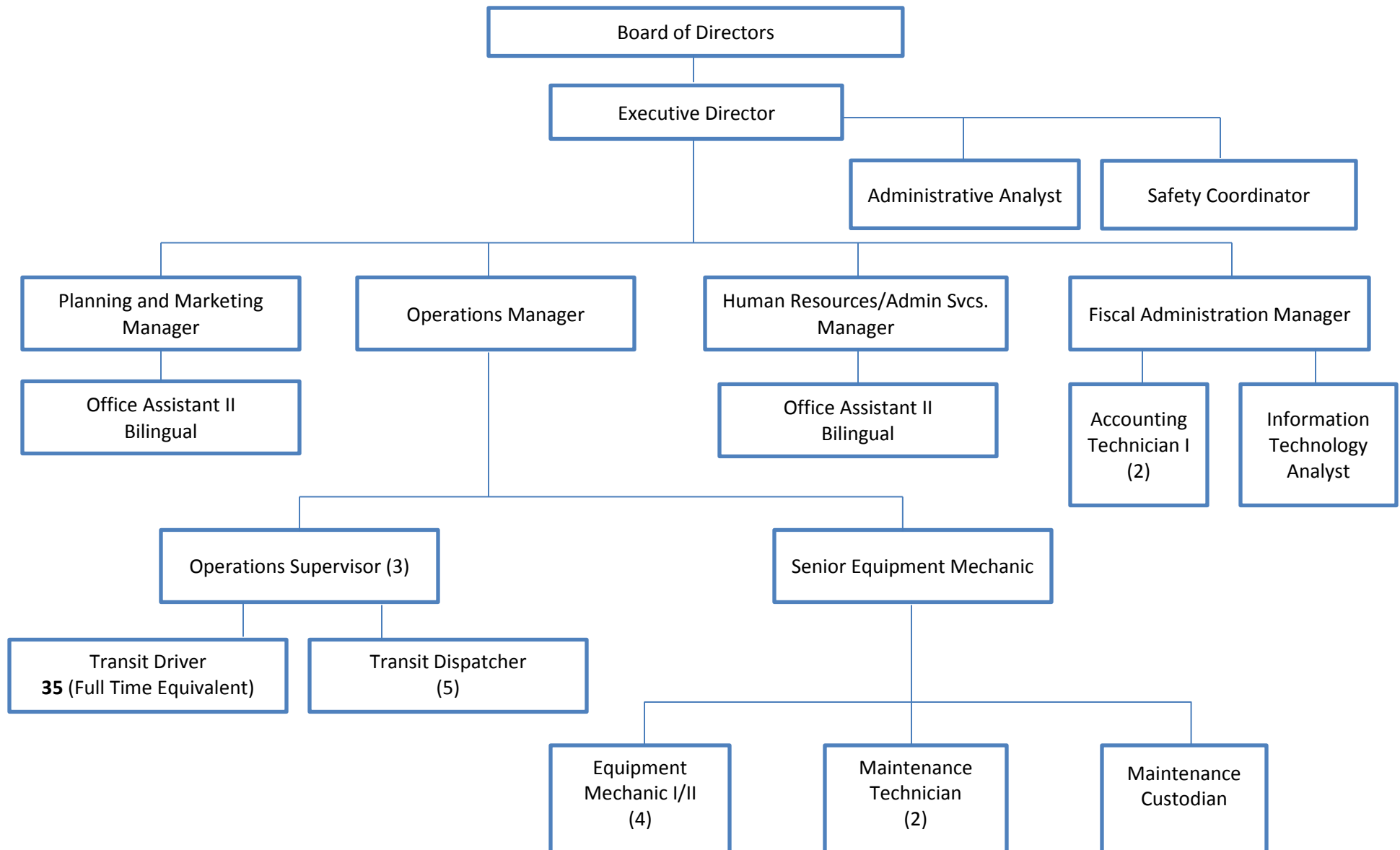
Staff is recommending that the Board of Directors consider approving the expansion of the Cameron Park route into two (2) routes to increase transit access in the Cameron Park and El Dorado Hills communities. In order to do so, staff will be required to add one (1) full-time equivalent (FTE) driver. Therefore, staff recommends approval of the proposed revised allocation table for FY 2017/18 and the organizational chart for FY 2017/18 adding one (1) FTE employee.

FISCAL IMPACT

If the staff recommendation to expand this service is approved by the Board of Directors, funding is identified in the line item budget adjustments presented in the final operating budget for fiscal year 2017/18 in a separate staff report in this agenda packet.

		<u>Adopted</u>	<u>Proposed</u>
6210.01	Cameron Park/El Dorado Hills Expansion	\$0	\$389,000
6270.00	Contingency	\$770,812	\$381,812

**EL DORADO COUNTY TRANSIT AUTHORITY
PROPOSED DRAFT ORGANIZATIONAL CHART
FISCAL YEAR 2017/2018**



EL DORADO COUNTY TRANSIT AUTHORITY
PROPOSED REVISED
PERSONNEL ALLOCATION TABLE
Fiscal Year (FY) 2017/18

Classification	Approved FY 2017/18 (fte*)	Proposed FY 2017/18 (fte*)
Accounting Technician I	2	2
Administrative Analyst	1	1
Maintenance Custodian	1	1
Equipment Mechanic I/II	4	4
Fiscal Administration Manager	1	1
Information Technology Analyst	1	1
Maintenance Technician	2	2
Office Assistant II	2	2
Human Resources/Admin Services Manager	1	1
Operations Manager	1	1
Operations Supervisor	3	3
Planning and Marketing Manager	1	1
Safety Coordinator	1	1
Senior Equipment Mechanic	1	1
Executive Director	1	1
Transit Dispatcher	5	5
Transit Driver	<u>34</u>	<u>35</u>
<i>TOTAL ALLOCATED POSITIONS</i>	<i>62</i>	<i>63</i>

* fte = Full Time Equivalent

Cameron Park Route

Ponderosa Rd Park and Ride	0:20
Palmer Dr West	0:24
Palmer Dr and Kevin St	0:25
Ponte Morino Dr	0:26
Cameron Park Dr and Palmer Dr	0:28
Cameron Park Dr and Point Loma	0:31
Camerado Dr and Virada Rd	0:33
Cimmarron Rd and Cambridge	0:37
LA Crescenta Dr and Green Valley Rd	0:41
Cameron Park Dr and Green Valley Rd	0:45
Alhambra Dr and Cameron Park Dr	0:48
Cameron Park Dr and Meder Rd	0:50
Coach Ln and Rodeo Rd	0:55
Market Court	0:00
Durock Rd and Presley Ln	0:02
4050 Sunset Ln	0:05
Mother Lode Dr and South Shingle Rd	0:06
Ponderosa Rd Park and Ride	0:09

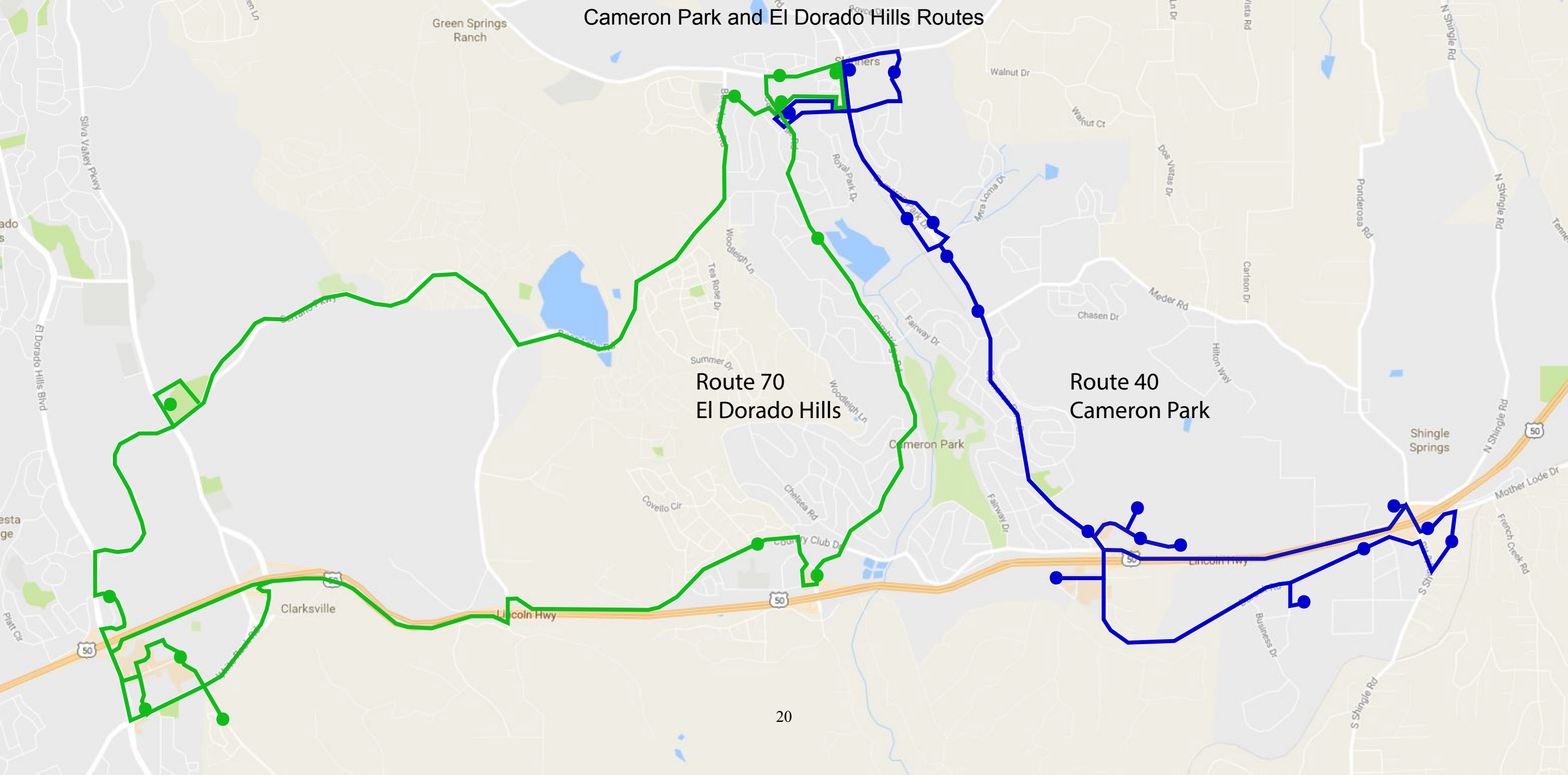
El Dorado Hills Route

El Dorado Hills Park and Ride	0:20
Cameron Park CSD/Library	0:31
Cambridge Rd Park and Ride	0:34
Cameron Park Lake	0:40
Cambridge Rd and Green Valley Rd	0:43
Cameron Park Dr and Green Valley Rd	0:45
Cimmarron Rd and Cambridge	0:48
Parkdale Ln and Bass Lake Rd	0:50
El Dorado Hills Library	***
Raley's (El Dorado Hills)	0:06
White Rock Rd and Keagles Ln	***
Vinyards at Valley View Apartments	***
Vine St and Town Center Blvd	0:11
El Dorado Hills Park and Ride	0:14

Transfer Point Between Cameron Park and El Dorado Hills Routes

Transfer Point Between Cameron Park/El Dorado Hills Routes and the 50 Express

Cameron Park and El Dorado Hills Routes



AGENDA ITEM 3 A
Information Item

MEMORANDUM

DATE: April 26, 2017

TO: El Dorado County Transit Authority
Transit Advisory Committee

FROM: Brian James, Planning and Marketing Manager

SUBJECT: Fiscal Year Ridership Report

REQUESTED ACTION:
BY MOTION,

No action. Information item.

BACKGROUND

The El Dorado County Transit Authority (El Dorado Transit) staff reports monthly and year-to-date ridership trend reports at each Board meeting.

DISCUSSION

Year-to-date ridership for the period July 1, 2016 to March 31, 2017 increased from 257,299 to 257,899 one-way passenger trips or 0.2% compared to the previous year.

FISCAL IMPACT

None

Ridership Report Fiscal Year-to-Date

July 2016 to March 2017

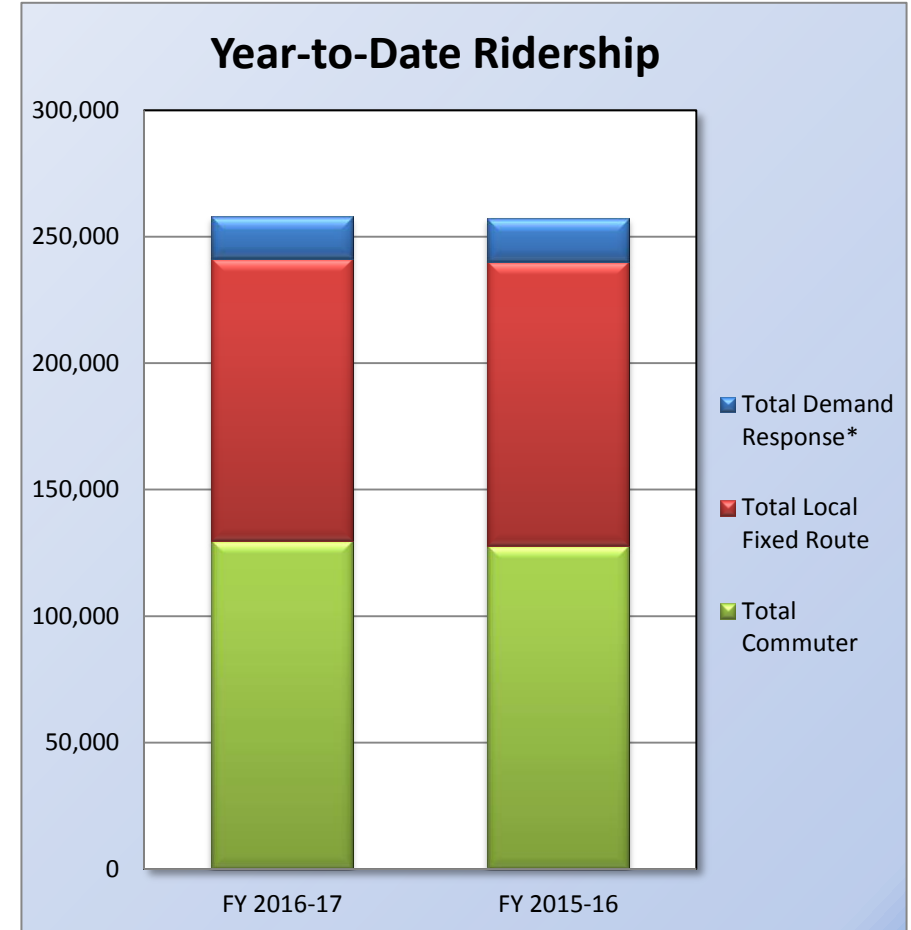


Demand Response	FY 2016-17	FY 2015-16	% Change
Dial-a-Ride	15,355	15,953	-3.7%
Sac-Med	409	571	-28.4%
Grizzly Flat	0	42	0.0%
ADA Paratransit	690	493	40.0%
Total Demand Response*	16,454	17,059	-3.5%

Local Fixed Route	FY 2016-17	FY 2015-16	% Change
Cameron Park	11,210	10,646	5.3%
Diamond Springs	22,285	23,136	-3.7%
Saturday Express	4,475	4,722	-5.2%
Pollock Pines	34,249	33,846	1.2%
Placerville Shuttle	38,527	39,994	-3.7%
Diamond Springs Saturday	811	0	100.0%
Total Local Fixed Route	111,557	112,344	-0.7%

Commuter	FY 2016-17	FY 2015-16	% Change
Sacramento Commuter	103,088	103,698	-0.6%
Reverse Commuter	394	601	-34.4%
50 Express	26,406	23,597	11.9%
Total Commuter	129,888	127,896	1.6%

M.O.R.E. & Adult Day Services	FY 2016-17	FY 2015-16	% Change
M.O.R.E.	19,079	20,930	-8.8%
Adult Day Services	4,131	4,588	-10.0%
Total M.O.R.E. and ADS	23,210	25,518	-9.0%



Systemwide*

	FY 2016-17	FY 2015-16	% Change
	257,899	257,299	0.2%

*Does not include M.O.R.E. and Adult Day Services

AGENDA ITEM 3 B
Information Item

MEMORANDUM

DATE: April 26, 2017

TO: El Dorado County Transit Authority
Transit Advisory Committee

FROM: Brian James, Planning and Marketing Manager

SUBJECT: Connect Card Rollout Status

REQUESTED ACTION:
BY MOTION,

No action. Information item.

BACKGROUND

The Connect Card is the Sacramento region's new way to pay transit fares for both bus and light rail. The Connect Card is a plastic, reloadable smart card with an embedded computer chip that can store cash value, passes and discount fare. Nine agencies in the Sacramento region are participating in the Connect Card program.

The El Dorado County Transit Authority (El Dorado Transit) joined the soft launch phase of the Connect Card rollout on January 25, 2017. Since that time, 426 boardings have been recorded with total fare revenue of \$2,984.

DISCUSSION

The next two phases of the soft launch are now starting. The first is the discount fare card requirement and the second is corporate accounts.

The discount fare card program is discussed in a separate staff report in this agenda.

The corporate accounts program will allow employers and agencies to issue cards to individuals and then load passes or fare onto those cards. RT is working directly with state and federal agencies in Sacramento, and El Dorado Transit is working with agencies and employers in El Dorado County.

FISCAL IMPACT

None

AGENDA ITEM 3 C
Information Item

MEMORANDUM

DATE: April 26, 2017

TO: El Dorado County Transit Authority
Transit Advisory Committee

FROM: Brian James, Planning and Marketing Manager

SUBJECT: Discount Fare Card Program

REQUESTED ACTION:
BY MOTION,

No action. Information item.

BACKGROUND

The El Dorado County Transit Authority (El Dorado Transit) Board of Directors approved the Fare Structure Resolution on February 2, 2017. This resolution authorizes El Dorado Transit to require passengers to show proof of disability, age or student status for discount fares.

DISCUSSION

El Dorado Transit currently offers discounted rates for disabled riders, seniors age 60 and above and students K-12. However, El Dorado Transit does not currently require passengers to show proof of disability, age or student status for discount fares. As a result, some passengers who would not qualify for a discounted rate are paying the lower amount. The current system is not equitable to passengers who are paying the full fare.

Under the new discount fare eligibility requirements, passengers requesting a discount fare by virtue of their age, disability or student status must present valid identification for proof of eligibility, along with the proper fare, upon boarding. Proof of eligibility includes the following:

Senior	Current discount photo identification issued by El Dorado Transit or another agency or valid State issued photo identification or passport to prove age
Disabled	Current discount photo identification issued by El Dorado Transit or another agency or Medicare card presented along with a valid State issued photo ID or passport
Student K-12	Current discount photo identification issued by El Dorado Transit or another agency

El Dorado Transit discount photo identification cards are available at the El Dorado Transit administration office and through direct outreach efforts by staff. At the time of discount photo identification card issuance, persons requesting cards must present the following:

Senior	Valid State issued photo identification or passport to prove age
Disabled	Valid State issued photo identification or passport along with a Medicare card, DMV disabled placard computer printout, Social Security disability benefits award letter, or a completed El Dorado Transit certification form completed and signed by a physician or authorized representative
Student K-12	Current student identification card or other proof of enrollment from their school

El Dorado Transit discount photo identification cards are Connect Cards and will expire after five (5) years.

FISCAL IMPACT

Discount fare eligibility requirements are expected to increase farebox recovery.

AGENDA ITEM 3 D
Information Item

MEMORANDUM

DATE: April 26, 2017

TO: El Dorado County Transit Authority
Transit Advisory Committee

FROM: Brian James, Planning and Marketing Manager

SUBJECT: El Dorado County Transit Authority Transit Advisory Committee
(TAC) Members

REQUESTED ACTION:
BY MOTION,

No Action. Information Item

BACKGROUND

As noted in the Bylaws for the El Dorado County Transit Authority (El Dorado Transit), a Transit Advisory Committee (TAC) shall be established to review the operation of the transit system, monitor levels of service and provide advice to the Executive Director. A methodology for establishing the TAC is not included in the Bylaws however; the TAC has had full representation since 1993. There are several TAC members who have graciously volunteered their time and expertise to El Dorado Transit for more than the initial two (2) year term stated in the Bylaws.

DISCUSSION

To maintain compliance of the Bylaws, beginning September 15, 2016 El Dorado Transit accepted applications for TAC membership. The term of appointment is two (2) years and may be renewed for an additional two (2) years. The objective of this action is to comply with the Bylaws and support active participation. Transit Advisory Committee applications were distributed to individuals who were interested in being a member of the TAC including current members.

El Dorado Transit staff reviewed the applications and recommended the following for Board consideration of appointment to the TAC. The El Dorado County Transit Authority Board of Directors approved the TAC membership on March 2, 2017.

REPRESENTATION	NAME	APPOINTMENT DATE (if approved)	Term Expiration
Senior Representative	Ellen Yevdakimov	3/2/2017	3/2/2019
Disabled Population	Susie Davies	3/2/2017	3/2/2019
Student Population	Bill Wild, Principal	3/2/2017	3/2/2019
Low Income Population	Star Walker	3/2/2017	3/2/2019
General Public Population	Gloria Webster	3/2/2017	3/2/2019
Commuter Population	Open	Open	Open
Chamber of Commerce	Laurel Brent-Bumb	3/2/2017	3/2/2019
50 Corridor Transportation Management Agency	Rebecca Garrison	3/2/2017	3/2/2019
El Dorado County Transportation Commission	Dan Bolster	3/2/2017	3/2/2019

We are pleased to welcome new and returning member of the TAC.

FISCAL IMPACT

None