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**DATE:** August 27, 2020  
**TIME:** 12:00PM  
**PLACE:** Zoom Meeting  
**PURPOSE:** August Board Meeting

**ORDER OF BUSINESS**

1. Call to Order
2. Public Comment-Due to COVID-19, all public comment must be submitted in writing prior to the meeting.
3. Approval of Minutes
  - A. Meeting Minutes of July 30, 2020 (Pages 2-5)
4. Communications
  - A. September Board Meeting Date Change
5. Treasurer's Report
  - A. July 2020 Financial Report (To Be Provided)
6. Old Business
7. New Business
8. Resolutions
  - A. Resolution 2026 – Approving the Lease Extension with Strawberry Square Associates (Pages 6)
  - B. Resolution 2027 – Adopting the Capital Area Transit Hiring and Maintenance of Essential Requirements (Retention) and Employment Qualifications/Driver Policy (Pages 7- 17)
9. Staff Report
  - A. EEO Report by Jamie Leonard
  - B. Paratransit Survey Results (Pages 18-19)
10. Adjournment

Next Meeting: Thursday, September 24, 2020

**CUMBERLAND-DAUPHIN-HARRISBURG TRANSIT AUTHORITY**  
**901 N. Cameron Street, Harrisburg, PA 17101**

**MINUTES OF BOARD MEETING**

July 30, 2020

The regular meeting of the Authority's Board of Directors convened on this date at 12:02pm, of Capital Area Transit held by Zoom, Chairman Eric Bugaile presiding. Present were board members: LaToya Bellamy, Chad Saylor, Al Bienstock, Richard Kotz, and Scott Wyland. Jill Nagy, Counsel, was also present.

Administrative Staff Members present were Richard Farr, Angela Bednar, Christopher Zdanis, Jenna Reedy, Miguel Aciri-Rodriguez, Raymond Girouard, and Abby Davis.

ATTENDANCE

All members of the Board of Directors are present except Bruce Weber.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF MINUTES

LaToya Bellamy moved to accept the June 25, 2020 meeting minutes, seconded by Al Bienstock. Motion approved.

COMMUNICATIONS

There was no new communication.

TREASURER'S REPORT

Raymond Girouard presented the unaudited financial statements for the month of June 2020 and the year-to-date period ending June 30, 2020. Highlights of Mr. Girouard's report follows:

- CAT's CARES funding total award is \$14,630,648, of which CAT has received \$6M and has used approximately \$5M.
- Local match letters for the 3<sup>rd</sup> quarter of 2020 have been mailed out, all of which are outstanding.
- The general checking account balance stands at \$1.2MM as of July 20, 2020 and CAT is not currently utilizing the line of credit.
- Health insurance costs have been a savings due to open positions.

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- Overtime, while still over budget, when it is offsetting its open position and benefits savings, CAT is in the positive \$167,000 for the year.

Mr. Saylor stated that overtime is currently at \$1.4M and asked what was spent last year on overtime. Mr. Girouard responded that overtime has remained consistent over the past three years, running within a \$100-200K difference. With the new CBA in place, CAT should start to see a savings in overtime moving forward.

Mr. Girouard stated that CAT has seen an uptick in revenue and passengers in the month of June, adding that it seems to be slowly trending back up. Revenues in the fiscal year 2021 budget were budgeted at a 30% reduction.

Richard Kotz moved to accept the Treasurer's Report, seconded by Al Bienstock. Motion approved.

Mr. Girouard made the announcement that today would be his last board meeting with his last day at the Authority being August 7<sup>th</sup>. Mr. Girouard thanked the board for the opportunity to work alongside them for the past three years. Mr. Farr thanked Mr. Girouard for his service. Mr. Bienstock also thanked Mr. Girouard for getting him up to speed with the finances when he came on board as the Treasurer. Mr. Bugaile added that CAT and the board will miss him and wishes him well.

**OLD BUSINESS**

Mr. Farr noted that the collective bargaining agreement award has been made by interest arbitration award.

**NEW BUSINESS**

There was no new business.

**RESOLUTIONS**

**RESOLUTION 2021 – Local Transportation Organization Resolution Certifying the Local Match for State Operating Financial Assistance**

Motion to approve was raised by Richard Kotz, seconded by Al Bienstock, and passed unanimously.

Mr. Saylor clarified that this resolution would certify to the state that all three funding partners have committed to the local match for the coming fiscal year. Mr. Farr responded that is correct, adding that PennDOT is pushing the process forward faster this year compared to years past. This resolution would certify that CAT is anticipating

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**901 N. Cameron Street, Harrisburg, PA 17101**

getting the funds, however, if there are issues moving forward they would have to be rectified with PennDOT. Ms. Bellamy recommended amending the resolution to read that "said Board would endeavor to secure the required local match funds".

LaToya Bellamy made a motion to amend Resolution 2021, seconded by Scott Wyland, and passed unanimously.

**RESOLUTION 2022 – Renewal of Tripartite Agreement with Shippensburg University, Shippensburg University Student Services, Inc. and CAT**

Motion to approve was made by Chad Saylor, seconded by Scott Wyland, and passed unanimously.

**RESOLUTION 2023 – Awarding a Contract for the Purchase of Vehicle Lifts**

Motion to approve was made by LaToya Bellamy, seconded by Al Bienstock, and passed unanimously.

**RESOLUTION 2024 – Award of Contracts for Procurement of Maintenance Parts**

Motion to approve was made by Al Bienstock, seconded by Chad Saylor, and passed unanimously.

**RESOLUTION 2025 – Authorizing a CAT Signatory for Easton Coach Check Signing**

Motion to approve was made by Al Bienstock, seconded by Richard Kotz, and passed unanimously.

**STAFF REPORT**

Mr. Farr noted that CAT has applied for a hazard pay grant. This grant was established to help employers provide hazard pay to employees in life-sustaining occupations during the COVID-19 pandemic. This would be for employees who have direct contact with the public and make less than \$20.00 per hour.

Mr. Mitchell provided an update on the recent bus purchases. CAT can expect to receive 15 Gilligs around March or April 2021 and 2 Artics around November 2020.

Mr. Farr noted that the renovations on the 1<sup>st</sup> floor have begun.

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**901 N. Cameron Street, Harrisburg, PA 17101**

ADJOURNMENT

The next meeting will be held August 27, 2020.

Meeting adjourned at 12:29PM. Al Bienstock made a motion to end the meeting.

Respectfully Submitted,



Richard Kotz  
Secretary

**RESOLUTION NO. 2026**

**APPROVING THE LEASE EXTENSION WITH STRAWBERRY SQUARE ASSOCIATES**

WHEREAS, the Cumberland-Dauphin-Harrisburg Transit Authority (CAT) entered into a lease agreement with Strawberry Square Associates on December 9, 2008, and

WHEREAS, Strawberry Square Associates leases 263 usable square feet of space to CAT, and

WHEREAS, this space is located on the 2<sup>nd</sup> level of Landlord's Retail Project known as space #270, Phase II of Strawberry Square, and

WHEREAS, the lease agreement was most recently amended August 8, 2017, with an expiration date of December 31, 2020, and

WHEREAS, the Cumberland-Dauphin-Harrisburg Transit Authority and Strawberry Square Associates now wish to extend the aforementioned lease through December 31, 2023, and

WHEREAS, the total minimum rent for the three-year period shall be \$15,294, due in equal consecutive monthly installments of \$424.83, and

WHEREAS, the Landlord will paint the current walls of the leased premises with standard paint and install standard carpet, with the schedule and color to be mutually agreed upon prior to commencement of work,

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors hereby approve the lease extension with Strawberry Square Associates through December 31, 2023 in the amount of \$15,294.

DULY RESOLVED, this 27th day of August 2020, by the Board of Directors in a lawful session duly assembled.

**CERTIFICATION OF OFFICERS**

**OF**

**CUMBERLAND-DAUPHIN-HARRISBURG TRANSIT AUTHORITY**

I certify that the foregoing is a sound and true copy of a Resolution adopted at a legally convened meeting of the Board Members held on August 27, 2020.

\_\_\_\_\_  
Richard Kotz  
Secretary

Attest: \_\_\_\_\_  
Eric Bugaile  
Chairman

**RESOLUTION NO. 2027**

**ADOPTING THE CUMBERLAND-DAUPHIN-HARRISBURG TRANSIT AUTHORITY HIRING AND MAINTENANCE OF ESSENTIAL REQUIREMENTS (RETENTION) AND EMPLOYMENT QUALIFICATIONS/DRIVER POLICY**

WHEREAS, the Cumberland-Dauphin-Harrisburg Transit Authority wishes to adopt guidelines and policies as to support the Authority's efforts towards moving to State Association For Transit Insurance (SAFTI), and,

WHEREAS, the Cumberland-Dauphin-Harrisburg Transit Authority has undertaken the review, update, and compilation of employee policies to establish a consistent collection of expectations, and,

WHEREAS, SAFTI requires the Cumberland-Dauphin-Harrisburg Transit Authority to have a policy stating essential qualifications,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Cumberland-Dauphin-Harrisburg Transit Authority, that the Cumberland-Dauphin-Harrisburg Transit Authority Hiring and Maintenance of Essential Requirements (Retention) and Employment Qualifications/Driver Policy be adopted and instituted.

**CERTIFICATION OF OFFICERS**

**OF**

**CUMBERLAND-DAUPHIN-HARRISBURG TRANSIT AUTHORITY**

I certify that the foregoing is a sound and true copy of a Resolution adopted at a legally convened meeting of the Cumberland-Dauphin-Harrisburg Transit Authority Board Members held on August 27, 2020.

\_\_\_\_\_  
Richard Kotz  
Secretary

Attest: \_\_\_\_\_  
Eric Bugaile  
Chairman



## Hiring and Maintenance of Essential Requirements (Retention) Policy

Effective Date: Next Board meeting

Revision History:

Adopted by Board Resolution Original Board Resolution

### Purpose:

Proper selection and training of new employees is a key element in any organization, but it is especially important when selecting new employees in an organization dependent upon staff who are committed to customer service and safety. The following procedures will be followed in the selection of new hires.

### Minimum Qualifications

The following are minimum qualifications for employment:

- Prefer High School diploma or GED equivalent, unless otherwise indicated on job description or a governmental regulation;
- Job related experience preferred as designated by the job description;
- U.S Citizen or national, an alien lawfully admitted to permanent residence or an alien authorized to work in the U.S.;
- Must be at least 18 years of age; minimum of 25 years of age for CDL and non-CDL driving positions; unless the following additional criteria are observed:
  - Operators – Minimum age of 23 with additional hiring criteria for ages 23 and 24 as follows:
    - Minimum 3 years licensed (any class).
    - MVR to be reviewed and infractions considered in the best interest of CAT.
    - Pass a Personality Assessment approved by SAFTI.
  - Maintenance staff (Mechanics & Porters) – Minimum age of 18 with additional hiring criteria as follows:
    - MVR to be reviewed and infractions considered in the best interest of CAT.
    - Age 18-20 can only drive buses on Authority property.



- Age 21-22 can test drive or switch out buses with no customers onboard.
- Must have valid driver's license for at least 3 years or a CDL Driver's License;
- For CDL and NON CDL Driving positions, must meet outlined driver qualifications;
- Ideal candidates will preferably have the amount of experience as designated by the job description for the position;
- Must possess basic qualifications for the position which have been established.
- Must be capable to perform the essential job functions and meeting job specifications as described in the job description;
- Must have an acceptable background check as established by the organization and/or required by funding partners;
- Must comply with all other applicable qualifications for employment as established by the organization.

### **Administrative Hiring:**

Capital Area Transit (CAT) is an equal opportunity employer. CAT seeks to hire administrative and non-bargaining unit employees from a diverse pool of qualified candidates in accordance with its EEO Plan and in conjunction with the needs of the Authority. In the case of all administrative staff, except for the executive director, staff shall hire based upon the minimum qualifications set forth in the job description for a particular job category.

CAT will perform for non-bargaining unit employees all necessary background checks based upon job titles and responsibilities. Candidates will be notified of the nature of any background checks for their position. Further, on a case by case basis, an application will be supplied for employees that will be in the form of a non-DOT application for completion which will be held by the Authority pursuant to Pennsylvania Record Retention requirements.

### **Hiring Procedures**

The Authority will perform the following procedures when hiring for positions:

#### *Pre-Offer/Pre-Employment*

- Advertise/Post position-describing essential job functions, physical requirements and minimum qualifications, etc.
- Must comply with established standard hiring procedures.
- Review applications for job qualifications.
- Must meet minimum established qualifications.
- Interview of selected qualified candidate(s) will be conducted by both phone screens and in person interviews.
- Conduct reference checks of previous employers.

### *Offer/Pre-Employment*

- Job offers are made, contingent upon successful completion of background checks and testing as established for each position.

### *Post-Offer/Pre-Employment*

- Background check of criminal history, child abuse clearance, credit fitness check for key employee positions where financial responsibility is relevant, and employment history are performed;
- Obtain and review MVR of applicant.

### Additional requirements for DOT defined safety sensitive employees:

- Motor Vehicle Driver's Certification of Violation Form must be completed (if not part of the application).
- Safety Performance History Record request must be completed for every employee, which checks for drug and alcohol information for all employers within last two years, and accident history for past three years.
- Require medical qualification through an Authority approved DOT physician
- Required to undergo a pre-employment drug test administered under DOT & FTA regulations with a verified negative result. In the case that a pre-employment test is canceled, the employer will require the covered applicant to take another pre-employment drug screen administered under DOT & FTA regulations. A 'dilute' negative test is unacceptable to the Authority as a negative and the candidate will be instructed to immediately proceed to the collection site for another drug collection. The second test result will be the test of record and should the second test result be reported as 'dilute' the candidate will not be offered employment.

### *Post-Offer/Post-Employment*

- Prepare personnel files (general, medical, etc.)
  - Application;
- Prepare driver qualification files for Drivers/DOT defined safety sensitive employees:
  - Application;
  - Complete background check results that include employment reference checks';
  - Copy of MVR reviewed for hire;

- Complete Motor Vehicle Driver's Certification of Violations form (if not part of application)
  - Evidence of negative pre-employment drug screen result, stored in the employee file, separate folder;
  - Copy of medical qualification card;
  - Copy of Driver's License;
  - Receipt of drug and alcohol testing history from previous employer(s), stored in the employee file, separate folder.
- Review all applicable employment, job-specific and safety policies and procedures with employee. Obtain evidence of review and understanding of policies and procedures from employee. Provide initial training as follows but not limited to:
    - Pre-trip/post-trip inspection procedures;
    - Basic defensive driving;
    - Accident procedures;
    - Employee policies and training manual;
    - 60 minutes of training on the Substance Abuse Policy as well as 60 minutes of training on the effects and consequences of prohibited drug use;
    - Specific equipment use training;
    - Passenger Assistance and Relations (including Special Needs Passengers, ADA);
    - Customer Service;
    - Specific job duties/tasks

## **Maintenance of Essential Requirements**

The following procedures will be used to insure appropriate and safe behavior by drivers:

- At least an annual review of MVR
- Training as required for job position
- Scheduled background checks

### Additional requirements for DOT defined safety sensitive employees:

- Physical re-qualification as required;
- Safety Sensitive participation in drug/alcohol testing program.
- Confirmed positive result or any refusal to have tests administered when specified by management – as indicated in the Drug and Alcohol policy - 2<sup>nd</sup> chance agreement.
- DUI/DWI conviction - termination.

## **Motor Vehicle Record (MVR) Requirement**

It is the Authority Policy and requirement of employment, that every employee position with Authority vehicle driving duties requires a motor vehicle record (MVR) meeting the Authority's requirements. Employees must notify the Authority of any motor vehicle code violations prior to the start of the employees next work day. In the event an employee's required driver's license is suspended for a period of ninety (90) or more days or is permanently revoked, the employee shall be deemed ineligible for employment and may be terminated immediately. If an employee's required driver's license is suspended for a period of less than ninety (90) days, the employee shall be placed on an unpaid leave of absence. Depending on the nature of the violation and reason for the suspension, the employee may be disciplined. An employee must immediately report any suspension or revocation of his or her license to the Authority; failure to immediately report will result in termination of employment. If the employee becomes ineligible to be covered by the Authority's insurance carrier, the employee may be terminated from employment immediately. The Authority reserves the right to review an employee driving record after an incident, accident, violation, or with probable cause at any time.

## **Annual Motor Vehicle Record Screening**

The Authority shall request motor vehicle records (MVR's) at least annually, for every employee who has driving duties. The purpose of this investigation is to ensure that all designated drivers who drive as part of their duties while employed by the Authority maintain an acceptable driving record.

An acceptable driving record is defined as a driving record that would qualify an applicant for employment at the Authority as listed within this policy. If a motor vehicle record is not acceptable, the Authority reserves the right to place the employee on probation for a period of time, and/or revoke driving duties until the employee's MVR qualifies as acceptable, and/or terminate the employee's job. Upon request by the employee, the employee shall receive a copy of their individual MVR after each MVR review.

## **Child Abuse Clearance**

The Authority shall conduct a Pennsylvania Child Abuse History Certification upon hire for any new employee. Prior to expiration of the current clearance, the employee will be required to complete necessary forms to renew their clearance for updated results.

In addition, the employee will be required to satisfy any other requirements as defined by grantors.

## **Employment Qualifications / Driver Policy**

These qualifications apply to both drivers of Authority owned vehicles, as well as, employees using personal vehicles in the course of Authority business.

### **Classification – NON CDL Passenger Revenue Vehicles**

- All applicants must have a current valid driver's license issued by the state in which they reside.

### **Classification – CDL Passenger Revenue Vehicles – Class C License**

- All applicants must have a "P" endorsement on their current valid CDL driver's license issued by the state in which they reside.
- Applicants hired without a CDL and necessary endorsements are hired conditionally and be working towards obtaining the certifications within the 90-day probationary period.

### **Classification – CDL Passenger Revenue Vehicles – Class A or B License**

- All applicants must have a "P" endorsement, air brakes lifted, on their current valid CDL driver's license issued by the state in which they reside.
- Applicants hired without a CDL and necessary endorsements are hired conditionally and be working towards obtaining the certifications within the 90-day introductory period.
- No restrictions that would restrict the driver from driving class of vehicle or necessary commerce.

### **ALL Vehicle Operators - Safety Sensitive Positions**

Applicant must pass a Department of Transportation (DOT) physical examination.

## **ALL Vehicle Operators – inclusive**

Applicant must consent to a pre-employment drug screen immediately following the offer of employment. The Authority must receive a verified negative result.

Applicants must possess only one valid driver's license issued by the resident state of the driver. Operators who have recently transferred from another state must produce a copy of the former license or provide License information for verification from that state. Drivers will need to provide information on all previous held licenses within the past 60-month period.

There shall be NO:

- No record of a driving license suspension or revocation covering the 60-month period prior to the order date of a Motor Vehicle Record (MVR). A suspension for failure to pay and or failure to appear will be considered provided that there was no conviction for driving while suspended during this time period.
- No operating a vehicle, knowingly or unknowingly, while under suspension or revocation during the 60-month period prior to the order date of a Motor Vehicle Record (MVR).
- No DUI or DWI ever on your driving record in a commercial vehicle.
- No DUI or DWI within 10 years in a non-commercial vehicle.
- No Drug convictions, positive screens or refusals.
- No reckless homicide or involuntary manslaughter
- No major infractions, which include, but are not limited to: negligent homicide; manslaughter; or assault involving a motor vehicle; unlawful use of a motor vehicle; racing; reckless driving: careless endangerment; road rage; leaving the scene of an accident; use of a motor vehicle in the commission of a felony; or attempting to evade a police officer.

All applicants and newly hired employees shall have motor vehicle driving records be examined for a 3-year period (36 months) to have proven:

- No past pattern or record of citations or convictions for more than two motor vehicle accident/violations, (excluding those listed above) during the 36-month period prior to the order date of the Motor Vehicle Record (MVR).
- No past pattern or record of involvement in more than one at-fault traffic accidents while operating a motor vehicle during the 36-month period prior to the order date of the Motor Vehicle Record (MVR).

All current employees of the Authority shall have an Annual Motor Vehicle Record Screening. These records shall be examined to have proven:

- Compliance with current policies and procedures regarding, licensure and any infraction that would violate these qualifications.
- No past pattern or record of citations or convictions for more than two motor vehicle accident/violations, (excluding those listed above) during the 36-month period prior to the order date of the Motor Vehicle Record (MVR).
- No past pattern or record of involvement in more than one at-fault traffic accidents while operating a motor vehicle during the 36-month period prior to the order date of the Motor Vehicle Record (MVR).

The Authority must attempt to receive a negative controlled substance and alcohol result from prior employer(s) for the past two-year period. There may be no prior evidence of controlled substance use.

Applicant must have no instance of refusal to submit to an Alcohol or Controlled Substance test within the past 2-year period including a pre-employment test.

Applicant must have completed application entirely.

Applicant must consent to a ten-year check on work history. Any gap of 30 days or more must be indicated and explained, you may be asked to provide documentation. Discrepancies may prevent your application from being processed and job offer withdrawn.

Applicants must pass a background check to include felonies, misdemeanors, and child abuse. Criminal records will be evaluated on a case-by-case basis.

Applicant must demonstrate stable work history, good work ethic, dependability, and shares the values and service mindset of the organization and offer return on a training investment.

Applicant must meet the qualifications listed on the job description.

Applicant must be able to work all bid schedules.

You will be an at-will employee throughout your employment with the Authority. Nothing in these guidelines, your application or in the employee handbook guarantees employment for any period of time or is intended to be a contract of employment.

## **Rules of the Road**

### **General**

Authority-owned/leased vehicles are to be used for Authority business only.

Only Authorized employees may drive a vehicle for Authority purposes.

All drivers must abide by all federal, state and local motor vehicle regulations, laws and ordinances.

### **Pre-trip**

Prior to starting a vehicle, drivers must inspect the vehicle exterior and the area around the vehicle. This includes checking tires, leaks, body condition and clearances to other vehicles and objects. Any defects or concerns should be reported immediately.

Drivers must ensure that all required documents (e.g., registration, insurance card, accident report form) are in the vehicle.

### **On the Road**

A driver may not operate a vehicle any time his/her ability is impaired, affected or influenced by alcohol, illegal drugs, medication, illness, fatigue or injury.

No driver may have or permit possession of alcohol or illegal drugs in a vehicle being used for business purposes.

Drivers are responsible for ensuring that all doors are locked while vehicle is in motion.



Drivers must ensure that the vehicle's headlights are on at all times.

Only approved passengers with a defined business relationship are permitted in the vehicle during the course of business use.

Drivers shall not use a radar detector, laser detector or similar device.

Drivers shall not push or pull another vehicle or tow a trailer without authorization.

Drivers shall not transport flammable liquids and gases unless a DOT- or UL approved container is used, and then only in limited quantities and only when necessary.

Drivers shall not transport or use ignitable or burning flares. Use of reflective triangles is preferred.

#### Post-Trip

All accidents, vehicle problems or defects must be reported immediately to the driver's immediate supervisor; this involves completing and forwarding all required forms.

Drivers must notify their supervisor of any tickets or other violations received while driving. Notification must be as soon as reasonably possible, but no later than the next scheduled driving duty is performed.

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Signature

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Date



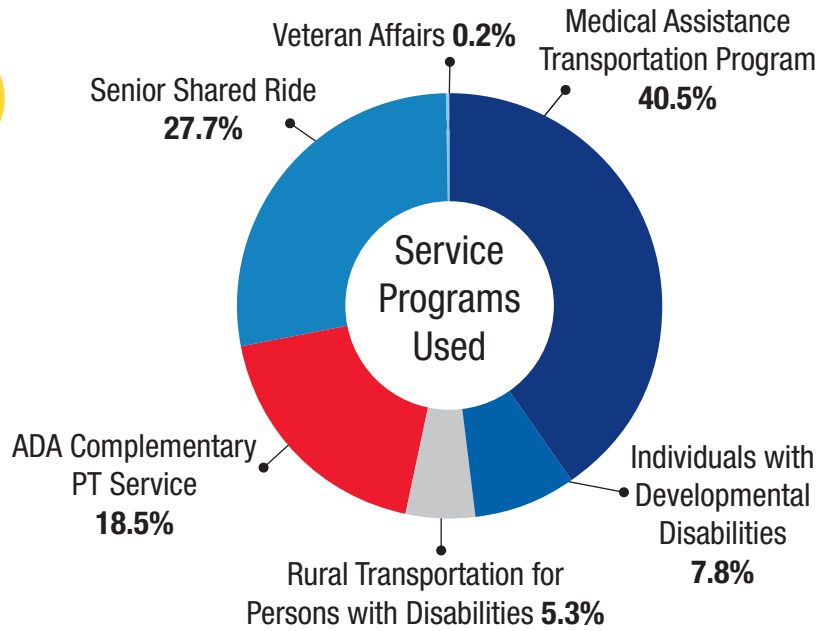
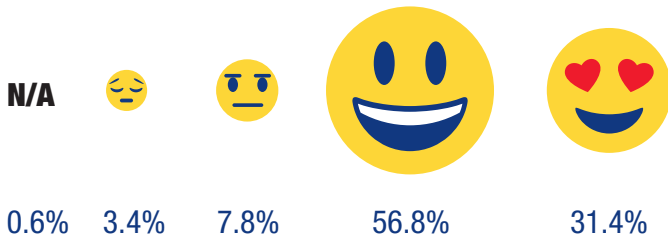
# PARATRANSIT SURVEY SNAPSHOT

## 2020 PASSENGER SURVEY RESULTS

## 344 RESPONSES

1276 SURVEYS DISTRIBUTED. RESPONSE RATE 26.9%

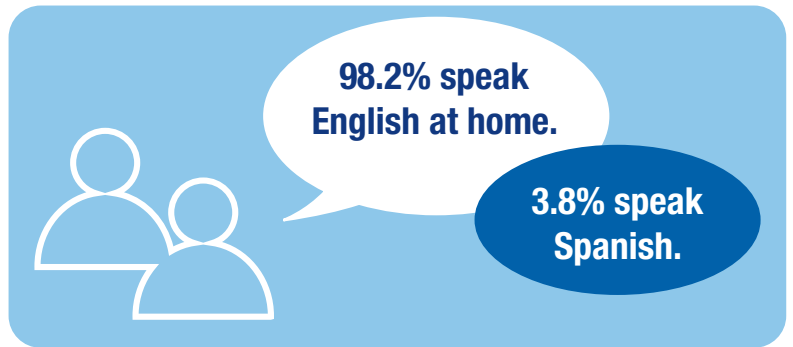
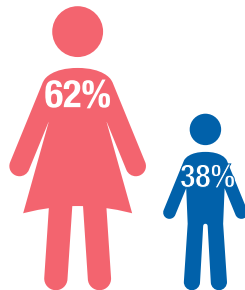
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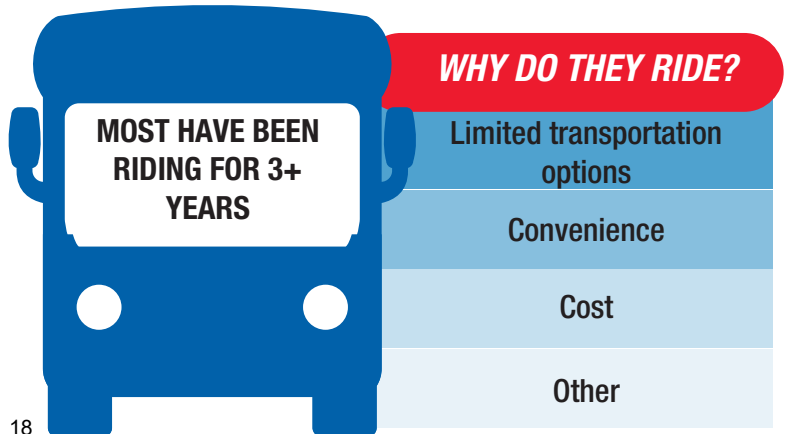
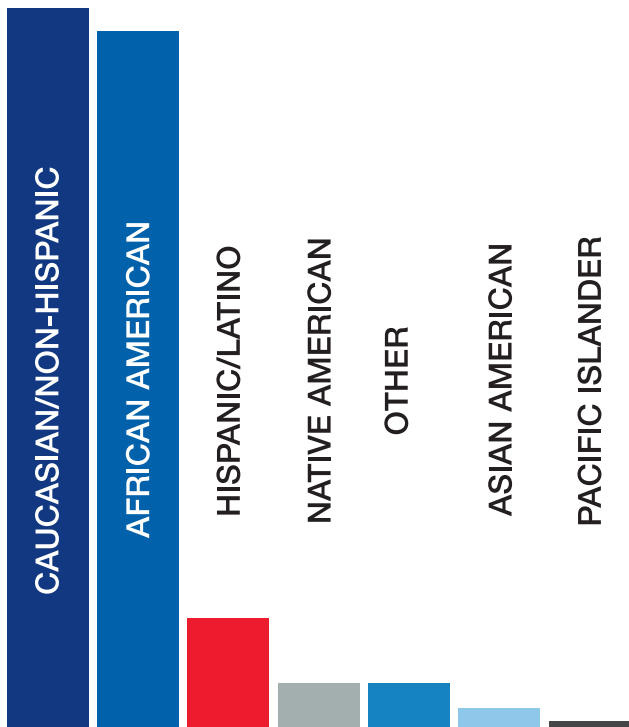
### MEDIAN AGE



### GENDER



### ETHNICITY





# PARATRANSIT ACTION PLAN

2020 PASSENGER SURVEY RESULTS

344 RESPONSES

1276 SURVEYS DISTRIBUTED. RESPONSE RATE 26.9%

## MISSION STATEMENT

*Mobility is an essential need in order to experience a high quality of life. CAT dedicates itself to providing its constituents safe, reliable and customer-centered mobility services consistent with the stewardship of its resources.*

## AREAS OF SUCCESS

- + Wheelchair securement
- + Vehicle cleanliness
- + Friendly drivers
- + Safe and skilled drivers
- + Knowledgeable customer service
- + Friendly customer service
- + Fare/cost
- + Allowed destinations
- + Vehicle comfort
- + Service days and times
- + Advanced reservation policy

## AREAS OF OPPORTUNITY

- On hold wait time
- On-time pick-up
- Travel time too long
- On-time arrival
- Offer same day service
- Expand days and hours of operation

## ACTION PLAN TO MANAGEMENT WORK PLAN

All of the action plans below work hand-in-hand with sections in the management work plan:

### 1. Section 2: Customer-Centric Focus

Monitor high volume & peak times to assist in scheduling trips.  
Evaluate scheduling around peak times.

### 2. Section 3: Service Restoration

Recruitment Campaign to replace retired drivers.  
Hiring new drivers will increase the on-time performance for the overall service.

### 3. Section 4: Community Engagement

Review current service and transportation needs for the community.

### 4. Section 6: Safety

Continue annual ADA & safety training for all employees. Training will consist of safe driving techniques, customer service focus and proper securement.



# MEMO

**To:** Capital Area Transit Board Members  
**From:** Brian Gillete, Accounting Manager  
**Date:** August 25, 2020  
**Re:** July 2020 CAT Financial Report (Unaudited)

Attached are the Capital Area Transit’s (CAT) unaudited financial statements for the month of July 2020 and the year-to-date period ending July 31, 2020.

**Items of Interests:**

- CAT’s CARES funding total award is \$ 14,630,648, of which we have received \$6MM.
- Local matches for the 3rd quarter of 2020 have all been received
- The general checking account balance stands at \$719K as of 8/25/20; we are not having to utilize our Line of Credit.
- July MTD/YTD Health Insurance Expenses

	<u>MTD Actual</u>	<u>YTD Actual</u>	<u>YTD Budget</u>
Gross Health Insurance	\$ 208,490	\$ 208,490	\$ 221,676
Employee Premium Copay	\$ 23,658	\$ 23,658	\$ 30,852
Net Health Insurance	\$ 184,832	\$ 184,832	\$ 190,824

- Overtime for July 2020 and YTD Period Ending July 31, 2020.

	July 2020		YTD	
	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
Operators	\$ 96,808	\$ 112,370	\$ 96,808	\$ 112,370
Operations	\$ 938	\$ 0	\$ 938	\$ 0
Maintenance	\$ 26,208	\$ 35,316	\$ 26,208	\$ 35,316
Admin.	\$ 4	\$ 0	\$ 4	\$ 0
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	\$ 123,958	\$ 147,685	\$ 123,958	\$ 147,685

## **Fixed Route Division – July 2020**

YTD Passengers Served: Passengers/Vehicle Hour

	<u>Passengers</u>	<u>Revenue Vehicle Hours</u>	<u>Passengers Per Rev. Vehicle Hours</u>	<u>Change</u>
2021	89,713	13,304	6.74	-61.33%
2020	185,158	10,619	<u>17.44</u>	unfavorable
2023 Goal			19.01	

YTD Operating Expenditures: Operating Cost / Revenue Vehicle Hour

	<u>Operating Expense</u>	<u>Revenue Vehicle Hours</u>	<u>Operating Cost Per Rev. Vehicle Hours</u>	<u>Change</u>
2021	\$ 1,688,553	13,304	\$ 126.92	8.06%
2020	\$ 1,466,003	10,619	<u>\$ 138.05</u>	favorable
2023 Goal		Not to Exceed	\$ 154.61	

YTD Operating Revenue: Operating Revenue // Revenue Vehicle Hour

	<u>Operating Revenue</u>	<u>Revenue Vehicle Hours</u>	<u>Operating Rev. Per Rev. Vehicle Hours</u>	<u>Change</u>
2021	\$ 224,982	13,304	\$ 16.91	-38.08%
2020	\$ 290,010	10,619	<u>\$ 27.31</u>	unfavorable
2023 Goal			\$ 27.25	

YTD Operating Expense: Operating Cost / Passenger

	<u>Operating Expense</u>	<u>Passengers</u>	<u>Operating Cost Per Passenger</u>	<u>Change</u>
2020	\$ 1,688,553	89,713	\$ 18.82	-137.72%
2019	\$ 1,466,003	185,158	<u>\$ 7.92</u>	unfavorable
2023 Goal		Not to Exceed	\$ 8.13	

## **Paratransit Division – July 2020**

Revenue

	<u>MTD</u>	<u>YTD</u>	<u>Change</u>
2021	\$ 206,957	\$ 206,957	-32.43%
2020	\$ 306,304	\$ 306,304	unfavorable

Expenses

	<u>MTD</u>	<u>YTD</u>	<u>Change</u>
2021	\$ 425,172	\$ 425,172	8.44%
2020	\$ 464,345	\$ 464,345	favorable

YTD Expenses are 16.94% favorable to budget by \$86K

**Capital Area Transit  
Balance Sheet - Summary**  
0

	<b>2021</b>	<b>2020</b>
<b>Assets</b>		
Current Assets		
Cash	3,056,220	685,798
Investments	15,249	15,002
Accounts Receivable	521,110	702,353
Capital Grants Receivable	3,089,797	1,354,895
Op. Assist. & Planning Grants Receivable	211,514	1,000
Inventory	413,066	391,669
Prepays	572,128	514,669
<b>Total Current Assets</b>	<b>7,879,084</b>	<b>3,665,387</b>
Capital Assets		
Fixed Assets	61,698,136	53,160,126
Accumulated Depreciation	(38,254,813)	(34,602,147)
<b>Net Capital Assets</b>	<b>23,443,323</b>	<b>18,557,980</b>
Other Assets	75,915	75,915
<b>Total Assets</b>	<b>31,398,322</b>	<b>22,299,282</b>
<b>Liabilities</b>		
Current Liabilities		
Accounts Payable	555,077	1,098,966
Accrued Wages & Payroll-Related Accruals	762,481	1,086,587
Payroll Withholdings - Taxes	23,575	16,894
Short-Term Debt & Accrued Interest	0	-
Accrued Expenses	637,734	582,923
Advances for Working Capital	845,173	848,475
Deferred Operating & Capital Grants	5,097,770	171,588
<b>Total Current Liabilities</b>	<b>7,921,809</b>	<b>3,805,432</b>
Long-Term Liabilities	367,890	432,084
<b>Total Liabilities</b>	<b>8,289,700</b>	<b>4,237,516</b>
Net Position	23,108,623	18,061,765
<b>Total Liab, Total Def Inflow &amp; Net Position</b>	<b>31,398,322</b>	<b>22,299,282</b>

**Capital Area Transit**  
**Income Statement - Combined**  
For the Period Ending July 31, 2021

	Fiscal Year 2021					Fiscal Year 2020	
	PTD		YTD		Annual	PTD	YTD
	Actual	Budget	Actual	Budget	Budget	Actual	Actual
<b>Revenue</b>							
Passenger Revenue	224,494	192,929	224,494	192,929	2,148,425	298,389	298,389
Other Revenue	207,445	248,435	207,445	248,435	2,810,806	297,925	297,925
<b>Total Revenue</b>	<b>431,939</b>	<b>441,364</b>	<b>431,939</b>	<b>441,364</b>	<b>4,959,231</b>	<b>596,314</b>	<b>596,314</b>
<b>Expenses</b>							
<b>Labor</b>							
Labor - Operators	607,475	637,743	607,475	637,743	6,760,319	527,865	527,865
Labor - Operations Support	145,139	95,527	145,139	95,527	1,011,928	83,301	83,301
Labor - Maintenance	188,772	178,846	188,772	178,846	1,895,899	150,748	150,748
Labor - Administrative	75,972	56,757	75,972	56,757	601,502	48,065	48,065
Labor - Health Insurance	184,832	199,509	184,832	199,509	2,660,113	176,315	176,315
Labor - Other Fringes	434,133	489,038	434,133	489,038	4,051,082	439,477	439,477
<b>Total Labor</b>	<b>1,636,323</b>	<b>1,657,420</b>	<b>1,636,323</b>	<b>1,657,420</b>	<b>16,980,843</b>	<b>1,425,771</b>	<b>1,425,771</b>
Services	101,929	83,969	101,929	83,969	1,007,626	50,637	50,637
Fuel	102,034	135,208	102,034	135,208	1,423,868	127,734	127,734
Tires & Tubes	4,500	14,461	4,500	14,461	152,361	6,619	6,619
Materials & Supplies	71,177	85,770	71,177	85,770	916,125	81,006	81,006
Utilities	22,278	23,033	22,278	23,033	339,423	23,086	23,086
Casualty & Liability	47,388	48,004	47,388	48,004	576,043	45,104	45,104
Taxes	122	132	122	132	1,411	164	164
Purchase of Service	121,821	179,097	121,821	179,097	2,365,136	164,737	164,737
Miscellaneous	2,087	7,631	2,087	7,631	91,570	5,024	5,024
Marketing & Promotion	3,652	4,583	3,652	4,583	55,000	50	50
Interest	-	833	-	833	10,000	3	3
Leases & Rentals	413	425	413	425	5,100	413	413
<b>Total Expenses</b>	<b>2,113,725</b>	<b>2,240,566</b>	<b>2,113,725</b>	<b>2,240,566</b>	<b>23,924,506</b>	<b>1,930,349</b>	<b>1,930,349</b>
<b>Surplus (Deficit)</b>	<b>(1,681,786)</b>	<b>(1,799,202)</b>	<b>(1,681,786)</b>	<b>(1,799,202)</b>	<b>(18,965,275)</b>	<b>(1,334,035)</b>	<b>(1,334,035)</b>
<b>Subsidy</b>							
Local Subsidy	96,111	89,892	96,111	89,892	1,094,825	87,686	87,686
State Subsidy	-	-	-	-	6,764,753	758,389	758,389
Federal Subsidy	1,585,674	1,709,310	1,585,674	1,709,310	11,105,693	389,246	389,246
<b>Total Subsidy</b>	<b>1,681,786</b>	<b>1,799,202</b>	<b>1,681,786</b>	<b>1,799,202</b>	<b>18,965,271</b>	<b>1,235,321</b>	<b>1,235,321</b>