

FTA RESEARCH

FEDERAL TRANSIT ADMINISTRATION

ASSET MANAGEMENT GUIDE FOR SMALL PROVIDERS Focusing on the Management of Our Transit Investments

April 2017



Introduction

****BASIC****

Provide a brief overview of/introduction to your agency. You may include general information including state geography, demographics, interdependencies between asset classes, etc.:

The City of Midland Dial-A-Ride provides curb-to-curb transportation within the City limits of Midland, Michigan. The City of Midland covers a 36 square mile service area that lies entirely within the UZA of the Midland Transportation Study (MPO). The Dial-a-Ride system operates 14 lift equipped busses. Bus service hours are Monday-Friday 6:30 am - 10:30 pm, Saturday from 9:00 am - 8:30 pm and Sunday from 8:00 am to 2:30 pm. Over 100,000 rider per year are provided with over 70% of our ridership being seniors or persons with a disability.

Performance Targets & Measures: What are the annual targets set for the FTA performance measures? Refer to Part I of the Guide for definitions of the performance measures and information on how to set targets. Provide your targets in the table below. If you have other asset classes to include, specify the asset class in the yellow cells labeled 'Custom'.

For Group TAM Plan Sponsors: You may set targets for your subrecipients. If you choose to do so, click the "Hide Targets" button below before you send the template out. You may leave this question to obtain input from subrecipients on appropriate targets.

Asset Category - Performance Measure	Asset Class	2020 Target	2021 Target	2022 Target	2023 Target	2024 Target
REVENUE VEHICLES						
Age - % of revenue vehicles within a particular asset class that have met or exceeded their Useful Life Benchmark (ULB)	AB - Articulated Bus					
	AO - Automobile					
	BR - Over-the-road Bus					
	BU - Bus					
	CU - Cutaway Bus	0%	0%	0%	0%	0%
	DB - Double Decked Bus					
	FB - Ferryboat					
	MB - Mini-bus					
	MV - Mini-van					
	RT - Rubber-tire Vintage Trolley					
	SB - School Bus					
	SV - Sport Utility Vehicle					
	TB - Trolleybus					
VN - Van						
Custom 1						
Custom 2						
Custom 3						
EQUIPMENT						
Age - % of vehicles that have met or exceeded their Useful Life Benchmark (ULB)	Non Revenue/Service Automobile					
	Steel Wheel Vehicles					
	Trucks and other Rubber Tire Vehicles					
	Vehicle Hoist					
	Radios	100%	100%	100%	100%	100%
Custom 3						
FACILITIES						
Condition - % of facilities with a condition rating below 3.0 on the FTA Transit Economic Requirements Model (TERM) Scale	Administration					
	Maintenance					
	Parking Structures					
	Passenger Facilities					
	Bus Shelters	0%	0%	0%	0%	0%
	Custom 2					
Custom 3						

You may provide text explaining the methods used in setting the targets here:

The FTA Default Useful Life Benchmark from the 2017 Asset Inventory Module Reporting Manual (page 53) was used to set targets.

****These buttons are for Group TAM Plan Sponsor use only****

****COMPREHENSIVE****

For Group TAM Plan Sponsors: You may establish the following foundational pieces (vision, state of good repair policy, goals, and objectives) for all subrecipients but this should be done in collaboration with them. Consider their needs as well as their ability to achieve and/or comply. If you choose to establish them for your subrecipients, use the "Hide" and "Show" buttons as necessary.

TAM Vision: What do you ultimately hope to achieve with your TAM system? What is the broader goal?

To provide state of good repair asset information that will support the need for additional federal funding for the replacement of rolling stock and other capital assets as needed.

****These buttons are for Group TAM Plan Sponsor use only****

TAM and SGR Policy: What is your agency's TAM and/or State of Good Repair (SGR) policy? Here, you can document expectations for your employees and demonstrate executive-level direction to support the goals of the TAM system. This can be a short statement or a detailed policy. You may also attach a policy document in the appendix of the TAM plan.

operating expenses is below the allowable 50% match as the City of Midland's policy is to replace transit buses based on the Altoona Testing recommendation which is 7 years or 200,000 miles. The City of Midland Dial-A-Ride depends on the City's general fund to bridge any gap in operating expenses to allow for the balance of the 5307 allocation to be used toward capital bus purchases. (2) The City of Midland provides all

****These buttons are for Group TAM Plan Sponsor use only****

TAM Goals and/or Objectives: Based on your vision, what are your specific, measurable, achievable, realistic, and time-bound (S.M.A.R.T.) goals? What measurable steps (objectives) will you take to achieve the goals? This should be written in tabular format as shown below. The table includes an example goal and associated objectives. Use the buttons shown on the right.

Goals	Objectives
Increase customer satisfaction score by 20 percent in fiscal year.	Respond to customer feedback from past survey by mid-fiscal year.
	Respond to customer complaints (through 511) within one week of complaint.
On-Time Service	Maintain 95% on-time service for our riders.
Vehicle Maintenance	Provide vehicle maintenance based on vehicle manufacturer standards.
Replace vehicles based on Altoona Testing Recommendation	Use 5339 Funding toward vehicle replacements
	Save portions of the annual 5307 funding to be used toward vehicle replacements

About the TAM Plan: Provide an overview of the TAM Plan describing the contents and structure. What time horizon does the document cover and what are the expected update and improvement timelines?

For Group TAM Plan Sponsors: You may specify TAM Plan contents, structure, and time horizon for subrecipients. If you choose to do so, hide this question.

****These buttons are for Group TAM Plan Sponsor use only****

Roles and Responsibilities: What roles have been assigned to your employees to achieve the goals of the TAM system? Who owns the TAM Plan and is responsible for monitoring and updating it? Who is your accountable executive? Click "Add More" only after all yellow cells are filled.

For Tier II Providers: If you are developing an individual plan, you may ignore the third column in this table.

Department/Individual	Role (Title and/or Description)	Subrecipient
Jane Doe	Director of Asset Management	Example Bus Agency
Janet Yuergens	Assistant Director of Public	
Lance Hopper	Fleet Manager	
Amy Dooley	DART Supervisor	

Capital Asset Inventory

****BASIC****

Asset Inventory Listing: To complete the inventory list, use the following steps:

1. On the table to the right, list all the capital assets that you own, operate, or manage that support the delivery of public transportation services. This should include leased assets, assets operated under contract, and all assets that would be included in a program of projects. You may include assets used in the provision of public transportation even if acquired without FTA funds. Complete the table and use the drop down menus where provided. An example is shown for guidance.
2. Click the "Add More" button only after some yellow cells are filled.
3. Be sure to click "Finish" when complete.
4. Click the "Summarize" button to populate the summary table.
5. Click "Continue" to proceed to the next sheet.

Asset Category/Class	Total Number	Avg Age	Avg Mileage	Avg Value
RevenueVehicles	14	4.2	96,433	\$74,000.00
AB - Articulated Bus	0	-	-	-
AO - Automobile	0	-	-	-
BR - Over-the-road Bus	0	-	-	-
BU - Bus	0	-	-	-
CU - Cutaway Bus	14	4.2	96,433	\$74,000.00
DB - Double Decked Bus	0	-	-	-

<i>FB - Ferryboat</i>	0	-	-	-
<i>MB - Mini-bus</i>	0	-	-	-
<i>MV - Mini-van</i>	0	-	-	-
<i>RT - Rubber-tire Vintage Trolley</i>	0	-	-	-
<i>SB - School Bus</i>	0	-	-	-
<i>SV - Sport Utility Vehicle</i>	0	-	-	-
<i>TB - Trolleybus</i>	0	-	-	-
<i>VN - Van</i>	0	-	-	-
<i>Custom 1</i>	0	-	-	-
<i>Custom 2</i>	0	-	-	-
<i>Custom 3</i>	0	-	-	-
Equipment	1	2.5	#DIV/0!	\$107,000.00
<i>Non Revenue/Service Automobile</i>	0	-	-	-
<i>Steel Wheel Vehicles</i>	0	-	-	-
<i>Trucks and other Rubber Tire Vehicles</i>	0	-	-	-
<i>Vehicle Hoist</i>	1	1.0	N/A	\$134,000.00
<i>Radios</i>	0	-	-	-
<i>Custom 3</i>	0	-	-	-
Facilities	3	4.0	N/A	\$6,800.00
<i>Administration</i>	0	-	N/A	-
<i>Maintenance</i>	0	-	N/A	-
<i>Parking Structures</i>	0	-	N/A	-
<i>Passenger Facilities</i>	0	-	N/A	-
<i>Bus Shelters</i>	3	4.0	N/A	\$6,800.00
<i>Custom 2</i>	0	-	N/A	-
<i>Custom 3</i>	0	-	N/A	-

Inventory Table

Asset Category	Asset Class	Asset Name	Make	Model	Count	ID/Serial No.	Asset Owner	Acquisition Year	Vehicle Mileage	Replacement Cost/Value
Facilities*	Maintenance	York Street Maintenance Building	N/A	N/A	1	MAINT0010	Example Agency	2000		\$50,000.00
RevenueVehicles	CU - Cutaway Bus	#10 Eldorado 2013	Ford	E450	1	1FD FE4FS3DD B19330	City of Midland	2013	199,194	\$74,000.00
RevenueVehicles	CU - Cutaway Bus	#11 Eldorado 2013	Ford	E450	1	1FD FE4FS5DD B16106	City of Midland	2013	164,956	\$74,000.00
RevenueVehicles	CU - Cutaway Bus	#12 Eldorado 2013	Ford	E450	1	1FD FE4FS7DD B16107	City of Midland	2013	181,124	\$74,000.00
RevenueVehicles	CU - Cutaway Bus	#13 Eldorado 2015	Ford	E450	1	1FD FE4FS2FDA 09615	City of Midland	2015	111,342	\$74,000.00
RevenueVehicles	CU - Cutaway Bus	#14 Eldorado 2015	Ford	E450	1	1FD FE4FS4FDA 34919	City of Midland	2015	94,147	\$74,000.00
RevenueVehicles	CU - Cutaway Bus	#15 Eldorado 2015	Ford	E450	1	1FD FE4FS1GD C03067	City of Midland	2015	79,844	\$74,000.00
RevenueVehicles	CU - Cutaway Bus	#16 Eldorado 2015	Ford	E450	1	1FD FE4FSXGD C03116	City of Midland	2015	79,262	\$74,000.00
RevenueVehicles	CU - Cutaway Bus	#17 Eldorado 2015	Ford	E450	1	1FD FE4FS1GD C03070	City of Midland	2015	76,743	\$74,000.00
RevenueVehicles	CU - Cutaway Bus	#18 Eldorado 2015	Ford	E450	1	1FD FE4FSXGD C03066	City of Midland	2015	73,644	\$74,000.00
RevenueVehicles	CU - Cutaway Bus	#19 Eldorado 2015	Ford	E450	1	1FD FE4FS8GD C03115	City of Midland	2015	81,873	\$74,000.00
RevenueVehicles	CU - Cutaway Bus	#20 Eldorado 2015	Ford	E450	1	1FD FE4FS8GD C03065	City of Midland	2015	69,552	\$74,000.00
RevenueVehicles	CU - Cutaway Bus	#21 Eldorado 2016	Ford	E450	1	1FD FE4FS6GD C39515	City of Midland	2016	48,159	\$74,000.00
RevenueVehicles	CU - Cutaway Bus	#22 Eldorado 2016	Ford	E450	1	1FD FE4FS4GD C39514	City of Midland	2016	47,857	\$74,000.00
RevenueVehicles	CU - Cutaway Bus	#23 Eldorado 2016	Ford	E450	1	1FD FE4FS2GD C39513	City of Midland	2016	42,363	\$74,000.00
Equipment	Radios	Motorolla Radios/Equipment			Various	Various	City of Midland	2015		\$80,000.00
Facilities	Bus Shelters	Bus Shelter Jerome	Duo-Gard	5 x 12- 4 sided	1	None	City of Midland	2015		\$6,900.00
Facilities	Bus Shelters	Bus Shelter Rodd	Duo-Gard	5 x 12 -3 sided	1	None	City of Midland	2015		\$6,600.00
Facilities	Bus Shelters	Bus Shelter McDonald	Duo-Gard	5 x 12 - 3 sided	1	None	City of Midland	2015		\$6,900.00

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Condition Assessment

****BASIC****

Asset Condition: What condition are your assets in to run the services required? How does the actual condition compare to the target set for the assets? The tables to the right are automatically populated based on your inventory on the previous sheet. There is one table for each asset category (three total). Scroll to the right to view all tables.

Complete the tables by filling in the input cells with the Useful Life Benchmark for each asset. Refer to Section 3.1.1 of Part I for an explanation of the Useful Life Benchmark.

Asset Condition Summary: Click the "Summarize" button to update the summary table to calculate the percent of assets past their Useful Life Benchmark.

Asset Category/Class	Count	Avg Age	Avg Mileage	Avg TERM Condition	Avg Value	% At or Past ULB
RevenueVehicles	14	4.2	96,433	N/A	\$74,000.00	0.00%
<i>AB - Articulated Bus</i>	0	-	-	N/A	-	-
<i>AO - Automobile</i>	0	-	-	N/A	-	-
<i>BR - Over-the-road Bus</i>	0	-	-	N/A	-	-
<i>BU - Bus</i>	0	-	-	N/A	-	-
<i>CU - Cutaway Bus</i>	14	4.2	96,433	N/A	\$74,000.00	0.00%
<i>DB - Double Decked Bus</i>	0	-	-	N/A	-	-
<i>FB - Ferryboat</i>	0	-	-	N/A	-	-
<i>MB - Mini-bus</i>	0	-	-	N/A	-	-
<i>MV - Mini-van</i>	0	-	-	N/A	-	-
<i>RT - Rubber-tire Vintage Trolley</i>	0	-	-	N/A	-	-
<i>SB - School Bus</i>	0	-	-	N/A	-	-
<i>SV - Sport Utility Vehicle</i>	0	-	-	N/A	-	-
<i>TB - Trolleybus</i>	0	-	-	N/A	-	-
<i>VN - Van</i>	0	-	-	N/A	-	-

<i>Custom 1</i>	0	-	-	N/A	-	-
<i>Custom 2</i>	0	-	-	N/A	-	-
<i>Custom 3</i>	0	-	-	N/A	-	-
Equipment	1	2.5	0	N/A	\$107,000.00	0.00%
<i>Non Revenue/Service Automobile</i>	0	-	-	N/A	-	-
<i>Steel Wheel Vehicles</i>	0	-	-	N/A	-	-
<i>Trucks and other Rubber Tire Vehicles</i>	0	-	-	N/A	-	-
<i>Vehicle Hoist</i>	1	1.0	0	N/A	\$134,000.00	0.00%
<i>Radios</i>	0	-	-	N/A	-	-
<i>Custom 3</i>	0	-	-	N/A	-	-
Facilities	3	4.0	N/A	4.0	\$6,800.00	N/A
<i>Administration</i>	0	-	N/A	-	-	N/A
<i>Maintenance</i>	0	-	N/A	-	-	N/A
<i>Parking Structures</i>	0	-	N/A	-	-	N/A
<i>Passenger Facilities</i>	0	-	N/A	-	-	N/A
<i>Bus Shelters</i>	3	4.0	N/A	4.0	\$6,800.00	N/A
<i>Custom 2</i>	0	-	N/A	-	-	N/A
<i>Custom 3</i>	0	-	N/A	-	-	N/A

Revenue Vehicles Condition Table

***Age is the surrogate performance measure for condition as determined by the FTA.*

Asset Category	Asset Class	Asset Name	Count	ID/Serial No.	Age (Yrs)	Vehicle Mileage	Replacement Cost/Value	Useful Life Benchmark (Yrs)	Past Useful Life Benchmark
RevenueVehicles	CU - Cutaway Bus	#10 Eldorado 2013	1	1FDFE4FS3DDB	6	199,194	\$74,000.00	10	No
RevenueVehicles	CU - Cutaway Bus	#11 Eldorado 2013	1	1FDFE4FS5DDB	6	164,956	\$74,000.00	10	No
RevenueVehicles	CU - Cutaway Bus	#12 Eldorado 2013	1	1FDFE4FS7DDB	6	181,124	\$74,000.00	10	No
RevenueVehicles	CU - Cutaway Bus	#13 Eldorado 2015	1	1FDFE4FS2FDA	4	111,342	\$74,000.00	10	No
RevenueVehicles	CU - Cutaway Bus	#14 Eldorado 2015	1	1FDFE4FS4FDA	4	94,147	\$74,000.00	10	No
RevenueVehicles	CU - Cutaway Bus	#15 Eldorado 2015	1	1FDFE4FS1GDC	4	79,844	\$74,000.00	10	No
RevenueVehicles	CU - Cutaway Bus	#16 Eldorado 2015	1	1FDFE4FSXGDC	4	79,262	\$74,000.00	10	No
RevenueVehicles	CU - Cutaway Bus	#17 Eldorado 2015	1	1FDFE4FS1GDC	4	76,743	\$74,000.00	10	No
RevenueVehicles	CU - Cutaway Bus	#18 Eldorado 2015	1	1FDFE4FSXGDC	4	73,644	\$74,000.00	10	No
RevenueVehicles	CU - Cutaway Bus	#19 Eldorado 2015	1	1FDFE4FS8GDC	4	81,873	\$74,000.00	10	No
RevenueVehicles	CU - Cutaway Bus	#20 Eldorado 2015	1	1FDFE4FS8GDC	4	69,552	\$74,000.00	10	No
RevenueVehicles	CU - Cutaway Bus	#21 Eldorado 2016	1	1FDFE4FS6GDC	3	48,159	\$74,000.00	10	No
RevenueVehicles	CU - Cutaway Bus	#22 Eldorado 2016	1	1FDFE4FS4GDC	3	47,857	\$74,000.00	10	No
RevenueVehicles	CU - Cutaway Bus	#23 Eldorado 2016	1	1FDFE4FS2GDC	3	42,363	\$74,000.00	10	No

Equipment Condition Table

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***Age is the surrogate performance measure for condition as determined by the FTA.*

Asset Category	Asset Class	Asset Name	Count	ID/Serial No.	Age (Yrs)	Vehicle Mileage	Replacement Cost/Value	Useful Life Benchmark (Yrs)	Past Useful Life Benchmark
Equipment	Radios	Motorolla Radios/Eq	Various	Various	4		\$80,000.00	5	No
Equipment	Vehicle Hoist	Vehicle Hoist	1	XUJ18C0003	1		\$134,000.00	15	No

Facilities Condition Table

Asset Category	Asset Class	Asset Name	Count	ID/Serial No.	Age (Yrs)	TERM Scale Condition	Replacement Cost/Value
Facilities	Bus Shelters	Bus Shelter Jerome	1	None	4	4	\$6,900.00
Facilities	Bus Shelters	Bus Shelter McDonald	1	None	4	4	\$6,900.00
Facilities	Bus Shelters	Bus Shelter Rodd	1	None	4	4	\$6,600.00

Decision Support

NOTE: Complete some yellow cells before clicking "Add More" under each question.

****BASIC****

Decision Support: List and briefly describe the processes and/or tools in place to support investment decision-making, including project selection and prioritization. Enter this information in the table below. Click the button to add more rows.

Process/Tool	Brief Description
Example Asset Condition Information System	A software system that uses asset inventory and condition information to generate 5 to 10-year condition forecasts.
Faster Fleet Vehicle Asset Management	A software system that monitors mileage, maintenance and age to generate a point

Investment Prioritization: How do you determine what priority investments are needed in order to maintain a state of good repair? Describe your agency's investment prioritization process.

Minimize use of 5307 federal funds for operating assistance so that capital bus replacement can be made at the end of their useful life.

****COMPREHENSIVE****

Risk Management: Identify any risks faced to your assets or organization as a whole (particularly safety-related risks) and describe the mitigation strategies for each one. This can also include how scheduled maintenance can affect service delivery. As applicable, describe any planned changes or improvements to these processes. Enter this information in the table below. Click the button to add more rows.

Risk	Mitigation Strategy
Loss of significant amounts of federal funds	Decrease dependence on federal funds for capital
Loss of significant amounts of federal funds	Keep busses in service beyond their useful life and increase maitneance costs and

Maintenance Strategy: List your regularly-planned maintenance activities (e.g., inspections, routine preventive maintenance activities, etc). As applicable, describe any planned changes or improvements to these processes. Enter this information in the table below. Click the button to add more rows.

Asset Category	Asset Class	Maintenance Activity	Frequency	Avg Duration (Hrs)	Cost
RevenueVehicles	BU - Bus	Engine tune-up	Annual	3	\$1,000
RevenueVehicles	CU - Cutaway Bus	Preventive maintenance service	3,000 miles	1.75	\$175
RevenueVehicles	CU - Cutaway Bus	Safety Inspection	6 Months	0.5	\$45
RevenueVehicles	CU - Cutaway Bus	Tramsmision Service	60,000 Miles	1	\$160
Equipment	Vehicle Hoist	Monthly Inspection Per Manufacturer Recommendation	1 Month	1	\$90
Equipment	Vehicle Hoist	Annual inspection by third Party	Annual	Unknown	
Equipment	Radios				

Facilities	Bus Shelters	Visual Inspection	Semi-annual	1	\$90
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How does your agency address unplanned maintenance needs?

All maintenance needs are addressed and repaired as needed to provide on-going transportation service to community.

Overhaul Strategy: How and when do assets get overhauled or replaced? What activities take place during overhaul (e.g., mini, mid-life, or major overhaul)? As applicable, describe any planned changes or improvements to these processes. Enter this information in the table below. Click the button to add more rows.

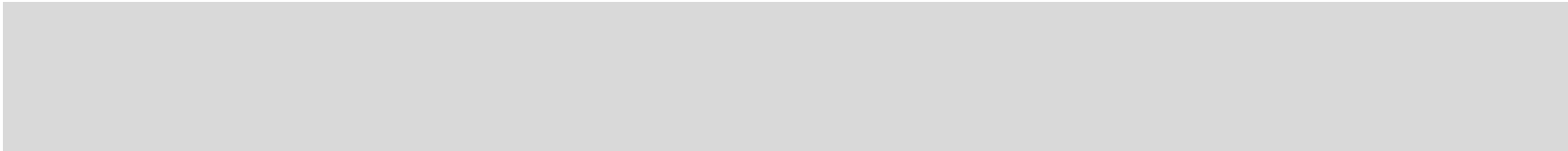
Asset Category	Asset Class	Overhaul Strategy
RevenueVehicles	BU - Bus	Mid-life overhaul - rebuilds bus engine, transmission and electronics, replaces chassis parts and seats, and repaints the body, restoring the bus to an "as new" condition. Cost is about \$120,000 per bus.
RevenueVehicles	CU - Cutaway Bus	We do not do mid-life overhaul but provide preventive maintenance as needed and
Equipment	Vehicle Hoist	No overhaul strategy in place but we provide preventive maintenance as needed.
Equipment	Radios	
Facilities	Bus Shelters	No overhaul strategy in place. Replacement will occur when appearance or condition

Disposal Strategy: What is your agency's strategy for disposing of assets that are being renewed or replaced? Describe any approval processes and detail, including the procedures for physically removing the asset from the property. As applicable, describe any planned changes or improvements to these processes. Provide brief paragraphs describing the strategies in the table below. Click the button to add more rows.

Asset Category	Asset Class	Disposal Strategy
RevenueVehicles	BU - Bus	Buses at the end of their useful lives (15 years) are retired according to three options: (i) salvage sale; (ii) ready reserve fleet placement; and (iii) disposal. Buses designated for ready reserve fleet placement will be delivered to the storage lot and salvage sale buses will be prepared according to the "Scrap Bus Instructions". Buses for disposal will be scheduled for pick up by the Bus Disposal Group.
RevenueVehicles	CU - Cutaway Bus	As a bus nears the end of its useful life based on altoona testing standards, a
Equipment	Vehicle Hoist	When the vehicle hoist has reached its useful life a replacement hoist will be ordered.
Equipment	Radios	When the current radios are replaced it is likely that the radios would be scrapped.
Facilities	Bus Shelters	When shelters are replaced the old shelters will be put up for auction on a city approved

Acquisition and Renewal Strategy: How do you determine when to initiate acquisition activities for your assets? Describe your long-term replacement strategy and how long-term renewal and improvement activities are assessed based on the asset's lifecycle. As applicable, describe any planned changes or improvements to these processes. Provide brief paragraphs describing the strategies in the table below. Click the button to add more rows.

Asset Category	Asset Class	Acquisition and Renewal Strategy
RevenueVehicles	BU - Bus	There is sound reasoning to strive for a fleet composed of 50% diesel-electric hybrid buses. Current fleet will be transitioned over a period of one year.
RevenueVehicles	CU - Cutaway Bus	Bus mileage is monitored closely and busses are moved to various routes to keep
Equipment	Vehicle Hoist	An on-going evaluation is being done on the useage (DART vs. City) of the hoist. As the
Equipment	Radios	The City of Midland Dial-A-Ride uses the same radio system as the City of Midland and
Facilities	Bus Shelters	It is likely that the shelters will be used beyond their useful life and will be replaced



Investment Prioritization

NOTE: Complete some yellow cells before clicking "[Add More](#)" under each question.

****BASIC****

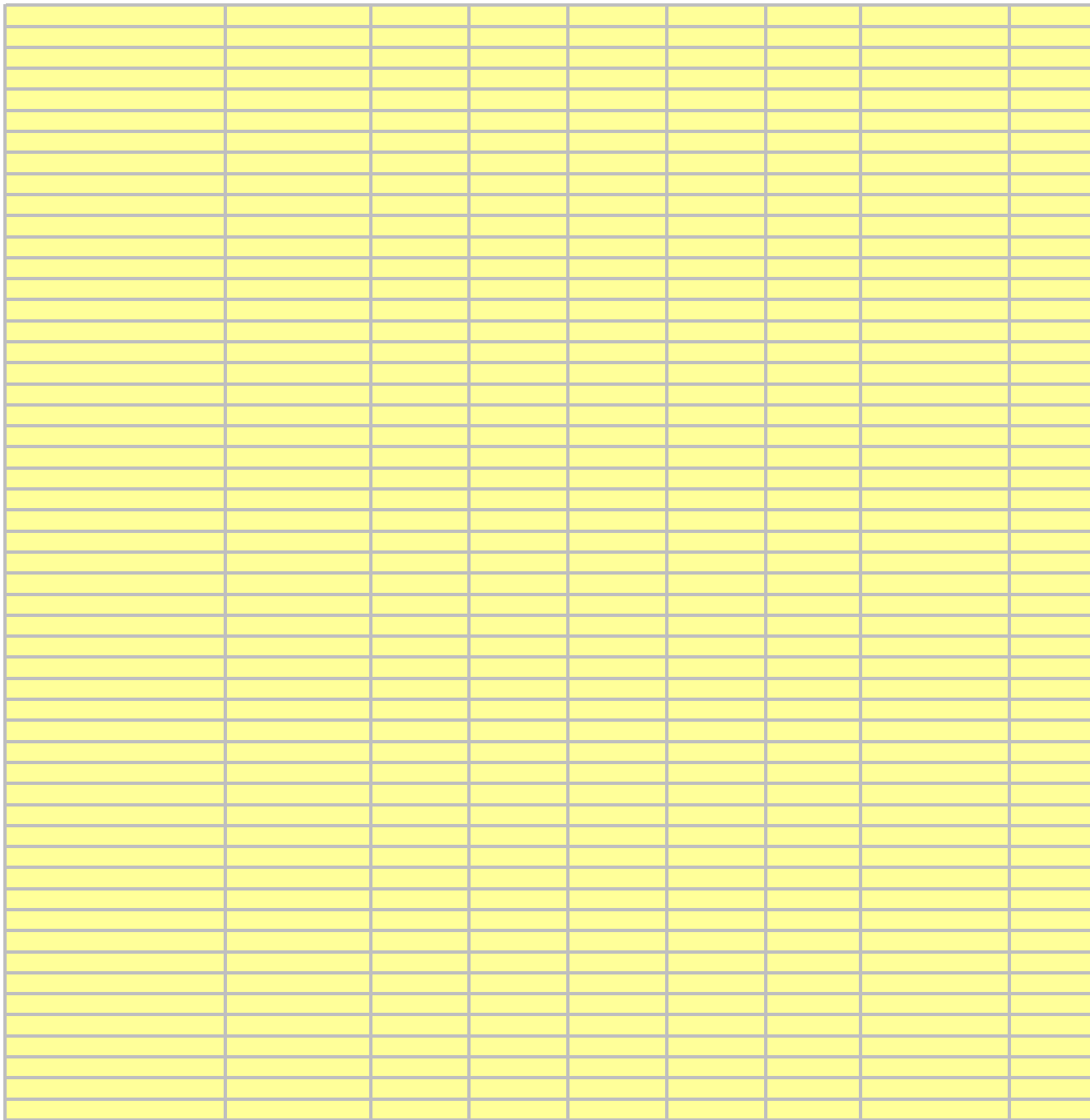
Proposed Investments: Provide a list of the selected projects and programs prioritized based on your agency's criteria. Rank the projects and order them by year of planned implementation. Enter this information in the table below. Click the button to add more rows. **The optional Fleet Replacement Module may be used to determine your fleet replacement projects - activate this by clicking on the button provided.**

Project Year	Project Name	Asset Category	Asset Class	Cost	Priority
2016	Diesel-Hybrid Bus Acquisition	30ft Bus		\$5,000,000.00	Medium
2017	Replace Bus #10	RevenueVehicles	CU - Cutaway Bus	74,000	High
2018	Replace Bus #12	RevenueVehicles	CU - Cutaway Bus	74,000	High
2019	Replace Bus #11	RevenueVehicles	CU - Cutaway Bus	74,000	High
2020	Replace Bus #13	RevenueVehicles	CU - Cutaway Bus	74,000	High
2021	Replace Bus #14	RevenueVehicles	CU - Cutaway Bus	74,000	High
2022	Replace Bus 15, 16, 17, 18, 19, 20	RevenueVehicles	CU - Cutaway Bus	444,042	High
2023	Replace Bus 21, 22, 23	RevenueVehicles	CU - Cutaway Bus	222,000	High

****COMPREHENSIVE****

Capital Investment Activity Schedules: You may attach any work plans or schedules you have for capital investment activities as separate files when delivering this template. Provide the names of documents attached and their file formats in the table below. Click the button to add more rows.

Document Name	File Extension
Example - Bus Overhaul Schedule	MS Project



Fleet Required

In the cells shaded yellow, enter the peak number of vehicles scheduled and the spare factor (%) for each fleet for each year. Note that the FTA has spare ratio requirements for revenue vehicles. Click Calculate to calculate the number of vehicles required each year.

Fleet Type (Year/Make/Model)	2020			2021			2022			2023			2024		
	Peak Vehicles Scheduled	Spare Factor (%)	Vehicles Required	Peak Vehicles Scheduled	Spare Factor (%)	Vehicles Required	Peak Vehicles Scheduled	Spare Factor (%)	Vehicles Required	Peak Vehicles Scheduled	Spare Factor (%)	Vehicles Required	Peak Vehicles Scheduled	Spare Factor (%)	Vehicles Required
2013 Ford E450	2	0%	2	0		0			0			0			0
2015 Ford E450	2	0%	2	2		2			0			0			0
2016 Ford E450	9	16%	11	9		9			0			0			0

New Fleet

This tables calculates the required purchase for each fleet per year. Update the inflation rate, if necessary, and click 'Calculate' to update the total expenditure.

<u>Total in Current Year \$</u>	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	
<u>Inflation Rate</u>										
<u>Compounded Inflation</u>	1		1		1		1		1	
<u>Total in Year of Expenditure \$</u>	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	
	2020		2021		2022		2023		2024	
Fleet Type (Year/Make/Model)	Number	Cost in 2019 \$	Number	Cost in 2019 \$	Number	Cost in 2019 \$	Number	Cost in 2019 \$	Number	Cost in 2019 \$
2013 Ford E450	2		0		0		0		0	
2015 Ford E450	2		0		0		0		0	
2016 Ford E450	11		0		0		0		0	

City of Midland Dial-A-Ride Transit Asset Management Plan

Janet Yuergens, Accountable Executive

Last modified by Janet Yuergens on 01 Jul 19 at 13:11

Introduction

The City of Midland Dial-A-Ride provides curb-to-curb transportation within the City limits of Midland, Michigan. The City of Midland covers a 36 square mile service area that lies entirely within the UZA of the Midland Transportation Study (MPO). The Dial-a-Ride system operates 14 lift equipped busses. Bus service hours are Monday-Friday 6:30 am - 10:30 pm, Saturday from 9:00 am - 8:30 pm and Sunday from 8:00 am to 2:30 pm. Over 100,000 rider per year are provided with over 70% of our ridership being seniors or persons with a disability.

Performance Targets & Measures

Asset Category - Performance Measure	Asset Class	2020 Target
REVENUE VEHICLES		
Age - % of revenue vehicles within a particular asset class that have met or exceeded their Useful Life Benchmark (ULB)	AB - Articulated Bus	N/A
	AO - Automobile	N/A
	BR - Over-the-road Bus	N/A
	BU - Bus	N/A
	CU - Cutaway Bus	Target Required
	DB - Double Decked Bus	N/A
	FB - Ferryboat	N/A
	MB - Mini-bus	N/A
	MV - Mini-van	N/A
	RT - Rubber-tire Vintage Trolley	N/A
	SB - School Bus	N/A
	SV - Sport Utility Vehicle	N/A
	TB - Trolleybus	N/A
	VN - Van	N/A
Custom 1	N/A	
Custom 2	N/A	
Custom 3	N/A	
EQUIPMENT		
Age - % of vehicles that have met or exceeded their Useful Life Benchmark (ULB)	Non Revenue/Service Automobile	N/A
	Steel Wheel Vehicles	N/A
	Trucks and other Rubber Tire Vehicles	N/A
	Vehicle Hoist	Target Required
	Radios	N/A
	Custom 3	N/A
FACILITIES		
Condition - % of facilities with a condition rating below 3.0 on the FTA Transit Economic Requirements Model (TERM) Scale	Administration	N/A
	Maintenance	N/A
	Parking Structures	N/A
	Passenger Facilities	N/A
	Bus Shelters	Target Required
	Custom 2	N/A
	Custom 3	N/A

Target Setting Methodology

The FTA Default Useful Life Benchmark from the 2017 Asset Inventory Module Reporting Manual (page 53) was used to set targets.

TAM Vision

To provide state of good repair asset information that will support the need for additional federal funding for the replacement of rolling stock and other capital assets as needed.

TAM and SGR Policy

(1) The City of Midland Dial-A-Ride uses only a portion of the annual 5307 allocation toward operating expenses. The federal portion toward operating expenses is below the allowable 50% match as the City of Midland's policy is to replace transit busses based on the Altoona Testing recommendation which is 7 years or 200,000 miles. The City of Midland Dial-A-Ride depends on the City's general fund to bridge any gap in operating expenses to allow for the balance of the 5307 allocation be used toward capital bus purchases. (2) The City of Midland provides all bus maintenance based on vehicle manufacturers recommendations. (3) Semi-annual audits and condition assessments are made of each vehicle/asset.

TAM Goals and/or Objectives

Goals	Objectives
On-Time Service	Maintain 95% on-time service for our riders.
Vehicle Maintenance	Provide vehicle maintenance based on vehicle manufacturer standards.
Replace vehicles based on Altoona Testing Recommendation	Use 5339 Funding toward vehicle replacements
	Save portions of the annual 5307 funding to be used toward vehicle

Roles and Responsibilities

Department/Individual	Role (Title and/or Description)	Subrecipient
Janet Yuergens	Assistant Director of Public Services	
Lance Hopper	Fleet Manager	
Amy Dooley	DART Supervisor	

Capital Asset Inventory

Please see Appendix A (Asset Register) for the asset inventory listing.

Asset Inventory Summary

Asset Category	Total Number	Avg Age	Avg Mileage	Avg Value
Revenue Vehicles	14	4.2	96,433	\$74,000.00
<i>AB - Articulated Bus</i>	0	-	-	-
<i>AO - Automobile</i>	0	-	-	-
<i>BR - Over-the-road Bus</i>	0	-	-	-
<i>BU - Bus</i>	0	-	-	-
<i>CU - Cutaway Bus</i>	14	4.2	96,433	\$74,000.00
<i>DB - Double Decked Bus</i>	0	-	-	-
<i>FB - Ferryboat</i>	0	-	-	-
<i>MB - Mini-bus</i>	0	-	-	-
<i>MV - Mini-van</i>	0	-	-	-
<i>RT - Rubber-tire Vintage Trolley</i>	0	-	-	-
<i>SB - School Bus</i>	0	-	-	-
<i>SV - Sport Utility Vehicle</i>	0	-	-	-
<i>TB - Trolleybus</i>	0	-	-	-
<i>VN - Van</i>	0	-	-	-
<i>Custom 1</i>	0	-	-	-
<i>Custom 2</i>	0	-	-	-
<i>Custom 3</i>	0	-	-	-
Equipment	1	2.5	#DIV/0!	\$107,000.00
<i>Non Revenue/Service Automobile</i>	0	-	-	-
<i>Steel Wheel Vehicles</i>	0	-	-	-
<i>Trucks and other Rubber Tire Vehicles</i>	0	-	-	-
<i>Vehicle Hoist</i>	1	1.0	N/A	\$134,000.00
<i>Radios</i>	0	-	-	-
<i>Custom 3</i>	0	-	-	-
Facilities	3	4.0	N/A	\$6,800.00
<i>Administration</i>	0	-	N/A	-
<i>Maintenance</i>	0	-	N/A	-
<i>Parking Structures</i>	0	-	N/A	-
<i>Passenger Facilities</i>	0	-	N/A	-
<i>Bus Shelters</i>	3	4.0	N/A	\$6,800.00
<i>Custom 2</i>	0	-	N/A	-
<i>Custom 3</i>	0	-	N/A	-

Condition Assessment

Please see Appendix B (Asset Condition Data) for individual asset condition listing.

Asset Condition Summary

Asset Category	Total Number	Avg Age	Avg Mileage	Avg TERM Condition	Avg Value	% At or Past ULB
Revenue Vehicles	14	4.2	96,433	N/A	\$74,000.00	0%
<i>AB - Articulated Bus</i>	0	-	-	N/A	-	-
<i>AO - Automobile</i>	0	-	-	N/A	-	-
<i>BR - Over-the-road Bus</i>	0	-	-	N/A	-	-
<i>BU - Bus</i>	0	-	-	N/A	-	-
<i>CU - Cutaway Bus</i>	14	4.2	96,433	N/A	\$74,000.00	0%
<i>DB - Double Decked Bus</i>	0	-	-	N/A	-	-
<i>FB - Ferryboat</i>	0	-	-	N/A	-	-
<i>MB - Mini-bus</i>	0	-	-	N/A	-	-
<i>MV - Mini-van</i>	0	-	-	N/A	-	-
<i>RT - Rubber-tire Vintage Trolley</i>	0	-	-	N/A	-	-
<i>SB - School Bus</i>	0	-	-	N/A	-	-
<i>SV - Sport Utility Vehicle</i>	0	-	-	N/A	-	-
<i>TB - Trolleybus</i>	0	-	-	N/A	-	-
<i>VN - Van</i>	0	-	-	N/A	-	-
<i>Custom 1</i>	0	-	-	N/A	-	-
<i>Custom 2</i>	0	-	-	N/A	-	-
<i>Custom 3</i>	0	-	-	N/A	-	-
Equipment	1	2.5	0	N/A	\$107,000.00	0%
<i>Non Revenue/Service Automobile</i>	0	-	-	N/A	-	-
<i>Steel Wheel Vehicles</i>	0	-	-	N/A	-	-
<i>Trucks and other Rubber Tire Vehicles</i>	0	-	-	N/A	-	-
<i>Vehicle Hoist</i>	1	1.0	0	N/A	\$134,000.00	0%
<i>Radios</i>	0	-	-	N/A	-	-
<i>Custom 3</i>	0	-	-	N/A	-	-
Facilities	3	4.0	N/A	4.0	\$6,800.00	N/A
<i>Administration</i>	0	-	N/A	-	-	N/A
<i>Maintenance</i>	0	-	N/A	-	-	N/A
<i>Parking Structures</i>	0	-	N/A	-	-	N/A
<i>Passenger Facilities</i>	0	-	N/A	-	-	N/A
<i>Bus Shelters</i>	3	4.0	N/A	4.0	\$6,800.00	N/A
<i>Custom 2</i>	0	-	N/A	-	-	N/A
<i>Custom 3</i>	0	-	N/A	-	-	N/A

Decision Support

Investment Prioritization

Minimize use of 5307 federal funds for operating assistance so that capital bus replacement can be made at the end of their useful life.

Decision Support Tools

The following tools are used in making investment decisions:

Process/Tool	Brief Description
Faster Fleet Vehicle Asset Management System	A software system that monitors mileage, maintenance and age to generate a point system for replacement.

Risk Management

Risk	Mitigation Strategy
Loss of significant amounts of federal funds	Keep busses in service beyond their useful life and increase maintenance costs and dependency on local funding.

Maintenance Strategy

Asset Category	Asset Class	Maintenance Activity	Frequency	Avg Duration (Hrs)	Cost
RevenueVehicles	CU - Cutaway Bus	Preventive maintenance service	3,000 miles	1.75	\$175
RevenueVehicles	CU - Cutaway Bus	Safety Inspection	6 Months	0.5	\$45
RevenueVehicles	CU - Cutaway Bus	Transmission Service	60,000 Miles	1	\$160
Equipment	Vehicle Hoist	Monthly Inspection Per Manufacturer Recommendation	1 Month	1	\$90
Equipment	Vehicle Hoist	Annual inspection by third Party	Annual	Unknown	
Equipment	Radios				
Facilities	Bus Shelters	Visual Inspection	Semi-annual	1	\$90

Unplanned Maintenance Approach

All maintenance needs are addressed and repaired as needed to provide on-going transportation service to community.

Overhaul Strategy

Asset Category	Asset Class	Overhaul Strategy
RevenueVehicles	CU - Cutaway Bus	We do not do mid-life overhaul but provide preventive maintenance as needed and replace vehicles at the end of their useful life based on altoona testing standards.

Equipment	Vehicle Hoist	No overhaul strategy in place but we provide preventive maintenance as needed.
Equipment	Radios	
Facilities	Bus Shelters	No overhaul strategy in place. Replacement will occur when appearance or condition warrants.

Disposal Strategy

Asset Category	Asset Class	Disposal Strategy
RevenueVehicles	CU - Cutaway Bus	As a bus nears the end of its useful life based on altoona testing standards, a replacement bus is ordered. Once a replacement bus is put into service the retired bus is put up for auction at a city approved auction site (currently GovDeals). When the bus is sold the title is requested from the Treasurers Office. A bill of sale is presented from the winning bidder. When payment is received from the sale it is deposited into the Dial-A-Ride general fund and the bus is removed from Dial-a-Ride's federal asset list.
Equipment	Vehicle Hoist	When the vehicle hoist has reached its useful life a replacement hoist will be ordered. This asset is likely to be scrapped at a metal recycling center for disposal.
Equipment	Radios	When the current radios are replaced it is likely that the radios would be scrapped.
Facilities	Bus Shelters	When shelters are replaced the old shelters will be put up for auction on a city approved auction site. When the payment is received from the sale of the shelter(s) it will be deposited into the Dial-A-Ride general fund and the old shelter will be removed from the Dial-A-Ride federal asset list.

Acquisition and Renewal Strategy

Asset Category	Asset Class	Acquisition and Renewal Strategy
RevenueVehicles	CU - Cutaway Bus	Bus mileage is monitored closely and busses are moved to various routes to keep mileage in check and achieve replacement goals. Federal 5307 dollars are managed to allow for busses to be replaced at 200,000 miles. Busses are replaced with the same make and model to minimize parts inventory and maintenance staff training as well as driver training.
Equipment	Vehicle Hoist	An on-going evaluation is being done on the useage (DART vs. City) of the hoist. As the vehicle hoist reaches its useful life an evaluation will be done to see what type of hoist would best meet the needs of Dial-A-Ride given space consideration of the maintenance facility. Based on that evaluation we will be able to determine if a joint purchase with the FTA to replace this hoist is appropriate or if the hoist should be replaced using all federal funding.

Equipment	Radios	The City of Midland Dial-A-Ride uses the same radio system as the City of Midland and County of Midland. Dial-A-Ride will follow the lead of the City of Midland with regard to replacement of the radio system so that both entities maintain the same communication equipment for on-going maintenance and training.
Facilities	Bus Shelters	It is likely that the shelters will be used beyond their useful life and will be replaced when appearance or condition warrants.

Investment Prioritization

The list of prioritized investment projects is provided in Appendix C.

Appendices

[Appendix A](#)

Asset Register

[Appendix B1](#)

Revenue Vehicle (Rolling Stock) Condition Data

[Appendix B2](#)

Equipment Condition Data

[Appendix B3](#)

Facilities Condition Data

[Appendix C](#)

Proposed Investment Project List

[Appendix D](#)

Fleet Replacement Module Output

Appendix A: Asset Register

Asset Category	Asset Class	Asset Name	Make	Model	Count	ID/Serial No.	Asset Owner	Acquisition Year	Vehicle Mileage	Replacement Cost/Value
Equipment	Radios	Motorolla Radios/Equipment			Various	Various	City of Midland	2015		\$80,000.00
Equipment	Vehicle Hoist	Vehicle Hoist	Rotary	Mod235C1	1	XUJ18C0003	City of Midland	2018		\$134,000.00
Facilities	Bus Shelters	Bus Shelter Jerome	Duo-Gard	5 x 12- 4 sided	1	None	City of Midland	2015		\$6,900.00
Facilities	Bus Shelters	Bus Shelter McDonald	Duo-Gard	5 x 12 - 3 sided	1	None	City of Midland	2015		\$6,900.00
Facilities	Bus Shelters	Bus Shelter Rodd	Duo-Gard	5 x 12 -3 sided	1	None	City of Midland	2015		\$6,600.00
RevenueVehicles	CU - Cutaway Bus	#10 Eldorado 2013	Ford	E450	1	1FDFFE4FS3DDB19330	City of Midland	2013	199,194	\$74,000.00
RevenueVehicles	CU - Cutaway Bus	#11 Eldorado 2013	Ford	E450	1	1FDFFE4FS5DDB16106	City of Midland	2013	164,956	\$74,000.00
RevenueVehicles	CU - Cutaway Bus	#12 Eldorado 2013	Ford	E450	1	1FDFFE4FS7DDB16107	City of Midland	2013	181,124	\$74,000.00
RevenueVehicles	CU - Cutaway Bus	#13 Eldorado 2015	Ford	E450	1	1FDFFE4FS2FDA09615	City of Midland	2015	111,342	\$74,000.00
RevenueVehicles	CU - Cutaway Bus	#14 Eldorado 2015	Ford	E450	1	1FDFFE4FS4FDA34919	City of Midland	2015	94,147	\$74,000.00
RevenueVehicles	CU - Cutaway Bus	#15 Eldorado 2015	Ford	E450	1	1FDFFE4FS1GDC03067	City of Midland	2015	79,844	\$74,000.00
RevenueVehicles	CU - Cutaway Bus	#16 Eldorado 2015	Ford	E450	1	1FDFFE4FSXGDC03116	City of Midland	2015	79,262	\$74,000.00
RevenueVehicles	CU - Cutaway Bus	#17 Eldorado 2015	Ford	E450	1	1FDFFE4FS1GDC03070	City of Midland	2015	76,743	\$74,000.00
RevenueVehicles	CU - Cutaway Bus	#18 Eldorado 2015	Ford	E450	1	1FDFFE4FSXGDC03066	City of Midland	2015	73,644	\$74,000.00
RevenueVehicles	CU - Cutaway Bus	#19 Eldorado 2015	Ford	E450	1	1FDFFE4FS8GDC03115	City of Midland	2015	81,873	\$74,000.00
RevenueVehicles	CU - Cutaway Bus	#20 Eldorado 2015	Ford	E450	1	1FDFFE4FS8GDC03065	City of Midland	2015	69,552	\$74,000.00
RevenueVehicles	CU - Cutaway Bus	#21 Eldorado 2016	Ford	E450	1	1FDFFE4FS6GDC39515	City of Midland	2016	48,159	\$74,000.00
RevenueVehicles	CU - Cutaway Bus	#22 Eldorado 2016	Ford	E450	1	1FDFFE4FS4GDC39514	City of Midland	2016	47,857	\$74,000.00
RevenueVehicles	CU - Cutaway Bus	#23 Eldorado 2016	Ford	E450	1	1FDFFE4FS2GDC39513	City of Midland	2016	42,363	\$74,000.00

Appendix B: Asset Condition Data

B1: Revenue Vehicle Assets

Asset Category	Asset Class	Asset Name	Count	ID/Serial No.	Age (Yrs)	Vehicle Mileage	Replacement Cost/Value	Useful Life Benchmark (Yrs)	Past Useful Life Benchmark
RevenueVehicles	CU - Cutaway Bus	#10 Eldorado 2013	1	1FDFE4FS3DDB19330	6	199,194	\$74,000.00	10	No
RevenueVehicles	CU - Cutaway Bus	#11 Eldorado 2013	1	1FDFE4FS5DDB16106	6	164,956	\$74,000.00	10	No
RevenueVehicles	CU - Cutaway Bus	#12 Eldorado 2013	1	1FDFE4FS7DDB16107	6	181,124	\$74,000.00	10	No
RevenueVehicles	CU - Cutaway Bus	#13 Eldorado 2015	1	1FDFE4FS2FDA09615	4	111,342	\$74,000.00	10	No
RevenueVehicles	CU - Cutaway Bus	#14 Eldorado 2015	1	1FDFE4FS4FDA34919	4	94,147	\$74,000.00	10	No
RevenueVehicles	CU - Cutaway Bus	#15 Eldorado 2015	1	1FDFE4FS1GDC03067	4	79,844	\$74,000.00	10	No
RevenueVehicles	CU - Cutaway Bus	#16 Eldorado 2015	1	1FDFE4FSXGDC03116	4	79,262	\$74,000.00	10	No
RevenueVehicles	CU - Cutaway Bus	#17 Eldorado 2015	1	1FDFE4FS1GDC03070	4	76,743	\$74,000.00	10	No
RevenueVehicles	CU - Cutaway Bus	#18 Eldorado 2015	1	1FDFE4FSXGDC03066	4	73,644	\$74,000.00	10	No
RevenueVehicles	CU - Cutaway Bus	#19 Eldorado 2015	1	1FDFE4FS8GDC03115	4	81,873	\$74,000.00	10	No
RevenueVehicles	CU - Cutaway Bus	#20 Eldorado 2015	1	1FDFE4FS8GDC03065	4	69,552	\$74,000.00	10	No
RevenueVehicles	CU - Cutaway Bus	#21 Eldorado 2016	1	1FDFE4FS6GDC39515	3	48,159	\$74,000.00	10	No
RevenueVehicles	CU - Cutaway Bus	#22 Eldorado 2016	1	1FDFE4FS4GDC39514	3	47,857	\$74,000.00	10	No
RevenueVehicles	CU - Cutaway Bus	#23 Eldorado 2016	1	1FDFE4FS2GDC39513	3	42,363	\$74,000.00	10	No

Appendix B: Asset Condition Data

B2: Equipment Assets

Asset Category	Asset Class	Asset Name	Count	ID/Serial No.	Age (Yrs)	Vehicle Mileage	Replacement Cost/Value	Useful Life Benchmark (Yrs)	Past Useful Life Benchmark
Equipment	Radios	Motorolla Radios/Equipment	Various	Various	4		\$80,000.00	5	No
Equipment	Vehicle Hoist	Vehicle Hoist	1	XUJ18C0003	1		\$134,000.00	15	No

Appendix B: Asset Condition Data

B3: Facilities Assets

Asset Category	Asset Class	Asset Name	Count	ID/Serial No.	Age (Yrs)	TERM Scale Condition	Replacement Cost/Value
Facilities	Bus Shelters	Bus Shelter Jerome	1	None	4	4	\$6,900.00
Facilities	Bus Shelters	Bus Shelter McDonald	1	None	4	4	\$6,900.00
Facilities	Bus Shelters	Bus Shelter Rodd	1	None	4	4	\$6,600.00

Appendix C: Proposed Investment Project List

Project Year	Project Name	Asset/Asset Class	Cost	Priority
2017	Replace Bus #10	RevenueVehicles	\$74,000.00	High
2018	Replace Bus #12	RevenueVehicles	\$74,000.00	High
2019	Replace Bus #11	RevenueVehicles	\$74,000.00	High
2020	Replace Bus #13	RevenueVehicles	\$74,000.00	High
2021	Replace Bus #14	RevenueVehicles	\$74,000.00	High
2022	Replace Bus 15, 16, 17, 18, 19, 20	RevenueVehicles	\$444,042.00	High
2023	Replace Bus 21, 22, 23	RevenueVehicles	\$222,000.00	High

Appendix D: Fleet Replacement Module Output

Total in Current Year \$		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	
Total in Year of Expenditure \$		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	
		2020		2021		2022		2023		2024	
Fleet Type (Year/Make/Model)	Number	Cost in 2019 \$	Number	Cost in 2019 \$	Number	Cost in 2019 \$	Number	Cost in 2019 \$	Number	Cost in 2019 \$	
2013 Ford E450	2										
2015 Ford E450	2										
2016 Ford E450	11										