

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 16, 2023 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 Maria Fischer-Boothe at 502.561.5106. Requests made as early as possible will allow time to arrange accommodation.

FINANCE COMMITTEE MEETING TARC BOARD OF DIRECTORS



Agenda – May 16, 2023

- | | | | |
|------|---|-------------------------------|-------------|
| 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 2023 Financial Statements | Tonya Carter | |
| III. | Action Items / Presentations for the Board Meeting | | 1:50 – 2:35 |
| | a. Amendment to Resolution 2202-01
Financial Management Oversight Policy Revision
TARC’s Financial Management Policy 2023 | Carrie Butler
Tonya Carter | |
| | b. Resolution 2023-08
Implementation of August 2023 Service Changes
Service Equity Analysis for August 2023 Service
Public Comments Summary Aug 2023 | Aida Copic | |
| | c. Resolution 2023 – 09
Mobile Ticketing Services | Geoffrey Hobin | |
| | d. Resolution 2023- 10
Government Relations, Public Relations, Marketing,
and Creative Services Consulting and Professional Services | Carrie Butler | |
| | e. Contract Amendments | Maria Harris | |
| | i. Amendment to Resolution 2021-12 Transmission Parts | | |
| | ii. Amendment to Resolution 2021-5 Hybrid Bus Batteries | | |
| | iii. Amendment to Resolution 2022-03 Security Services | | |
| IV. | Proposed Agenda Items | Carrie Butler | 2:35 – 2:40 |
| | a. On Board ITS | | |
| | b. Architecture, Engineering, Environmental and Planning ID/IQ | | |
| | c. Ballistic Protection for Historic Union Station | | |
| | d. Renovation of 925 W. Broadway facility | | |
| V. | Adjournment | | 2:45 |

FINANCE COMMITTEE MEETING TARC BOARD OF DIRECTORS



April 2023 Finance Subcommittee Meeting Minutes

The Finance Subcommittee of Transit Authority of River City (TARC) met on Tuesday, April 18, 2023 at 1:30 P.M. in person at TARC's headquarters, 1000 West Broadway in the Board Room.

Members Virtual

Carla Dearing

Gary Dryden (joined in @ 1:56)

Call to Order

Carla Dearing called the meeting to order at 1:34 p.m.

Financial Reports

Tonya Carter presented Financials

February Financial Summary. See Financials in packets

Board Resolutions

Carrie Butler presented **Resolution 2023-06 TARC Fiscal Year 2024 Budget**

Refer to PowerPoint Presentation

- Industry outlook
- TARC outlook
- Revenues and Expenses over 10 years
- Accomplishments for the year:
 - significant progress in our Fleet replacement plan for both zero-emission battery, electric buses and clean diesel
 - installed a solar array project on Education and Training Facility
 - implemented Fleet watch which is a fuel management system
 - continue the work towards sustainability and improving our operations to be more cost-effectiveness and environmentally friendly
 - operate three new Grant funded routes
 - held a number of employee focused events invites, which included retirees
 - made some significant improvements in our coach operator and onboarding program
 - improvements to our training program with our new director
- Strategic plan 2023
 - Success Outcomes;
 - Customer Experience
 - Employee Engagement;
 - Financial Health;
 - Community Value;
 - TARC Scorecard.

FINANCE COMMITTEE MEETING TARC BOARD OF DIRECTORS

Budget Planning



- Ridership in three years, five years, and where ridership will be further into the future
- Federal, State and Local funds
- How to balance our need for operating dollars
- Very stable near-term position
- Some manageable increases in pension costs
- Diesel fuel price

Tonya Carter presented Budget Key Considerations and Assumptions

Refer to PowerPoint Presentation

- FY2024 Budgeted Expenses & Revenues
- Operating Budget FY2024
- Operating Budget FY2024 by Department
- Capital Budget FY 2024 Capital
- Options for moving toward closing the gap

Carrie Butler presented the steps to Increase the 1974 MTTF through Tax Referendum

Refer to PowerPoint presentation

Carla Dearing asked if the tax caps for various options when asking the council are fixed. Pat Mulvihill explained that the caps are fixed. When the Transit Authority was established, those were and still are the three only ways you can fund a public transit system. In order to change this specific matter, we would have to approach the State Legislature.

Carrie Butler informed the board that if they wished to move toward a Tax Referendum that an outside group would need to be brought in to help formulate a plan to move such an initiative forward.

Committee members discussed several scenarios of increased revenue based on changes with the 1974 MTTF through Tax Referendum.

Carrie Butler closed out Resolution 2023 -06 TARC Fiscal Year Budget 2024. Some items in this budget are:

- Broadway All the Way is a significant complete street projects in partnership with Metro Louisville and KYTC
- Onboard intelligent transportation system
- Mobile ticketing
- Rider and Community survey results will be shared

Melissa Fuqua presented Resolution 2022-05 Amendment to HRIS services

Addition of Background Checks to ADP platform

- Different Modules within the overall ADP system
- Background checks to do multi-county and to use aliases
- National background checks

FINANCE COMMITTEE MEETING TARC BOARD OF DIRECTORS



- Amendment to our contract with ADP to include the background checks

Proposed Agenda Items

Carrie Butler presented proposed agenda items

- Presentation of Rider and Community Survey Results by Transpro
- Marketing, Communication and Government Affairs
- Ballistic Protection for Historic Union Station
- Fire Alarm Testing
- Commodity suppliers bus transmission and other related components for hybrids and bus batteries

Meeting Minutes

Carla Dearing asked to approve the minutes of the February and March meetings.

Carla Dearing made a motion to accept the minutes and Gary Dryden seconded the motion to approve the February and March Finance Committee Minutes.

Adjournment

Carla Dearing made a motion to adjourn, Gary Dryden seconded at 2:14 and the motion was unanimously approved.

**TARC Board of Directors
Financial Summary
March 2023, Fiscal Year 2023**



Current Month Revenues Compared to Budget

Total Operating Revenues are over budget \$52,185 (pg. 2, line 9) due to most revenues being over budget. Total Non-Operating Revenues (Subsidies) are under budget \$796,387 (pg. 2, line 16) mainly due to applying less Federal Reimbursement Funds-FTA due to Operating Expenses being under budget and Operating Revenues being over budget. Total Capital Contributions are under budget \$1,677,766 (pg. 2, line 25) mainly due to Security Enhancements, Bus Charging Infrastructure, Facility Rehab & Info System projects being under compared to budget. Total Revenues with Capital are under budget \$2,421,968 (pg. 2, line 27) as mentioned in the above.

Current Month Expenses Compared to Budget

Total Operating Expenses are under budget \$744,202 (pg. 2, line 41) mainly due to Fringes & Benefits, Casualty & Liability, Purchased Transportation and Other Expenses being under budget. Total Capital expenses are under budget \$167,610 (pg. 2, line 48) compared to budget. Total Expenses with Capital are under budget \$911,812 (pg. 2, line 50) due to Operating Expenses and Capital Expenses being under budget.

Current Month Actual Summary

Total Operating Revenues are \$736,261 (pg. 2, line 9) and Total Operating Expenses are \$8,131,153 (pg. 2, line 41) bringing the net to an unfavorable balance of \$7,394,892 before Subsidies are applied. After applying Subsidies \$7,394,892 (pg. 2, line 16) the net is balanced for the current month before Capital Contributions and Capital Expenses are applied.

YTD Revenues Compared to Budget

Total Operating Revenues are over budget \$774,963 (pg. 2 line 9) due to all Operating Revenues being over budget. Total Non-Operating Revenues (Subsidies) are under budget \$5,439,845 (pg. 2, line 16) mainly due to applying less Federal Reimbursement Funds-FTA due to Operating Expenses being under budget and Operating Revenues being over budget. Total Capital Contributions are under budget \$9,774,006 (pg. 2, line 25) mainly due to Security Enhancements, Bus Charging Infrastructure, Facility Rehab & Info System projects being under compared to budget. Total Revenues with Capital are under budget \$14,438,890 (pg. 2, line 27) mainly due to applying less Subsidies and Capital Contributions being under compared to budget.

YTD Expenses Compared to Budget

Total Operating Expenses are under budget \$4,664,882 (pg. 2, line 41) mainly due to all expenses being under budget except Direct Labor and Utilities. Total Capital Expenses are under budget \$241,000 (pg. 2, line 48) compared to budget. Total Expenses with Capital are under budget \$4,905,882 (pg. 2, line 50) due to Operating Expenses & Capital Expenses being under budget.

YTD Actual Summary

Total Operating Revenues are \$6,573,008 (pg. 2, line 9) and Total Operating Expenses are \$72,134,682 (pg. 2, line 41) bringing the net to an unfavorable balance to \$65,561,674 before Subsidies are applied. After applying Subsidies of \$65,561,763 (pg. 2, line 16) the net is a \$1 unfavorable balance (pg. 2, line 53) for year-to-date before Capital Contributions and Capital Expenses are applied. This can also be seen on page 8 in your Financial Statement packet.

Operating Summary

Overall after applying the Subsidies the unfavorable balance for the year-to-date on the Statement of Revenues – Expenses is a \$1 unfavorable balance (pg.2, line 53) before applying the MTTF Revenue receipts. March budgeted MTTF receipts for revenue deposits is under budget \$889,718 (pg. 7) year-to-date. We currently have an unfavorable balance before capital year-to-date of \$889,719 (pg. 8) due to the MTTF revenue deposits being under budget. MTTF Net Profit Fees are under \$1,518,512 (pg. 7) and Employee Withholdings are over \$2,220,593 (pg. 7) year-to-date compared to last year.

Statement of Revenue - Expenses - with Capital Contributions

March 2023, Fiscal Year 2023



Description	FY23 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	4,464,920	383,680	384,272	(592)	3,716,727	3,282,421	434,306	16.76%
2 Paratransit Fares	840,866	80,538	78,786	1,752	720,686	678,387	42,299	14.29%
3 Special Fare Revenues (UofL, UPS and etc)	1,535,891	139,080	139,244	(164)	1,179,817	1,151,918	27,899	23.18%
4 Comp Specials	0	0	0	0	0	0	0	0.00%
5 Advertising Revenue	650,000	54,167	54,166	1	487,500	487,500	0	25.00%
6 Other Agency Revenues	213,300	74,648	23,442	51,206	412,336	160,320	252,016	-93.31%
7 Total Recoveries-Insurance	50,000	4,148	4,166	(18)	55,942	37,500	18,442	-11.88%
8								
9 Operating Revenues	7,754,977	736,261	684,076	52,185	6,573,008	5,798,046	774,963	15.24%
10								
11 MTF Contributions- Federated	59,696,312	4,846,492	4,846,492	0	45,419,834	45,419,834	0	23.92%
12 Local Government Funds - MTF	1,186,680	659	140,990	(140,331)	431,113	890,010	(458,897)	63.67%
13 Federal Reimbursement Funds - FTA	33,031,313	2,219,926	2,868,418	(648,492)	18,475,627	23,723,412	(5,247,785)	44.07%
14 State Government Funds	1,276,642	327,815	335,379	(7,564)	1,235,099	968,262	266,837	3.25%
15								
16 Total Non-Operating Revenues	95,190,947	7,394,892	8,191,279	(796,387)	65,561,673	71,001,518	(5,439,845)	31.13%
17								
18 Total Revenues Before Cap Contributions	102,945,924	8,131,153	8,875,355	(744,202)	72,134,681	76,799,564	(4,664,883)	29.93%
19								
20 Local Government Funds - MTF, Cap	6,813,860	8,726	366,011	(357,285)	2,009,523	4,060,145	(2,050,622)	70.51%
21 Federal Reimbursement Funds - FTA, Cap	28,492,408	137,200	1,457,681	(1,320,481)	8,447,882	16,183,301	(7,735,419)	70.35%
22 State Government Funds, Cap	0	0	0	0	12,035	0	12,035	0.00%
23 Other Agencies Revenue, Cap	0	0	0	0	0	0	0	0.00%
24								
25 Total Capital Contributions	35,306,268	145,926	1,823,692	(1,677,766)	10,469,440	20,243,446	(9,774,006)	70.35%
26								
27 Total Revenues	138,252,192	8,277,079	10,699,047	(2,421,968)	82,604,120	97,043,010	(14,438,890)	40.25%
28								
29								
Expenses								
30								
31								
32 Labor	31,366,902	2,924,587	2,926,762	(2,175)	24,389,735	23,367,448	1,022,287	22.24%
33 Fringes & Benefits	31,510,122	2,154,844	2,585,401	(430,557)	23,231,539	23,656,092	(424,553)	26.27%
34 Services	6,713,100	682,973	559,880	123,093	4,334,165	5,040,070	(705,905)	35.44%
35 Materials	7,440,936	657,129	634,690	22,439	5,118,405	5,581,826	(463,421)	31.21%
36 Utilities	1,035,600	95,311	97,300	(1,989)	862,957	803,700	59,257	16.67%
37 Casualty & Liability	3,413,070	183,782	323,173	(139,391)	1,988,204	2,513,557	(525,353)	41.75%
38 Purchased Transportation	20,541,764	1,379,671	1,667,287	(287,616)	11,889,174	15,134,929	(3,245,755)	42.12%
39 Interest Expense	2,660	83	122	(39)	2,181	2,540	(359)	18.00%
40 Other Expenses	921,770	52,774	80,740	(27,966)	318,321	699,402	(381,081)	65.47%
41 Operating Expenses	102,945,924	8,131,153	8,875,355	(744,202)	72,134,682	76,799,564	(4,664,882)	29.93%
42								
43								
44								
45 Development Cost & Loss on Disposal	861,993	56,708	44,214	12,494	299,893	209,022	90,871	65.21%
46 Depreciation Expenses	12,823,959	952,458	1,132,562	(180,104)	8,758,063	9,170,685	(412,622)	31.71%
47 Loss on Disposal of Assets	0	0	0	0	80,750	0	80,750	0.00%
48 Total Capital Expenses	13,685,952	1,009,166	1,176,776	(167,610)	9,138,707	9,379,707	(241,000)	33.23%
49								
50 Total Expenses	116,631,876	9,140,319	10,052,131	(911,812)	81,273,388	86,179,271	(4,905,883)	30.32%
51								
52								
53 Revenue / Expense Difference Before Capital	0	0	0	0	(1)	0	(1)	0.00%
54								
55 Revenue / Expense Difference After Capital	21,620,316	(863,240)	646,916	(1,510,156)	1,330,732	10,863,739	(9,533,007)	93.84%

Total Labor

March 2023, Fiscal Year 2023



		Current Month			Fiscal Year-to-date				
Description	FY23 Total Budget	Actual	Budget	Over budget (Under budget)	Actual	Budget	Over budget (Under budget)	Percentage Remaining	
1	Direct Labor	31,366,902	2,924,587	2,926,762	(2,175)	24,389,735	23,367,448	1,022,287	22.24%
2	Sick Leave	1,651,183	95,884	108,539	(12,655)	895,240	1,264,836	(369,596)	45.78%
3	Holiday	1,252,323	775	0	775	816,975	917,616	(100,641)	34.76%
4	Vacation	2,088,175	116,460	176,117	(59,657)	1,493,848	1,576,484	(82,636)	28.46%
5	Other Paid Absences	240,381	16,447	15,289	1,158	134,257	184,432	(50,175)	44.15%
6									
7	Total	36,598,964	3,154,152	3,226,707	(72,555)	27,730,055	27,310,816	419,239	24.23%
8									
9	Difference compared to Budget			(72,555)		419,239			
		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	236,505	246,842	(10,337)	2,078,919	2,089,277	(10,358)	27.01%
11	Pension	10,262,221	737,816	863,144	(125,328)	7,048,191	7,538,641	(490,450)	31.32%
12	Hospital Medical & Surgical	10,509,847	684,553	910,824	(226,271)	6,504,415	7,534,984	(1,030,569)	38.11%
13	Vision Care Insurance	101,537	6,109	8,112	(2,003)	42,394	73,008	(30,614)	58.25%
14	Dental Plans	353,988	13,628	29,900	(16,272)	159,248	269,100	(109,852)	55.01%
15	Life Insurance	101,040	3,509	7,983	(4,474)	62,078	71,847	(9,769)	38.56%
16	Disability Insurance	155,544	11,944	12,276	(332)	95,779	110,484	(14,705)	38.42%
17	Kentucky Unemployment	40,000	19,818	0	19,818	24,311	15,000	9,311	39.22%
18	Worker's Compensation	1,850,000	201,371	195,834	5,537	3,573,837	1,762,506	1,811,331	-93.18%
19	Uniform & Work Clothing Allowance	277,000	9,390	10,333	(943)	298,492	245,997	52,495	-7.76%
20	Other Fringes	2,500	635	208	427	3,555	1,880	1,675	-42.20%
21	Total Fringe & Benefits	26,501,995	1,925,278	2,285,456	(360,178)	19,891,219	19,712,724	178,495	24.94%
22									
23									
24	Sick Leave	1,651,183	95,884	108,539	(12,655)	895,240	1,264,836	(369,596)	45.78%
25	Holiday	1,252,323	775	0	775	816,975	917,616	(100,641)	34.76%
26	Vacation	2,088,175	116,460	176,117	(59,657)	1,493,848	1,576,484	(82,636)	28.46%
27	Other Paid Absences	240,381	16,447	15,289	1,158	134,257	184,432	(50,175)	44.15%
28	Total Compensation Benefits	5,232,062	229,565	299,945	(70,380)	3,340,320	3,943,368	(603,048)	36.16%
29									
30	Total	31,734,057	2,154,844	2,585,401	(430,557)	23,231,539	23,656,092	(424,553)	26.79%
31									
32	Difference compared to Budget			(430,557)		(424,553)			



Balance Sheet

March 2023, Fiscal Year 2023

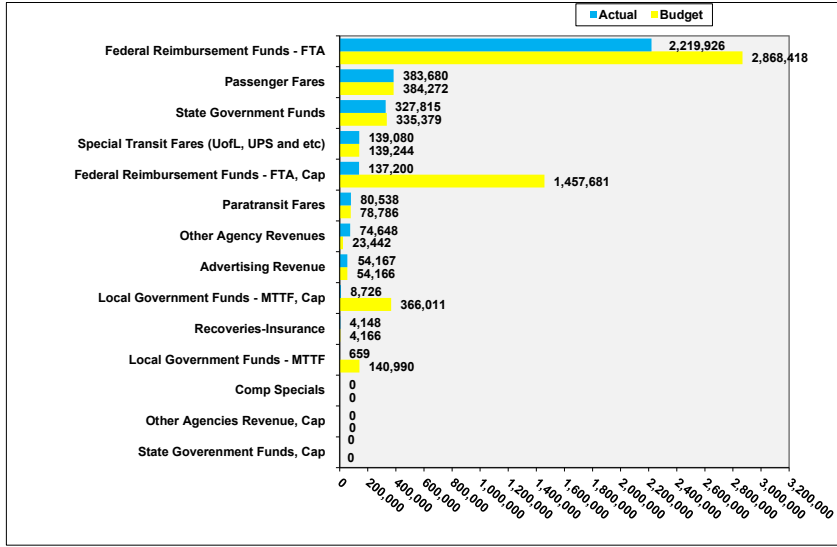
Assets	FY 23	FY 22	Liabilities, Reserves & Capital	FY 23	FY 22
Current Assets			Current Liabilities		
Cash & Cash Items	2,903,370	811,635	Long Term Debt	0	121,697
Short Term Investments	6,693,715	5,965,151	Short Term Debt	0	0
Accounts Receivable	76,655,942	55,864,839	Trade Payables	6,686,284	4,272,838
Interest Receivable	167	14	Accrued Payroll Liabilities	3,956,560	4,095,047
Due From Grant	80,000	80,000	Estimated Workmans Compensation	5,349,764	3,931,784
Materials & Supplies	2,170,673	1,790,385	Accrued Tax Liabilities	1,800	0
Total Current Assets	88,503,866	64,512,024	Unredeemed Tickets & Tokens	1,632,051	1,656,300
Other Assets			Reserves - Injury & Damages	1,117,000	2,205,100
Prepaid Insurance & Dues & WIP	1,049,354	861,505	Due To Operations	80,000	80,000
Total Other Assets	1,049,354	861,505	Unearned Capital Contributions	68,697,499	47,824,668
Fixed Assets			Other Current Liabilities (Health Ins.)	3,035,719	2,345,333
Land	3,187,624	3,187,624	Total Current Liabilities	90,556,677	66,532,767
Buildings	49,925,077	49,412,652	Equity		
Coaches	136,234,930	129,430,072	Retained Earnings	1,330,732	6,400,508
Office Equipment	10,929,980	10,447,399	Prior Year Retained Earning	78,980,037	75,248,859
Other Equipment	23,339,924	22,013,730	Total Equity	80,310,769	81,649,368
Development Costs	600,062	593,158	Total Liabilities & Equity	170,867,446	148,182,135
Vehicle Exp - Operating	1,420,405	1,420,405			
Other Equipment -Operating	184,903	173,137			
Total Fixed Assets	225,822,904	216,678,177			
Less Accumulated Depreciation					
Accumulated Depr Land	776,054	742,115			
Accumulated Depr Buildings	29,781,205	28,263,653			
Accumulated Depr Coaches	84,077,066	76,715,309			
Accumulated Depr Office Equipment	9,378,228	8,605,138			
Accumulated Depr Other Equipment	19,029,268	18,231,098			
Accumulated Depr Development Cost	299,893	215,532			
Accumulated Depr Vehicle Exp - Opr	1,022,845	966,718			
Accumulated Depr Other Equipment Op	144,119	130,008			
Total Depreciation	144,508,678	133,869,571			
Net Fixed Assets	81,314,226	82,808,607			
Total Assets	170,867,446	148,182,135			

Actual Revenue vs. Budget

March 2023, Fiscal Year 2023



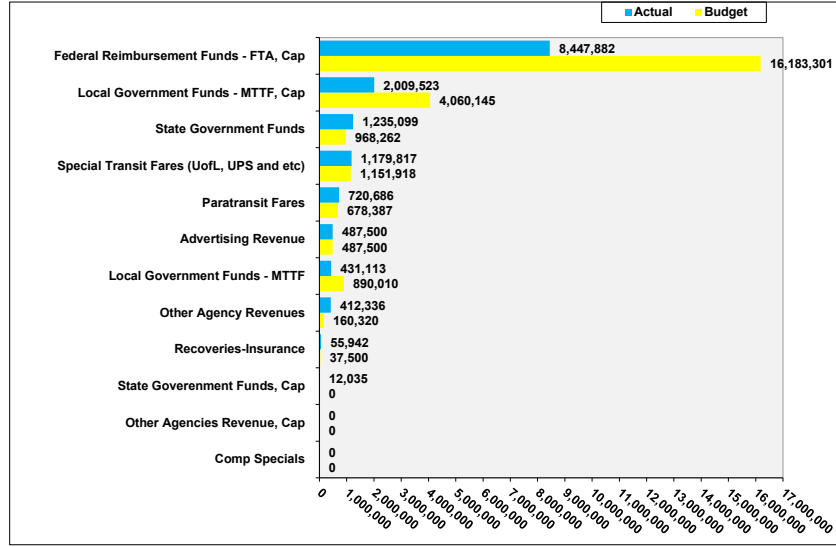
Current Month Revenues



MTTF \$4,846,492 Actual = \$4,846,492 Budget

- Passenger fares \$592 ↓
- Other Agency Revenues \$51,206 ↑
- Federal Reimbursement Funds - FTA \$648,492 ↓
- Federal Reimbursement Funds - FTA,Cap \$1,320,481 ↓

Year to Date Revenues



MTTF \$45,419,834 Actual = \$45,419,834 Budget

Federal Reimbursement Funds - FTA \$18,475,627 Actual < \$23,723,412 Budget

- Passenger fares \$434,306 ↑
- Other Agency Revenues \$252,016 ↑
- Federal Reimbursement Funds - FTA \$5,247,785 ↓
- Federal Reimbursement Funds - FTA,Cap \$7,735,419 ↓

CM

- * Federal Reimbursement Funds - FTA is under budget \$648,492 mainly due to operating expenses being under budget for the current month
- * Federal Reimbursement Funds - FTA,Cap is under budget \$1,320,481 mainly due Security Enhancements, Bus Charging Infrastructure, Facility Rehab & Info System projects being under compared to budget

YTD

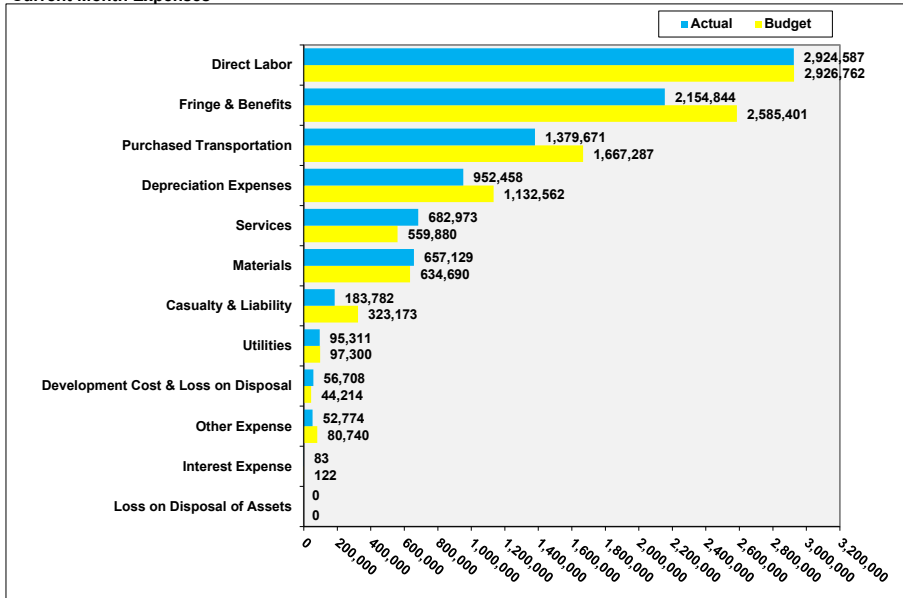
- * Federal Reimbursement Funds - FTA is under budget \$5,247,785 mainly due to operating expenses being under budget and operating revenues being over budget
- * Federal Reimbursement Funds - FTA, Cap is under budget \$7,735,419 mainly due to Security Enhancements, Bus Charging Infrastructure, Facility Rehab & Info System projects being under compared to budget

Actual Expenses vs. Budget

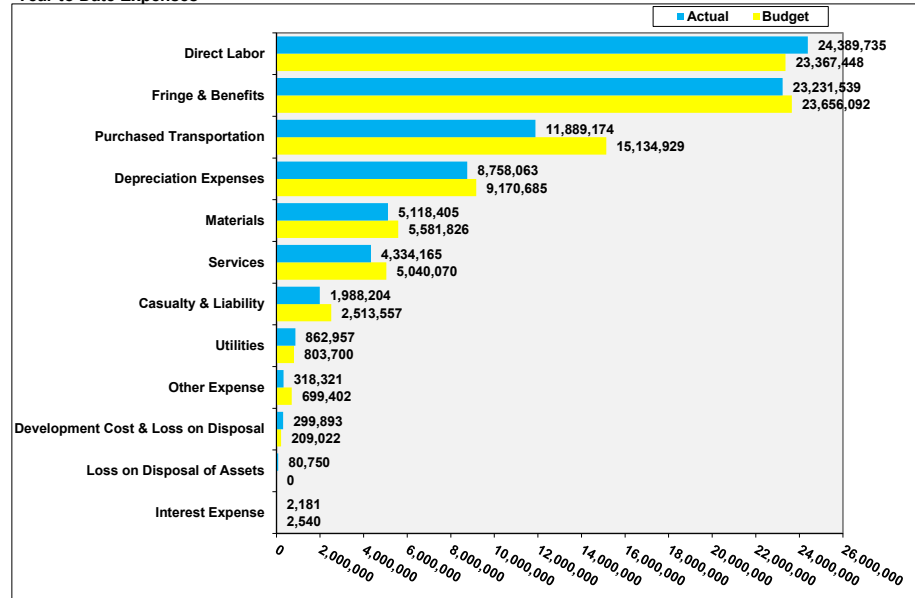
March 2023, Fiscal Year 2023



Current Month Expenses



Year to Date Expenses



Direct Labor \$2,175 ↓ Total Labor \$72,555 ↓
 Fringe & Benefits \$430,577 ↓
 Purchased Transportation \$287,616 ↓

Direct Labor \$1,022,287 ↑ Total Labor \$419,239 ↑
 Fringe & Benefits \$424,553 ↓
 Services \$705,905 ↓
 Purchased Transportation \$3,245,755 ↓

CM

- * Fringe & Benefits are under budget \$430,577 mainly due to worker's compensation being over budget, offset by pension, medical and vacations being under budget
- * Purchased Transportation is under budget \$287,616 mainly due to revenue hours and mobility as a service

YTD

- * Fringe & Benefits are under budget \$424,553 mainly due to workers compensation being over budget and offset by pension, medical and sick leave
- * Services are under budget \$705,905 mainly due to legal fees and outside services being under budget

MassTransit Trust Fund (MTTF) Revenue Deposits



Deposit to Budget Difference FY 2023

Month	FY 23 Actual Deposits	FY 23 Budget Deposits	Difference	YTD Total	Current Month	YTD
July	\$4,500,817	\$4,649,020	(\$148,203)	(\$148,203)	-3.19%	
August	\$5,003,555	\$4,699,540	\$304,015	\$155,812	6.47%	1.67%
September	\$6,140,805	\$5,962,117	\$178,688	\$334,500	3.00%	2.18%
October	\$3,989,046	\$4,213,468	(\$224,422)	\$110,079	-5.33%	0.56%
November	\$4,440,361	\$5,247,391	(\$807,030)	(\$696,951)	-15.38%	-2.81%
December	\$6,311,630	\$6,845,244	(\$533,614)	(\$1,230,565)	-7.80%	-3.89%
January	\$6,242,579	\$6,549,775	(\$307,196)	(\$1,537,761)	-4.69%	-4.03%
February	\$4,542,043	\$4,123,717	\$418,326	(\$1,119,435)	10.14%	-2.65%
March	\$5,766,124	\$5,536,407	\$229,717	(\$889,718)	4.15%	-1.86%
April		\$8,240,000				
May		\$5,514,800				
June		\$6,031,516				
TOTAL	\$46,936,960	\$67,612,994				

MTTF Revenue Deposits - Actuals

LOUISVILLE METRO REVENUE COMMISSION TARC LICENSE FEE TRANSACTIONS

	March 2023	March 2022	YTD FYE 2023	YTD FYE 2022	Difference Amount	Percent Change
Receipts						
Employee Withholding	\$ 4,535,418	\$ 4,066,003	\$ 41,232,439	\$ 39,011,846	\$ 2,220,593	5.69%
Individual Fees	581	455	973	698	275	39.36%
Net Profit Fees	1,211,538	1,277,603	5,784,165	7,302,677	(1,518,512)	-20.79%
Interest & Penalty	74,490	51,580	725,149	516,367	208,782	40.43%
Total Collections	\$ 5,822,027	\$ 5,395,641	\$ 47,742,726	\$ 46,831,587	\$ 911,139	1.95%
Investment Income	\$ 22,694	\$ 668	\$ 131,700	\$ 6,454	\$ 125,246	1940.46%
Total Receipts	\$ 5,844,721	\$ 5,396,309	\$ 47,874,426	\$ 46,838,042	\$ 1,036,384	2.21%
Disbursements						
Collection Fee	\$ 78,597	\$ 72,841	\$ 644,525	\$ 632,226	\$ 12,299	1.95%
Reversal of FY22 Investment Income	\$ -	\$ -	\$ 4,534	\$ -	\$ 4,534	
Total Disbursements	\$ 78,597	\$ 72,841	\$ 649,059	\$ 632,226	\$ 12,299	1.95%
Due Mass Transit	\$ 5,766,124	\$ 5,323,468	\$ 47,225,367	\$ 46,205,816	\$ 1,019,551	2.21%
Less Previous Payments			41,459,243	40,882,348	576,895	1.41%
Payable To Trust Fund			\$ 5,766,124	\$ 5,323,468	\$ 442,656	8.32%



Year to Date Summary

March 2023, Fiscal Year 2023

Actual Compared to Budget YTD

	Good	In the Red	
Total Revenues before Capital are Over/ Under by (pg. 2, line 18)		\$4,664,883	
Total Expenses are Over/ Under by (pg. 2, line 41)	\$4,664,882		
MTTF Revenue Deposits are Over/ Under by (pg. 7)			\$889,718
March has a unfavorable balance before Capital of	\$4,664,882	\$5,554,601	(\$889,719)

Actual Revenues over Expenses

Operating Revenues	\$6,573,008
Operating Expenses	\$72,134,682
Net Gain/(Loss) before MTTF	(\$65,561,674)
MTTF Approved Contributions	\$45,419,834
Net Gain/(Loss) before Subsidies	(\$20,141,840)
 Subsidies	
CRSSAA	\$12,058,902
ARPA	\$4,506,121
5307 Federal Formula dollars to be used as (CEER)	\$1,910,604
MTTF Local Share	\$431,113
State Contributions	\$1,235,099
Total Subsidies	\$20,141,839
 Net Gain/(Loss) before Capital	 (\$1)



Reimbursement Funds Only and a One Time Funding Source

	TARC Share	Actual FY 2020	Actual FY 2021	Actual YTD FY 2022	Actual YTD FY 2023	Remaining Balance	Budget YTD FY 2023	Delta Actual FY 2023 vs Budget FY 2023
CARES*	\$42,276,008	\$4,341,151	\$26,847,680	\$11,087,177		\$0	\$0	
CRRSAA**	\$21,374,688			\$9,315,786	\$12,058,902	\$0	\$4,896,014	\$7,162,888
ARP***	\$48,293,376				\$4,506,121	\$48,293,376	\$20,504,079	(\$15,997,958)
Total	<u>\$111,944,072</u>	<u>\$4,341,151</u>	<u>\$26,847,680</u>	<u>\$20,402,963</u>	<u>\$16,565,023</u>	<u>\$48,293,376</u>	<u>\$25,400,093</u>	<u>(\$8,835,070)</u>

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

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

*** KY-2022-003 was approved/Executed 5/24/2022



MEMORANDUM

To: TARC Board of Directors

From: Carrie Butler, Executive Director

Date: May 23, 2023

Re: Amendment to Resolution 2022-01
Financial Management Policy Revision

In continuing with the 2018 recommendation from the Federal Transit Administration, TARC has amended its Financial Management Policy as part of its annual policy review process. The policy has been amended to make updates to job titles and responsibilities; and clarified and/or modified the budget, financial and procurement processes included in the policy.

Updates include but are not limited to changes in title from Chief Executive Officer (CEO) and Assistant Executive Director to Executive Director and Chief Operating Officer (COO), respectively. These changes align those positions with the current organizational charts and job titles.

There is also an update to the section regarding TARC's expenditures procedures. This section was updated and expanded to include the processes for issuing payments electronically since the implementation of Expert AP in April 2023.

My recommendation is that the Board adopt this Financial Management Policy via resolution so that TARC remains in compliance with the recommendation of the Financial Management Oversight Program (FMO) audit and to update our policy to reflect our current processes.

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



RESOLUTION 2022-01 AMENDMENT NO. 1 FINANCIAL MANAGEMENT POLICY REVISION

A resolution adopting an updated Financial Management Policy as recommended by the Federal Transit Administration resulting from the FMO to clarify job titles and responsibilities and to accurately depict our current budget, financial, and procurement processes.

WHEREAS, this revision is part of TARC's annual policy review; and

WHEREAS, the policy was previously revised in January 2022; and

WHEREAS, TARC wishes to update its Financial Management Policy to clarify job titles and responsibilities, and update the processes set forth therein 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 budget, financial and procurement processes.

ADOPTED THIS 23rd DAY OF MAY 2023

Carla Dearing, Vice-Chair of TARC Board of Directors

TRANSIT AUTHORITY OF RIVER CITY FINANCIAL MANAGEMENT POLICY



Name of Entity That Drafted This Policy	Tonya Carter, Chief Financial Officer	
Signature of the Executive Director / CEO	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
	Relevant Documentation (Title and Location)	

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

TRANSIT AUTHORITY OF RIVER CITY FINANCIAL MANAGEMENT POLICY



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 Officer (CFO) with oversight from the Executive Director / Chief Executive Officer (CEO) 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 / CEO, Chief Operating Officer (COO), and the CFO.

3.0 Responsibility

- 3.1 The Executive Director/CEO acts as the primary fiscal agent with the COO as designated alternate, implementing all financial policies and procedures. The Executive Director / CEO 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 Officer is responsible for making sure the monthly financial statements are in a format approved by the Executive Director / CEO and Board. The CFO will present the financial statements monthly to the Executive Director / CEO and COO for review and approval. Once approved, the CFO

TRANSIT AUTHORITY OF RIVER CITY FINANCIAL MANAGEMENT POLICY



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 CFO on developing budgets for their department. Each department head will meet with the Executive Director / CEO, COO and CFO 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 1st.
- 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 / CEO. The budget schedule shall be prepared in order to confidently meet Metro Government's May 1st 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 / CEO 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

TRANSIT AUTHORITY OF RIVER CITY FINANCIAL MANAGEMENT POLICY



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 / CEO, COO, CFO 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 30th. The audit must be completed and submitted to Metro Government by October 1st with any additional reporting requirements. The Executive Director / CEO and CFO 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)

TRANSIT AUTHORITY OF RIVER CITY FINANCIAL MANAGEMENT POLICY



- 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 / CEO, COO, Director of Capital and Facilities, and CFO 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 or designee processes all deposits and forwards to the Accounting Assistant 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 Coordinator will scan the checks while the Assistant Director of Finance will review the deposits and transmit to the bank upon approval. Only the Accounting Assistant has the key for the bank bags. Once the deposits are returned they are verified by the Accounting Assistant or designee for the deposit amounts to be entered onto the cash log spreadsheet. Then the Fare Media 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 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, Executive Director / CEO or the Board depending on the amount of the purchase. Please refer to the Board and FTA approved procurement manual.

TRANSIT AUTHORITY OF RIVER CITY FINANCIAL MANAGEMENT POLICY



- 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 / CEO or designee for the first signature. The second signature must be from the CFO or designee. 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 or designee to review and approve. Upon approval, the 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 / CEO 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 / CEO or designee and one signature from the CFO or 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

TRANSIT AUTHORITY OF RIVER CITY FINANCIAL MANAGEMENT POLICY



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 / CEO'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 / CEO or COO.

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 / CEO signature. The Chair of the Board will approve the Executive Director / CEO 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 CFO'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 has authority for purchases up to \$50,000; and the Executive Director / CEO 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 / CEO 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 / CEO or CFO and Board approval.

4.15 Deeds, Conveyances, ETC:

4.15.1 The Executive Director / CEO or CFO 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 CFO 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

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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 CFO 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 / CEO.

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)

TRANSIT AUTHORITY OF RIVER CITY FINANCIAL MANAGEMENT POLICY



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 / CEO

6.2 Position: Board Chair

DRAFT



TARC Useful Terms

ADA	Americans with Disabilities Act
AED	Assistant Executive Director
A/I and I	Accident/Incident and Investigations
ATS	Applicant Tracking System (automated HR system)
Contractor	An entity that performs tasks required on behalf of TARC
CAP	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.
EAM	Enterprise Asset Management is an online asset management system used by all maintenance personnel for work orders, hazards, and procedures related to TARC assets
FASuites	Fixed Asset database
FTA	Federal Transit Administration, an agency within the U.S. Department of Transportation
KDOT/SSO	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
Intelligent Transportation System (ITS)	Component that provides the Automatic Vehicle Locator (AVL) System
Mass Transit Trust Fund (MTTF)	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)
New Starts Project	Any fixed guideway system funded under FTA's 49 U.S.C. 5309 discretionary construction program
NIMS	National Incident Management System
NTD	National Transit Database
Paratransit	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)
Program Standard	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
TAM Plan	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
Trapeze EAM	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: Carrie Butler, Executive Director

Date: May 23, 2023

Re: Resolution 2023 – 08 Implementation of August Service Changes and Title VI Equity Analysis

Transit Authority of River City (TARC) is proposing route and service changes that will take effect on August 6, 2023. These changes are aligned with TARC's strategic and operating goals, financial resources, budget, cost of service, and ridership performance. A summary of the proposed changes was presented to the Board of Directors at the January 24, 2023 Board meeting. The service changes include discontinuation of inefficient, low performing express trips on Routes: 17X, 31X, 40X and elimination of Route 61X. These express trips and Route 61X have very low ridership and thus a high cost per passenger boarding. The proposal also includes realignment of duplicated service along the Dixie Highway corridor, new service along Manslick Road and St. Andrews Church Road, a service extension to the Valley Station area, and new passenger service from Downtown to the Westport Road area. There are also schedule changes on five local routes: #4, #6, #18, #72 and #74. In the long-term, this service adjustment will prepare TARC for future route restructuring as well as systemwide service efficiency improvements.

TARC has a longstanding commitment to meet both the spirit and letter of Title VI of the Civil Rights Act of 1964 that prohibits discrimination based on race, color, or national origin in programs or activities that receive federal financial assistance (pursuant to the Federal Transit Administration (FTA) Circular C 4702.1B). Thus, as part of TARC's route and service planning process, whether it is a new route or a reduction of service, a Service Equity Analysis is performed, which includes an opportunity for public comment on the proposed service modifications. TARC's goal is to avoid, eliminate, or minimize any adverse impacts of service changes that would be borne disproportionately by minority or low-income populations. Any potential adverse or disproportionate effects of service changes on minority or low-income passengers will be monitored and mitigated with proposed alternative measures. A summary of the public participation process and a summary of the service change analysis follows, with a full Service Equity Analysis and Public Input Summary attached herein.

Public Participation Process: In accordance with the TARC's Public Participation Policy, TARC has solicited public comments on the proposed route changes through various channels of communication, including hosting three open-house, in-person public meetings and one virtual public meeting in March and April 2023.

The public has been solicited to comment through a news release widely distributed to the media, local elected officials, and social media. TARC also solicited comments through the ridetarc.org website, TARC information line, and social media outlets, such as Twitter and Facebook. In addition, the public could provide comments via phone, email, letters and social media. A Summary of the Public Comments is attached to this Memo. All public comments have been reviewed and public input considered before presenting to the Board for its final consideration and approval.



Attached to this Memorandum is the Service Equity Analysis and Title VI Analysis including detailed description of the proposed changes. In accordance with TARC's Major Service Change Policies, the Summary explains data used, methodology, and outcomes of the analysis for service changes.

Service Changes Analysis: Changes proposed to routes #4, #18, #74, and #61X present major service changes in the TARC system. Based on the outcomes of TARC's performed equity analyses, these changes do not present disproportionate burden or disparate impact on minorities and low-income ridership and the community.

For express trips discontinued with these changes, local routes are available to mitigate for minor impact created by loss of these express trips.

Data analysis and any potential impact, along with available mitigation options, for each change are outlined in the attached Title VI Equity Analysis Summary. Express trips proposed for elimination have low ridership and serve a very small percentage of TARC's weekday passengers.

TARC will continue monitoring ridership on a regular basis, and any potential impact on TARC customers, with particular focus on minority and low-income passengers. Any potential concerns related to proposed service changes will be mitigated if needed through other routes or schedule adjustments.

The attached resolution seeks approval from the Board of Directors for the Service Equity Analysis for the proposed August 2023 service changes.

If you have any questions, please call me at 502-561-5100.



RESOLUTION 2023-08 IMPLEMENTATION OF AUGUST 2023 SERVICE CHANGES

A Resolution authorizing TARC to implement service changes in accordance with Federal Transit Administration requirements and guidelines, Circular FTA C 4702.1B.

WHEREAS, as part of TARC's overall service planning and improvement process, TARC is implementing service changes on August 6th 2023; and

WHEREAS, TARC has a longstanding commitment to comply with Title VI of the Civil Rights Act of 1964 that prohibits discrimination based on race, color or national origin in programs or activities that receive federal financial assistance; and

WHEREAS, under the Federal Transit Administration requirements and guidelines, FTA Circular C 4702.1B, TARC has developed a Service Equity Analysis evaluation process with a purpose of evaluating and determining ways to address any potential impact of service changes on minority and low-income TARC passengers; and

WHEREAS, in accordance with TARC's Public Participation Policy, TARC has solicited public comments on the proposed service changes through various channels of communication which included three in-person open houses and one virtual public meeting held March and April; and

WHEREAS, TARC's goal with these regulations and policies is to avoid, eliminate or minimize any adverse impact of said service changes that would be borne disproportionately by minority or low-income populations and to mitigate with existing or proposed alternative measures any potential adverse or disproportionate effects of service changes on minority or low-income passengers; and

WHEREAS, statistically the Service Equity Analysis, included herein by reference, does not indicate potential disparate impact or disproportionate burden on TARC customers; and statistically the Title VI Analysis does not indicate potential disparate impact or disproportionate burden on TARC's minority or low-income passengers; and

WHEREAS, routes proposed for elimination are some of TARC's lowest performing service ones, with historically low ridership and high cost per rider; and

WHEREAS, any potential impact will be mitigated through other service options available in the areas affected; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Transit Authority of River City that:
The TARC August 2023 Service Changes Title VI Equity Analysis is hereby approved.

ADOPTED THIS 23RD OF MAY 2023

Carla Dearing, Vice-Chair Board of Directors

Service Equity Analysis

August 2023 Service Changes

Routes 4, 18, and 61X



February, 2023

Introduction

In compliance with Title VI of the Civil Rights Act of 1964, the Transit Authority of River City (TARC) includes a Service Equity Analysis as part of major service changes to assess the impacts on minority and low-income communities in the TARC service area. Section 601 of the Civil Rights Act of 1964 states:

No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal assistance.

The Federal Transit Administration (FTA) is responsible for ensuring that applicants and recipients of FTA's distributed funding are compliant in performing such analysis and are accurate in their interpretation of the results of the analysis. To aid in this work, FTA has published Circular 4702.1B Title VI Requirements and Guidelines for Federal Transit Administration Recipients, which TARC followed in conducting the following analysis.

TARC provides regional transit service to many diverse communities throughout the Louisville, KY region. Up to three times per year, TARC prepares service changes that may include major changes in response to changing conditions. Based on TARC's service standards, "major" service changes are those that change revenue service more than 25% on a route. These changes trigger a service equity analysis that requires approval by the TARC Board of Directors.

For the upcoming August 2023 service change, TARC is planning to implement changes to routes 4, 6, 10, 18, 72, 74, and 61X. Additionally, express trips along the 17, 31, and 40 will be eliminated. While this August service change is larger than a typical service change, only the alterations to routes 4, 18, and 61X, constitute a major service change. The rest are minor service adjustments that will have minimal impacts on TARC riders.

The 17X, 31X, and 40X express trips are not stand alone routes like the 61X. They are individual AM/PM trips that serve 17, 31, and 40 local stops. Because these express trips only account for a small portion of the service provided by these routes paired with extremely low ridership, the changes to these routes do not fall under the category of a major service change. It's worth noting that those stops served by express trips will still be served by local trips for routes 17, 31, and 40.

The purpose of this analysis is to evaluate the affects these major service changes have on surrounding communities and determine if they produce a disparate impact or disproportionate burden on communities of color or low-income populations. If found, this analysis will recommend methods of mitigating any negative impact these changes may have on the aforementioned communities.



Methodology

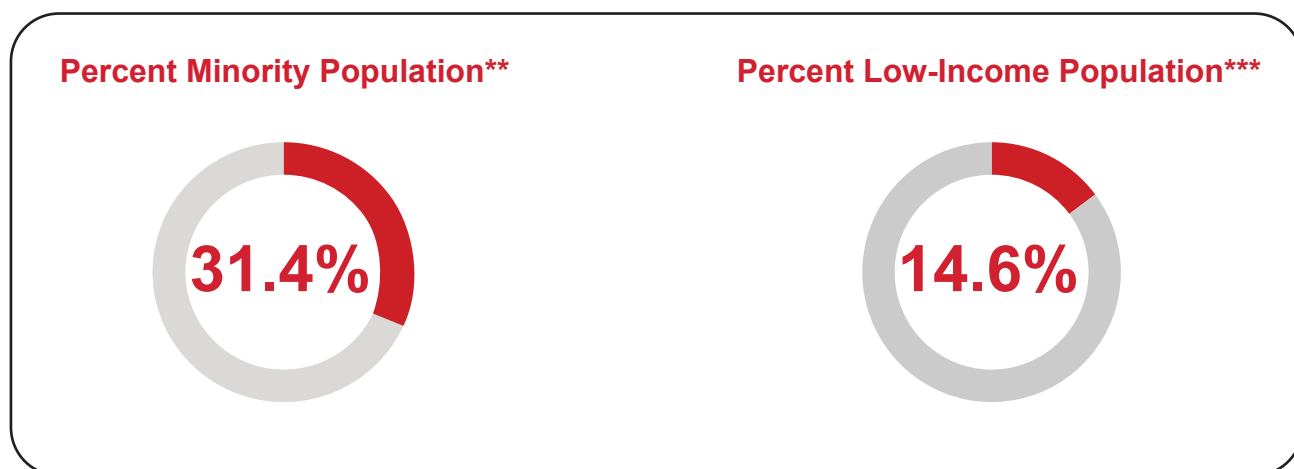
TARC adopts the industry standard approach for disparate impacts and disproportionate burden policies for major service changes and adjustments.

Disparate Impact: +/- 10% statistical difference between the effects on minority populations compared to the impacts borne by non-minority passengers

Disproportionate Burden Policy: +/- 10% statistical difference between the effects on low-income populations compared to the impacts borne by non-low-income passengers

In order to perform this analysis a demographic profile was generated for TARC's service area. This provides a baseline for which each route's impact can be compared. The population of the Title VI communities as a percentage of the total population of the TARC service area is shown in the **Figure 1** below.

Figure 1: 2023 TARC Service Area Title VI & E.J. Percentages



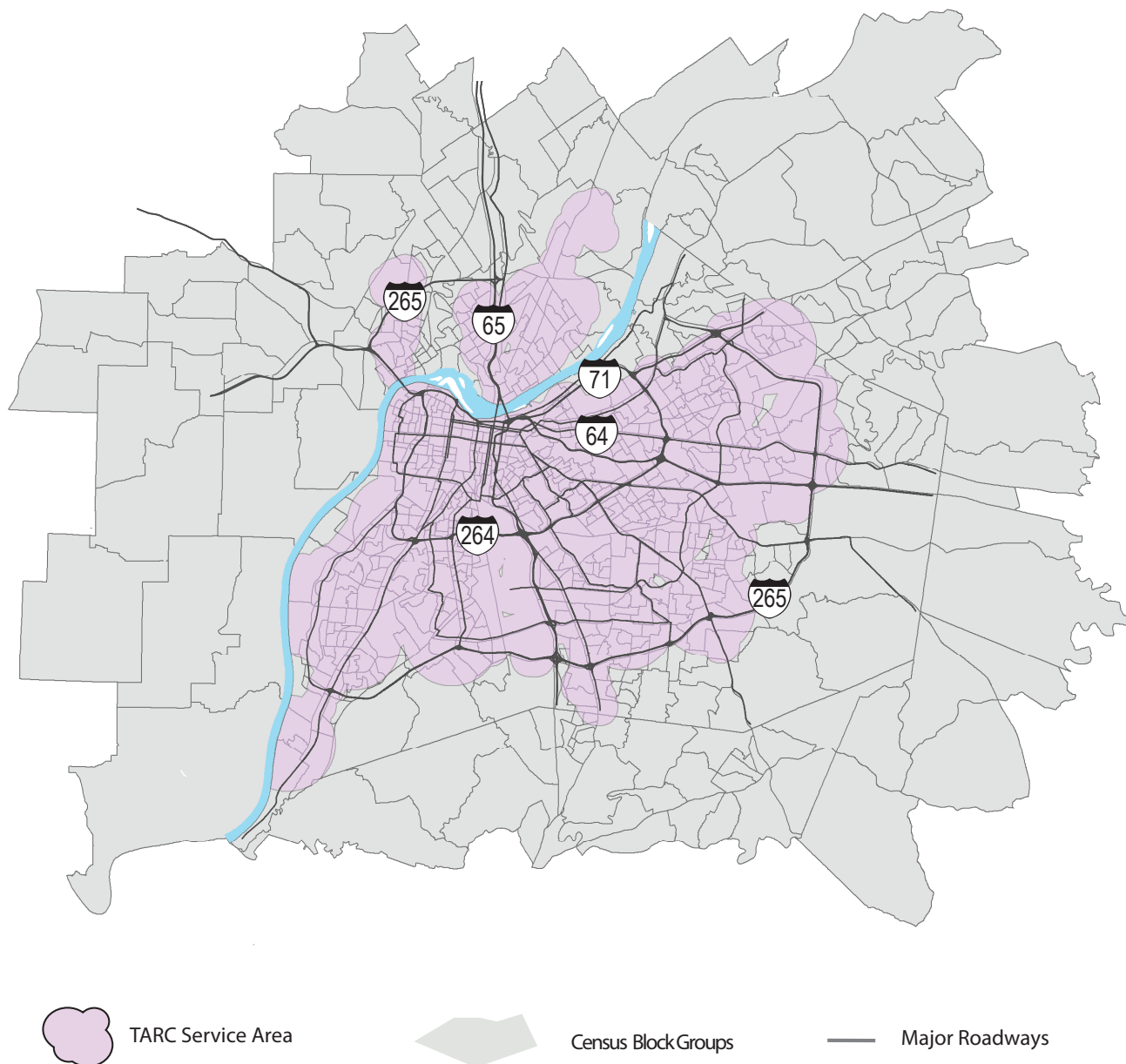
** Source: 5-year (2017-2021) American Community Survey, Table B03002: Hispanic or Latino Origin by Race, Total minus Not Hispanic or Latino: White alone.

*** Source: 5-year (2017-2021) American Community Survey, Table C17002: Ratio of Income to Poverty Level, Under .50 plus .50 to .99.

The TARC service area is the combination of .75 mile buffers around all Fixed route stops and a 2 mile buffer around all Park & Ride stops. This area is the expected area that could be served by TARC fixed route or TARC 3. To produce a more realistic depiction of area servicable by TARC, portions of the buffers that fall on or across the Ohio River (if a bridge is not present) are removed as these areas would be impossible to access.

Below, **Figure 2** shows the buffered service area overlaying the surrounding census block groups.

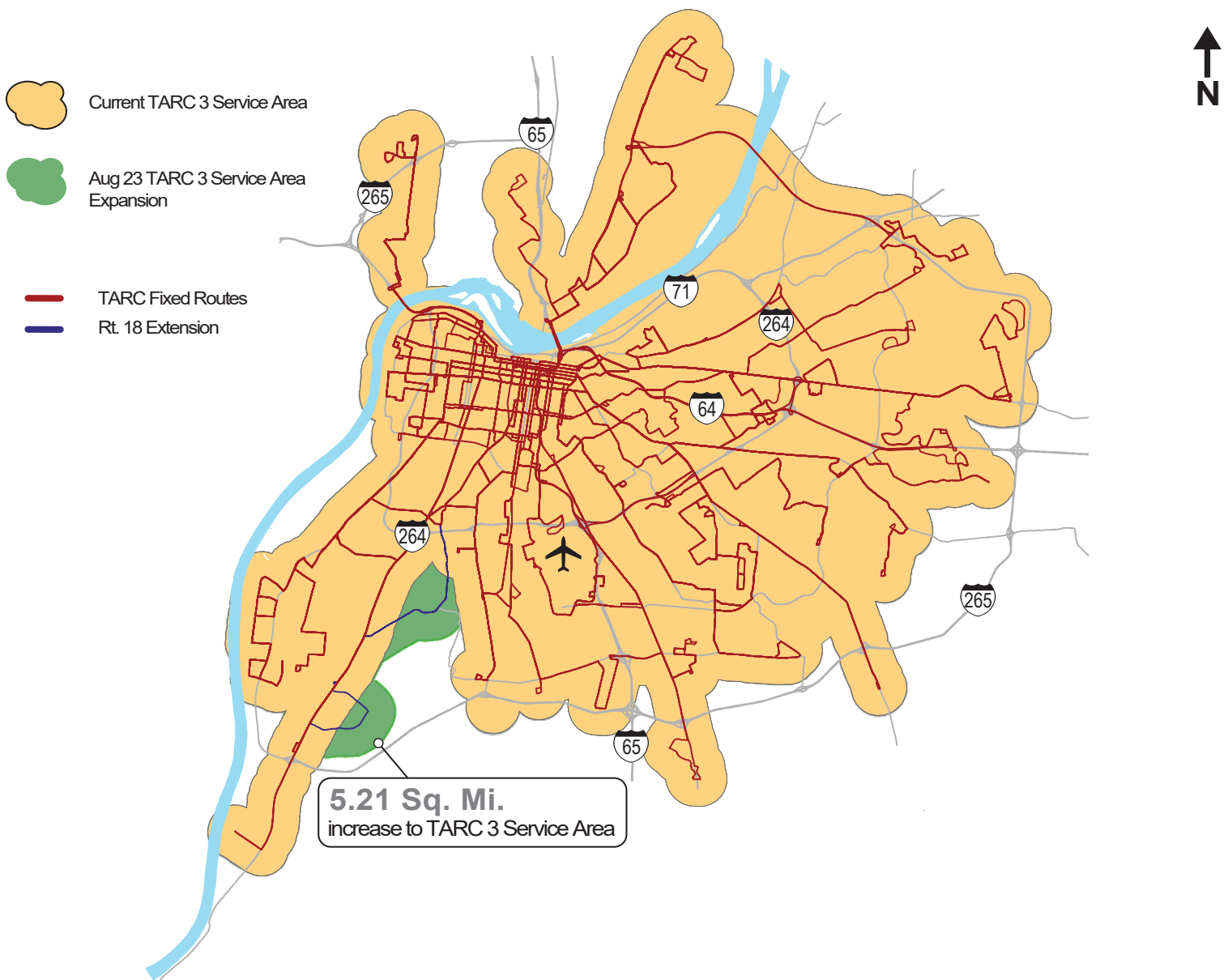
Figure 2: 2023 TARC Service Area



TARC 3

With any reduction or rerouting of fixed service brings concerns of potential changes to the TARC 3 service area as the TARC 3 service area is based on a 3/4 mi. buffer from fixed route stops. After mapping all changes proposed for the August 2023, shown in Figure 3, no reduction in the existing TARC 3 service area was found. In fact, due to the proposed Rt. 18 changes that would bring new fixed route service to Valley Station and St. Andrews Church Road, the TARC 3 service area would expand by approximately 5.2 square miles. This will come as a welcomed improvement for those members of the community who do not have the functional capability to ride TARC's fixed route service.

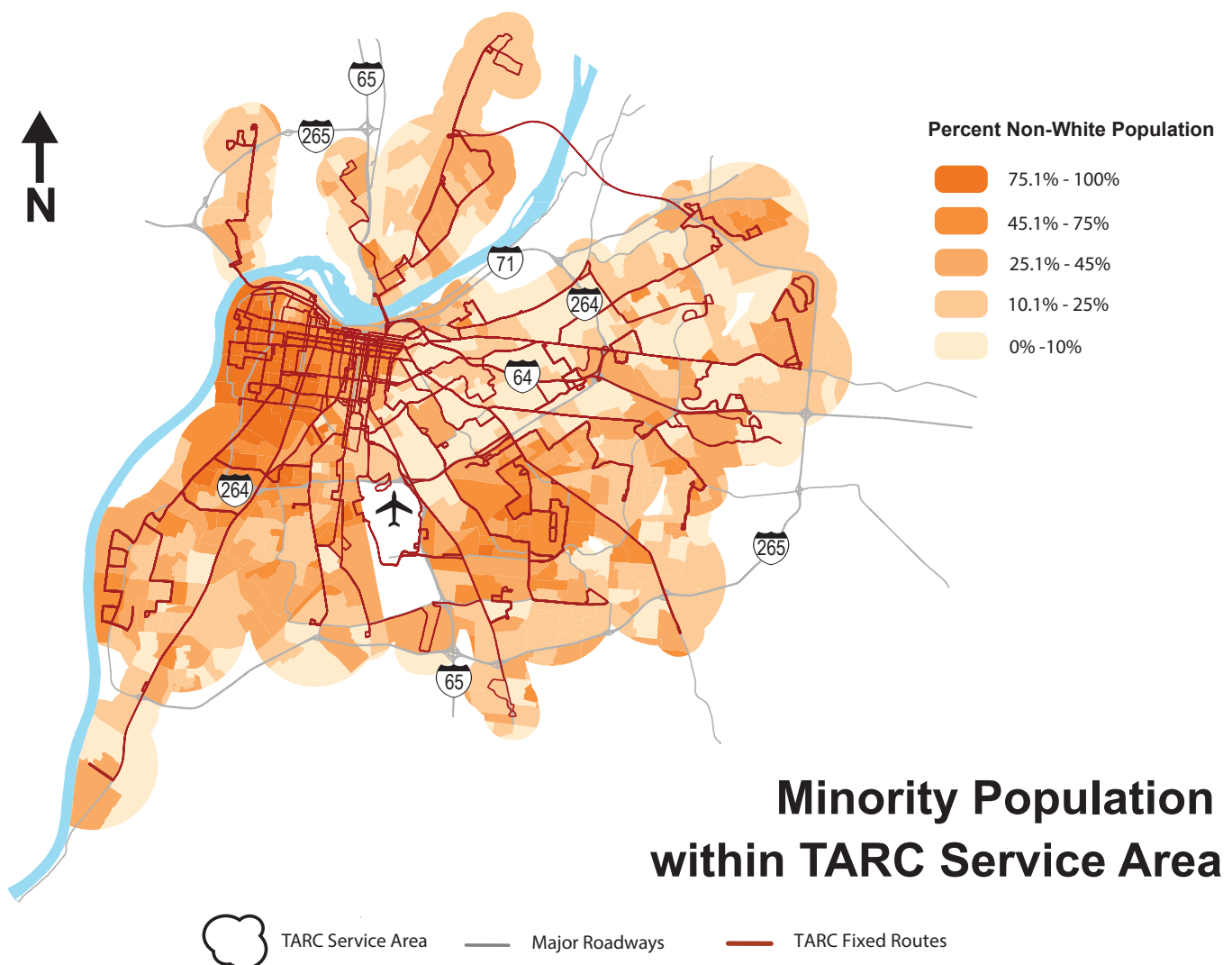
Figure 3: Changes to TARC 3 Service Area



Once the TARC service area was established the Service Equity Analysis could begin. A demographic profile was created using the most recent census data for block groups that fall within the service area. For block groups that only partially fell within the boundaries of the TARC service area, the percent of the block group's area within the service area was multiplied by the demographic data sets for the entire block group. This method assumes that the population of each block group is distributed evenly which we know is not the case. However steps were taken to mitigate this shortfall in the methodology by removing areas known to be uninhabitable (i.e. large bodies of water).

The numbers were aggregated to establish a final percentage of minority and low-income populations for the entire TARC service area that would be used as a benchmark to compare similar demographic profiles for the proposed service changes.

Figure 4: Minority Population within TARC Service Area

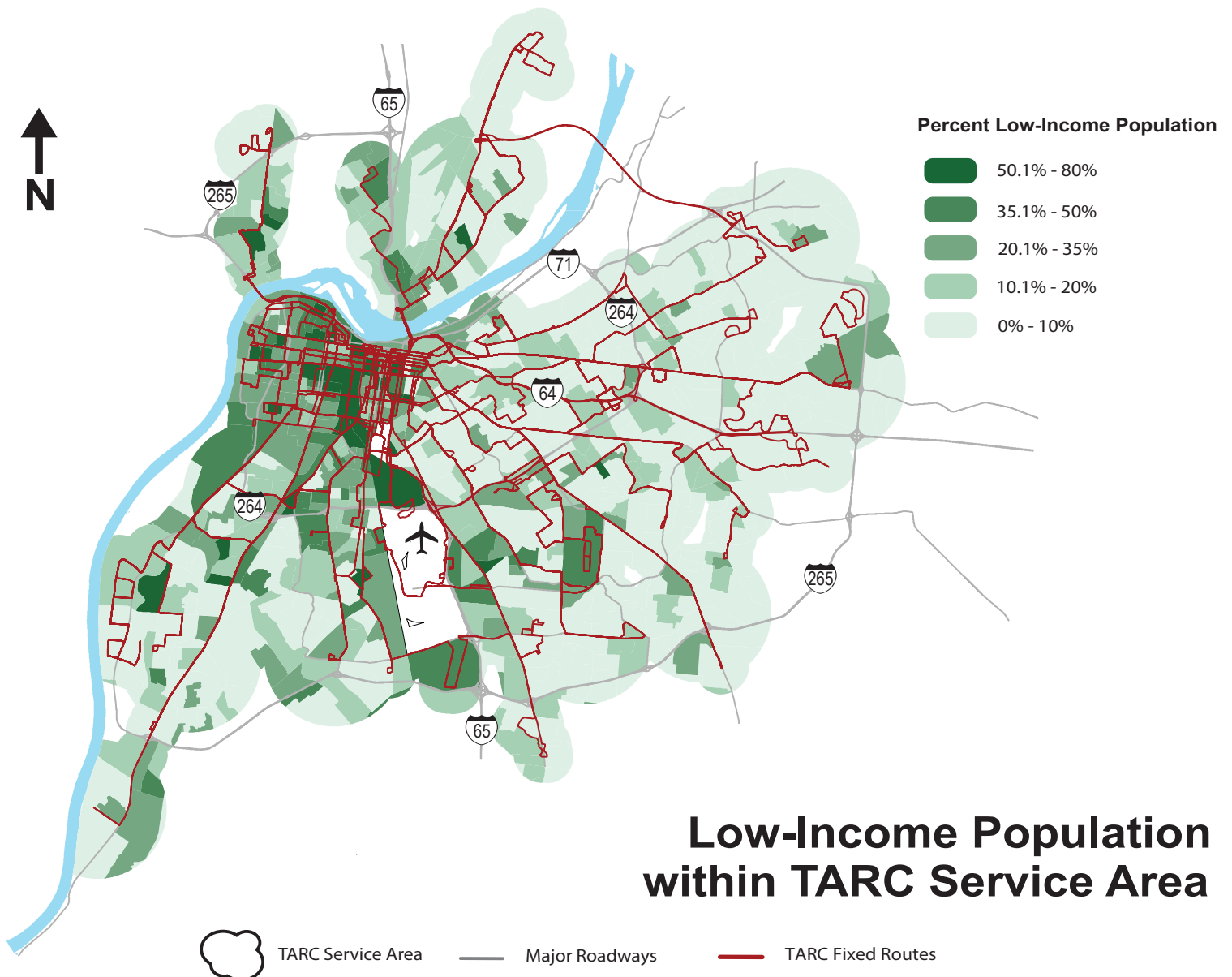


*Minority Population was calculated by subtracting the "white only" population from the total population by census block groups using 2017-2021 ACS 5-Yr Estimates.

These maps in **Figures 4 & 5** show the percent of low-income and minority populations within the TARC service area. Percentages that are key to determining if any proposed service change has a disparate impact on minority populations or a disproportionate burden on low-income communities.

Low-income populations and communities of color make up the bulk of current TARC ridership and are more likely to rely on public transit for daily commutes. Because of this, TARC’s priority when evaluating service changes is to minimize any negative impact changes could have on these communities by closely analyzing the most recent census data and listening to community members directly through open public participation periods.

Figure 5: Low-Income Population within TARC Service Area

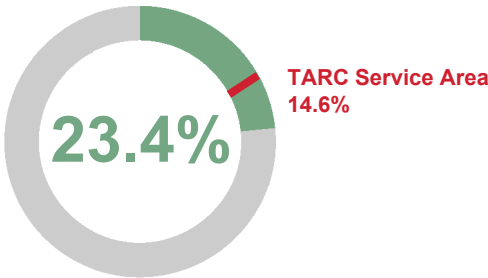


*Low-Income Population is considered those with a ratio of income to the poverty level of 0 - .99. The data is by census block groups using 2017-2021 ACS 5-Yr Estimates of people for whom poverty status is determined.

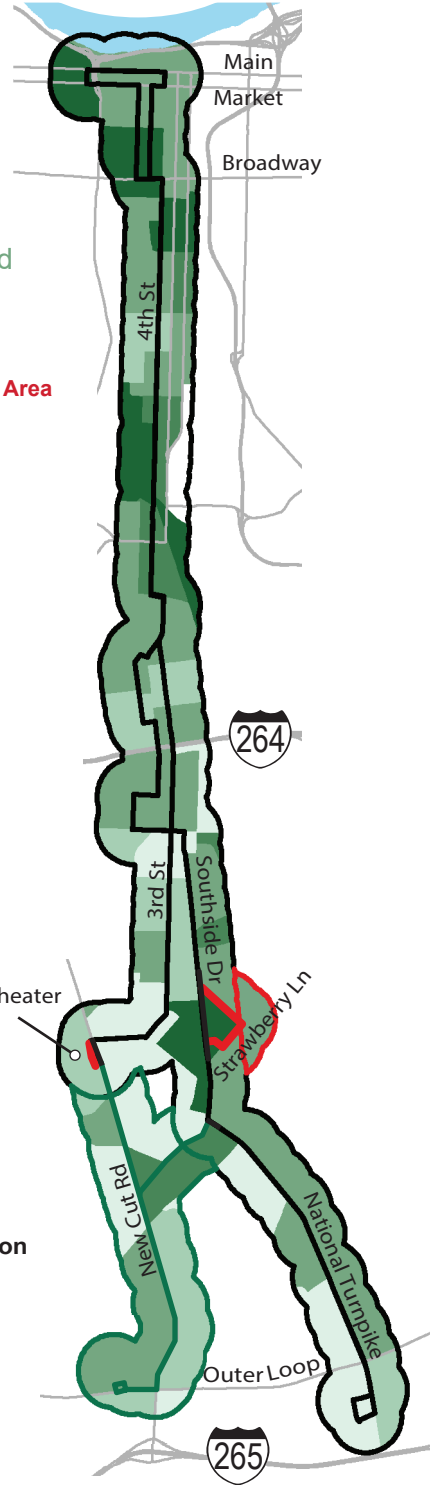
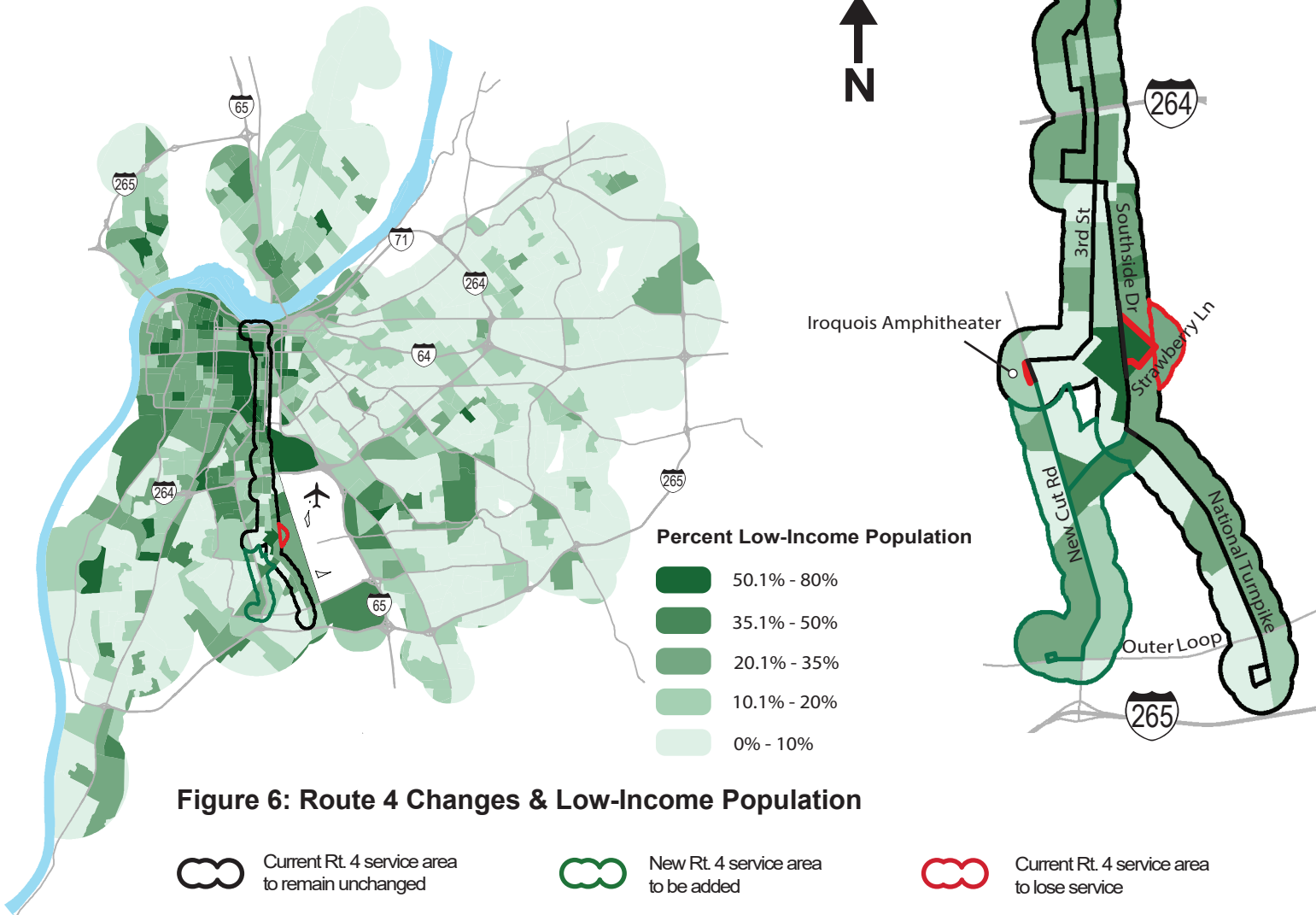
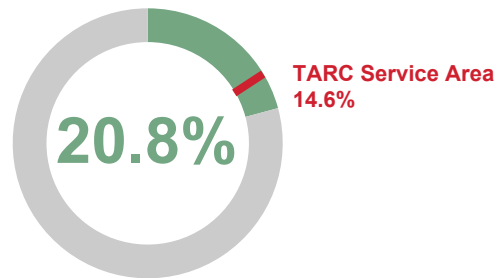
Route 4 Proposed Service Changes

The proposed changes to Route 4 include extending service down New Cut Rd to the Walmart at Outerloop. This would provide riders with a “one seat ride” to Walmart and avoid transferring to Rt. 6. It would additionally provide new service to those living/working along Southside Drive. To accommodate these route extensions the turnarounds at Iroquois Amphitheater and Strawberry Lane would no longer be in use. However the small area lost along Strawberry Lane is within walking distance to route 4 on Southside Drive and has an adequate sidewalk network to accommodate pedestrians.

Rt. 4 service area to lose service
Low-Income Population



Rt. 4 service area to be added
Low-Income Population

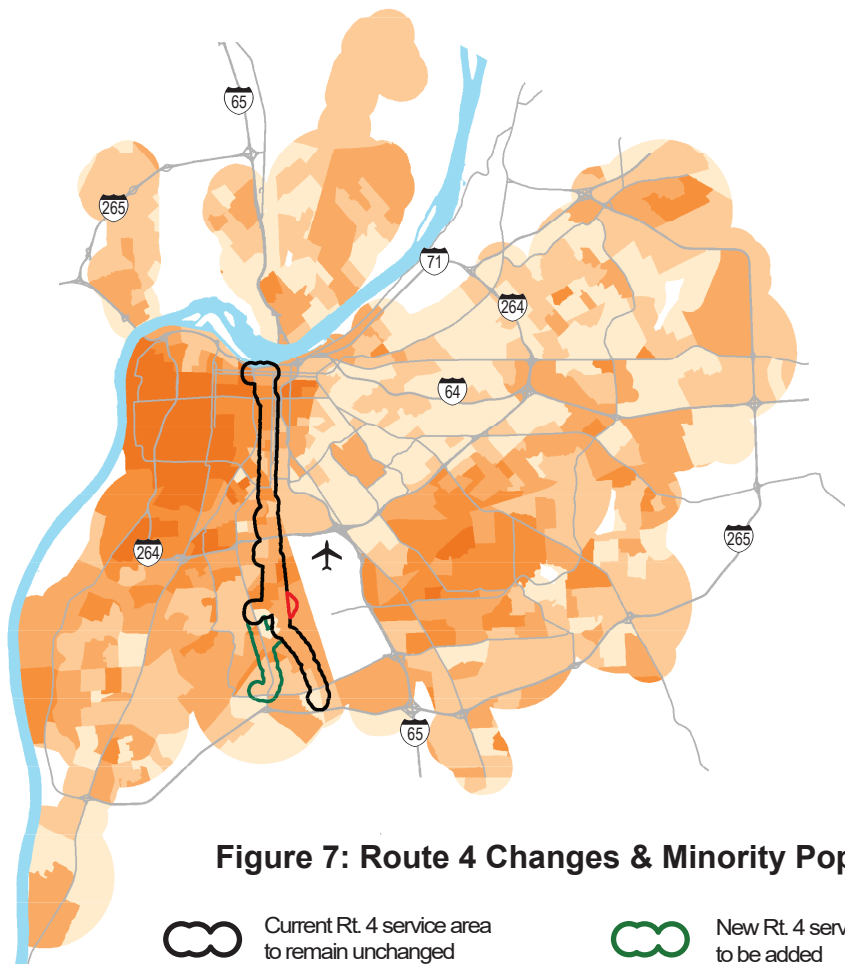
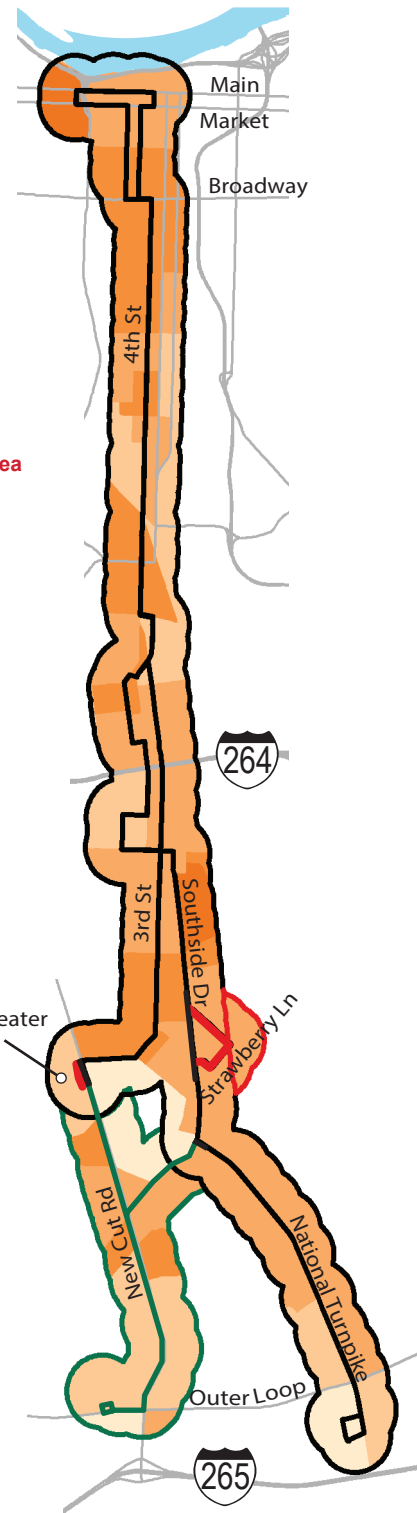
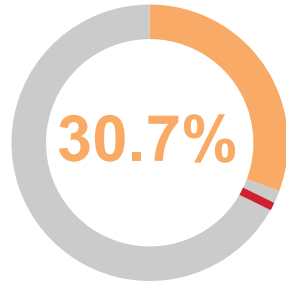
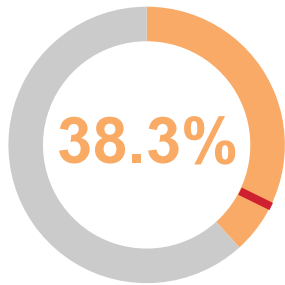


*Low-Income Population is considered those with a ratio of income to the poverty level of 0 - .99. The data is by census block groups using 2017-2021 ACS 5-Yr Estimates of people for whom poverty status is determined.

Figures 6 & 7 show the demographic makeup of service areas to be added, to remain unchanged, and to be eliminated. The service area to be added shows a greater low-income population and a nearly equivalent non-white population as that of the entire TARC service area. While the small portion along Strawberry Lane to lose service does not show a disparate impact on minority passengers or a disproportionate burden on low-income passengers due to the low-income and minority population percentages being within a 10% statistical difference of the TARC service area percentages.

Rt. 4 service area to lose service
Non-White Population

Rt. 4 service area to be added
Non-White Population

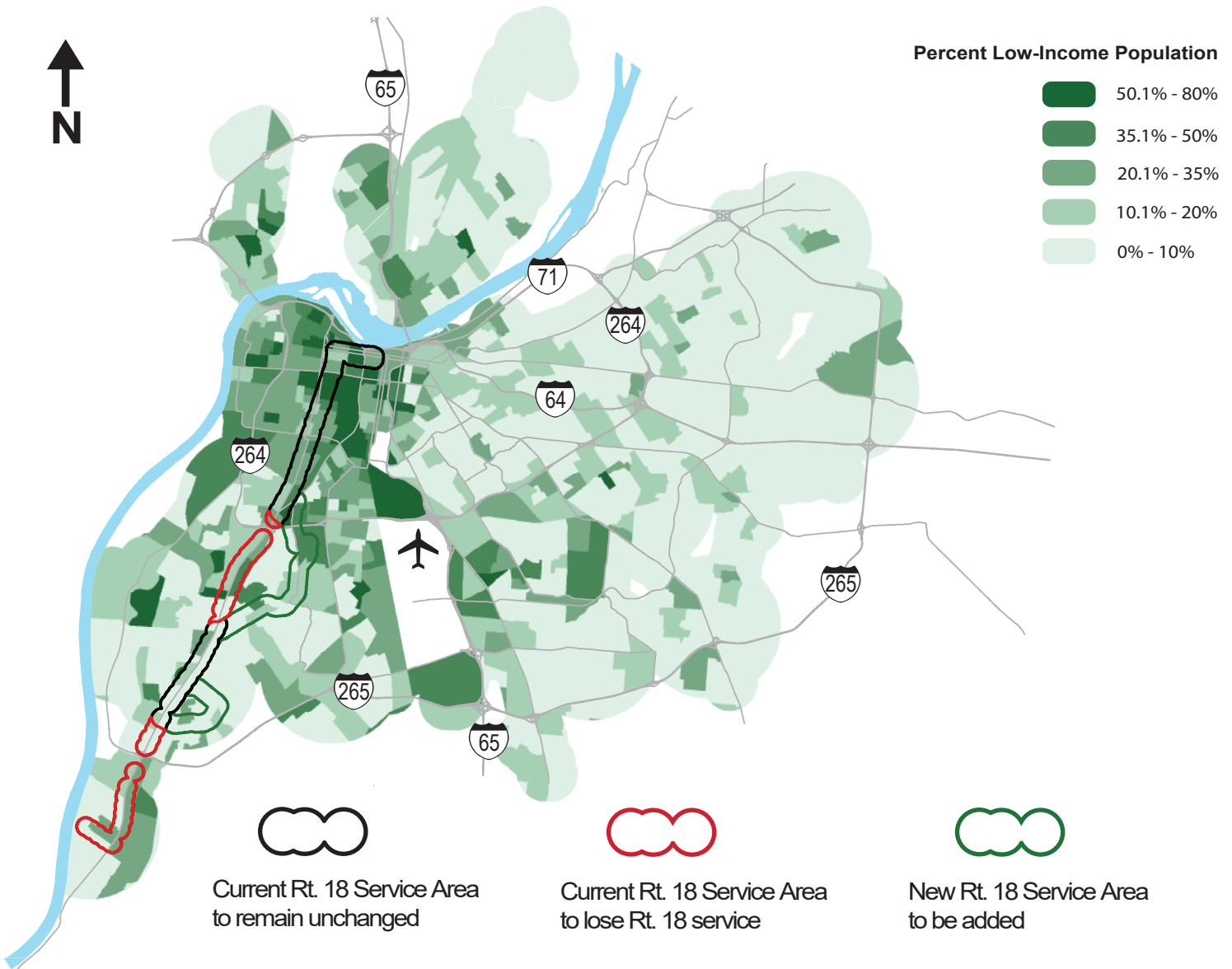


*Minority Population was calculated by subtracting the "white only" population from the total population by census block groups using 2017-2021 ACS 5-Yr Estimates

Route 18 Proposed Service Changes

Proposed changes to Rt. 18 would address concerns of duplicate service along Dixie Highway. Currently both Rt. 18 and TARC's BRT line Rt. 10 ("Dixie RAPID") run almost identical service along this major southwest corridor. To better serve the community TARC proposes to reroute the 18 to serve St. Andrews Church Road, Manslick Road, and Stonestreet Road. This deviation would better serve the community by avoiding redundant service on Dixie Highway; provide new service to St. Mary & Elizabeth Hospital, Doss High School, JCTC southwest campus, and UofL Health Medical Center; provide a crosstown connection to Rt. 6. The maps shown in Figures 7-10 evaluate the demographic makeup of the areas impacted by this proposal.

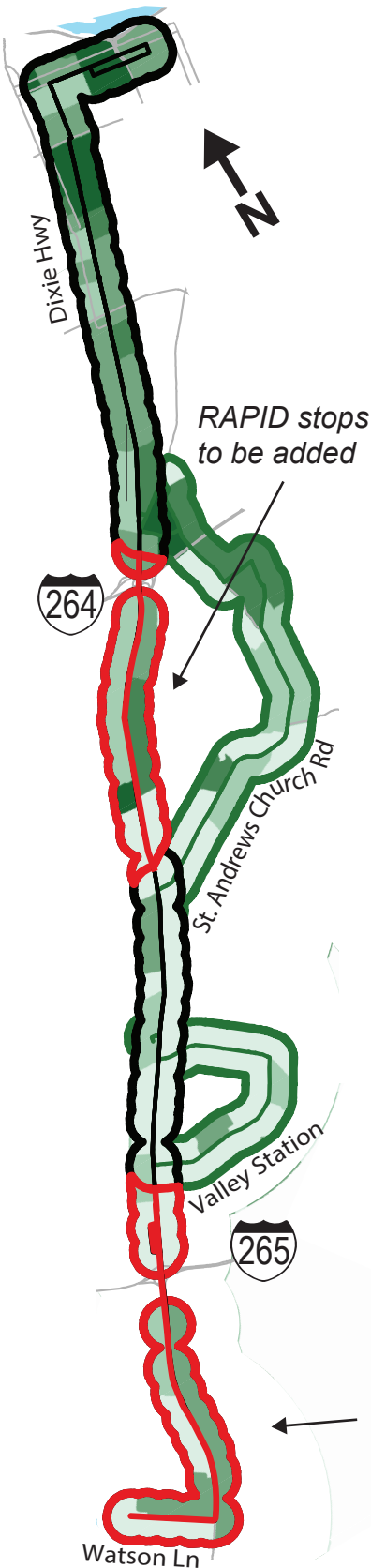
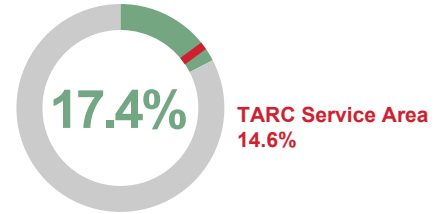
Figure 8: Minority Population within TARC Service Area & Proposed Rt. 18 Changes



*Low-Income Population is considered those with a ratio of income to the poverty level of 0 - .99. The data is by census block groups using 2017-2021 ACS 5-Yr Estimates of people for whom poverty status is determined.

From the most recent Census data for the 1/4 mi. buffer area around the new service area along Manslick, St. Andrews Church Rd, and Stonestreet we see that TARC will be adding service to an area with a higher low-income population (17.4%) than that of the entire TARC Service Area (14.6%). Paired with the connection to St. Mary & Elizabeth Hospital, this new service will provide access to public transportation while at the same time reducing redundant service along Dixie Highway.

Rt. 18 New Service Area
Low-Income Population



Current Rt. 18 Service Area
to remain unchanged



New Rt. 18 Service Area
to be added

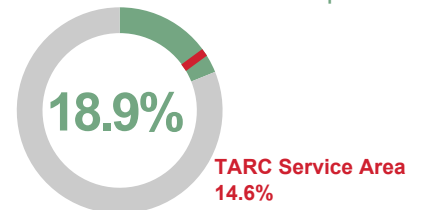


Current Rt. 18 Service Area
to lose Rt. 18 service

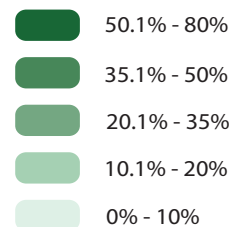
While Dixie Highway will lose Rt. 18 service for small portions of the route, shown in red, existing Dixie RAPID service (rt. 10) will be expanded to mitigate potential negative impacts.

The area to lose Rt. 18 service has a low-income population (18.9%) slightly higher than that of the TARC service area (14.6%). Based on TARC Title VI standards these changes would not produce a disproportionate burden on low-income passengers compared to non-low-income passengers.

Rt. 18 Service Area
to be Removed
Low-Income Population



Percent Low-Income Population



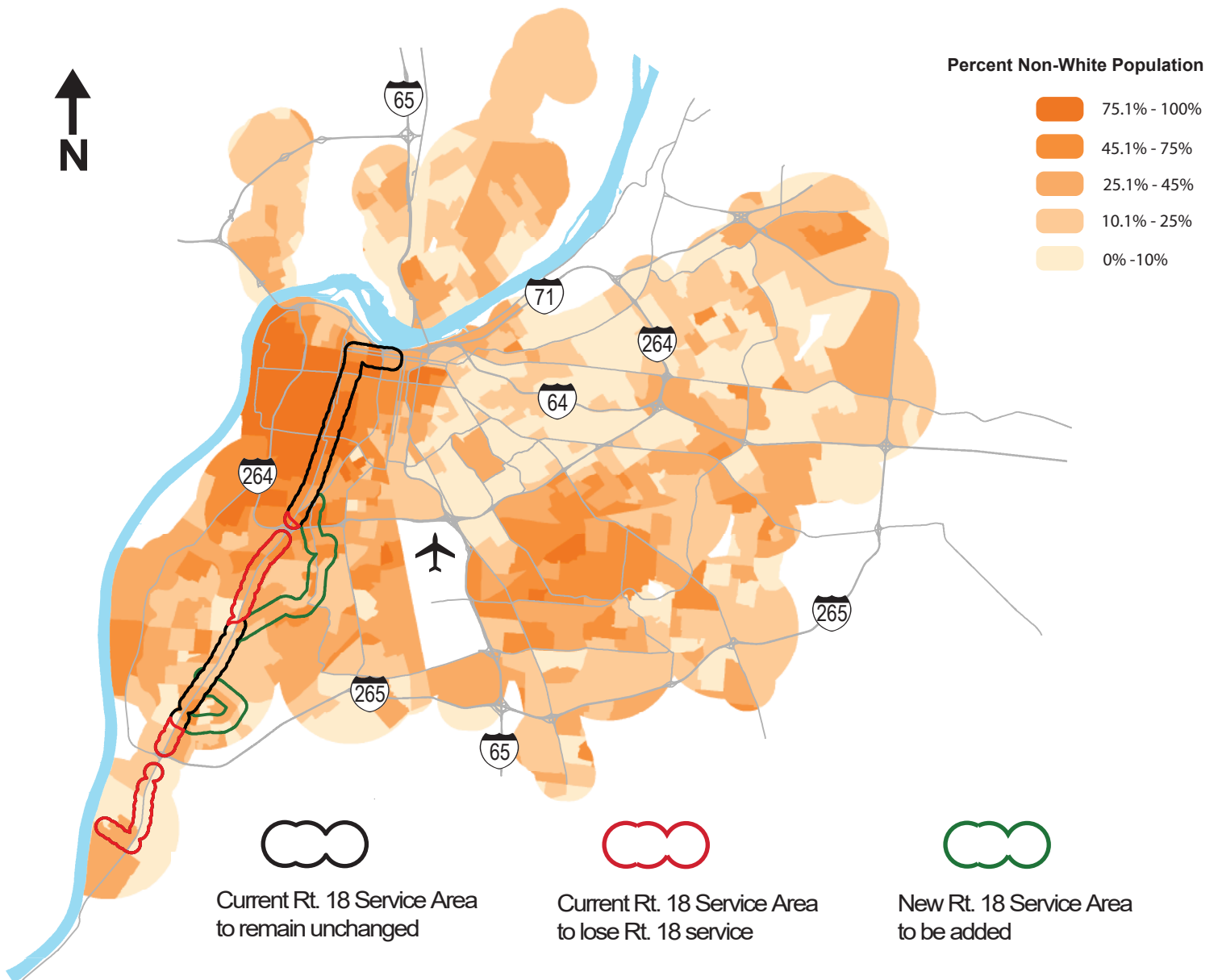
*To be picked up by local service
run by Rt. 10*

*Low-Income Population is considered those with a ratio of income to the poverty level of 0 - .99. The data is by census block groups using 2017-2021 ACS 5-Yr Estimates of people for whom poverty status is determined.

Following the same procedures for Route 4, the changes along Dixie Hwy were evaluated to determine if the loss of service would disproportionately impact minority communities.

The demographic makeup of the existing Route 18 service area along with the areas to lose and gain service were calculated. The findings of the minority population analysis are illustrated in the following maps.

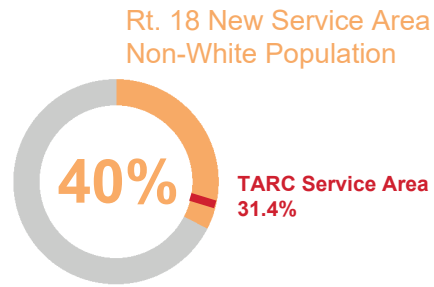
Figure 9: Minority Population within TARC Service Area & Proposed Rt. 18 Changes



*Minority Population was calculated by subtracting the "white only" population from the total population by census block groups using 2017-2021 ACS 5-Yr Estimates

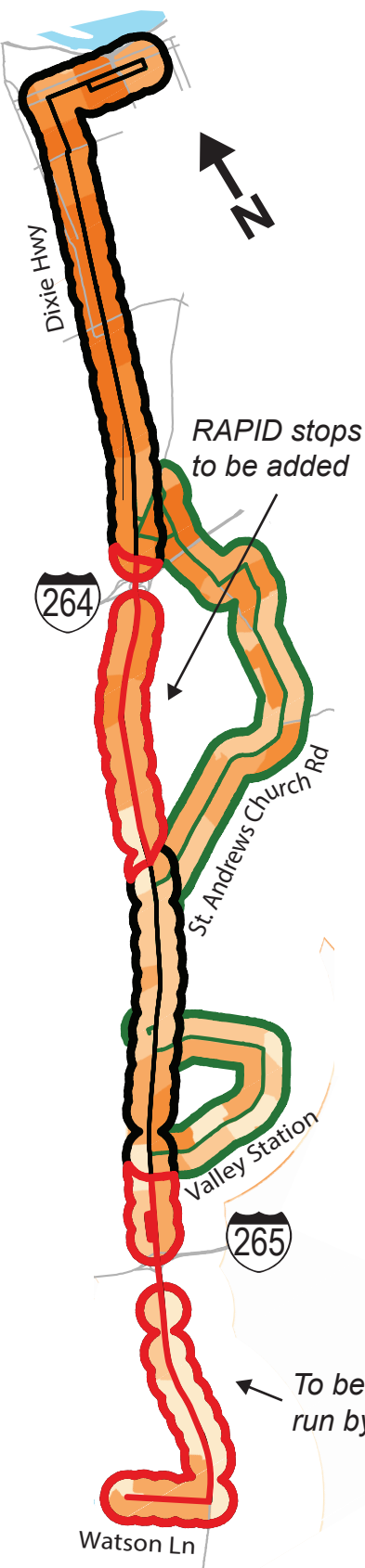
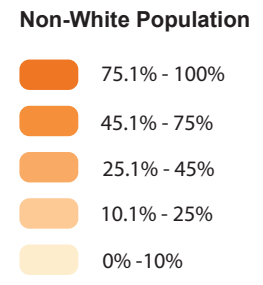
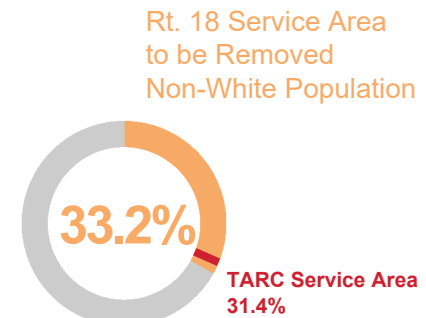
The proposed changes to Rt. 18 include moving a portion of the route off of Dixie Hwy where it serves alongside the Dixie RAPID (Rt. 10). The new routing for the 18 provides to service to St. Mary and Elizabeth Hospital, Doss High School, Norton Southwest and JCTC's campus on Stonestreet Rd.

Looking at the demographic data for the 1/4 mi. buffer area around the new service area along Manslick, St. Andrews Church Rd, and Stonestreet we find that TARC will be adding service to an area with a higher minority population (40%) than that of the entire TARC Service Area (31.4%).



The portion of Dixie Highway to lose Rt. 18 service, shown in red, has a minority population (33.2%) close to that of the TARC service area (31.4%). Based on TARC Title VI standards these changes would not produce a disparate impact on minority passengers compared to non-minority passengers.

While no disparate impact was detected, TARC still proposes to mitigate any inconvenience these changes could have on existing Rt. 18 passengers by adding several Dixie RAPID stops between St Andrews Church Rd and Park Rd. This would fill in most gaps left by these Rt. 18 changes. Additionally, Rt. 10 will provide local service to Watson Ln, picking up all trips dropped by Rt. 18.



*Minority Population was calculated by subtracting the "white only" population from the total population by census block groups using 2017-2021 ACS 5-Yr Estimates

Route 61X Proposed Service Changes

TARC's last remaining route providing exclusively express service is the 61X Plainview Express. Due to extremely low ridership, (an average of 4 boardings per weekday for CY 2022), TARC has made the decision to discontinue this service. In doing so this will free up funds to be better allocated in more efficient ways. To make sure this route elimination would not have a disparate impact or disproportionate burden on low-income and communities of color, the demographic make up of the 61X service area was evaluated.

The following maps illustrate the low-income and minority populations living within 1/4 mile of Route 61X stops.

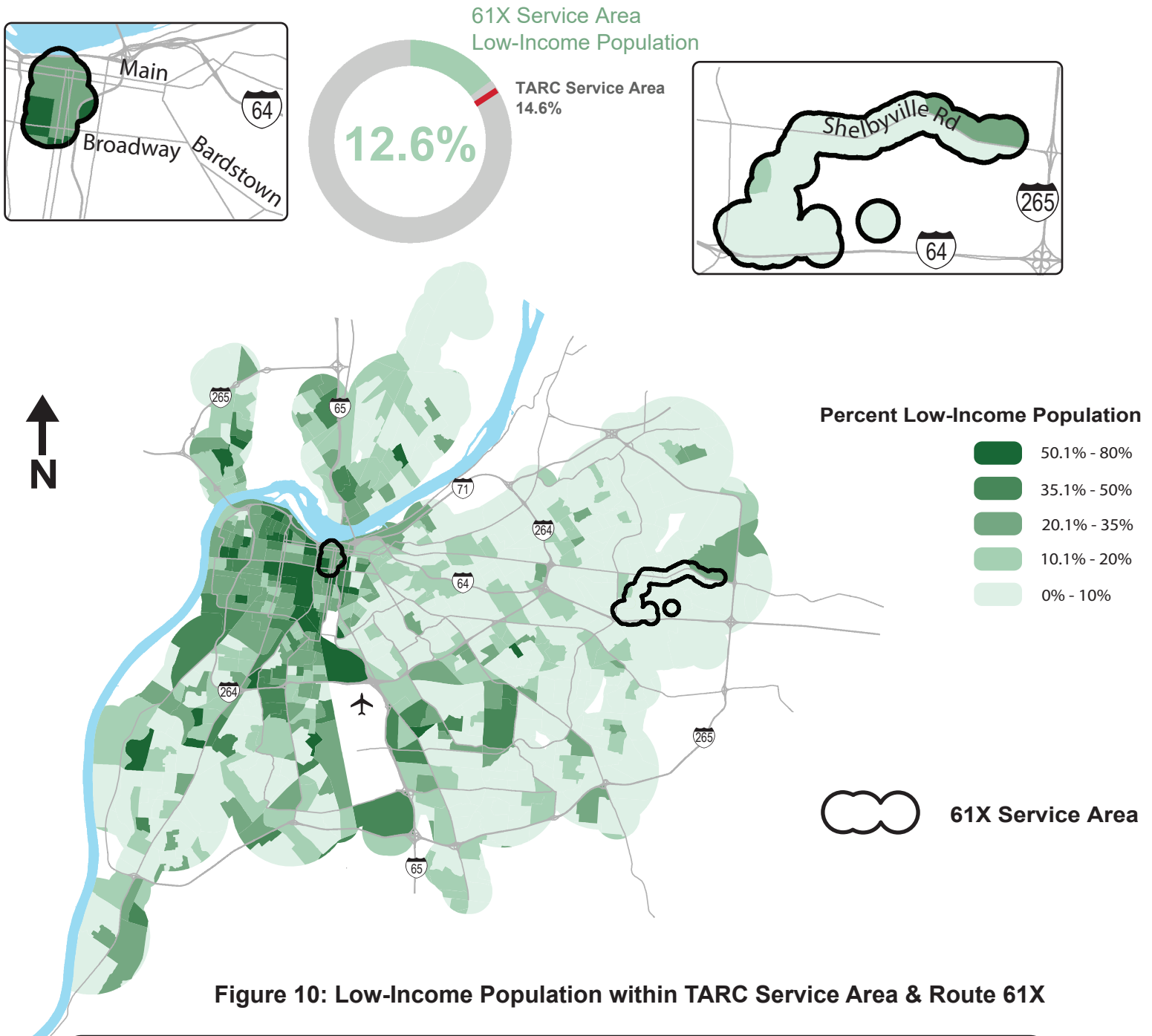


Figure 10: Low-Income Population within TARC Service Area & Route 61X

*Low-Income Population is considered those with a ratio of income to the poverty level of 0 - .99. The data is by census block groups using 2017-2021 ACS 5-Yr Estimates of people for whom poverty status is determined.

The Plainview Express runs weekdays (2 morning trips and 2 afternoon trips) from Middletown to the Louisville central business district via Interstate 64. This service was designed to accommodate commuters traveling into downtown from the east end of Louisville to work. Since the COVID-19 Pandemic the number of commuters traveling into downtown to work has dramatically decreased nationwide. While total ridership across TARC's service area has begun to rebound from its sharp drop during the pandemic, the ridership for the plainview express has remained very low. Facing limited resources, TARC has made the difficult decision to reallocate these important resources from this underused route to portions of the community that rely on public transit the most.

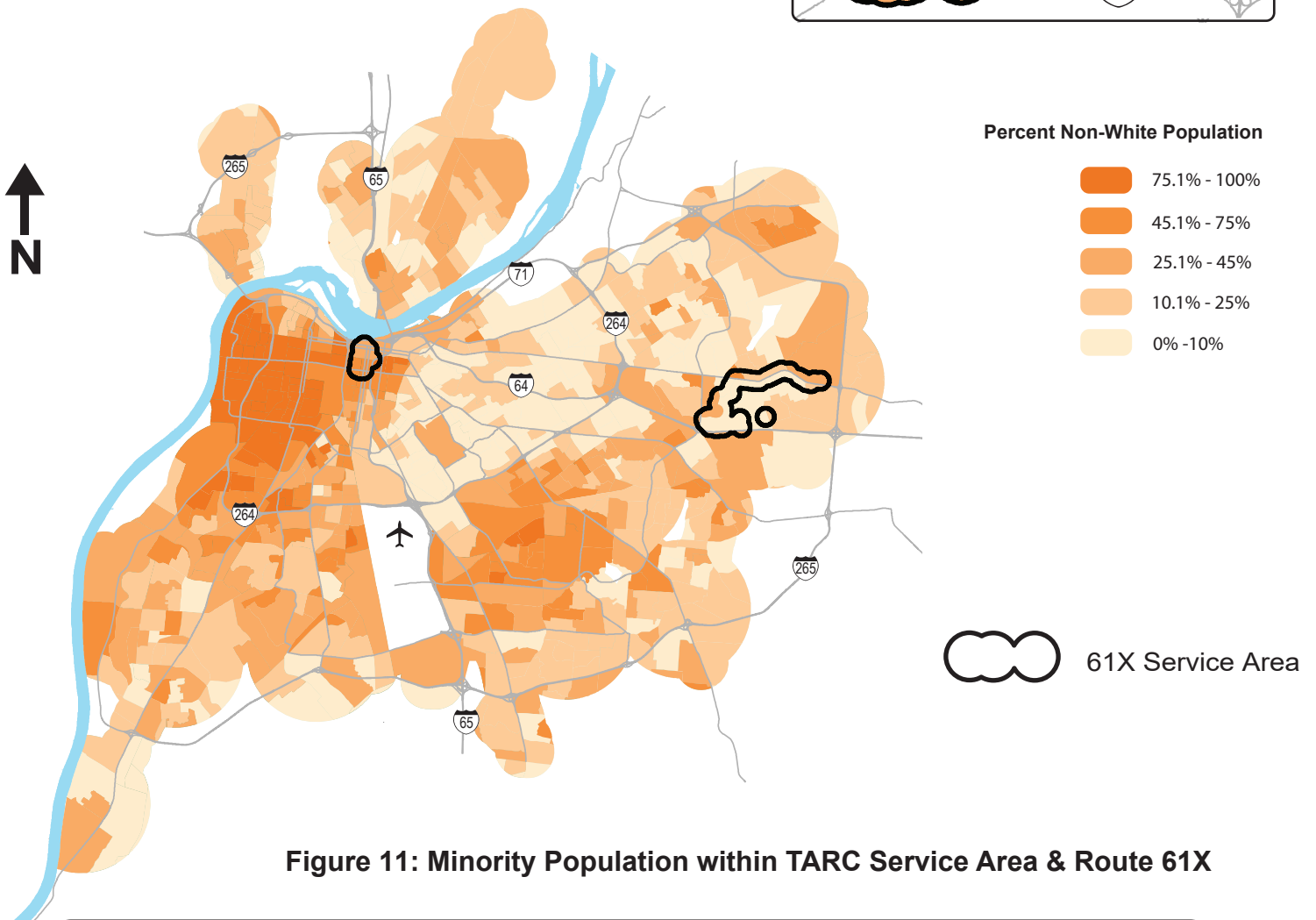
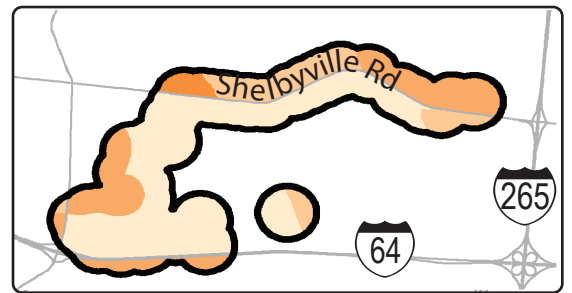
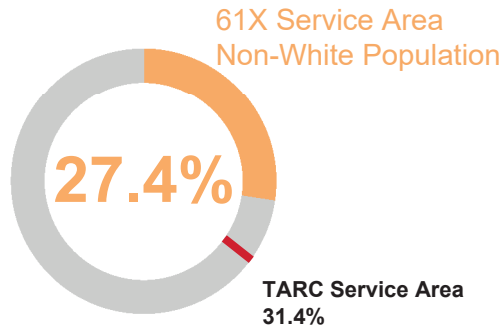
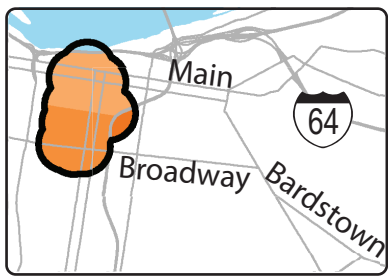


Figure 11: Minority Population within TARC Service Area & Route 61X

*Minority Population was calculated by subtracting the "white only" population from the total population by census block groups using 2017-2021 ACS 5-Yr Estimates

Conclusion

This service equity report finds no disproportionate burden or disparate impact to low-income or minority communities as these terms are defined by industry standards. All proposed service changes for August 2023 have been packaged to have as little negative impact on TARC riders and public transit reliant communities as a whole.

While the minor changes to route 6's scheduling, the eliminations of express trips for the routes 17, 31, and 40, the minor detour for route 72, and the change to route 74 do not constitute major service changes and therefore do not require any indepth Title VI analysis, TARC has still taken the effects of these changes on the community into consideration.

Figure 12 shows the percentages calculated for the service areas gained and lost in the major service changes proposed for August 2023. None of these affected areas have a minority or low-income population with a +/- 10% statistical difference to that of the entire TARC service area. From this we can conclude that any burden or inconvenience from these proposed changes would not be disproportionately felt by low-income or minority passengers.

Figure 12: Minority & Low-Income Populations by Service Area

		Minority Population	Low-Income Population
TARC Service Area		31.4%	14.6%
Rt. 4	Service Area Lost	38.3%	23.4%
	Service Area Gained	30.7%	20.8%
Rt. 18	Service Area Lost	33.2%	18.9%
	Service Area Gained	40%	17.4%
Rt. 61X Service Area Lost		27.4%	12.6%



TARC Service Changes August 2023 Public Input Summary

Public Participation Process

In accordance with the TARC's Public Participation Policy, TARC has solicited public comments on the proposed route changes through various channels of communication and through the three public meetings held on March 21, and April 6, and one virtual public meeting held on April 13, 2023. All public comments have been summarized for consideration and will be presented to the Board of Directors as part of the service change proposals for August 2023.

The public has been notified and invited to comment on the proposed service changes through a news release widely distributed to the media, local elected officials, neighborhoods and community organizations, and social media. TARC also solicited comments through the ridetarc.org website, phone line, and social media outlets Twitter and Facebook. In addition, the public can provide comments to TARC at any time via phone, email, letters and social media. This document will serve as a summary of the most common comments and concerns and will be accompanied by a list of all comments submitted.

Comments were compiled from multiple sources such as social media posts, PublicComment@ridetarc.org, Zoom public meeting chat, TARC customer service, in person, and traditional mail. Some comments made through these channels do not directly relate to the August service changes, however they are part of the overall public input and will be reviewed and considered by TARC.

Public Comments

As of **5/3/2023** TARC has received 56 individual public comment submissions related to the proposed August service changes. Changes to the express routes generated the most public concerns and comments. The most comments were received for the 18 and 31x routes, and the least amount of comments were received for the 6, 71, and 72.

ROUTE	TOTAL COMMENTS	FOR	AGAINST	GENERAL
17X	6	1	5	0
31X	13	10	3	0
40X	8	6	0	2
61X	12	1	11	0
4	8	3	1	4
6	1	0	1	0
10	9	3	2	4
18	13	9	1	3
71	2	0	2	0
72	2	0	0	2
73	6	0	3	3

Included in this document is an overview of all comments received by route and comment type.

General Comments in Opposition (10)

- TARC does not need to reduce service at all
- Please do not decrease the services from downtown to Churchill Downs and Iroquois Park.
- To eliminate any connection to downtown or other parts of the county is a total lack of forethought.
- Many students who go to Crosby Middle School, Eastern and Jeffersontown High Schools will also be affected if the bus routes are eliminated.
- I think it should stay the way it is.
- I am frustrated to see proposed changes that would change the buses from every 30 minutes to every 40 minutes.
- Stop shutting important routes
- This proposal is so bad
- In my opinion, TARC is proposing changes no one wants, needs, or will use
- Concerned about the reduction of services to Middletown

General Comments, neither in support or opposition (12)

- Dixie, south of Watson Lane, needs buses that serve that area, at least during hours when people are going to or leaving work, could help those businesses hire people.
- Y'all should be adding more than two buses to all local routes
- Stop thinking inside the Watterson Expressway and remember the economic base of those within the county and the borders of Louisville Metro.
- These maps are of such bad quality might want to pull the service change proposal due to the inability to clearly communicate
- Smaller buses, more routes
- Recommending mini hubs for Hurstbourne with increased area service. Middletown, St Matthews, and Jtown citizens be invited to participate in the planning process
- I don't know why anyone especially a transit agency is using red and green colors to communicate changes to riders. One of the most obvious and common colorblindness scenarios
- I would encourage TARC to examine routes that run east to west instead of north to south.
- Need more rides to GEA
- Need a stop at the McDonald's before you get to Amazon
- Need a stop in front of Franco restaurant (route 10)
- Add a bus from Okolona to UPS

General Comments, not related to August Service changes (28)

- Residents of Louisville and tourists deserve to have improved bus service and rapid transit options
- Please consider a light rail system for the Dixie Hwy area and maybe dedicated express buses to Fort Knox
- Add more buses across the city so we do not have to wait over an hour to catch a bus!
- Build a rail system
- Why not try to go a few other places - see what happens?

- I hope 43 remains the same
- Bring back the 20
- Maybe bus 23 on Broadway that would move faster down Broadway for the working public that would not pick up wheelchair or walkers so the working public could get to the workplace faster
- Please consider bus stops on new cut and outer loop in front of BP and also between Colorado and Taylor Blvd.
- Add modern bus shelter at Taylor Blvd. and Central Ave. in front of Churchill Downs race track on both sides of the street maybe with phone chargers
- The bus at least should be cleaned if not scrubbed. So we don't have to sit in filth all the time.
- I'd really love for riding TARC to be a bigger part of my life in town, but infrequent and unreliable buses make that a challenge.
- I am writing to ask that you install a covered bus stop with a bench at the Bardstown @ Seatonville (Beulah Church) bus stop.
- Public transit should determine land use patterns.
- Public transit should not chase developments that require routes to be extended to remote destinations.
- Public transit should not chase developments that require circuitous routes.
- Redesign circuitous routes making them straighter.
- Replace E-W downtown routes with frequent downtown circulators and have the north-south routes intersect the circulators
- Rather than divert buses to service out of the way sites, those developments could run shuttles to link up with public transit routes.
- At bump outs such as those on the newly reconfigured Bardstown Road, have the bus stop in the travel lane to pick up riders. By avoiding pulling off the travel lane we eliminate the bus having to fight its way back into the travel lane. This also will slow traffic behind the bus. And any traffic in front of the stopped bus will move on down the road creating the equivalent of a dedicated bus lane in front of the bus.
- There should be an express bus going down Preston
- There should be a new bus going form downtown up 3rd street along Crittenden to UPS
- There should be a bus running the entire length of the Outer Loop from the intersection with Old 3rd Street to the intersection with I-265
- There should be a bus running the entire length of River Road from downtown over the bridge to the shopping center in Prospect and back again
- There should be a type of service to travel form Hurstbourne Pkwy from Brownsboro Rd all the way to the outer Loop
- There should be a bus route going north south along 15th street from Main or Market to Algonquin Pkwy
- Route 82 should be brought back
- I hope 43 remains the same

EXPRESS ROUTES- FOR (3)

- (3) Eliminate the express buses

EXPRESS ROUTES- AGAINST (5)

- As someone who cannot drive due to a visual disability - against discontinuation of express service for 17X, 31X and 61X routes
- I am very much against the elimination of the Routes that service Eastern Jefferson County.
- To go from offering express bus service to going to “0” or just about “0” express bus service is an extreme
- I also have several other friends who rely on the express routes to commute to work from other routes too. So please consider this and do not drop these lines.
- Eliminating express service is definitely going backwards.

EXPRESS ROUTES – GENERAL (1)

- I think there should be at least “1” express still offered on both ends of the day. And the one at the end of the day should be 5p or a bit after at 5th/Liberty going “east” – most people taking the 40x are downtown workers and work until at least 5p.

4- FOR (3)

- Great addition to the best route in Louisville
- I am pleased to see improved service
- Eliminating the Strawberry Lane and Iroquois parking lot diversions are a good idea.

4-AGAINST (1)

- Do not extend Rt 4 farther south into auto-dependent areas. Do not encourage sprawl. Do not service areas 7 miles from 1st and Main. Eliminate the erratic wandering along Kenton, Longfield, and Winn. Straighten the route. Eliminate east west downtown miles. Eliminating unnecessary miles will allow greater frequency by creating more efficient routing

4-GENERAL (4)

- (2) Add more frequencies
- Existing and prospective passengers are having issues catching the buses at 4th & Oak because of criminal, and otherwise dangerous and illegal, activity consistently happening at the 4th & Oak bus stops
- This bus gets very crowded so longer buses of double decker buses should be bought by the city and used during rush hours

6- AGAINST (1)

- This is a perfect example of circuitous routing. Perhaps St Mary's could run a shuttle between Dixie Highway and Taylor Boulevard linking St Mary's to the 18, the 10 and the six.

10 – FOR (3)

- A reduction in the number of buses serving Route 10 is a great idea.

- It is providing people better access to healthcare places and options, and it is providing public transportation to areas where the bus routes don't usually frequent
- In favor of changes

10- AGAINST (2)

- Some of the Route 10 bus stops are too spaced out, possibly making it harder for people (elderly or those physically impaired, etc) to access places that may be in between those stops
- Do not extend Route 10 Beyond 7 miles from 1st and Main. Better to increase service within the 7 miles.

10-GENERAL (4)

- If possible, would be to add a few more Route 10 Rapid bus stops on Dixie Hwy, in the PRP and Valley Station areas
- Changes to 18 and 10 are going to make it difficult for elderly or physically impaired access to stops on Dixie Hwy
- (2) Add more frequencies

18 – FOR (9)

- Having the 18 bus route changed to provide access to Manslick Rd., Mary & Elizabeth Hospital and the UofL Health Southwest Medical Center is a great change
- It is providing people better access to healthcare places and options, and it is providing public transportation to areas where the bus routes don't usually frequent
- The addition to route is a god send for us
- Masterful repurposing
- (3) I am so thrilled to see the proposed changes to this route to reinstate JCTC SW service
- In favor of changes
- This is a good idea having the 18th split off

18 – AGAINST (1)

- Please keep the times at 30 mins

18 – GENERAL (3)

- (2) Please add service into JCTC SW campus from Stonestreet stop
- Rt 18 could be eliminated and have those buses increase the service frequency on Route 10. The route could be shortened to service that area Within 7 miles of first and Main. The 10 to 6 the 18th all reduplicate East West miles downtown unnecessarily. A good East-West downtown circulator could eliminate that.
- This bus gets very crowded so longer buses of double decker buses should be bought by the city and used during rush hours

31x-AGAINST (10)

- (2) request TARC not eliminate 31X
- (2) I like to use this to get to downtown quickly – object to discontinue service

- (4) Humana employee it will have a big negative impact if express routes are cancelled
- Please reconsider eliminating the express buses altogether
- Instead of cutting this route I think it needs to be increased and promoted

31x – FOR (3)

- (3) Glad to discontinue this route

17x -FOR (1)

- I'm glad these routes will be discontinued

17X-AGAINST (5)

- Please reconsider eliminating the express buses altogether
- (2) Humana employee it will have a big negative impact if express routes are cancelled
- (2) Please keep as scheduled

40x-AGAINST (6)

- (4) Humana employee it will have a big negative impact if express routes are cancelled
- Please reconsider eliminating the express buses altogether.
- Please do not discontinue

40-GENERAL (2)

- I suggest keeping a peak AM frequency for route 40 closer to the current frequency rather than reducing it to 30 minutes
- I am hoping there can be two or three local trips instead, keeping the time between trips at 20 minutes.

61X-FOR (1)

- Good, discontinue service

61x-AGAINST (11)

- Please reconsider eliminating the express buses altogether
- (5) Object to discontinue service
- (5) Humana employee it will have a big negative impact if express routes are cancelled

71 AGAINST (2)

- (2)Amazon worker – please keep the same

72- GENERAL (2)

- As long as times in the am don't change, I am fine with the change
- This bus should stop everywhere all along both Veterans Pkwy and Greentree Blvd. It should return the exact same way after reaching the end of the route near Walmart. It should not pass behind Target on its SB way.

73- AGAINST (3)

- Please don't take all the 73s out of commission, service to the west end is especially important for myself and a few coworkers (Amazon)
- (2) Amazon worker – please keep the same

73- GENERAL (3)

- Please don't take all the 73s out of commission, service to the west end is especially important for myself and a few coworkers (Amazon)
- (2) Amazon worker – please keep the same



MEMORANDUM

To: TARC Board of Directors

From: Carrie Butler, Executive Director

Date: May 23, 2023

Re: Resolution 2023-09 Mobile Ticketing Fare Payment Solution

This past October, the Procurement Department issued a revised Request for Proposals (RFP 20221781) for a Mobile Ticketing solution. On February 21, 2023, TARC received proposals from seven (7) responsive and responsible vendors. A committee of TARC staff from departments that would manage and work with the solution evaluated and independently scored the seven proposals. Three (3) proposals were short-listed, and the vendors were asked to present at in person interviews with TARC staff providing a demonstration of their solution. The three vendors were:

- Token Transit
- Genfare
- Unwire US, Inc.

Following the presentations and interviews, the evaluation committee once again rated the three proposals. Factors considered during the evaluation process included cost, technical approach, features and functionality, professional references, and relevant experience successfully completing similar projects. Additionally, a best and final offer (BAFO) was requested from all three (3) proposers. After scoring and careful consideration, the evaluation committee unanimously recommends an award to Token Transit.

Token Transit's proposal includes a transaction fee of 8% of mobile ticket sales. The 8% covers all credit card payment processing fees, transaction fees, gateway fees, rider-facing customer service, marketing support, and integrations to the trip planning applications Transit, Moovit, and Google maps.

In addition to the transaction fee, Token Transit's proposal includes a cost for integration with the Genfare Fast Fare barcode scanner. That cost is \$125,400 annually. Funds for the first year will come from grant KY-95-X011.

At this time, the Board of Directors is hereby asked to approve this resolution to authorize the Executive Director to negotiate and enter into a contract with Token Transit at a cost not to exceed 8% of mobile ticket transactions and \$125,400 annually for software licensing for Genfare integration. TARC will attempt to negotiate a lower price for the integration. There are no up-front installation or implementation costs associated with Token Transit's proposal. The contract will include an initial term of five (5) years with an option for up to five (5) additional years.



RESOLUTION 2023-09

MOBILE TICKETING FARE PAYMENT SOLUTION

A Resolution authorizing the Executive Director to negotiate and enter into a contract with Token Transit for a Mobile Ticketing Fare Payment Solution at a cost not to exceed 8% of mobile ticket transactions and \$125,400 annually for software licensing for Genfare integration.

WHEREAS, TARC seeks a mobile ticketing payment solution provider to furnish and assist TARC with its mobile ticketing requirements; and

WHEREAS, seven (7) responsive proposals were received from providers of mobile ticketing solutions; and

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

WHEREAS, three (3) proposals were determined to fall within a competitive range and invited to interviews with the evaluation committee; and

WHEREAS, following completion of the interviews the evaluation committee scored the three proposals again; and

WHEREAS, Best and Final Offers were requested from each of the three finalists; and

WHEREAS, the evaluation committee recommends an award to Token Transit as the best value solution 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 Token Transit for a Mobile Ticketing Fare Payment Solution at a cost not to exceed 8% of mobile ticket transactions and \$125,400 annually for software licensing for Genfare integration.

ADOPTED THIS 23rd DAY OF MAY 2023

Carla Dearing, Vice-Chair of the Board of Directors



MEMORANDUM

To: TARC Board of Directors

From: Carrie Butler, Executive Director

Date: May 23, 2023

Re: Resolution 2023 - 10 Government Relations, Public Relations, Marketing, and Creative Services Consulting and Professional Services

In December 2022, the Procurement Department issued a Request for Proposals (RFP 20221787) seeking Government Relations, Public Relations, Marketing, and Creative Services Consulting and Professional Services. The current contracts for these services had been held by a number of firms with varying contract expiration dates. The intent of the solicitation was to develop a comprehensive set of services for TARC to best manage all aspects of external relations and marketing. In March, TARC received proposals from eight (8) responsive and responsible vendors. It was deemed that one submission had either a real or perceived conflict of interest due to a former TARC team member having left TARC to work for the private firm, thus only seven (7) proposals were reviewed. A committee of TARC staff from departments that would manage and work with firms evaluated and independently scored the proposals. Four (4) proposals were short-listed, and the vendors were asked to present at in person interviews in April to describe their overall project approach and describe their team. The four teams were led by:

- BCH Agency
- Cornerstone Government Affairs
- Fieldtrip
- TransPro Consulting

Following the presentations and interviews, the evaluation committee once again rated the proposals with the evaluation criteria from the first step: Qualifications, Experience, Availability and Presence, Financial Health; Technical and Quality; Understanding of Project Requirements; and Certifications, Regulatory Compliance, Terms and Conditions. After scoring and careful consideration, the evaluation committee unanimously recommends an award to Transpro Consulting, which includes a team comprised of Parson +Associates and Babbage Cofounder.

At this time, the Board of Directors is hereby asked to approve this resolution to authorize the Executive Director to negotiate and enter into a contract with TransPro Consulting for a two (2) year term with a one (1) year option. The estimated annual fees, including government relations, is approximately \$265,000 annually. Expenditures that exceed that amount would be brought to the Board for a change order or contract amendment.

Please contact me with any questions. Thank you.



RESOLUTION 2023-10 GOVERNMENT RELATIONS, PUBLIC RELATIONS, MARKETING, AND CREATIVE SERVICES CONSULTING AND PROFESSIONAL SERVICES

A Resolution authorizing the Executive Director to negotiate and enter into a contract with TransPro Consulting to provide professional and consulting services.

WHEREAS, TARC seeks a comprehensive set of services for government relations, public relations, marketing and creative services; and

WHEREAS, eight (8) responsive proposals were received from teams of firms that provide these services; and

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

WHEREAS, four (4) proposals were determined to fall within a competitive range and invited to interviews with the evaluation committee; and

WHEREAS, following completion of the interviews the evaluation committee scored the four proposals again; and

WHEREAS, the evaluation committee recommends an award to the team led by TransPro Consulting as the best solution 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 TransPro for a two (2) year term with a one (1) year option with an estimated annual spend of \$265,000.

ADOPTED THIS 23rd DAY OF MAY 2023

Carla Dearing, Vice-Chair of the Board of Directors



MEMORANDUM

To: TARC Board of Directors

From: Carrie Butler, Executive Director

Date: May 23, 2023

Re: Amendment to Resolution 2021-12 – Amendment No. 1 Transmission Parts (Contract 20201032)

In April 2021, the TARC Board of Directors approved Resolution 2021-12 to execute a multi-vendor contract for Transmission Parts. One of the vendors, which provides a majority of the parts needed to maintain TARC's transmissions is Clarke Power Services. The contract with Clarke Power was executed in May 2021 for a base term of three (3) years. The total not-to-exceed amount for the base term was \$705,189.20.

In April 2023, Clarke Power Services increased their pricing due to the current high costs of parts contained in its transmissions. The Procurement department performed an independent cost estimate (ICE) for these increases and found that the average increase of 31% across their items is fair and reasonable. A total of a \$43,901.86 increase will be realized during the base term of contract and a new not-to-exceed amount for the remaining term is \$749,091.06.

This Resolution requests the Board of Directors to authorize the Executive Director to amend Contract 20201032 for Transmission Parts according to the above specifications.

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



RESOLUTION 2021-12 AMENDMENT NO. 1 TRANSMISSION PARTS

A Resolution authorizing the Executive Director to amend the contract for Transmission Parts due to the increase by Clarke Power Services, the majority provider of TARC's transmissions, due to the parts increase their experiencing in parts for a total increase on \$43,901.86 over the term of such contract:

WHEREAS, Clarke Power Services, TARC's majority provider of transmissions, is seeking an increase in providing such transmissions due to its increase in the parts it uses to construct transmissions of \$43,901.86; and,

WHEREAS, TARC's Procurement Department did an independent cost analysis of Clark Power Services' requested increase and determined that the increase was fair and reasonable; 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 amend the contract for Transmission Parts to take into account of increases of Clarke Power Services for a new not-to-exceed amount of \$749,091.06.

ADOPTED THIS 23RD DAY OF MAY 2023

Cara Dearing, Vice Chair of the Board of Directors



MEMORANDUM

To: TARC Board of Directors

From: Carrie Butler, Executive Director

Date: May 23, 2023

Re: Amendment to Resolution 2021-05 - Amendment No. 1 Hybrid Bus Batteries
(Contract 20201038)

In September 2021, the Board approved Resolution 2021-05 for Hybrid Bus Batteries and authorized the Executive Director to execute a single-bid contract with Clarke Power Services for such items with a not-to-exceed amount of \$852,815.29.

In April 2023, Clarke Power Services increased their pricing due to the current high costs of hybrid batteries. TARC's Procurement department performed an independent cost estimate for these increases and found that the average increase of 22% is fair and reasonable. A total of \$42,726.00 increase will be realized during the term of contract and a new not-to-exceed amount for the term is \$895,541.00.

This Resolution requests that the Board of Directors authorize the Executive Director to amend the Contract 20201038 for Hybrid Bus Batteries to allow for the price increase.

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



RESOLUTION 2021-05 AMENDMENT No. 1 HYBRID BUS BATTERIES

A Resolution authorizing the Executive Director to amend the contract with Clarke Power Services (“Clarke”) for Hybrid Bus Batteries due to price increases Clarke is experiencing to provide such items:

WHEREAS, Clarke Power Services provides TARC with Hybrid Bus Batteries and has experienced an increase in costs to provide such batteries to TARC of \$42,726.00; and,

WHEREAS, TARC’s Procurement Department did an independent cost analysis of Clark Power Services’ requested increase and determined that the increase was fair and reasonable; 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 amend the contract with Clarke Power Services for Hybrid Bus Batteries for a new not-to-exceed amount of \$895,041.

ADOPTED THIS 23RD DAY OF MAY 2023

Carla Dearing, Vice Chair of the Board of Directors



MEMORANDUM

To: TARC Board of Directors

From: Carrie Butler, Executive Director

Date: May 23, 2023

Re: Amendment to Resolution 2022-03 - Amendment No. 2 – Security Guard Services, Armed and Unarmed (RFP 2020640)

TARC, pursuant to a competitive procurement process, awarded Morgan Security Services (“Morgan”) in January 2022 a contract to provide armed and unarmed security services. In March 2022, the TARC Board of Directors authorized an amendment of the Security Guard Services – Armed and Unarmed to include services at the 10th Street building location. The total service is not to exceed the amount of \$1,142,622.00.

In December 2022, Safety and Security re-evaluated the needs of the facility and determined that twenty-four (24) security coverage was required and the number of guards needed to be increased at the 10th street guard shack location.

With the contract currently in its second year, it was determined the contract should be amended to include increases to ensure and enhance the safety and security of our employees and campus. An independent cost estimate was done on the increased and enhanced security services and the costs for such services were deemed fair and reasonable.

The requested increases are to provide 24 hour coverage and additional security at 10th Street Guard Shack for an additional contract amount of \$1,315,678.00.

This amendment to Resolution 2022-03 requests that the Board of Directors authorize the Executive Director to amend its current agreement with a not to exceed amount of \$2,458,300.00 for the contract term of 5 years.



RESOLUTION 2022-03 AMENDMENT NO.2 SECURITY GUARD SERVICES ARMED AND UNARMED

A Resolution authorizing the Executive Director to amend its current contract with Morgan Security Services (“Morgan”) to provide additional security services throughout TARC properties to a new not to exceed amount of \$2,458,300:

WHEREAS, TARC seeks its current security service provider, Morgan, to increase and provide additional safety and security guard surveillance services; and,

WHEREAS, TARC’s procurement department performed an independent cost estimate on the increased and enhanced security services and deemed such costs for such services fair and reasonable; and,

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

The Executive Director to amend the current agreement with Morgan to provide an increase and enhancement in security services at TARC properties for a not to exceed amount of \$2,458,300.00 over the remaining term of the contract.

ADOPTED THIS 23rd DAY OF MAY 2023

Carla Dearing, Vice-Chair TARC Board of Directors