

**FINANCE COMMITTEE MEETING
TARC BOARD OF DIRECTORS**



Meeting Notice:

The TARC Board of Directors holds a monthly meeting of the Finance subcommittee. The next meeting will be held at:

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

Tuesday, May 17, 2022 at 1:30 p.m.

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 Ashlie Woods at 502.561.5108. Requests made as early as possible will allow time to arrange accommodation.

FINANCE COMMITTEE MEETING TARC BOARD OF DIRECTORS



Agenda – May 17, 2022

I.	Quorum Call/Call to Order	Carla Dearing	1:30
	a. Approval of April Meeting Minutes		
II.	Staff Reports and Presentations		1:40 – 1:50
	a. March Financials	Tonya Carter	
III.	Action Items for the Board Meeting		1:50 – 2:20
	a. Resolution 2022 - 15 Drug and Alcohol Screening and Testing Services	Maria Harris	
	b. Resolution 2022-16 Advertising Policy	Pat Mulvihill	
	c. Resolution 2022- 17 PENDING HVAC Renovation at Union Station Bus Storage	Maria Harris	
	Proposed Agenda Items	Carrie Butler	2:20 – 2:25
	d. 30 th Street Training Lot		
	e. Employee Handbook Update		
	f. Upcoming Procurements:		
	i. Voice Radio Equipment		
	ii. Facility Wide General Maintenance and Contracting Services		
	iii. On Board Technology Request for Information		
IV.	Adjournment		2:30

TARC FINANCE SUBCOMMITTEE MEETING



April 2022 Finance Subcommittee Meeting Minutes

The Finance Subcommittee of Transit Authority of River City (TARC) met on Tuesday, April 19, 2022 at 1:30 P.M. in person at TARC's headquarters, 1000 West Broadway in the Board Room.

Members Present

Carla Dearing
John Launius – virtual

Call to Order

Carla Dearing called the meeting to order at 1:33 p.m.

Carla Dearing requested an addition to the March Finance Committee Meeting Minutes. Would like to add at the end of the Budget draft overview, **The Board gave feedback to tie the final budget of this fiscal year to strategic discussions that the Board will have about the future direction of TARC.**

Financial Reports

Presented By: Tonya Carter

February Financial Summary. See Financials in packet.

Presentation on Advertising Contract

Presented By: Lamar Advertising, Leisje Coyle

Lamar is asking for an Amendment to contract to begin to sell alcohol related advertising on buses.

Kentucky has \$8.6 billion signature industry, generating over 20,100 jobs and pouring over \$235 million in annual tax revenue for state and local government.

Would generate increased revenue share and projects additional payments to TARC of \$50,000/year with this modified contract.

Discussion was made that if TARC's agrees, an amendment of contract would need to be done along with a stand-alone advertising policy which both would need to be brought to the Board in separate resolutions.

Board Resolutions

Resolution 2022-09 Ellipse Hosting and Support/COSOL Renewal

Presented by: Carrie Butler

A resolution authorizing the Executive Director to renew the Annual Support Agreement with COSOL (formerly AddOns) for Ellipse Hosting and Support Services. at a total not-to-exceed \$264,567.00.

TARC FINANCE SUBCOMMITTEE MEETING



Resolution 2022-10 Janitorial Services

Presented by: Maria Harris

A Resolution authorizing the Executive Director to enter into a contract for an Initial Term of two (2) years with an option of three (3) one-year terms with JJC Maintenance, LLC for a total not-to-exceed amount of \$491,477.

Resolution 2022-11 Brake Components and Related Supplies

Presented by: Maria Harris

A Resolution authorizing the Executive Director to enter into contracts with Mohawk, Neopart, Muncie, Fraser, Kirks and Vehicle Maintenance for an Initial Term of two (2) year with an option of three (3) one-year terms for brake components and related supplies for a total not-to-exceed amount of \$454,518.

Resolution 2022-12 Cooling Components and Related Supplies

Presented by: Maria Harris

A Resolution authorizing the Executive Director to enter into contracts with Mohawk, Munice and Kirks for an Initial Term of two (2) years with an option of three (3) one-year terms for cooling components and related supplies for a total not-to-exceed amount of \$469,587.

Resolution 2022-13 Fare Collection System License and Maintenance

Presented by: Maria Harris

A resolution authorizing the Executive Director to execute a new contract with Genfare SPX to continue the use of the software, licenses, support and maintenance for Genfare Link for 3 years at a not-to-exceed amount of \$270,610 with additional spending authority for the Executive Director to purchase fare media and fare box parts not-to-exceed \$125,000 annually.

Resolution 2022-14 TARC Fiscal Year 2023 Budget

Presented by: Carrie Butler

A Resolution approving the TARC FY 2023 budget and authorizing the Executive Director to forward the budget to Louisville Metro Government for its consideration.

Amendment to Resolution 2021-43.1 Management Consulting Services

Presented by: John Launius

A Resolution authorizing the Executive Director to amend the Trans Pro contract for Management Consulting Professional Services for a not-to-exceed amount of \$28,434.

*Discussion was made to only proceed with Task 1 for Board approval, which is a not-to-exceed amount of \$16,644.

Proposed Agenda Items/Next Meeting Dates

- Drug and Alcohol Screening and Testing Services
- Employee Handbook Update

Carla Dearing made a motion to adjourn at 2:55 p.m.

**TARC Board of Directors
Financial Summary
March 2022, Fiscal Year 2022**



Current Month Revenues Compared to Budget

Total Operating Revenues are under budget \$6,493 (pg. 2, line 9) mainly due to Passenger Fares and Special Fares being under budget offset by Total Recoveries - Insurance. Total Non-Operating Revenues (Subsidies) are under budget \$639,347 (pg. 2, line 16) mainly due to Operating Expenses being under budget. Total Capital Contributions are under budget \$1,124,321 (pg. 2, line 25) due to timing of capital purchases. Total Revenues with Capital are under budget \$1,770,160 (pg. 2, line 27) mainly due timing of capital projects and Operating Expenses being under budget.

Current Month Expenses Compared to Budget

Total Operating Expenses are under budget \$645,839 (pg. 2, line 41) mainly due to Labor, Fringes & Benefits, Services and Purchased Transportation being under budget. Total Capital Expenses are under budget \$38,164 (pg. 2, line 48) compared to budget. Total Expenses with Capital are under budget \$684,003 (pg. 2, line 50) mainly due to Operating Expenses being under budget and timing of Capital purchases.

Current Month Actual Summary

Total Operating Revenues are \$716,901 (pg. 2, line 9) and Total Operating Expenses are \$8,173,865 (pg. 2, line 41) bringing the net to an unfavorable balance of \$7,456,963 before Subsidies are applied. After applying Subsidies of \$7,456,963 (pg. 2, line 16) we are balanced (pg. 2, line 53) for the current month before Capital Contributions and Capital Expenses are applied.

YTD Revenues Compared to Budget

Total Operating Revenues are under budget \$800,302 (pg. 2 line 9) mainly due to Passenger Fares and Special fares being under budget. Total Non-Operating Revenues (Subsidies) are under budget \$5,518,526 (pg. 2, line 16) mainly due to applying less Federal Reimbursement Funds-FTA due to Operating Expenses being under budget. Total Capital Contributions are under budget \$4,520,204 (pg. 2, line 25) mainly due to timing of bus purchases and capital purchases. Total Revenues with Capital are under budget \$10,839,030 (pg. 2, line 27) mainly due to applying less subsidies because Operating Expenses are under budget and timing of capital purchases.

YTD Expenses Compared to Budget

Total Operating Expenses are under budget \$6,318,826 (pg. 2, line 41) mainly due to Labor, Fringes & Benefits, Materials, and Purchased Transportation being under budget. Total Capital Expenses are over budget \$142,974 (pg. 2, line 48) compared to budget. Total Expenses with Capital are under budget \$6,175,852 (pg. 2, line 50) due to Operating Expenses being under budget and offset with Depreciation Expenses being over budget.

YTD Actual Summary

Total Operating Revenues are \$5,720,240 (pg. 2, line 9) and Total Operating Expenses are \$67,418,829 (pg. 2, line 41) bringing the net to an unfavorable balance of \$61,698,589 (pg.7, YTD Balance tab) before Subsidies are applied. After applying Subsidies \$61,698,589 (pg. 2, line 16) we are balanced before Capital Contributions and Capital Expenses are applied. This can also be seen on the bottom half of page 7 in your Financial Statement packet.

Operating Summary

Overall after applying the Subsidies the Statement of Revenues – Expenses shows a zero balance before applying the MTTF Revenue receipts or Capital year-to-date. March MTTF budgeted receipts for revenue deposits is over budget \$6,544,023 (pg. 8) year-to-date, which is a \$1,150,018 increase from the previous month. We currently have a favorable balance before capital year-to-date of \$6,544,021 (pg. 7) due to the MTTF revenue deposits being over budget. MTTF Net Profit Fees are down \$98,434 (pg.8) and Employee Withholdings are up \$2,607,333 (pg.8) year-to-date compared to last year.

Statement of Revenue - Expenses - with Capital Contributions

March 2022, Fiscal Year 2022



Description	FY22 Total Budget	Current Month			Fiscal Year-to-date			
		Actual	Budget	Over budget (Under budget)	Actual	Budget	Over budget (Under budget)	Percentage Remaining
Revenues								
1 Passenger Fares	4,757,097	375,545	409,523	(33,978)	3,207,871	3,796,943	(589,072)	32.57%
2 Paratransit Fares	805,500	76,997	80,000	(3,003)	662,980	722,500	(59,520)	17.69%
3 Special Fare Revenues (UofL, UPS and etc)	1,796,605	159,733	161,180	(1,447)	1,122,673	1,346,870	(224,197)	37.51%
4 Comp Specials	150,000	0	0	0	0	0	0	100.00%
5 Advertising Revenue	624,000	51,917	52,000	(83)	481,667	468,000	13,667	22.81%
6 Other Agency Revenues	183,300	15,203	15,275	(72)	158,070	137,475	20,595	13.76%
7 Total Recoveries-Insurance	65,000	37,507	5,417	32,090	86,979	48,753	38,226	-33.81%
8								
9 Operating Revenues	8,381,502	716,901	723,395	(6,493)	5,720,240	6,520,541	(800,302)	31.75%
10								
11 MTTF Contributions- Federated	50,865,563	4,612,464	4,612,464	0	37,230,224	37,230,224	0	26.81%
12 Local Government Funds - MTTF	1,146,453	387,235	95,538	291,697	740,260	859,842	(119,582)	35.43%
13 Federal Reimbursement Funds - FTA	38,008,770	2,148,885	3,096,125	(947,240)	20,091,502	28,288,375	(8,196,873)	47.14%
14 State Government Funds	1,553,856	308,379	292,183	16,196	3,636,603	838,674	2,797,929	-134.04%
15								
16 Total Non-Operating Revenues	91,574,642	7,456,963	8,096,310	(639,347)	61,698,589	67,217,115	(5,518,526)	32.62%
17								
18 Total Revenues Before Cap Contributions	99,956,144	8,173,865	8,819,705	(645,839)	67,418,829	73,737,656	(6,318,826)	32.55%
19								
20 Local Government Funds - MTTF, Cap	2,188,232	9,030	209,174	(200,144)	148,803	1,351,899	(1,203,096)	93.20%
21 Federal Reimbursement Funds - FTA, Cap	22,218,487	67,236	991,413	(924,177)	12,576,354	12,503,561	72,793	43.40%
22 State Government Funds, Cap	0	0	0	0	2,863,201	6,253,102	(3,389,901)	0.00%
23 Other Agencies Revenue, Cap	0	0	0	0	0	0	0	0.00%
24								
25 Total Capital Contributions	24,406,719	76,266	1,200,587	(1,124,321)	15,588,358	20,108,562	(4,520,204)	36.13%
26								
27 Total Revenues	124,362,863	8,250,130	10,020,292	(1,770,160)	83,007,187	93,846,218	(10,839,030)	33.25%
28								
29								
Expenses								
30								
31								
32 Labor	32,000,848	2,680,953	2,944,686	(263,733)	23,109,117	23,552,763	(443,646)	27.79%
33 Fringes & Benefits	31,734,057	2,427,025	2,585,306	(158,281)	22,245,594	23,716,151	(1,470,557)	29.90%
34 Services	5,639,222	363,082	467,950	(104,868)	4,113,373	4,236,158	(122,785)	27.06%
35 Materials	7,458,185	661,714	620,759	40,955	4,702,069	5,589,429	(887,360)	36.95%
36 Utilities	1,016,796	117,075	84,733	32,342	803,255	762,597	40,658	21.00%
37 Casualty & Liability	2,736,426	575,337	228,035	347,302	2,613,519	2,052,315	561,204	4.49%
38 Purchased Transportation	18,740,930	1,304,430	1,839,147	(534,717)	9,490,204	13,347,298	(3,857,094)	49.36%
39 Interest Expense	7,860	559	559	0	6,418	6,419	(1)	18.35%
40 Other Expenses	621,820	43,691	48,530	(4,839)	335,281	474,526	(139,245)	46.08%
41 Operating Expenses	99,956,144	8,173,865	8,819,705	(645,839)	67,418,829	73,737,656	(6,318,826)	32.55%
42								
43								
44								
45 Development Cost & Loss on Disposal	426,467	49,430	25,150	24,280	215,532	129,143	86,389	49.46%
46 Depreciation Expenses	12,194,557	1,005,250	1,067,885	(62,635)	8,969,171	8,915,732	53,439	26.45%
47 Loss on Disposal of Assets	0	191	0	191	3,146	0	3,146	0.00%
48 Total Capital Expenses	12,621,024	1,054,871	1,093,035	(38,164)	9,187,850	9,044,875	142,974	27.20%
49								
50 Total Expenses	112,577,168	9,228,735	9,912,740	(684,003)	76,606,679	82,782,531	(6,175,852)	31.95%
51								
52								
53 Revenue / Expense Difference Before Capital	0	0	0	0	0	0	0	0.00%
54								
55 Revenue / Expense Difference After Capital	11,785,695	(978,605)	107,552	(1,086,157)	6,400,508	11,063,687	(4,663,178)	45.69%

Total Labor

March 2022, Fiscal Year 2022



		Current Month			Fiscal Year-to-date				
Description	FY22 Total Budget	Actual	Budget	Over budget (Under budget)	Actual	Budget	Over budget (Under budget)	Percentage Remaining	
1	Direct Labor	32,000,848	2,680,953	2,944,686	(263,733)	23,109,117	23,552,763	(443,646)	27.79%
2	Sick Leave	1,651,183	70,893	114,205	(43,312)	943,190	1,308,568	(365,378)	42.88%
3	Holiday	1,252,323	1,671	0	1,671	770,396	968,435	(198,039)	38.48%
4	Vacation	2,088,175	129,908	175,028	(45,120)	1,568,384	1,563,091	5,293	24.89%
5	Other Paid Absences	240,381	16,408	16,210	198	130,295	191,751	(61,456)	45.80%
6									
7	Total	37,232,910	2,899,833	3,250,129	(350,296)	26,521,382	27,584,608	(1,063,226)	28.77%
8									
9	Difference compared to Budget			(350,296)			(1,063,226)		
		Current Month			Year to Date				
Description	FY21 Total Budget	Actual	Budget	Over budget (Under budget)	Actual	Budget	Over budget (Under budget)	Percentage Remaining	
10	FICA	2,848,318	216,932	248,635	(31,703)	1,984,534	2,110,220	(125,686)	30.33%
11	Pension	10,262,221	792,767	875,910	(83,143)	6,856,169	7,662,008	(805,839)	33.19%
12	Hospital Medical & Surgical	10,509,847	750,184	931,261	(181,077)	6,896,651	7,712,557	(815,906)	34.38%
13	Vision Care Insurance	101,537	5,163	8,468	(3,305)	43,144	76,212	(33,068)	57.51%
14	Dental Plans	353,988	24,648	29,499	(4,851)	198,704	265,491	(66,787)	43.87%
15	Life Insurance	101,040	0	8,420	(8,420)	65,261	75,780	(10,519)	35.41%
16	Disability Insurance	155,544	0	12,962	(12,962)	93,143	116,658	(23,515)	40.12%
17	Kentucky Unemployment	40,000	43,099	0	43,099	49,366	30,000	19,366	-23.42%
18	Worker's Compensation	1,850,000	365,544	154,167	211,377	2,386,862	1,387,503	999,359	-29.02%
19	Uniform & Work Clothing Allowance	277,000	9,702	10,333	(631)	258,014	245,997	12,017	6.85%
20	Other Fringes	2,500	108	208	(100)	1,483	1,880	(397)	40.68%
21	Total Fringe & Benefits	26,501,995	2,208,145	2,279,863	(71,716)	18,833,329	19,684,306	(850,977)	28.94%
22									
23									
24	Sick Leave	1,651,183	70,893	114,205	(43,312)	943,190	1,308,568	(365,378)	42.88%
25	Holiday	1,252,323	1,671	0	1,671	770,396	968,435	(198,039)	38.48%
26	Vacation	2,088,175	129,908	175,028	(45,120)	1,568,384	1,563,091	5,293	24.89%
27	Other Paid Absences	240,381	16,408	16,210	198	130,295	191,751	(61,456)	45.80%
28	Total Compensation Benefits	5,232,062	218,880	305,443	(86,563)	3,412,265	4,031,845	(619,580)	34.78%
29									
30	Total	31,734,057	2,427,025	2,585,306	(158,279)	22,245,594	23,716,151	(1,470,557)	29.90%
31									
32	Difference compared to Budget			(158,281)			(1,470,557)		



Balance Sheet

March 2022, Fiscal Year 2022

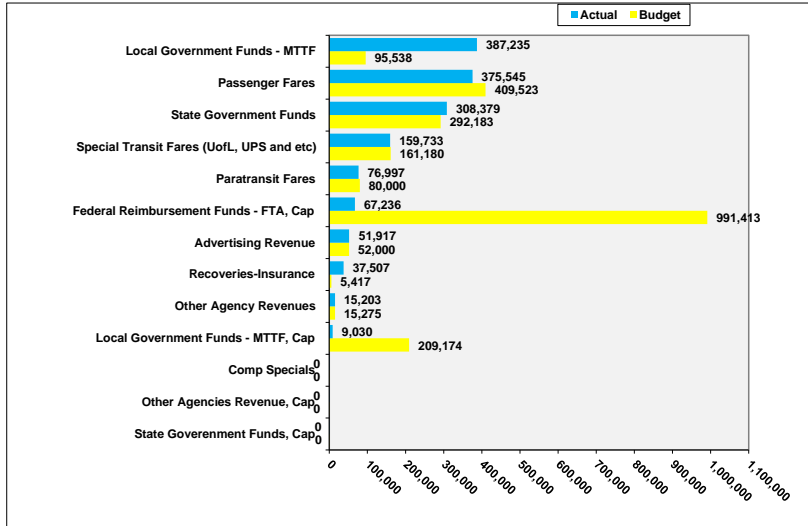
Assets	FY 22	FY 21	Liabilities, Reserves & Capital	FY 22	FY 21
Current Assets			Current Liabilities		
Cash & Cash Items	811,635	5,190,899	Long Term Debt	121,697	262,538
Short Term Investments	5,965,151	4,136,755	Short Term Debt	0	0
Accounts Receivable	55,864,839	47,915,958	Trade Payables	4,272,838	4,626,289
Interest Receivable	14	182	Accrued Payroll Liabilities	4,095,047	4,521,935
Due From Grant	80,000	80,000	Estimated Workmans Compensation	3,931,784	3,132,398
Materials & Supplies	1,790,385	2,400,952	Accrued Tax Liabilities	0	0
	-----	-----	Unredeemed Tickets & Tokens	1,656,300	1,727,323
Total Current Assets	64,512,024	59,724,745	Reserves - Injury & Damages	2,205,100	1,456,000
Other Assets			Due To Operations	80,000	80,000
Prepaid Insurance & Dues & WIP	861,505	701,950	Unearned Capital Contributions	47,824,668	46,469,276
	-----	-----	Other Current Liabilities (Health Ins.)	2,345,333	578,805
Total Other Assets	861,505	701,950	Total Current Liabilities	66,532,767	62,854,565
	-----	-----		-----	-----
Fixed Assets			Equity		
Land	3,187,624	3,177,782	Retained Earnings	6,400,508	(8,346,517)
Buildings	49,412,652	49,133,260	Prior Year Retained Earning	75,248,859	76,430,607
Coaches	129,430,072	113,494,716		-----	-----
Office Equipment	10,447,399	10,489,182	Total Equity	81,649,368	68,084,090
Other Equipment	22,013,730	22,278,302		-----	-----
Development Costs	593,158	434,519	Total Liabilities & Equity	148,182,135	130,938,655
Vehicle Exp - Operating	1,420,405	1,420,405		=====	=====
Other Equipment -Operating	173,137	154,908			
	-----	-----			
Total Fixed Assets	216,678,177	200,583,072			
	-----	-----			
Less Accumulated Depreciation					
Accumulated Depr Land	742,115	708,218			
Accumulated Depr Buildings	28,263,653	26,743,785			
Accumulated Depr Coaches	76,715,309	75,598,150			
Accumulated Depr Office Equipment	8,605,138	8,084,933			
Accumulated Depr Other Equipment	18,231,098	17,798,592			
Accumulated Depr Development Cost	215,532	111,255			
Accumulated Depr Vehicle Exp - Opr	966,718	910,592			
Accumulated Depr Other Equipment Op	130,008	115,587			
	-----	-----			
Total Depreciation	133,869,571	130,071,113			
	-----	-----			
Net Fixed Assets	82,808,607	70,511,959			
	-----	-----			
Total Assets	148,182,135	130,938,655			
	=====	=====			

Actual Revenue vs. Budget

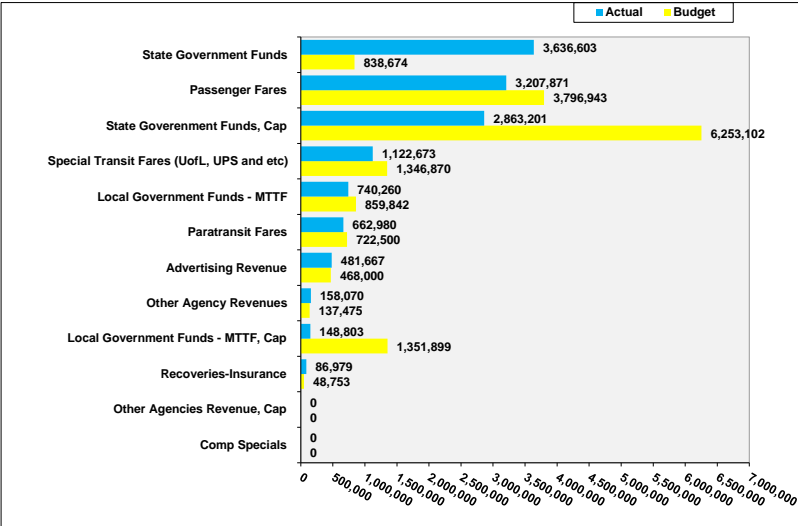
March 2022, Fiscal Year 2022



Current Month Revenues



Year to Date Revenues



MTTF \$4,612,464 Actual = \$4,612,464 Budget

Federal Reimbursement Funds - FTA \$2,148,885 Actual < \$3,096,125 Budget

- Passenger fares \$33,978 ↓
- Paratransit fares \$3,003 ↓
- Recoveries-Insurance \$32,090 ↑
- Federal Reimbursement Funds - FTA 947,240 ↓
- Federal Reimbursement Funds - FTA, Cap \$924,177 ↓

MTTF \$37,230,224 Actual = \$37,230,224 Budget

Federal Reimbursement Funds - FTA \$20,091,502 Actual < \$28,288,375 Budget

Federal Reimbursement Funds - FTA, Cap \$12,576,354 Actual > \$12,503,561 Budget

- Passenger fares \$589,072 ↓
- Paratransit fares \$59,520 ↓
- Federal Reimbursement Funds - FTA \$8,196,873 ↓
- State Government Funds - \$2,797,929 ↑
- State Government Funds, Cap - \$3,389,901 ↓

CM

- * Recoveries - Insurance - is over budget \$32,090 due to collecting payments on damage done to TARC vehicles
- * Federal Reimbursement Funds - FTA is under budget \$947,240 mainly due to expenses being under budget and using local match
- * Federal Reimbursement Funds - FTA, CAP is under budget \$924,177 mainly due to timing of capital expenses

YTD

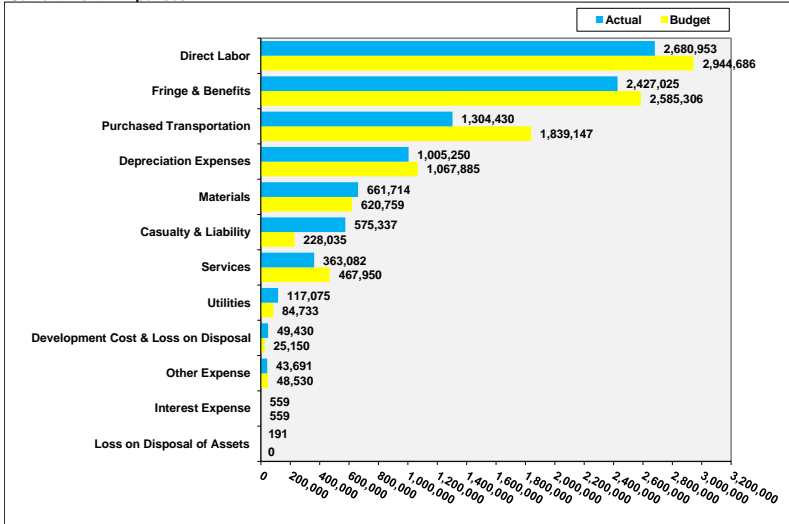
- * Federal Reimbursement Funds - FTA is under budget \$8,196,873 mainly due to receiving State match and operating expenses being under budget
- * State Government Funds - is over budget \$2,797,929 mainly due to receiving the State funds for local match in January
- * State Government Funds, Cap - is under budget \$3,389,901 due to bus purchases that hit FY 21

Actual Expenses vs. Budget

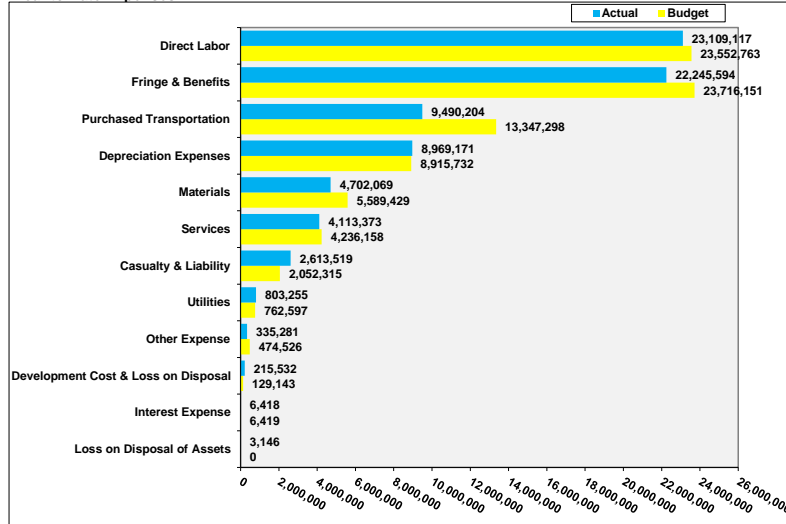
March 2022, Fiscal Year 2022



Current Month Expenses



Year to Date Expenses



Direct Labor \$263,733 ↓ Total Labor \$350,296 ↓
 Fringe & Benefits \$158,281 ↓
 Casualty & Liability \$347,302 ↑
 Purchased Transportation \$534,717 ↓

Direct Labor \$443,646 ↓ Total Labor \$1,063,224 ↓
 Fringe & Benefits \$1,470,556 ↓
 Materials \$887,360 ↓
 Casualty & Liability \$561,204 ↑
 Purchased Transportation \$3,857,094 ↓
 Depreciation Expenses \$53,439 ↑

CM

- * Direct Labor is under budget \$263,733
- * Fringe & Benefits are under budget \$158,281 mainly due to Pension and Medical
- * Casualty & Liability is over budget \$347,302 mainly due to 7 reserve increases
- * Purchased Transportation is under budget \$534,717 mainly due to revenue hours and penalties

YTD

- * Fringe & Benefits are under budget \$1,470,557 mainly due to Pension, Medical, Sick leave, Holiday all being under budget and offset by Worker's Compensation being over \$999,359
- * Materials are under budget \$887,360 mainly due to diesel fuel and Maintenance materials and supplies
- * Casualty & Liability is over budget \$561,204 mainly due to settlements and reserve increases
- * Purchased Transportation is under budget \$3,857,094 mainly due to revenue hours and penalties
- * Depreciation Expenses are over budget \$53,439 mainly due to timing of bus purchases



Year to Date Summary

March 2022, Fiscal Year 2022

Actual Compared to Budget YTD

	Good	In the Red	
Total Revenues before Capital are Over/ Under by (pg. 2, line 18)		\$6,318,828	
Total Expenses are Over/ Under by (pg. 2, line 41)	\$6,318,826		
MTTF Revenue Deposits are Over /Under by (pg. 8)	\$6,544,023		
March has a favorable balance before Capital of	\$12,862,849	\$6,318,828	\$6,544,021

Actual Revenues over Expenses

Operating Revenues	\$5,720,240
Operating Expenses	\$67,418,829
Net Gain/(Loss) before MTTF	(\$61,698,589)
MTTF Approved Contributions	\$37,230,224
Net Gain/(Loss) before Subsidies	(\$24,468,365)
Subsidies	
CARES	\$10,387,177
CRSSAA	\$6,685,248
5307 Federal Formula dollars to be used as (CEER)	\$3,019,077
MTTF Local Share	\$740,260
State Contributions	\$3,636,603
Total Subsidies	\$24,468,365
Net Gain/(Loss) before Capital	\$0

MassTransit Trust Fund (MTTF) Revenue Deposits



Deposit to Budget Difference FY 2022

Month	FY 22 Actual Deposits	FY 22 Budget Deposits	Difference	YTD Total	Current Month	YTD
July	\$4,416,524	\$4,263,320	\$153,204	\$153,204	3.59%	
August	\$4,516,464	\$4,049,642	\$466,822	\$620,026	11.53%	7.46%
September	\$5,708,766	\$4,744,809	\$963,957	\$1,583,983	20.32%	12.13%
October	\$4,035,303	\$3,821,270	\$214,033	\$1,798,016	5.60%	10.65%
November	\$5,069,943	\$4,823,684	\$246,259	\$2,044,275	5.11%	9.42%
December	\$6,581,965	\$4,963,520	\$1,618,445	\$3,662,720	32.61%	13.74%
January	\$6,549,774	\$4,589,049	\$1,960,725	\$5,623,445	42.73%	17.99%
February	\$4,003,609	\$4,233,049	(\$229,440)	\$5,394,005	-5.42%	15.20%
March	\$5,323,468	\$4,173,450	\$1,150,018	\$6,544,023	27.56%	16.50%
April		\$5,781,232				
May		\$3,901,651				
June		\$4,747,430				
TOTAL	\$46,205,816	\$54,092,106				

MTTF Revenue Deposits - Actuals

LOUISVILLE METRO REVENUE COMMISSION TARC LICENSE FEE TRANSACTIONS

	March 2022	March 2021	YTD FYE 2022	YTD FYE 2021	Difference Amount	Percent Change
Receipts						
Employee Withholding	\$ 4,066,003	\$ 3,761,932	\$ 39,011,846	\$ 36,404,513	\$ 2,607,333	7.16%
Individual Fees	455	620	698	1,565	(867)	-55.39%
Net Profit Fees	1,277,603	1,091,985	7,302,677	7,401,111	(98,434)	-1.33%
Interest & Penalty	51,580	39,495	516,367	408,632	107,735	26.36%
Total Collections	\$ 5,395,641	\$ 4,894,032	\$ 46,831,587	\$ 44,215,821	\$ 2,615,766	5.92%
Investment Income	\$ 668		\$ 6,454	\$ 4,744	\$ 1,710	36.05%
Total Receipts	\$ 5,396,309	\$ 4,894,032	\$ 46,838,042	\$ 44,220,565	\$ 2,617,477	5.92%
Disbursements						
Collection Fee	\$ 72,841	\$ 66,069	\$ 632,226	\$ 596,912	\$ 35,314	5.92%
Total Disbursements	\$ 72,841	\$ 66,069	\$ 632,226	\$ 596,912	\$ 35,314	5.92%
Due Mass Transit	\$ 5,323,468	\$ 4,827,963	\$ 46,205,816	\$ 43,623,653	\$ 2,582,163	5.92%
Less Previous Payments			40,882,348	38,795,690	2,086,658	5.38%
Payable To Trust Fund			\$ 5,323,468	\$ 4,827,963	\$ 495,505	10.26%



Reimbursement Funds Only and a One Time Funding Source for TARC

	TARC Share	Actual FY 2020	Actual FY 2021	Actual YTD FY 2022	Remaining Balance	Budget YTD FY 2022
CARES*	41,576,008	4,341,151	26,847,680	10,387,177	-	13,000,563
CRRSAA**	21,374,688			\$6,685,248	14,689,440	18,237,895
ARP***	48,293,376				48,293,376	0

* KY-2020-012 was approved/Executed 5/27/2020

** KY-2021-020 was approved/Executed 7/1/2021

*** Still moving through the process not approved/Executed



MEMORANDUM

To: John Launius, Chair of TARC Board of Directors

From: Carrie Butler, Executive Director

Date: May 10, 2022

Re: Resolution 2022-15 Drug and Substance Screening and Testing and Physical Health Services

The Transit Authority of River City (TARC) issued a request for proposal (RFP 20211741) in March 2022 seeking firms that are interested in providing drug screening, substance testing and physical health checkup services pursuant to the following: 49 CFR Part 655 and 49 CFR Part 40 of Federal Transit Administration (FTA) and United States Department of Transportation (DOT) regulations, and TARC's Drug and Alcohol Policy and Program including the Joint Policy Statement on Alcohol/Drug Abuse and the Drug Free Workplace Act of 1988. The services requested in the RFP are all DOT/Non-DOT pre-employment, random, post-accident, return to duty and reasonable suspicion drug and alcohol testing. Concentra is the current service provider of the contract, which expired on June 30, 2021 and was extended through June 30, 2022 through mutual agreement of both parties.

TARC received two (2) proposals in response to RFP 20211741 and both were deemed to be responsive and responsible. A review committee of five (5) TARC employees independently reviewed and scored the two (2) proposals received from Concentra and Norton. The individual scoring was averaged and weighted against the evaluation criteria in TARC's Bonfire portal with the final calculation resulting in a comparison ranking of each evaluation criteria and a final total score ranking. The review committee unanimously recommended Concentra with providing the best value proposal to TARC.

The annual historical spend for drug and substance testing is \$19,500 and the annual average spend for physical health for DOT or Non-DOT related checkups is estimated \$34,680. Attached is a resolution requesting the Board of Directors to authorize the Executive Director to enter into a contract with Concentra Inc. for a term of three (3) years and an option for two (2) one-year renewals. Estimated annual budget is detailed below:

TEST TYPE	YEAR 1 (estimate)	YEAR 2 (estimate)	YEAR 3 (estimate) based on CPI 15%	YEAR 4 (estimate) based on CPI 15%	YEAR 5 (estimate) based on CPI 15%	Not To Exceed TOTAL
BAT	\$19,866	\$19,866	\$22,846	\$26,272.79	\$30,213.70	\$119,064.39
DOT	\$32,508	\$32,508	\$37,384	\$42,991.83	\$49,440.60	\$194,832.63
Non-DOT	\$11,610	\$11,610	\$13,352	\$15,354.23	\$17,657.36	\$69,583.08
						383,480.11

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



RESOLUTION 2022-15 DRUG, SUBSTANCE TESTING AND PHYSICAL HEALTH CHECKUP

A Resolution authorizing the Executive Director to enter into a contract for a term of three (3) years with an option of two (2) one-year terms with Concentra Inc. for drug and substance screening and testing and physical health services:

WHEREAS, TARC seeks a firm to provide drug screening, substance testing and physical health checkups; and,

WHEREAS, a competitive solicitation, request for proposal was requested on March 8, 2022; and

WHEREAS, TARC received 2 proposals of which Concentra Inc., was deemed the most responsive; 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 enter into a contract for a term of three (3) years with an option of two (2) one-year terms contract with Concentra Inc. for drug and substance screening and testing and physical health services based upon a proposed cost submitted by Concentra Inc. for a not-to-exceed amount of \$383,480.00.

ADOPTED THIS 24th DAY OF MAY 2022

John Launius, Chair of the Board of Directors



MEMORANDUM

To: John Launius, Chair of TARC Board of Directors

From: Carrie Butler, Executive Director

Date: May 24, 2022

Re: Resolution 2022-16 Advertising Policy

TARC has two separate vendors for advertising on its buses and shelters. TARC has an agreement with Lamar Transit, LLC (“Lamar”) to advertise on its buses. This agreement specifically prohibits Lamar from advertising alcohol and tobacco and generally sets forth TARC’s bus advertising policy with respect to buses.

TARC has a separate agreement with Outfront Media, LLC to provide advertising on its bus shelters. This agreement prohibits the advertising of tobacco and tobacco products only. Thus, this agreement allows for the advertisement of alcohol as well as provides for a general advertising policy for TARC’s bus shelters.

TARC believes its advertising policy should be consistent in the governance of the activity over both buses and shelters. TARC also wishes to establish standards and guidelines that will guide current and future contracts and discussions. Attached is a Resolution and an Advertising Policy for the Board’s consideration and adoption that will set forth a consistent advertising policy on its buses and shelters and establish guidelines and standards for such advertising.

If you should have any questions about the Resolution or policy, please call me at 561-5100. Thank you.



**RESOLUTION 2022-116
Adopt Advertising Policy**

A Resolution adopting the Transit Authority of River City (TARC) Advertising Policy.

WHEREAS, TARC has never had an advertising policy for its buses and shelters; and

WHEREAS, as a result, TARC has had inconsistent policy on what is permitted to be advertised on its buses and shelters, especially as it concerns alcohol; and

WHEREAS, TARC would like to establish an Advertising Policy that would be consistent and establish guidelines and standards across TARC's advertising landscape; and

NOW THEREFORE, THE BOARD OF DIRECTORS OF THE TRANSIT AUTHORITY OF RIVER CITY HEREBY RESOLVE THAT:

The attached Advertising Policy is hereby adopted.

ADOPTED THIS 24th DAY OF MAY 2022

John Launius, Board Chair



ADVERTISING POLICY

TRANSIT AUTHORITY OF RIVER CITY

Original - 2022

TRANSIT AUTHORITY OF RIVER CITY ADVERTISING POLICY



Name of Entity That Drafted This Policy	Pat Mulvihill, General Counsel	
Signature by the Executive Director	Signature of Accountable Executive	Date of Signature
Approval by the Board of Directors or an Equivalent Authority	Name of Individual/Entity That Approved This Plan	Date of Approval
	Relevant Documentation (Title and Location)	
Certification of Compliance	Name of Individual/Entity That Certified This Plan	Date of Certification
	n/a	
	Relevant Documentation (Title and Location)	

Version Number and Updates			
Version Number	Section/Pages Affected	Reason for Change	Date Issued
1		Agency Wide policy	2022
2			

TRANSIT AUTHORITY OF RIVER CITY ADVERTISING POLICY



1.0 Purpose

TARC intends that its buses and facilities shall constitute non-public forums. TARC does not commit or dedicate any of its buses or facilities for use as a forum for communication on public issues; rather, advertising shall be limited as set forth in this policy and may be further limited in TARC's discretion. Advertising on TARC buses or facilities is not open to any and all advertisers. TARC intends to retain control over the type of advertising that it will allow on its buses or facilities. As such, certain forms of paid and unpaid advertising will not be permitted for placement or display on or in TARC buses or facilities.

2.0 Limitations on Advertising

TARC shall not display or maintain any advertisement that falls within one or more of the following categories:

- 2.1 promotes the sale of tobacco or tobacco-related products, including advertisements depicting such products;
- 2.2 promotes adult book stores, adult video stores, dance clubs featuring nudity or erotic dancing and other similar adult entertainment establishments, adult telephone services, adult Internet sites and escort services;
- 2.3 promotes unlawful or illegal goods or services, including material contained therein or referred to therein which appears to promote or encourage, the use or possession of such unlawful or illegal goods or services;
- 2.4 promotes unlawful or illegal activities or conduct, including material contained therein or referred to therein which appears to promote or encourage such activities or conduct;
- 2.5 appears to be false, misleading or deceptive, including material contained therein which is false, misleading or deceptive;
- 2.6 implies or declares an endorsement by TARC of any goods, service, activities or points of view, including material contained therein or referred to therein which implies or declares any such endorsement, without the prior written authorization of TARC;
- 2.7 appears to be libelous, an invasion of privacy, an infringement of copyrighted material, or otherwise appears unlawful or illegal or likely to subject TARC to litigation;
- 2.8 promotes, supports or contains political speech, meaning speech that (1) pertains to any candidate for public office, (2) pertains to specific ballot question, initiative petition, or referendum, or (3) addresses a significantly disputed political issue or cause;
- 2.9 fosters sexual, racial, religious or other offensive stereotypes, including material contained therein or referred to therein which fosters such stereotypes;
- 2.10 contains profane language;
- 2.11 contains nudity, obscenity, materials indecent or inappropriate as to minors, or materials which otherwise depict sexual activities, conduct, excitement, or sadomasochistic abuse;



- 2.12** contains images of graphic violence, including, but not limited to, the depiction of acts of violence or harm to a person or animal and images of human or animal bodies or its parts in a mutilated, dismembered, decomposed and/or disfigured state;
- 2.13** contains material that appears (from the viewpoint of a reasonably prudent person) to demean, disparage, ridicule, mock, abuse, display hostility to, or debase the dignity or stature of, any individual or group of individuals or any racial, religious or ethnic group;
- 2.14** contains material which is likely to offend, discomfort, or annoy TARC customers, or make them feel unwelcome, unsafe, or uncomfortable;
- 2.15** displays any word, phrase, symbol, or character likely to interfere with, mislead, or distract traffic, or conflict with any traffic control device;
- 2.16** demeans or disparages an individual or group of individuals. For purposes of determining whether an advertisement contains such material, TARC will determine whether a reasonably prudent person, knowledgeable of TARC's ridership and using prevailing community standards, would believe that the advertisement contains material that ridicules or mocks, is abusive or hostile to, or debases the dignity or stature of, an individual or group of individuals.

3.0 Advertisement of Alcoholic Beverages

Advertisements related to the sale of alcoholic beverages shall contain a statement, occupying at least 3% of the area of the advertisement, that indicates the legal drinking age in Kentucky and warns of the dangers of alcohol consumption during pregnancy, or in connection with the operation of heavy machinery, or while driving.

4.0 Additional Limitations for Non-Commercial Advertisers

TARC will accept advertisements from non-commercial advertisers to promote charitable events or community outreach efforts, so long as the advertiser is a charitable or religious organization with tax exempt status, i.e., 501 (c)(3) status or is a government or government-sponsored organization. Advertisements from non-commercial advertisers must likewise comply with the guidelines set forth in Part II.

The spaces available on TARC's buses and facilities are limited in number. In light of TARC's stated goal of maximizing revenue generated by advertising, priority as to the posting and placement of ads will be given to commercial advertisers over non-commercial advertisers.

5.0 Disclaimers

TARC reserves the right, in all circumstances, to require that an advertisement on or in its facilities include attribution to the sponsor of the advertisement and/or a disclaimer indicating that it is not sponsored by, and does not necessarily reflect the views of TARC.

6.0 Promotion of Transportation Function

Notwithstanding any particular limitations set forth above, TARC has the unqualified right to display, on it in its buses or facilities, advertisements and notices that pertain to TARC operations and promotions or that otherwise encourage and promote public use of TARC's transportation facilities or public or mass transit in general.



7.0 Right to Modify

In light of TARC's stated goals of maximizing its ridership and providing a friendly and welcoming environment for its riders, TARC reserves the right to modify, change or withdraw existing advertisements based upon complaints or other information.

8.0 Administration of Standards and Guidelines

- 8.1 Advertising Contractor.** TARC may, from time to time, select an "Advertising Contractor" who shall be responsible for the daily administration of a segment or all of TARC's advertising program, in a manner consistent with the guidelines set forth herein and the terms of its agreement with TARC. The advertising program shall include, but not be limited to, promotion, solicitation, sales, accounting, billing, collections, and posting of advertising displays on or in all TARC buses or facilities.
- 8.2 Review by Advertising Contractor.** TARC's Advertising Contractor will review each advertisement submitted for display and installation on TARC's buses, or facilities, to determine whether the proposed advertisement falls within, or may fall within, prohibitions or limitations under this Policy. Internet addresses or websites listed on advertisements may be scrutinized and to the extent that such referenced places contain material which is deemed objectionable per the standards set forth herein, the advertisement may be deemed objectionable based on such materials.
- 8.3 Review by TARC.** If the Advertising Contractor determines that an advertisement falls within, or may all within, prohibitions or limitations under this Policy, the following steps will be taken:
 - 8.3.1** The Advertising Contractor will promptly provide the advertiser with a copy of these standards and written notice of its determination, the reasons for the determination and the option for the advertiser to request a review of the decision before TARC;
 - 8.3.2** The Advertising Contractor will provide TARC with a copy of the written notice to the advertiser and the advertisement at issue;
 - 8.3.3** Upon written request from the advertiser, TARC will conduct a review within fourteen (14) days of receipt of such a request, to determine whether the advertisement at issue falls within prohibitions or limitations under this Policy;
 - 8.3.4** Within five (5) days of the review conducted by TARC, it will provide the advertiser and the Advertising Contractor with a written notice of its determination. TARC's Determination will be final.
- 8.4 No Rights Created.** In setting for the above review process, TARC does not intend to create any due process rights for advertisers. Rather, TARC's intent is to establish a review process for the purpose of attempting to ensure the uniform application and enforcement of the stated guidelines and standards.
- 8.5 Severability.** If prohibition or limitation under this Policy is determined to be invalid as applied to any particular type of TARC bus or facility, the category shall, to the extent permissible, remain applicable to all other types of TARC buses and facilities.
- 8.6 Amendment.** TARC reserves the right to amend these policies and standards at any time. Any revisions or amendment to this policy will be in writing and supplied to the Advertising Contractor. Any member of the public may obtain a copy of these policies and standards at any Time, upon request.



9.0 Design and Minimum Advertising Purchases

- 9.1** Amount. TARC's Marketing Department, in cooperation with the Advertising Contractor, will establish minimum rates and/or amounts of advertising that must be purchased by an advertiser before an advertisement is accepted.
- 9.2** Schedule. The minimum rates and/or amounts of advertising required to be purchased will be made available to any potential advertisers by the Advertising Contractor. A rate card, to be Reviewed and approved by TARC's Marketing Department, will be published for advertising space and production charges offered to the public on, at minimum, an annualized basis. Co-promotional trade programs will be considered on a proposal basis only with a minimum of one-month lead time and are not available to offset revenue guarantees.
- 9.3** Revenues. Contracts must include a method of remittance of revenues to TARC. Revenue from these contracts shall be retained by TARC and used to offset the need for public subsidy. Revenues pledged to a particular operation shall be accounted for in accordance with regulatory requirements.
- 9.4** In lieu of revenue, TARC may accept an equivalent value of goods and/or services, including but not limited to capital improvements, information services, advertising, site maintenance, and other benefits.

DRAFT



MEMORANDUM

To: John Launius, Chair of TARC Board of Directors

From: Carrie Butler, Executive Director

Date: May 24, 2022

Re: Resolution 2022-17 HVAC Renovation at TARC Union Station Bus Storage Facility (ITB 2020643)

On March 2022, TARC released an Invitation to Bid (ITB) seeking a heating ventilation and air conditioning (HVAC) mechanical professional to provide renovation and repairs of the heating and air conditioning system in TARC's Bus Storage facility located at 1000 W. Broadway in the Transportation and Operations Building, informally referred to as the 'Bus Barn'. A Disadvantaged Business Enterprise project goal of 21% was set for this procurement. The original system was installed in 1995 and has reached the end of its useful life.

The procurement department held two phases of pre-bid onsite meetings with prospective bidders and responded to questions in the form of addendum. Bid responses were due on May 2, 2022 and the procurement department held a public opening of bids. Three (3) vendors submitted responses and all were deemed responsive. The technical evaluation committee reviewed each vendor's response to ensure compliance of the technical requirements and all bids were determined to be responsible.

The procurement department conducted a pricing analysis and compared it to the independent cost estimate (ICE). It was concluded that one bidder provided the lowest cost.

ICE	HUSSUNG PRICE	WALKER PRICE	BISON PRICE
\$1,892,500.00	\$1,672,800.00	\$2,122,000.00	\$2,000,000.00

The committee determined that an award to Hussung Mechanical would result in the most cost effective and value proposal to TARC. The project cost is estimated with a not to exceed amount of \$2,007,360, including a 20% contingency. The project will be funded by capital grant KY2021038 – Facility Renovation Projects.

The following resolution seeks the authority from the Board of Directors to allow the Executive Director to enter into a contract with Hussung Mechanical for the project with a not-to-exceed amount, including a 20% contingency of \$2,007,360.

If you should have any questions about the Resolution or policy, please call me at 561-5100. Thank you.



RESOLUTION 2022-17

HVAC Renovation at TARC Union Station Bus Storage Facility

A Resolution authorizing the Executive Director to enter into a contract with an Initial Term of one (1) year with an option of month to month thereafter until project has been reviewed, inspected, and accepted:

WHEREAS, TARC seeks a contractor to provide and assist TARC with repairs and renovation of heating and air conditioning system at TARC's facility; and,

WHEREAS, a competitive solicitation, invitation for bid requested on March 9, 2022.

WHEREAS, TARC received three proposals, which were deemed responsive, but concluded Hussung Mechanical as the best cost to 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 enter into an Initial Term of one (1) year with an Option of month to month thereafter until project has been reviewed, inspected, and accepted with Hussung Mechanical based upon proposed cost for a not-to-exceed amount, including a 20% contingency, of \$2,007,360.

ADOPTED THIS 24th DAY OF MAY 2022

John Launius, Board Chair