

# TARC BOARD OF DIRECTORS MEETING



## Meeting Notice:

Pursuant to KRS 96.A, the TARC Board of Directors is to meet monthly. The next meeting will be held at:

**TARC's Headquarters, Board Room  
1000 W. Broadway, Louisville, KY 40203**

**Wednesday, February 26, 2025 at 9:00 a.m.**

This meeting is also being held via teleconference as permitted by KRS 61.826. Pursuant to KRS 61.810, the Board of Directors may enter into Closed Session, but shall not take any action in a Closed Session.

Members of the public and/or TARC staff may watch a livestream of the meeting by going to [www.facebook.com/ridetarc](http://www.facebook.com/ridetarc); the livestream will be at the top of the page; No Facebook account is needed.

Pursuant to the Americans with Disabilities Act, persons with a disability may request a reasonable accommodation for assistance with the meeting or meeting materials. Please contact Stephanie Isaacs at 502.561.5103. Requests made as early as possible will allow time to arrange accommodation.

Any person may provide a public comment in the chat feature at [www.facebook.com/ridetarc](http://www.facebook.com/ridetarc) at any time during a Board meeting which will be read into the record of the Board minutes. Please include your name in the chat. In addition, Ms. Isaacs will accept public comments that are provided to her by 12:00 PM the day before the next regularly scheduled meeting of the Board via email at [sisaacs@ridetarc.org](mailto:sisaacs@ridetarc.org).

If you would like speak at the Meeting, please contact Stephanie Isaacs at (502) 561-5103 to sign up or send an email to [sisaacs@ridetarc.org](mailto:sisaacs@ridetarc.org).

## Guidelines to speak before the TARC Board of Directors:

- a) Only ten (10) residents of TARC's service area per Board meeting will be allowed to speak; if less than ten (10), then the TARC Board Chair may allow a non-resident of Metro Louisville to fill a vacant slot;
- b) Speakers shall be restricted to a maximum of three (3) minutes each and may not share these minutes with any other speaker; however, persons with medically recognized disabilities who are entitled to a reasonable accommodation under the Americans with Disabilities Act (ADA) shall be given an additional minute to speak;

*.....continued.....*

## TARC BOARD OF DIRECTORS MEETING



- c) In order to speak in person at a regularly scheduled TARC Board meeting:
  - i. a speaker must register with Stephanie Isaacs as indicated above.
  - ii. the period to register begins at the conclusion of the prior regularly scheduled Board meeting and ends at 12:00 PM the day before the next regularly scheduled meeting in which the person intends to speak.
  - iii. persons registering may leave their name/alias and address, and shall notify Ms. Isaacs of the topic in which they will speak.
  - iv. no more than three (3) persons may speak with the same position on any one topic before the Board at any meeting (i.e., six (6) persons can speak on one topic before the Board at a particular meeting, three (3) in support and three (3) against);
- d) Any materials presented to the Board may be forwarded prior to or following all Board gatherings to Ms. Isaacs for dissemination purposes;
- e) Speakers before the entire Board are not allowed to use props, displays, or any other objects during their presentations. However, informational handouts may be given to Ms. Isaacs and distributed in accordance with (d) above;
- f) Persons within the audience are allowed to have signs in the Board room that are no larger than 8 ½ x 11 inches. However, such signs may not be attached to any sort of stick and must be displayed in a manner that does not inhibit others from viewing the Board meeting; and
- g) Speakers may not engage in electioneering nor the endorsement or promotion of any commercial product or service.

# TARC BOARD OF DIRECTORS MEETING



## Agenda – February 26, 2025

1.	Quorum Call/Call to Order/Meeting Minutes	Ted Smith, Chair	9:00
	A. Approval of January Meeting Minutes	Board of Directors	9:00-9:05
2.	Public Comments	Pat Mulvihill	9:05-9:15
3.	Board Chair's Report	Ted Smith	9:15-9:20
4.	Finance Committee Report	Alice Houston	9:20-9:40
	Action Items		
	A. Resolution 2025 -3 FMO Policy 2025 Financial Management Policies Procedures 2025	Matt Abner	
	B. Resolution 2025-4 Technology Products and Consulting Services	Joe Triplett	
	C. Resolution 2025-5 Construction Engineering and Inspection Services	Chris Ward	
	D. Resolution 2025-6 Maintenance Mechanic and Custodian Uniform Rental	William Harris	
5.	Operations Committee Report	Alice Houston	9:40-9:45
6.	Executive Director's Report	Ozzy Gibson	9:45-9:50
7.	Staff Reports and Presentation		9:50-10:20
	A. Financial Statements for January 2025	Matt Abner	
	B. Review overall Procurement Calendar for year	Tonya Day	
	C. TARC 2025 Update	Aida Copic & Alex Posorske	
	D. Monthly Performance Report	Rob Stephens	
	E. Update on Title VI for Board Meeting	Aida Copic & Ozzy Gibson Michelle Poyourow-Jarrett Walker	
8.	Board Members Open Discussion		10:20-10:30
9.	Adjournment	Ted Smith	10:30

# TARC BOARD OF DIRECTORS MEETING



## January 22, 2025 Board Meeting Minutes

The Board of Directors of Transit Authority of River City (TARC) met on January 22, 2025 at 9:00 a.m. in person at TARC, 1000 W. Broadway in the Board Room and virtually via teleconference as permitted by KRS 61.826.

### Board Members Present

#### **In Person**

Ted Smith  
Alice Houston  
Abbie Gilbert

#### **Virtual**

DuWayne Gant  
Justin Brown  
Michael Schnuerle

#### **Declined**

Steve Miller  
Christy Ames

### Meeting Called to Order

Ted Smith called meeting to order at 9:00 a.m.

### Quorum Call

December Board Meeting Minutes approved.

### Public Comment

- No Public Comments.

### Special Reports

Ted Smith presented the Board Chair Report.

- Executive Committee met on January 6, 2025; no actions were taken.
- Busy months ahead concerning budget planning.

Michael Schnuerle presented the Finance Committee Report.

- All of the Resolutions presented have been moved to today's Board Meeting for consideration.

### Action Items

Tim Mackintosh presented Resolution 2025-01 Construction of Bus Fleet Charging Infrastructure.

- TARC has received funding awards to purchase up to sixteen (16) extended-range electric buses depending on final pricing and options.
- TARC has funds available from grant KY-2024-006 FFY 2022 Bus & Bus Facilities Discretionary and multiple years of 5307 & 5339 formula grants to make needed structural and electrical improvements to the facility and to install the charging equipment that has been ordered from Gillig.

# TARC BOARD OF DIRECTORS MEETING



- Two (2) responsive proposals were received from D.F. Osborne Construction, Inc., and Martin Construction Company.
- An evaluation committee comprised of knowledgeable TARC staff from relevant departments reviewed and scored each of the proposals.
- The evaluation team determined that the significant and consistent scoring margin between the two proposals supported award without the optional step – 2 interview process.
- The evaluation committee unanimously recommends an award to D.F. Osborne Construction, Inc. as the best value, which had been deemed fair and reasonable for TARC.
- TARC seeks to enter into a contract with D.F. Osborne Construction, Inc. for construction of bus fleet charging infrastructure and related improvements at a cost not to exceed \$3,250,000.

The motion was duly moved for approval by Abbie Gilbert. The motion was seconded by Justin Brown. The Board of Directors unanimously adopted the resolution.

Matt Abner presented Resolution 2025-02 Line of Credit Renewal.

- TARC relies on formula funding from the federal government to reimburse eligible operating expenses each year.
- For the last several years, federal funding has been unpredictable and TARC is sometimes faced with uncertainty on when we can receive or accrue for these funds.
- Delayed funding puts a strain on cash flow and while TARC continues to work very hard to manage cash flow efficiently and effectively, TARC needs to be prepared for any unforeseen disruptions to our business processes.
- To reduce the likelihood of unforeseen disruptions, TARC has sought to maintain a line of credit with their provider of Banking Services, Fifth Third Bank.
- This line of credit was originally made available to TARC in 2009 and has continued to be renewed, with the current line of credit of \$4,000,000 set to expire at the end of January 2025. TARC strives to only use this funding in the event of emergencies once all other funding options have been exhausted. TARC has only drawn on the line of credit once since 2009.

The motion was duly moved for approval by Ted Smith. The motion was seconded by Justin Brown. The Board of Directors unanimously adopted the resolution.

Alice Houston presented the Operations Committee Report.

- Operations report is ready to be presented.
- Next month the committee will be discussing the snow impact on TARC.

# TARC BOARD OF DIRECTORS MEETING



## Presentations

### Executive Director's Report

Ozzy Gibson presented the Executive Committee Report.

- TARC has successfully submitted the names of 68 trained drivers with 3 alternates for JCPS.
- HB 135 State Rep Jared Baumann agreed to bring the bill to escalate coach operators assault to a felony forward.
- PARC and TARC have signed a MOU to help training our road supervisors to cite illegal parking in the bus lanes around town.
- Very pleased with everyone's handling of the snow and the working of hours beyond what is normal.
- Exploring snow removal at the frequently used bus stops and shelters.
- Rob is reaching out to other cities for best practices of snow removal from bus stops.
- Letter to all employees later this week to wrap up last year and the direction for 2025 with the main focus being reliable, safe, efficient, and deliver world class customer service.

Matt Abner presented the Financial Statements for December 2024.

Justin Brown asked for clarification regarding the decline in advertising revenue and ad space.

Alex Posorske answered, "The contract with Asdposure has just started, I can have the numbers for you to review in the next committee meeting."

Tonya Day presented the Procurement calendar for the year.

Alex Posorske presented an update of TARC 2025.

- Three proposals and two JCPS proposals.
- March through April going to the public.
- Final plans expected in the summer.
- The major overhaul is estimated to be between July and August of 2026.
- Possible work session with the media and key stakeholders to ensure understanding.
- The Board emphasized the need to communicate with the Metro Council Members and the Mayor before the plan is shared with the public.

Rob Stephens presented the Monthly Department Operations Overall Report.

Michael Schnuerle presented that Marketing added the PDF version of the ADA Complaint form to the TARC Website making it easier to fill out an online form. He gave a "shout out" to Jamie Monk for the quick turnaround to add this important form to the site.

Ted Smith made a motion to adjourn at 10:10p.m. This motion was seconded by Abbie Gilbert and approved by the Board.

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Ted Smith, Chair of the TARC Board of Directors

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Date



# MEMORANDUM

**To:** TARC Board of Directors  
**From:** Ozzy Gibson, Executive Director  
**Date:** February 26, 2025  
**Re:** Resolution 2025 – 3 Updating Financial Management Oversight (FMO) Policy

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In 2018, the Federal Transit Administration undertook a Financial Management Oversight (FMO) Review at TARC. The FMO is within FTA’s purview and did not arise from a prior finding or documented issue. The FMO can be undertaken after a particular project, or to follow up on a finding, to explore an issue from an FTA Comprehensive Review or “triennial” review, or agencies may be selected at random. In November 2020, FTA requested a follow up from the 2018 process; this FMO review concluded in September 2021.

As part of the review, the FMO found that TARC’s Financial Management Policy needed to be amended to clarify job titles and responsibilities. Accordingly, TARC amended the policy to make clarifications of job titles and responsibilities. TARC continues to review this policy annually to ensure job titles and responsibilities accurately reflect TARC’s business processes and organizational structure especially those of the Chief Financial & Administrative Officer and the Director of Finance. This draft policy along with a redline version, highlighting such revisions, is attached for your review.

This resolution requests the Board adopt the changes made to this Financial Management Policy via resolution so that TARC’s business practices are accurately referenced and so that TARC remains compliant with the recommendation from the FMO review.

Please call me at 561-5100 if you have any questions. Thank you.



## **RESOLUTION 2025-3 UPDATING FINANCIAL MANAGEMENT OVERSIGHT (FMO) POLICY**

This resolution requests the Board adopt the changes made to this Financial Management Policy via resolution so that TARC's business practices are accurately referenced and so that TARC remains compliant with the recommendation from the FMO review.

**WHEREAS**, a follow up FMO was conducted beginning January 2021; and

**WHEREAS**, the FMO was completed in September 2021; and

**WHEREAS**, TARC reviews the Financial Management Policy annually to clarify job titles and responsibilities and update business processes to reflect current practices; and

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Transit Authority of River City that:

The updated Financial Management Policy is hereby adopted to make clarifications as recommended by the FMO and to reflect current business practices.

**ADOPTED THIS 26th DAY OF FEBRUARY 2025**

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**Ted Smith, Chair of the TARC Board of Directors**



**TRANSIT AUTHORITY OF RIVER CITY  
FINANCIAL MANAGEMENT POLICY**



<b>Name of Entity That Drafted This Policy</b>	<del>Tonya Carter, Chief Financial Officer</del> <u>Matthew Abner, Director of Finance</u>	
<b>Signature of the Executive Director</b>	<b>Signature of Accountable Executive</b>	<b>Date of Signature</b>
<b>Approval by the Board of Directors or an Equivalent Authority</b>	<b>Name of Individual/Entity That Approved This Plan</b>	<b>Date of Approval</b>
	<b>Relevant Documentation (Title and Location)</b>	
<b>Certification of Compliance</b>	<b>Name of Individual/Entity That Certified This Plan</b>	<b>Date of Certification</b>
	<b>Relevant Documentation (Title and Location)</b>	

<b>Version Number and Updates</b>			
<b>Version Number</b>	<b>Section/Pages Affected</b>	<b>Reason for Change</b>	<b>Date Issued</b>
1		Agency Wide policy	2018
2		Revision of Job Titles	2021
3	4.7	Updated Check Printing Procedures	2023
<u>4</u>		<u>Revision of Job Titles</u>	<u>2025</u>

## 1.0 Purpose:

- 1.1 The purpose of these policies is to establish guidelines for making financial decisions, reporting the financial status of the Agency and managing the Agency's funds.

## 2.0 Scope

- 2.1 The Chief Financial & Administrative Officer (CFAO) with oversight from the Executive Director has responsibility of day-to-day operations for managing agency funds, ensuring accuracy of accounting records, internal controls, financial objectives and policies, financial statement preparation, and bank reconciliation review and approval.
- 2.2 Various accounting staff in the finance department are responsible for preparation of the chart of accounts, reporting formats, accounts payable/receivable processing, incoming cash processing, sales to corporate accounts, payroll input and payroll processing, cash receipts input, journal entries for general ledger, form 1099 reporting, sales tax reporting, National Transit Database reporting, Federal, State and Metro reporting, APTA reporting, analyzing balance sheet accounts and bank reconciliations.
- 2.3 The Board reviews finances at monthly Board meetings with the exception of year end audited financials which are presented to the Board by the current audit firm. This responsibility is shared through delegation with the Executive Director, Chief Operating Officer (COO), and the CFAO.

## 3.0 Responsibility

- 3.1 The Executive Director acts as the primary fiscal agent with the COO and CFAO as designated alternate, implementing all financial policies and procedures. The Executive Director with the oversight of the Board of Directors is responsible for the coordination of the following: Annual budget presentation, management of funds, selection of the outside auditors, approving revenue and expenditures objectives in accordance with the Board approved long-term plans.
- 3.2 The Chief Financial & Administrative Officer is responsible for making sure the monthly financial statements are in a format approved by the Executive Director and Board. The Director of Finance CFO will present the financial statements monthly to the CFAO Executive Director and COO for review and

approval. Once approved, the Director of Finance~~CFO~~ will present the monthly financial statements to the Finance Committee and Board of Directors during the monthly meeting.

- 3.3 Each Department Director works with the Director of Finance and/or CFAO on developing budgets for their department. Each department head will meet with the Executive Director,~~COO~~ and/or the CFAO to go over their budget. After the departmental meetings the draft budget is presented to the Finance Committee of the Board (Finance Committee) at its March meeting. The proposed budget is then reviewed by the Finance Committee before presentation to the full Board for its consideration and approval at the April meeting. Following Board approval, the budget is submitted to Metro Government for its consideration and approval no later than May 1<sup>st</sup>.
- 3.4 The Board of Directors is responsible for the establishment of financial policies and for reviewing operations and activities on a periodic basis.
- 3.5 Conflict of Interest: Members of the Board of Directors and the Management Team are prohibited from activities that may present conflicts of interest. Each year the Board of Directors and the Management Team must complete conflict of interest statements which are managed by the Procurement Department. Additionally, for solicitations requiring an evaluation committee, the Procurement Department requires all pertinent staff to sign a conflict of interest statement that is solicitation specific.

## **4.0 Process**

### **4.1 Budget Process:**

- 4.1.1 The process starts in December with a Management Team meeting. The team is given the budget schedule that is approved by the Executive Director. The budget schedule shall be prepared in order to confidently meet Metro Government's May 1<sup>st</sup> submittal deadline.
- 4.1.2 The first draft will typically recognize a gap between expected revenues and expenditures. Board members shall have sufficient time to ask questions and discuss options to address the gap. After any adjustments are made the Executive Director presents the final draft for approval to send to Metro Government. The executive branch of Metro Government presents the annual budget to the legislative branch of Metro Government, Metro Council, in May and the budget is adopted in June.

The Agency's budget is presented along with Metro's budget to the Metro Council for its consideration and approval.

**4.2 Financial Statements:**

- 4.2.1 The Agency's financial statements shall be prepared on an accrual basis in accordance with Generally Accepted Accounting Principles (GAAP)
- 4.2.2 Financial statements will be presented at monthly Finance Committee meetings and Board meetings.

**4.3 Mass Transit Trust Fund:**

- 4.3.1 The MTTF year-end balance must allow for two months of operating expenses. Board approval is required to take the balance below the minimum. If the fund balance falls below this minimum, the Executive Director, COO, CFAO and Board shall develop a plan and budget for rebuilding the fund.

**4.4 Audit & Reviews:**

- 4.4.1 An independent financial audit shall be done at the end of each fiscal year, which is June 30<sup>th</sup>. The audit must be completed and submitted to Metro Government by October 1<sup>st</sup> with any additional reporting requirements. The Executive Director and CFAO shall have direct responsibility to oversee the implementation of the Annual Financial Audit. Once completed, the Auditors shall present the draft audited financials to the Board during the monthly Board meeting. The Board shall approve the draft, which is then sent to Metro Government.
- 4.4.2 The Agency has the following audits & reviews:
  - Annual Operational Audit
  - Annual Pension Audit
  - Annual Workers Compensation Reserves Audit
  - Special Purpose Government Entity (SPGE) – State review
  - Internal Audits
  - Triannual Review (FTA) conducted every 3 years
  - Financial Management Oversight review (FMO)
  - Drug & Alcohol Program review (FTA)
  - Office of Inspector General review (OIG)

- 4.4.3 Region four of the Federal Transit Authority and the Office of Inspector General may require a review at any time.

**4.5 Revenue and Income Procedures:**

- 4.5.1 The Executive Director, COO, Director of Capital and Facilities, and CFAO develop and propose revenue goals and objectives for the annual budget.
- 4.5.2 Revenue must be recorded in the appropriate revenue lines as presented in the annual budget and coded to the appropriate account as designated in the chart of accounts.

**4.6 Recording Receipts:**

- 4.6.1 All incoming cash is to be placed in the safe. The ~~Fare Media Coordinator~~ Revenue Coordinator or designee processes all deposits and forwards to the ~~Accounting Assistant~~ Accounts Payable Specialist for verification. The in-house courier takes all cash deposits to the bank in a secure locked bank bag. Check deposits are processed in house using on site scanners to be electronically submitted to the bank. The ~~Fare Media Revenue~~ Coordinator will scan the checks while the ~~Assistant Director of Finance~~ Director of Finance or designee will review the deposits and transmit to the bank upon approval. Only the ~~Accounting Assistant~~ Accounts Payable Specialist has the key for the bank bags. Once the deposits are returned they are verified by the ~~Accounting Assistant~~ Accounts Payable Specialist or designee for the deposit amounts to be entered onto the cash log spreadsheet. Then the ~~Fare Media Revenue~~ Coordinator codes the cash logs under the correct general ledger number. At the end of the month the cash log spreadsheet is verified by the ~~Assistant Director of Finance~~ Fare Media Specialist or designee who enters the entry into the general ledger to record the transactions. Several entries are created from the cash log spreadsheet. All accounts receivables must be entered into the accounts receivable module as cash receipts including incoming grant cash.

**4.7 Expenditures Procedures:**

- 4.7.1 All expenditures shall be approved either by the Department Director, COO, CFAO, Executive Director or the Board depending on the amount of the purchase. Please refer to the Board and FTA approved procurement manual.

- 4.7.2 All expenditures shall be coded by the account number using the chart of accounts. The Accounts Payable Specialist maintains the accounting records including check register and pay packets.
- 4.7.3 After invoices are approved, the Accounts Payable Specialist or designee will process a check run at least once a week for operational expenses. Pay packets are matched with the checks that are then taken to the Executive Director or designee for the first signature. The second signature must be from the CFO or ~~designee~~Director of Finance. The check register must accompany the checks presented for signature. Once both signatures are on the checks and all checks have been accounted for, they are given back to the Accounts Payable Specialist to prepare for mailing. Once mailed, pay packets are filed by vendor name. Grant checks are cut typically twice a month and follow almost the same process except that pay packets are given back to the Accounting Manager for filing.
- 4.7.4 Accounts Payable may elect to pay invoices thru an electronic payment module called Expert AP. This option was approved by the Board of Directors in Resolution 2021-08 Amendment No. 1. After invoices are approved, Accounts Payable or designee will process a check run at least once a week for operational expenses. This run will generate a file rather than physical checks that will be uploaded to the Expert AP portal for payment. Pay packets and the check register is provided to the ~~CFO~~Director of Finance or designee to review and approve. Upon approval, the ~~Director of Finance~~CFO or designee will approve each payment in the Expert AP portal releasing it for payment. Payment details and images are generated for each pay packet and given to Accounts Payable for filing.

**4.8 Signature Policy:**

- 4.8.1 The Executive Director or designee signs all contracts and commitments based on the authority given by the Board. Checks printed by the Agency require one signature from the Executive Director or designee and one signature from the CFO or ~~Director of Finance~~designee. The Board approves all signatories on TARC bank accountants.

**4.9 Compensation and Payroll:**

- 4.9.1 Payroll is processed weekly and pay day is on Thursday, although holidays may alter normal processes. ~~There are two payroll team members; one processes Administration & Maintenance personnel; the other processes all Transportation personnel.~~ Department Directors are responsible for approving their payroll and monitoring their expenses to budget. The Payroll Team verifies and makes corrections by communicating to the Department Director or their designee before sending to TARC's payroll process contractor.
- 4.9.2 Direct deposits and Wisely pay cards are processed and received by employees typically on Thursday unless a holiday falls on the pay day, then pay will fall on a Wednesday.
- 4.9.3 Monthly payroll expenses shall be verified against reports and reconciled with the checking account reports to ensure any employee withholdings withheld are paid to the proper party within the month.
- 4.9.4 The Executive Director's compensation shall be determined by the Board. The salaries of all other employees shall be determined by the Director of Human Resources or Union Contract and approved by the Executive Director or CFAOO.

**4.10 Local Travel and Expense Reimbursements:**

- 4.10.1 All employees must abide by the Agency's Travel and Expense policy. Travel and expense reports will be submitted to Finance for review. Approved expense reports shall be forwarded to the Executive Office for Executive Director signature. The Chair of the Board will approve the Executive Director and Board member expense reports. Travel reimbursement shall not be above the IRS Guidelines.

**4.11 Credit Card Expenditures:**

- 4.11.1 Credit card purchases should follow the procurement guidelines. Only Procurement and Finance have credit cards. Finance monitors the use of the corporate card and reconciles the bill. The corporate card is in the CFAO's name and may only be used for travel, emergency purchases and purchases that can't be made using other payment methods available to TARC. A request form must be submitted and approved before the corporate card can be used. Procurement has the cards

and/or account number to businesses that we have accounts with and must follow our guidelines and provide receipts and/or purchase orders for the purchases.

**4.12 Purchases:**

4.12.1 Department Directors have authority to approve or make purchases up to \$15,000; the COO/CFAO has authority for purchases up to \$50,000; and the Executive Director has authority for purchases up to \$100,000. The Director of Procurement has authority to purchase fuel up to \$100,000. These thresholds and procedures regarding purchases are included in the Procurement Policy, as may be amended subject to Board approval.

**4.13 Leases and Other Contractual Agreements:**

4.13.1 Leases and other Contractual Agreements are managed by TARC's Procurement Department and follow the procedures that are in place. The Executive Director signs contracts along with the Agency's General Counsel or designee. Most contractual agreements are approved by the Board during monthly Board meetings.

**4.14 Notes, Loans, ETC:**

4.14.1 All notes, loans and other indebtedness contracted in the name of the Agency (except open accounts and all other routine banking transactions), shall require the signature of the Executive Director or CFAO and Board approval.

**4.15 Deeds, Conveyances, ETC:**

4.15.1 The Executive Director or CFAO shall execute all Deeds, Conveyances, Mortgages, Leases, Contracts and other instruments in the name of the Agency. Board approval is required for any amount over \$100,000.

**4.16 Bank Accounts and Investment Accounts:**

4.16.1 The CFAO shall maintain and oversee Bank and Investment accounts and ensure the Agency's day-to-day financial operations. Several accounts maybe maintained by the Agency as follows:

- Demand Deposit Accounts (DDA)
- Zero Balance Accounts (ZBA)
- Money Market Accounts
- Certificate of Deposit



- Line of Credit
- Brokerage Account

4.16.2 Accounts may vary depending on financial conditions and requirement changes. The Agency follows instruments authorized in KRS 66.480 (a)-(d) for investments. Please refer to the investment policy.

**4.17 Checking Accounts:**

4.17.1 All checks, cash, money orders and credit card deposits are reviewed by the Finance Department and deposited in the appropriate Accounts. Monies are transferred between accounts to cover third parties that oversee worker's compensation, safety, health savings plan and the credit card processing. Funds are also transferred between the operating and grant account through the banking web portal. The CFO also authorizes funds to be transferred between accounts listed above under bank accounts.

**4.18 Bank Reconciliations:**

4.18.1 Bank reconciliations shall be completed monthly by the Assistant Director of Finance, Accounting Manager, or designees and then approved by the CFO. Reconciliations shall be tied to the general ledger and filed in the Finance department for auditor's annual review.

**4.19 Cash and Cash Equivalents:**

4.19.1 Cash and Cash Equivalents include all cash balances and highly liquid investments (including restricted investments). Funds will be protected and secure that are outside the FDIC insurance limits. Grant funds are drawn down and spent within 3 days and may not be invested.

**4.20 Petty Cash:**

4.20.1 Petty cash fund provides a method for paying and recording out-of-pockets cash payments that are small and can't wait for purchase orders. Employees must seek reimbursement from the Finance Department. Petty cash levels are set at the following:

- Finance Department \$500
- TARC owned Vending machines (2) \$50

4.20.2 Each TARC location that issues smart cards to the public will have a cashiering fund. These funds are also included in the petty cash general ledger and are set at the following amounts:

- Union Station Kiosk \$100
- NIA Center Kiosk \$100
- Cashier's Office \$50

**4.21 Investments Reports and Investment Policy:**

4.21.1 The auditors review banking and investments annually to make sure the funds are protected. The CFAO is responsible for making sure Agency funds are protected. Please refer to the investment policy.

**4.22 Insurances:**

4.22.1 Reasonable and adequate coverage will be maintained to protect the Agency's interest and its employees including the Board. The Agency has the following insurance coverages:

- Property – self-insured with the Louisville Area Government Insurance Trust
- Liability including Cyber – self-insured with the Louisville Area General Government Insurance Trust
- Workers Compensation – self-insured and managed by third party administrator
- Excess Workers Compensation
- Felonious Assault
- Crime Coverage
- Health
- Life
- Disability

4.22.2 Insurance policies shall be carefully reviewed by the Department Director that oversees the coverage and approved by the Executive Director.

**4.23 Property and Equipment:**

4.23.1 Property, property improvements and equipment shall be entered into the system at the purchase price. Depreciation is computed over the estimated useful live of the asset using the straight-line depreciation method. The Agency follows the Federal Transit Authority (FTA)

recommended guide lines for useful life on the majority of assets. A fixed asset listing is maintained monthly along with monthly depreciation. If a fixed asset is transferred or retired; a form is sent to Finance for entries to be made. Inventories on fixed assets are done biennially.

**4.24 Confidentiality and Records Security:**

4.24.1 Financials and payroll records are restricted materials with limited access. Only the Finance Department, Executive Office (including TARC's internal general counsel) and Human Resources shall have access to financial records (vendor files, checks, journals, payroll and etc.). All open records request go through the Executive Office or Human Resources department with assistance and review provided by the Agency's legal counsel.

**4.25 Document Retention:**

4.25.1 The Agency's documents are retained for a period of time in accordance with requirements for the use of federal and state funds, or referencing the Internal Revenue Service's recommendations on all other documents not related to federal or state governments. Each department is responsible for retaining records as set out for their departments. Guidelines are maintained on the TARC network public drive.

**4.26 Tax Reporting:**

4.26.1 The Agency is exempt from federal and state taxes.

**5.0 References / Related Documents**

- 5.1 2 CFR Part 200.302 (f) Financial Management
- 5.2 FTA Circular 5010.1E: Financial Management. Internal Controls
- 5.3 TARC Procurement Regulations
- 5.4 AP Accruals
- 5.5 Capital Purchases
- 5.6 Inventory
- 5.7 Financial Reporting (Closing Procedures)
- 5.8 Monthly Closing Procedures
- 5.9 Payroll
- 5.10 Revenue Receivables/Cash Receipts/Process Narrative
- 5.11 Standard Annual Inventory Procedures
- 5.12 Useful terms and Websites



**6.0 Additional Approval**

6.1 Position: Executive Director

6.2 Position: Board Chair



**TARC Useful Terms**

<b>ADA</b>	Americans with Disabilities Act
<b>AED</b>	Assistant Executive Director
<b>A/I and I</b>	Accident/Incident and Investigations
<b>ATS</b>	Applicant Tracking System (automated HR system)
<b>Contractor</b>	An entity that performs tasks required on behalf of TARC
<b>CAP</b>	A Corrective Action Plan is a plan that describes the actions the agency will take to minimize, control, correct, or eliminate hazards, and the schedule for implementing those actions.
<b>EAM</b>	Enterprise Asset Management is an online asset management system used by all maintenance personnel for work orders, hazards, and procedures related to TARC assets
<b>FASuites</b>	Fixed Asset database
<b>FTA</b>	Federal Transit Administration, an agency within the U.S. Department of Transportation
<b>KDOT/SSO</b>	The entity designated by the State of Kentucky to implement FTA 49 CFR Part 659 also known as the State Oversight Rule. The Kentucky Department of Transportation (KDOT), Office of Intermodal Programs, designates the State Safety Oversight Agency to oversee TARC's System Safety Program Plan and Hazard Management Plan
<b>Intelligent Transportation System (ITS)</b>	Component that provides the Automatic Vehicle Locator (AVL) System
<b>Mass Transit Trust Fund (MTTF)</b>	An account set up by revenue commission for the collection of occupational license fees/taxes on behalf of the Louisville Metro Government, the Jefferson County Board of Education, and the Transportation Authority of River City (TARC)
<b>New Starts Project</b>	Any fixed guideway system funded under FTA's 49 U.S.C. 5309 discretionary construction program
<b>NIMS</b>	National Incident Management System
<b>NTD</b>	National Transit Database
<b>Paratransit</b>	Services offered to meet the service demands in compliance with the Americans with Disabilities Act (ADA) of 1990. At TARC, the Department of Paratransit operates and manages paratransit services aka (TARC3)
<b>Program Standard</b>	Written document developed and adopted by the oversight agency, that describes the policies, objectives, responsibilities, and procedures used to provide rail transit agency safety oversight
<b>TAM Plan</b>	Transit Assessment Asset Plan is a plan through which TARC will document its' asset base, asset conditions, and State of Good Repair, asset management policy, TAM goals and objectives, governance structure for asset management, strategy for capital asset funding and prioritization, and key priorities for asset management
<b>Trapeze EAM</b>	Fixed Asset Database



### **Useful Websites**

**Transit Authority of River City (TARC)**

<https://www.ridetarc.org/about/about-tarc>

**Kentuckiana Regional Planning & Development Agency  
(KIPDA)**

<http://www.kipda.org>

**Federal Transit Administration (FTA)**

<https://cms.fta.dot.gov/>

**American Public Transportation Association (APTA)**

<http://www.apta.com/Pages/default.aspx>

**Americans with Disabilities Act (ADA)**

<https://www.ada.gov/>

**Electronic Code of Federal Regulations**

<https://www.ecfr.gov/cgi-bin/ECFR?SID=56745eba73630e229d4b8c6b66e53499&mc=true&page=browse>

**Safety & Security Office (SSO)**

<https://www.transit.dot.gov/regulations-and-guidance/safety/2018-sso-program-managers-training-workshop-presentations>

**Kentucky Transportation Cabinet**

<https://transportation.ky.gov/Pages/Home.aspx>

**Louisville KY.gov**

<https://louisvilleky.gov/government/mayor-greg-fischer>



# MEMORANDUM

**To:** TARC Board of Directors

**From:** Ozzy Gibson, Executive Director

**Date:** February 26, 2025

**Re:** Resolution 2025 – 4 Information Technology Products and Consulting Services with Indefinite Delivery and Indefinite Quantity (RFP 20231855)

---

The Transit Authority of River City (TARC) began looking for Information Technology Products and Consulting Services with Indefinite Delivery and Indefinite Quantity (IDIQ) via RFP 20231855 in July 2023. TARC received responses from three vendors, and two were determined to be responsive and responsible proposals. A committee of TARC staff from a range of departments evaluated and independently scored the proposals from nMomentum Corporation and Unified Technologies.

Factors considered during the evaluation process included technical understanding of products and services desired, relevant experience successfully providing similar services, and professional references. Additionally, a best and final offer (BAFO) was requested from the two responsive proposers.

After scoring and careful consideration of proposals and presentations, the evaluation committee decided that nMomentum Corporation was the most qualified Contractor to fulfill the requirements in an economically viable manner and offer TARC the best value.

The agreement is for two years initially, with the option of renewing for three one-year terms.

TARC budgeted the amount of \$204,000 for FY 2026 and estimates the second year to increase about five percent which would bring the not to exceed authority request for this resolution to \$419,000. Funds for the first year have been budgeted as part of the IT operational budget and nMomentum's cost have been attached and will be used for these services.

This Resolution seeks approval for the Board of Directors to authorize the Executive Director to enter into an agreement with nMomentum based on the total project cost not to exceed \$419,000 which has been deemed fair and reasonable.

Please call me at 502-561-5100 if you have any questions. Thank you.



## **Resolution 2025-4 Information Technology Products and Consulting Services with Indefinite Delivery and Indefinite Quantity (RFP 20231855)**

A Resolution authorizing the Executive Director to enter into an agreement with nMomentum for Information Technology Products and Consulting Services with Indefinite Delivery and Indefinite Quantity at a cost not to exceed \$419,000 over the 2-year initial terms and any subsequent optional terms.

**WHEREAS**, TARC is requesting IT Consulting Services; and

**WHEREAS**, two responsive proposals were received from nMomentum and Unified Technologies; and

**WHEREAS**, Best and Final Offers were requested from each of the two proposers; and

**WHEREAS**, an evaluation committee comprised of knowledgeable TARC staff from relevant departments reviewed and scored each of the proposals; and

**WHEREAS**, the committee also evaluated presentations and interviewed the two proposers; and

**WHEREAS**, the evaluation committee recommends an award to nMomentum as the best value, which had been deemed fair and reasonable for TARC; and

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Transit Authority of River City that:

The Executive Director is hereby authorized to negotiate and enter into a contract with nMomentum to provide Information Technology Products and Consulting Services with IDIQ at a cost not to exceed \$419,000 for the initial 2-year term and any subsequent optional terms.

**Adopted this 26<sup>th</sup> day of February 2025**

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**Ted Smith, Chair, Board of Directors**





# MEMORANDUM

**To:** TARC Board of Directors

**From:** Ozzy Gibson, Executive Director

**Date:** February 26, 2025

**Re:** Resolution 2025 - 5 Commissioning and Construction, Engineering and Inspection (CEI) Services (RFP 20231826)

---

TARC has intermittent need for commissioning services associated with capital facilities improvement projects. The most recent example of this need was for the 10<sup>th</sup> St. Bus Storage HVAC Replacement project. Commissioning services are intended to ensure that facilities, systems, or major components meet the project design intent and standards. Past practice was to engage commissioning services through a subcontractor under TARC's existing architectural and engineering services contract. Contracting separately for this service will provide distance between the commissioning function and the architectural and engineering function. Additionally, it will remove a layer of management and invoicing.

On December 9<sup>th</sup>, 2024, TARC issued a Request For Proposal (RFP) 20231826 for Commissioning and Construction, Engineering and Inspection (CEI) Services. On January 20, 2025, TARC received proposals from two (2) responsive and responsible vendors, ECS Southeast, LLC and Michael Baker International. A committee of TARC staff from multiple departments evaluated and independently scored the two proposals. ECS Southeast, LLC received the top-ranking score of 80.67 points. The Procurement Department conducted an Independent Cost Estimate prior to the release of the solicitation, and the ECS Southeast, LLC price offering was deemed fair and reasonable based on that estimate.

This award will establish an Indefinite Delivery/Indefinite Quantity (IDIQ) contract, meaning that TARC will engage the consultant for discrete commissioning activities for projects as needed. The consultant will supply proposals for each activity, which will require executive approval within the not to exceed amount. Funds for this use will be applied from the Engineering & Design line item in multiple TARC grants for federal formula funds with a local share of 20%.

This Resolution seeks approval for the Board of Directors to authorize the Executive Director to negotiate and enter into a contract with ECS Southeast, LLC with an initial term of two (2) years with an option of three (3) one-year terms for Commissioning and Construction, Engineering and Inspection (CEI) Services for a not-to-exceed amount of \$150,000 for the initial two-year term.

Please call me at 561-5100 if you have any questions. Thank you.

## RESOLUTION 2025-5

### Commissioning and Construction, Engineering and Inspection (CEI) Services

A Resolution authorizing the Executive Director to negotiate and enter into an agreement with ECS Southeast, LLC with an initial term of two (2) years and an option of three (3) one-year terms for Commissioning and Construction, Engineering and Inspection (CEI) Services at a not-to-exceed amount of \$150,000 for the initial two-year term:

**WHEREAS**, as part of TARC's efforts to ensure a state of good repair for its facilities and equipment to support safe, reliable, and efficient transit service, there is an intermittent need for commissioning services associated with capital projects; and

**WHEREAS**, TARC is currently planning for capital projects that are expected to make use of commissioning services; and

**WHEREAS**, TARC issued RFP 20231826 for Commissioning and Construction, Engineering and Inspection (CEI) Services on December 9, 2024; and

**WHEREAS**, RFP 20231826 was issued as an Indefinite Delivery and Indefinite Quantity solicitation under which TARC would engage the awarded consultant for discrete commissioning activities for projects as needed; and

**WHEREAS**, on January 20, 2025, TARC received two responsive and responsible proposals from ECS Southeast, LLC and Michael Baker International, Inc., and a committee of TARC staff from multiple departments evaluated and independently scored the two proposals and determined that the ECS Southeast, LLC proposal offered the best value to TARC; and

**WHEREAS**, a Best and Final Offer (BAFO) was conducted and the BAFO response by ECS Southeast, LLC was deemed fair and reasonable; and

**WHEREAS**, TARC has funds programmed for this use in formula funded grants with the Federal Transit Administration (FTA); and

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Transit Authority of River City that:

The Executive Director is hereby authorized to negotiate and enter into an agreement with ECS Southeast, LLC with an initial term of two (2) years with an option of three (3) one-year terms for Commissioning and Construction, Engineering and Inspection (CEI) Services at a not-to-exceed amount of \$150,000 for the initial two-year term.

**ADOPTED THIS 26th DAY OF FEBRUARY 2025**

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**Ted Smith, Chair of the Board of Directors**



# MEMORANDUM

**To:** TARC Board of Directors

**From:** Ozzy Gibson, Executive Director

**Date:** February 26, 2025

**Re:** Resolution 2025-6 Maintenance Mechanic and Custodian Uniform Rental and Laundry Program Services (20241876)

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Historically, Transit Authority of River City participated in the Louisville Metro Government Cooperative Purchasing MOU of maintenance and custodian uniforms that includes all of the Metro Louisville Government agencies. The last uniform agreement was awarded to Cintas in September 2019 with a total of a three (3) year term with two additional optional years.

In August 2024, the Procurement Department issued a Request for Proposal (RFP) 20241876 for Maintenance Mechanic and Custodian Uniforms - Rental and Laundry Program Services. On October 10, 2024, TARC received proposals from four (4) responsive vendors – Cintas, Unifirst, Digame and Springfield Laundry. Additionally, Procurement Department conducted a pricing analysis of the past three (3) years spend. The average annual spend has been \$140K and the independent cost estimate conducted in May 2024 was \$192K, which is in alignment with the annual spend.

A committee of TARC staff evaluated and independently scored the four proposals. Factors considered during the evaluation process included qualification and experience, technical, understanding of the project, regulatory compliance and other service offerings. After scoring and careful consideration, the evaluation committee unanimously recommends an award to Cintas Corporation who received the highest score.

Cintas provided the best value proposal including, but not limited to new lockers, competitive pricing on maintenance uniforms, shop towels, mats and other extended services such as embroidery, repair and/or replacement of uniforms.

This Resolution seeks approval for the Board of Directors to authorize the Executive Director to negotiate and enter into a contract with Cintas Corporation for an initial term of three (3) years and an option for an auto-renewal of two (2) one-year terms. Pricing schedule is included as Exhibit B.

Please call me at 561-5100 if you have any questions. Thank you.



## **RESOLUTION 2025-6 MAINTENANCE MECHANIC AND CUSTODIAN UNIFORMS RENTAL AND LAUNDRY PROGRAM SERVICES**

A Resolution authorizing the Executive Director to negotiate and enter into a contract with Cintas Corporation for maintenance mechanic and custodian uniforms rental and laundry program services at an annual cost not to exceed \$140K for the first year and a 3 percent increase for each additional year with an initial term of three (3) years with an option to auto-renew for an additional two (2) one-year terms.

**WHEREAS**, Transit Authority of River City (TARC) intends to award Cintas Corporation to support agency's maintenance mechanic and custodian uniform program services in compliance with the Department of Transportation maintenance uniform policy; and

**WHEREAS**, TARC facilitated and conducted a Request for Proposal 20241876; and

**WHEREAS**, TARC received four (4) responsive and responsible bids; and

**WHEREAS**, TARC evaluated all proposals and Cintas Corporation received the highest score; and

**WHEREAS**, upon analysis of price and per item and garment rates, Cintas pricing was deemed fair and reasonable; and

**WHEREAS**, the TARC committee unanimously recommends to award the contract to Cintas Corporation; and

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Transit Authority of River City that:

The Executive Director is hereby authorized to negotiate and enter into a contract with Cintas Corporation for the Maintenance Mechanic and Custodian Uniforms Rental and Laundry Program Services at an annual cost not to exceed \$140K for the first year with a 3 percent increase per year for each additional year. The Initial term is three (3) years with an option to auto-renew for an additional two (2) one-year terms.

**ADOPTED THIS 26<sup>th</sup> DAY OF FEBRUARY**

---

**Ted Smith, Chair of the TARC Board of Directors**

## Proposed Cost

Description	Type	Unit Price - Weekly
Polo Shirt	Polyester	\$0.25
Work Shirt	100% Cotton	\$0.15
Work Shirt	Polyester/Cotton	\$0.15
Work Pant	100% Cotton	\$0.20
Work Pant	Polyester/Cotton	\$0.20
Enhanced Vis Shirt	100% Cotton	\$0.20
Jacket	Polyester/Cotton	\$0.25
Enhanced Vis Jacket	Polyester/Cotton	\$0.30
Enhanced Vis Coverall	100% Cotton	\$0.30
Dress Shirt	Polyester/Cotton	\$0.25
3x5 Scraper Mat	Rubber	\$1.00
3x5 Mat	Carpeted	\$1.00
4x6 Mat	Carpeted	\$1.50
3x10 Mat	Carpeted	\$2.00
Shop Towels	100% Cotton	\$0.02
Shop Towels – Auto LR	100% Cotton	8% inventory - \$0.10

\*Inventories and pricing are based off 11 sets of shirts and pants and 2 sets of jackets and coveralls per 5-day work week wearer. 9 sets for 4-day work week wearers.

\*\*Garment unit price includes cost of damages, emblems, and prep (Insurances are built into the price).

**TARC Board of Directors  
Financial Summary - Recap  
January 2025, Fiscal Year 2025**



Current month Operating Revenues are over budget \$251,077 (pg. 2, line 9) mainly due to Other Agency Revenues being over budget which is being driven by the JCPS agreement. Current month Operating Expenses are under budget \$1,433,167 (pg. 2, line 41) due to all expenses being under budget except Labor. Capital Expenses are under by \$131,500 (pg. 2, line 48) due to Development Costs and Depreciation being under budget for the month.

Year-to-date Operating Revenues are over \$3,120,541 (pg. 2, Line 9) due to all revenues being over except Advertising. As with the current month, this is being driven by Passenger Fares and Other Agency Revenues which includes those from JCPS. Year to date Operating Expenses are under budget \$5,969,626 (pg. 2, line 41) due to all expenses being under budget, except Labor. While Labor expenses are over for both current month and Year-to-date expenses due to the JCPS agreement, a portion of those wages will be recovered based on that agreement. Year-to-date Capital Expenses are under budget \$315,900 (pg. 2, line 48) due to Development Costs being under budget which is a product of timing related to Capital Projects.

Overall for January, TARC is under budget projections for expenses and over on operating revenues mainly due to service adjustments that were projected to begin in January but were actually implemented in July. This trend continues even after budget projections for January were reduced as this is when service level adjustments were assumed to begin. MTTTF receipts are over budget \$1,969,529 (pg. 7) year-to-date, bringing the year-to-date net savings to a favorable balance of \$11,059,696 before capital and subsidies.

Operating Expenses	\$5,969,626
Operating Revenues*	<u>\$3,120,541</u>
Subtotal	\$9,090,167
MTTF Overage	<u>\$1,969,529</u>
Total	\$11,059,696

\*Operating Revenues includes JCPS agreement revenues of \$2,985,888

Statement of Revenue - Expenses - with Capital Contributions

January 2025, Fiscal Year 2025



Description	Current Month				Fiscal Year-to-date			
	FY25 Total Budget	Actual	Budget	Over budget (Under budget)	Actual	Budget	Over budget (Under budget)	Percentage Remaining
<b>Revenues</b>								
1 Passenger Fares	5,219,670	372,885	406,102	(33,217)	3,233,887	3,062,938	170,949	-5.58%
2 Paratransit Fares	977,667	69,665	71,490	(1,825)	600,240	556,640	43,600	-7.83%
3 Special Fare Revenues (MOA/MOU Agreements)	1,536,008	136,220	129,480	6,740	993,246	922,520	70,726	-7.67%
4 Comp Specials	0	0	0	0	0	0	0	0.00%
5 Advertising Revenue	1,100,000	60,556	91,660	(31,104)	430,921	639,150	(208,229)	32.58%
6 Other Agency Revenues	447,300	362,650	37,167	325,483	3,286,361	261,465	3,024,896	-1156.90%
7 Total Recoveries-Insurance	100,000	0	15,000	(15,000)	83,099	64,500	18,599	-28.84%
8								
9 Operating Revenues	<b>9,380,645</b>	<b>1,001,976</b>	<b>750,899</b>	<b>251,077</b>	<b>8,627,754</b>	<b>5,507,213</b>	<b>3,120,541</b>	<b>-56.66%</b>
10								
11 MTF Contributions- Federated, Operating	69,357,199	5,388,344	5,388,344	0	40,376,101	40,376,101	0	0.00%
12 Local Government Funds - MTF, Operating	1,628,903	82	114,692	(114,610)	182,577	929,144	(746,567)	80.35%
13 COVID Funds - FTA, Operating	27,050,613	998,836	2,590,368	(1,591,532)	8,855,485	17,024,473	(8,168,988)	47.98%
14 State Government Funds, Operating	1,671,444	54,796	32,900	21,896	695,192	869,805	(174,613)	20.07%
15								
16 Total Non-Operating Revenues	<b>99,708,159</b>	<b>6,442,059</b>	<b>8,126,304</b>	<b>(1,684,246)</b>	<b>50,109,355</b>	<b>59,199,523</b>	<b>(9,090,168)</b>	<b>15.36%</b>
17								
18 Total Revenues Before Cap Contributions	<b>109,088,804</b>	<b>7,444,035</b>	<b>8,877,203</b>	<b>(1,433,169)</b>	<b>58,737,109</b>	<b>64,706,736</b>	<b>(5,969,627)</b>	<b>9.23%</b>
19								
20 Local Government Funds - MTF, Cap	5,898,670	380,409	517,780	(137,371)	683,339	2,940,872	(2,257,533)	76.76%
21 Federal Reimbursement Funds - FTA, Cap	39,050,525	5,714,340	3,263,461	2,450,879	10,169,529	18,706,888	(8,537,359)	45.64%
22 State Government Funds, Cap	3,144,221	959,958	247,310	712,648	1,482,317	1,428,969	53,348	-3.73%
23 Other Agencies Revenue, Cap	0	0	0	0	0	0	0	0.00%
24								
25 Total Capital Contributions	<b>48,093,416</b>	<b>7,054,707</b>	<b>4,028,551</b>	<b>3,026,156</b>	<b>12,335,185</b>	<b>23,076,729</b>	<b>(10,741,544)</b>	<b>46.55%</b>
26								
27 Total Revenues	<b>157,182,220</b>	<b>14,498,742</b>	<b>12,905,754</b>	<b>1,592,987</b>	<b>71,072,294</b>	<b>87,783,465</b>	<b>(16,711,171)</b>	<b>19.04%</b>
28								
29								
<b>Expenses</b>								
30								
31								
32 Labor	31,866,017	2,952,257	2,409,535	542,722	20,631,374	19,918,953	712,421	-3.58%
33 Fringes & Benefits	29,596,381	2,285,578	2,578,236	(292,658)	17,136,817	17,969,255	(832,438)	4.63%
34 Services	8,863,780	453,182	734,359	(281,177)	4,321,960	5,160,261	(838,301)	16.25%
35 Materials	8,839,946	563,643	707,051	(143,408)	4,602,962	5,451,161	(848,199)	15.56%
36 Utilities	1,118,100	111,360	120,700	(9,340)	573,472	655,000	(81,528)	12.45%
37 Casualty & Liability	4,411,270	(298,359)	367,605	(665,964)	1,048,488	2,573,235	(1,524,747)	59.25%
38 Purchased Transportation	23,295,590	1,353,435	1,883,931	(530,496)	10,173,974	12,360,819	(2,186,845)	17.69%
39 Interest Expense	0	0	0	0	0	0	0	0.00%
40 Other Expenses	1,097,720	22,940	75,786	(52,846)	248,063	618,052	(369,989)	59.86%
41 Operating Expenses	<b>109,088,804</b>	<b>7,444,035</b>	<b>8,877,203</b>	<b>(1,433,167)</b>	<b>58,737,110</b>	<b>64,706,736</b>	<b>(5,969,626)</b>	<b>9.23%</b>
42								
43								
44								
45 Development Cost & Loss on Disposal	2,646,585	100,421	160,053	(59,632)	379,706	631,395	(251,689)	39.86%
46 Depreciation Expenses	15,132,263	1,198,958	1,276,238	(77,280)	7,929,930	8,077,340	(147,410)	1.82%
47 Loss on Disposal of Assets	0	5,412	0	5,412	83,199	0	83,199	0.00%
48 Total Capital Expenses	<b>17,778,848</b>	<b>1,304,791</b>	<b>1,436,291</b>	<b>(131,500)</b>	<b>8,392,835</b>	<b>8,708,735</b>	<b>(315,900)</b>	<b>3.63%</b>
49								
50 Total Expenses	<b>126,867,652</b>	<b>8,748,826</b>	<b>10,313,494</b>	<b>(1,564,667)</b>	<b>67,129,945</b>	<b>73,415,471</b>	<b>(6,285,526)</b>	<b>8.56%</b>
51								
52								
53 Revenue / Expense Difference Before Capital	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(1)</b>	<b>0</b>	<b>(1)</b>	<b>0.00%</b>
54								
55 Revenue / Expense Difference After Capital	<b>30,314,568</b>	<b>5,749,916</b>	<b>2,592,260</b>	<b>3,157,654</b>	<b>3,942,349</b>	<b>14,367,994</b>	<b>(10,425,645)</b>	<b>72.56%</b>

Total Labor

January 2025, Fiscal Year 2025



		Current Month			Fiscal Year-to-date				
Description	FY25 Total Budget	Actual	Budget	Over budget (Under budget)	Actual	Budget	Over budget (Under budget)	Percentage Remaining	
1	Direct Labor	31,866,017	2,952,257	2,409,535	542,722	20,631,374	19,918,953	712,421	-3.58%
2	Sick Leave	1,871,166	119,917	183,572	(63,655)	965,334	1,194,921	(229,587)	19.21%
3	Holiday	1,440,936	176,085	292,960	(116,875)	896,116	1,016,379	(120,263)	11.83%
4	Vacation	2,159,864	113,957	184,634	(70,677)	1,388,167	1,305,176	82,991	-6.36%
5	Other Paid Absences	240,600	19,428	16,470	2,958	111,784	158,254	(46,470)	29.36%
6									
7	<b>Total</b>	<b>37,578,583</b>	<b>3,381,644</b>	<b>3,087,171</b>	<b>294,473</b>	<b>23,992,775</b>	<b>23,593,683</b>	<b>399,092</b>	<b>-1.69%</b>
8									
9	Difference compared to Budget			294,473			399,092		
		Current Month			Year to Date				
Description	FY25 Total Budget	Actual	Budget	Over budget (Under budget)	Actual	Budget	Over budget (Under budget)	Percentage Remaining	
10	FICA	2,874,764	253,708	236,171	17,537	1,799,581	1,804,919	(5,338)	0.30%
11	Pension	7,635,386	612,525	608,480	4,045	4,846,479	4,878,963	(32,484)	0.67%
12	Hospital Medical & Surgical	8,529,778	700,688	744,965	(44,277)	4,926,255	5,214,755	(288,500)	5.53%
13	Vision Care Insurance	75,581	4,141	6,795	(2,654)	34,081	47,565	(13,484)	28.35%
14	Dental Plans	308,283	21,379	27,358	(5,979)	151,630	191,506	(39,876)	20.82%
15	Life Insurance	42,900	3,345	3,785	(440)	23,763	26,495	(2,732)	10.31%
16	Disability Insurance	141,423	11,427	12,504	(1,077)	81,281	87,528	(6,247)	7.14%
17	Kentucky Unemployment	955,200	0	0	0	14,811	20,000	(5,189)	25.95%
18	Worker's Compensation	2,920,000	227,302	243,333	(16,031)	1,603,689	1,703,331	(99,642)	5.85%
19	Uniform & Work Clothing Allowance	398,000	21,306	17,000	4,306	291,221	318,000	(26,779)	8.42%
20	Other Fringes	2,500	370	209	161	2,624	1,463	1,161	-79.36%
21	<b>Total Fringe &amp; Benefits</b>	<b>23,883,815</b>	<b>1,856,191</b>	<b>1,900,600</b>	<b>(44,409)</b>	<b>13,775,416</b>	<b>14,294,525</b>	<b>(519,109)</b>	<b>3.63%</b>
22									
23									
24	Sick Leave	1,871,166	119,917	183,572	(63,655)	965,334	1,194,921	(229,587)	19.21%
25	Holiday	1,440,936	176,085	292,960	(116,875)	896,116	1,016,379	(120,263)	11.83%
26	Vacation	2,159,864	113,957	184,634	(70,677)	1,388,167	1,305,176	82,991	-6.36%
27	Other Paid Absences	240,600	19,428	16,470	2,958	111,784	158,254	(46,470)	29.36%
28	<b>Total Compensation Benefits</b>	<b>5,712,566</b>	<b>429,387</b>	<b>677,636</b>	<b>(248,249)</b>	<b>3,361,402</b>	<b>3,674,730</b>	<b>(313,328)</b>	<b>8.53%</b>
29									
30	<b>Total</b>	<b>29,596,381</b>	<b>2,285,578</b>	<b>2,578,236</b>	<b>(292,659)</b>	<b>17,136,817</b>	<b>17,969,255</b>	<b>(832,438)</b>	<b>4.63%</b>
31									
32	Difference compared to Budget			(292,658)			(832,438)		



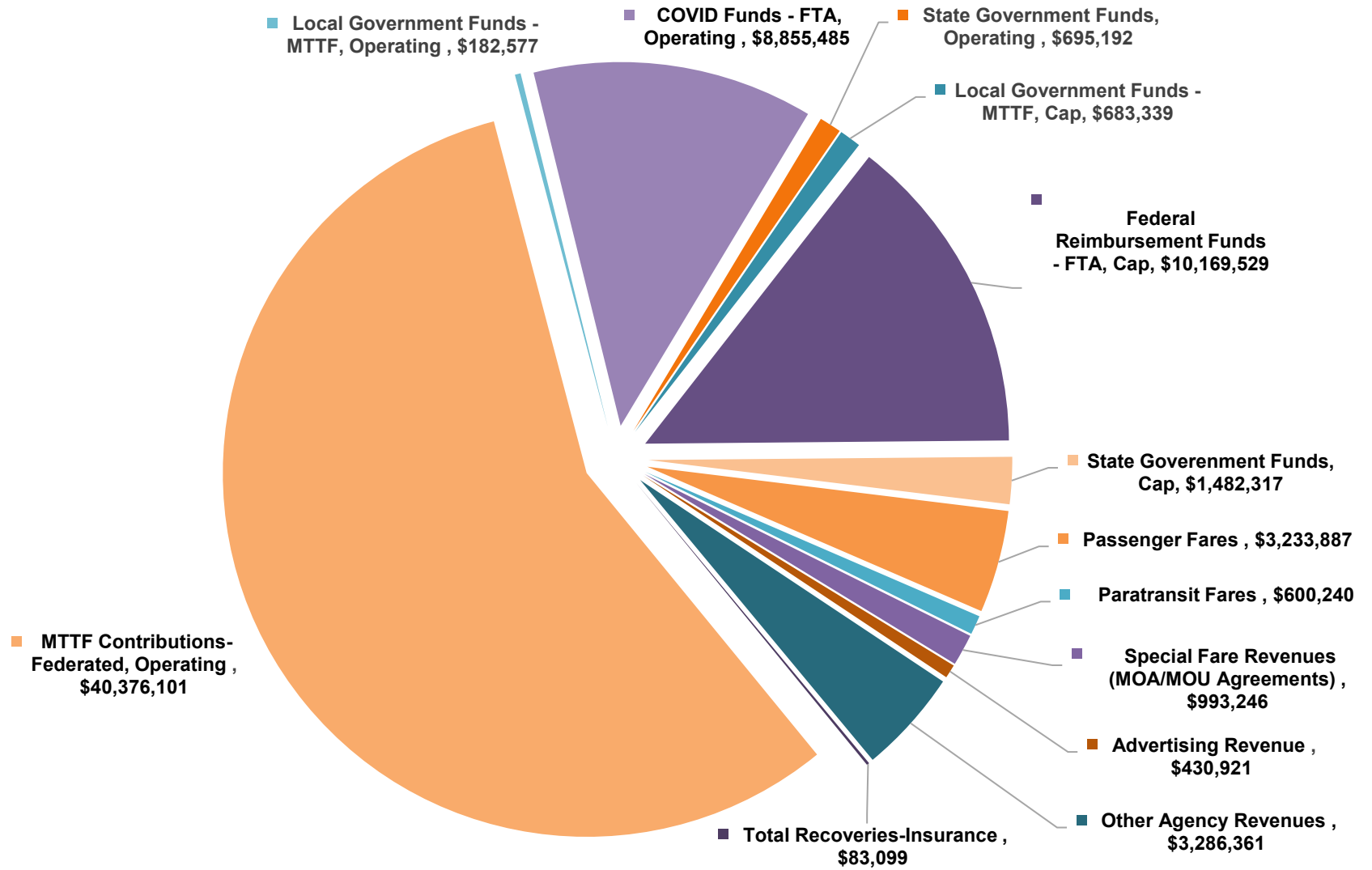


## Balance Sheet

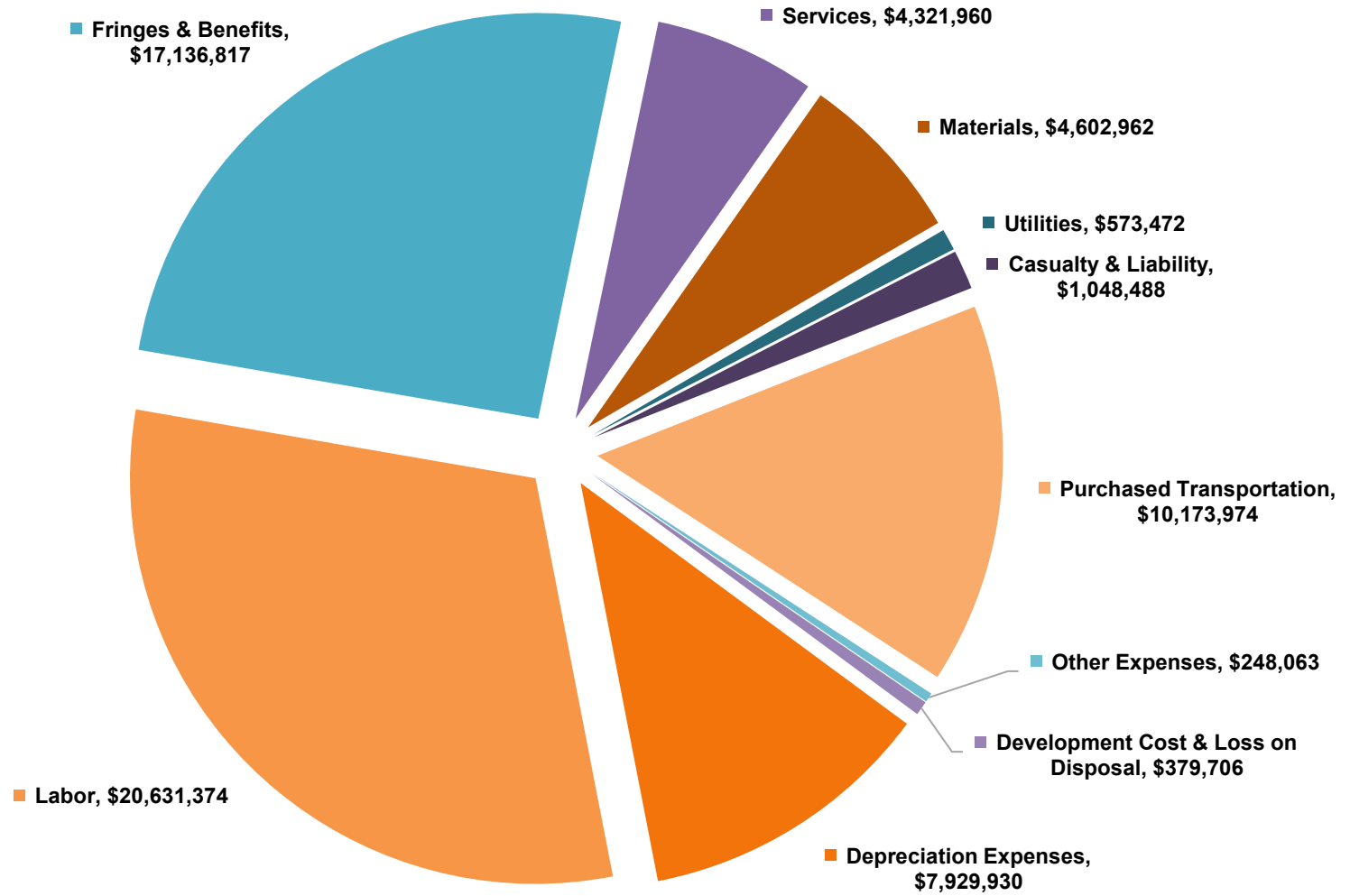
January 2025, Fiscal Year 2025

Assets	FY 25	FY 24	Liabilities, Reserves & Capital	FY 25	FY 24
<b>Current Assets</b>			<b>Current Liabilities</b>		
Cash & Cash Items	(31,131)	2,627,266	Long Term Debt	0	0
Short Term Investments	6,577,940	5,806,254	Short Term Debt	0	0
Accounts Receivable	94,011,741	83,400,254	Trade Payables	9,194,976	7,780,648
Interest Receivable	0	0	Accrued Payroll Liabilities	4,942,480	4,775,833
Due From Grant	80,000	80,000	Estimated Workmans Compensation	3,778,305	5,180,477
Materials & Supplies	2,871,307	2,662,332	Accrued Tax Liabilities	0	(4)
<b>Total Current Assets</b>	<b>103,509,857</b>	<b>94,576,106</b>	Unredeemed Tickets & Tokens	2,239,498	2,120,105
<b>Other Assets</b>			Reserves - Injury & Damages	803,003	1,489,700
Prepaid Insurance & Dues & WIP	958,301	1,234,479	Due To Operations	80,000	80,000
<b>Total Other Assets</b>	<b>958,301</b>	<b>1,234,479</b>	Unearned Capital Contributions	80,300,450	70,896,804
<b>Fixed Assets</b>			Other Current Liabilities (Health Ins.)	3,955,620	4,310,726
Land	3,773,249	3,773,249	<b>Total Current Liabilities</b>	<b>105,294,332</b>	<b>96,634,289</b>
Buildings	52,584,630	52,132,145	<b>Equity</b>		
Coaches	139,472,376	140,117,391	Retained Earnings	3,942,350	3,543,127
Office Equipment	17,154,355	11,553,184	Prior Year Retained Earning	80,840,115	78,763,717
Other Equipment	23,290,849	21,664,432	<b>Total Equity</b>	<b>84,782,465</b>	<b>82,306,844</b>
Development Costs	1,406,471	257,480	<b>Total Liabilities &amp; Equity</b>	<b>190,076,798</b>	<b>178,941,133</b>
Vehicle Exp - Operating	1,420,405	1,420,405			
Other Equipment -Operating	171,005	185,103			
<b>Total Fixed Assets</b>	<b>239,273,340</b>	<b>231,103,388</b>			
<b>Less Accumulated Depreciation</b>					
Accumulated Depr Land	881,940	818,976			
Accumulated Depr Buildings	32,558,581	31,058,225			
Accumulated Depr Coaches	89,206,478	88,034,715			
Accumulated Depr Office Equipment	10,785,333	9,631,004			
Accumulated Depr Other Equipment	18,561,454	17,126,973			
Accumulated Depr Development Cost	390,264	75,682			
Accumulated Depr Vehicle Exp - Opr	1,125,743	1,069,617			
Accumulated Depr Other Equipment Op	154,907	157,648			
<b>Total Depreciation</b>	<b>153,664,700</b>	<b>147,972,840</b>			
<b>Net Fixed Assets</b>	<b>85,608,641</b>	<b>83,130,548</b>			
<b>Total Assets</b>	<b>190,076,798</b>	<b>178,941,133</b>			

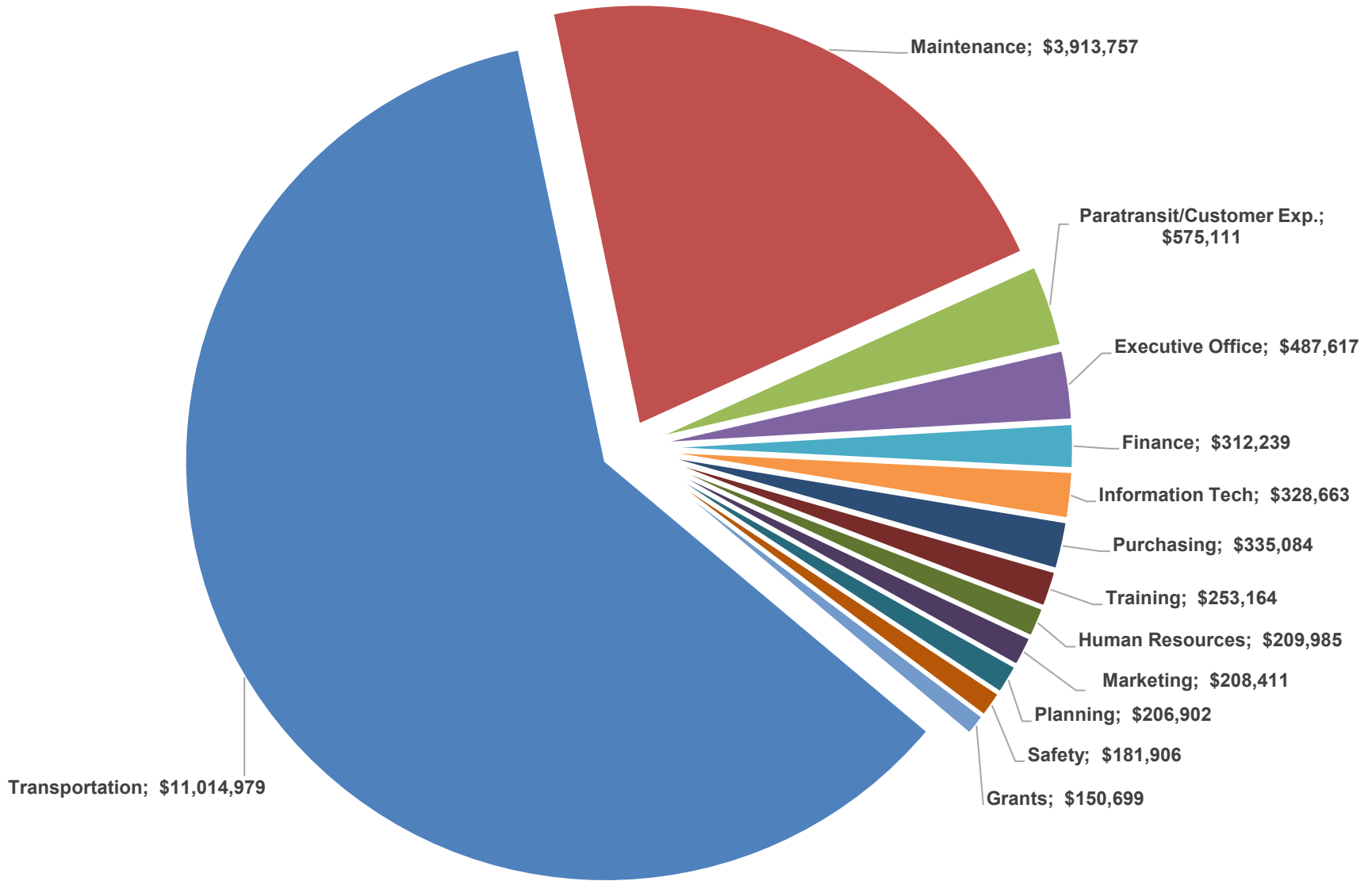
**YTD Revenues - January 2025, FY 2025**



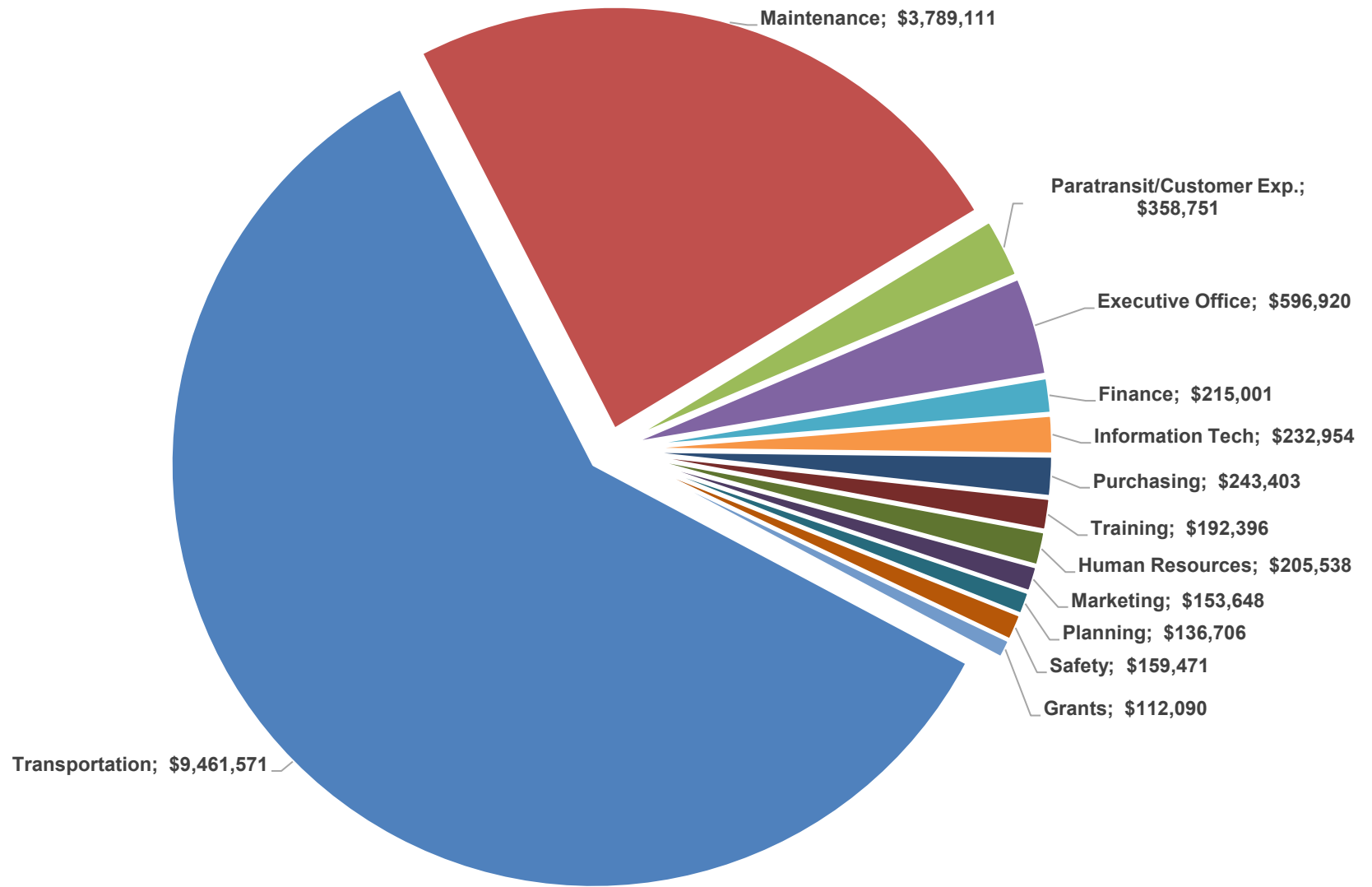
**YTD Expenses - January 2025, FY 2025**



### YTD Department Labor Expenses - January 2025, FY 2025



### YTD Department Fringe Expenses - January 2025, FY 2025





## MassTransit Trust Fund (MTTF) Revenue Deposits

### Deposit to Budget Difference FY 2025

Month	FY 25 Actual Deposits	FY 25 Budget Deposits	Difference	YTD Total	Current Month	YTD
July	\$5,680,229	\$5,773,583	(\$93,354)	\$ (93,354)	-1.62%	
August	\$4,958,162	\$5,839,754	(\$881,592)	\$ (974,946)	-15.10%	-8.40%
September	\$7,183,503	\$5,631,780	\$1,551,723	\$ 576,777	27.55%	3.34%
October	\$4,685,177	\$4,113,979	\$571,198	\$ 1,147,975	13.88%	5.37%
November	\$5,831,693	\$4,807,779	\$1,023,914	\$ 2,171,889	21.30%	8.30%
December	\$7,540,165	\$6,793,008	\$747,157	\$ 2,919,046	11.00%	8.86%
January	\$5,570,235	\$6,519,752	(\$949,517)	\$ 1,969,529	-14.56%	4.99%
February		\$4,965,653				
March		\$6,114,281				
April		\$11,869,516				
May		\$6,011,666				
June		\$6,859,888				
<b>TOTAL</b>	<b>\$41,449,164</b>	<b>\$75,300,639</b>				

### MTTF Revenue Deposits - Actuals

#### LOUISVILLE METRO REVENUE COMMISSION TARC LICENSE FEE TRANSACTIONS

	January 2025	January 2024	YTD FYE 2025	YTD FYE 2024	Difference Amount	Percent Change
<b>Receipts</b>						
Employee Withholding	\$ 4,769,439	\$ 5,958,147	\$ 34,333,844	\$ 34,443,111	\$ (109,267)	-0.32%
Individual Fees	-	-	155	-	155	0.00%
Net Profit Fees	797,559	822,495	6,800,653	5,457,893	1,342,760	24.60%
Interest & Penalty	47,678	70,945	671,746	649,260	22,486	3.46%
<b>Total Collections</b>	<b>\$ 5,614,676</b>	<b>\$ 6,851,587</b>	<b>\$ 41,806,398</b>	<b>\$ 40,550,264</b>	<b>\$ 1,256,134</b>	<b>3.10%</b>
Investment Income	\$ 31,357	\$ 36,954	\$ 207,154	\$ 198,694	\$ 8,460	4.26%
<b>Total Receipts</b>	<b>\$ 5,646,033</b>	<b>\$ 6,888,541</b>	<b>\$ 42,013,552</b>	<b>\$ 40,748,958</b>	<b>\$ 1,264,594</b>	<b>3.10%</b>
<b>Disbursements</b>						
Collection Fee	\$ 75,798	\$ 92,496	\$ 564,387	\$ 547,428	\$ 16,959	3.10%
<b>Total Disbursements</b>	<b>\$ 75,798</b>	<b>\$ 92,496</b>	<b>\$ 564,387</b>	<b>\$ 547,428</b>	<b>\$ 16,959</b>	<b>3.10%</b>
<b>Due Mass Transit</b>	<b>\$ 5,570,235</b>	<b>\$ 6,796,045</b>	<b>\$ 41,449,165</b>	<b>\$ 40,201,530</b>	<b>\$ 1,247,635</b>	<b>3.10%</b>
Less Previous Payments			35,878,930	33,405,485	2,473,445	7.40%
<b>Payable To Trust Fund</b>			<b>\$ 5,570,235</b>	<b>\$ 6,796,045</b>	<b>\$ (1,225,810)</b>	<b>-18.04%</b>



**Year to Date Summary**

**January 2025, Fiscal Year 2025**

**Actual Compared to Budget YTD**

	Good	In the Red	
Total Revenues before Capital are Over/ <b>Under</b> by (pg. 2, line 18)	\$0	\$5,969,627	
Total Expenses are Over/ <b>Under</b> by (pg. 2, line 41)	\$5,969,626	\$0	
MTTF Revenue Deposits are Over/ <b>Under</b> by (pg. 7)	\$1,969,529	\$0	
December has a favorable balance before Capital	\$7,939,155	\$5,969,627	\$1,969,528

**Actual Revenues over Expenses**

Operating Revenues	\$8,627,754
Operating Expenses	\$58,737,110
<b>Net Gain/(Loss) before MTTF</b>	<b>(\$50,109,356)</b>
MTTF Approved Contributions	\$40,376,101
<b>Net Gain/(Loss) before Subsidies</b>	<b>(\$9,733,255)</b>
<b>Subsidies</b>	
ARP	\$7,277,600
5307 Federal Formula dollars to be used as (CEER)	\$1,577,885
MTTF Local Share	\$182,577
State Contributions	\$695,192
<b>Total Subsidies</b>	<b>\$9,733,254</b>
<b>Net Gain/(Loss) before Capital</b>	<b>(\$1)</b>



**Reimbursement Funds Only and a One Time Funding Source**

	<b>TARC Share</b>	<b>Actual YTD FY 2023</b>	<b>Actual YTD FY 2024</b>	<b>Actual YTD FY 2025</b>	<b>Remaining Balance</b>	<b>Budget YTD FY 2025</b>	<b>Actual FY 2025 vs Budget FY 2025</b>
<b>ARP***</b>	\$48,293,376	\$9,596,003	\$19,767,283	\$7,277,600	\$11,652,490	\$17,024,473	(\$9,746,873)

\*\*\* KY-2022-003 was approved/Executed 5/24/2022 end of FY 2022



The Procurement Calendar will be available during the Board Meeting.



**BOARD OF DIRECTORS**  
**FEBRUARY 26, 2025**

FEBRUARY OPERATIONAL UPDATE

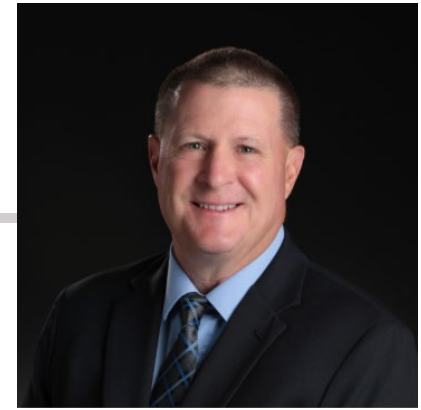




# EXECUTIVE DIRECTOR REPORT

## SINCE THE LAST BOARD MEETING, TARC ...

- Celebrated Black History Month though saving a seat on every bus to honor Rosa Parks and her contribution to the civil rights movement. Partnered with Olmsted Parks, and Spalding University to celebrate local African American leaders including Elmer Lucille Allen, and TARC's own Alyce French Johnson.
- Brought back TARC gear for sale to the public at our main customer service kiosk in Union Station! You can grab some great items like shopping trolleys, crossbody bags, grocery totes, water bottles, and umbrellas—perfect for TARC riders or those who love public transit.
- Implemented January 26, 2025 service reductions
- Continued installation and testing on new Avail CAD/AVL system, including public information displays on over 70 TARC buses





## FUTURE SLIDES – FOCUS

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- Missed Runs Break Down
- Top Reasons for Missed Runs
- Absenteeism
- Late Garage Pull Out – Contributing Factors
- Overtime



# KEY STATS FOR PRESENTATION



## FEBRUARY DIRECTORS UPDATE

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February 26, 2025





# SNOW WEEK UPDATE

## Ridership Comparison for Week 1 of January 2024 to Snow Week of January 2025

Route No.	Route Name	Ridership 01/07/24 - 01/13/24	Percentage of Change	Ridership 01/05/25 - 01/11/25	Change
4	Fourth Street	10,385	-36.10%	6,636	(3,749)
10	Dixie Highway RAPID	9,070	-39.76%	5,464	(3,606)
23	Broadway	20,362	-38.94%	12,433	(7,929)
28	Jackson Street - Preston Highway	11,381	-34.20%	7,489	(3,892)
2	Second Street	1,165	-93.99%	70	(1,095)
6	Sixth Street	3,396	-58.04%	1,425	(1,971)
12	Twelfth Street	926	-96.00%	37	(889)
15	Market Street	5,752	-70.57%	1,693	(4,059)
17	Bardstown Road	2,301	-60.28%	914	(1,387)
18	18th Street - Dixie Highway	3,265	-36.17%	2,084	(1,181)
19	Muhammad Ali Blvd	7,621	-57.55%	3,235	(4,386)
21	Chestnut Street	3,325	-63.58%	1,211	(2,114)
22	Twenty-Second Street	169	-97.63%	4	(165)
25	Oak-Westport Crosstown	3,847	-54.87%	1,736	(2,111)
27	Hill Street	2,453	-95.60%	108	(2,345)
29	Eastern Parkway	3,589	-64.28%	1,282	(2,307)
31	Shelbyville Road	2,036	-46.81%	1,083	(953)
40	Taylorsville Road	2,308	-70.49%	681	(1,627)
43	Poplar Level	4,572	-97.38%	120	(4,452)
63	Crums Lane	2,522	-60.94%	985	(1,537)
71	Jeffersonville-Louisville-New Albany	2,455	-56.78%	1,061	(1,394)
72	Clarksville	1,905	-53.75%	881	(1,024)
52	Medical Center Circulator	248	-90.32%	24	(224)
94	Cardinal Shuttle	14,647	-81.48%	2,713	(11,934)
93	UPS Shuttle-UL-JCTC	133	-51.88%	64	(69)
99	UPS Shuttle West Louisville	104	-36.54%	66	(38)
					0
<b>Totals</b>		<b>119,937</b>	<b>-55.39%</b>	<b>53,499</b>	<b>(66,438)</b>



# SNOW WEEK UPDATE CONT.

TARC3 PERFORMED VS NOT PERFORMED JAN 5TH - 12TH, 2025	OTP	TRIPS SCHEDULED	TRIPS COMPLETED	MISSED TRIPS	SAME DAY CANCELS	LATE CANCELS	NO SHOWS	CANCEL AT THE DOOR	SITE CANCELS	OTHER CANCELS	TOTAL CANCELED TRIPS	LOST REVENUE	Vehicles Stuck in Snow and Ice
Sunday, January 5, 2025	81%	420	159	12	123	100	6	20	0	0	249	\$ 747	1
Monday, January 6, 2025	45%	519	72	31	202	152	12	7	36	7	416	\$ 1,248	5
Tuesday, January 7, 2025	88%	875	538	5	155	102	44	29	0	2	332	\$ 996	4
Wednesday, January 8, 2025	90%	1,141	851	13	114	90	44	19	0	10	277	\$ 831	6
Thursday, January 9, 2025	91%	1,138	881	5	86	88	33	30	0	15	252	\$ 756	3
Friday, January 10, 2025	90%	1,057	746	8	124	104	35	24	0	16	303	\$ 909	1
Saturday, January 11, 2025	93%	508	392	2	51	35	12	14	0	2	114	\$ 342	0
Sunday, January 12, 2025	95%	493	435	5	15	25	13	0	0	0	53	\$ 159	0
<b>TOTALS</b>	<b>84%</b>	<b>6,151</b>	<b>4,074</b>	<b>81</b>	<b>870</b>	<b>696</b>	<b>199</b>	<b>143</b>	<b>36</b>	<b>52</b>	<b>1,996</b>	<b>\$ 5,988</b>	<b>20</b>

## Fixed Route

Week of (Sunday to Sunday)	OTP	Missed Miles	Missed Hours	Missed Work	Call Ins	Stuck Coaches	# of Routes Ran	Ridership	LOST REVENUE
1/7/24 – 1/14/24	77%	3,358	191	272	58	0	26	113,000	\$ 169,500
1/5/25 – 1/12/25	66%	35,888	2,668	359	209	20	15	55,504	\$ 83,256
<b>DELTA</b>	<b>0</b>	<b>32,530</b>	<b>2,477</b>	<b>87</b>	<b>151</b>	<b>n/a</b>	<b>11</b>	<b>57,496</b>	<b>\$ 86,244</b>

Total of 1,996 canceled TARC3 trips week of the snow event. Total of 55,504 boarding's for fixed route that week. Average weekly ridership in January week of 5-12, 2024 was 113,000. Lost ridership of 57,496 for fixed route

Estimated combined lost revenue from the snow event to be approximately \$92,232.

TARC3 missed trips = 1,996 x \$3 = \$5,988

Fixed route missed trips = 57,496 x \$1.50 = \$86,244

Please note that this assumes everyone would pay fares when boarding (no use of period passes) and assumes everyone paying full fare (no reduced rides)



# TARC PEER COMPARISON 2025 STATS

## TARC Peer Comparison 2025 data

	Cincinnati Go Metro	Indianapolis Indy Go	Nashville We Go Transit	Louisville TARC
<b>Service Area Miles Covered</b>	289 square miles	396 square miles	504 square miles	288 square miles
<b>Service Population</b>	744,901	969,466	703,953	744,816
<b>Total Budget 24/25</b>	\$160,168,013	\$146,800,000	127,997,000	\$114,985,630
<b>Paratransit Average Monthly Trips Scheduled</b>	14,663	13,210	33,465	31,865
<b>Paratransit On-Time Performance</b>	88.5%	70%	91.8%	93%
<b>Average Monthly Boarding's Fixed Route</b>	1,129,737	600,000	701,523	414,910
<b>On Time Performance Fixed Route %</b>	78%	78%	83.4%	70%
<b>Fixed Route Missed Service Trips %</b>	.9%	.2%	.21%	3.3%

<sup>[1]</sup> Cincinnati Go Metro new on demand service “Metro Now” reported 7,433 trips per month of September 2024

<sup>[2]</sup> Nashville We Go Transit includes additional on demand services called Access on Demand along with their Access ADA service in average monthly trips scheduled for .paratransit. Go Metro, TARC and Cincinnati Go Metro transit report only paratransit on demand services for this metric.

<sup>[3]</sup> Cincinnati Go Metro implemented Free Rides Program in 2023 when the Cincinnati Bengals vs. Seattle Seahawks game at Paycor Stadium provided more than 19,000 people with free transportation. Miller Lite announced it is partnering with Cincinnati Metro again to provide complimentary rides to and from Paycor Stadium for fans attending the Bengals’ game against the Ravens on Sunday

<sup>[4]</sup> Cincinnati Go Metro and TANK are again offering free rides to BLINK an outdoor festival this year. In 2022 they offered a similar service for us and they showed great ridership,” he says. There were an estimated 185,000 free rides during the last BLINK.

<sup>[5]</sup> Cincinnati Go Metro offered free fares in spring of 2022 to help motorists with rising gas prices. Average weekday ridership was 44,358 during fare-free week, a 26% increase compared to the previous month, per data from the transit agency



# TRANSPORTATION



## OVERVIEW

### Emerging Issues:

- Running 2 CAD/AVL systems until March 1 target date for 100% install of Avail
- Identifying trigger box locations on routes and geo fencing due points for OTP
- Ridership decrease in January from 468,803 to 414,903

### Trends:

- 640.23 missed hours first 14 days of February 2024
- 246.85 missed hours first 14 days of February 2025
- 61.4435% decrease

### Celebrate Successes:

- Graduation - February 28th FT operators - if all pass their CDL road tests and final ride evaluations.

Elton Runner

Asher Goss

Yvette Mahaffey

Davisha Finn



# JANUARY ON-TIME PERFORMANCE

Celebrating Success and Acknowledging Excellence		
	Operator	OTP
1	Calvin Sadifer	91.99%
2	Freida Tutt	90.84%
3	Leslie Williams	91.99%
4	Lisa Lauderdale	90.18%
5	Pam Patterson	95.31%
6	Tyrone Powell Jr.	94.48%
7	Cheryl Pitmon	92.68%
8	Tyrone Powell	91.28%
9	Ervad Podbicanin	94.86%
10	David Gillenwater	91.76%
11	Jesse Heil	92.28%
12	Tim Moore	97.31%
13	Michael West	95.52%

205 Operators for current Service



# ON TIME PERFORMANCE



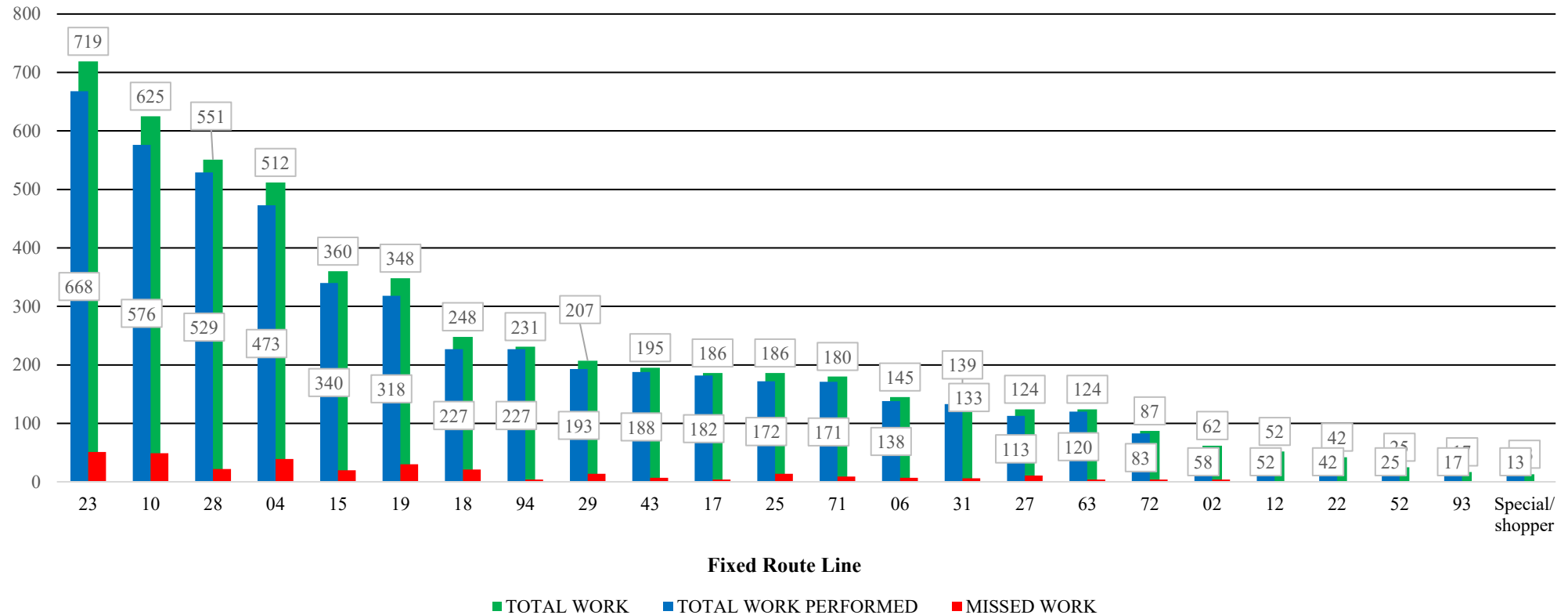
Avail CAD/AVL – Dash Board – Customizable real time data feed and status reports  
April 2025 – Target for 100% Install



# FIXED ROUTE SCHEDULED VS PERFORMED

TOTAL WORK	OPEN WORK	% OF TOTAL OPEN	MISSED WORK	% OF OPEN MISSED	% OF TOTAL MISSED	TOTAL WORK PERFORMED	% PERFORMED
5,378	1,083	20.14%	320	29.55%	5.95%	5,028	93.49%

Fixed Route Scheduled VS Performed





# FIXED ROUTE MISSED RUNS AND HOURS

2021	Year End Totals			
	Total Runs	Total Missed Runs	% Missed Runs	Sum of Missed Hours
	98,310.00	5,753.00	5.85%	22,877.49
2022				
	Total Runs	Total Missed Runs	% Missed Runs	Sum of Missed Hours
	96,461.00	4,788.00	4.96%	19,385.48
2023				
	Total Runs	Total Missed Runs	% Missed Runs	Sum of Missed Hours
	97,765.00	4,545.00	4.65%	17,392.85
2024				
	Total Runs	Total Missed Runs	% Missed Runs	Sum of Missed Hours
	78,820.00	3,633.00	4.61%	14,572.95
2025				
	Total Runs	Total Missed Runs	% Missed Runs	Sum of Missed Hours
January	8158	272	3.33%	878.00
	8,158.00	272.00	3.33%	878.00

# MAINTENANCE

## OVERVIEW

### Emerging Issues:

- Post Delivery of 9 new Gillig Vehicles. 3 Vehicles need seat installations before delivery
- Training team on TARC's new electric. March 31<sup>st</sup> Gillig on site

### Trends:

- Chargeable road calls trending up from 81 to 83 for this month

### Celebrate Successes:

- Took delivery of 9 new Gillig buses
- Took delivery of 18 new Para-Transit vehicles
- Signage removed or changed per service change. 222 total stop eliminations, 8 shelters relocations, and 23 new stop installations



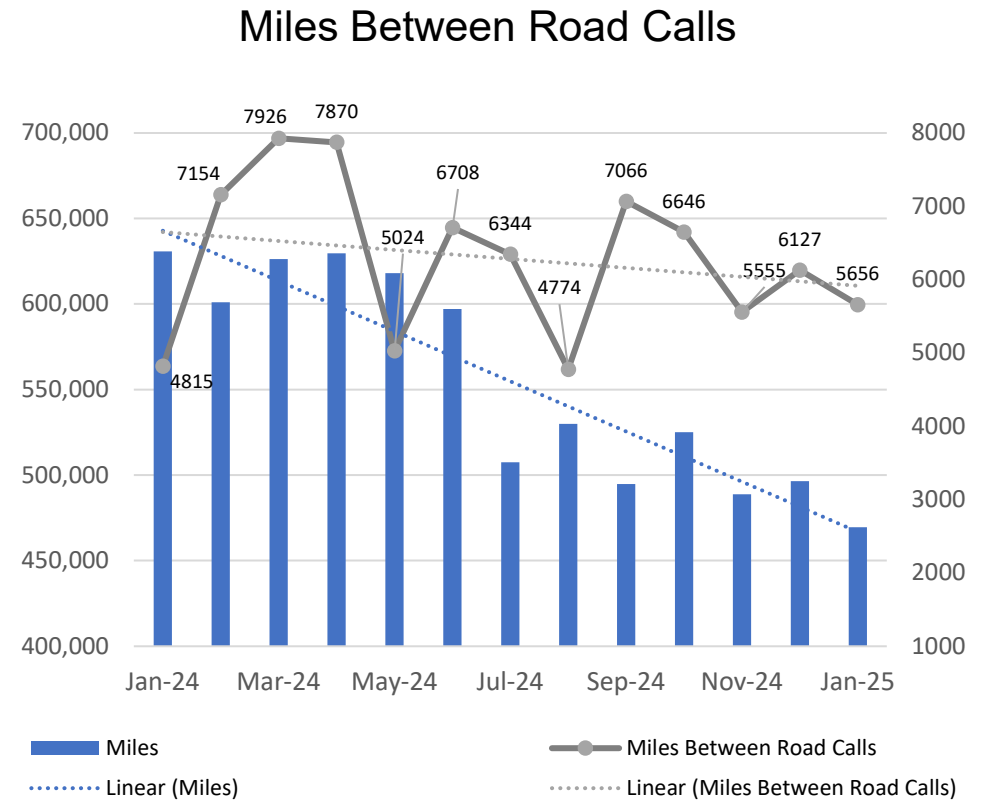


# MAINTENANCE

## MILES BETWEEN MECHANICAL FAILURES

YTD	Miles	Chargeable Road Calls	Miles Between Road Calls
Jan-24	630,740	131	4,815
Feb-24	601,018	84	7,154
Mar-24	626,175	79	7,926
Apr-24	629,625	80	7,870
May-24	618,039	126	5,024
Jun-24	597,066	89	6,708
Jul-24	507,516	80	6,344
Aug-24	529,940	111	4,774
Sep-24	494,672	70	7,066
Oct-24	525,053	79	6,646
Nov-24	488,840	88	5,555
Dec-24	496,333	81	6,127
Jan-25	469,485	83	5,656

**JANUARY: Total Miles Between Road Calls = 5,656**  
**Target Miles Between Road Calls = 5,500**

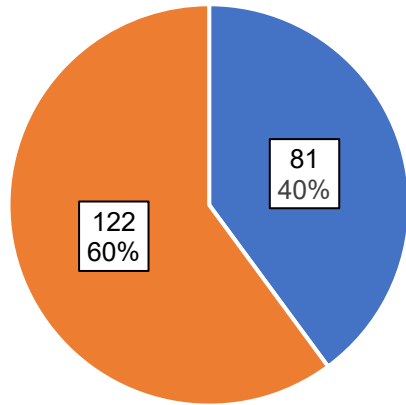


A Mechanical Road Call occurs when mechanical problems prevent the revenue vehicle from completing a scheduled revenue trip, or from starting the next scheduled revenue trip because actual movement is limited, or because of safety concerns.

# MAINTENANCE

## CHARGEABLE VS NON-CHARGEABLE ROAD CALLS

December 2024 Maintenance Road Calls



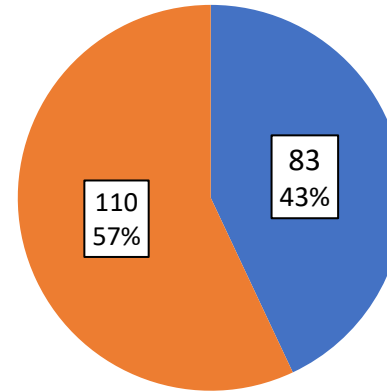
**TOTAL  
203**

■ Chargeable Road Calls 81   ■ Non-Chargeable Roads Calls 122

### Chargeable Categories

- Brakes
- Chassis & Doors
- Electrical System
- Engine
- Fuel Systems
- HVAC
- Transmission
- Wheelchair Lift

January 2025 Maintenance Road Calls



**TOTAL  
193**

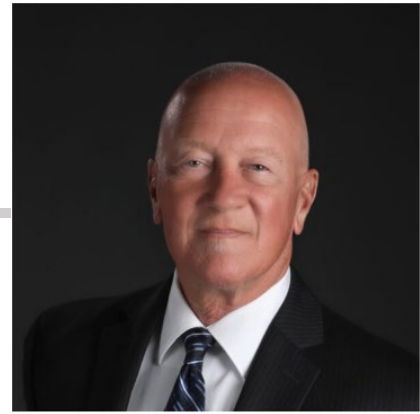
■ Chargeable Road Calls 83   ■ Non-Chargeable Roads Calls 110

### Non-Chargeable Categories

- Farebox
- Radio
- Camera
- Tires
- Unit
- Main Cabin



# SAFETY



## OVERVIEW

### Emerging Issues:

- Demo Operator Barrier issues - issues corrected and monitoring if resolution was successful
- Finalize barrier selection via operator vote by end of February
- January increase in preventable accidents (11 – highest this year). Weather related

### Trends:

- Passenger disruptions continue to trend downward

### Celebrate Successes:

- Operators had safety concerns about some coach stops that required crossing several lanes of traffic after the stop and upon review, stops were moved to a safer location (part of risk assessment)

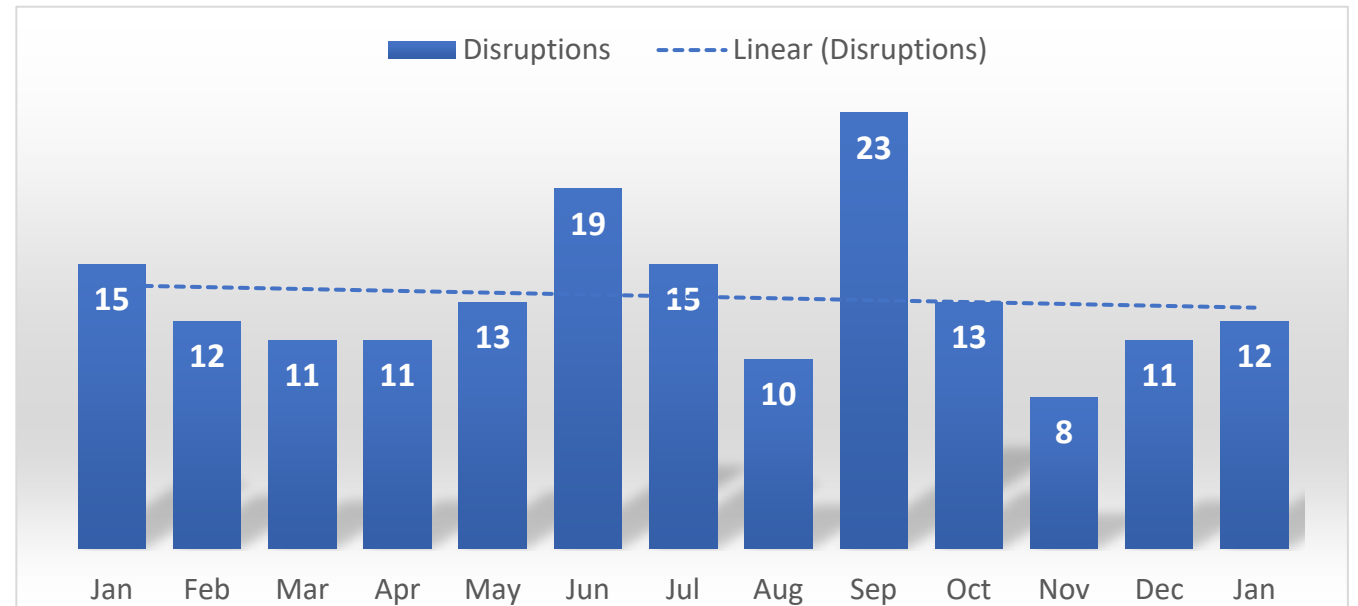


# SAFETY

## PASSENGER DISRUPTIONS BY LINE JAN 24 – JAN 25

Route ID	Disruptions
Broadway - #23	39
Market St - #15	21
Dixie Rapid - #10	20
Fourth St - #4	14
Preston - #28	14
Muhammad Ali - #19	11
Eastern Pkwy - #29	6
Bardstown - #17	8
Oak-Westport - #25	9
Clarksville - #72	4
Dixie Hwy - #18	4
Cardinal - #94	3
Shelbyville Rd - #31	3
Hill St - #27	2
Portland Poplar Level - #43	2
J'ville-Lou-New Albany - #71	5
Crums Lane - #63	1
Second St - #2	1
Twelfth St - #12	1
Chestnut St - #21	1
Taylorsville Rd - #40	1
Med Ctr - #52	1
Sixth St - #6	0
Outer Loop - #46	0

## TOTAL PASSENGER DISRUPTIONS – JAN 24 THRU JAN 25



### PASSENGER DISRUPTIONS\*

This Month Total

12

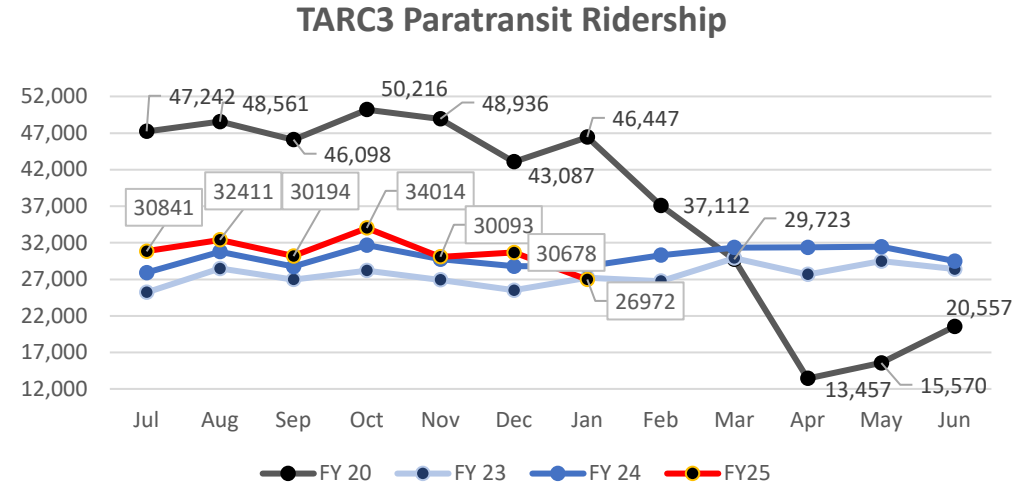
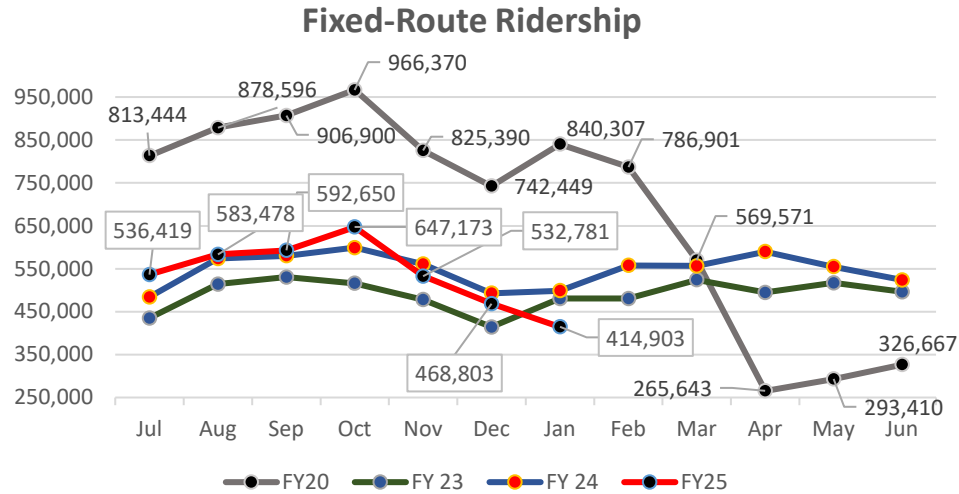
Monthly Avg

13.31

**\*Disruption:** an incident on the coach that delays service more than 5 minutes  
**Incident:** confrontation with a passenger for failure to follow TARC's Code of Conduct  
*(ie: fare evader, profanity, fighting, etc.)*



# JANUARY RIDERSHIP



**FIXED ROUTE**  
 Monthly: **415K**  
 YTD: **3,776,207**  
 -11.5% VLM  
 -16.8% VLY

**PARATRANSIT**  
 Monthly: **27K**  
 YTD: **215,518**  
 -12.2% VLM  
 -6.6% VLY

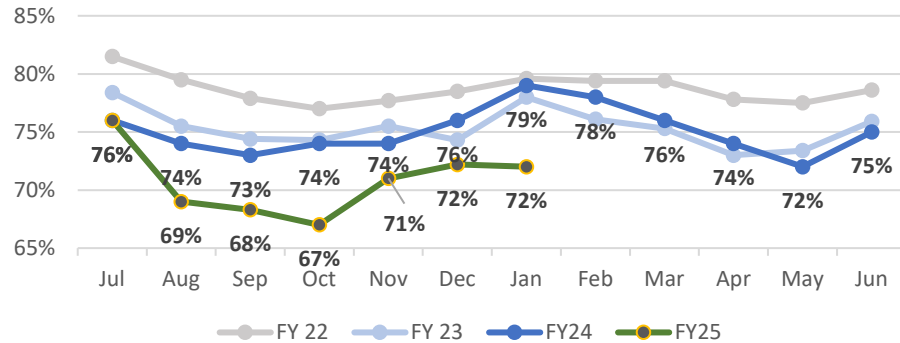
**COMBINED**  
 This Month, Last Year: **528K**  
 This Month, This Year: **442K**  
 -16.3% VLY

Performance Indicator	Fixed-Route System			Paratransit (TARC3)		
	FY25 YTD	FY20 (COVID)	FY24 YTD	FY25 MTD	FY20 (COVID)	FY24 YTD
Total Ridership	3,792,018	8,187,973	6,573,772	215,158	442,345	360,456
Weekday Ridership	3,215,678	7,135,476	5,562,244	177,977	381,276	297,419
Saturday Ridership	330,888	642,871	565,636	18,081	34,062	27,431
Sunday/Holiday Ridership	245,452	506,055	433,148	19,100	27,007	30,441
Total Revenue Miles	3,143,462.37	6,386,306.82	6,517,670	2,549,272	4,930,487	4,364,217
Total Revenue Hours	245,775.05	594,178.76	537,581	159,352	298,416	284,896
Trips per Revenue Mile	1.21	1.28	1.01	0.08	0.09	0.08
Trips per Revenue Hour	15.43	13.78	12.20	1.35	1.48	1.27

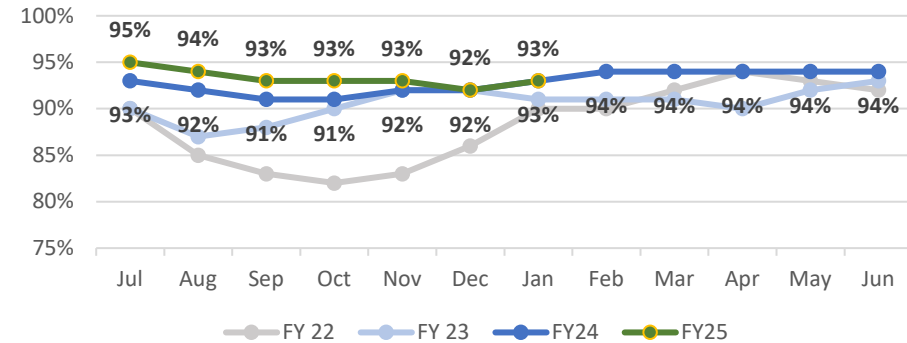


# JANUARY ON-TIME PERFORMANCE

### Fixed-Route On-Time Performance



### TARC3 Paratransit On-Time Performance



Fixed-Route  
FY24 Goal  
**80%**

Paratransit  
FY24 Goal  
**93%**

On-Time Performance									
	Fixed-Route				Paratransit (TARC3)				
	FY25	FY24	FY23	FY22		FY25	FY24	FY23	FY22
Jul	72%	76%	78%	80%	Jul	95%	93%	90%	90%
Aug	69%	74%	76%	80%	Aug	94%	92%	87%	85%
Sept	69%	73%	74%	78%	Sep	93%	91%	88%	83%
Oct	67%	74%	74%	77%	Oct	93%	91%	90%	82%
Nov	71%	74%	76%	78%	Nov	93%	92%	92%	83%
Dec	72%	76%	74%	79%	Dec	92%	92%	92%	86%
Jan	**	79%	78%	80%	Jan	93%	93%	91%	90%
Feb		78%	76%	79%	Feb		94%	91%	90%
Mar		76%	75%	79%	Mar		94%	91%	92%
Apr		74%	73%	78%	Apr		94%	90%	94%
May		72%	73%	78%	May		94%	92%	93%
June		75%	76%	79%	Jun		94%	93%	92%
<b>FYTD</b>		<b>75%</b>	<b>75%</b>	<b>79%</b>	<b>FYTD</b>		<b>93%</b>	<b>91%</b>	<b>88%</b>

\*\* Operating Dual CAD/AVL Systems

ADDITIONAL STATS FOR BOARD MEMBER  
REVIEW

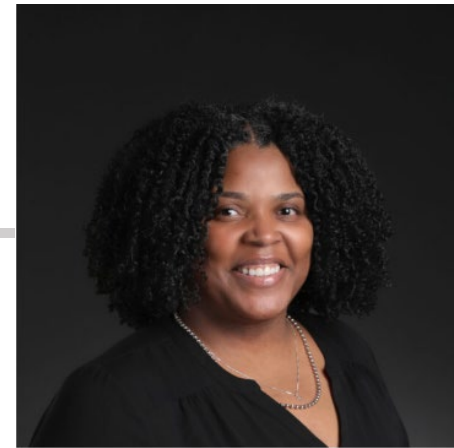


**FEBRUARY DIRECTORS UPDATE**

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February 26, 2025

# MOBILITY SERVICES – TARC3



## OVERVIEW

### Emerging Issues:

- No Show and Suspension Policy with Appeals Process in development
- Review Webpage for access to individuals with disabilities

### Trends:

- Twelve percent decrease in ridership from December '24 to January '25 due to inclement weather
- Seven percent decrease in ridership from January '24 to January '25

### Celebrate Successes:

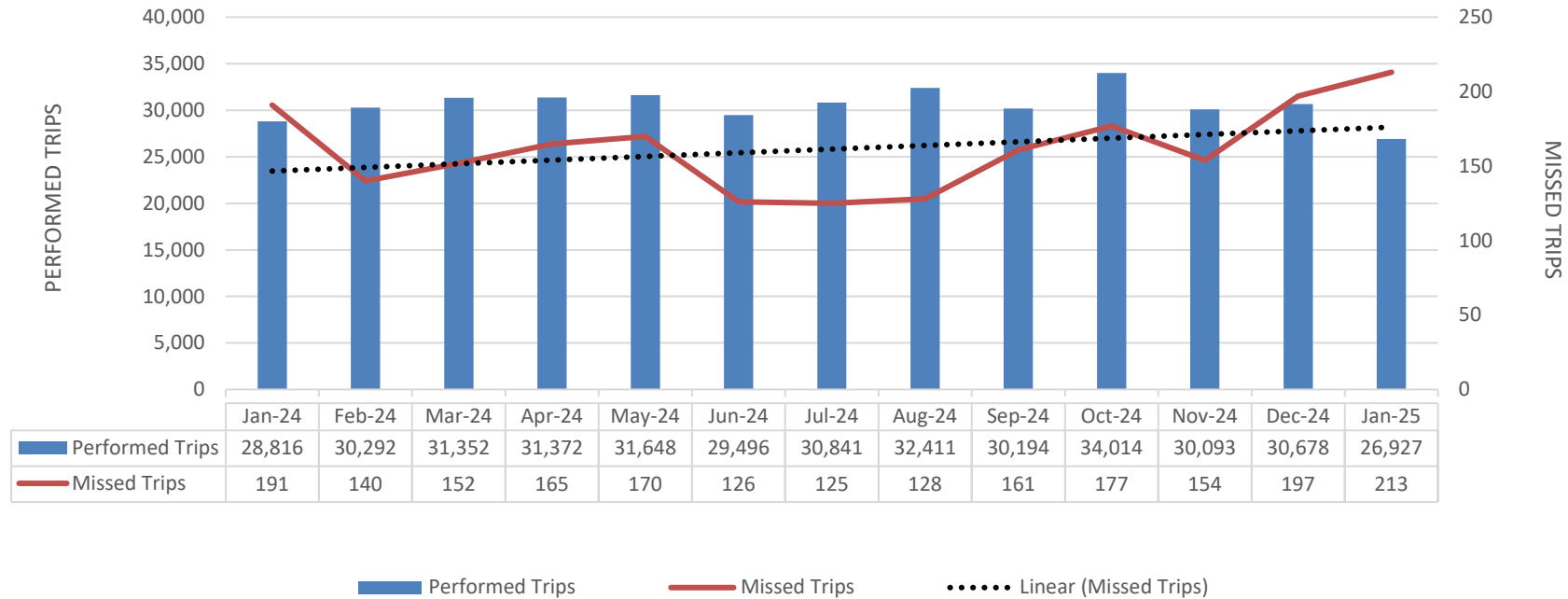
- Collaborated with TAAC (TARC Accessibility Advisory Council) to update the TARC3 Riders' Guide





# MV WEEKLY PERFORMANCE – JANUARY 2025

MONTHLY PERFORMED AND MISSED TRIPS



## % Missed Trips

January 2025 Missed Trips: 0.79%

26,927 Performed Trips

*Excluding Inclement Weather Days:*

23,288 Performed Trips, 0.58% Missed Trips



# MV LIQUIDATED DAMAGES – JANUARY 2025

## PARATRANSIT

Monthly

**\$8.6K**

-43% VLM  
-20% VLY

YTD

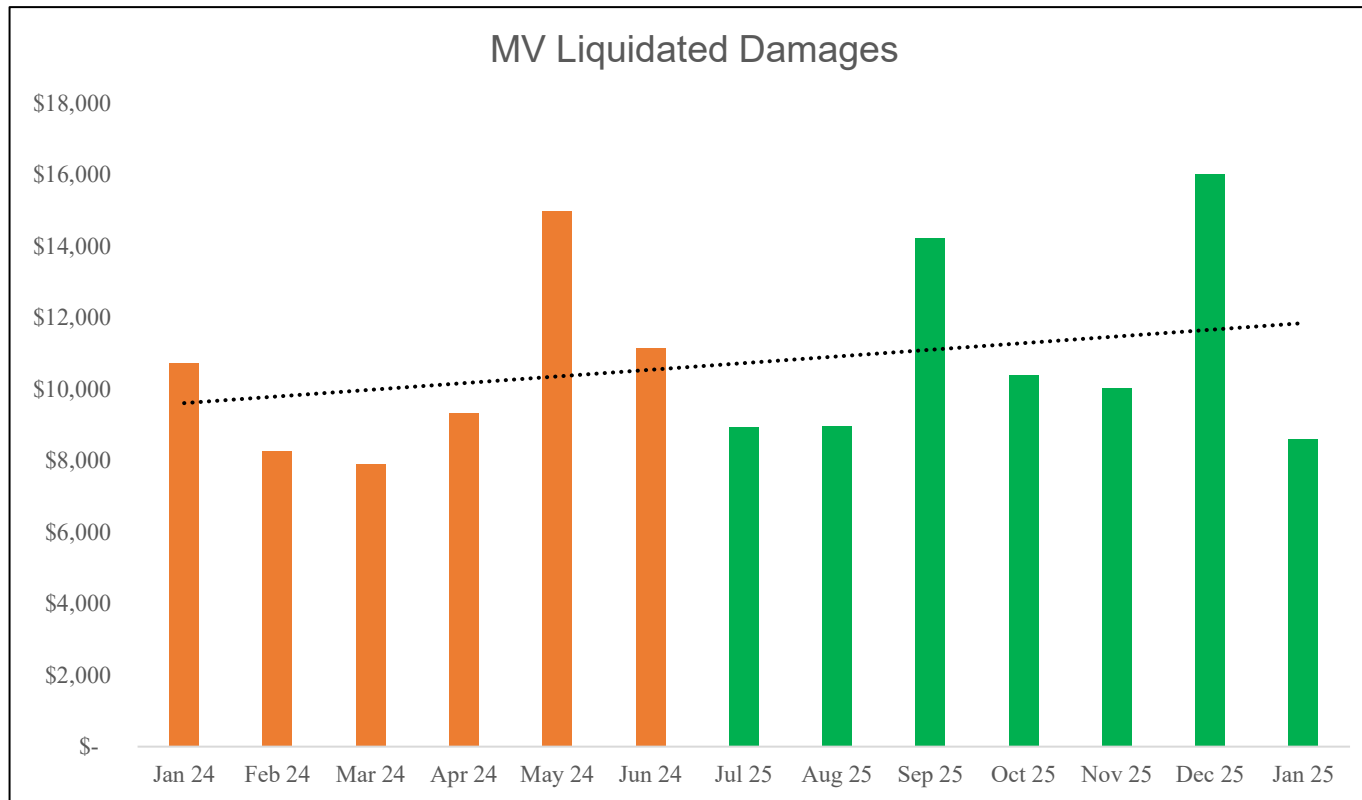
**\$77.1K** -36% VLY

### Monthly Details

\$4.1K (48%), Late Trip, > 30 mins late

\$3.5K (40%), Missed Trips

\$1K (12%), Weekday Productivity



### Types of Penalties:

Missed Trip

Late Trip

On-Time Performance

Excessive Trip Length

Customer Complaints

Compromised Safety

Maintenance



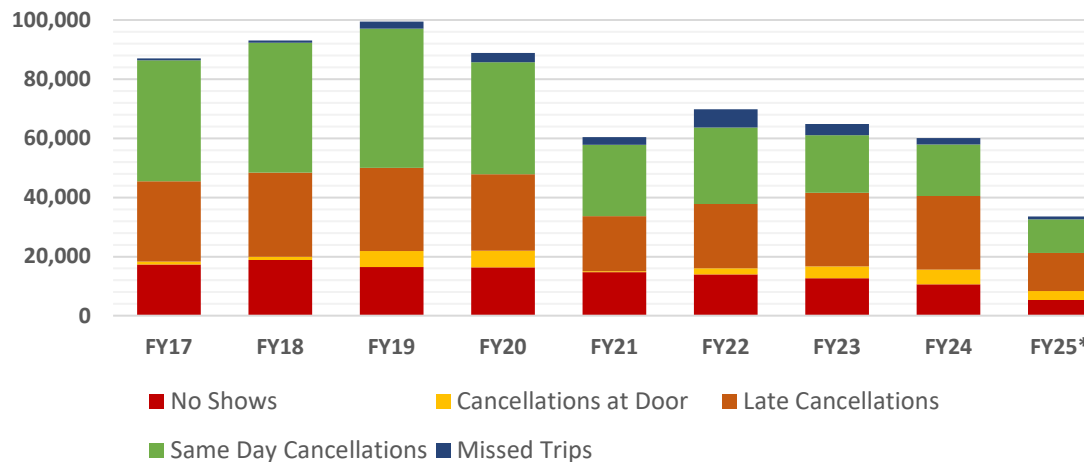


# TARC3 SCHEDULED VS PERFORMED

MV Hourly Rate Average FY24 = \$48  
 MV Average Pass Trip Per Hour is 1.3 PPH  
 \$48/1.3 = \$37 Cost Per Trip  
 No Show 10,659 \* 37 = \$394,383  
 Cancel at Door 4,965 \* 37 = \$183,705  
 Late Cancellation = 24,895 \* 37 = \$921,115  
 Total = \$1,499,203

Cancelled Trips									
YEAR	Scheduled Trips	Performed Trips	Late Cancellations	Cancellations at Door	No Shows	Same Day Cancellations	Missed Trips	Total Cancelled Trips	% of Scheduled Trips
FY17	601,716	514,610	27,089	987	17,383	40,975	672	87,106	14%
FY18	640,145	547,002	28,360	1,144	18,857	43,955	827	93,143	15%
FY19	660,128	560,635	28,182	5,389	16,497	47,025	2,400	99,493	15%
FY20	531,278	442,389	25,884	5,624	16,358	37,899	3,124	88,889	17%
FY21	352,203	291,740	18,642	236	14,797	24,138	2,650	60,463	17%
FY22	369,232	299,413	21,796	2,037	13,969	25,893	6,124	69,819	19%
FY23	395,643	330,779	24,830	4,028	12,698	19,575	3,733	64,864	16%
FY24	391,017	330,960	24,895	4,965	10,659	17,403	2,135	60,057	15%
FY25*	221,828	188,231	12,791	3,086	5,331	11,455	934	33,597	15%
*YTD (Dec)									

### TARC3 Non-Performed Scheduled Trips



FY25*			
	% of Scheduled	% of Cancelled	Definition
MISSED	0.42%	3%	Any trip whereas the driver arrives before or after the 30 minute pickup window and departs without the passenger before waiting at least 5 minutes within the 30 minute pickup window
SAME DAY	5.16%	34%	Trip is cancelled on day of service at least 2 hours prior to scheduled pickup time. Trip can be rerouted.
LATE	5.77%	38%	Trip is cancelled less than 2 hours of the scheduled pick up time. Trip may be able to be rerouted depending on time of cancellation.
AT DOOR	1.39%	9%	Trip is cancelled after driver arrives for pick up and has made contact with the passenger.
NO SHOWS	2.40%	16%	Driver arrives and passenger is unable to be located for transport.



# CUSTOMER EXPERIENCE

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## OVERVIEW

### Emerging Issues:

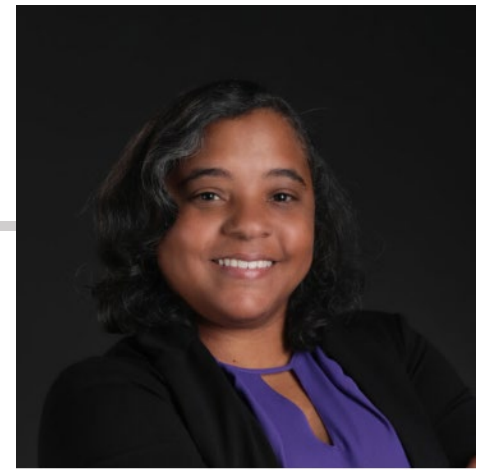
- Beginning the transition to a new CAD/AVL system

### Trends:

- Call Volume – 16% increase from 44,917 calls in December to 50,794 calls in January (higher volume due to winter storm and service changes)

### Celebrate Successes:

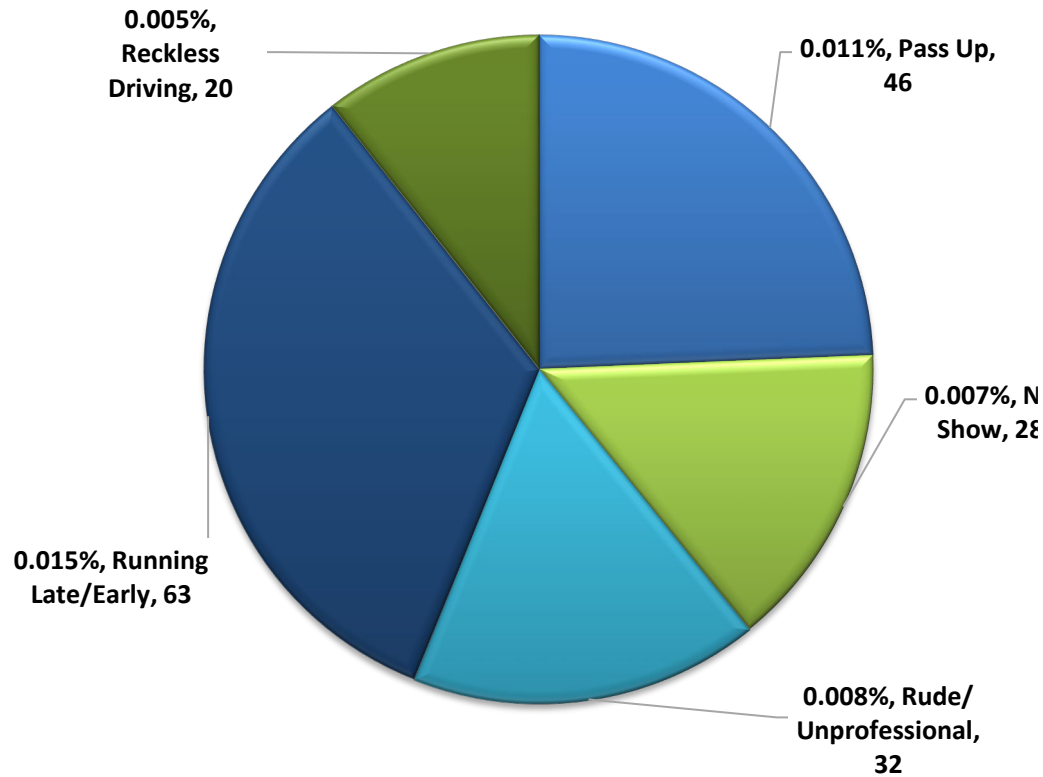
- Handled 8,000 calls during the January snow storm with a hold time or 1min 16sec stay under our goal of 2 mins.



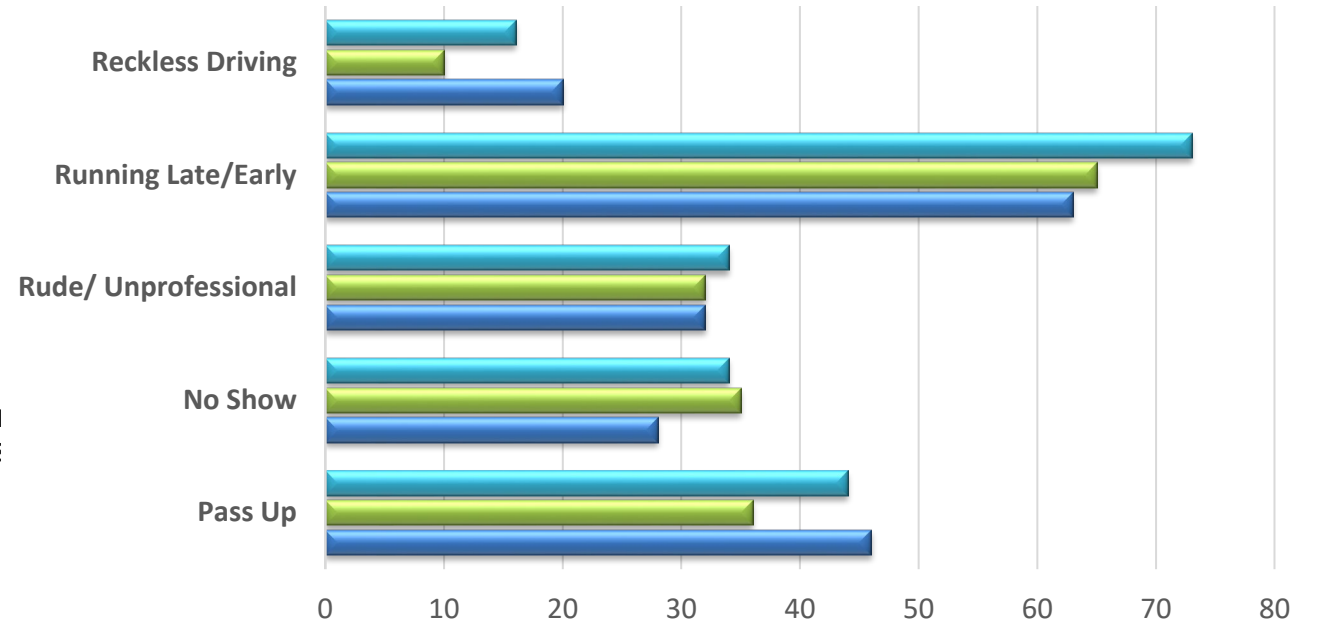


# FIXED ROUTE TOP 5 FEEDBACK CATEGORIES – JANUARY 2025

Feedback Categories



3 Month Comparison



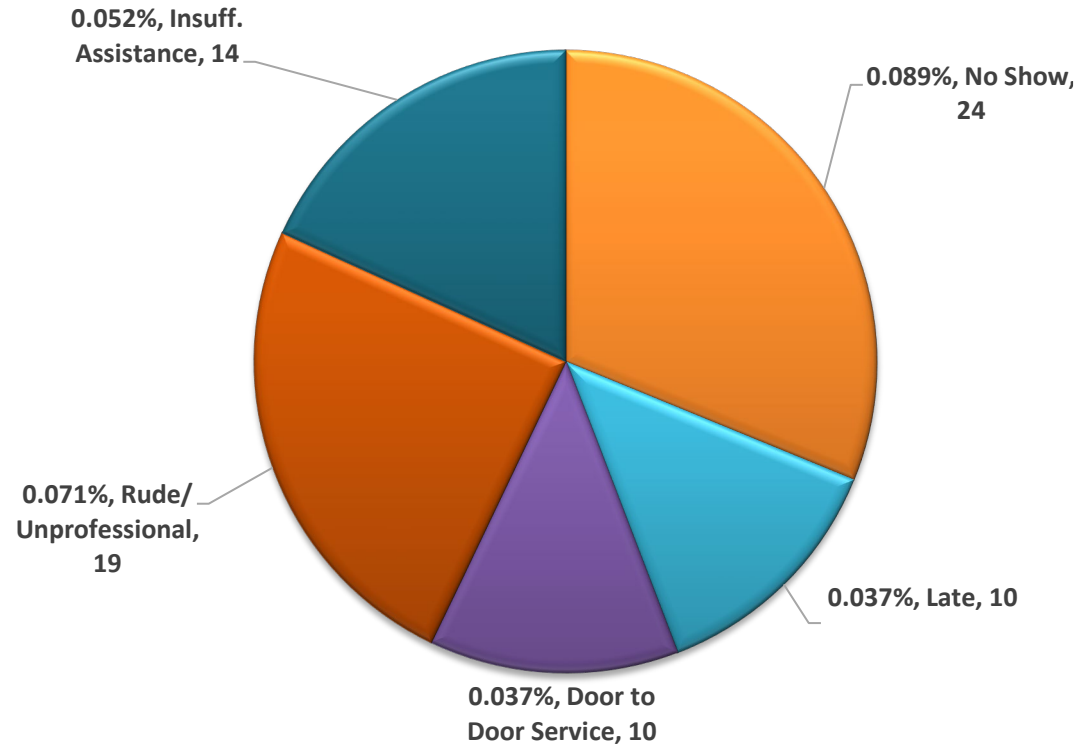
	Pass Up	No Show	Rude/ Unprofessional	Running Late/Early	Reckless Driving
Nov-24	44	34	34	73	16
Dec-24	36	35	32	65	10
Jan-25	46	28	32	63	20

\*Note: Feedback Category percentage represents total feedbacks in that category vs total boarding's for the month.

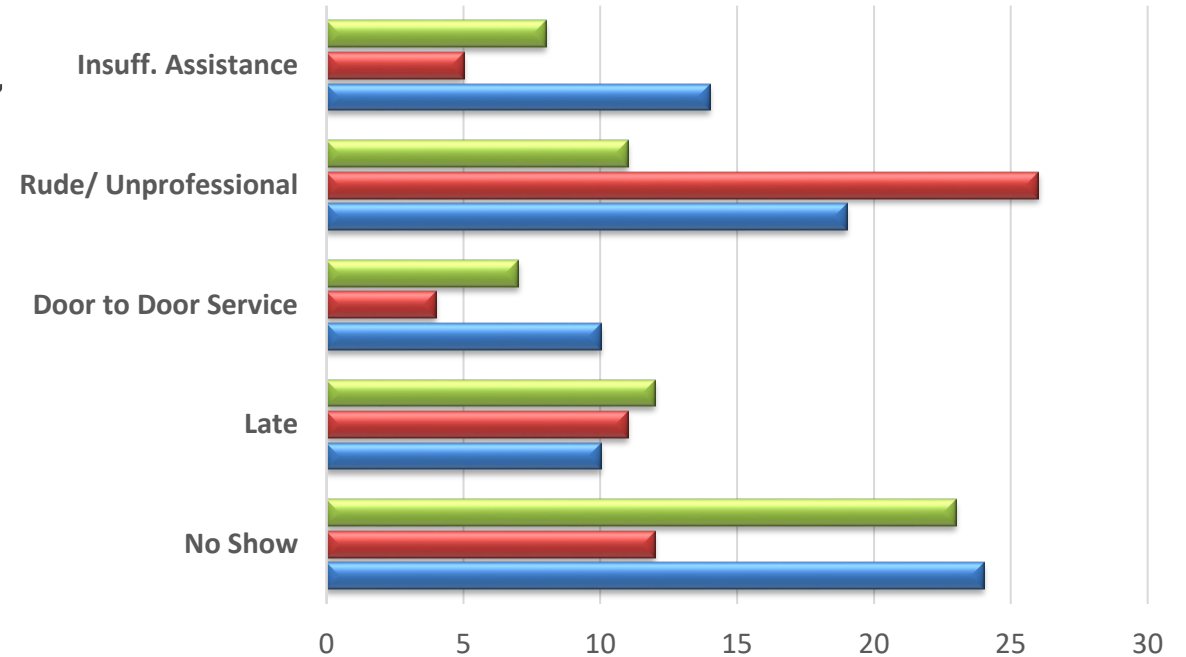


# TARC3 TOP 5 FEEDBACK CATEGORIES – JANUARY 2025

Feedback Categories



3 Month Comparison



	No Show	Late	Door to Door Service	Rude/ Unprofessional	Insuff. Assistance
Nov-24	23	12	7	11	8
Dec-24	12	11	4	26	5
Jan-25	24	10	10	19	14

\*Note: Feedback Category percentage represents total feedbacks in that category vs total trips for the month.



# FEEDBACK PER RIDERSHIP

## FIXED ROUTE / 100K BOARDING

Month

70

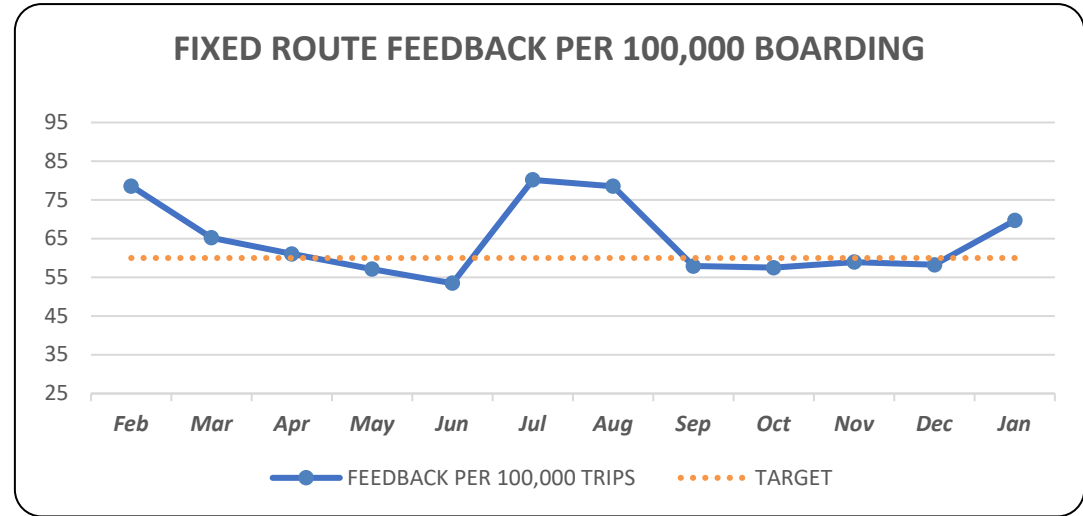
44% VLM

**TOTAL RIDERSHIP**  
414,903

**TOTAL FEEDBACK**  
289

Goal

60



## PARATRANSIT / 1,000 TRIPS

Month

4.9

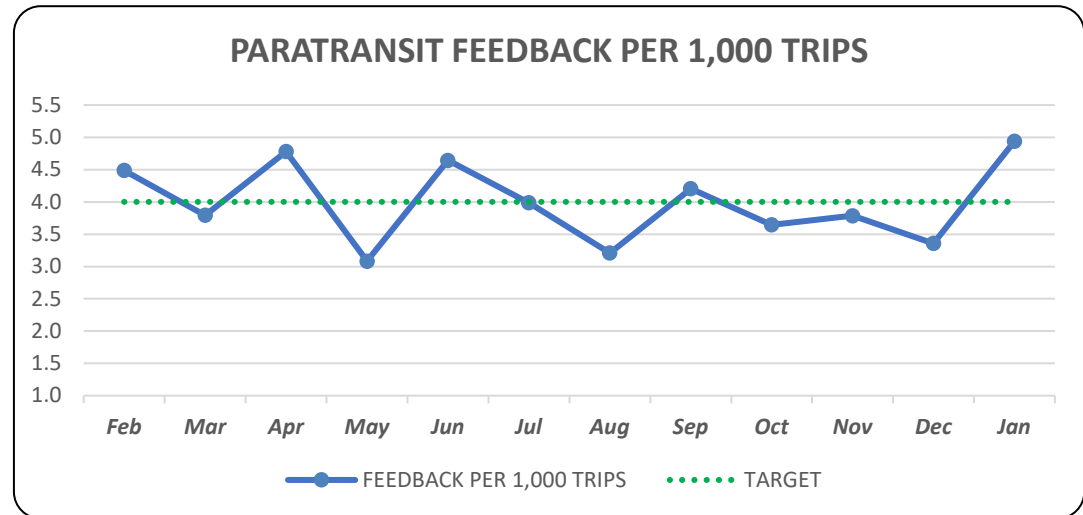
20% VLM

**TOTAL RIDERSHIP**  
26,927

**TOTAL FEEDBACK**  
133

Goal

4

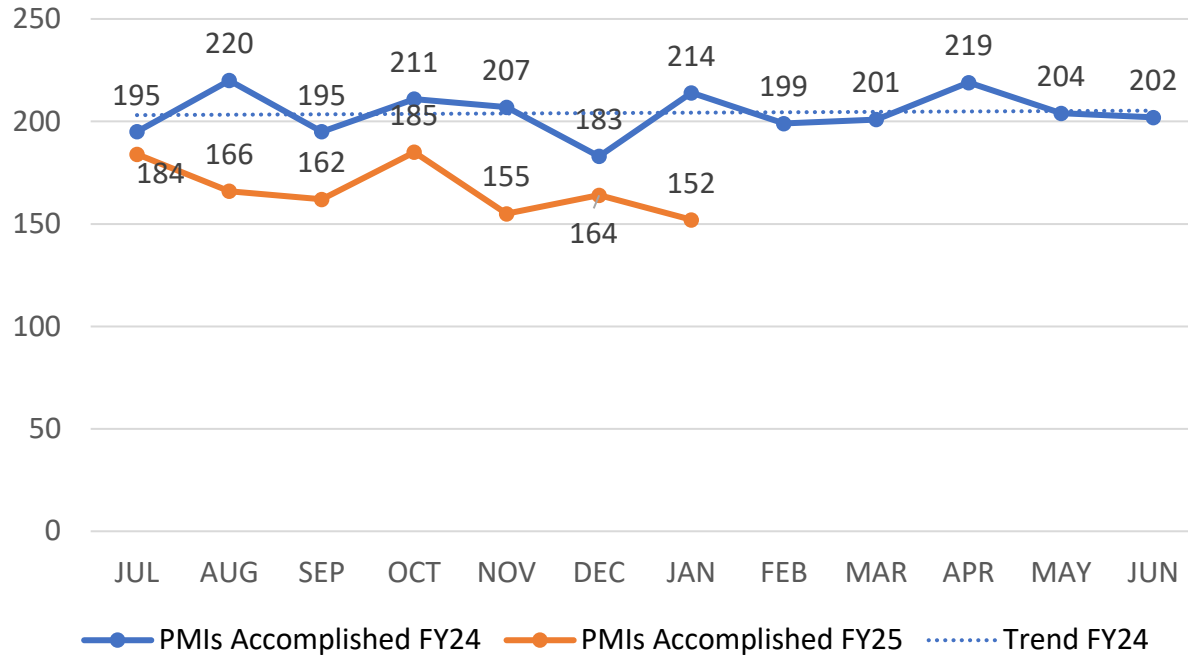




# MAINTENANCE

Target PMI: 155  
Total Vehicle PMIs: 152

### Preventive Maintenance Inspections (PMI) Accomplished FY24 and FY 25



\* FTA allows a 10 percent deviation from the scheduled interval as being considered on time and 80 percent of the total inspections for any mode or operation is considered on time.

### Coach Maintenance Plan Includes:

#### **3,000 mile inspection:**

- Road Test
- Check engine compartment
- Check under coach to include brake systems
- Check Interior-Exterior
- Lube under carriage

#### **6,000 mile inspection:**

- Change engine oil, engine fuel filter, and oil filters
- Perform 3,000 mile inspection

#### **12,000 mile inspection**

- Perform brake Tapley
- Perform 6,000 mile inspection

#### **24,000 mile inspection**

- Change engine air filter and change hydraulic oil filter
- Perform 12,000 mile inspection

#### **48,000 mile inspection**

- Fluid change
- Inspect transmission
- Sample transmission fluid

#### **96,000 mile inspection**

- Transmission fluid and filter change
- Inspect transmission
- Sample transmission fluid



# SAFETY

## SAFETY PREVENTABLE ACCIDENTS

Monthly

**11**

### TYPE OF ACCIDENT

Fixed Object	9	81.9%
Moving Vehicle	2	18.1%

YTD

**57**

## PREVENTABLE ACCIDENTS / 100K MILES

Monthly

**1.8**

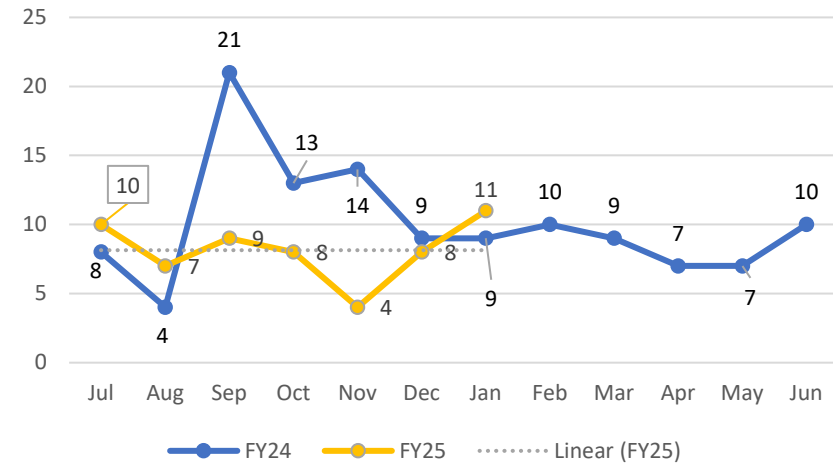
YTD AFR Goal

**2.1**

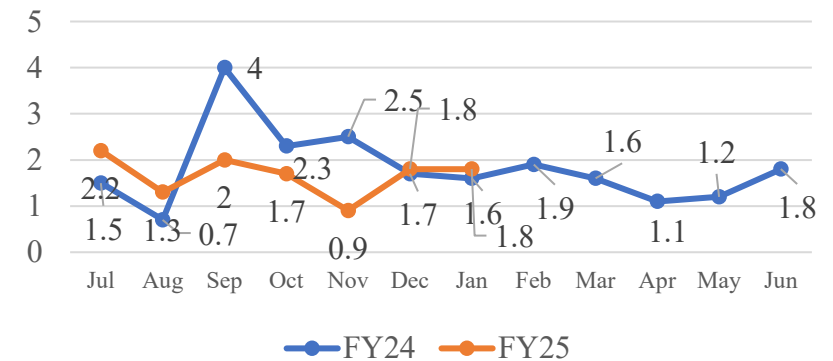
YTD

**1.7**

### FY25 PREVENTABLE ACCIDENTS



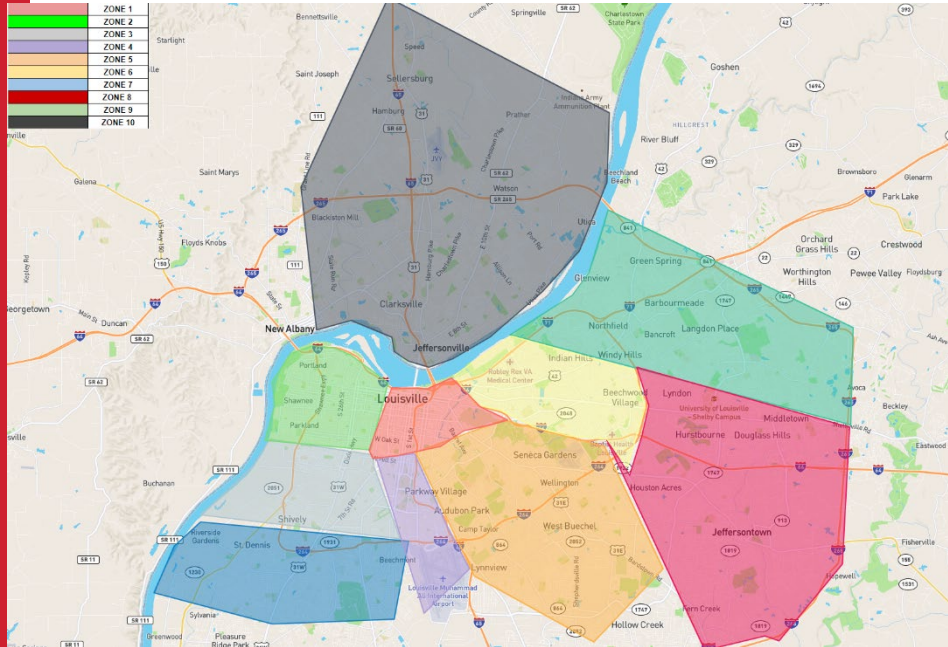
### PREVENTABLE ACCIDENT AFR FY24 vs FY25





# MAINTENANCE

## JANUARY SHELTER CLEANINGS



Task/Zone	ZONE										TOTAL
	Z1	Z2	Z3	Z4	Z5	Z6	Z7	Z8	Z9	Z10	
Trash Can Emptied	23	22	6	9	7	6	9	7	3	3	95
BioHazard Cleaned	0	5	7	3	8	2	9	0	0	0	34
Graffiti Removed	10	4	7	0	8	2	1	0	6	0	38
Installation of Advertisements	0	0	1	0	0	1	0	0	0	0	2
Shelter Cleaned	503	291	269	278	388	175	230	118	85	101	2438
Spot/Stain Pressure Washed	0	0	0	0	0	0	0	0	0	0	0
Surface Scrub Pressure Wash Complete	0	0	0	0	0	0	0	0	0	0	0

**December Shelter Cleanings 2438**

**Other Requests 169**

**Goal Shelter Cleanings 45 per day**

**THIS MONTH 178%**





# OPERATIONS SUPERVISOR – FIELD & ON-BOARD BUS SUPPORT

NOVEMBER	Area Sums	
Opr Engagements	448	
Pax De-escalations	5	
On Bus Cust Support	170	

NOVEMBER	Dwntwn/ Ind	D
Opr Engagements	79	
Pax De-escalations	1	
On Bus Cust Support	16	

NOVEMBER	West	W
Opr Engagements	110	
Pax De-escalations	0	
On Bus Cust Support	54	

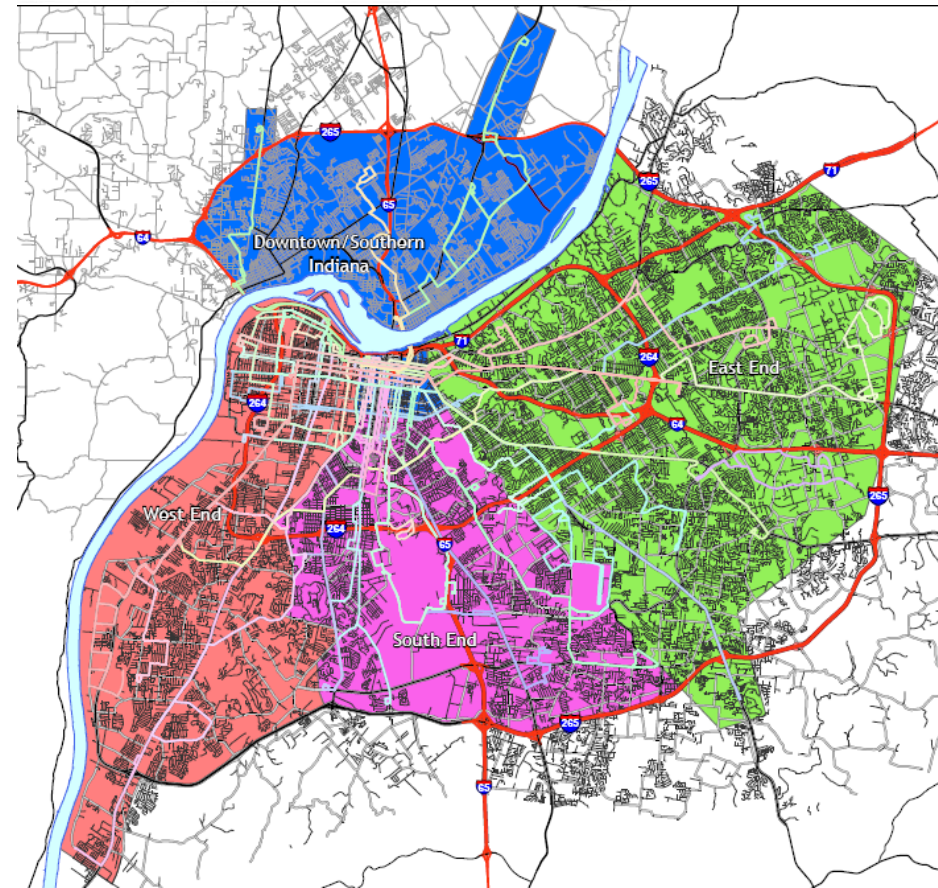
NOVEMBER	South	S
Opr Engagements	44	
Pax De-escalations	3	
On Bus Cust Support	27	

NOVEMBER	East	E
Opr Engagements	42	
Pax De-escalations	0	
On Bus Cust Support	0	

NOVEMBER	Full Cover	A
Opr Engagements	170	
Pax De-escalations	1	
On Bus Cust Support	70	

Area	
D	Dwntwn/ Inc
W	West
S	South
E	East
A	Full Cover

## Road Supervisor Coverage Zone: System Coverage



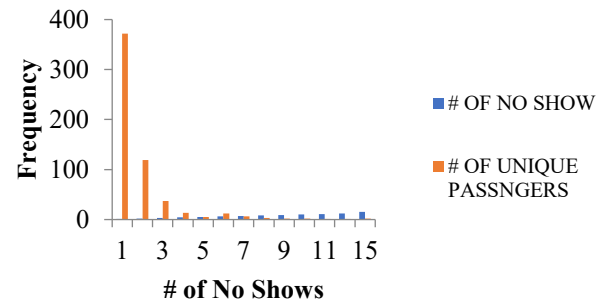
- 9 - Operations Supervisors
- 4 Zones / Heat Map Distribution / Hot Spots



# DECEMBER 2024 CANCELLATION PATTERNS

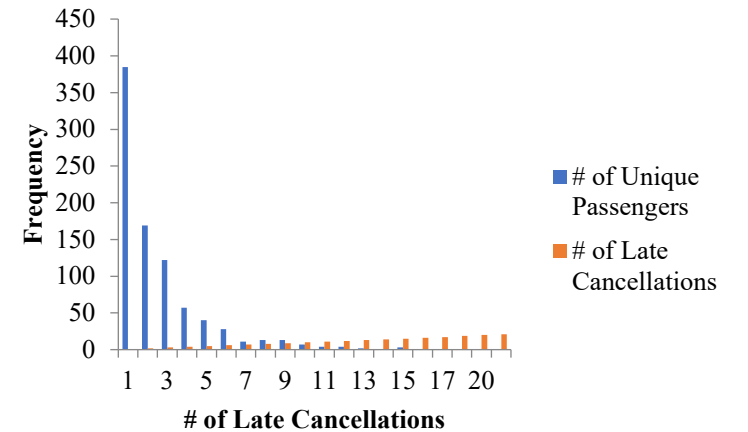
# NO SHOWS	# OF UNIQUE PASSNGERS
1	372
2	119
3	37
4	13
5	5
6	12
7	6
8	3
9	2
10	2
11	1
12	1
15	2

### NO SHOW FREQUENCY DEC 2024

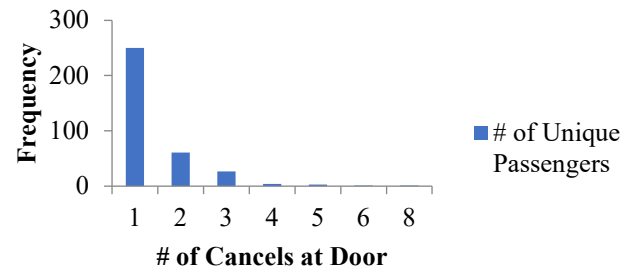


# OF LATE CANCELS	# OF UNIQUE PASSNGERS
1	385
2	169
3	122
4	57
5	40
6	28
7	11
8	13
9	13
10	7
11	4
12	4
13	2
14	1
15	3
16	1
17	1
19	1
20	1
21	1

### LATE CANCEL FREQUENCY DEC 2024



### CANCEL AT THE DOOR FREQUENCY DEC 2024



# OF CANCELS AT DOOR	# OF UNIQUE PASSNGERS
1	250
2	61
3	27
4	4
5	3
6	1
8	1
12	1



# TARC3 SCHEDULED VS PERFORMED – IN PROGRESS

## STRATEGIES TO REDUCE LATE CANCELLATIONS AND NO SHOWS

Steps TARC and MV staff are engaging to decrease cancellations (late cancellations, cancellations at the door and no shows).

- Customers have begun receiving day before and imminent arrival calls so long as they have not opted out of the program
- We activated the calls for everyone except subscription riders on May 22nd. Subscription riders activated with IT and Trapeze assistance. Everyone was ultimately activated on June 12th.
- No show letters continue to be sent to customers who receive 3 or more no shows during the month
- We will identify and connect with customers who have an excessive amount of no shows and late cancellations during a given period.
- We'll discuss with the individual methods on how to reduce such cancellations and hear any feedback they have for us regarding service.

IMMINENT ARRIVAL CALL ANALYSIS							
FY25 MTD							
	Oct-24	% CHANGE	Nov-24	% CHANGE	Dec-24	% CHANGE	YTD
<b>IMMINENT ARRIVAL CALLS</b>	<b>24,064</b>	<b>17.6%</b>	<b>21,111</b>	<b>-12.3%</b>	<b>21,432</b>	<b>1.5%</b>	<b>130,324</b>
COMPLETED (APPLICATION ENDED)	6,167	16.6%	5,451	-11.6%	5,489	0.7%	33,829
COMPLETED (USER HUNG UP)	16,490	18.8%	14,553	-11.7%	14,844	2.0%	88,708
NO ANSWER	1,035	9.1%	832	-19.6%	814	-2.2%	5,853
BAD NUMBER	372	11.0%	275	-26.1%	285	3.6%	1,934
<b>ATTEPMTED TRIPS</b>	<b>39,924</b>	<b>12.0%</b>	<b>35,579</b>	<b>-10.9%</b>	<b>36,850</b>	<b>3.6%</b>	<b>221,832</b>
COMPLETED TRIPS	34,014	12.7%	30,093	-11.5%	30,678	1.9%	188,231
<b>CANCELLATIONS</b>	<b>5,910</b>	<b>8.2%</b>	<b>5,486</b>	<b>-7.2%</b>	<b>6,172</b>	<b>12.5%</b>	<b>33,601</b>
LATE	2,177	9.3%	1,989	-8.6%	2,334	17.3%	12,792
SAME DAY	2,060	4.8%	1,984	-3.7%	2,096	5.6%	11,455
MISSED TRIP	178	15.6%	155	-12.9%	197	27.1%	937
CANCEL AT THE DOOR	552	0.0%	455	-17.6%	517	13.6%	3,086
NO SHOW	943	17.9%	903	-4.2%	1,028	13.8%	5,331





# FEBRUARY BOARD OF DIRECTORS

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February 26, 2025

Title VI ~~Major Service~~ ~~Change and Impact Equity~~ Policies

**Major Service Change Policy:**

A “~~m~~Major” service changes are those that change revenue service more than 25% on a Route, measured in terms of revenue hours or revenue miles per typical weekly schedule. In these

cases, a service equity analysis will be performed and the results will be delivered to the TARC Board of Directors. The change requires approval by the Board of Directors.

TARC adopts the following for disparate impacts and disproportionate burden policies for major service and fare changes. The TARC ultimate goal is to avoid, eliminate, or minimize any disparate impacts or disproportionate burdens on Title VI populations.

Any potential adverse effects of service or fare changes on minority or low-income passengers will be mitigated with proposed alternative measures.

Disparate Impact Policy

The TARC Disparate Impact policy states disparate impact to be +/- 10% (percentage points) statistical difference between the effects on minority populations compared to the impacts borne by non-minority populations.

**Disproportionate Burden Policy:**

The TARC Disproportionate Burden policy states disproportionate burden to be +/- 10% (percentage points) statistical difference between the effects on low-income populations compared to the impacts borne by non-low-income populations.

Each of these policies will be applied to system-wide demographics to individual routes ~~and~~ or routes cumulatively.

**Commented [MP1]:** Amending the title to a more general title that encompasses all three of the policies included below.

**Commented [MP2]:** Grammar correction (making this a plural noun to agree with the rest of the sentence).

**Commented [MP3]:** While “revenue service” earlier in the sentence implies that either revenue hours or revenue miles will be used, someone reading quickly could think that some other measure (such as linear route miles) might be used. Revenue hours and revenue miles are standard among peers as the units of measurement of change to a route.

**Commented [MP4]:** Giving this paragraph a heading, to be consistent with the next paragraph which has a heading.

**Commented [MP5]:** This could be read to mean either percentage or percentage points. Other agencies limit the percentage points of difference.

**Commented [MP6]:** As above.

**Commented [MP7]:** In a network redesign, it is often not possible to link an “old” route to an individual “new” route. Segments from an “old” route are often served by multiple “new” routes, so a “new” route may be a combination of multiple “old” routes. Measuring impacts on routes individually implies only comparing old-to-new for every individual route, which is not possible in a network redesign. Therefore when agencies prepare to for an equity analysis of a redesign, they must amend their policies like this, to allow for the cumulative analysis of groups of routes or the entire network. When TARC’s policy was first written, in 2013, network redesigns were rare and the policy therefore didn’t allow for this possibility.

## **Title VI Service Equity Policies**

DRAFT

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To: TARC Board of Directors  
From: Michelle Poyourow and Scudder Wagg, JWA  
Date: February 4, 2025  
Subject: Updating TARC's Title VI Service Equity Policies

## Why Amend the Title VI Policy?

TARC's 2013 Title VI Service Equity Policies were written for service changes limited to one or a few routes, in which the individual routes stayed mostly the same. They required that an analysis be conducted on individual routes, meaning the "before" route would be compared to the "after" route.

In a network redesign, it is often impossible to link one "before" route to another "after" route – some new routes take over pieces of other routes, making it impossible to say which "old" route a new route is replacing.

The 2013 policy therefore cannot be used in a network redesign, as written.

## Minimal Amendments

The most important part of the TARC Title VI Service Equity Policy is its thresholds: the degree of change in service that triggers an equity analysis (25%), and the degree of difference that is considered acceptable between protected and non-protected populations' experiences of a change (10%). We recommend leaving those thresholds as they are.

Some minimal amendments would make this policy usable for the network redesign, while also clarifying some terms. The minimal amendments are:

1. Clarifying that the change in service that is considered "major", triggering an equity analysis, would be a change that increases either the revenue hours or revenue miles on a route in a typical weekly schedule.
  - This is the usual interpretation, both within TARC and among peer agencies, but the existing policy leaves it vague.
2. Clarifying that the degree of acceptable difference between populations is 10 percentage points.
  - This is the usual interpretation, both within TARC and among peer agencies, but the existing policy leaves it vague.
3. Allowing the measurement of equity impacts on routes individually or cumulatively.

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## Updating TARC's Title VI Service Equity Policies

January 6, 2025

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- This is the norm among peer agencies. An equity analysis must be performed for a Major Service Change, but either an individual route analysis (old-route-compared-to-new-route) or a cumulative analysis (old group of routes compared to new group of routes) can be used.

## Potential Methodologies

In Service Equity Analyses, TARC staff will need to bring different methodologies to bear depending on the degree of change to the network, the available data that year, the available software that year, and the available consultant support that year.

Methodologies should not be specified by policy, because they appropriately vary from one service change to the next. To help the Board anticipate what a Service Equity Analysis may look like in the future, we are providing the Board with a copy of our memo to staff in which we describe multiple recommended methodologies.