

City of Casa Grande General Public Transit Service

DRAFT

Technical Memorandum 1 Proposed Service Implementation Plan and Budget

Prepared for

City of
Casa Grande



Arizona Department
of Transportation



Prepared by



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1. INTRODUCTION

The City of Casa Grande desires to provide general public transit service in the City based on the results of Lima & Associates' 2001 Transit Feasibility Study (2001 Study). This Technical Memorandum presents a draft implementation plan, including a proposed two-route system, bus schedules, a partial-year budget for the 2009-2010 fiscal year, and a 12-month budget for the 2010-2011 fiscal year.

At the time that Lima & Associates conducted the 2001 Study, regional transit service to Casa Grande and the surrounding communities of Coolidge, Eloy, and Maricopa, known as Community Transportation, was provided by Pinal Gila Community Child Services, using funding obtained from the Department of Economic Security's JOBS Program. Shortly after 2001, the funding source expired, and the Community Transportation service ended.

Figure 1-1 depicts the study area. The locations of the original checkpoints, or bus stops, served by the Community Transportation system within Casa Grande, are indicated, together with additional activity centers located within the area.

SERVICE AREA DEMOGRAPHICS

Figures 1-2 through 1-6 depict demographic characteristics of the study area that have been compiled from Arizona Department of Economic Security (DES) information and 2000 Census data. Included are GIS maps that depict the locations of elderly, low income, and mobility-limited persons. Population densities and households without automobiles are also presented. Where possible, data is shown at the block level for clarity.

Figure 1-2 shows the total population distribution in the study area by census block. The densest population area is bounded by Cottonwood Lane on the North, Florence Boulevard on the South, Schultz and First Streets on the West, and Colorado Street on the East. Areas of denser residential development also exist north of Cottonwood between Casa Grande Avenue and Trekell Road, and south of Florence Boulevard between Second Street and Pueblo. Figure 1-3 shows the concentration of seniors 65 years of age and older, which mirrors that of the general population.

For privacy reasons, the Census Bureau provides data on mobility-limited persons, persons living below the poverty level, and households without automobiles by census block group only. Figures 1-4 through 1-6 depict this data. A polygon bounded by Thornton Road and the Union Pacific Railroad on the West, Pinal on the East, Cottonwood on the North, and SR 84 on the South has high densities of all three groups. Mobility-limited persons and those without automobiles are also concentrated between Pinal and Trekell between McMurray Boulevard and the UP. The ratio of households without automobiles is also high in the square mile east of Trekell and south of Florence Boulevard. These three groups are the most likely to be potentially dependent on public transportation for mobility.

FIGURE 1-1. STUDY AREA

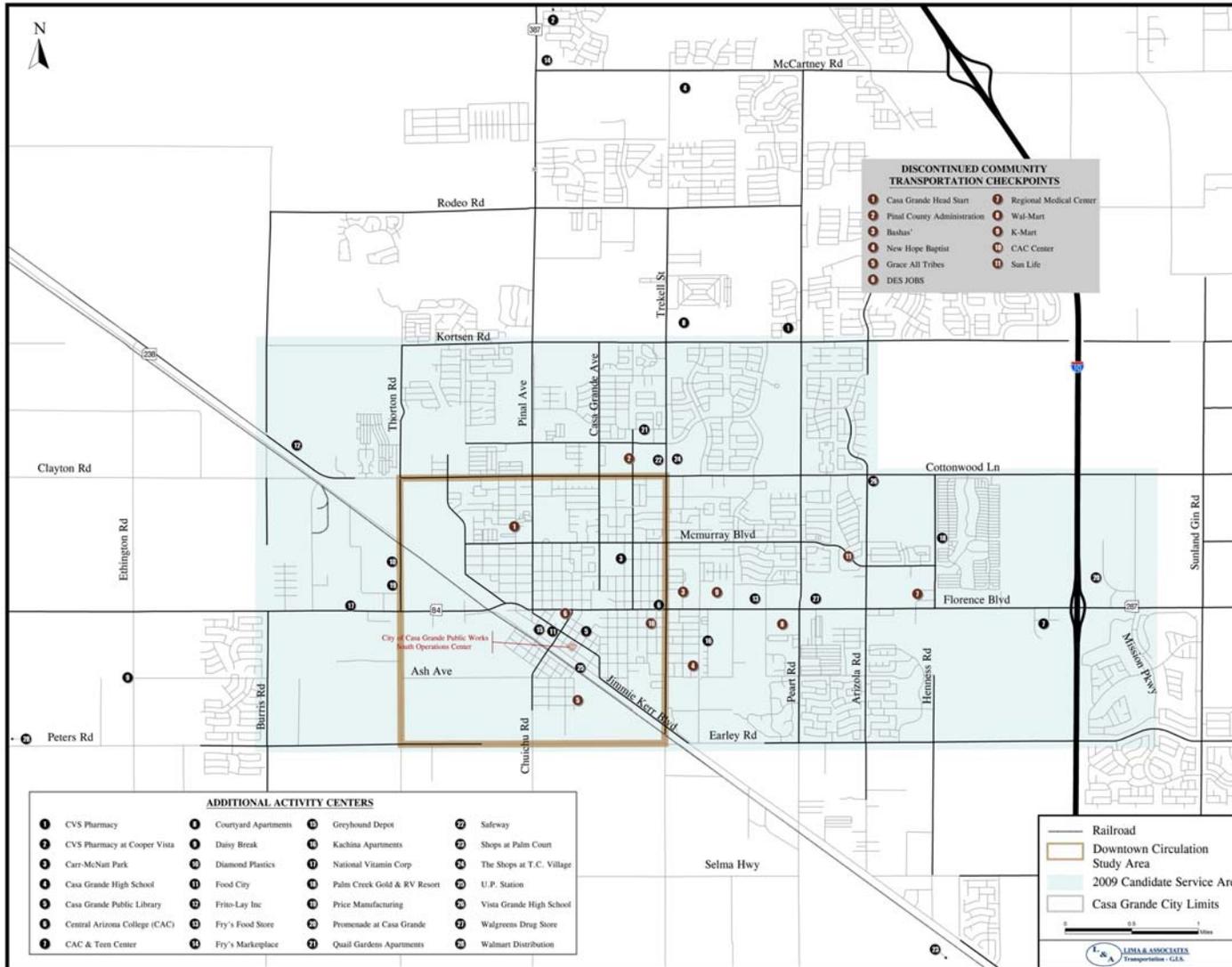


FIGURE 1-2. TOTAL POPULATION PER SQUARE MILE BY CENSUS BLOCK

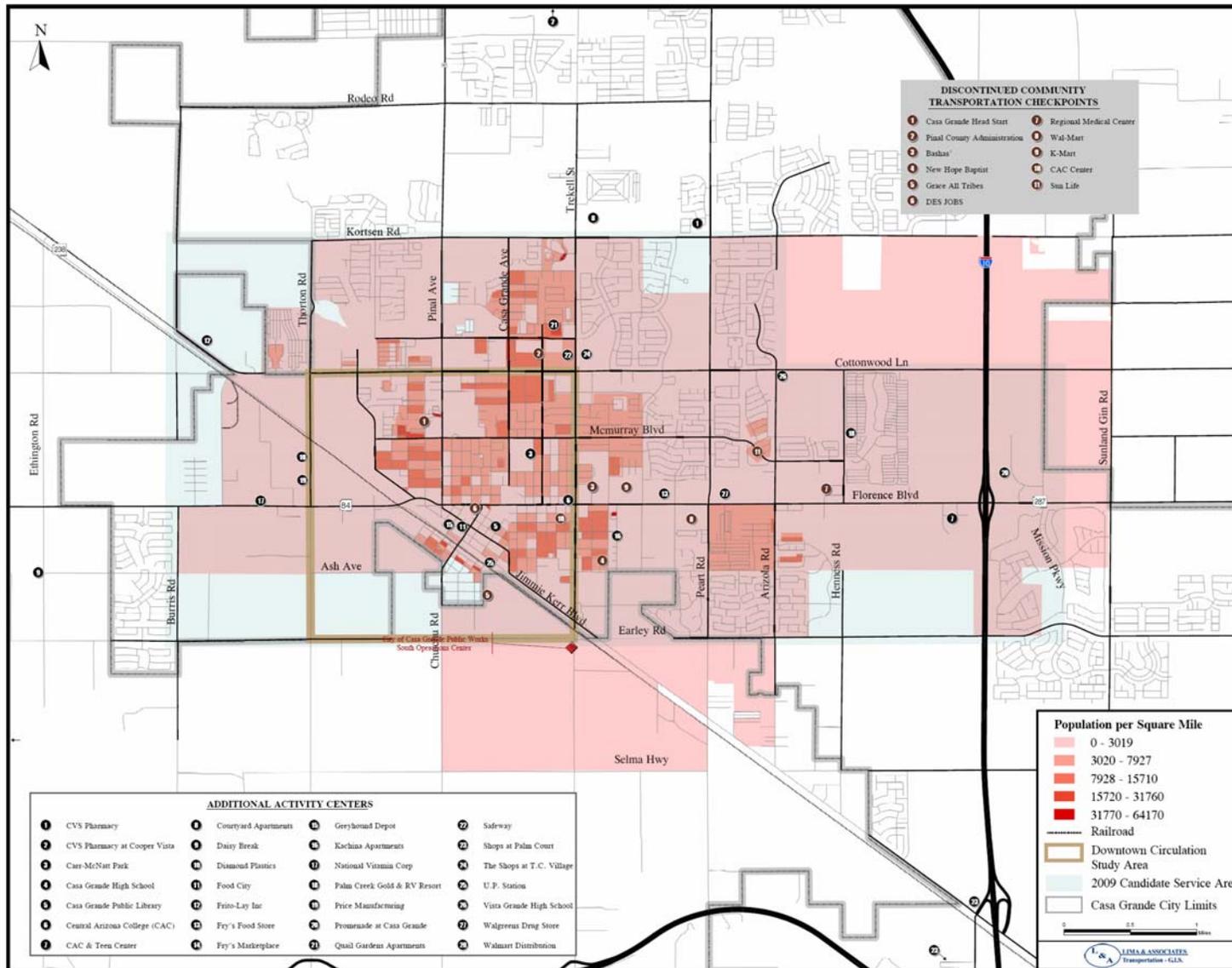


FIGURE 1-3. POPULATION 65 AND OLDER PER SQUARE MILE BY CENSUS BLOCK

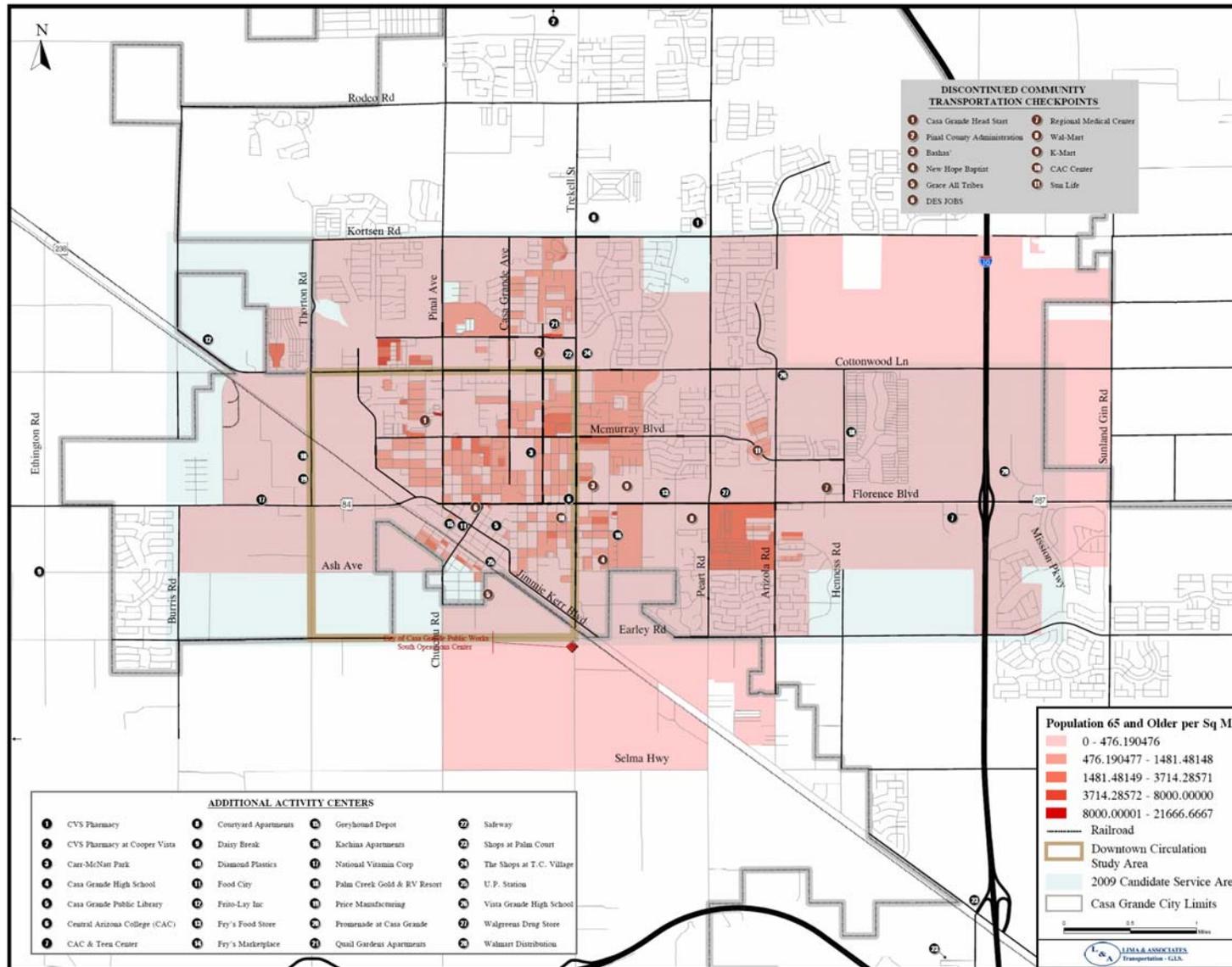


FIGURE 1-4. MOBILITY LIMITED POPULATION BY CENSUS BLOCK GROUP

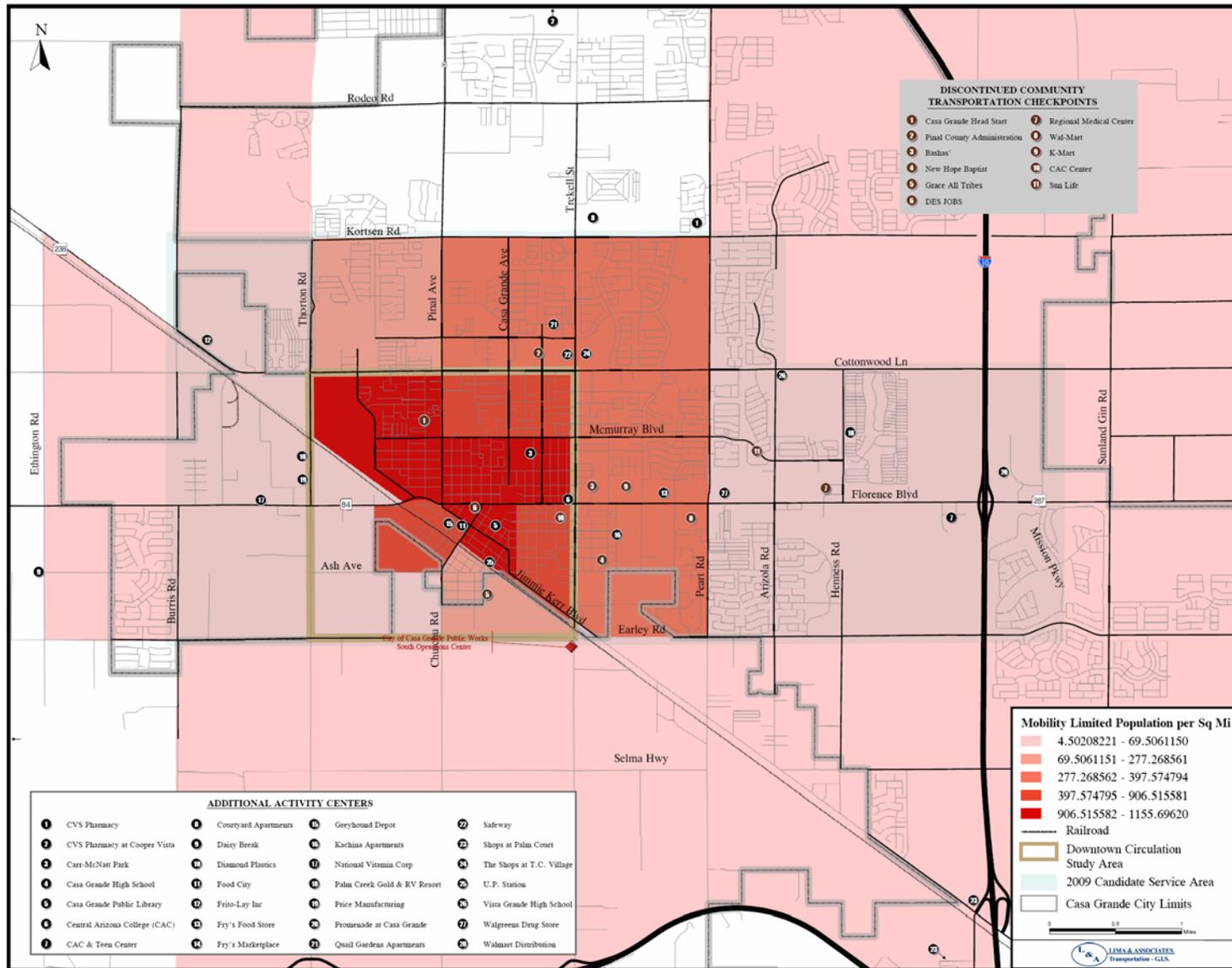


FIGURE 1-5. POPULATION BELOW POVERTY LEVEL BY CENSUS BLOCK GROUP

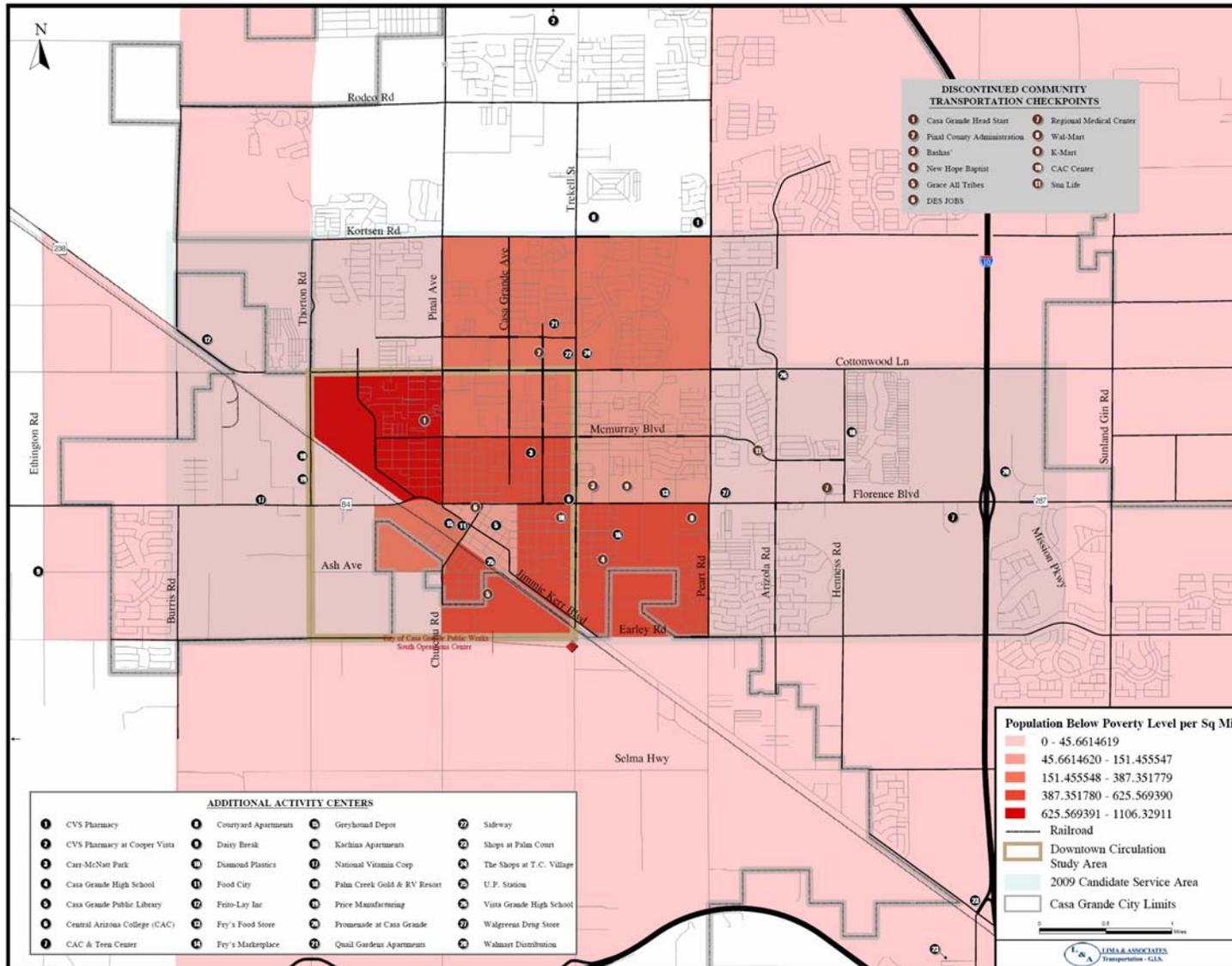
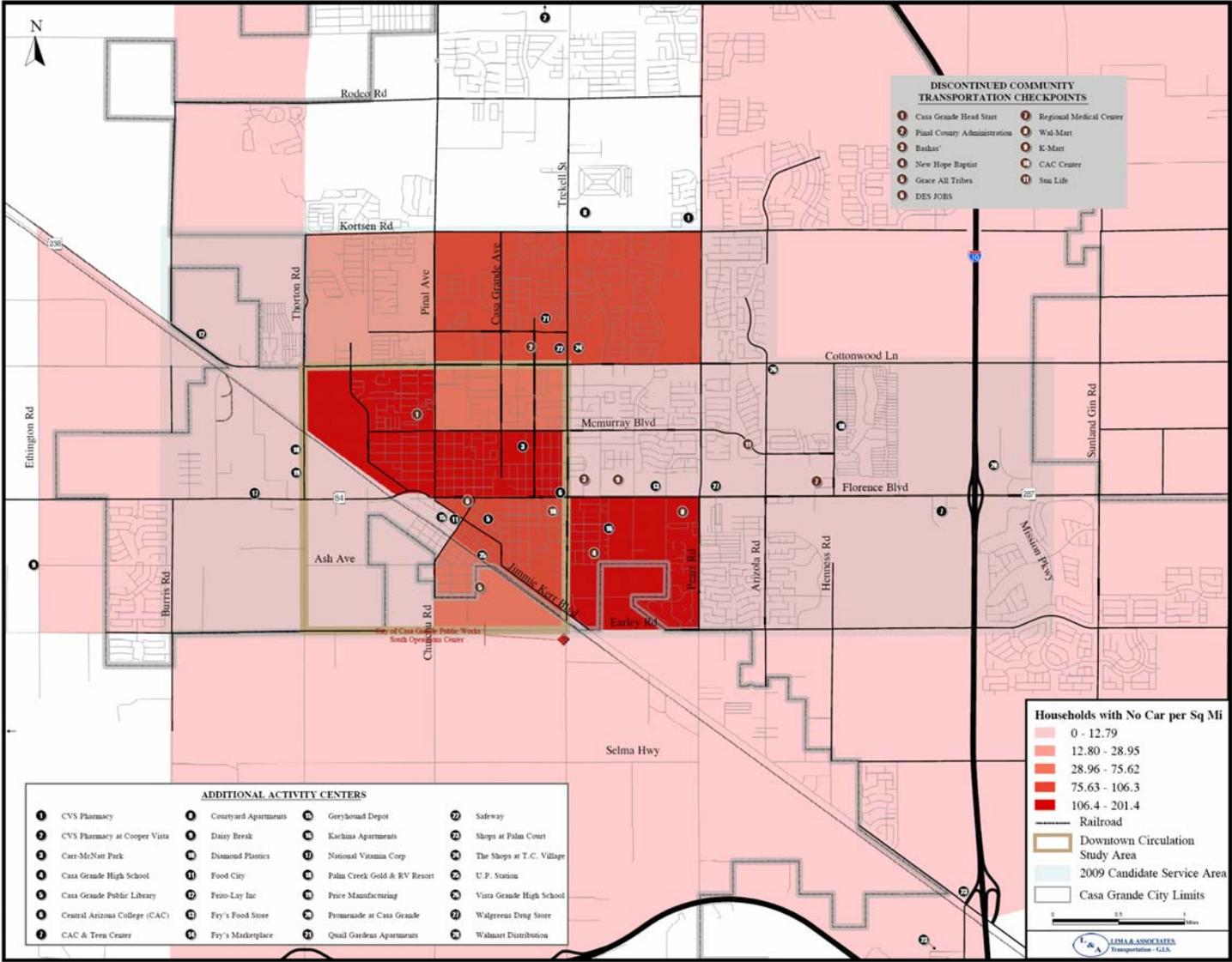


FIGURE 1-6. HOUSEHOLDS WITHOUT AUTOMOBILES BY CENSUS BLOCK GROUP



2. PROPOSED TRANSIT SYSTEM

This chapter presents a proposed transit system for Casa Grande, based on the findings of the 2001 Study, review of the socioeconomic data presented in the previous chapter, extensive field views of the potential service area, and two meetings the consultant had with the City and ADOT Project Managers. The primary purpose of drafting routes and schedules at this time is to establish baseline figures for service miles, service hours, and route mileage that are essential precedents to developing pro-forma budgets needed for preparing Section 5311 grant applications for submittal to the Federal Transit Administration in January 2009. Routes and schedules can be modified as needed prior to actual implementation of service.

ROUTES

Figure 2-1 presents a draft two-route transit system concept. The Red Route would operate in a loop connecting activity centers along Florence Boulevard and Cottonwood Lane with the industrial area in the vicinity of Thornton Road and SR 84 on the West and the Promenade Mall on the East. Buses would operate both clockwise and counterclockwise on the Red Route loop. The Blue Route would operate as a counterclockwise loop in central Casa Grande, linking the downtown area with residential areas. Both routes would operate as “deviated fixed routes.” The numbered stops would be “checkpoints” where buses would always stop. However, by pre-arrangement, buses could deviate from the designated route in between stops to pick up persons unable to walk from their point of origin to the nearest stop, or to walk from the nearest stop to their destination.

A point in the vicinity of the intersection of Florence Boulevard and Trezell Road would be designated as a transfer center where passengers could transfer from one bus to the other, and the schedules would be timed to facilitate such transfers.

SCHEDULES

Table 2-1 presents draft bus schedules for the Red and Blue Routes. The schedules are padded with additional time to allow for route deviation between the stops as described above, as well as dwell time at each stop to give passengers time to board and alight from the vehicles.

Red Route buses would operate on 1-hour headways, with counterclockwise schedules leaving Florence and Trezell on the hour and clockwise schedules leaving on the half-hour. The Blue Route bus would operate on half-hour headways, leaving Florence and Trezell every half hour. Three vehicles would be needed to protect the schedule. Purchasing four vehicles would leave one as a spare and allow for rotating the vehicles through a routine preventive maintenance program.

FIGURE 2-1. PROPOSED ROUTE SYSTEM

Red Checkpoints

- 1. Florence Blvd./Trekell
- 2. Florence Blvd./Arizola
- 3. Promenade Mall
- 4. McMurray/Heness
- 5. Vista Grande High School
- 6. Cottonwood/Trekell
- 7. McMurray/Pinal
- 8. SR 84/Thornton

Blue Checkpoints

- 1. Florence Blvd./Trekell
- 2. Cottonwood/Trekell
- 3. Racine/Casa Grande
- 4. McMurray/Pinal
- 5. 2nd Street/Florence Street

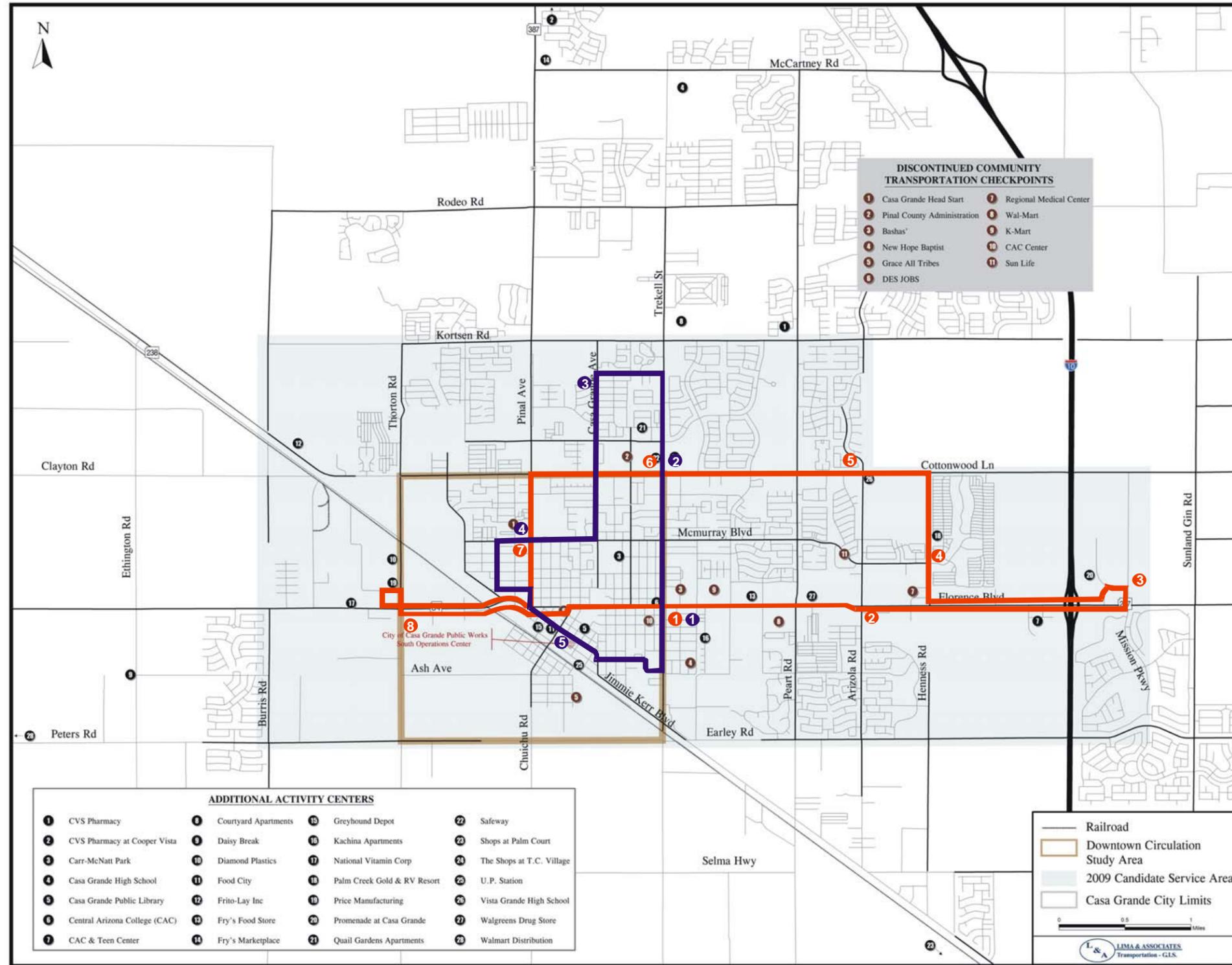


TABLE 2-1. PROPOSED BUS SCHEDULES

Red Route - Counterclockwise			Headway 1:00									
Checkpoints	Mileage	Elapsed Time	<i>Bus 1</i>									
1 Florence Blvd./Trekell		0	7:00 AM	8:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM
	1.5											
2 Florence Blvd./Arizola		6	7:06 AM	8:06 AM	9:06 AM	10:06 AM	11:06 AM	12:06 PM	1:06 PM	2:06 PM	3:06 PM	4:06 PM
	2.25											
3 Promenade Mall		9	7:15 AM	8:15 AM	9:15 AM	10:15 AM	11:15 AM	12:15 PM	1:15 PM	2:15 PM	3:15 PM	4:15 PM
	2											
4 McMurray/Henness		8	7:23 AM	8:23 AM	9:23 AM	10:23 AM	11:23 AM	12:23 PM	1:23 PM	2:23 PM	3:23 PM	4:23 PM
	1.2											
5 Cottonwood/Arizola		4	7:27 AM	8:27 AM	9:27 AM	10:27 AM	11:27 AM	12:27 PM	1:27 PM	2:27 PM	3:27 PM	4:27 PM
	1.5											
6 Cottonwood/Trekell		6	7:33 AM	8:33 AM	9:33 AM	10:33 AM	11:33 AM	12:33 PM	1:33 PM	2:33 PM	3:33 PM	4:33 PM
	1.5											
7 McMurray/Pinal		6	7:39 AM	8:39 AM	9:39 AM	10:39 AM	11:39 AM	12:39 PM	1:39 PM	2:39 PM	3:39 PM	4:39 PM
	1.75											
8 SR 84/Thornton		7	7:46 AM	8:46 AM	9:46 AM	10:46 AM	11:46 AM	12:46 PM	1:46 PM	2:46 PM	3:46 PM	4:46 PM
	2											
Florence Blvd./Trekell		8	7:54 AM	8:54 AM	9:54 AM	10:54 AM	11:54 AM	12:54 PM	1:54 PM	2:54 PM	3:54 PM	4:54 PM
	13.7											

Red Route - Cockwise			Headway 1:00									
			<i>Bus 2</i>									
1 Florence Blvd./Trekell		0	6:30 AM	7:30 AM	8:30 AM	9:30 AM	10:30 AM	11:30 AM	12:30 PM	1:30 PM	2:30 PM	3:30 PM
	2											
8 SR 84/Thornton		8	6:38 AM	7:38 AM	8:38 AM	9:38 AM	10:38 AM	11:38 AM	12:38 PM	1:38 PM	2:38 PM	3:38 PM
	1.75											
7 McMurray/Pinal		7	6:45 AM	7:45 AM	8:45 AM	9:45 AM	10:45 AM	11:45 AM	12:45 PM	1:45 PM	2:45 PM	3:45 PM
	1.5											
6 Cottonwood/Trekell		6	6:51 AM	7:51 AM	8:51 AM	9:51 AM	10:51 AM	11:51 AM	12:51 PM	1:51 PM	2:51 PM	3:51 PM
	1.5											
5 Cottonwood/Arizola		6	6:57 AM	7:57 AM	8:57 AM	9:57 AM	10:57 AM	11:57 AM	12:57 PM	1:57 PM	2:57 PM	3:57 PM
	1.2											
4 McMurray/Henness		4	7:01 AM	8:01 AM	9:01 AM	10:01 AM	11:01 AM	12:01 PM	1:01 PM	2:01 PM	3:01 PM	4:01 PM
	2											
3 Promenade Mall		8	7:09 AM	8:09 AM	9:09 AM	10:09 AM	11:09 AM	12:09 PM	1:09 PM	2:09 PM	3:09 PM	4:09 PM
	2.25											
2 Florence Blvd./Arizola		9	7:18 AM	8:18 AM	9:18 AM	10:18 AM	11:18 AM	12:18 PM	1:18 PM	2:18 PM	3:18 PM	4:18 PM
	1.5											
Florence Blvd./Trekell		6	7:24 AM	8:24 AM	9:24 AM	10:24 AM	11:24 AM	12:24 PM	1:24 PM	2:24 PM	3:24 PM	4:24 PM
	13.7											

TABLE 2-1. PROPOSED BUS SCHEDULES (Continued)

Blue Route - AM		Headway	0:30									
Checkpoints	Mileage	Elapsed Time	<i>Bus 3</i>									
1 Florence Blvd./Trekell		0	7:00 AM	7:30 AM	8:00 AM	8:30 AM	9:00 AM	9:30 AM	10:00 AM	10:30 AM	11:00 AM	11:30 AM
2 Cottonwood/Trekell	1	4	7:04 AM	7:34 AM	8:04 AM	8:34 AM	9:04 AM	9:34 AM	10:04 AM	10:34 AM	11:04 AM	11:34 AM
3 Racine/Casa Grande	1.25	5	7:09 AM	7:39 AM	8:09 AM	8:39 AM	9:09 AM	9:39 AM	10:09 AM	10:39 AM	11:09 AM	11:39 AM
4 McMurray/Pinal	1.75	7	7:16 AM	7:46 AM	8:16 AM	8:46 AM	9:16 AM	9:46 AM	10:16 AM	10:46 AM	11:16 AM	11:46 AM
5 2nd Street/Florence Street	1.7	6	7:22 AM	7:52 AM	8:22 AM	8:52 AM	9:22 AM	9:52 AM	10:22 AM	10:52 AM	11:22 AM	11:52 AM
Florence Blvd./Trekell	1.7	6	7:28 AM	7:58 AM	8:28 AM	8:58 AM	9:28 AM	9:58 AM	10:28 AM	10:58 AM	11:28 AM	11:58 AM
	7.4											
Blue Route - PM		Headway	0:30									
Checkpoints	Mileage	Elapsed Time	<i>Bus 3</i>									
1 Florence Blvd./Trekell		0	1:00 PM	1:30 PM	2:00 PM	2:30 PM	3:00 PM	3:30 PM	4:00 PM	4:30 PM	5:00 PM	5:30 PM
2 Cottonwood/Trekell	1	4	1:04 PM	1:34 PM	2:04 PM	2:34 PM	3:04 PM	3:34 PM	4:04 PM	4:34 PM	5:04 PM	5:34 PM
3 Racine/Casa Grande	1.25	5	1:09 PM	1:39 PM	2:09 PM	2:39 PM	3:09 PM	3:39 PM	4:09 PM	4:39 PM	5:09 PM	5:39 PM
4 McMurray/Pinal	1.75	7	1:16 PM	1:46 PM	2:16 PM	2:46 PM	3:16 PM	3:46 PM	4:16 PM	4:46 PM	5:16 PM	5:46 PM
5 2nd Street/Florence Street	1.7	6	1:22 PM	1:52 PM	2:22 PM	2:52 PM	3:22 PM	3:52 PM	4:22 PM	4:52 PM	5:22 PM	5:52 PM
Florence Blvd./Trekell	1.7	6	1:28 PM	1:58 PM	2:28 PM	2:58 PM	3:28 PM	3:58 PM	4:28 PM	4:58 PM	5:28 PM	5:58 PM
	7.4											

DRIVERS AND VEHICLES

The schedules presented above could be operated by a staff of eight drivers, operating in two shifts, six-days-per-week. Each driver would work nine 7-hour shifts in each two-week period, as shown in Table 2-2. The letters “A” through “H” represent the eight drivers.

TABLE 2-2. PROPOSED DRIVER WORK SCHEDULE

		Week One					
Shift	Hours	MON	TUE	WED	THU	FRI	SAT
Red 1 AM	6:30 am - 1:30 pm	A	A	A	A	A	B
Red 2 AM	6:00 am - 1:00 pm	B	B	B	C	C	C
Red 1 PM	12:30 pm - 7:30 pm	C	C	D	D	D	D
Red 2 PM	12:00 pm - 7:00 pm	E	E	E	E	E	F
Blue AM	6:30 am - 1:30 pm	F	F	F	G	G	G
Blue PM	12:30 pm - 7:30 pm	G	G	H	H	H	H

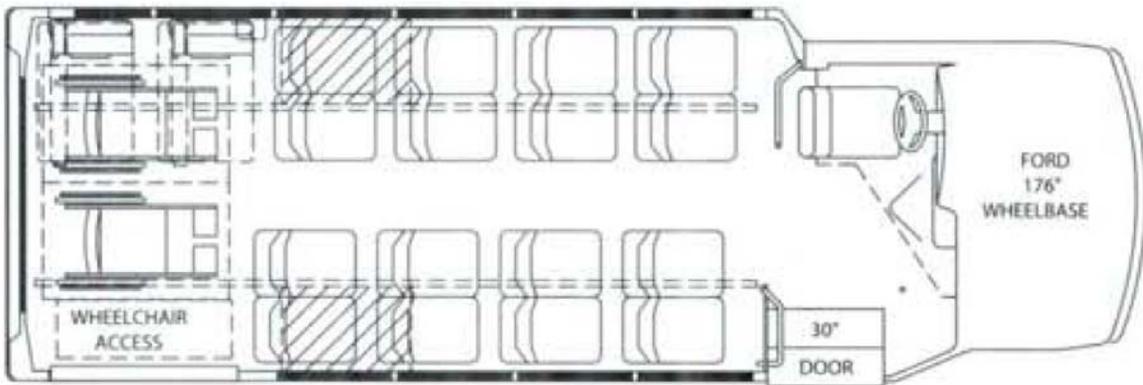
		Week Two					
Shift	Hours	MON	TUE	WED	THU	FRI	SAT
Red 1 AM	6:30 am - 1:30 pm	A	A	A	A	B	B
Red 2 AM	6:00 am - 1:00 pm	B	B	B	C	C	C
Red 1 PM	12:30 pm - 7:30 pm	C	D	D	D	D	D
Red 2 PM	12:00 pm - 7:00 pm	E	E	E	E	F	F
Blue AM	6:30 am - 1:30 pm	F	F	F	G	G	G
Blue PM	12:30 pm - 7:30 pm	G	H	H	H	H	H

In summary, the proposed system would have the following characteristics:

- Annual Service Miles 131,664
- Annual Service Hours 3,120
- Daily Service Hours 12

Based on the experience of neighboring Coolidge and similar small-city transit systems, such a system could be expected to carry approximately 92,000 passengers annually. As a total of 48 trips would be operated daily over the two routes, or 14,976 trips per year, the annual ridership estimate would equate to approximately 6.5 riders per trip. Allowing for heavier patronage during peak hours, a vehicle having the capacity of 16 passengers with two wheelchair positions should be sufficient. Figure 2-2 presents typical exterior and floorplan views for such a vehicle.

FIGURE 2-2. CUT-AWAY CHASSIS BUS EXTERIOR AND FLOORPLAN VIEWS



▲ 16 Passenger - Rear Lift - 2 Wheelchair Positions

Source: Arizona Bus Sales

The December 2008 price quoted for a diesel-powered version of this vehicle was \$72,000. Gas-powered models are slightly cheaper. The City's Fleet Maintenance Administrator is familiar with this type of vehicle and confirmed estimates for the cost of fuel, oil, and maintenance that had been developed by the consultant for use in the pro-forma budgets discussed in the following chapter.

3. DRAFT BUDGETS FOR SUBMITTAL TO FTA

This chapter presents draft budgets for submittal to the Federal Transit Administration as part of the FTA Section 5311 grant application. Budgets for a partial fiscal year for 2009-2010 and for the 12-month fiscal year of 2010-2011 were both developed.

The federal fiscal year runs from October 1 through September 30. In order to obtain grant funding approval for distribution in the federal fiscal year beginning October 1, 2009, the City must submit an application early in the year.

2009-2010 BUDGET

If approval of the application is obtained by October 1, 2009, the City will then need to designate a transit administrator, finalize the system, order the vehicles, and hire and train the drivers before implementing service. The 2009-2010 worksheet presented in Table 3-1 shows the order and likely timing of these events. Actual bus service would likely begin in the late spring of 2010, given the lead time needed for the prerequisite action items. Hence system revenue, as well as expenses that will vary with the hours and miles operated, are for a partial year only.

Expense estimates are based on costs for similar items experienced by peer systems. Salaries and wages are based on national averages for similar job descriptions or on regional averages where available. The revenue, expense, and capital categories are derived from those contained in the FTA application template. That template was populated with figures from Table 3-1 to develop Figures 3-2 through 3-5.

The percentage of local match required varies with the different types of expense. The total local match that would be required from the City for the 2009-2010 fiscal year is estimated at \$236,932, less first year farebox revenue. The estimate of the City's share on the FTA Budget Summary shown in Table 3-2, which incorporates fare revenue, is \$219,278. Note that this figure includes the City's share of the major capital requirement of purchasing the vehicles themselves, in addition to vehicle-specific maintenance equipment and office fixtures.

TABLE 3-1. 2009-2010 BUDGET WORKSHEET

	2009			2010									2009-2010
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	TOTAL
Revenues													
Fare Revenues	Revenue service to begin April 2010						\$ 9,601	\$ 9,601	\$ 9,601	\$ 9,601	\$ 9,601	\$ 9,601	\$ 57,603
Other Operating Revenues													
TOTAL REVENUES							\$ 9,601	\$ 9,601	\$ 9,601	\$ 9,601	\$ 9,601	\$ 9,601	\$ 57,603
Expenses													
Administrative Expenses 80% FTA/20% Casa Grande													
Transit Director/Coordinator	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 48,000
Administrative Professional (50% Time)	Position starts in 2010			\$ 1,208	\$ 1,208	\$ 1,208	\$ 1,208	\$ 1,208	\$ 1,208	\$ 1,208	\$ 1,208	\$ 1,208	\$ 10,875
Fringe Benefits	2,000	2,000	2,000	2,604	2,604	2,604	2,604	2,604	2,604	2,604	2,604	2,604	29,438
Travel Expenses	83	83	83	83	83	83	83	83	83	83	83	83	1,000
Space Rental													
Audit													
Utilities	167	167	167	167	167	167	167	167	167	167	167	167	2,000
Marketing / Advertising													
Printing													
Rental Equipment	200	200	200	200	200	200	200	200	200	200	200	200	2,400
Other: Office Supplies/Copying/Postage	100	100	100	100	100	100	200	200	200	200	200	200	1,800
Computer Maintenance													
Telephone	83	83	83	83	83	83	83	83	83	83	83	83	1,000
Drug compliance													
	Drivers to be hired March 2010					350	350	350	350	350	350	350	2,450
TOTAL	\$ 6,633	\$ 6,633	\$ 6,633	\$ 8,446	\$ 8,846	\$ 12,526	\$ 9,706	\$ 9,706	\$ 9,706	\$ 9,706	\$ 9,706	\$ 10,706	\$ 108,953
CASA GRANDE SHARE	\$ 1,327	\$ 1,327	\$ 1,327	\$ 1,689	\$ 1,769	\$ 2,505	\$ 1,941	\$ 1,941	\$ 1,941	\$ 1,941	\$ 1,941	\$ 2,141	\$ 21,791
Accounting 100% FTA - TOTAL	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 2,400
CASA GRANDE SHARE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating Expenses 58% FTA/42% Casa Grande													
Personnel Supervisor/Dispatcher	Assumes Supervisor hired February 2010				\$ 3,750	\$ 3,750	\$ 3,750	\$ 3,750	\$ 3,750	\$ 3,750	\$ 3,750	\$ 3,750	\$ 30,000
Driver Salary (Average salary = \$12/hour)	Assumes Drivers hired March 2010					23,296	23,296	23,296	23,296	23,296	23,296	23,296	163,072
Fringe Benefits													
Other Operating Fuel and Oil	Assumes Vehicles to be delivered				2,613	2,613	5,226	5,226	5,226	5,226	5,226	5,226	36,581
Maintenance and Parts (\$0.50 per mile)	by February 2010				1,756	1,756	1,756	1,756	1,756	1,756	1,756	1,756	14,044
Vehicle Licenses													
Vehicle Insurance													
Uniforms	Partial operating expenses begin during driver training phase				1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	12,000
Other Expenses: Communications													
Physical Examinations													
Training													
TOTAL	Operating expenses begin accruing February 2010				\$ 11,742	\$ 50,496	\$ 49,509	\$ 49,509	\$ 49,509	\$ 49,509	\$ 49,509	\$ 49,509	\$ 359,289
CASA GRANDE SHARE	\$ -	\$ -	\$ -	\$ -	\$ 4,932	\$ 21,208	\$ 20,794	\$ 20,794	\$ 20,794	\$ 20,794	\$ 20,794	\$ 20,794	\$ 150,902
Capital Requirements 80% FTA/20% Casa Grande													
Ford Chassis Cutaway Buses (4 @ \$72,000 ea.)	\$ 288,000												
Shop Equipment													
Bus stop signs													
Bus stop benches													
Computer/GPS System and Software													
TOTAL CAPITAL REQUIREMENTS	\$ 288,000	\$ -	\$ -	\$ -	\$ 33,200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 321,200
CASA GRANDE SHARE	\$ 57,600	\$ -	\$ -	\$ -	\$ 6,640	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 64,240
CASA GRANDE SHARE EXPENSE TOTAL	\$ 58,927	\$ 1,327	\$ 1,327	\$ 1,689	\$ 13,341	\$ 23,713	\$ 22,735	\$ 22,735	\$ 22,735	\$ 22,735	\$ 22,735	\$ 22,935	\$ 236,932

TABLE 3-2. FTA 5311 APPLICATION 2009-2010 BUDGET SUMMARY

	As Available		5311 Application Total			
	Capital - 93 / 7	Capital - 80 / 20	Operating	Administration	Training	Total
Fare Revenues			\$57,603			\$57,603
Other Operating Revenues			\$0			\$0
Local Share	\$22,484	\$64,240	\$132,756	\$22,281		\$219,278
Federal Share	\$298,716	\$256,960	\$183,330	\$89,122		\$529,412
TOTAL	\$321,200	\$321,200	\$316,086	\$111,403		\$748,690

PROJECT SUMMARY STATISTICS

	Total Expected	Line Number
Annual Ridership	46,082	(1)
Annual Miles	65,832	(2)
Annual Vehicle Service Hours	1,560	(3)
Total Operating Revenues	\$57,603	(4)
Total Non-Capital Costs (Administrative plus Operating Costs)	\$427,490	(5)
Administration as a percent of non-capital costs	40.89%	(6)
Fare Revenues / Total Operating Revenues	100%	(7)
Cost per Passenger Trip	\$ 9.28	(8)
Cost per Mile	\$ 6.49	(9)
Cost per Vehicle Service Hour	\$ 274.03	(10)
Federal Share of Non-capital costs	\$272,452	(11)
Federal Cost per Passenger Trip	\$ 5.91	(12)
Federal Cost per Mile	\$ 4.14	(13)
Federal Cost per Vehicle Service Hour	\$ 174.65	(14)

TABLE 3-3. FTA 5311 APPLICATION 2009-2010 ADMINISTRATIVE BUDGET

A. EXPENSES		FY 2009
Personnel	% Time	Budget
Transit Director / Coordinator	100	\$48,000
Other Salaries: (specity below)		
Administrative Professional	50	\$10,875
Total Fringe Benefits		\$29,438
SUBTOTAL PERSONNEL		\$88,313
Other Administrative Expenses		
Travel Expenses		\$1,000
Space Rental		\$0
Audit		\$1,000
Utilities		\$2,000
Marketing / Advertising		\$8,640
Printing		\$1,200
Rental Equipment		\$2,400
Other (specify below)		\$4,400
Office Supplies/Copying/Postage	1,800	
Computer Maintenance	\$1,600	
Telephone	\$1,000	
SUBTOTAL OTHER ADMIN		\$20,640
Substance Abuse Program		
Collection Site(s)		\$0
Medical Review Officer		\$0
Laboratory Testin		\$0
Related Travel		\$0
SUBTOTAL SUBSTANCE ABUSE		\$2,450
B. ADMINISTRATIVE SUBTOTAL	FY 2009 Ratio	\$111,403
The Administrative Budget, divided by the Federal share of Administrative Budget plus the Federal share of Operating Budget, cannot exceed a ratio of 40%.		40.89%
C. LOCAL SHARE (at least 20% of subtotal)		\$22,281
D. FEDERAL SHARE* (No more than 80% of subtotal)		\$89,122
E. LOCAL SHARE SOURCE:		
List each source and amount. All in-kind contributions used as part of local match must be listed as cost items in the Administrative expenses above.		
1		
2		\$0
3		\$0
4		
5		
SUBTOTAL LOCAL SHARE		\$0

TABLE 3-4. FTA 5311 APPLICATION 2009-2010 OPERATING BUDGET

A. OPERATING EXPENSES	FY 2009 Budget
Personnel	
Driver Salaries	\$163,072
Other Salaries (specify below)	
Supervisor/Dispatcher	\$30,000
	\$0
	\$0
Total Fringe Benefits	\$96,536
SUBTOTAL PERSONNEL	\$289,608
Other Operating Expenses	
Fuel and Oil	\$36,581
Tires, Parts, Maintenance	\$14,044
Vehicle Licenses	\$40
Vehicle Insurance	\$12,000
Uniforms	\$16,800
Other Expenses (specify below)	
Communications	\$1,667
Physical Examinations	\$1,200
Training	\$1,750
SUBTOTAL OTHER OPERATING EXPENSE	\$84,081
OPERATING EXPENSE SUBTOTAL	\$373,689
B. OPERATING REVENUES	
Fare Revenues	\$57,603
Other Operating Revenues (includes advertising)	\$0
OPERATING REVENUE SUBTOTAL	\$57,603
C. NET OPERATING COSTS	\$316,086
(Subtract Operating Revenue Subtotal from Operating Expense Subtotal)	
D. LOCAL SHARE (at least 42% of "C")	\$132,756
E. FEDERAL SHARE (no more than 58% of "C")	\$183,330
F. LOCAL SHARE SOURCE	
List each source and amount. All in-kind contributions used as part of local match must be listed as cost items in the Administrative expenses above.	
1	
2	
3	
4	
5	
SUBTOTAL LOCAL SHARE	\$0

TABLE 3-5. FTA 5311 APPLICATION 2009-2010 CAPITAL COST ESTIMATES

Requested Item	Quantity	Unit Cost	Subtotal
Cutaway Bus	4	\$72,000	\$288,000
Shop Equipment	1	\$10,000	\$10,000
Bus stop signs	22	\$100	\$2,200
Bus Stop benches	22	\$500	\$11,000
Compter/GPS System and Software	1	\$10,000	\$10,000
			0
			0

TOTAL CAPITAL COST: \$321,200

Please submit information for both Part I and Part II match ratios.

Part I. Sliding Scale / STP Flex match Ratio

(93% / 7%) Match Ratio

Federal Share	298,716
Local Share	22,484

Part II. FTA 5311 Standard Match Ratio

(80% / 20%) Match Ratio

Federal Share	256960
Local Share	64240

The final match ratio will depend on the number of applications and level of funding. ADOT reserves the right to adjust the match ratios between 93% Federal / 7% Local and the standard 5311 match ratio of 80% Federal / 20% Local to provide for equitable distribution of available funding.

2010-2011 BUDGET

The estimate of the City's share of the 2010-2011 budget shown in the worksheet in Table 3-6 is \$283,218, less fare revenues. The local match estimate contained in the FTA Budget Summary in Table 3-7, which incorporates estimated fare revenue, is \$211,543.

NEXT STEPS

These draft pro-formas are intended as a briefing for the City Council at the December 15, 2008 meeting.

The Consultant, together with the City and ADOT Project Managers, and with input from the Council and City staff, will finalize budget figures and will develop the accompanying text needed to complete the FTA grant applications that will be submitted in January 2009.

This collaboration will result in the definition of the local share sources to be described in the finalized Administrative, operating, and capital requirements budgets to be provided to the FTA as part of the application.

TABLE 3-6. 2010-2011 BUDGET WORKSHEET

	2010			2011									2010-2011
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	TOTAL
Revenues													
Fare Revenues	\$ 9,601	\$ 9,601	\$ 9,601	\$ 9,601	\$ 9,601	\$ 9,601	\$ 9,601	\$ 9,601	\$ 9,601	\$ 9,601	\$ 9,601	\$ 9,601	\$ 115,206
Other Operating Revenues													
TOTAL REVENUES	\$ 9,601	\$ 9,601	\$ 9,601	\$ 9,601	\$ 9,601	\$ 9,601	\$ 9,601	\$ 9,601	\$ 9,601	\$ 9,601	\$ 9,601	\$ 9,601	\$ 115,206
Expenses													
Administrative Expenses 80% FTA/20% Casa Grande													
Transit Director/Coordinator	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 48,000
Administrative Professional (50% Time)	\$ 1,208	\$ 1,208	\$ 1,208	\$ 1,208	\$ 1,208	\$ 1,208	\$ 1,208	\$ 1,208	\$ 1,208	\$ 1,208	\$ 1,208	\$ 1,208	\$ 14,500
Fringe Benefits	2,604	2,604	2,604	2,604	2,604	2,604	2,604	2,604	2,604	2,604	2,604	2,604	31,250
Travel Expenses	83	83	83	83	83	83	83	83	83	83	83	83	1,000
Space Rental													
Audit												1,000	1,000
Utilities	167	167	167	167	167	167	167	167	167	167	167	167	2,000
Marketing / Advertising	960	960	960	960	960	960	960	960	960	960	960	960	11,521
Printing	100	100	100	100	100	100	100	100	100	100	100	100	1,200
Rental Equipment	200	200	200	200	200	200	200	200	200	200	200	200	2,400
Other: Office Supplies/Copying/Postage	100	100	100	100	100	100	200	200	200	200	200	200	1,800
Computer Maintenance	200	200	200	200	200	200	200	200	200	200	200	200	2,400
Telephone	83	83	83	83	83	83	83	83	83	83	83	83	1,000
Drug compliance	350	350	350	350	350	350	350	350	350	350	350	350	4,200
TOTAL	\$ 9,706	\$ 9,706	\$ 9,706	\$ 9,706	\$ 9,706	\$ 9,706	\$ 9,806	\$ 9,806	\$ 9,806	\$ 9,806	\$ 9,806	\$ 10,806	\$ 118,071
CASA GRANDE SHARE	\$ 1,941	\$ 1,941	\$ 1,941	\$ 1,941	\$ 1,941	\$ 1,941	\$ 1,961	\$ 1,961	\$ 1,961	\$ 1,961	\$ 1,961	\$ 2,161	\$ 23,614
Accounting 100% FTA - TOTAL	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 2,400
CASA GRANDE SHARE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating Expenses 58% FTA/42% Casa Grande													
Personnel Supervisor/Dispatcher	\$ 3,750	\$ 3,750	\$ 3,750	\$ 3,750	\$ 3,750	\$ 3,750	\$ 3,750	\$ 3,750	\$ 3,750	\$ 3,750	\$ 3,750	\$ 3,750	\$ 45,000
Driver Salary (Average salary = \$12/hour)	23,296	23,296	23,296	23,296	23,296	23,296	23,296	23,296	23,296	23,296	23,296	23,296	279,552
Fringe Benefits	13,523	13,523	13,523	13,523	13,523	13,523	13,523	13,523	13,523	13,523	13,523	13,523	162,276
Other Operating Fuel and Oil	2,613	2,613	2,613	2,613	2,613	2,613	5,226	5,226	5,226	5,226	5,226	5,226	47,032
Maintenance and Parts (\$0.50 per mile)	1,756	1,756	1,756	1,756	1,756	1,756	1,756	1,756	1,756	1,756	1,756	1,756	21,066
Vehicle Licenses					40								40
Vehicle Insurance	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	18,000
Uniforms	100	100	100	100	100	100	100	100	100	100	100	100	1,200
Other Expenses: Communications	208	208	208	208	208	208	208	208	208	208	208	208	2,500
Physical Examinations						1,200							1,200
Training	250	250	250	250	250	250	250	250	250	250	250	250	3,000
TOTAL	\$ 46,996	\$ 46,996	\$ 46,996	\$ 46,996	\$ 47,036	\$ 48,196	\$ 49,609	\$ 49,609	\$ 49,609	\$ 49,609	\$ 49,609	\$ 49,609	\$ 580,867
CASA GRANDE SHARE	\$ -	\$ 19,738	\$ 19,738	\$ 19,738	\$ 19,755	\$ 20,242	\$ 20,836	\$ 20,836	\$ 20,836	\$ 20,836	\$ 20,836	\$ 20,836	\$ 243,964
Capital Requirements 80% FTA/20% Casa Grande													
Reserve for bus replacement	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 72,000
Shop Equipment	208	208	208	208	208	208	208	208	208	208	208	208	2,500
Bus stop signs	17	17	17	17	17	17	17	17	17	17	17	17	200
Bus stop benches	83	83	83	83	83	83	83	83	83	83	83	83	1,000
Computer/GPS System and Software	208	208	208	208	208	208	208	208	208	208	208	208	2,500
TOTAL CAPITAL REQUIREMENTS	\$ 6,517	\$ 6,517	\$ 6,517	\$ 6,517	\$ 6,517	\$ 6,517	\$ 6,517	\$ 6,517	\$ 6,517	\$ 6,517	\$ 6,517	\$ 6,517	\$ 78,200
CASA GRANDE SHARE	\$ 1,303	\$ 1,303	\$ 1,303	\$ 1,303	\$ 1,303	\$ 1,303	\$ 1,303	\$ 1,303	\$ 1,303	\$ 1,303	\$ 1,303	\$ 1,303	\$ 15,640
CASA GRANDE SHARE EXPENSE TOTAL	\$ 3,245	\$ 22,983	\$ 22,983	\$ 22,983	\$ 23,000	\$ 23,487	\$ 24,100	\$ 24,100	\$ 24,100	\$ 24,100	\$ 24,100	\$ 24,300	\$ 283,218

TABLE 3-7. FTA 5311 APPLICATION 2010-2011 BUDGET SUMMARY

	As Available		5311 Application Total			
	Capital - 93 / 7	Capital - 80 / 20	Operating	Administration	Training	Total
Fare Revenues			\$115,206			\$115,206
Other Operating Revenues			\$0			\$0
Local Share	\$399	\$1,140	\$195,578	\$14,825		\$211,543
Federal Share	\$5,301	\$4,560	\$270,082	\$59,296		\$333,938
TOTAL	\$5,700	\$5,700	\$465,660	\$74,121		\$545,481

PROJECT SUMMARY STATISTICS

	Total Expected	Line Number
Annual Ridership	92,165	(1)
Annual Miles	131,664	(2)
Annual Vehicle Service Hours	3,120	(3)
Total Operating Revenues	\$115,206	(4)
Total Non-Capital Costs (Administrative plus Operating Costs)	\$539,781	(5)
Administration as a percent of non-capital costs	22.50%	(6)
Fare Revenues / Total Operating Revenues	100%	(7)
Cost per Passenger Trip	\$ 5.86	(8)
Cost per Mile	\$ 4.10	(9)
Cost per Vehicle Service Hour	\$ 173.01	(10)
Federal Share of Non-capital costs	\$329,378	(11)
Federal Cost per Passenger Trip	\$ 3.57	(12)
Federal Cost per Mile	\$ 2.50	(13)
Federal Cost per Vehicle Service Hour	\$ 105.57	(14)

TABLE 3-8. FTA 5311 APPLICATION 2010-2011 ADMINISTRATIVE BUDGET

(Whole \$ Only)

A. EXPENSES		FY 2009 Budget
Personnel	% Time	
Transit Director / Coordinator	100	\$48,000
Other Salaries: (specity below)		
Administrative Professional	50	\$14,500
Total Fringe Benefits		\$31,250
SUBTOTAL PERSONNEL		\$48,000
Other Administrative Expenses		
Travel Expenses		\$1,000
Space Rental		\$0
Audit		\$1,000
Utilities		\$2,000
Marketing / Advertising		\$11,521
Printing		\$1,200
Rental Equipment		\$0
Other (specify below)		\$0
Office Supplies/Copying/Postage		\$1,800
Computer Maintenance		\$2,400
Telephone		\$1,000
SUBTOTAL OTHER ADMIN		\$21,921
Substance Abuse Program		
Collection Site(s)		\$0
Medical Review Officer		\$0
Laboratory Testin		\$0
Related Travel		\$0
SUBTOTAL SUBSTANCE ABUSE		\$4,200
B. ADMINISTRATIVE SUBTOTAL	FY 2009 Ratio	\$74,121
The Administrative Budget, divided by the Federal share of Administrative Budget plus the Federal share of Operating Budget, cannot exceed a ratio of 40%.		22.50%
C. LOCAL SHARE (at least 20% of subtotal)		\$14,825
D. FEDERAL SHARE* (No more than 80% of subtotal)		\$59,296
E. LOCAL SHARE SOURCE:		
List each source and amount. All in-kind contributions used as part of local match must be listed as cost items in the Administrative expenses above.		
1		
2		\$0
3		\$0
4		
5		
SUBTOTAL LOCAL SHARE		\$0

TABLE 3-9. FTA 5311 APPLICATION 2010-2011 OPERATING BUDGET

(Whole \$ Only)

A. OPERATING EXPENSES	FY 2009 Budget
Personnel	
Driver Salaries	\$279,552
Other Salaries (specify below)	
Supervisor/Dispatcher	\$45,000
	\$0
	\$0
Total Fringe Benefits	\$162,276
SUBTOTAL PERSONNEL	\$486,828
Other Operating Expenses	
Fuel and Oil	\$47,032
Tires, Parts, Maintenance	\$21,066
Vehicle Licenses	\$40
Vehicle Insurance	\$18,000
Uniforms	\$1,200
Other Expenses (specify below)	
Communications	\$2,500
Physical Examinations	\$1,200
Training	\$3,000
SUBTOTAL OTHER OPERATING EXPENSE	\$94,038
OPERATING EXPENSE SUBTOTAL	\$580,866
B. OPERATING REVENUES	
Fare Revenues	\$115,206
Other Operating Revenues (includes advertising)	\$0
OPERATING REVENUE SUBTOTAL	\$115,206
C. NET OPERATING COSTS	\$465,660
(Subtract Operating Revenue Subtotal from Operating Expense Subtotal)	
D. LOCAL SHARE (at least 42% of "C")	\$195,578
E. FEDERAL SHARE (no more than 58% of "C")	\$270,082
F. LOCAL SHARE SOURCE	
List each source and amount. All in-kind contributions used as part of local match must be listed as cost items in the Administrative expenses above.	
1	
2	
3	
4	
5	
SUBTOTAL LOCAL SHARE	\$0

TABLE 3-10. FTA 5311 APPLICATION 2010-2011 CAPITAL COST ESTIMATES

Requested Item	Quantity	Unit Cost	Subtotal
Shop Equipment	1	2000	2000
Bus stop signs	2	100	200
Bus stop benches	2	500	1000
Computer Software	1	2500	2500
			0
			0
			0

TOTAL CAPITAL COST: **5700**

Please submit information for both Part I and Part II match ratios.

Part I. Sliding Scale / STP Flex match Ratio

**(93% / 7%) Match
Ratio**

Federal Share	5,301
Local Share	399

Part II. FTA 5311 Standard Match Ratio

**(80% / 20%) Match
Ratio**

Federal Share	4560
Local Share	1140

The final match ratio will depend on the number of applications and level of funding. ADOT reserves the right to adjust the match ratios between 93% Federal / 7% Local and the standard 5311 match ratio of 80% Federal / 20% Local to provide for equitable distribution of available funding.