



STUDY SESSION

Joint Study Session of
Valley Metro RPTA and Valley Metro Rail

Date:
May 16, 2019

Starting Time
9:30 a.m.

Location:
Valley Metro
Lake Powell Conference Room (10A)
101 N. 1st Avenue, 10th Floor
Phoenix

If you require assistance accessing the meetings on the 10th floor, please go to the 14th floor or call 602.262.7433.



Study Session Notice & Agenda

May 13, 2019

**Joint Study Session Agenda
Valley Metro RPTA and Valley Metro Rail
Thursday, May 16, 2019
Lake Powell Conference Room
101 N. 1st Avenue, 10th Floor
9:30 a.m.**

Study sessions provide a less formal setting for the Boards of Directors to discuss specific topics, at length, with each other and Valley Metro staff members. Work study session provide an opportunity for staff to receive direction from the Boards and for the public to observe the discussions.

1. Public Transit Safety Agency Plan (PTASP)

Adrian Ruiz, Director Safety, Security and Quality Assurance, will provide information regarding implementation of the federal requirement to develop and approve a Public Transit Agency Safety Plan (PTASP).

2. Transit Life Cycle Program (TLCP)

Paul Hodgins, Chief Financial Officer, will provide an overview of the TLCP

3. FY 2020 Annual Operating and Capital Budgets for RPTA and Valley Metro Rail

Paul Hodgins, Chief Financial Officer, will provide an overview of the FY20 Annual Operating and Capital Budgets for RPTA and Valley Metro Rail.

Detailed information for this item can be found in the Board packet.

Qualified sign language interpreters are available with 72 hours notice. Materials in alternative formats (large print, audiocassette, or computer diskette) are available upon request. For further information, please call Valley Metro at 602-262-7433 or TTY at 602-251-2039. To attend this meeting via teleconference, contact the receptionist at 602-262-7433 for the dial-in-information. The supporting information for this agenda can be found on our web site at www.valleymetro.org.



Study Session Background

DATE

May 13, 2019

STUDY SESSION ITEM 1

SUBJECT

Public Transit Safety Agency Plan (PTASP)

PURPOSE

Provide information regarding implementation of the federal requirement to develop and approve a Public Transit Agency Safety Plan (PTASP).

BACKGROUND | DISCUSSION | CONSIDERATION

The Fixing America's Surface Transportation (FAST) Act requires public transportation agencies to develop and approve a PTASP. Following passage of the FAST Act, the Federal Transit Administration (FTA) finalized a rule that defines the process for implementation of the PTASP. The rule requires public transportation agencies receiving federal funds to develop and certify compliance of a PTASP by July 20, 2020.

The PTASP will include the processes and procedures necessary for implementing a comprehensive Safety Management System (SMS), as well as a strategic approach to carry out the Transit Asset Management (TAM) Program. Other general requirements of the PTASP include:

- Employee reporting program for safety concerns
- Performance indicators and targets for safety promotion
- Risk management procedures
- References to an emergency preparedness and response plan
- Process and timeline for conducting an annual review and update of the plan
- Yearly written report/update to the Board of Directors on compliance of the safety plan to the Board of Directors.

Development of the PTASP includes review and approval by the designated State Safety Oversight Agency (SSOA). The current schedule calls for Valley Metro to provide a draft document to the SSOA by November of 2019 with final acceptance by the SSOA expected by January 2020. It will be submitted to the CEO and Board for review and approval by March 2020. In April 2020, once reviewed and approved by the Board, the CEO will sign and the document and formally transmit to all staff for implementation in May 2020. This schedule is in keeping with the requirement to have the Public Transit Agency Safety Plan approved and implemented prior to July of 2020.



Although the FTA rule only applies to rail agencies, Valley Metro is incorporating the same concepts to include bus. Similar to the Transit Asset Management Plan, the safety management system concepts applied under this new rule, work across both modes and this multi-modal approach streamlines the standard and improves safety overall.

Staff is providing this information to inform and prepare the Board for the new standard and requirement to review and approve the Public Agency Safety Plan (PTASP) in 2020.

CONTACT

Adrian Ruiz
Director Safety, Security and Quality Assurance
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ATTACHMENT

None

Public Transit Agency Safety Plan (PTASP)

May 16, 2019
Study Session



Incorporation of the Safety Management System (SMS)
Four Elements

Public Transit Agency Safety Plan (PTASP)



- **Required by MAP 21 and FTA Final Rule**
 - Becomes effective July 19, 2019 (49 C.F.R.-673)
- **Requirement by Federal Transportation Administration (FTA) to receive funding**
- **Plan must be approved by Board prior to July 20, 2020**

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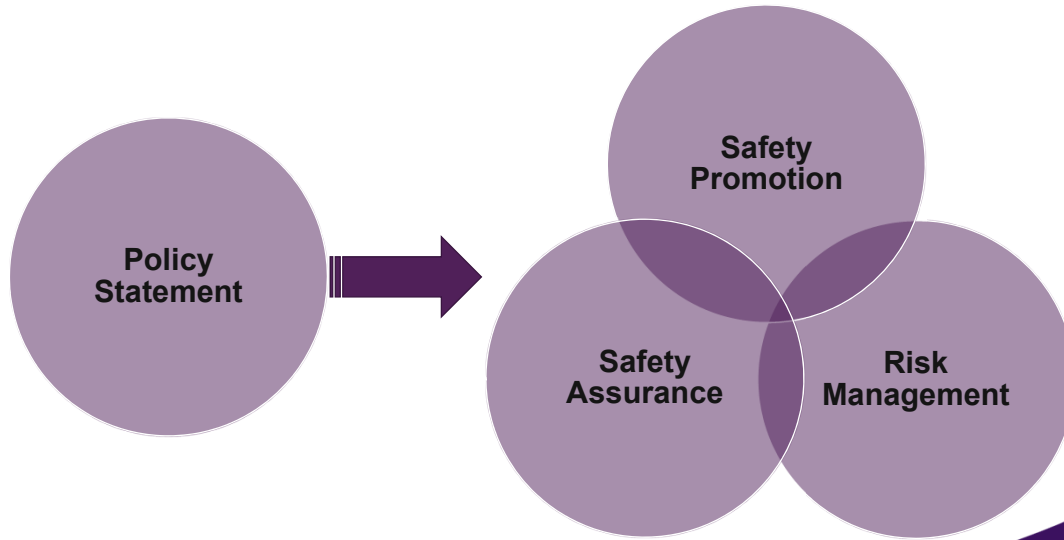
Requirements of the Plan



- Approval by the CEO
- Approval by the Board of Directors
- Employee Reporting Program
- Risk Management procedures
- Performance Targets
- Process and timeline for annual review/update
- Incorporation of Emergency Preparedness and response plan
- State Safety Oversight annual report-update to the Board

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Four Components of PTASP



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Timeline for the PTASP



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Study Session Background

DATE

May 13, 2019

STUDY SESSION ITEM 2

SUBJECT

Valley Metro Transit Life Cycle Program (TLCP)

BACKGROUND | DISCUSSION

The TLCP is maintained by the Regional Public Transportation Authority (RPTA) and implements transit projects in the Maricopa Association of Governments (MAG) Regional Transportation Plan (RTP). The Program meets the requirements of state legislation calling on the RPTA to conduct a budget process that ensures the estimated cost of the Regional Public Transportation System does not exceed the total amount of revenues expected to be available. This includes expenses such as bus purchases and operating costs, passenger facilities, maintenance facilities, park-and-ride lot construction, light rail construction and other transit projects.

The TLCP receives funding from the Proposition 400 (Prop 400) half-cent sales tax extension, as well as federal transit funds, fare revenues and local sources. The half-cent sales tax extension started on January 1, 2006 and revenues from the tax were available beginning in March 2006. The RPTA maintains responsibility for administering half-cent revenues deposited in the Public Transportation Fund for use on transit projects, including light rail transit (LRT) projects as identified in the MAG RTP. The RPTA Board must separately account for monies allocated to light rail transit, capital costs, and operation and maintenance costs for other transit modes.

Although the RPTA maintains responsibility for the distribution of half-cent funds for light rail projects, Valley Metro Rail, Inc., (VMR) a public nonprofit corporation, was created to implement the LRT system. VMR is responsible for overseeing the operation of the light rail line, as well as the design, construction and operation of future corridor extensions to the system.

After the passage of Prop 400, RPTA and its member agencies developed the TLCP to conform to the requirements of the RTP. As a first step, the Board of Directors adopted a set of Guiding Principles in October 2005. The Guiding Principles provided a framework for the development of policies and procedures for the implementation of Prop 400 funded RTP transit projects.

In April 2010, the Board approved changes to the Guiding Principles. These changes led to additional policy changes, which were adopted by the Board in September 2010. The changes in Guiding Principles and policies were in response to the economic



downturn and subsequent reduction in forecasted revenues, which presented serious challenges to scaling back the projects in a way that would be viewed as being geographically equitable and create consensus.

RPTA updates the TLCP each year to reflect changes in revenues, economic conditions and forecasted expenditures. The goal of the update is to ensure that forecasted revenues and expenditures are balanced each year through the life of the Prop 400 tax and that there is geographic balance to the expenditures as defined in the TLCP policies.

CONTACT

Paul Hodgins
Chief Financial Officer
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ATTACHMENT

None

Valley Metro RPTA Transit Life Cycle Program

Study Session
May 16, 2019



Regional Transportation Plan



Regional Transportation Plan



- **Proposition 400 plan development was managed by MAG Transportation Policy Committee**

- Transportation needs were assessed by sub-region
 - Population was used as a guide to ensure each sub-region received an appropriate share of revenues
- Each sub-region prioritized needs among the modes
 - Transit improvements were prioritized more by the East Valley and Phoenix
 - Freeway improvements were prioritized more by the West Valley

Region	Shares from the RTP		
Region	Pop Shares (2006 to 2025)	RTP Shares	RTP Shares w/o LRT
East	35.4%	31.5%	34.2%
Phoenix	39.6%	42.7%	35.9%
West	25.0%	25.8%	29.9%

Regional Shares by Mode

Mode	East	Phoenix	West	Regional	Total
Freeway/Highway	23.9%	34.1%	36.4%	5.5%	100.0%
Arterial Streets	67.0%	5.6%	24.0%	3.4%	100.0%
Bus	43.0%	49.4%	5.8%	1.8%	100.0%
Rail	15.8%	82.1%	2.0%	0.0%	100.0%
Total Transit (Bus & Rail)	30.4%	64.6%	4.1%	1.0%	100.0%
Planning, etc	0.0%	0.0%	0.0%	100.0%	100.0%
Bike/Ped	0.0%	0.0%	0.0%	100.0%	100.0%
AQ	0.0%	0.0%	0.0%	100.0%	100.0%
Total	29.6%	40.5%	24.4%	5.5%	100.0%
With regional % allocated by pop %	31.5%	42.7%	25.8%		100.0%
Population Share	35.4%	39.6%	25.0%		100.0%

Let's Keep Moving!

Regional Transportation Plan

November 25, 2003

MARICOPA ASSOCIATION of GOVERNMENTS

Transportation Excise Tax



Proposition 400 approved in November 2004

- Half-cent sales tax for Maricopa County
 - Extension of tax approved in 1985 for freeway improvements
- Provides funding for freeway, arterial and transit improvements
- Funding allocations are in State statutes and revenues cannot be transferred between programs
 - 56.2% for freeway program
 - 10.5% for arterial program
 - 33.3% for transit program

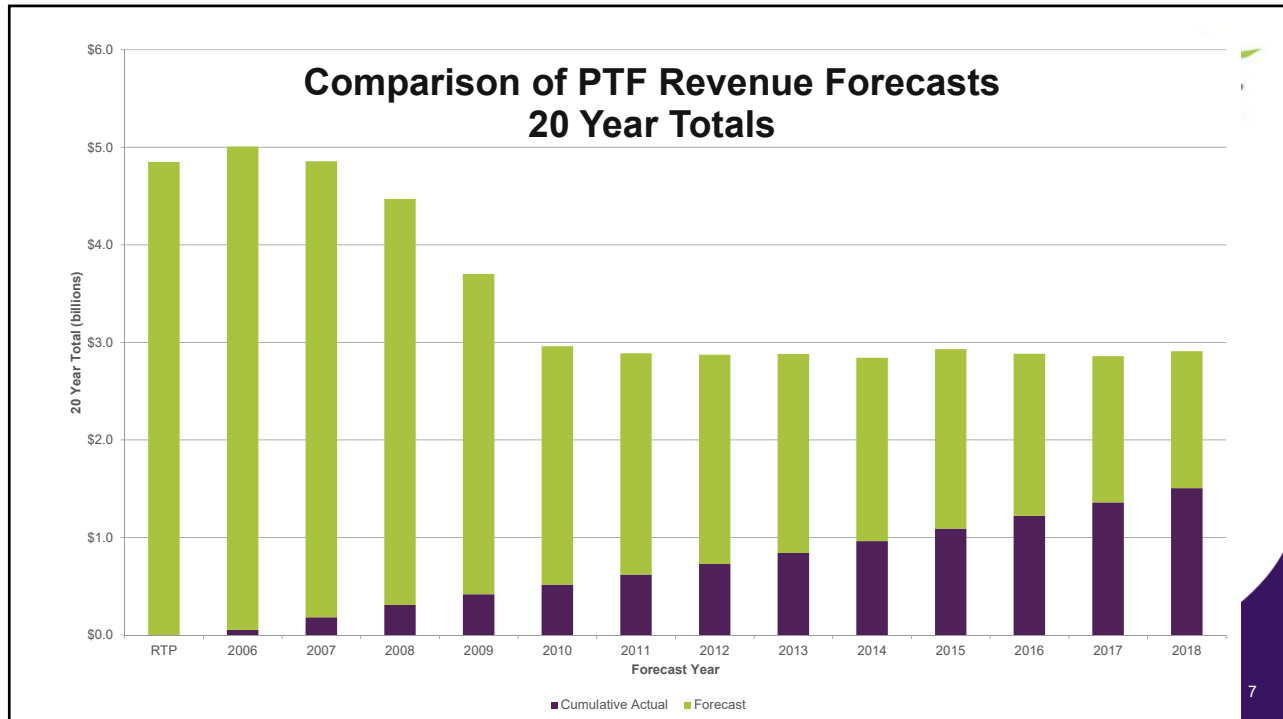
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Revenue Forecast



- **ADOT manages forecast process**
 - Risk Analysis Process (RAP)
 - Econometric model
 - Independent variables for each category of tax
 - RAP Panel discussion
 - Panelists are experts in various fields and provide forecasts for the independent variables
 - Forecast published in September or October each year
 - Most recent forecast published on October 3, 2018

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TLCP Policy Allocations

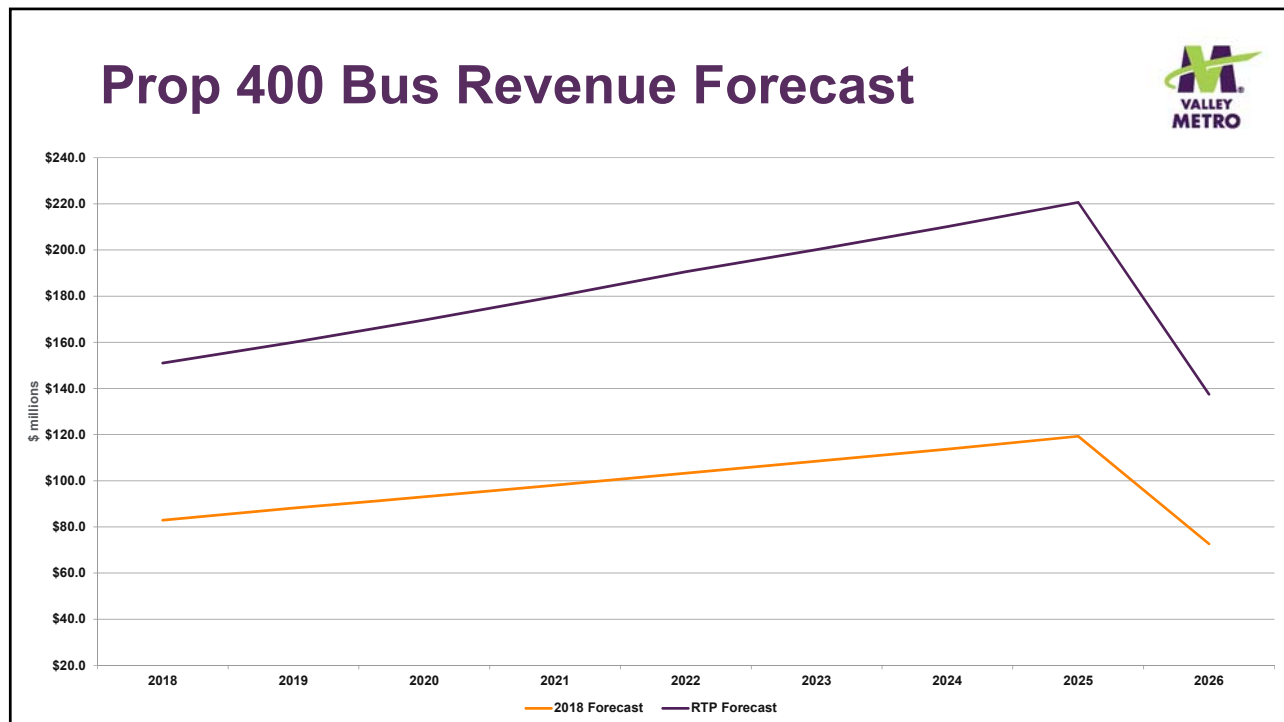


RPTA Board adopted policies for TLCP Oct 2005

- Transit PTF allocated to bus and rail programs
 - 56.76% annually to bus program
 - 43.24% annually to rail program

- Each program has a financial model to ensure balanced revenues and expenditure

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TLCP Guiding Principles

1. A defined and consistent process will be established for allocating funding for projects in the Regional Transportation Plan.
2. A defined and consistent process for Plan amendments and changes will be established.
3. Funding allocations will be regularly monitored and managed.
4. A defined and consistent process will be established to ensure that legislated compliance audit, reporting and performance requirements are met.
5. Budgeting and accounting systems will be established to manage Public Transportation Funds and monitor and report results.
6. Jurisdictional equity will be maintained.



TLCP Policies

- **Adopted October 2005**
- **Updated:**
 - March 2007 – minor clarifications
 - February 2009 – inflation policy
 - September 2010 – JE Guiding Principle, cost allocation policies
 - February 2011 – JE policy thresholds
 - June 2015 – rail funding policy

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Bus Program – Eligible Operating

- **Operations**
 - Fixed route bus: local, express and rural
 - Paratransit: ADA eligible passengers
- **Support services**
 - Regional call center
 - Marketing
 - Planning
 - Administration

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Bus Program - Capital



- Fleet
 - Buses
 - Paratransit vehicles
 - Vanpools
- Facilities
 - Maintenance facilities
 - Park-and-rides
 - Transit centers
 - Bus stops

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Jurisdictional Equity



Jurisdictional Equity



TLCP Guiding Principle to maintain jurisdiction equity

- Applies to half-cent revenues for the bus program only
- Policy allocations were determined based on projects and planning cost estimates from 2002 Regional Transportation Plan
- Actual and forecast costs for services, fleet, capital facilities are allocated to cities
- Each sub-region to be within 2.5% of policy allocation

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Regional PTF Costs



Category	Amount
Regional services	\$147.9
ADA certification	\$32.6
Planning and administration	\$3.7
Regional ITS	\$15.3
Vanpool vans	\$2.6
Debt service	\$21.9
Minimum cash balance	\$16.7
Total Regional Costs	\$240.7

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Allocable Revenues



Total PTF Revenue	\$1,651.3
less Regional PTF	(\$240.7)
Allocable PTF	\$1,410.6

Central	\$447.6	31.7%
East	\$799.5	56.7%
West	\$163.4	11.6%

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Local Bus Service



- Supergrid, local and arterial bus rapid transit services will be allocated based on the net PTF subsidy.
- Costs will be calculated using actual contract rates for fiscal years 2006 through 2016.
- Costs will be calculated using average contract rates for fiscal years 2017 through 2026.
- Costs then will be allocated to jurisdictions on a mileage basis and fares allocated based on ridership.

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Express Bus Service



- Express and freeway bus rapid transit services will be allocated on the net PTF subsidy.
- Costs will be calculated using actual contract rates for fiscal years 2006 through 2016.
- Costs will be calculated using average contract rates for fiscal years 2017 through 2026.
- Costs then will be allocated to jurisdictions on a mileage basis for jurisdictions in which there are boarding/alighting locations and fares will be allocated based on ridership.

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Fixed Route Contract Rates	<u>Rate per mile</u>	<u>Revenue Miles</u>	<u>Gross Cost</u>
FY20 Projected Gross Rates			
<i>Local Service</i>			
Phoenix - Transdev	\$8.26	743,268	\$6,139,171
Phoenix - First Transit	\$7.65	850,762	\$6,509,605
RPTA - First Transit	\$6.96	5,227,658	\$36,381,430
Sub-Total Local Service	\$7.19	6,821,688	\$49,030,206
<i>Express Service</i>			
RPTA - First Transit	\$7.27	490,985	\$3,570,600
RPTA – Total Ride	\$7.75	223,853	\$1,734,975
Sub-Total Express Service	\$7.42	714,838	\$5,305,575



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Express Mileage Example

Route	City	Original Miles	Adjustment	Allocated Miles
533	Mesa	132.2	44.7	176.9
533	Phoenix	126.8	42.9	169.7
533	Tempe	87.6	-87.6	0.0
Route Total		346.6	0.0	346.6

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Rural Service

- Rural routes are allocated to Maricopa County based on the PTF subsidy.

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ADA Paratransit



- ADA Complementary Paratransit expenses will be funded by the Public Transportation Fund (PTF) for each city in the amount identified in the most recently adopted TLCP financial model.
- ADA Paratransit Costs in excess of available PTF are funded locally.

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Capital Facilities



- All capital facilities are allocated to the jurisdiction in which they are located based on the PTF contribution.
- Depreciation of the cost of Operations and Maintenance Facilities, excluding any FTA federal share, will be included in the operating rates charged for service.

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Regional Fleet



- Fixed route fleet costs are allocated to the agency operating the fleet. The costs will be included in the operating rates charged for service, excluding any FTA federal share.
- Paratransit fleet costs are allocated to the jurisdictions for which the vehicles were purchased based on the PTF contribution. If the vehicles were purchased for a sub-regional service, the costs are further allocated based on the distribution of revenue hours by jurisdiction within that sub-regional service.
- Rural fleet costs are allocated to Maricopa County based on the PTF contribution.

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Fleet Allocation Example



	Avondale	Goodyear	Glendale	Phoenix	Mesa	Scottsdale	Tempe
Year 0				\$4,000,000			
Year 1	\$13,330	\$6,665	\$39,990	-\$133,301	\$23,328	\$29,993	\$19,995
Year 2	\$13,330	\$6,665	\$39,990	-\$133,301	\$23,328	\$29,993	\$19,995
Year 3	\$13,330	\$6,665	\$39,990	-\$133,301	\$23,328	\$29,993	\$19,995
Year 4	\$13,330	\$6,665	\$39,990	-\$133,301	\$23,328	\$29,993	\$19,995
Year 5	\$13,330	\$6,665	\$39,990	-\$133,301	\$23,328	\$29,993	\$19,995
Year 6	\$13,330	\$6,665	\$39,990	-\$133,301	\$23,328	\$29,993	\$19,995
Year 7	\$13,330	\$6,665	\$39,990	-\$133,301	\$23,328	\$29,993	\$19,995
Year 8	\$13,330	\$6,665	\$39,990	-\$133,301	\$23,328	\$29,993	\$19,995
Year 9	\$13,330	\$6,665	\$39,990	-\$133,301	\$23,328	\$29,993	\$19,995
Year 10	\$13,330	\$6,665	\$39,990	-\$133,301	\$23,328	\$29,993	\$19,995
Year 11	\$13,330	\$6,665	\$39,990	-\$133,301	\$23,328	\$29,993	\$19,995
Year 12	\$13,330	\$6,665	\$39,990	-\$133,301	\$23,328	\$29,993	\$19,995
Total	\$159,960	\$79,980	\$479,880	\$2,400,388	\$279,936	\$359,916	\$239,940

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Jurisdiction Equity Summary by Sub-Region

(millions of dollars)

April 30, 2019

<u>Sub-Region</u>	<u>Total Calculated PTF</u>	<u>Total Policy PTF Allocation</u>	<u>JE Under (JE Over)</u>	<u>Percent of JE Calculated</u>
Central	\$435.3	\$447.6	\$12.3	2.8%
East	\$788.7	\$799.5	\$10.8	1.4%
West	\$161.8	\$163.4	\$1.6	1.0%
	\$1,385.8	\$1,410.6	\$24.7	1.8%

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Short Range Transit Program



Overview



Identifies regionally and locally funded transit service changes

- In accordance with TLCP adopted policies
- Based on input from member agencies and VM staff
- SRTP to be reviewed every two years at a minimum

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Objectives of SRTP



Provide inputs to:

- Bi-annual service change process
- Transit Life Cycle Program
- Fleet Management Plan
- Future capital needs
- Transportation Improvement Program

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SRTP Planning Periods



- Short-term **Years 1-2**
 - A service modification has committed funding and an implementation schedule
- Long-term **Years 3-5**
 - A service modification with no committed funding and/or requires further analysis

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SRTP Process



- Develop service concepts with inputs from member agencies
 - Analyze using Transit Standards and Performance Measures
- Prioritize service concepts for “production” years
- Document final list of TLCP and locally funded service changes

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Funding Commitment

- Local funding must be committed for minimum of 2 years
- Regional funding committed in TLCP
 - Available funds in program cash flow
 - Available funds within sub-regional JE
 - Discussions with sub-regional cities

FY2020 Annual Budget Update

**Study Session
May 16, 2019**



Budget Update (RPTA)



- **Significant changes to the budget from March**
- **Clarifications for questions raised to date**
 - Staffing
 - Employee Development
 - Travel
- **Additional changes under review**
- **Schedule**



Summary of Changes from March (RPTA)



Operating Budget

- Regional Services reduced expenses by \$0.5M
- Other reductions, \$0.3M

• Capital Budget

- Regional Facilities reduced \$3.0M
 - Paratransit facility design
- Debit Service increased \$2.0M
 - repayment of the ADEQ advance of lottery funds
- Pass-through to VMR for capital disbursement corrected \$35.9M

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Uses of Funds: Operating (\$,000,000)



Uses of Funds	March	May	Change \$
Fixed Route Operations	\$99.3	\$99.3	-
Demand Service Operations	41.0	41.0	-
Vanpool Operations	0.9	0.9	-
Planning	2.4	2.3	(\$0.1)
Commute Solutions	1.3	1.3	-
Administration and Finance	4.8	4.7	(\$0.1)
Regional Services	13.9	13.4	(\$0.5)
Sub-Total RPTA Operating	\$163.6	\$162.9	(\$0.7)
VMR Personnel Costs	\$27.3	\$27.1	(\$0.1)
VMR RARF Disbursements	0.5	0.5	-
AZ Lottery Funds Disbursements	11.2	11.2	-
Sub-Total Pass-Through Funds	\$39.0	\$38.8	(\$0.1)
Total Operating Uses	\$202.6	\$201.7	(\$0.8)

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Uses of Funds: Capital (\$,000,000)



Uses of Funds	March	May	Change \$
Regional Fleet	\$39.3	\$39.3	-
Regional Facilities	8.6	5.6	(\$3.0)
Other Regional Projects	1.0	1.0	-
Member Agency Disbursements	5.4	5.4	-
Debt Service	23.3	25.3	\$2.0
Sub-Total RPTA Capital	\$77.6	\$76.6	(\$1.0)
Rail Program Disbursements	\$88.2	\$88.2	-
Reserved for Future Use	(35.9)	0.0	\$35.9
Sub-Total VMR Capital	\$52.2	\$88.2	\$35.9
Total Capital Uses	\$129.8	\$164.8	\$34.9

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Sources of Funds: Operating (\$,000,000)



Source of Funds	March	May	Change \$
Public Transportation Funds	\$87.0	\$86.3	(\$0.7)
Regional Area Road Funds	5.1	5.1	-
Transit Service Agreements	48.5	48.5	-
MAG Funds	0.5	0.5	-
AZ Lottery Funds	0.2	0.2	-
Federal Grants	8.8	8.8	-
Fare Revenues	11.6	11.6	-
Other Revenues	0.6	0.6	-
Carry forward and Reserves	1.6	1.6	-
Sub-Total RPTA Operating	\$163.9	\$163.2	(\$0.7)
VMR Reimbursements	27.5	27.3	(\$0.1)
AZ Lottery Funds	11.2	11.2	-
Sub-Total Pass-Through Funds	\$38.7	\$38.5	(\$0.1)
Total Operating Revenues	\$202.6	\$201.7	(\$0.8)

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Sources of Funds: Capital (\$,000,000)



Sources of Funds	March	May	Change \$
Public Transportation Funds	\$24.6	\$25.2	\$0.6
Federal Grants	34.4	34.4	-
Other Revenues	0.3	0.3	-
Carry forward and Reserves	18.3	16.7	(\$1.6)
Sub-Total RPTA Capital	\$77.6	\$76.6	(\$1.0)
VMR PTF Rail Program	52.2	52.2	-
VMR PTF Reserve Funds	0.0	35.9	\$35.9
Sub-Total VMR Capital	\$52.2	\$88.2	\$35.9
Total Capital Sources	\$129.8	\$164.8	\$34.9

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Budget Update (VMR)



- **Significant changes to the budget from March**
- **Clarifications for questions raised to date**
 - Staffing
 - Employee Development
 - Travel
- **Additional changes under review**
- **Schedule**



Summary of Changes from March (VMR)



Operating Budget

- Rail O&M \$0.1M reduction is allocated OH
- Future Project Development reduction; \$0.3M reduction includes contractual services, OH, and personal services.
- Agency Operating increased \$0.1M the addition of CAO

Capital Budget

- Reduction of \$1.8M in LRV Fleet payment, Systemwide and GRE

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Uses of Funds: Operation (\$,000,000)



Uses of Funds	March	May	Change \$
Rail Operations & Maintenance	\$47.3	\$47.2	(\$0.1)
Security	9.4	9.4	-
Future Project Development	13.5	13.2	(0.3)
Agency Operating	2.1	2.2	0.1
Total Operating Uses	\$72.3	\$72.0	(\$0.3)

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Uses of Funds: Capital (\$,000,000)



Uses of Funds	March	May	Change \$
Tempe Streetcar	\$85.7	\$85.7	-
South Central/Downtown Hub	223.5	223.4	-
Northwest Phase II	39.7	39.7	-
OMC Expansion	32.1	32.1	-
Gilbert Road Extension	4.5	4.1	(0.5)
50th Street Station	1.2	1.2	-
Central Mesa Extension	0.3	0.3	-
Systemwide Improvements	10.7	9.4	(1.3)
State of Good Repair	12.6	12.6	-
Total Capital Uses	\$410.3	\$408.5	(\$1.8)

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Sources of Funds: Operation (\$,000,000)



Sources of Funds	March	May	Change \$
Advertising	\$1.7	\$1.4	(\$0.3)
Fares	11.7	11.7	-
Federal Funds	2.6	2.6	-
Member City Contributions	44.6	44.8	0.2
Regional Planning Funds	1.0	1.0	-
Public Transportation Funds	10.8	10.5	(0.2)
Total Operating Sources	\$72.3	\$72.0	(\$0.3)

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Sources of Funds: Capital (\$,000,000)



Sources of Funds	March	May	Change \$
Federal Funds	\$115.5	\$108.3	(\$7.2)
Member City Contributions	218.9	224.6	5.7
Public Transportation Funds	77.4	77.1	(0.3)
City of Mesa Financing	(1.5)	(1.5)	-
Total Capital Sources	\$410.3	\$408.5	(\$1.8)

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Staff Changes from FY19 to FY20



	FY19 Budget	Mid-Year Additions	FY20 Additions	FY20 Budget
Positions by Division				
Agency Business, Technology and Services	49		2	51
Capital and Service Development	56	1		57
Communication and Strategic Initiatives	10	6		16
Executive Office	5			5
Finance and Procurement	34		2	36
Human Resources	10		1	11
Internal Audit Services	2	1		3
Legal	2			2
Operations and Maintenance - RPTA	66			66
Operations and Maintenance - VMR	132		38	170
Safety, Security and Quality Assurance	10			10
Total Positions by Division	376	8	43	427
<i>RPTA</i>	151	1	2	154
<i>VMR</i>	225	7	41	273

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Positions Impacting RPTA

- IT - Business Intelligence Analyst
- IT - Systems Administrator
- Procurement - Senior Contracts Administrator
- Finance - Budget Supervisor
- HR - Learning and Development Specialist

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Positions Impacting VMR Ops

LRV Inspector	4
LRV Maintenance Technician I	5
LRV Maintenance Technician II	8
Signal and Communications Systems Technician	3
Stockroom Clerk	1
Supervisor, Maintenance of Way	2
Track Maintainer	2
Traction Power Systems Technician	3
Customer Experience Coordinator	10

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Five-Year Staffing



Operations and Maintenance - VMR	FY19	FY20	FY21	FY22	FY23	FY24
Administration						
Full-time equivalents	8.0	18.0	19.0	19.0	21.0	21.0
LRV Maintenance						
Full-time equivalents	68.0	75.5	81.0	90.0	100.0	101.0
Maintenance of Way						
Full-time equivalents	56.0	63.3	70.0	70.0	75.0	91.0
Total full-time equivalents	132.0	156.8	170.0	179.0	196.0	213.0
Total budgeted positions	132	170	170	179	196	213

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PROFESSIONAL DEVELOPMENT Opportunities



Division
Sponsored



Organization
Sponsored



Tuition
Assistance



Employee Development

	FY18 Actual	FY19 Budget	FY20 Budget
Combined Agency			
Training, Conferences & Seminars	\$ 185,000	\$ 459,000	\$ 608,000
Employee Development	123,000	210,000	283,000
Totals	\$ 308,000	\$ 669,000	\$ 891,000

	FY18 Actual	FY19 Budget	FY20 Budget
VMR			
Training, Conferences & Seminars	\$ 65,000	\$ 186,000	\$ 284,000
Employee Development	-	-	-
Totals	\$ 65,000	\$ 186,000	\$ 284,000

	FY18 Actual	FY19 Budget	FY20 Budget
RPTA			
Training, Conferences & Seminars	\$ 120,000	\$ 273,000	\$ 324,000
Employee Development	123,000	210,000	283,000
Totals	\$ 243,000	\$ 483,000	\$ 607,000

Travel



Required Travel

- FTA Quarterly meetings for rail capital projects
- Site visits to manufacturers for inspections
- Required training, such as mandated Safety courses, National Transit Database

Essential Travel

- Meetings with Congressional Delegation
- APTA Annual Meetings for CEO, Board Members
- Conferences where VM staff is presenting

Discretionary Travel

- APTA modal conferences
- GFOA conference
- Railvolution



Travel Budget - RPTA

Category	FY20
Required	\$ 50,000
Essential	19,000
Discretionary	103,000
	\$ 172,000

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Travel Budget - VMR

Category	FY20
Required	\$ 103,000
Essential	29,000
Discretionary	140,000
	\$ 272,000

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Travel Budget – by Conference



Description	RPTA	VMR	Total
APTA	32	42	74
AZTA	3	3	6
EnoMAX	29	-	29
Federal	6	29	35
GFOA	3	3	6
Legislative/Delegation	1	6	7
Mobility on Demand	-	7	7
Other Conferences	45	54	99
Peer visit	2	5	7
RailVolution	-	7	7
Roads and Streets	-	6	6
SWTA	6	4	10
Vehicle Inspections	-	42	42
Grand Total	127	208	335

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RPTA Reserve Policy



RESERVE FUND	TYPE	TARGET LEVEL
General Fund Operating Reserve	Unrestricted	17% of operating expenditures
Capital Reserve Fund	Restricted	20% of non-federal capital project revenues
Working Capital Reserve Fund	Unrestricted	17% of major infrastructure project costs
Vanpool Reserve Fund	Restricted	20% of vanpool fleet replacement costs
Emergency Reserve Fund	Restricted	\$1,000,000
Debt Service Reserve Fund	Restricted	As prescribed in Bond Resolution(s)

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Forecasted Reserve Requirements Proposed FY20 Annual Operating and Capital Budget



<u>RESERVE FUND</u>	<u>TARGET LEVEL</u>	<u>FY20</u>
General Fund Operating Reserve	17% of operating expenditures	\$27.7
Capital Reserve Fund	17% of Non -Federal capital revenues	\$7.2
Working Capital Reserve Fund	17% of major infrastructure project costs	\$14.9
Vanpool Reserve Fund	20% of vanpool fleet replacement costs	\$3.3
Emergency Reserve Fund	\$1,000,000	\$1.0
Total Reserves (July 1)		\$54.1
Total Forecasted Fund Balance (July 1)		\$74.8

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Questions from April AFS Meeting



Paratransit Contingency?

- Calculated based upon 3% of total contractor and fuel expenses. Covers minor variations in demand and fuel prices.

Other Line Details?

- Handout – includes items such as memberships, subscriptions, printing, training, seminars, postage expenses.

Administrative Support for Regional Services?

- Labor costs for customer service, marketing, outreach, mobility center. Additional expenditures include transit book printing, advertising, website hosting, reduce fare ID expenses, etc.

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Items Still Under Review



- Phasing and allocation of staffing
- Overhead expenditures
- Contractual services

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Upcoming Budget Schedule FY20



June Committee cycle for Budget Adoption

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