

*Amarillo City Transit*

*Transit Asset Management Plan*

*December 2019*



## **Acknowledgments**

### ***Amarillo City Transit Administrative Staff***

Marita Wellage-Reiley, Transit Director & Accountable Executive

Chris Quigley, Assistant Transit Director

Chris Foster, Shop Foreman

Brett Lawler, Operations Supervisor

Brianna Mills, Management Analyst

### Revision History

**Agency Name:**

**Accountable Executive:**

**Original Effective Date:**

Last Modified By (Name):	Last Modified (Date):
Brianna Mills, Management Analyst	8/29/18
Brianna Mills, Management Analyst	12/17/19



## Fiscal Year 2019-2020 Performance Measures and Targets Approval

### Performance Measures

Rolling Stock: The percentage of revenue vehicles (by type) that exceed the Useful Life Benchmark (ULB).

Equipment: The percentage of non-revenue service vehicles (by type) that exceed the ULB.

Facilities: The percentage of facilities (by group) that are rated less than 3.0 on the Transit Economic Requirements Model (TERM) Scale.

### Targets

A target is a goal associated with performance that is used to track the progress of capital assets towards achieving a state of good-repair. Targets connect a provider's strategic goals to the actions that the provider will take to reach those goals.

The TAM Final Rule defines a performance target as a quantifiable level of performance or condition, expressed as a value for the measure, to be achieved within a time period required by FTA.

FY 19/20		
	Performance Measure	Target
Rolling Stock	61%	10%
Equipment	75%	38%
Facilities	0%	0%

**Rolling Stock:** For FY 19/20, ACT has set a target of 42%. To reach this target ACT plans to receive 16 new additional buses that have been procured to replace 16 buses that have surpassed their ULB.

**Equipment:** For FY 19/20, ACT has set a target of 38%. To reach this target, ACT plans to replace one maintenance truck and purchase two additional support vehicles.

**Facilities:** For FY 19/20, ACT has set a target of 0%. ACT refurbished its bus wash in FY 18/19 which met its target goal of 0% for this fiscal year. ACT plans for this fiscal year will be to maintain this performance measure to continue to achieve this target.

### Accountable Executive Approval

Signature: 

Date: 12-16-19

## ***Mission***

To provide the Safe, Reliable and Cost Effective Public Transportation services valued by Users, Non-users and Community Leaders.

## ***Introduction***

Amarillo City Transit (ACT) is a small urban local government transit agency within the panhandle of Texas. ACT has a total 67 staff responsible for daily operations. In August of 2018, ACT began the implementation of their Master plan, operating 16 fixed route vehicles and providing service for 12 fixed routes. In addition, ACT began providing a flex route in the medical district. ACT operates a maximum of 8 buses to operate Spec-Trans, their paratransit division. ACT's ADA service area is  $\frac{3}{4}$  of a mile outside of its fixed routes. Public transportation services are available from 6:00 am until 7:00 pm, Monday through Saturday. ACT operates 31 revenue vehicles, almost all of which have a radio, security cameras that record audio and video, a wheelchair lift, two forward facing wheelchair securement areas, similar seating capacity and perimeter seating.

## ***Vision for the TAM Plan***

ACT hopes to achieve an efficient and effective methodology for keeping our assets in a state of good repair, thus providing reliable and efficient service. Also, ACT hopes to maintain vehicles in good working condition at all times minimizing the likely hood of road calls and missed trips. With the utilization of this Transit Asset Management Plan, Amarillo City Transit will have the opportunity to improve its resource allocation methods to ensure sustainability of its assets. This plan will allow for better decision making based upon more quantitative information, while still utilizing a qualitative approach.

Broader goals for the utilization of this plan include to be more cost efficient in the procurement of vehicles and overall improving the fleet to provide an enhanced customer experience. As well as keeping facilities in a constant state of good repair, to provide a suitable environment for customers and overall appearance and view of ACT. Amarillo City Transit would also like to increase productivity while reducing cost and find more innovative ways to achieve future growth and improve stakeholder communication.

## ***TAM Goals and Objectives***

### **Provide quality service**

To provide quality service short term, ACT plans to replace six fixed route buses that have surpassed their useful life benchmark (ULB), replace 10 demand response buses that have surpassed their ULB, replace one maintenance truck that has surpassed its ULB, and purchase one to two support vans. One way the purchase of the new fixed route buses will provide for better service is the elimination of the use of lifts to load wheel chairs, instead there will be a ramp which will minimize the time spent to board wheel chairs and increase safety.

To provide quality service long-term, ACT plans to eventually replace all fixed route cutaways with traditional 35 foot buses. ACT also plans to eventually replace all spec-trans vehicles with smaller low floor buses. The replacement of the maintenance service truck will increase the quality of service provided because it will be a more efficient means to respond to road calls when needed in an effort to keep buses safely in operation, replacing the service truck that has surpassed is ULB. The addition of the support van(s) will aid operations by allowing supervisors a more efficient means to address service issues and replace the support vehicle(s) that have surpassed their ULB.

### **Increase safety**

To increase safety, ACT will improve and increase safety training and awareness. In addition, the purchase of the new traditional buses will enhance safety, because as stated above there will not be any use of lifts, instead ramps will be used. Also, in an effort to continually increase safety, ACT will continue to implement safety best practices throughout the department.

## ***TAMP Elements***

Developing an asset management plan encompasses many of the basic steps in implementing an asset management approach. An asset management plan describes the physical assets that a transit agency owns and/or maintains, their existing condition, the strategy used for investing in those assets, the transit agency's plan for future asset rehabilitation and replacement, and how assets relate to levels and the quality of services that agencies provide. The TAMP covers four years and will be updated at least every two years, or as needed.

The TAMP elements are as follows:

1. An asset inventory for all assets used in the provision of public transportation.
2. A condition assessment of all assets
3. A management approach to preserve and replace assets
4. Investment prioritization to accomplish the management targets.

## ***State of Good Repair (SGR) Standards Policy***

According to 49 CFR Part 625.41, standards for measuring the condition of capital assets: A capital asset is in a state of good repair if it meets the following objective standards:

- (a)** The capital asset is able to perform its designed function;
- (b)** The use of the asset in its current condition does not pose an identified unacceptable safety risk; and
- (c)** The life-cycle investment needs of the asset have been met or recovered, including all scheduled maintenance, rehabilitation, and replacements

ACT's state of good repair policy directly coincides with its mission "to provide the Safe, Reliable and Cost Effective Public Transportation services valued by Users, Non-users and Community Leaders." ACT's state of good repair policy is designed to "set appropriate targets, benchmark progress over time, and provide direction and guidance in the prioritization of capital improvements and maintenance."

Amarillo City Transit is in a SGR if it exhibits the following characteristics:

- Safety: Transit vehicles are well maintained and replaced before their condition deteriorates to the point of presenting a safety risk.
- Quality Transit: Transit vehicles meet customer expectations for comfort and reliability.

In order to carry out this plan it is imperative that everyone do their assigned duties and understand what is expected of them. It is expected that everyone understand the importance and purpose of the Transit Asset Management Plan, and ultimately what is hoped to be achieved in the implementation of it.

### ***SGR Performance Measures & Targets:***

The following are ACT's current performance measures, which is also the minimum standard for transit operators outlined in 49 USC 625 Subpart D:

***Rolling Stock:*** The percentage of revenue vehicles (by type) that exceed the useful life benchmark (ULB).

***Equipment:*** The percentage of non-revenue service vehicles (by type) that exceed the ULB.

***Facilities:*** The percentage of facilities (by group) that are rated less than 3.0 on the Transit Economic Requirements Model (TERM) Scale.

In the future, as ACT continues to grow and develop, ACT will more accurately track the performance of capital assets throughout their entire life cycle by adding performance measures in addition to the minimum required standard.

## SECTION 1: ASSET INVENTORY PORTFOLIO

### Rolling Stock

Rolling stock is defined in the Buy America regulations (49 CFR Part 661.3) as: "transit vehicles such as buses, vans, cars, railcars, locomotives, trolley cars and buses, and ferry boats, as well as vehicles used for support services." ACT does not utilize or operate any third-party rolling stock assets. Circular 5010 – Grant Management Requirements, Chapter IV requires the following data fields to be maintained for each rolling stock and equipment asset acquired with federal funds:

- a) Asset Description
- b) Identification number
- c) Ownership
- d) Source of funding and Percentage of Federal
- e) Acquisition Date
- f) Asset Cost
- g) Location
- h) Use and Condition
- i) Useful Life
- j) Disposition Data

As of FY 19/20, ACT operates a total of 31 buses and is in the process of replacing 6 buses fixed route buses and 10 demand response buses that have surpassed their ULB. The following is the inventory for ACT total fleet of rolling stock:

Asset Class	Asset Name	Make	Model	ID/Serial No.	Asset Owner	Age (Yrs)	Mileage 12/1/19
CU-Cutaway	6951	Eldorado	Aero Elite	1HVBTSKL19H051566	ACT	11	43,351
CU-Cutaway	6952	Eldorado	Aero Elite	1HVBTSKL39H051567	ACT	11	405,825
CU-Cutaway	6954	Eldorado	Aero Elite	1HVBTSKL59H051568	ACT	11	401,323
CU-Cutaway	7233	International	Aero Elite	1HVBTSKL3AH249702	ACT	10	332,378
CU-Cutaway	7236	International	Aero Elite	1HVBTSKL3AH249697	ACT	10	296,718
CU-Cutaway	7237	International	Aero Elite	1HVBTSKLXAH249695	ACT	10	334,755

CU-Cutaway	7238	International	Aero Elite	1HVBTSKL7BH313774	ACT	10	298,348
CU-Cutaway	7239	International	Aero Elite	1HVBTSKL5AH249703	ACT	10	308,132
CU-Cutaway	7241	International	Aero Elite	1HVBTSKL8AH249713	ACT	10	320,578
CU-Cutaway	7242	International	Aero Elite	1HVBTSKL7AH249699	ACT	10	307,607
CU-Cutaway	7243	International	Aero Elite	1HVBTSKL1AH249696	ACT	10	311,960
CU-Cutaway	7244	International	Aero Elite	1HVBTSKL9AH249705	ACT	10	321,457
CU-Cutaway	7246	International	Aero Elite	1HVBTSKL6AH249712	ACT	10	291,568
CU-Cutaway	7247	International	Aero Elite	1HVBTSKL0AH249706	ACT	10	310,728
CU-Cutaway	7248	International	Aero Elite	1HVBTSKL5AH249698	ACT	10	258,168
CU-Cutaway	7249	International	Aero Elite	1HVBTSKL2AH249707	ACT	10	344,600
CU-Cutaway	7250	International	Aero Elite	1HVBTSKL4AH249711	ACT	10	295,928
CU-Cutaway	7251	International	Aero Elite	1HVBTSKL4AH249708	ACT	10	321,266
CU-Cutaway	8427	Champion	Defender	4UZADRDT2HCJA3326	ACT	2	124,356
CU-Cutaway	8428	Champion	Defender	4UZADRDT4HCJA3327	ACT	2	115,450
CU-Cutaway	8429	Champion	Defender	4UZADRDT8HCJA3329	ACT	2	122,120
CU-Cutaway	8430	Champion	Defender	4UZADRDT6HCJA3328	ACT	2	121,102
CU-Cutaway	8431	Champion	Defender	4UZADRDT5HCJA5684	ACT	2	115,389
CU-Cutaway	8432	Champion	Defender	4UZADRDT3HCJA5683	ACT	2	117,032
CU-Cutaway	8433	Champion	Defender	4UZADRDT1HCJA5682	ACT	2	112,216
CU-Cutaway	8434	Champion	Defender	4UZADSDT0HCJB1254	ACT	2	125,939
CU-Cutaway	8435	Champion	Defender	4UZADSDT9HCJB1253	ACT	2	123,374
CU-Cutaway	8436	Champion	Defender	4UZADSDT3HCJB1250	ACT	2	65,870
CU-Cutaway	8437	Champion	Defender	4UZADSDT5HCJB1251	ACT	2	110,097
CU-Cutaway	8438	Champion	Defender	4UZADSDT7HCJB1252	ACT	2	125,909

VAN	8870	Champion	Ford	1FDDE4FSXBDA29587	ACT	8	65,017
-----	------	----------	------	-------------------	-----	---	--------

## Equipment

According to the FTA, equipment is all non-revenue service vehicles or a non-vehicle equipment asset with an acquisition value of \$50,000 or more. Equipment includes non-revenue service vehicles that are primarily used to support maintenance and repair work for a public transportation system, supervisory work, or for the delivery of materials, equipment, or tools. ACT does not utilize or operate any third-party non-revenue service vehicle equipment assets.

### Equipment: Non-Revenue Service Vehicles

ACT operates eight non-revenue service vehicles in its daily operations. In ACT's daily operations, maintenance utilizes four pickup trucks, two half tons and two 1 tons. In addition, ACT operates 4 additional support vehicles. ACT does not own any piece or set of equipment that costs over \$50,000. Circular 5010 – Grant Management Requirements, Chapter IV requires the following data fields to be maintained for each rolling stock and equipment asset acquired with federal funds:

- k) Asset Description
- l) Identification number
- m) Ownership
- n) Source of funding and Percentage of Federal
- o) Acquisition Date
- p) Asset Cost
- q) Location
- r) Use and Condition
- s) Useful Life
- t) Disposition Data

Asset Class	Asset Name	Make	Model	ID/Serial No.	Asset Owner	Age (Yrs)	Mileage 12/1/19
Support Vehicle	7098	Ford	Taurus	1FAHP24W48G185896	ACT	11	102,403
Support Vehicle	7148	Ford	1Ton SB	1FDWF36578EE54429	ACT	11	43,969
Support Vehicle	7313	Ford	Fusion	3FAHPOGA0BR191215	ACT	8	64,091
Support Vehicle	7314	Ford	Fusion	3FAHPOGA2BR191216	ACT	8	64,495
Support Vehicle	7696	Ford	1/2 Ton Truck 4x4	1FTMF1EM5DKE67149	ACT	6	35,334
Support Vehicle	7848	Ford	1/2 Ton Truck 4x4	1FTMF1EM1EKD12440	ACT	5	31,779

Support Vehicle	5929	Ford	1 Ton SB	1FDWF36F6YEB36634	ACT	19	42,127
Support Vehicle	6740	Chevy	1 Ton SB	1GBJC23U96E236415	ACT	13	102,403

## Facilities

Facilities are any structure used in providing public transportation where the Authority owns and has a direct capital responsibility. ACT currently oversees three facilities. One facility includes the administrative offices, maintenance shop, and parking garage. The other facilities include one transfer station and one bus wash. The following required data fields are maintained for each facility asset:

- a) Asset Ownership
- b) Asset Description/Name
- c) Location
- d) Asset Type
- e) Facility Size
- f) Age/Year Built
- g) Reported Condition
- h) Number of Parking Spaces

Asset Class	Asset Name	Address	Asset Owner	Age (Yrs)	Sq Ft	# of Parking Spaces
Transit Offices & Maintenance Facility	Transit Offices & Maintenance Facility	801 S.E. 23rd Ave., Amarillo, TX 79105	ACT	38	30,620	17
Transfer Station	Transfer Station	219 S. Fillmore St., Amarillo, TX 79101	ACT	17	1,290	n/a
Bus Wash	Bus Wash	800 S.E. 23rd Ave., Amarillo, TX 79105	ACT	41	1,170	n/a

## SECTION 2: ASSET CONDITION ASSESSMENT

The condition assessment is a systematic process of inspecting and evaluating the visual and/or measured condition of your assets. A well-established condition assessment process can help predict failure, identify unacceptable safety risks, initiate an evaluation of their root causes, and integrate directly with proactive planning for the investments required to maintain good performance on your most critical assets.

In an effort to be sufficiently detailed to monitor performance and plan capital investments appropriately, ACT assesses the condition of its assets annually.

### Rolling Stock

Rolling stock condition assessments are conducted annually. Currently condition is solely based upon the vehicle ULB. The following table is a list of all rolling stock ACT owns and is responsible for. At the time of this writing ACT owns and operates a total of 31 rolling stock (revenue vehicles), of which 61% (19 vehicles) have met or surpassed their ULB.

Asset Class	Asset Name	ID/Serial No.	Age (Yrs)	Replacement Cost/Value	Useful Life Benchmark (Yrs)	Past Useful Life Benchmark
CU-Cutaway	6951	1HVBTSKL19H051566	11	\$350,000.00	10	Yes
CU-Cutaway	6952	1HVBTSKL39H051567	11	\$350,000.00	10	Yes
CU-Cutaway	6954	1HVBTSKL59H051568	11	\$350,000.00	10	Yes
CU-Cutaway	7233	1HVBTSKL3AH249702	10	\$350,000.00	10	Yes
CU-Cutaway	7236	1HVBTSKL3AH249697	10	\$350,000.00	10	Yes
CU-Cutaway	7237	1HVBTSKLXAH249695	10	\$350,000.00	10	Yes
CU-Cutaway	7238	1HVBTSKL7BH313774	10	\$350,000.00	10	Yes
CU-Cutaway	7239	1HVBTSKL5AH249703	10	\$350,000.00	10	Yes
CU-Cutaway	7241	1HVBTSKL8AH249713	10	\$350,000.00	10	Yes
CU-Cutaway	7242	1HVBTSKL7AH249699	10	\$350,000.00	10	Yes
CU-Cutaway	7243	1HVBTSKL1AH249696	10	\$350,000.00	10	Yes
CU-Cutaway	7244	1HVBTSKL9AH249705	10	\$350,000.00	10	Yes
CU-Cutaway	7246	1HVBTSKL6AH249712	10	\$350,000.00	10	Yes
CU-Cutaway	7247	1HVBTSKL0AH249706	10	\$350,000.00	10	Yes

CU-Cutaway	7248	1HVBTSKL5AH249698	10	\$350,000.00	10	Yes
CU-Cutaway	7249	1HVBTSKL2AH249707	10	\$350,000.00	10	Yes
CU-Cutaway	7250	1HVBTSKL4AH249711	10	\$350,000.00	10	Yes
CU-Cutaway	7251	1HVBTSKL4AH249708	10	\$350,000.00	10	Yes
CU-Cutaway	8427	4UZADRDT2HCJA3326	2	\$350,000.00	10	No
CU-Cutaway	8428	4UZADRDT4HCJA3327	2	\$350,000.00	10	No
CU-Cutaway	8429	4UZADRDT8HCJA3329	2	\$350,000.00	10	No
CU-Cutaway	8430	4UZADRDT6HCJA3328	2	\$350,000.00	10	No
CU-Cutaway	8431	4UZADRDT5HCJA5684	2	\$350,000.00	10	No
CU-Cutaway	8432	4UZADRDT3HCJA5683	2	\$350,000.00	10	No
CU-Cutaway	8433	4UZADRDT1HCJA5682	2	\$350,000.00	10	No
CU-Cutaway	8434	4UZADSDT0HCJB1254	2	\$350,000.00	10	No
CU-Cutaway	8435	4UZADSDT9HCJB1253	2	\$350,000.00	10	No
CU-Cutaway	8436	4UZADSDT3HCJB1250	2	\$350,000.00	10	No
CU-Cutaway	8437	4UZADSDT5HCJB1251	2	\$350,000.00	10	No
CU-Cutaway	8438	4UZADSDT7HCJB1252	2	\$350,000.00	10	No
VAN	8870	1FD4E4FSXBDA29587	8	\$350,000.00	8	Yes

## Equipment

Equipment condition assessments are conducted annually. ACT does not own or have direct capital responsibility for any equipment which acquisition value more than \$50,000, but ACT does own non-revenue service vehicles.

Currently condition is solely based upon the vehicle ULB. The following table is a list of all equipment ACT owns and is responsible for. At the time of this writing ACT owns a total of 8 vehicles, of which 75% (6 vehicles) has surpassed their ULB.

Asset Class	Asset Name	ID/Serial No.	Age (Yrs)	Replacement Cost/Value	Useful Life Benchmark (Yrs)	Past Useful Life Benchmark
Support Vehicle	7098	1FAHP24W48G185896	11	\$16,500.00	8	Yes
Support Vehicle	7148	1FDWF36578EE54429	11	\$23,500.00	8	Yes
Support Vehicle	7313	3FAHPOGA0BR191215	8	\$30,000.00	8	Yes
Support Vehicle	7314	3FAHP0GA2BR191216	8	\$30,000.00	8	Yes
Support Vehicle	7696	1FTMF1EM5DKE67149	6	\$19,000.00	8	No
Support Vehicle	7848	1FTMF1EM1EKD12440	5	\$19,500.00	8	No
Support Vehicle	5929	1FDWF36F6YEB36634	19	\$30,000.00	8	Yes
Support Vehicle	6740	1GBJC23U96E236415	13	\$30,000.00	8	Yes

## Facilities

Facility condition assessments are conducted annually. ACT has direct capital responsibility for three facilities: Transit Offices & Maintenance Facility, Transfer Station, and Bus Wash.

Asset Class	Asset Name	Age (Yrs)	TERM Scale Condition
Transit Offices & Maintenance Facility	Transit Offices & Maintenance Facility	40	4
Transfer Station	Transfer Station	16	3
Bus Wash	Bus Wash	40	4

When conducting a facility assessment the *TAM Facility Performance Measure Reporting Guidebook: Condition Assessment Calculation* is used as guidance. Attachment A, (from this guidance), *Appendix B: Condition Rating Descriptions* should be used for reference when rating under the TERM scale. Facility condition assessment should be conducted annually in August or September, according to the following steps:

1. Identify facility rating levels
2. Conduct assessment – TERM scale
3. Aggregate results
4. Calculate performance measures using the Median Value Method
5. Document and report the condition assessments

See Appendix A for the form that will be used for each facility condition assessment annually.

The following is the TERM scale, per FTA that will be used:

<b>TERM Rating</b>	<b>Description</b>
Excellent	New construction, no visible defects.
Good	Minor improvement or superficial repairs needed, can be addressed through routine maintenance. No significant visible damage such as cracking, spalling, sagging, rust, or shifting.
Adequate	Needs some repair. There may be surface cracking, rust, shifting, and spalling on elements. Insulation or drainage may need maintenance. Substructure is cosmetically "fair", and functioning as designed; within useful life.
Marginal	Elements need extensive repair at a minimum. They show signs of significant cracking, sagging, rust, shifting, and spalling / decay. Significant insulation or drainage issues may be present. There are no apparent safety issues, however. Elements are functional but have exceeded their useful lives.
Poor	Elements show critical defects affecting function, health, or safety. They are visibly in poor condition. They cannot be repaired; must be replaced. They have exceeded their useful life and warrant structural review.

Once all levels are rated the results should be aggregated using the median value. The condition rating of each level must be determined, and then the TERM scores should be sorted in ascending order. When there is an odd number of a value, the median is the value that falls in the middle of the list. When there is an even number of values, choose the lower of the two middle values since that is the condition rating that at least 50% are at or below.

For instance, if 50% of the secondary level have a TERM rating of 2, 30% have a TERM rating of 3, and 20% have a TERM rating of 4, then the aggregated rating would be 2, as over half of the secondary level have a rating of 2 or less. Note that the median in this case is not an average, or mean value, meaning that you do not take the individual value of each number into account.

Once results are formulated it should be documented and ready to be reported accordingly.

## SECTION 3: Management Approach

### Decision Support:

Process/Tool	Brief Description
Performance Measures/Targets (Appendix B)	Each year performance measures are used to gage the current state of assets and then from this planning for the fiscal year goes into developing appropriate and feasible targets to maintain a state of good repair of the assets.
Inventory List	ACT has an inventory list of all rolling stock, equipment, and facilities that is updated as needed with new information such as acquisitions, disposals, and conditions.
Annual Budget	ACT's performance measures/targets are included in the budget process, which is approved by city council.

### Investment Prioritization Process:

Amarillo City Transit will take in to consideration each year the conditions of the assets, evaluate the needs of the organizations, and prioritize with emphasis on keeping assets in a state of good repair. ACT will continue to emphasize the importance of providing a safe and efficient transit system. ACT will continue to evaluate its cost allocation process from year to year to compare asset needs versus capital funding available. This transit asset management plan will allow Amarillo City Transit to implement new strategies and asset training techniques that can alleviate conflict between need versus availability.

### Risk Management:

Risk	Mitigation Strategy
Loss of significant amounts of federal funds	Decrease dependence on federal funds for capital
Rolling Stock Failure	Replace buses and improve preventative maintenance measures and procedures

**Maintenance Strategy:**

<b>Asset Category/Class</b>	<b>Maintenance Activity</b>	<b>Frequency</b>	<b>Avg. Duration (Hrs)</b>	<b>Cost</b>
Buses	Service	7,500 – 15,000 miles	2-3 hours	\$260
Buses	PM	25,000 miles	4 hours	\$433-637
Vehicles	Service	5,000 miles	1 hour	\$76
Facilities	Inspection	Annually	1-2 hours	n/a

**How does your agency address unplanned maintenance needs?**

When an issue arises ACT tries to first diagnose the issue as soon as possible. Once the issue has been determined, ACT then takes the necessary steps to solve the issue. For example, if a bus breaks down ACT brings it in to the shop to diagnose the problem, if possible. If the issue is determined ACT then takes the next step, which would be purchasing a part or taking some other type of action, like outsourcing if necessary.

**Overhaul Strategy:**

Currently, due to current funding constraints an overhaul is only done when one must be done. For example, the only way to keep bus in service is to do an overhaul. When it is determined that a vehicle's engine needs to be replaced, ACT performs engine replacements of vehicles to extend its life and keep it in operation, until it can be replaced.

In the future, with the implementation of this plan, ACT hopes to set measures in place to help better determine when we should conduct an overhaul, such as when to do mini, mid-life, and major overhauls.

**Disposal Strategy:**

Once a vehicle has exceeded its useful life, no longer in SGR, and no longer efficient, ACT goes through the City of Amarillo Purchasing department for the disposal of these assets. Purchasing sends ACT a disposal form, which is a list of the items that need to be disposed. Then ACT sends this form back the Purchasing for their approval. After they approve, Purchasing informs ACT when and where the asset will be disposed.

**Acquisition and Renewal Strategy:**

Once the need is determined and funding is available then the procurement process is initiated. Generally the life cycle and condition of an asset is used as a guide of when to plan to dispose of an asset. This gives a general idea of when to plan for the replacement of an asset.

<b>Asset Category/Class</b>	<b>Acquisition and Renewal Strategy</b>
All cutaways	ACT plans to eventually replace all fixed route cutaways with traditional 35' buses. As well as replace all spec-trans vehicles with more smaller and accommodating buses for this type of service.
Service vehicles	ACT plans to replace one maintenance truck in the near future and replace one to two service vehicles as well.

**SECTION 5: Investment Prioritization**

**Proposed Investments:**

<b>Project Year</b>	<b>Project Name</b>	<b>Asset/Asset Class</b>	<b>Cost</b>	<b>Priority</b>
2019-2020	6 Gillig Low Floor Bus Acquisition	Gillig 35' Bus	Approx - \$2,680,000	High
2019-2020	10 Champion LF Buses Acquisition	Champion LF Bus	Approx - \$1,395,000	High
2019-2020	1 maintenance support truck	½ Ton 4x4 Ford	Approx - \$45,000	Medium
2019-2020	2 support vans	Van	Approx - \$70,000	Medium

**Appendix A**

Facility Condition Assessment					
Facility Name					
Date:					
Inspector 1:					
Inspector 2:					
Component	Sub-components	1-5 Rating			1-5 Rating
Substructure	Foundation		Fire Protection	Sprinklers	
	Basement			Standpipes	
Shell	Superstructure		Electrical	Hydrants	
	Roof			Distribution	
	Exterior			Wiring	
	Shell appurtenances			Communications	
Interiors	Partitions		Equipment	Other	
	Stairs		Site	Roadways/driveways	
	Finishes			Signage	
Conveyance	Elevators			Parking Lots	
	Escalators			Pedestrian Areas	
	Lifts			Fences/Walls	
Plumbing	Fixtures			Landscaping	
	Water Distribution		Site Utilities		
	Sanitary Waste				
	Rain water drainage				
HVAC	Energy supply				
	Generation/distribution				
	Controls				
	Chimneys/vents				

Does any portion of the facility pose an immediate safety risk?

If yes, please describe the risk and attach photos of the risk?

Write any additional comments about the facility.