

Stark Area Regional Transit Authority



Board of Trustees Meeting
April 28, 2021 @ 5PM

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Stark Area Regional Transit Authority
Board of Trustees Meeting
April 28, 2021 @ 5:00 PM

1. Roll Call
2. Excuse Absent Board Members
3. Approval/Correction of Minutes
 - A. March 24, 2021
 - B. April 14, 2021
4. Board Committee Reports
5. Departmental Reports
 - A. Transportation – Mark Finnicum
 - B. Maintenance – Mark Finnicum
 - C. Finance – Carrie Domer
 - D. Customer Relations – Latrice Virola
 - E. Information Technology – Craig Smith
 - F. Human Resources – Tammy Marie Brown
6. Communications
7. Executive Director Report
8. FYI
 - A. SARTA offer free rides to Wolstein Center
 - B. SARTA launches new program to help area employers, workers
 - C. NICE America Research
9. Resolutions
 - A. Upgrade Hydrogen Fueling Station w/Air Products
 - B. Scrap Buses 1450-1566 and Truck 0008
 - C. Adopt Updated Small and DBE Program
 - D. Approve Title VI Program
 - E. Approve Equal Employment Opportunity Program
 - F. Changes Within SARTA's Organizational Structure
10. Executive Session
11. Adjournment

Stark Area Regional Transit Authority
Board of Trustees Meeting
March 24, 2021 at 5pm

Mr. Macala called the meeting to order at 5:02pm.

Attendance

Board (Quorum present)

Ron Macala (President); James Reinhard (Vice President); Greg Blasiman, Margaret Egbert, Amanda Fletcher, Rex Morey, Chet Warren, Myra Watkins

Excused

Edward Grier

Ms. Fletcher moved to accept the excused absence. Ms. Egbert seconded the motion; vote passed unanimously.

Staff

Kirt Conrad (Executive Director/CEO); Carrie Domer (Director, Finance); Mark Finnicum (Chief Operations Officer); Chris McAfee (Human Resource Assistant); Craig Smith (Director, Information Technology); Latrice Virola (Director, Customer Relations)

Other

Paul Malesick (KWGD)

Approval/Correction of Minutes

February 24, 2021

Corrections to the meeting minutes:

- The Ohio Loves Transit EZ fare ticket giveaway is now complete.
- A Resolution Authorizing the Executive Director/CEO to Enter into Contract for the Purchase Of Up to Seven (7) CNG Buses from Gillig.

Ms. Egbert moved to amend the meeting minutes. Ms. Fletcher seconded the motion; vote passed unanimously.

Ms. Egbert moved to adopt the meeting minutes as amended. Mr. Blasiman seconded the motion; vote passed unanimously.

Department Reports

Transportation (Mark Finnicum)

- Route 156, North Canton Success Express, was discontinued last Friday due to low ridership.
- Route 103/108 will interline with one another. It will go out as 103 and come back as 108. This will service Case Farms, Oakwood Square, and Washington Square.
- COVID Vaccine Shuttles will be provided to Stark County Health Departments at Whipple Dale and the Civic Center for first and second round vaccines.
- Route 4 to Cleveland will also provide shuttles for individuals to the Wolestein Center for COVID Vaccinations.

Maintenance (Mark Finnicum)

- The LED lighting project for Gateway has been completed for the administration part of the building. The contractors are now finishing the lighting in the garage.
- The Nice Hydrogen trailer has been filled and will begin to fuel buses next week.

Finance (Carrie Domer)

- Ms. Domer informed the board that she is working with Huntington Bank on changing out the vaults at the transit locations which will allow the deposits to go directly to the accounts on a daily basis.

Customer Relations (Latrice Virola)

- The department is working on copies and pictures for SARTA's new website.

Information Technology (Craig Smith)

- SARTA buses have been instilled with the new Fast Fare fareboxes. The second phase of using smart cards is currently in progress.
- SARTA will be using the Genfare APOS machines as a replacement for the software currently being used as point-of-sale at transit locations.
- The Genfare Point-of-Sale devices (APOS) will be available at our transit locations to purchase passes and will continue purchasing passes from Customer Service Representatives, as well as, retail point of sale devices that will be used to sell SARTA passes at chosen retail locations.

Human Resources (Kirt Conrad)

- Nate West was promoted as our new trainer. Mr. West formerly served as a Road Supervisor.
- SARTA is still looking to hire a maintenance technician.

- A new class of drivers maybe hired within the next two to three months if ridership continues to increase.

Communications from Executive Director/CEO (Kirt Conrad)

- Ohio Senate issued a substitute bill that will allow the transit industry \$37 million which is \$30 million more than what the Governor's budget suggested.
- Mr. Conrad will be meeting with Gilcrest to determine operating hours for Wayne County.
- A new description for the parcel of property from Crenshaw Park was sent to City council for approval.
- Canton Respository's new editor came to SARTA for a tour and to write a story on the Nice Hydrogen Project.

Resolutions

Resolution #8

Resolution to Adopt Investment Policy

Ms. Fletcher moved to adopt the resolution. Mr. Warren seconded the motion; vote passed unanimously.

Resolution #9

A Resolution Authorizing Depository Services with Chase Bank

Mr. Morey moved to adopt the resolution. Ms. Fletcher seconded the motion; vote passed unanimously.

Resolution #10

A Resolution Authorizing Continuation of Depository and Investing Services with Fifth Third Bank

Ms. Fletcher moved to adopt the resolution. Ms. Egbert seconded the motion; vote passed unanimously.

Resolution #11

A Resolution to Purchase 5 (Five) LTN Buses From TESCO for Wayne County Community Action

Ms. Egbert moved to adopt the resolution. Mr. Warren seconded the motion; vote passed unanimously.

Resolution #12

Resolution to Accept FY 2021 "New Rides to Community Immunity" State Funding for Wayne County

Mr. Warren moved to adopt the resolution. Ms. Fletcher seconded the motion; vote passed unanimously.

Resolution #13

Resolution to Accept FY 2021 "New Rides to Community Immunity" State Funding for Stark County

Mr. Warren moved to adopt the resolution. Ms. Fletcher seconded the motion; vote passed unanimously.

Executive Session 5:54 – 6:07pm

To discuss:

- Appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee
- Conference with attorney to discuss pending or imminent court action

Mr. Warren moved to enter executive session. Ms. Egbert seconded the motion. All answered "yes"

Adjournment

Mr. Warren moved to adjourn the meeting. Ms. Egbert seconded the motion. The meeting was adjourned at 6:08PM.

**Stark Area Regional Transit Authority
Board of Trustees Meeting
April 14, 2021 @ 5:00PM**

Mr. Macala called the meeting to order at 5:02pm.

Attendance

Board (Quorum Present)

Ron Macala (President), James Reinhard (Vice-President), Greg Blasiman, Edward Grier, Rex Morey, Myra Watkins

Excused

Margaret Egbert, Amanda Fletcher, Chet Warren

Mr. Grier moved to accept the excused absences. Mr. Blasiman seconded the motion; vote passed unanimously.

Staff

Kirt Conrad (Executive Director/CEO), Mark Finnicum (Chief Operations Officer), Latrice Virola (Director, Customer Relations), Craig Smith (Director, Information Technology)

Other

Paul Malesick (KWGD)

Communications from the Executive Director/CEO

- SARTA began the hydrogen demonstration with Nice America.
- For the first time in over a year, Proline rides hit 400 rides per day.

Resolution #14

A Resolution To Apply For Section 5339(c) Low Or No Emissions Federal Discretionary Grant For FY2021

Mr. Macala invited the Board to raise questions and comments multiple times. Mr. Blasiman moved to adopt the resolution. Mr. Grier seconded the motion; vote passed unanimously. A roll call vote was also called. All Board members answered "yes."

Executive Session 5:19 – 6:39pm

For the purpose of conferencing with SARTA's legal counsel to discuss pending or imminent court action

Roll call vote to enter executive session was called; all answered "yes." Mr. Grier moved to exit executive session. Mr. Blasiman seconded the motion.

Adjournment

Mr. Blasiman moved to adjourn the meeting. Mr. Grier seconded the motion. The meeting was adjourned at 6:41pm.

TRANSPORTATION



SARTA RIDERSHIP REPORT

March 2021

2020 Operating Days 22 Weekdays, 4 Saturdays

2021 Operating Days 23 Weekdays, 4 Saturdays

<i>Ridership</i>	CURRENT MO.				YTD			
	2021	2020	change	%	2021	2020	change	%
Fixed Route	92,499	117,375	-24,876	-21.19%	247,812	433,194	-185,382	-42.79%
Other Revenue	473	0	473	100.00%	1,499	288	1,211	100.00%
Paratransit	8,218	8,467	-249	-2.94%	21,532	35,684	-14,152	-39.66%
CS-Out of county	31	0	31	100.00%	31	0	31	100.00%
Total	101,221	125,842	-24,621	-19.57%	270,874	469,166	-198,292	-42.26%

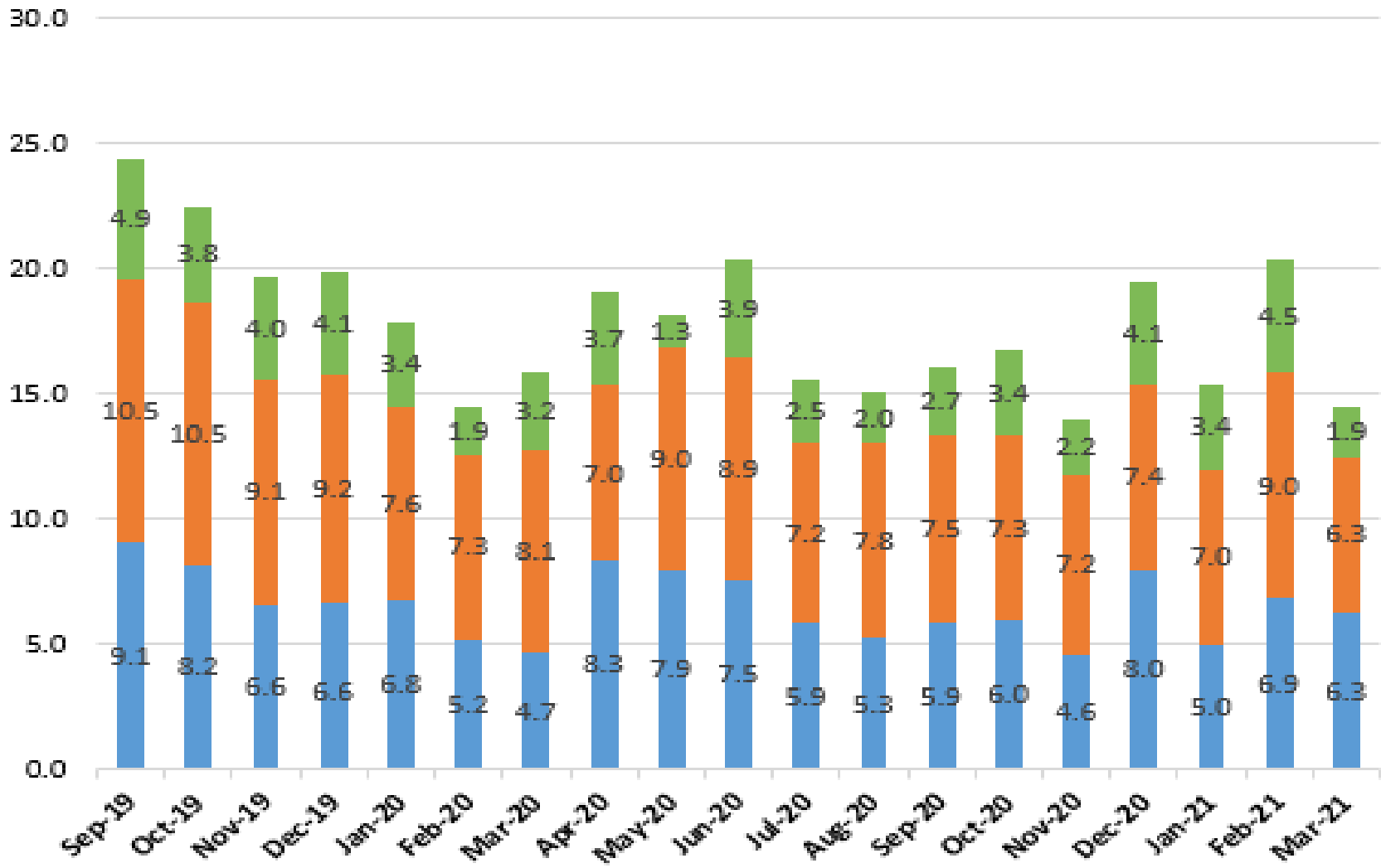
<i>Vehicle Operations</i>	CURRENT MO.				YTD	PRIOR YTD		
	2021	2020	change	%	2021	2020	change	%
Fixed Route	194,244	194,704	-460	-0.24%	543,791	570,644	-26,853	-4.71%
Other Revenue	1,627	0	1,627	100.00%	4,701	122	4,579	100.00%
Fixed Deadhead	10,756	10,515	241	2.29%	30,196	32,358	-2,162	-6.68%
Paratransit	84,141	75,206	8,935	11.88%	225,948	304,209	-78,261	-25.73%
CS-Out of county	1,713	0	1,713	100.00%	1,713	0	1,713	100.00%
Para Deadhead	13,141	15,471	-2,330	-15.06%	35,606	55,715	-20,109	-36.09%
Total	305,622	295,896	9,726	3.29%	841,955	963,048	-121,093	-12.57%

<i>Hours</i>	CURRENT MO.				YTD			
	2021	2020	change	%	2021	2019	change	%
Fixed Route	11,973	12,141	-168	-1.38%	33,604	35,394	-1,790	-5.06%
Other Revenue	32	0	32	100.00%	96	13	83	100.00%
Paratransit	4,721	4,383	338	7.71%	12,676	14,614	-1,938	-13.26%
CS-Out of county	41	0	41	100.00%	41	0	41	100.00%
Total	16,767	16,524	243	1.47%	46,417	50,021	-3,604	-7.20%

* Fixed Route Ridership on this report comes from the Genfare Route Summary Reports that capture all rides performed during the month. This report requires that all Proline, Shuttles and Community Coach rides be subtracted out of the total number of trips performed prior to submitting these figures to NTD (National Transit Database). All percentages are capped at 100%.

PROLINE INFRACTIONS DARA - PER 1000 ATTEMPTS

■ NO SHOW - RATE ■ LATE CANCEL - RATE ■ CANCEL AT THE DOOR - RATE



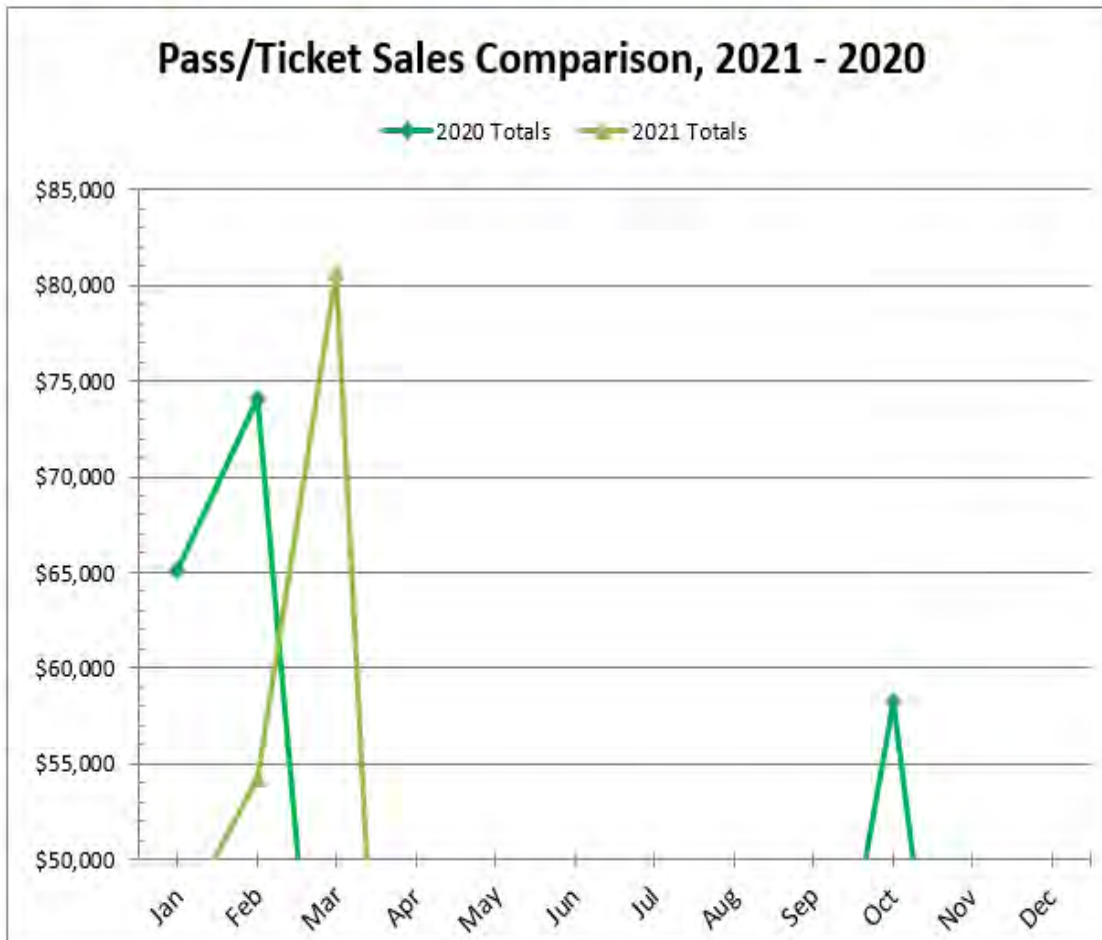
2021 Proline "Shared Ride" Service Statistics

Month	Trips Scheduled	Advanced Cancels	Same Day Cancels	No - Shows	Late Cancels	Cancels at the Door	Total Performed Trips	Vehicle Miles	Miles per Trip
January	7,661	761	603	38	54	26	6,179	80,793	13.08
February	8,011	822	754	55	72	36	6,272	71,307	11.37
March	9,268	824	728	58	58	18	7,582	82,069	10.82
April									
May									
June									
July									
August									
September									
October									
November									
December									
Year to Date Totals	24,940	2,407	2,085	151	184	80	20,033	234,169	11.76

Proline "Shared Ride" Service Statistics for the month of

Month	Trips Scheduled	Advanced Cancels	Same Day Cancels	No - Shows	Late Cancels	Cancels at the Door	Total Performed Trips	Vehicle Miles	Miles per Trip
March	9,268	824	728	58	58	18	7,582	82,069	10.82

Pass/Ticket Sales Comparison, 2021 - 2020				
2021	2021 Totals	2020	2020 Totals	Percent changed
Jan	\$46,380.00	Jan	\$65,111.25	-40.39%
Feb	\$54,177.25	Feb	\$74,044.00	-36.67%
Mar	\$80,698.00	Mar	\$27,509.75	65.91%
Apr	\$0.00	Apr	\$0.00	#DIV/0!
May	\$0.00	May	\$0.00	#DIV/0!
Jun	\$0.00	Jun	\$8,141.00	#DIV/0!
Jul	\$0.00	Jul	\$34,513.25	#DIV/0!
Aug	\$0.00	Aug	\$28,986.00	#DIV/0!
Sep	\$0.00	Sep	\$34,370.50	#DIV/0!
Oct	\$0.00	Oct	\$58,209.75	#DIV/0!
Nov	\$0.00	Nov	\$25,565.25	#DIV/0!
Dec	\$0.00	Dec	\$27,553.00	#DIV/0!
Year-to-Date	\$181,255.25		\$384,003.75	



2020-2019 Pass/Ticket Sales by Location

	Alliance 2021	Alliance 2020	Mass 2021	Mass 2020	Canton 2021	Canton 2020	BV 2021	BV 2020	Fishers 2020	Fishers 2019	Kent State 2021	Kent State 2020	ACH 2021	ACH 2020	Total 2020	Total 2021
Jan	\$1,581	\$2,474	\$3,335	\$10,044	\$16,867	\$46,152	\$24,593	\$5,997	\$0	\$1,587	\$2	\$385	\$3	\$60	\$65,111	46,380.00
Feb	\$1,271	\$2,340	\$6,304	\$11,851	\$18,334	\$52,539	\$28,269	\$6,524	\$0	\$1,560	\$0	\$550	\$0	\$240	\$74,044	54,177.25
Mar	\$2,716	\$1,468	\$4,402	\$3,550	\$70,275	\$18,611	\$3,306	\$3,879	\$0	\$2,226	\$0	\$0	\$0	\$3	\$27,510	80,698.00
Apr	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,574	\$0	\$0	\$0	\$0	\$0	0.00
May	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,233	\$0	\$0	\$0	\$0	\$0	0.00
Jun	\$0	\$272	\$0	\$1,871	\$0	\$4,790	\$0	\$1,209	\$0	\$1,233	\$0	\$0	\$0	\$0	\$8,141	0.00
Jul	\$0	\$2,624	\$0	\$6,267	\$0	\$21,302	\$0	\$4,320	\$0	\$966	\$0	\$0	\$0	\$0	\$34,513	0.00
Aug	\$0	\$1,530	\$0	\$7,716	\$0	\$14,723	\$0	\$5,017	\$0	\$1,239	\$0	\$0	\$0	\$0	\$28,986	0.00
Sep	\$0	\$1,580	\$0	\$5,852	\$0	\$23,287	\$0	\$3,652	\$0	\$836	\$0	\$0	\$0	\$0	\$34,371	0.00
Oct	\$0	\$1,754	\$0	\$8,155	\$0	\$44,863	\$0	\$3,438	\$0	\$1,256	\$0	\$0	\$0	\$0	\$58,210	0.00
Nov	\$0	\$1,805	\$0	\$6,523	\$0	\$13,752	\$0	\$3,486	\$0	\$206	\$0	\$0	\$0	\$0	\$25,565	0.00
Dec	\$0	\$1,894	\$0	\$5,143	\$0	\$16,727	\$0	\$3,788	\$0	\$0	\$0	\$0	\$0	\$3	\$27,553	0.00
Total	\$5,567	\$17,739	\$14,041	\$66,970	\$105,476	\$256,745	\$56,167	\$41,309	\$0	\$13,914	\$2	\$935	\$3	\$306	\$384,004	181,255.25

2021 Total Sales by Pass/Ticket Type

Fare Type	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
10-Ride Proline	\$405.00	\$1,117.50	\$517.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,040.00
10-Ride Reduced	\$787.50	\$945.00	\$652.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,385.00
10-Ride Regular	\$1,800.00	\$1,920.00	\$7,680.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11,400.00
1-Ride Proline	\$456.75	\$108.00	\$24.75	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$589.50
1-Ride Reduced	\$518.25	\$629.25	\$410.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,557.75
1-Ride Regular	\$4,162.50	\$3,727.50	\$3,064.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,954.50
31-Day Proline	\$4,788.00	\$2,835.00	\$2,835.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,458.00
31-Day Reduced	\$13,522.50	\$12,082.50	\$7,357.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$32,962.50
31-Day Regular	\$16,245.00	\$22,275.00	\$48,870.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$87,390.00
31-Day Student	\$687.50	\$412.50	\$5,747.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,847.50
31-Day College	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
All Day	\$2,807.00	\$7,956.00	\$3,459.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$14,222.00
Summer Blast	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Misc.	\$15.00	\$9.00	\$4.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28.50
Cleveland	\$185.00	\$160.00	\$75.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$420.00
	\$ 46,380.00	\$54,177.25	\$80,698.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$181,255.25

2021-2020 Ridership by Fixed Route				
Route	March 2021	March 2020	Difference	Percentage Change
4	235	487	-252	-51.75%
45	1,675	2,630	0	100.00%
81	5,106	6,324	-1,218	-19.26%
101	2,621	5,281	-2,660	-50.37%
102	17,414	23,523	-6,109	-25.97%
103	2,657	4,576	-1,919	-41.94%
105	5,721	9,759	-4,038	-41.38%
106	6,010	8,031	-2,021	-25.16%
107	2,802	4,035	-1,233	-30.56%
108	4,571	6,431	-1,860	-28.92%
110	2,705	5,986	-3,281	-54.81%
111	3,638	5,065	-1,427	-28.17%
113	1,637	3,387	-1,750	-51.67%
114	2,632	3,694	-1,062	-28.75%
117	3,212	4,473	-1,261	-28.19%
118	1,906	3,124	-1,218	-38.99%
119	4,178	4,950	-772	-15.60%
121	1,189	1,431	-242	-16.91%
122	520	1,019	-499	-48.97%
124	1,485	1,794	-309	-17.22%
125	1,240	1,887	-647	-34.29%
126	831	812	19	2.34%
128	1,346	2,499	-1,153	-46.14%
130	1,127	885	242	27.34%
131	2,222	2,204	18	0.82%
132	1,966	2,740	-774	-28.25%
139	6,974	9,046	-2,072	-22.91%
151	389	470	-81	-17.23%
152	522	723	-201	-27.80%
153	441	448	-7	-1.56%
154	488	239	249	100.00%
156	28	0	28	100.00%
157	100	0	100	100.00%
Total	89,588	127,953	-38,365	-29.98%

Ridership by Route compares the prior years ridership per route per month to the current years ridership per route per month. All of the percentages listed above are capped at 100%.

2021-2020 Year to Date Ridership by Fixed Route				
Route	March 2021	March 2020	Difference	Percentage Change
4	801	1,800	-999	-55.50%
45	4,563	11,367	-6,804	-59.86%
81	14,079	24,105	-10,026	-41.59%
101	6,706	18,655	-11,949	-64.05%
102	44,896	75,800	-30,904	-40.77%
103	7,295	16,088	-8,793	-54.66%
105	15,497	37,180	-21,683	-58.32%
106	16,155	28,978	-12,823	-44.25%
107	7,824	14,845	-7,021	-47.30%
108	12,651	22,977	-10,326	-44.94%
110	8,000	22,512	-14,512	-64.46%
111	10,228	15,420	-5,192	-33.67%
113	4,309	11,969	-7,660	-64.00%
114	6,795	13,837	-7,042	-50.89%
117	8,676	16,401	-7,725	-47.10%
118	5,129	11,701	-6,572	-56.17%
119	11,672	19,807	-8,135	-41.07%
121	2,899	5,322	-2,423	-45.53%
122	1,416	2,927	-1,511	-51.62%
124	3,299	5,210	-1,911	-36.68%
125	3,097	7,136	-4,039	-56.60%
126	2,024	3,080	-1,056	-34.29%
128	3,669	6,395	-2,726	-42.63%
130	2,929	2,658	271	10.20%
131	5,462	6,806	-1,344	-19.75%
132	5,197	7,305	-2,108	-28.86%
139	18,707	30,633	-11,926	-38.93%
151	1,000	1,715	-715	-41.69%
152	1,401	2,396	-995	-41.53%
153	1,253	2,042	-789	-38.64%
154	1,407	1,246	161	12.92%
156	65	0	65	100.00%
157	364	0	364	100.00%
Total	239,465	448,313	-208,848	-46.59%

The Year to Date ridership reflects a comparison of the prior years ridership to the current years ridership to date. All of the percentages listed above are capped at 100%.

 ***MAINTENANCE***
MARK FINNICUM



STARK AREA REGIONAL TRANSIT AUTHORITY
MAINTENANCE DEPARTMENT

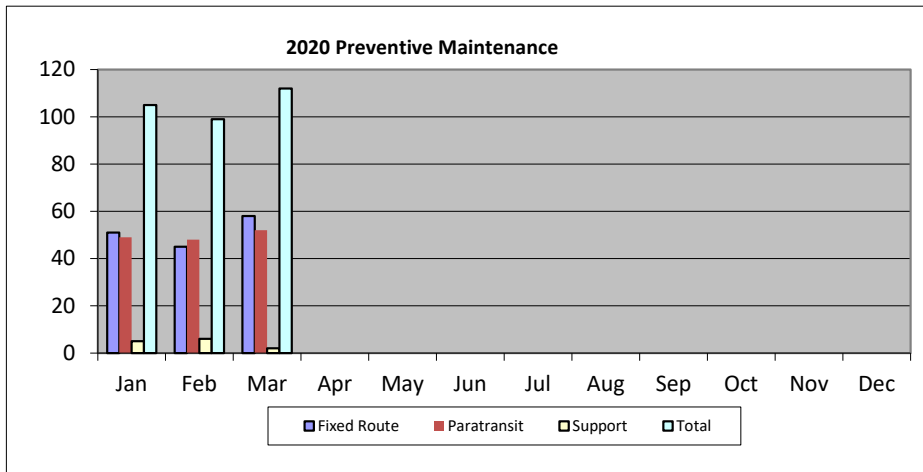
March, 2021

Submitted by: Mark Finnicum

1. There was a total of 112 Preventive Maintenance Inspections
 - 58 Fixed Route Buses
 - 52 Paratransit Buses
 - 02 Support Vehicle
2. There was a total of 81 Wheelchair Lift Inspections
3. There was a total of 25 Heat & Air Conditioning Inspections
4. There was a total of 60 Farebox Inspections
5. There was a total of 24 Front End Alignments
6. There was a total of 54 Bus Exchanges
7. There was a total of 08 CNG Recertification Inspections
8. There was a total of 51 Avail System Inspections
9. There was a total of 28 Bi-Monthly Camera Inspections
10. There was a total of 07 Road Calls
 - 03 Fixed Route Buses – 03 Towed
 - 00 Non-Revenue Vehicle – 00 Towed
 - 04 Paratransit Buses – 04 Towed
11. There was a total of 12 Warranty Repair
12. There was 00 job related injuries reported.

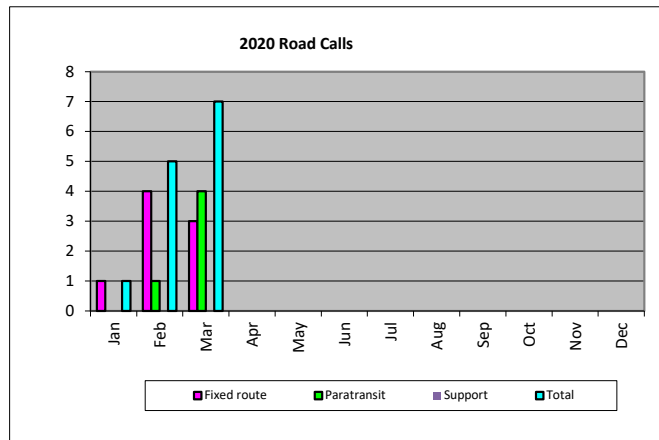
Preventive Maintenance Inspections

2021	Fixed Route	Paratransit	Support	Total
Jan	51	49	5	105
Feb	45	48	6	99
Mar	58	52	2	112
Apr				
May				
Jun				
Jul				
Aug				
Sep				
Oct				
Nov				
Dec				



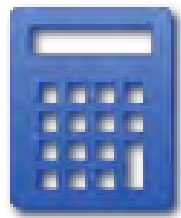
Road calls

2020	Fixed route	Paratransit	Support	Total
Jan	1	0	0	1
Feb	4	1	0	5
Mar	3	4	0	7
Apr				
May				
Jun				
Jul				
Aug				
Sep				
Oct				
Nov				
Dec				



2021	Preventive Maintenance Costs	Repair Costs	Total	Diesel Gallons Used 2020	Diesel Gallons Used 2021	SARTA CNG GGE Used 2020	SARTA CNG GGE Used 2021	CNG Public Use GGE 2020	CNG Public Use GGE 2021	Hydrogen Usage KG 2020	Hydrogen Usage KG 2021
Jan	\$16,903.55	\$48,519.00	\$65,422.55	19938	17585	29885.572	24830.538	1301.735	475.686	3842	3076
Feb	\$14,462.17	\$56,706.41	\$71,168.58	19865	17694	28084.677	25499.158	1771.698	816.225	2762	3876
Mar	\$17,264.57	\$66,834.69	\$84,099.26	19429	19037	30321.597	28835.155	271.654	770.418	3635	2844
Apr				14653		22338.26		22.538		2325	
May				13806		20433.335		341.593		1589	
Jun				16698		25416.953		439.022		1834	
Jul				19515		32210.893		848.792		2522	
Aug				19831		31316.435		364.5		1897	
Sep				18042		28041.174		467.392		2646	
Oct				20014		28342.465		216.112		2727	
Nov				18196		24364.103		147.957		2229	
Dec				17208		27220.246		42.679		2924	
Total	\$48,630.29	\$172,060.10	\$220,690.39	217195	54316	327975.71	79164.851	6235.672	2062.329	30932	9796
<i>Month Avg.</i>	<i>\$16,210.10</i>	<i>\$57,353.37</i>	<i>\$73,563.46</i>	<i>18099.58</i>	<i>18105.33</i>	<i>27331.31</i>	<i>26388.284</i>	<i>519.639</i>	<i>687.443</i>	<i>2577.67</i>	<i>3265.33</i>

GGE - Gasoline Gallon Equivalent



FINANCE ***CARRIE DOMER***



Stark Area Regional Transit Authority
Comparative Balance Sheet
For the Three Months Ending Wednesday, March 31, 2021

	CURRENT YTD	LAST YTD	VARIANCE
CASH - HUNTINGTON-CHECKING	2,707,368.65	3,982,484.21	-1,275,116
CASH - HUNT-MERCHANT TRANSACTIONS	77,415.98	68,640.96	8,775
CASH - SAVINGS (STAR OHIO)	21,510.18	21,440.26	70
CASH - HUNT-FSA ACCOUNT	24,965.87	16,928.61	8,037
CASH - HUNTINGTON MMX	4,781,549.38	2,277,657.76	2,503,892
CASH - FIFTH THIRD BANK	6,091,957.27	6,081,271.69	10,686
HUNTINGTON CDAR'S	1,005,735.31	1,507,797.68	-502,062
IMPREST FUND - FINANCE	500.00	500.00	0
IMPREST FUND - CORNERSTONE	450.00	450.00	0
IMPREST FUND - MAINTENANCE	50.00	50.00	0
IMPREST FUND - BV	300.00	300.00	0
IMPREST FUND - ALLIANCE	250.00	250.00	0
IMPREST FUND - MASSILLON	310.00	310.00	0
TOTAL CASH & EQUIVALENTS	14,712,362.64	13,958,081.17	754,281
ACCOUNTS RECEIVABLE	93,749.40	102,603.37	-8,854
PROJECT RECEIVABLE	56,061.00	916,096.00	-860,035
ESTIMATED SALES TAX RECV	4,134,285.00	4,105,005.00	29,280
OTHER MISC. RECEIVABLES	1,125.00	1,125.00	0
TOTAL RECEIVABLES	4,285,220.40	5,124,829.37	-839,609
INVENTORY - VEHICLE PARTS & SUPPLIES	363,234.14	297,936.45	65,298
INVENTORY - DIESEL FUEL	13,275.13	18,586.26	-5,311
INVENTORY - LUBRICANTS	22,305.51	17,967.78	4,338
INVENTORY - HYDROGEN	8,196.00	7,578.00	618
INVENTORY - REBUILDS	29,401.12	29,401.12	0
TOTAL INVENTORIES	436,411.90	371,469.61	64,942
WIP - OTHER CAPITAL PROJECTS	771.96	739.46	33
WIP - GATEWAY RENOVATION	90,247.15	7,103.45	83,144
WIP - RADIO PROJECT	73,975.93	73,975.93	0
WIP - PLANNING	38,973.16	136.10	38,837
WIP - BUS PURCHASES	506,245.67	2,235,385.68	-1,729,140
WIP - MAINTENANCE PROJECTS	103,030.57	87,710.07	15,321
WIP - IT PROJECTS	177,213.15	182,946.20	-5,733
WIP - MAHONING ROAD CORRIDOR	0.00	151,695.16	-151,695
WIP - ONE-CALL/ONE-CLICK	4,645.00	4,645.00	0
WIP - BUILDING EXPANSION PROJECT	164,623.00	0.00	164,623
WIP - RESEARCH	47,731.22	0.00	47,731
WIP - WAYNE COUNTY	3,293.95	0.00	3,294
WIP - HYDROGEN PROJECT	9,870.00	9,870.00	0
WIP - CTE MHCOE HYDROGEN PROJECT	11,345.60	11,345.60	0
WIP - RHFCC HYDROGEN PROJECT	23.09	74,578.20	-74,555
WIP - 5310 ENHANCED MOBILITY FOR DISABILITIES	4,757.91	0.00	4,758
WIP - FIXED ASSET CLEARING	14,302,130.51	11,913,157.94	2,388,973
TOTAL WORK IN PROCESS	15,538,877.87	14,753,288.79	785,589
LAND	1,786,920.21	932,672.21	854,248
BLDG & IMPROVEMENTS	22,659,702.40	22,604,817.40	54,885
30', 35' & 40' BUSES	29,170,257.73	29,744,814.23	-574,557
LIGHT DUTY BUSES	5,409,008.64	5,538,726.66	-129,718
AUTOS & PICKUPS	629,792.03	528,475.02	101,317
LIFE EXTENDING OVERHAULS	367,872.28	367,872.28	0
COMPUTER HARDWARE	757,464.65	780,852.70	-23,388
SOFTWARE/MISC	2,082,873.87	2,064,310.45	18,563
FURNITURE & FIXTURES	137,778.60	249,225.29	-111,447
ELECTRONICS	762,409.52	774,419.90	-12,010
MACHINERY & EQUIPMENT	1,583,338.35	1,576,911.59	6,427
SIGNS & SHELTERS	1,154,874.19	241,138.03	913,736
BUS M&E FAREBOXES RADIOS	5,971,293.46	7,948,062.58	-1,976,769
TOTAL FIXED ASSETS	72,473,585.93	73,352,298.34	-878,712
ACC DEPR - BLDG	-6,814,052.54	-6,250,027.69	-564,025
ACC DEPR - 30' 35' 40'	-14,914,772.79	-14,442,927.83	-471,845
ACC DEPR - LT DU	-3,885,956.84	-3,385,403.97	-500,553
ACC DEPR - AUTOS	-492,675.75	-441,346.02	-51,330
ACC DEPR - OVERH	-201,657.78	-185,362.96	-16,295
ACC DEPR - HARDW	-476,616.54	-454,234.92	-22,382
ACC DEPR - FURN	-87,912.78	-190,198.51	102,286
ACC DEPR - ELECT	-707,199.86	-648,743.94	-58,456
ACC DEPR - MACH	-1,188,735.56	-1,165,095.42	-23,640
ACC DEPR - SIGNS	-261,587.48	-196,690.00	-64,897
ACC DEPR - BUS M	-6,804,204.83	-8,032,766.64	1,228,562

Stark Area Regional Transit Authority
Comparative Balance Sheet
For the Three Months Ending Wednesday, March 31, 2021

	CURRENT YTD	LAST YTD	VARIANCE
ACC AMORT - SOFTWARE & MISC ASSETS	-2,042,988.75	-2,018,675.44	-24,313
TOTAL ACC DEPR + AMORT	-37,878,361.50	-37,411,473.34	-466,888
NET CAPITAL ASSETS	34,595,224.43	35,940,825.00	-1,345,601
PREPAID INSURANCE	239,814.57	238,476.04	1,339
OTHER PREPAID EXPENSES	747,455.93	155,521.03	591,935
NET PENSION ASSET	92,230.00	46,104.00	46,126
DEFERRED OUTFLOW-OPEB	1,776,657.00	799,135.00	977,522
DEFERRED OUTFLOW OF RESOURCES	2,646,449.01	5,666,826.01	-3,020,377
TOTAL OTHER ASSETS	5,502,606.51	6,906,062.08	-1,403,456
TOTAL ASSETS	75,070,703.75	77,054,556.02	-1,983,852
ACCOUNTS PAYABLE	283,538.61	2,340,939.78	-2,057,401
ACCRUED PURCHASES	331,533.95	335,821.45	-4,288
TOTAL ACCOUNTS PAYABLE	615,072.56	2,676,761.23	-2,061,689
ACCRUED PAYROLL	428,099.91	394,219.86	33,880
ACCRUED VACATION	557,199.35	513,003.83	44,196
ACCRUED SICK LEAVE	555,494.30	523,634.04	31,860
ACCRUED HOLIDAYS	11,464.02	10,870.80	593
ACCRUED STATE TAX WITHHELD	134.28	353.08	-219
ACCRUED LOCAL TAX WITHHELD	-10,677.35	-10,702.44	25
ACCRUED MEDICARE - EMPLOYEES SHARE	7,703.58	7,078.55	625
ACCRUED MEDICARE - EMPLOYER SHARE	7,703.58	7,078.55	625
ACCRUED PERS-EMPLOYEES	52,066.05	50,058.10	2,008
ACCRUED PERS-EMPLOYER	103,089.38	99,907.02	3,182
ACCRUED BENEFITS - VDSTDTL	36,138.53	2,969.04	33,169
ACCRUED UNION BENEFITS - VDH	-23,904.26	276.05	-24,180
UNION DUES LIABILITY	-3,607.21	-3,980.90	374
GARNISHMENT LIABILITY	-125.00	-497.56	373
MISCELLANEOUS DEDUCTION LIABILITY	99.08	44.24	55
YMCA DUES LIABILITY	4,295.31	2,684.80	1,611
SUPPLEMENTAL INSURANCE LIAB	6,394.51	8,490.60	-2,096
EMPLOYEES DEF. COMPENSATION LIAB	-3,501.40	4,413.60	-7,915
VOLUNTARY LEVY CONTRIBUTIONS	-125.00	0.00	-125
FLEXIBLE SPENDING LIABILITY	27,388.82	18,404.01	8,985
CURRENT LIAB - WORKERS' COMP	156,946.13	146,168.07	10,778
TOTAL PAYROLL LIABILITIES	1,912,276.61	1,774,473.34	137,803
OTHER CURR LIABILITIES-MISC	260,197.66	178,063.69	82,134
CURRENT LIAB.-FEDERAL GOVT	575,757.53	390,399.39	185,358
NET OPEB LIABILITY	9,358,311.00	8,412,928.00	945,383
NET PENSION LIABILITY	13,747,029.00	18,129,742.00	-4,382,713
DEFERRED INFLOWS-OPEB	1,332,384.00	22,827.00	1,309,557
DEFERRED INFLOWS OF RESOURCES	2,956,922.00	262,010.00	2,694,912
TOTAL OTHER LIABILITIES	28,230,601.19	27,395,970.08	834,631
TOTAL LIABILITIES	30,757,950.36	31,847,204.65	-1,089,254
FEDERAL GOVT CAPITAL GRANT	7,277,935.82	7,277,935.82	0
STATE GOVT CAPITAL GRANT	656,930.17	656,930.17	0
NON-GOVT DONATIONS	217,429.00	217,429.00	0
UNRESTRICTED PENSION	-12,413,602.00	-12,413,602.00	0
ACCUMULATED EARNINGS<LOSSES>	48,134,212.64	45,948,479.50	2,185,733
NET REVENUE	439,847.76	3,520,178.88	-3,080,331
TOTAL LIABILITIES & ACCUMULATED EARNINGS	75,070,703.75	77,054,556.02	-1,983,852

STARK AREA REGIONAL TRANSIT AUTHORITY
 DETAILED INCOME STATEMENT
 For the Period Ending 3/31/2021

	March 2021 Actual	March 2021 Budget	March 2020 Prior Yr Actual	Jan 21 - Mar 21 Actual	Jan 21 - Mar 21 Budget	Jan 20- Mar 20 Prior Yr Actual	-over/under Budget
CASH FARES	39,489	27,917	27,719	108,437	83,750	133,330	-24,687
ADULT PASSES	51,761	17,500	10,755	75,882	52,500	67,230	-23,382
FULL FARE TICKETS	16,913	9,167	5,517	34,131	27,500	34,462	-6,631
SUMMER BLAST PASS	0	0	0	0	-14	0	-14
STUDENT PASSES	5,748	833	330	6,380	2,500	5,500	-3,880
PROLINE CASH FARES	3,768	3,317	3,923	6,496	9,950	21,367	3,454
REDUCED FARE TICKETS	1,063	767	867	2,669	2,302	4,028	-367
REDUCED FARE PASSES	7,358	6,083	7,403	20,813	18,250	31,200	-2,563
PROLINE TICKETS	727	1,917	1,244	1,892	5,750	12,254	3,858
PROLINE PASSES	3,024	4,333	3,654	8,064	13,000	20,394	4,936
CLEVELAND TICKETS	103	67	45	323	200	370	-123
TOTAL PASSENGER FARES	129,951	71,901	61,457	265,085	215,688	330,134	-49,397
CONTRACTED SERVICES	7,628	9,667	16,065	25,023	29,000	56,155	3,977
WAYNE COUNTY SERVICES	571	0	0	571	0	0	-571
VETERANS TRANSPORT FARES	0	5,417	16,250	16,250	16,250	32,500	0
SPECIAL SHUTTLE FARES	0	15	15	0	45	160	45
TOTAL SPECIAL TRANSIT	8,199	15,098	32,330	41,844	45,295	88,815	3,451
PROGRAM INCOME - ADVERTISING	506	2,918	4,605	7,731	8,754	7,854	1,023
PROGRAM INCOME - CONCESSIONS	115	0	0	266	-19	0	-285
PROGRAM INCOME - RENT	0	0	100	0	0	1,150	0
PROGRAM INCOME - BUS WASH	0	208	530	500	625	1,270	125
SUBTOTAL PROGRAM INCOME	621	3,126	5,235	8,497	9,360	10,274	862
MISC TRANSP. REVENUE	5	25	8	17	75	40	59
TOTAL AUX TRANS REVENUE	5	25	8	17	75	40	59
INTEREST INCOME	-56	6,667	11,143	1,198	20,000	26,868	18,802
TOTAL INTEREST & DISCOUNT REVENUE	-56	6,667	11,143	1,198	20,000	26,868	18,802
PARKING FACILITY REVENUE-MASSILLON	0	0	0	0	-23	0	-23
FUEL TAX REFUND	8,673	7,917	8,859	24,790	23,750	26,793	-1,040
CNG ROYALTIES	0	83	0	0	250	356	250
CNG - UTILITY REIMBURSEMENT	967	517	532	1,878	1,550	2,175	-328
MISC REV-NONTRANSPORTATION	83,234	833	575	910,778	2,500	2,331	-908,278
MISC REV-EXTRAORDINARY ITEM	100,025	0	0	100,075	0	0	-100,075
TOTAL NON-TRANSPORTATION REVENUE	192,899	9,350	9,966	1,037,521	28,027	31,656	-1,009,494
SALES TAX REVENUE	1,528,949	1,116,000	1,555,844	4,176,046	3,512,887	4,146,470	-663,159
TOTAL SALES TAX REVENUE	1,528,949	1,116,000	1,555,844	4,176,046	3,512,887	4,146,470	-663,159
TOTAL REVENUES	1,860,567	1,222,167	1,675,983	5,530,207	3,831,331	4,634,256	-1,698,876

STARK AREA REGIONAL TRANSIT AUTHORITY
 DETAILED INCOME STATEMENT
 For the Period Ending 3/31/2021

	March 2021 Actual	March 2021 Budget	March 2020 Prior Yr Actual	Jan 21 - Mar 21 Actual	Jan 21 - Mar 21 Budget	Jan 20- Mar 20 Prior Yr Actual	-over/under Budget
EXPENSES							
EXECUTIVE OFFICE							
EX - SAL & WAGES-FIXED	9,910	8,488	8,761	27,146	25,464	25,791	-1,682
EX - SAL & WAGES-PARATRANSIT	5,105	4,373	4,513	13,984	13,118	13,286	-867
EX - INCENTIVES	100	58	100	100	175	100	75
EX - MEDICARE TAX	190	222	184	584	667	569	83
EX - PERS	3,604	3,665	3,338	10,028	10,994	9,866	967
EX - HEALTH INSURANCE	885	1,346	1,773	1,839	4,037	3,584	2,198
EX - LIFE INSURANCE	29	19	29	88	56	88	-33
EX - STD INSURANCE	7	28	7	21	84	21	63
EX - VISION	19	27	19	57	80	57	23
EX - DENTAL	58	82	58	173	245	173	71
EX - UNEMPLOYMENT	0	0	0	0	0	-15	0
EX - WORKERS' COMP	0	307	137	308	922	434	614
EX - SICK LEAVE	0	729	0	0	2,186	0	2,186
EX - HOLIDAY,FUNERAL,OTHER	0	729	634	653	2,186	1,360	1,533
EX - VACATION	0	1,681	0	0	5,043	671	5,043
EX - UNIFORMS	0	8	0	100	25	0	-75
EX - YMCA & MISC BENEFITS	0	50	0	0	150	37	150
TOTAL EXECUTIVE OFFICES WAGES & B...	19,908	21,810	19,553	55,082	65,431	56,022	10,348
EX - ADVERTISING	0	83	0	0	250	0	250
EX - PTS LEGAL-GENERAL	36,656	35,278	25,795	82,734	105,833	58,172	23,099
EX - PTS-OTHER	0	1,667	0	0	5,000	0	5,000
EX - CLINIC	8,300	7,000	6,640	21,580	21,000	21,040	-580
EX - CLINIC SUPPLIES	1,761	5,500	2,904	4,611	16,500	10,163	11,889
EX - OFFICE SUPPLIES	0	46	0	0	137	0	137
EX - LEGAL ADS	0	42	0	0	125	0	125
EX - TRAINING & TRAVEL EXPENSE	302	1,250	369	314	3,750	449	3,436
EX - EXPENDABLE ASSETS	86	125	0	86	375	0	289
TOTAL EXECUTIVE OFFICE	67,013	72,800	55,261	164,407	218,401	145,846	53,994
TRANSPORTATION							
TR - SAL & WAGES-FIXED	307,661	308,362	312,467	866,580	925,085	900,608	58,505
TR - SAL & WAGES-PARATRANSIT	131,147	158,853	151,363	350,717	476,559	449,057	125,842
TR - WAGE & BENEFIT CONTRA	0	0	-1,559	0	0	-1,759	0
TR - WAGE CONTRA	0	0	0	0	63	0	63
TR - INCENTIVE	12,475	7,479	12,925	15,025	22,437	15,400	7,412
TR - MEDICARE TAX	6,275	7,646	6,943	18,535	22,937	19,625	4,401
TR - PERS	108,406	117,012	112,711	308,766	351,037	331,626	42,271
TR - HEALTH INSURANCE	115,025	181,651	243,725	225,528	544,954	499,651	319,427
TR - LIFE INSURANCE	882	2,498	899	2,675	7,493	2,732	4,818
TR - STD INSURANCE	906	3,793	931	2,758	11,379	2,832	8,621
TR - VISION	1,979	2,263	2,141	6,014	6,788	6,292	774
TR - DENTAL	7,089	8,105	7,670	21,543	24,314	22,540	2,771
TR - UNEMPLOYMENT	2,832	1,667	1,999	6,925	5,000	6,498	-1,925
TR - WORKERS' COMP	0	9,892	5,159	10,466	29,675	12,054	19,208
TR - HOLIDAY,FUNERAL,OTHER	17,098	26,274	17,524	69,868	78,821	65,728	8,953
TR - VACATION	25,902	26,313	21,393	75,875	78,940	67,683	3,065
TR - SICK COVID	2,628	0	16,196	12,385	0	16,196	-12,385

STARK AREA REGIONAL TRANSIT AUTHORITY
 DETAILED INCOME STATEMENT
 For the Period Ending 3/31/2021

	March 2021 Actual	March 2021 Budget	March 2020 Prior Yr Actual	Jan 21 - Mar 21 Actual	Jan 21 - Mar 21 Budget	Jan 20- Mar 20 Prior Yr Actual	-over/under Budget
TR - UNIFORMS	27,856	4,167	28,332	28,056	12,500	28,332	-15,556
TR - YMCA & MISC BENEFITS	0	458	0	2,213	1,375	1,806	-838
TA - SAL & WAGES-FIXED	53,496	52,478	50,788	148,949	157,433	145,597	8,484
TA - SAL & WAGES-PARATRANSIT	27,340	27,034	26,163	76,105	81,102	75,005	4,996
TA - WAGE/BENEFIT CONTRA	0	0	0	0	80	0	80
TA - INCENTIVE	1,950	2,526	1,650	2,350	7,577	2,000	5,227
TA - MEDICARE TAX	1,102	1,342	1,096	3,434	4,026	3,431	592
TA - PERS	20,739	21,801	19,459	61,249	65,403	60,806	4,155
TA - HEALTH INSURANCE	17,784	25,566	35,534	36,937	76,697	59,418	39,760
TA - LIFE INSURANCE	127	352	127	397	1,055	395	658
TA - STD INSURANCE	127	534	127	396	1,601	396	1,205
TA - VISION	280	510	280	878	1,531	857	653
TA - DENTAL	718	1,551	696	2,225	4,652	2,125	2,427
TA - UNEMPLOYMENT	0	0	0	0	89	0	89
TA - WORKERS' COMP	0	1,802	799	1,989	5,405	2,281	3,416
TA - SICK COVID	0	0	4,805	1,799	0	4,805	-1,799
TA - SICK LEAVE	3,403	4,477	1,497	8,913	13,432	15,966	4,519
TA - HOLIDAY,FUNERAL,OTHER	1,648	4,477	1,721	10,756	13,432	11,939	2,676
TA - VACATION	748	5,558	811	6,331	16,673	9,016	10,341
TA - UNIFORMS	0	396	-5	3,776	1,187	136	-2,588
TA - YMCA & MISC BENEFITS	0	142	0	223	425	223	202
TA - TRAINING & TRAVEL	0	1,667	1,835	0	5,000	9,417	5,000
TOTAL TRANSPORTATION WAGES & BENE...	897,624	1,018,641	1,088,203	2,390,635	3,056,154	2,850,714	665,520
TR - PTS-OTHER	0	4,167	10	6,110	12,500	8,035	6,390
TR - OFFICE SUPPLIES	42	167	577	42	500	752	458
TR - PRINTING	0	2,917	13,176	0	8,750	17,454	8,750
TR - OMS-GEN'L FUNCTION	0	167	0	0	500	0	500
TR - DUES & SUBSCRIPTIONS	0	104	0	0	312	0	312
TR - LEGAL ADS	0	42	0	0	125	0	125
TR - TRAINING & TRAVEL EXPENSE	0	833	0	0	2,500	5,199	2,500
TR - EXPENDABLE ASSETS	0	208	0	0	625	0	625
TOTAL TRANSPORTATION	897,666	1,027,245	1,101,966	2,396,787	3,081,967	2,882,154	685,180
MAINTENANCE							
MA - SAL & WAGES-FIXED	25,436	15,728	23,323	64,584	47,183	67,157	-17,400
MA - SAL & WAGES-PARATRANSIT	13,103	8,102	12,015	33,270	24,306	34,596	-8,964
MA - WAGE/BENEFIT CONTRA	0	-333	0	0	-1,000	-3,249	-1,000
MA - INCENTIVE	775	558	525	925	1,675	675	750
MA - MEDICARE TAX	504	402	500	1,492	1,205	1,474	-286
MA - PERS	9,614	6,551	9,043	26,503	19,652	26,754	-6,851
MA - HEALTH INSURANCE	7,121	9,419	14,221	14,829	28,257	31,047	13,428
MA - LIFE INSURANCE	50	130	50	151	389	151	237
MA - STD INSURANCE	50	197	50	149	590	149	441
MA - VISION	133	188	133	400	564	400	164
MA - DENTAL	366	571	366	1,097	1,714	1,097	617
MA - UNEMPLOYMENT	0	0	0	0	116	0	116
MA - WORKERS' COMP	0	549	361	807	1,647	958	840
MA - SICK LEAVE	914	1,365	1,581	6,017	4,094	2,566	-1,923
MA - HOLIDAY,FUNERAL,OTHER	0	1,365	344	4,593	4,094	4,505	-498
MA - VACATION	607	2,100	416	1,816	6,299	2,500	4,483

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MA - UNIFORMS	0	146	0	150	437	44	287
MA - YMCA & MISC BENEFITS	0	21	0	0	62	45	62
MS - SAL & WAGES-FIXED	15,248	16,982	14,583	41,607	50,947	40,812	9,340
MS - SAL & WAGES-PARATRANSIT	7,845	8,749	7,512	21,423	26,246	21,014	4,822
MS - INCENTIVE	950	377	850	1,150	1,131	1,050	-19
MS - MEDICARE TAX	344	369	327	1,023	1,107	957	84
MS - PERS	5,984	6,447	5,606	17,226	19,340	16,396	2,114
MS - HEALTH INSURANCE	6,785	10,765	12,275	16,207	32,294	23,557	16,087
MS - LIFE INSURANCE	58	148	50	169	444	149	275
MS - STD INSURANCE	57	225	50	166	674	149	508
MS - VISION	93	134	108	278	402	325	124
MS - DENTAL	332	480	388	997	1,441	1,163	444
MS - WORKERS' COMP	0	576	237	506	1,729	549	1,223
MS - HOLIDAY,FUNERAL,OTHER	1,653	1,543	1,435	4,504	4,628	5,273	124
MS - VACATION	1,488	1,377	1,284	4,637	4,132	5,472	-505
MS - SICK COVID	111	0	779	2,846	0	779	-2,846
MS - UNIFORMS	306	683	593	1,967	2,050	2,245	83
MS - YMCA & MISC BENEFITS	0	21	0	0	62	74	62
MT - SAL & WAGES-FIXED	38,336	40,443	39,857	106,659	121,328	113,746	14,669
MT - SAL & WAGES-PARATRANSIT	19,749	20,834	20,532	54,933	62,502	58,596	7,569
MT - WAGE/BENEFIT CONTRA	0	0	0	0	140	0	140
MT - INCENTIVE	1,175	819	1,525	1,225	2,456	1,575	1,231
MT - MEDICARE TAX	803	1,003	863	2,485	3,010	2,514	525
MT - PERS	14,320	15,448	14,228	40,676	46,343	42,014	5,667
MT - HEALTH INSURANCE	13,050	20,184	26,304	26,867	60,551	54,027	33,684
MT - LIFE INSURANCE	96	278	104	291	833	311	542
MT - STD INSURANCE	130	421	137	395	1,264	412	869
MT - VISION	201	251	216	611	754	649	144
MT - DENTAL	720	901	775	2,188	2,702	2,326	514
MT - UNEMPLOYMENT	0	0	0	0	149	0	149
MT - WORKERS' COMP	0	1,340	637	1,413	4,019	1,544	2,605
MT - HOLIDAY	1,694	3,585	1,455	9,880	10,755	7,007	875
MT - VACATION	3,863	3,517	1,390	12,341	10,550	7,331	-1,791
MT - SICK COVID	0	0	1,876	2,153	0	1,876	-2,153
MT - UNIFORMS	596	1,083	693	4,560	3,250	2,917	-1,310
MT - YMCA & MISC BENEFITS	0	21	0	0	62	0	62
MT - TOOLS	471	583	0	2,212	1,750	1,160	-462
MBGE - SAL & WAGES-FIXED	9,723	9,012	10,112	26,269	27,037	27,310	768
MBGE - SAL & WAGES-PARATRANSIT	5,009	4,643	5,209	13,533	13,928	14,069	395
MBGE - INCENTIVE	500	233	500	650	700	650	50
MBGE - MEDICARE TAX	206	229	199	606	687	583	81
MBGE - PERS	3,909	3,735	3,979	10,951	11,204	11,069	253
MBGE - HEALTH INSURANCE	3,541	5,382	7,091	7,357	16,147	14,337	8,790
MBGE - LIFE INSURANCE	27	74	27	80	222	80	142
MBGE - STD INSURANCE	28	112	28	85	337	85	252
MBGE - VISION	55	107	55	166	322	166	157
MBGE - DENTAL	154	326	154	461	979	461	518
MBGE - WORKERS' COMP	0	313	147	320	939	359	619
MBGE - SICK COVID	0	0	838	838	0	838	-838
MBGE - SICK LEAVE	326	778	303	642	2,334	679	1,693

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MBGE - HOLIDAY,FUNERAL,OTHER	713	778	0	2,443	2,334	2,386	-109
MBGE - VACATION	366	1,128	805	1,607	3,384	1,377	1,777
MBGE - UNIFORMS	571	258	113	1,079	775	542	-304
MBGE - YMCA & MISC BENEFITS	0	42	0	0	125	0	125
TOTAL MAINTENANCE WAGES & BENEFITS	220,257	233,793	249,157	607,463	701,785	663,829	94,322
M - TEMPORARY HELP	2,956	1,667	0	13,542	5,000	2,658	-8,542
M - PRINTING	0	208	0	0	625	0	625
M - CMS SERVICING REVENUE VEHICLES	0	8	0	0	25	0	25
M - CMS REV VEH-FIXED	39,693	5,000	1,276	41,649	15,000	11,586	-26,649
M - CMS REV VEH-PARATRANSIT	1,540	4,167	4,594	1,790	12,500	7,269	10,710
M - CMS-NON REV VEHICLES	0	583	0	0	1,750	0	1,750
M - CMS-FAREBOX PARTS-FIXED	0	125	0	0	375	81	375
M - CMS-FAREBOX PARTS-PARATRANSIT	0	0	0	0	178	0	178
M - CMS-BLDG GRND. & EQUIPMENT	10,432	13,833	12,586	24,666	41,500	44,199	16,834
M - CMS-RADIO EQUIP-FIXED	390	125	0	390	375	69	-15
M - CMS-RADIO EQUIP-PARATRANSIT	0	125	0	0	375	0	375
M - CMS-SECURITY SYSTEM	261	208	57	375	625	237	250
M - CMS - CNG FUELING STATION	13,691	15,000	30,753	41,085	45,000	63,250	3,915
M - CMS - HYDROGEN FUELING STATION	14,202	18,958	13,872	51,147	56,875	41,615	5,728
M - DIESEL FUEL-FIXED	22,474	27,472	28,578	69,102	82,415	87,325	13,313
M - DIESEL FUEL-PARATRANSIT	10,503	18,445	13,840	31,918	55,335	42,036	23,417
M - LUBRICANTS-FIXED	1,108	1,667	570	2,986	5,000	3,198	2,014
M - LUBRICANTS-PARATRANSIT	154	1,667	128	585	5,000	545	4,415
M - FUEL TAX EXP-FIXED	2,646	5,417	2,975	7,603	16,250	8,559	8,647
M - FUEL TAX EXP-PARATRANSIT	2,686	5,417	2,471	7,638	16,250	8,052	8,612
M - CNG FUEL-FIXED	10,793	8,333	13,175	29,135	25,000	34,868	-4,135
M - CNG FUEL-PARATRANSIT	3,300	4,167	29	8,468	12,500	8,387	4,032
M - CNG FUEL SUPPORT VEHICLES	223	833	213	649	2,500	746	1,851
M - CNG FUEL PUBLIC	293	833	136	912	2,500	924	1,588
M - HYDROGEN-FIXED	16,810	37,500	21,550	57,376	112,500	61,212	55,124
M - FUEL & LUBE-COMPANY VEHICLES	2,517	2,083	1,501	7,424	6,250	5,894	-1,174
M - TIRES & TUBES-FIXED	14,133	12,917	15,063	43,095	38,750	41,978	-4,345
M - TIRES & TUBES-PARATRANSIT	819	3,333	2,560	3,119	10,000	6,244	6,881
M - TIRES SUPPORT VEHICLES	0	333	0	292	1,000	0	708
M - OMS-SUPPLIES	16,305	4,833	13,172	35,200	14,500	27,954	-20,700
M - FREIGHT	1,862	1,250	1,074	3,480	3,750	3,974	270
M - INSP & REPAIR-FIXED	30,522	39,167	34,027	88,037	117,500	119,823	29,463
M - INSP & REPAIR-PARATRANSIT	19,964	20,000	18,487	45,696	60,000	63,330	14,304
M - INSP & REPAIR-CO. VEHICLES	1,735	773	1,625	3,549	2,318	1,941	-1,231
M - OMS-MAINT EQUIPMENT	2,453	6,167	12,884	11,178	18,500	22,395	7,322
M - OMS FIXED ROUTE	10,613	4,583	11,527	15,024	13,750	28,497	-1,274
M - OMS PARATRANSIT	1,508	5,392	26,886	3,533	16,175	39,340	12,642
M - CORE CHARGES/CREDITS	-200	1,000	987	-971	3,000	2,608	3,971
M - OMS-COMPANY VEHICLES	40	867	0	700	2,600	238	1,900
M - FAREBOX PARTS-FIXED	0	208	0	0	625	0	625
M - FAREBOX PARTS-PARATRANSIT	0	83	0	0	250	0	250
M - OFFICE SUPPLIES	0	142	0	19	425	191	406
M - COMMUNICATIONS MODEMS AVAIL	2,716	1,800	2,750	5,464	5,400	5,488	-64
M - BLDG & GROUNDS OMS	12,733	13,242	1,328	27,352	39,725	26,345	12,373
M - LABOR INSURANCE REC-3RD PARTY	0	-42	0	0	-125	0	-125

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M - OMS INSURANCE REC-3RD PARTY	0	-167	0	0	-500	0	-500
M - PROPERTY INSURANCE	7,209	7,500	7,065	21,627	22,500	21,196	873
M - OMS INSURANCE REC-OTRP	-6,837	-3,333	-1,848	-7,552	-10,000	-10,872	-2,448
M - LABOR INSURANCE REC-OTRP	0	-1,250	-525	-488	-3,750	-1,814	-3,263
M - TRAINING & TRAVEL EXPENSE	0	2,917	-728	0	8,750	5,369	8,750
M - DUES & SUBSCRIPTIONS	2,625	750	2,629	4,770	2,250	2,738	-2,520
M - EXPENDABLE ASSETS	365	267	0	365	800	0	435
TOTAL MAINTENANCE	495,493	530,365	546,422	1,309,391	1,591,679	1,503,504	282,289
FINANCE							
FIN - SAL & WAGES-FIXED	23,008	16,823	20,552	60,857	50,469	59,853	-10,388
FIN - SAL & WAGES-PARATRANSIT	11,853	8,667	10,588	31,351	26,000	30,833	-5,351
FIN - WAGE/BENEFIT CONTRA	0	0	0	0	0	-3,195	0
FIN - MEDICARE TAX	439	425	439	1,300	1,274	1,301	-26
FIN - INCENTIVE	675	340	525	775	1,019	625	244
FIN - PERS	8,566	6,948	8,193	23,604	20,843	23,888	-2,760
FIN - HEALTH INSURANCE	5,351	8,073	10,676	11,150	24,220	21,621	13,070
FIN - LIFE INSURANCE	42	111	42	127	333	127	206
FIN - STD INSURANCE	42	169	42	127	506	127	378
FIN - VISION	93	161	104	280	483	311	204
FIN - DENTAL	202	490	202	606	1,469	606	863
FIN - WORKERS' COMP	0	582	334	719	1,747	825	1,028
FIN - SICK LEAVE	352	1,448	1,761	1,115	4,343	3,772	3,228
FIN - HOLIDAY,FUNERAL,OTHER	478	1,448	856	4,927	4,343	3,615	-585
FIN - VACATION	0	2,012	380	0	6,036	1,360	6,036
FIN - UNIFORMS	0	50	0	534	150	-7	-384
FIN - YMCA & MISC BENEFITS	0	58	0	0	175	149	175
TOTAL FINANCE WAGES & BENEFITS	51,101	47,803	54,694	137,473	143,410	145,811	5,937
TOTAL FINANCE WAGES & BENEFITS							
FIN - SOFTWARE SERVICE	0	42	0	0	125	0	125
FIN - PTS OTHER	1,674	5,000	3,589	7,678	15,000	8,187	7,322
FIN - TEMPORARY HELP	0	1,667	0	0	5,000	0	5,000
FIN - OFFICE SUPPLIES	14	208	4	42	625	125	583
FIN - PRINTING	0	6	0	0	19	0	19
FIN - DUES & SUBSCRIPTIONS	0	708	634	0	2,125	1,901	2,125
FIN - LEGAL ADS	0	42	225	176	125	677	-51
FIN - TRAINING & TRAVEL EXPENSE	0	2,500	125	0	7,500	1,995	7,500
FIN - EXPENDABLE ASSETS	0	83	0	850	250	0	-600
TOTAL FINANCE	52,789	58,060	59,271	146,220	174,179	158,696	27,959
INFORMATION TECHNOLOGY							
IT - SAL & WAGES-FIXED	14,178	8,208	10,429	33,330	24,623	30,049	-8,707
IT - SAL & WAGES-PARATRANSIT	7,304	4,228	5,373	17,170	12,685	15,557	-4,485
IT - WAGE/BENEFIT CONTRA	0	0	0	0	251	0	251
IT - MEDICARE TAX	244	206	237	725	619	708	-106
IT - INCENTIVE	325	115	250	325	344	250	19
IT - PERS	6,135	3,388	4,085	14,285	10,163	12,174	-4,122
IT - HEALTH INSURANCE	2,656	4,037	5,319	5,517	12,110	11,882	6,593
IT - LIFE INSURANCE	22	56	22	65	167	65	102

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IT - STD INSURANCE	21	84	21	64	253	64	189
IT - VISION	57	81	57	171	242	171	70
IT - DENTAL	173	245	173	520	734	520	215
IT - WORKERS' COMP	0	284	292	644	852	790	208
IT - SICK LEAVE	1,121	706	462	1,577	2,117	1,174	541
IT - HOLIDAY,FUNERAL,OTHER	0	706	0	3,006	2,117	2,129	-888
IT - VACATION	2,959	973	756	4,439	2,919	1,665	-1,519
IT - UNIFORMS	0	25	-4	279	75	-4	-204
IT - YMCA & MISC BENEFITS	0	42	0	223	125	223	-98
TOTAL INFORMATION TECHNOLOGY WAG...	35,195	23,382	27,472	82,340	70,396	77,415	-11,944
IT - HARDWARE SERVICE CONTRACTS	30,965	14,583	178	31,145	43,750	443	12,605
IT - SOFTWARE SERVICE CONTRACTS	16,790	17,500	14,394	47,906	52,500	41,933	4,594
IT - PTS-OTHER	0	1,083	640	899	3,250	1,585	2,351
IT - EXPENDABLE ASSETS & SOFTWARE	0	833	0	0	2,500	0	2,500
IT - OFFICE SUPPLIES	109	17	0	124	50	310	-74
IT - DUES & SUBSCRIPTIONS	84	42	0	252	125	0	-127
IT - LEGAL ADS	0	42	177	0	125	177	125
IT - TRAINING EXPENSE	0	2,083	0	0	6,250	1,694	6,250
TOTAL INFORMATION TECHNOLOGY	83,143	59,565	42,861	162,665	178,946	123,557	16,281

BOARD

PLANNING /CUSTOMER RELATIONS

PL - SAL & WAGES-FIXED	32,792	33,603	24,644	75,062	100,810	73,859	25,748
PL - SAL & WAGES-PARATRANSIT	25,705	17,311	22,579	59,967	51,932	63,012	-8,034
PL - WAGE/BENEFIT CONTRA	0	-833	0	0	-2,500	-4,905	-2,500
PL - MEDICARE TAX	675	834	716	1,990	2,503	2,102	513
PL - INCENTIVE	1,400	396	1,350	1,400	1,187	1,350	-213
PL - PERS	14,991	13,716	12,544	37,184	41,147	37,015	3,963
PL - HEALTH INSURANCE	12,395	21,529	26,593	23,707	64,587	62,796	40,880
PL - LIFE INSURANCE	96	296	102	287	888	307	601
PL - STD INSURANCE	99	450	106	297	1,349	319	1,051
PL - VISION	225	430	212	672	1,289	633	617
PL - DENTAL	606	326	567	1,817	979	1,683	-838
PL - WORKERS' COMP	0	1,150	753	1,357	3,449	1,744	2,092
PL - SICK COVID	528	0	0	3,250	0	0	-3,250
PL - SICK LEAVE	823	2,932	627	5,551	8,795	2,720	3,244
PL - HOLIDAY	1,194	2,857	2,102	6,458	8,572	9,123	2,114
PL - VACATION	1,947	3,377	2,211	4,179	10,131	5,415	5,952
PL - UNIFORMS	1,749	271	0	2,748	812	-23	-1,935
PL - YMCA & MISC BENEFITS	0	67	0	149	200	444	51
TOTAL PLANNING WAGES & BENEFITS	95,225	98,711	95,108	226,076	296,132	257,594	70,056
PL - PTS OTHER	8,400	15,833	15,894	41,324	47,500	23,781	6,176
PL - TEMPORARY HELP	0	0	0	0	304	0	304
PL - TRAVEL TRAINER	0	1,667	288	0	5,000	1,515	5,000
PL - SCHEDULES	0	0	0	0	293	0	293
PL - OFFICE SUPPLIES	0	250	39	509	750	39	241
PL - PRINTING	0	6,250	672	3,718	18,750	1,839	15,032
PL - DUES & SUBSCRIPTIONS	1,680	2,500	209	3,346	7,500	1,695	4,154
PL - TRAINING & TRAVEL EXPENSE	0	2,917	60	623	8,750	6,084	8,127

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PL - ADVERTISING	16,993	30,833	15,322	28,242	92,500	65,607	64,258
PL - EVENTS	0	1,833	0	0	5,500	835	5,500
PL - PROMOTIONAL MATERIALS	0	5,417	0	0	16,250	505	16,250
PL - NTD	0	0	0	0	301	0	301
PL - LEGAL ADS	0	167	0	0	500	0	500
PL - EXPENDABLE ASSETS	357	283	0	357	850	0	493
TOTAL PLANNING	122,654	166,661	127,592	304,195	500,880	359,495	196,685
HUMAN RESOURCE							
HR - SAL & WAGES-FIXED	12,568	11,810	13,022	33,123	35,429	36,070	2,306
HR - SAL & WAGES-PARATRANSIT	6,474	6,084	6,708	17,063	18,251	18,582	1,188
HR - MEDICARE TAX	278	296	259	791	888	764	97
HR - PERS	5,652	4,845	4,777	14,368	14,536	14,113	168
HR - INCENTIVE	400	223	350	400	669	350	269
HR - HEALTH INSURANCE	3,541	5,382	7,091	7,357	16,147	14,337	8,790
HR - LIFE INSURANCE	29	74	29	86	222	86	136
HR - STD INSURANCE	28	112	28	85	337	85	252
HR - VISION	76	107	76	228	322	228	94
HR - DENTAL	231	326	231	693	979	693	286
HR - WORKERS' COMP	0	406	191	426	1,218	506	792
HR - SICK COVID	0	0	0	776	0	0	-776
HR - SICK LEAVE	3,177	1,009	0	3,253	3,028	1,233	-225
HR - HOLIDAY,FUNERAL,OTHER	201	1,009	173	2,768	3,028	2,842	260
HR - VACATION	355	1,286	0	2,883	3,857	76	974
HR - UNIFORMS	0	33	-3	288	100	-9	-188
HR - TUITION REIMBURSEMENT	0	2,083	0	0	6,250	0	6,250
HR - YMCA & MISC BENEFITS	0	25	0	0	75	0	75
TOTAL HUMAN RESOURCES WAGES & BEN...	33,011	35,112	32,932	84,589	105,337	89,957	20,748
HR - PTS-LEGAL GENERAL	0	0	0	0	322	0	322
HR - PTS-OTHER	1,580	2,542	1,528	4,739	7,625	5,145	2,886
HR - TEMPORARY HELP	0	167	0	0	500	0	500
HR - PRINTING	0	42	0	0	125	0	125
HR - OFFICE SUPPLIES	16	83	270	190	250	270	60
HR - DUES & SUBSCRIPTIONS	98	208	0	98	625	0	527
HR - EVENTS	0	417	0	0	1,250	325	1,250
HR - LEGAL ADS	0	417	0	99	1,250	0	1,151
HR - EMPLOYEE RELATIONS	1,976	2,500	1,140	4,867	7,500	6,105	2,633
HR - WELLNESS PROGRAM	833	2,500	13,571	2,450	7,500	16,763	5,050
HR - TRAINING & TRAVEL EXPENSE	-1,909	1,667	893	-1,594	5,000	7,142	6,594
HR - EXPENDABLE ASSETS	115	83	0	115	250	0	135
TOTAL HUMAN RESOURCE	35,720	45,737	50,333	95,553	137,534	125,707	41,981
GENERAL							
GEN - SPECIAL LEGAL	0	0	0	0	334	0	334
GEN - LEGAL ADS	0	42	2,077	0	125	2,077	125
GEN - PTS-OTHER	-60,518	10,000	2,927	-2,486	30,000	7,524	32,486
GEN - SECURITY SERVICES	21,667	17,667	16,435	53,998	53,000	50,618	-998
GEN - OFFICE EXPENSES	2,087	3,333	2,274	6,296	10,000	6,417	3,704
GEN - OFFICE EXPENSE-IT	0	167	40	170	500	661	330
GEN - EXPENDABLE ASSETS	0	46	0	0	137	0	137

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STARK AREA REGIONAL TRANSIT AUTHORITY
 DETAILED INCOME STATEMENT
 For the Period Ending 3/31/2021

	March 2021 Actual	March 2021 Budget	March 2020 Prior Yr Actual	Jan 21 - Mar 21 Actual	Jan 21 - Mar 21 Budget	Jan 20- Mar 20 Prior Yr Actual	-over/under Budget
GEN - UTILITIES-ELECTRIC	11,822	25,000	10,001	54,735	75,000	49,599	20,265
GEN - UTILITIES-ELECTRIC - CNG	12,388	4,583	4,176	25,209	13,750	13,263	-11,459
GEN - UTILITIES-OTHER	4,422	2,500	3,439	10,202	7,500	8,275	-2,702
GEN - UTILITIES-TELEPHONE	9,206	9,971	8,203	29,314	29,913	23,460	599
GEN - UTILITIES-TELEPHONE - CNG	219	200	200	657	600	599	-57
GEN - UTILITIES-NATURAL GAS	12,489	14,583	11,585	32,968	43,750	34,734	10,782
GEN - UTILITIES & MAINT MASSILLON	0	667	0	0	2,000	0	2,000
GEN - INSURANCE MASSILLON	0	0	0	0	351	0	351
PREM FOR PUBLIC LIAB & PROPERTY DAMA...	37,650	38,362	36,836	112,949	115,087	110,509	2,138
PREM FOR EXCESS INSURANCE	6,887	6,491	7,153	20,662	19,472	21,459	-1,190
GEN - PAYOUTS-DEDUCTIBLES	0	2,333	0	0	7,000	16,372	7,000
GEN - PROPERTY TAXES	0	2,500	0	20,725	7,500	6,400	-13,225
GEN - DUES & SUBSCRIPTIONS	3,690	4,167	3,915	10,338	12,500	11,142	2,162
GEN - BAD DEBT EXPENSE	0	250	0	0	750	0	750
GEN - EMPLOYEE RELATIONS	0	0	0	0	355	0	355
GEN - SAFETY	164	208	247	453	625	555	172
GEN - FEES	704	1,067	819	2,572	3,200	4,599	628
GEN - FEES CREDIT CARD	1,023	3,183	0	3,098	9,550	0	6,452
GEN - ADVERSTING COMMISSION	-2,163	0	0	-1,958	0	0	1,958
GEN - ADVERSTING	1,126	0	0	-721	0	0	721
GEN - SALES TAX COLLECTION EXPENSE	15,289	12,500	15,558	41,760	37,500	41,465	-4,260
GEN - POSTAGE	234	417	0	234	1,250	0	1,016
GEN - MISCELLANEOUS	545	379	0	545	1,138	0	593
GEN - CTE MCHOE	0	0	0	0	362	79,734	362
GEN - CTE RFHCC	13,226	15,308	26,488	20,572	45,925	26,488	25,353
SUBGRANTEE - 5310 ENHANCED MOBILITY	22,964	49,396	0	65,800	148,187	0	82,387
SUBGRANTEE - CALSTART HYDROGEN	0	11,205	0	0	33,614	0	33,614
SUBGRANTEE - RESEARCH	163,718	155,824	0	211,451	467,473	0	256,022
TOTAL GENERAL EXPENSES	278,838	392,349	152,375	719,544	1,178,449	515,952	458,905
TOTAL EXPENSES	2,033,316	2,352,782	2,136,081	5,298,761	7,062,035	5,814,910	1,763,274
OPERATING INCOME (LOSS) EXCLUDING PREVENTIVE MAINTENANCE GRANTS	-172,749	-1,130,616	-460,098	231,446	-3,230,704	-1,180,655	-3,462,150
RESTRICTED REVENUE FROM CAPITAL G...							
TOTAL LOCAL CASH GRANTS							
STATE CAPITAL GRANTS	0	120,134	924,534	68,235	360,401	3,124,534	292,166
TOTAL STATE GRANTS	0	120,134	924,534	68,235	360,401	3,124,534	292,166
FG - 5310 ENHANCED MOBILITY	22,965	0	0	65,802	0	0	-65,802
SUBGRANTEE CONTRACTS CONTRA	0	75,909	0	0	227,727	0	227,727
FG - CTE	0	0	0	0	0	2,373	0
FG - PLANNING	0	54,377	230	0	163,130	1,212	163,130
FCG - PREVENTIVE MAINTENANCE	0	390,369	86,849	329,717	1,171,107	1,110,453	841,390
FCG - HYDROGEN PROJECT CALSTART	56,060	0	0	56,060	0	0	-56,060
FEDERAL GRANTS	0	413,192	0	352,600	1,239,575	800,000	886,975
FEDERAL GRANTS-OTHER	163,718	155,824	0	211,451	467,473	0	256,022
FEDERAL CAPITAL GRANTS	36,934	1,406,061	145,841	185,487	4,218,183	605,510	4,032,696
TOTAL FEDERAL GRANTS	279,677	2,495,732	232,920	1,201,117	7,487,195	2,519,548	6,286,078
TOTAL GRANTS	279,677	2,615,865	1,157,454	1,269,352	7,847,595	5,644,082	6,578,243

STARK AREA REGIONAL TRANSIT AUTHORITY
 DETAILED INCOME STATEMENT
 For the Period Ending 3/31/2021

	<u>March 2021 Actual</u>	<u>March 2021 Budget</u>	<u>March 2020 Prior Yr Actual</u>	<u>Jan 21 - Mar 21 Actual</u>	<u>Jan 21 - Mar 21 Budget</u>	<u>Jan 20- Mar 20 Prior Yr Actual</u>	<u>-over/under Budget</u>
DEPRECIATION & AMORTIZATION							
DEPRECIATION EXP-GRANTS	285,521	250,000	287,033	926,956	750,000	816,441	-176,956
DEPRECIATION EXP-LOCAL MATCH	42,902	37,500	42,871	128,709	112,500	121,940	-16,209
GENERAL AMORTIZATION	2,311	20,833	1,622	6,932	62,500	4,866	55,568
MISCELLANEOUS AMORTIZATION	0	0	0	0	371	0	371
TOTAL DEPRECIATION & AMORTIZATION	330,734	308,333	331,527	1,062,597	925,371	943,248	-137,226
GAIN/LOSS ON DISPOSAL	0	5,000	0	-1,647	15,000	0	16,647
GEN - SETTLEMENTS/LOSSES	0	1,250	0	0	3,750	0	3,750
TOTAL GAIN/LOSS ON DISPOSAL OF ASSE...	0	6,250	0	-1,647	18,750	0	20,397
NET INCOME AFTER DEPRECIATION,AMO...	-223,806	1,170,666	365,829	439,848	3,672,771	3,520,179	3,232,923

*Stark Area Regional Transit Authority
Summary Income Statement
For the Three Months Ending Wednesday, March 31, 2021*

	<u>2021</u>	<u>2020</u>
TOTAL FARES	306,929	418,949
TOTAL PROGRAM INCOME	8,497	10,274
TOTAL AUX TRANS REVENUE	17	40
TOTAL INTEREST & DISCOUNT REVENUE	1,198	26,868
TOTAL NON-TRANSPORTATION REVENUE	1,037,521	31,656
TOTAL SALES TAX REVENUE	<u>4,176,046</u>	<u>4,146,470</u>
TOTAL REVENUES	5,530,207	4,634,256
TOTAL WAGES	2,458,762	2,572,428
TOTAL HEALTH	377,294	796,256
TOTAL PERS & BENEFITS	747,602	763,242
PROFESSIONAL SERVICES - LEGAL	82,734	58,172
PROFESSIONAL SERVICES - OTHER	84,454	85,460
MATERIALS	437,811	545,779
SUPPLIES	151,913	120,672
FUEL	208,554	245,134
UTILITIES	153,085	129,930
CASUALTY & LIABILITY INSURANCE	155,237	153,164
FUEL TAX	15,240	16,610
DUES & SUBSCRIPTIONS	18,804	17,476
ADVERTISING	25,562	67,273
TRAINING	-658	37,349
LEGAL ADS	275	2,931
EXPENDABLE ASSETS	1,774	0
TUITION REIMBURSEMENT	0	0
WELLNESS	2,450	16,763
SECURITY/SAFETY	54,452	51,174
LEASES & RENTS	0	0
EMPLOYEE RELATIONS	4,867	6,105
BOARD	0	0
GENERAL EXPENSES	20,725	22,772
SUBGRANTEE	<u>297,823</u>	<u>106,222</u>
TOTAL EXPENSES	5,298,761	5,814,910
OPERATING INCOME (LOSS) EXCLUDING	231,446	-1,180,655
TOTAL STATE GRANTS	68,235	3,124,534
TOTAL FEDERAL GRANTS	<u>1,201,117</u>	<u>2,519,548</u>
TOTAL GRANTS	1,269,352	5,644,082
TOTAL DEPRECIATION & AMORTIZATION	1,062,597	943,248
TOTAL GAIN/LOSS ON DISPOSAL OF ASSETS	-1,647	0
NET INCOME AFTER DEPRECIATION,AMORTIZATION & DISPOSALS	439,848	3,520,179

STARK AREA REGIONAL TRANSIT AUTHORITY
GRANTS LISTING BY GRANT
 Activity through Mar 31, 2021

PA Proj Name/ PO Name	CFDA	Grant #	GRANT %	YEAR OF ALLOCATION	ORIGINAL	AMENDED GRANT AMOUNTS	LIFE TO DATE DRAWS	FTA FUNDING BALANCE	PO's submitted not drawn	FTA FUNDING BALANCE after Obligated PO's
ACTIVE GRANTS:										
HYDRO BUS 2	20.514	CA-04-7004	0%		644,000	0	0	0	0	0
HYDRO BUS 2	20.514	CA-04-7004	100%		1,424,308	1,419,373	(1,419,373)	0	0	0
HYDRO BUS 2	20.514	CA-04-7004	100%		644,747	591,761	(591,761)	0	0	0
HYDRO BUS 2	20.514	CA-04-7004	100%		560,945	540,459	(484,409)	56,050	0	56,050
CalStart Bus 2		CA-04-7004		TOTAL	2,630,000	2,551,593	(2,495,542)	56,051	0	56,051
FY17 5339 LoNo 2 -3 40' Hydro Buses	20.526	OH-2017-002-00	100%	2016	3,415,174	3,415,174	(3,415,174)	0	0	0
FY17 5339 LoNo 2 -Evaluation CalStart	20.526	OH-2017-002-00	100%	2016	180,000	180,000	(180,000)	0	0	0
FY17 5339 LoNo 2 -Evaluation RHFCC	20.526	OH-2017-002-00	100%	2016	370,000	370,000	(370,000)	0	0	0
FY17 5339 LoNo 2 -Evaluation	20.526	OH-2017-002-00	90%	2016	50,000	50,000	(50,000)	0	0	0
					4,015,174	4,015,174	(4,015,174)	0	0	0
FY17 OTPPP 40' Hydrogen Buses	20.507	OH-2017-023-00	100%	2017	1,072,429	555,407	(555,407)	0	0	0
FY17 OTPPP <30' Hydrogen Buses	20.507	OH-2017-023-00	100%	2017	0	517,022	(517,022)	0	0	0
FY17 OTPPP PM	20.507	OH-2017-023-00	80%	2017	447,914	447,914	(447,914)	(0)	0	(0)
FY17 DERG 40' Hydrogen Buses	20.507	OH-2017-023-00	80%	2017	375,000	375,000	(375,000)	0	0	0
FY17 UTP PM	20.507	OH-2017-023-00	80%	2017	334,214	334,214	(334,214)	0	0	0
FY17 CMAQ <30 ft Buses Glaval	20.507	OH-2017-023-00	80%	2017	1,074,796	1,074,796	(996,520)	78,276	78,276	0
					3,304,353	3,304,353	(3,226,077)	78,276	78,276	(0)
FY18 UTP PM	20.507	OH-2018-006-00	80%	2018	326,546	326,546	(326,546)	0	0	0
DERG 40' Hydrogen Bus	20.507	OH-2018-006-00	80%	2018	1,079,920	1,079,920	(1,079,920)	0	0	0
DERG 30' CNG Bus 470	20.507	OH-2018-006-00	80%	2018	388,554	388,554	0	388,554	388,554	0
					1,795,020	1,795,020	(1,406,466)	388,554	388,554	0
LoNo 40' Hydrogen Bus	20.526	OH-2018-007-00	85%	2018	1,611,000	1,511,000	(1,407,087)	103,913	26,303	77,610
LoNo 4 SARTA Data Biodigester	20.526	OH-2018-007-00	80%	2018	0	100,000	(8,561)	91,439	91,439	0
LoNo 4 CalStart Data	20.526	OH-2018-007-00	80%	2018	139,000	139,000	(133,830)	5,170	5,170	0
					1,750,000	1,750,000	(1,549,478)	200,522	122,912	77,610
FY18 OTPPP <30' Hydro Buses	20.507	OH-2018-017-00	80%	2018	610,022	610,022	(135,935)	474,087	337,723	136,364
FY18 OTPPP PM	20.507	OH-2018-017-00	80%	2018	1,326,805	1,326,805	(1,326,805)	0	0	0
FY18 OTPPP Fareboxes	20.507	OH-2018-017-00	80%	2018	1,763,428	1,763,428	(1,486,928)	276,500	276,500	(0)
					3,700,255	3,700,255	(2,949,668)	750,587	614,223	136,364
Hydrogn Paratransit Buses	66.039	DE-00E02335-0	44%	2018	217,000	217,000	(210,000)	7,000	7,000	0
					217,000	217,000	(210,000)	7,000	7,000	0
FY18 AFV 30' CNG Buses 470		A18S-008	100%	2018	25,000	25,000	0	25,000	25,000	0
AFV 40' CNG Bus 976		A18S-008	100%	2019	25,000	25,000	(25,000)	0	0	0
					50,000	50,000	(25,000)	25,000	25,000	0
FY18 5339 Bus and Bus Facility Ve	20.526	OH-2018-029-00	80%	2018	119,972	119,972	(88,155)	31,817	31,817	0
FY18 5339 Bus and Bus Facility Tr	20.526	OH-2018-029-00	80%	2018	100,000	100,000	(100,000)	0	0	0
FY18 5339 Bus Wash	20.526	OH-2018-029-00	80%	2018	200,000	200,000	(200,000)	0	0	0
FY18 5339 TAM Plan Implementation	20.526	OH-2018-029-00	80%	2018	5,000	5,000	(5,000)	0	0	0
FY18 5339 Purchase Shop Equipm	20.526	OH-2018-029-00	80%	2018	119,000	119,000	(119,000)	0	0	0
					543,972	543,972	(512,155)	31,817	31,817	0
FY18 5310 SARTA Admin	20.513	OH-2018-030-00	100%	2018	29,811	29,811	(3,380)	26,431	26,431	0
FY18 5310 SCATS Admin	20.513	OH-2018-030-00	100%	2018	0	0	0	0	0	0
FY18 5310 Mercy Op	20.513	OH-2018-030-00	50%	2018	33,197	33,197	(31,439)	1,758	1,758	0

PA Proj Name/ PO Name	CFDA	Grant #	GRANT %	YEAR OF ALLOCATI ON	ORIGINAL	AMENDED GRANT AMOUNTS	LIFE TO DATE DRAWS	FTA FUNDING BALANCE	PO's submitted not drawn	FTA FUNDING BALANCE after Obligated PO's
FY18 5310 ABCD Op	20.513	OH-2018-030-00	50%	2018	51,564	51,564	(51,564)	0		0
FY18 5310 ABCD Cap	20.513	OH-2018-030-00	80%	2018	63,950	63,950	(63,950)	0		0
FY18 5310 TWI Cap	20.513	OH-2018-030-00	80%	2018	56,606	56,606	(56,606)	0	0	0
FY18 5310 TWI Op	20.513	OH-2018-030-00	50%	2018	26,637	26,637	(26,637)	0		0
FY18 5310 JRC Cap	20.513	OH-2018-030-00	80%	2018	36,375	36,375	(36,375)	0	0	0
					298,140	298,140	(269,951)	28,189	28,189	0
FY18 5307 Op Expense	20.507	OH-2018-031-00	50%	2018	400,000	800,000	(800,000)	0		0
FY18 5307 P Maint	20.507	OH-2018-031-00	80%	2018	901,444	2,046,786	(2,046,786)	0		0
FY18 5307 ADA Reimb	20.507	OH-2018-031-00	80%	2018	140,000	280,000	(280,000)	0		0
FY18 5307 Security	20.507	OH-2018-031-00	80%	2018	18,000	36,000	(36,000)	0	0	0
FY17 5307 Security Lighting Mah	20.507	OH-2018-031-00	80%	2018	160,400	215,900	(215,900)	(0)		(0)
FY17 5307 Shelters Mah Rd	20.507	OH-2018-031-00	80%	2018	160,400	84,800	(84,800)	(0)		(0)
FY17 5307 BusWays Mah Rd	20.507	OH-2018-031-00	80%	2018	160,400	393,200	(393,200)	0		0
FY18 5307 Security Cameras/Serv	20.507	OH-2018-031-00	80%	2018	132,000	132,000	(132,000)	0		0
					2,072,644	3,988,686	(3,988,686)	(0)	0	(0)
FY18 5310 SARTA <30 Vehicle	20.513	OH-2019-022-00	80%	2019	63,000	63,000	0	63,000	63,000	0
FY18 5310 FCC Op	20.513	OH-2019-022-00	50%	2019	47,145	47,145	(47,145)	0	0	0
FY18 5310 ABCD Op	20.513	OH-2019-022-00	50%	2019	20,258	20,258	(20,258)	0		0
FY18 5310 ABCD Cap	20.513	OH-2019-022-00	80%	2019	73,749	73,749	(73,749)	0	0	0
FY18 5310 TWI Cap	20.513	OH-2019-022-00	80%	2019	61,950	61,650	(61,650)	0	0	0
FY18 5310 TWI Op	20.513	OH-2019-022-00	50%	2019	26,637	26,937	(26,937)	0	0	0
FY18 5310 JRC Op	20.513	OH-2019-022-00	50%	2019	5,321	5,321	(5,321)	0		0
					298,060	298,060	(235,060)	63,000	63,000	0
FY19 5339 CNG Para	20.526	OH-2019-032-00	80%	2019	188,948	408,948	0	408,948	100,778	308,170
FY19 5339 Fuel Monitoring	20.526	OH-2019-032-00	80%	2019	220,000	0	0	0	0	0
FY19 5339 Support Vehicles	20.526	OH-2019-032-00	80%	2019	73,761	73,761	(73,761)	0	0	0
					482,709	482,709	(73,761)	408,948	100,778	308,170
FY19 5307 Microgrid	20.507	OH-2019-033-00	80%	2019	149,875	0	0	0		0
FY19 5307 Op Expense	20.507	OH-2019-033-00	50%	2019	800,000	800,000	(800,000)	0		0
FY19 5307 P Maint	20.507	OH-2019-033-00	80%	2019	1,802,889	1,802,889	(1,802,889)	0		0
FY19 5307 ADA Reimb	20.507	OH-2019-033-00	80%	2019	280,000	280,000	(280,000)	0		0
FY19 5307 Security	20.507	OH-2019-033-00	80%	2019	36,000	36,000	0	36,000	36,000	0
FY19 5307 T Enhancements	20.507	OH-2019-033-00	80%	2019	36,000	36,000	(14,918)	21,082	2,427	18,655
FY19 5307 R&D Building	20.507	OH-2019-033-00	80%	2019	195,910	345,785	(313,548)	32,237	32,237	0
FY19 5307 Website Upgrade	20.507	OH-2019-033-00	80%	2019	80,000	80,000	0	80,000	80,000	0
FY19 5307 M Mobility	20.507	OH-2019-033-00	80%	2019	280,000	280,000	(80,052)	190,928	8,000	182,928
FY19 5307 IT Hardware	20.507	OH-2019-033-00	80%	2019	56,000	56,000	(56,000)	(0)		(0)
FY19 5307 IT Software	20.507	OH-2019-033-00	80%	2019	48,000	48,000	(48,000)	0		0
FY19 5307 <30ft Para Transits	20.507	OH-2019-033-00	80%	2019	169,600	169,600	0	169,600		169,600
					3,934,274	3,934,274	(3,395,407)	529,847	158,664	371,182
FY19 OTPPP PM	20.507	OH-2020-002-00	80%	2019	1,326,805	1,326,805	(1,326,806)	(0)		(0)
FY19 OTPPP GW Lighting	20.507	OH-2020-002-00	80%	2019	226,160	226,160	(68,000)	158,160	158,160	0
FY19 OTPPP Garage Doors 7,9,10	20.507	OH-2020-002-00	80%	2019	18,400	18,400	(18,400)	0		0
FY19 OTPPP NEO Modems Farebox	20.507	OH-2020-002-00	80%	2019	171,630	171,630	(3,802)	167,828	138,830	28,998
DERG 40' CNG Bus 976	20.507	OH-2020-002-00	80%	2019	369,460	369,460	(369,460)	0	0	0
					2,112,455	2,112,455	(1,786,468)	325,988	296,990	28,998
Farebox Local Match	State	OTPP-0084-GRF-202	100%	2020	440,677	440,677	(403,227)	37,450	37,450	0
Validators	State	OTPP-0084-GRF-202	80%	2020	280,677	280,677	0	280,677	280,677	(0)
					721,354	721,354	(403,227)	318,127	318,127	0
FY20 5307 Op Exp	20.507	OH-2020-017-00	100%	2020	7,619,318	7,619,318	(3,978,964)	3,640,354		3,640,354
FY20 5307 PM	20.507	OH-2020-017-00	100%	2020	3,809,659	3,809,659	(2,596,198)	1,213,461	359,910	853,551

STARK AREA REGIONAL TRANSIT AUTHORITY
CHECKS SORTED BY CHECK NUMBER FOR MARCH 2021

Document Number	Vendor Name	Document Amount	Document Date	Purpose
093799	AEP OHIO	1,941.72	3/9/2021	
093800	ARI PHOENIX, INC	1,888.49	3/9/2021	
093801	AT&T 5011	2,308.74	3/9/2021	
093802	BRINKS INC.	1,659.47	3/9/2021	
093803	CANTON CITY UTILITIES	1,444.40	3/9/2021	
093804	CASH	62.83	3/9/2021	
093805	CLEAN ENERGY	12,720.17	3/9/2021	
093806	COLUMBIA GAS OF OHIO	155.34	3/9/2021	
093807	ELDORADO NATIONAL - CALIFORNIA	1,121.97	3/9/2021	
093808	CLERK OF COURTS	30.52	3/9/2021	
093809	GOODYEAR TIRE AND RUBBER	15,325.80	3/9/2021	
093810	IRS ACS	125.00	3/9/2021	
093811	KIMBLE	840.00	3/9/2021	
093812	LIBERTY FORD	945.21	3/9/2021	
093813	OARNET	4,466.15	3/9/2021	
093814	OHIO EDISON	1,717.76	3/9/2021	
093815	PEOPLE	16.00	3/9/2021	
093816	QUI-KEYS	550.00	3/9/2021	
093817	REED'S INC.	400.00	3/9/2021	
093818	SIMPLY GIVE OHIO	500.00	3/9/2021	
093819	STARK COUNTY SANITARY ENGINEERING	326.70	3/9/2021	
093820	W.W. GRAINGER INC.	825.18	3/9/2021	
093821	ZEP MANUFACTURING CO.	887.00	3/9/2021	
093822	PROGRESSIVE CHEVROLET	1,975.02	3/9/2021	
093823	AEP OHIO	19,259.54	3/17/2021	
093824	ALLIANCE WATER UTILITY	226.74	3/17/2021	
093825	BAE SYSTEMS CONTROLS INC	709.05	3/17/2021	
093826	BUCKEYE COUNCIL #436	1,000.00	3/17/2021	
093827	CFIS GROUP	361.54	3/17/2021	
093828	CLEAN ENERGY	971.13	3/17/2021	
093829	CONSOLIDATED GRAPHICS GROUP INC	472.50	3/17/2021	
093830	CUMMINS SALES AND SERVICE	4,696.41	3/17/2021	
093831	DOMINION EAST OHIO	7,973.10	3/17/2021	
093832	ELDORADO NATIONAL - CALIFORNIA	5,531.53	3/17/2021	
093833	EVENT DAY MARKETING	175.00	3/17/2021	
093834	EVERHART GLASS CO.	1,097.84	3/17/2021	
093835	IRS ACS	125.00	3/17/2021	
093836	LEGAL SHIELD	610.76	3/17/2021	
093837	MEDINA COUNTY PUBLIC TRANSIT	8,075.00	3/17/2021	
093838	MSC INDUSTRIAL SUPPLY CO	280.46	3/17/2021	
093839	OHIO DEPT OF JOB AND FAML	2,831.57	3/17/2021	
093840	PEOPLE	16.00	3/17/2021	
093841	PLANETERIA MEDIA	38,902.50	3/17/2021	
093842	PROGRESSIVE CHEVROLET	345.93	3/17/2021	
093843	PROGRESSIVE CHRYSLER JEEP DODGE INC	303.66	3/17/2021	
093844	STANDARD INS CO	1,735.03	3/17/2021	
093845	UPS FREIGHT	10.32	3/17/2021	
093846	W.W. GRAINGER INC.	394.11	3/17/2021	
093847	VERIZON WIRELESS	1,374.28	3/19/2021	
093865	AEP OHIO	2,478.75	3/24/2021	
093866	BAE SYSTEMS CONTROLS INC	28,045.21	3/24/2021	
093867	TONI CERVINO	75.00	3/24/2021	Phone announcements
093868	CFIS GROUP	991.34	3/24/2021	
093869	CLEAN FUELS OHIO	2,000.00	3/24/2021	
093870	CONSOLIDATED GRAPHICS GROUP INC	1,265.60	3/24/2021	
093871	GOODYEAR TIRE AND RUBBER	80.00	3/24/2021	
093872	LIBERTY FORD	255.00	3/24/2021	
093873	TRIAD TECHNOLOGIES LLC	20.96	3/24/2021	
093874	MSC INDUSTRIAL SUPPLY CO	1,490.40	3/24/2021	
093875	OHIO EDISON	779.24	3/24/2021	
093876	PROGRESSIVE CHEVROLET	345.93	3/24/2021	
093877	PROGRESSIVE CHRYSLER JEEP DODGE INC	340.00	3/24/2021	
093878	TREASURER STATE OF OHIO	10,000.00	3/24/2021	
093879	UNITED PARCEL SERVICE	62.55	3/24/2021	
093880	W.W. GRAINGER INC.	274.70	3/24/2021	
093881	YOHE SUPPLY CO.	48.46	3/24/2021	
093898	AEP OHIO	2,478.75	3/24/2021	
093899	BAE SYSTEMS CONTROLS INC	28,045.21	3/24/2021	Voided
093900	TONI CERVINO	75.00	3/24/2021	Voided

STARK AREA REGIONAL TRANSIT AUTHORITY
CHECKS SORTED BY CHECK NUMBER FOR MARCH 2021

Document Number	Vendor Name	Document Amount	Document Date	Purpose
093901	CFIS GROUP	991.34	3/24/2021	Voided
093902	CLEAN FUELS OHIO	2,000.00	3/24/2021	Voided
093903	CONSOLIDATED GRAPHICS GROUP INC	1,265.60	3/24/2021	Voided
093904	GOODYEAR TIRE AND RUBBER	80.00	3/24/2021	Voided
093905	LIBERTY FORD	255.00	3/24/2021	Voided
093906	TRIAD TECHNOLOGIES LLC	20.96	3/24/2021	Voided
093907	MSC INDUSTRIAL SUPPLY CO	1,490.40	3/24/2021	Voided
093908	OHIO EDISON	779.24	3/24/2021	Voided
093909	PROGRESSIVE CHEVROLET	345.93	3/24/2021	Voided
093910	PROGRESSIVE CHRYSLER JEEP DODGE INC	340.00	3/24/2021	Voided
093911	TREASURER STATE OF OHIO	10,000.00	3/24/2021	Voided
093912	UNITED PARCEL SERVICE	62.55	3/24/2021	Voided
093913	W.W. GRAINGER INC.	274.70	3/24/2021	Voided
093914	YOHE SUPPLY CO.	48.46	3/24/2021	Voided
093915	AT&T 5011	2,308.74	3/31/2021	
093916	AT&T - 5019	3,932.23	3/31/2021	
093917	CONSOLIDATED GRAPHICS GROUP INC	458.50	3/31/2021	
093918	CUMMINS SALES AND SERVICE	23.50	3/31/2021	
093919	"DUO-GARD INDUSTRIES	38,457.00	3/31/2021	
093920	GOODYEAR TIRE AND RUBBER	14,951.76	3/31/2021	
093921	TERRY HORNER PHOTOGRAPHY	390.00	3/31/2021	
093922	INTERSTATE GAS SUPPLY INC	19,152.02	3/31/2021	
093923	IRS ACS	125.00	3/31/2021	
093924	LIBERTY FORD	365.87	3/31/2021	
093925	OHIO EDISON	1,346.37	3/31/2021	
093926	PEOPLE	16.00	3/31/2021	
093927	PROGRESSIVE CHEVROLET	2,661.33	3/31/2021	
093928	TURBO IMAGES	9,373.25	3/31/2021	
093929	UNITED PARCEL SERVICE	19.20	3/31/2021	
093930	W.W. GRAINGER INC.	603.34	3/31/2021	
093931	PC NET TECHS	14,250.00	3/31/2021	
093932	AEP OHIO	6,193.80	3/31/2021	
	End Report			

STARK AREA REGIONAL TRANSIT AUTHORITY
CHECKS SORTED BY CHECK VENDOR FOR MARCH 2021

Vendor Name	Document Number	Document Amount	Document Date	Purpose
"DUO-GARD INDUSTRIES	093919	38,457.00	3/31/2021	
AEP OHIO	093799	1,941.72	3/9/2021	
AEP OHIO	093823	19,259.54	3/17/2021	
AEP OHIO	093865	2,478.75	3/24/2021	
AEP OHIO	093898	2,478.75	3/24/2021	Voiced
AEP OHIO	093932	6,193.80	3/31/2021	
ALLIANCE WATER UTILITY	093824	226.74	3/17/2021	
ARI PHOENIX, INC	093800	1,888.49	3/9/2021	
AT&T - 5019	093916	3,932.23	3/31/2021	
AT&T 5011	093801	2,308.74	3/9/2021	
AT&T 5011	093915	2,308.74	3/31/2021	
BAE SYSTEMS CONTROLS INC	093825	709.05	3/17/2021	
BAE SYSTEMS CONTROLS INC	093866	28,045.21	3/24/2021	
BAE SYSTEMS CONTROLS INC	093899	28,045.21	3/24/2021	Voiced
BRINKS INC.	093802	1,659.47	3/9/2021	
BUCKEYE COUNCIL #436	093826	1,000.00	3/17/2021	
CANTON CITY UTILITIES	093803	1,444.40	3/9/2021	
CASH	093804	62.83	3/9/2021	
CFIS GROUP	093827	361.54	3/17/2021	
CFIS GROUP	093868	991.34	3/24/2021	
CFIS GROUP	093901	991.34	3/24/2021	Voiced
CLEAN ENERGY	093805	12,720.17	3/9/2021	
CLEAN ENERGY	093828	971.13	3/17/2021	
CLEAN FUELS OHIO	093869	2,000.00	3/24/2021	
CLEAN FUELS OHIO	093902	2,000.00	3/24/2021	Voiced
CLERK OF COURTS	093808	30.52	3/9/2021	
COLUMBIA GAS OF OHIO	093806	155.34	3/9/2021	
CONSOLIDATED GRAPHICS GROUP INC	093829	472.50	3/17/2021	
CONSOLIDATED GRAPHICS GROUP INC	093870	1,265.60	3/24/2021	
CONSOLIDATED GRAPHICS GROUP INC	093903	1,265.60	3/24/2021	Voiced
CONSOLIDATED GRAPHICS GROUP INC	093917	458.50	3/31/2021	
CUMMINS SALES AND SERVICE	093830	4,696.41	3/17/2021	
CUMMINS SALES AND SERVICE	093918	23.50	3/31/2021	
DOMINION EAST OHIO	093831	7,973.10	3/17/2021	
ELDORADO NATIONAL - CALIFORNIA	093807	1,121.97	3/9/2021	
ELDORADO NATIONAL - CALIFORNIA	093832	5,531.53	3/17/2021	
EVENT DAY MARKETING	093833	175.00	3/17/2021	
EVERHART GLASS CO.	093834	1,097.84	3/17/2021	
GOODYEAR TIRE AND RUBBER	093809	15,325.80	3/9/2021	
GOODYEAR TIRE AND RUBBER	093871	80.00	3/24/2021	
GOODYEAR TIRE AND RUBBER	093904	80.00	3/24/2021	Voiced
GOODYEAR TIRE AND RUBBER	093920	14,951.76	3/31/2021	
INTERSTATE GAS SUPPLY INC	093922	19,152.02	3/31/2021	
IRS ACS	093810	125.00	3/9/2021	
IRS ACS	093835	125.00	3/17/2021	
IRS ACS	093923	125.00	3/31/2021	
KIMBLE	093811	840.00	3/9/2021	
LEGAL SHIELD	093836	610.76	3/17/2021	
LIBERTY FORD	093812	945.21	3/9/2021	
LIBERTY FORD	093872	255.00	3/24/2021	
LIBERTY FORD	093905	255.00	3/24/2021	Voiced
LIBERTY FORD	093924	365.87	3/31/2021	
MEDINA COUNTY PUBLIC TRANSIT	093837	8,075.00	3/17/2021	
MSC INDUSTRIAL SUPPLY CO	093838	280.46	3/17/2021	
MSC INDUSTRIAL SUPPLY CO	093874	1,490.40	3/24/2021	
MSC INDUSTRIAL SUPPLY CO	093907	1,490.40	3/24/2021	Voiced
OARNET	093813	4,466.15	3/9/2021	
OHIO DEPT OF JOB AND FAML	093839	2,831.57	3/17/2021	
OHIO EDISON	093814	1,717.76	3/9/2021	
OHIO EDISON	093875	779.24	3/24/2021	
OHIO EDISON	093908	779.24	3/24/2021	Voiced
OHIO EDISON	093925	1,346.37	3/31/2021	
PC NET TECHS	093931	14,250.00	3/31/2021	
PEOPLE	093815	16.00	3/9/2021	
PEOPLE	093840	16.00	3/17/2021	
PEOPLE	093926	16.00	3/31/2021	
PLANETERIA MEDIA	093841	38,902.50	3/17/2021	

STARK AREA REGIONAL TRANSIT AUTHORITY
CHECKS SORTED BY CHECK VENDOR FOR MARCH 2021

Vendor Name	Document Number	Document Amount	Document Date	Purpose
PROGRESSIVE CHEVROLET	093822	1,975.02	3/9/2021	
PROGRESSIVE CHEVROLET	093842	345.93	3/17/2021	
PROGRESSIVE CHEVROLET	093876	345.93	3/24/2021	
PROGRESSIVE CHEVROLET	093909	345.93	3/24/2021	Voided
PROGRESSIVE CHEVROLET	093927	2,661.33	3/31/2021	
PROGRESSIVE CHRYSLER JEEP DODGE INC	093843	303.66	3/17/2021	
PROGRESSIVE CHRYSLER JEEP DODGE INC	093877	340.00	3/24/2021	
PROGRESSIVE CHRYSLER JEEP DODGE INC	093910	340.00	3/24/2021	Voided
QUI-KEYS	093816	550.00	3/9/2021	
REED'S INC.	093817	400.00	3/9/2021	
SIMPLY GIVE OHIO	093818	500.00	3/9/2021	
STANDARD INS CO	093844	1,735.03	3/17/2021	
STARK COUNTY SANITARY ENGINEERING	093819	326.70	3/9/2021	
TERRY HORNER PHOTOGRAPHY	093921	390.00	3/31/2021	
TONI CERVINO	093867	75.00	3/24/2021	Phone announcements
TONI CERVINO	093900	75.00	3/24/2021	Voided
TREASURER STATE OF OHIO	093878	10,000.00	3/24/2021	
TREASURER STATE OF OHIO	093911	10,000.00	3/24/2021	Voided
TRIAD TECHNOLOGIES LLC	093873	20.96	3/24/2021	
TRIAD TECHNOLOGIES LLC	093906	20.96	3/24/2021	Voided
TURBO IMAGES	093928	9,373.25	3/31/2021	
UNITED PARCEL SERVICE	093879	62.55	3/24/2021	
UNITED PARCEL SERVICE	093912	62.55	3/24/2021	Voided
UNITED PARCEL SERVICE	093929	19.20	3/31/2021	
UPS FREIGHT	093845	10.32	3/17/2021	
VERIZON WIRELESS	093847	1,374.28	3/19/2021	
W.W. GRAINGER INC.	093820	825.18	3/9/2021	
W.W. GRAINGER INC.	093846	394.11	3/17/2021	
W.W. GRAINGER INC.	093880	274.70	3/24/2021	
W.W. GRAINGER INC.	093913	274.70	3/24/2021	Voided
W.W. GRAINGER INC.	093930	603.34	3/31/2021	
YOHE SUPPLY CO.	093881	48.46	3/24/2021	
YOHE SUPPLY CO.	093914	48.46	3/24/2021	Voided
ZEP MANUFACTURING CO.	093821	887.00	3/9/2021	

End Report

STARK AREA REGIONAL TRANSIT AUTHORITY
ELECTRONIC PAYMENT REGISTER FOR MARCH 2021

Document Number	Vendor Name	Document Amount	Document Date	Purpose
000098860	AFLAC	5,715.02	3/8/2021	
000098861	AMERICAN HERITAGE LIFE INS CO	833.58	3/8/2021	
000099174	AMERICAN HERITAGE LIFE INS CO	942.74	3/30/2021	
000099171	CANAL FULTON TAX	117.11	3/19/2021	
000098854	CANTON CITY INCOME TAX	9,668.21	3/9/2021	
000099169	CANTON CITY INCOME TAX	9,401.20	3/19/2021	
000098858	CANTON POLICE PATROLMENS	4,649.92	3/9/2021	
000098921	CONSUMER DRIVEN ADMINISTRATORS LLC	505.00	3/24/2021	
000098863	COLONIAL SUPPLEMENTAL INSURANCE	954.07	3/8/2021	
000098993	COLONIAL SUPPLEMENTAL INSURANCE	954.07	3/19/2021	
000098859	HEALTH TP OF OHIO	310,000.00	3/19/2021	
000098866	HUNTINGTON BANK - EA1W18	19,066.80	3/9/2021	
000098855	INTERNAL REVENUE SERVICE	46,017.67	3/9/2021	
000099172	INTERNAL REVENUE SERVICE	44,804.73	3/19/2021	
000098857	METRO CLEVELAND SECURITY INC	3,648.75	3/9/2021	
000098862	OHIO CSPC	4,704.07	3/8/2021	
000098992	OHIO CSPC	4,921.89	3/19/2021	
000098856	OHIO DEPT OF TAXATION	9,432.15	3/9/2021	
000099170	OHIO DEPT OF TAXATION	9,069.63	3/19/2021	
000098864	OHIO PUBLIC EMPLOYEES	7,765.00	3/8/2021	
000099173	OHIO PUBLIC EMPLOYEES	7,915.00	3/31/2021	
000098994	OHIO PUBLIC EMPLOYEES	7,780.00	3/19/2021	
000098995	OHIO TRANSIT RISK POOL	112,949.03	3/22/2021	
000098920	OPERS	181,586.19	3/30/2021	

EFT-Payables Generated Payments

Document Number	Vendor Name	Document Amount	Document Date	Purpose
EFT000000003114	AFSCME	3,607.21	3/5/2021	
EFT000000003179	AFSCME	3,686.20	3/17/2021	
EFT000000003245	AFSCME	3,607.21	3/31/2021	
EFT000000003115	AIR PRODUCTS AND CHEMICALS INC	9,175.57	3/5/2021	
EFT000000003180	AIR PRODUCTS AND CHEMICALS INC	7,103.78	3/17/2021	
EFT000000003217	AIR PRODUCTS AND CHEMICALS INC	8,260.04	3/24/2021	
EFT000000003144	AIRGAS USA LLC	390.00	3/5/2021	
EFT000000003202	AIRGAS USA LLC	1,830.51	3/17/2021	
EFT000000003116	AMERICAN FOOD & VENDING	306.24	3/5/2021	
EFT000000003156	AMERICAN FOOD & VENDING	162.38	3/10/2021	
EFT000000003181	AMERICAN FOOD & VENDING	307.06	3/17/2021	
EFT000000003218	AMERICAN FOOD & VENDING	35.52	3/24/2021	
EFT000000003246	AMERICAN FOOD & VENDING	112.88	3/31/2021	
EFT000000003117	AUTOMOTIVE DISTRIBUTORS WAREHOUSE	2,143.18	3/5/2021	
EFT000000003157	AUTOMOTIVE DISTRIBUTORS WAREHOUSE	86.32	3/10/2021	
EFT000000003182	AUTOMOTIVE DISTRIBUTORS WAREHOUSE	911.84	3/17/2021	
EFT000000003219	AUTOMOTIVE DISTRIBUTORS WAREHOUSE	1,257.77	3/24/2021	
EFT000000003247	AUTOMOTIVE DISTRIBUTORS WAREHOUSE	316.32	3/31/2021	
EFT000000003214	AVAIL TECHNOLOGIES	122,499.75	3/22/2021	
EFT000000003220	AVAIL TECHNOLOGIES	296.14	3/24/2021	
EFT000000003221	BRUSKE PRODUCTS	670.68	3/24/2021	
EFT000000003184	BUCKEYE POWER SALES	1,716.83	3/17/2021	
EFT000000003272	BUCKHILL FABRICATING INC	890.00	3/31/2021	
EFT000000003119	CALSTART	5,715.43	3/5/2021	
EFT000000003120	CANTON PEST CONTROL	80.00	3/5/2021	
EFT000000003185	CANTON PEST CONTROL	37.00	3/17/2021	
EFT000000003248	CANTON PEST CONTROL	131.00	3/31/2021	
EFT000000003186	CANTON POLICE PATROLMENS	5,301.45	3/17/2021	
EFT000000003249	CANTON POLICE PATROLMENS	4,221.52	3/31/2021	
EFT000000003121	CANTON TOWING	60.00	3/5/2021	
EFT000000003159	CANTON TOWING	300.00	3/10/2021	
EFT000000003222	CANTON TOWING	1,390.00	3/24/2021	
EFT000000003133	CHARLES E. HARRIS & ASSOC., INC	4,000.00	3/5/2021	
EFT000000003122	CHARLES STREET ASSOCIATES	1,156.17	3/5/2021	
EFT000000003250	CHARLES STREET ASSOCIATES	1,156.17	3/31/2021	
EFT000000003123	CINTAS	30,385.87	3/5/2021	
EFT000000003160	CINTAS	251.30	3/10/2021	
EFT000000003187	CINTAS	967.17	3/17/2021	
EFT000000003223	CINTAS	2,140.32	3/24/2021	
EFT000000003251	CINTAS	354.75	3/31/2021	

STARK AREA REGIONAL TRANSIT AUTHORITY
ELECTRONIC PAYMENT REGISTER FOR MARCH 2021

EFT-Payables Generated Payments				
Document Number	Vendor Name	Document Amount	Document Date	Purpose
EFT000000003125	CITIZENS FOR SARTA	128.00	3/5/2021	
EFT000000003188	CITIZENS FOR SARTA	127.00	3/17/2021	
EFT000000003252	CITIZENS FOR SARTA	125.00	3/31/2021	
EFT000000003169	CLEVELAND CLINIC MERCY HOSPITAL	3,416.33	3/10/2021	
EFT000000003124	CLEVELAND STATE UNIVERSITY	6,659.86	3/5/2021	
EFT000000003224	CROWN CLEANING SYSTEMS	376.33	3/24/2021	
EFT000000003126	CULLIGAN OF CANTON	309.00	3/5/2021	
EFT000000003162	D & W DIESEL INC	1,525.03	3/10/2021	
EFT000000003127	DE LAGE LANDEN FINANCIAL SEVICES INC	489.00	3/5/2021	
EFT000000003189	DE LAGE LANDEN FINANCIAL SEVICES INC	239.00	3/17/2021	
EFT000000003253	DE LAGE LANDEN FINANCIAL SEVICES INC	489.00	3/31/2021	
EFT000000003225	DELL MARKETING L.P.	7,273.41	3/24/2021	
EFT000000003128	DON SMITH AUTO PARTS	381.76	3/5/2021	
EFT000000003161	DON SMITH AUTO PARTS	75.52	3/10/2021	
EFT000000003254	DON SMITH AUTO PARTS	672.14	3/31/2021	
EFT000000003190	DON SMITH AUTO PARTS	541.50	3/17/2021	
EFT000000003226	DON SMITH AUTO PARTS	248.34	3/24/2021	
EFT000000003261	DONNIE MOORE	136.56	3/31/2021	Deduction refund
EFT000000003129	EMPLOYER HCS	10,060.96	3/5/2021	
EFT000000003227	FAMOUS SUPPLY	5,265.00	3/24/2021	
EFT000000003130	FIRST CHOICE TRANSPORT	5,200.00	3/5/2021	
EFT000000003163	FIRST CHOICE TRANSPORT	2,200.00	3/10/2021	
EFT000000003131	GILLIG LLC	5,447.34	3/5/2021	
EFT000000003165	GILLIG LLC	3,129.07	3/10/2021	
EFT000000003255	GILLIG LLC	3,563.07	3/31/2021	
EFT000000003191	GILLIG LLC	2,191.12	3/17/2021	
EFT000000003228	GILLIG LLC	6,624.17	3/24/2021	
EFT000000003136	GIOVANNI CUSTOMZ	1,146.95	3/5/2021	
EFT000000003132	GLADIUEX ENEGY	15,242.46	3/5/2021	
EFT000000003192	GLADIUEX ENEGY	15,644.75	3/17/2021	
EFT000000003229	GLADIUEX ENEGY	15,644.75	3/24/2021	
EFT000000003230	GRAPHIC ENTERPRISES INC	673.74	3/24/2021	
EFT000000003166	HIXARDT TECHNOLOGIES INC	960.96	3/10/2021	
EFT000000003135	INDEPENDENT ELEVATOR CO.	172.00	3/5/2021	
EFT000000003231	INNIS MAGGIORE GROUP INC	6,509.33	3/24/2021	
EFT000000003215	J DAVID RESS	498.00	3/22/2021	
EFT000000003137	J. P. BOYLAN CO. & SONS	320.00	3/5/2021	
EFT000000003256	J. P. BOYLAN CO. & SONS	330.00	3/31/2021	
EFT000000003194	J. P. BOYLAN CO. & SONS	300.00	3/17/2021	
EFT000000003195	KRONOS SAASHR INC	40,680.90	3/17/2021	
EFT000000003196	KWGD	36,655.73	3/17/2021	
EFT000000003138	LIBERTY TIRE RECYCLING	928.26	3/5/2021	
EFT000000003167	LIBERTY TIRE RECYCLING	903.08	3/10/2021	
EFT000000003198	M CONLEY	633.56	3/17/2021	
EFT000000003233	M CONLEY	1,501.94	3/24/2021	
EFT000000003139	MAGIC GARAGE DOOR INC	560.00	3/5/2021	
EFT000000003258	MAGIC GARAGE DOOR INC	560.00	3/31/2021	
EFT000000003232	MAGIC GARAGE DOOR INC	214.00	3/24/2021	
EFT000000003134	MARK D HENNING	2,580.00	3/5/2021	Consultant
EFT000000003197	MASABI LLC	2,055.17	3/17/2021	
EFT000000003168	MASABI LLC	6,000.00	3/10/2021	
EFT000000003259	MEDICAID BILLING SOLUTIONS INC	6.76	3/31/2021	
EFT000000003199	MEDICAID BILLING SOLUTIONS INC	90.09	3/17/2021	
EFT000000003260	METRO CLEVELAND SECURITY INC	3,377.50	3/31/2021	
EFT000000003200	METRO CLEVELAND SECURITY INC	4,112.50	3/17/2021	
EFT000000003140	MOHAWK MFG. & SUPPLY CO.	1,790.36	3/5/2021	
EFT000000003170	MOHAWK MFG. & SUPPLY CO.	467.04	3/10/2021	
EFT000000003234	MOHAWK MFG. & SUPPLY CO.	269.88	3/24/2021	
EFT000000003164	MONNA FRANKOVITS	1,228.50	3/10/2021	Advertising commission
EFT000000003141	MUNCIE RECLAMATION & SPLY	191.41	3/5/2021	
EFT000000003262	MUNCIE RECLAMATION & SPLY	3,371.22	3/31/2021	
EFT000000003201	MUNCIE RECLAMATION & SPLY	6,126.59	3/17/2021	
EFT000000003235	MUNCIE RECLAMATION & SPLY	1,265.87	3/24/2021	
EFT000000003142	NEORIDE	3,077.52	3/5/2021	
EFT000000003143	OHIO AFSCME CAREPLAN	11,666.00	3/5/2021	

STARK AREA REGIONAL TRANSIT AUTHORITY
ELECTRONIC PAYMENT REGISTER FOR MARCH 2021

EFT-Payables Generated Payments				
Document Number	Vendor Name	Document Amount	Document Date	Purpose
EFT000000003263	OHIO AFSCME CAREPLAN	11,282.25	3/31/2021	
EFT000000003145	PORTS PETROLEUM CO. INC.	410.75	3/5/2021	
EFT000000003264	PRINTING CONCEPTS INC	3,075.00	3/31/2021	
EFT000000003172	R STRATEGY GROUP	4,107.50	3/10/2021	
EFT000000003265	RALPH C. WILLIAMS INC	115.94	3/31/2021	
EFT000000003203	RALPH C. WILLIAMS INC	30.57	3/17/2021	
EFT000000003236	RALPH C. WILLIAMS INC	31.02	3/24/2021	
EFT000000003118	RAY BERTOLINI TRUCKING CO	89,529.00	3/5/2021	
EFT000000003146	REDMONDS PARTS & SUPPY INC.	1,098.83	3/5/2021	
EFT000000003271	REDMONDS PARTS & SUPPY INC.	3,942.02	3/31/2021	
EFT000000003171	REDMONDS PARTS & SUPPY INC.	233.25	3/10/2021	
EFT000000003204	REDMONDS PARTS & SUPPY INC.	1,004.42	3/17/2021	
EFT000000003237	REDMONDS PARTS & SUPPY INC.	2,632.53	3/24/2021	
EFT000000003158	RICHARD L. BOWEN & ASSOCIATES	3,515.15	3/10/2021	
EFT000000003183	RICHARD L. BOWEN & ASSOCIATES	3,073.57	3/17/2021	
EFT000000003257	ROBERT KOVACSISS	470.71	3/31/2021	Tools reimbursement
EFT000000003173	SAFETY-KLEEN	60.44	3/10/2021	
EFT000000003147	SBLEAR LLC	399.00	3/5/2021	
EFT000000003148	SILCO	175.00	3/5/2021	
EFT000000003270	SILCO	797.00	3/31/2021	
EFT000000003174	SILCO	515.50	3/10/2021	
EFT000000003216	SOUTHWEST OHIO REGIONAL TRANSIT AUT	150,000.00	3/22/2021	
EFT000000003175	SPEEDIE	370.00	3/10/2021	
EFT000000003238	STALEY TECH INC	390.00	3/24/2021	
EFT000000003150	STANDARD PLUMBING AND HEAT	3,528.00	3/5/2021	
EFT000000003267	STANDARD PLUMBING AND HEAT	162.83	3/31/2021	
EFT000000003206	STANDARD PLUMBING AND HEAT	157.50	3/17/2021	
EFT000000003151	TESCO	2,891.88	3/5/2021	
EFT000000003268	TESCO	1,981.54	3/31/2021	
EFT000000003208	TESCO	1,119.14	3/17/2021	
EFT000000003243	TESCO	128,659.00	3/29/2021	
EFT000000003244	TESCO	133,559.00	3/29/2021	
EFT000000003240	TESCO	3,448.20	3/24/2021	
EFT000000003176	TESCO	2,450.48	3/10/2021	
EFT000000003193	THE GLASS STATION	350.00	3/17/2021	
EFT000000003205	THE REPOSITORY	235.40	3/17/2021	
EFT000000003213	THE WORKSHOPS INC.	2,956.16	3/17/2021	
EFT000000003152	THOMAS ENERGY CONSULTING	8,066.00	3/5/2021	
EFT000000003209	TRANSPORT SPECIALISTS	3,597.26	3/17/2021	
EFT000000003241	TRANSPORT SPECIALISTS	111.84	3/24/2021	
EFT000000003207	TTX INC TELETRONICS SERVICES	6,975.00	3/17/2021	
EFT000000003239	TTX INC TELETRONICS SERVICES	1,107.54	3/24/2021	
EFT000000003177	US SAFETYGEAR INC	3,210.05	3/10/2021	
EFT000000003210	US SAFETYGEAR INC	501.00	3/17/2021	
EFT000000003149	VELOSIO	27,925.00	3/5/2021	
EFT000000003266	VELOSIO	1,600.00	3/31/2021	
EFT000000003153	VESCO OIL	2,616.24	3/5/2021	
EFT000000003154	VIDEO SYSTEMS & SECURITY INC	248.20	3/5/2021	
EFT000000003211	VIDEO SYSTEMS & SECURITY INC	410.00	3/17/2021	
EFT000000003269	WESTERN BRANCH DIESEL INC	931.04	3/31/2021	
EFT000000003212	WHBC	3,900.00	3/17/2021	
EFT000000003242	WORKMAN'S NAPA AUTO PARTS	542.40	3/24/2021	
EFT000000003155	YMCA OF CENTRAL STARK COUNTY	2,155.70	3/5/2021	
EFT000000003178	ZIEGLERS BOLT NUT HOUSE	26.00	3/10/2021	

End Report

PA Proj Name/ PO Name	CFDA	Grant #	GRANT %	YEAR OF ALLOCATI ON	ORIGINAL	AMENDED GRANT AMOUNTS	LIFE TO DATE DRAWS	FTA FUNDING BALANCE	PO's submitted not drawn	FTA FUNDING BALANCE after Obligated PO's
					11,428,977	11,428,977	(6,575,162)	4,853,815	359,910	4,493,905
CMAQ CNG Buses	20.507	OH-2020-011-00	80%	2020	1,856,000	1,856,000	0	1,856,000		1,856,000
CMAQ Hydrogen Station	20.507	OH-2020-011-00	90%	2020	1,240,000	1,240,000	(9,142)	1,230,858	20,000	1,210,858
					3,096,000	3,096,000	(9,142)	3,086,858	20,000	3,066,858
FY20 5307 Building Construction	20.507	OH-2020-030-00	80%	2020	2,264,408	2,264,408	0	2,264,408		2,264,408
FY20 5307 Buses	20.507	OH-2020-030-00	80%	2020	1,200,000	1,200,000	0	1,200,000		1,200,000
FY20 5307 P Maint	20.507	OH-2020-030-00	80%	2020	292,229	292,229	0	292,229		292,229
FY20 5307 Security	20.507	OH-2020-030-00	80%	2020	36,000	36,000	(36,000)	0		0
FY20 5307 IT Hardware	20.507	OH-2020-030-00	80%	2020	20,000	20,000	0	20,000	20,000	0
FY20 5307 IT Software	20.507	OH-2020-030-00	80%	2020	20,000	20,000	(20,000)	0		0
FY20 5307 M Mobility	20.507	OH-2020-030-00	80%	2020	200,000	200,000	0	200,000		200,000
					4,032,637	4,032,637	(56,000)	3,976,637	20,000	3,956,637
IMI Research CSU	20.514	OH-2020-032-00	100%	2020	250,000	250,000	(45,272)	204,728	211,388	(6,660)
IMI Research Masabi	20.514	OH-2020-032-00	100%	2020	726,425	622,443	(20,875)	601,568	601,568	0
IMI Research Calstart	20.514	OH-2020-032-00	100%	2020	454,000	454,000	(75,986)	378,014	378,014	0
IMI Research TANK	20.514	OH-2020-032-00	100%	2020	148,560	148,560	0	148,560	148,560	0
IMI Research SORTA	20.514	OH-2020-032-00	100%	2020	150,000	150,000	(150,000)	0		0
IMI Research Laketran	20.514	OH-2020-032-00	100%	2020	7,785	7,785	(7,785)	0		0
IMI Research Medina County	20.514	OH-2020-032-00	100%	2020	8,075	8,075	0	8,075	8,075	0
IMI Research Sandusky	20.514	OH-2020-032-00	100%	2020	13,254	13,534	0	13,534		13,534
IMI Research SEAT	20.514	OH-2020-032-00	100%	2020	13,254	13,534	0	13,534		13,534
IMI Research SARTA	20.514	OH-2020-032-00	100%	2020	102,480	102,480	0	102,480	102,480	0
IMI Research NEORide	20.514	OH-2020-032-00	100%	2020	86,530	76,530	(18,170)	58,360	58,360	0
IMI Research Other	20.514	OH-2020-032-00	100%	2020	169,193	150,562	0	150,562	0	150,562
					2,129,556	1,997,503	(318,088)	1,679,415	1,508,445	170,970
FY18 5310 SARTA Admin	20.513	OH-2020-042-00	100%	2020	30,368	30,368	0	30,368		30,368
FY18 5310 SARTA <30 Vehicle	20.513	OH-2020-042-00	80%	2020	13,812	13,812	0	13,812		13,812
FY18 5310 FCC Op	20.513	OH-2020-042-00	50%	2020	27,364	27,364	0	27,364	27,364	0
FY18 5310 ABCD Op	20.513	OH-2020-042-00	50%	2020	35,000	35,000	(26,117)	8,883	8,883	0
FY18 5310 ABCD Cap	20.513	OH-2020-042-00	80%	2020	76,542	76,542	0	76,542	76,542	0
FY18 5310 TWI Cap	20.513	OH-2020-042-00	80%	2020	62,968	62,968	(62,968)	0		0
FY18 5310 TWI Op	20.513	OH-2020-042-00	50%	2020	27,857	27,857	(27,857)	0	0	0
FY18 5310 JRC Op	20.513	OH-2020-042-00	50%	2020	10,771	10,771	0	10,771	10,771	0
FY20 5310 SARTA MM	20.513	OH-2020-042-00	50%	2020	19,000	19,000	(1,603)	17,397	17,397	0
					303,682	303,682	(118,545)	185,137	140,957	44,180
FY20 5339 Bldg Construction	20.526	OH-2020-056-00	80%	2020	503,672	503,672	0	503,672		503,672
					503,672	503,672	0	503,672	0	503,672
DERG 6+2 <30' CNG Buses	20.507	OH-2021-001-00	80%	2020	758,035	758,035	0	758,035	758,035	0
					758,035	758,035	0	758,035	758,035	0
UTP Bldg Construction	State	TUTP-0084-GRF-211	100%	2021	598,500	598,500	0	598,500		598,500
					598,500	598,500	0	598,500	0	598,500
OTP2 Wayne Co 5 <30' Vans	State	OTPP-0084-GRF-214	100%	2021	550,711	550,771	0	550,771		550,771
					550,711	550,771	0	550,771	0	550,771
OTP2 Branding	State	OTPP-0084-GRF-211	80%	2021	531,000	531,000	0	531,000		531,000
OTP2 Facility Expansion	State	OTPP-0084-GRF-212	100%	2021	1,000,000	1,000,000	0	1,000,000		1,000,000
OTP2 Marketing New Fares	State	OTPP-0084-GRF-213	100%	2021	135,000	135,000	0	135,000		135,000
OTP2 Transit Passes Work & Health	State	OTPP-0084-GRF-211	100%	2021	108,000	108,000	(60,757)	47,243		47,243
					1,774,000	1,774,000	(60,757)	1,713,243	0	1,713,243

PA Proj Name/ PO Name	CFDA	Grant #	GRANT %	YEAR OF ALLOCATI ON	ORIGINAL	AMENDED GRANT AMOUNTS	LIFE TO DATE DRAWS	FTA FUNDING BALANCE	PO's submitted not drawn	FTA FUNDING BALANCE after Obligated PO's
5311 Wayne Co Op Exp	State	RPTF-4084-GRF-211	100%	2021	500,637	500,637	0	500,637		500,637
					500,637	500,637	0	500,637	0	500,637
FY21 CRRSSA 5310 Mercy Op	20.513	OH-2021-005	100%	2021	12,000	12,000	(8,777)	3,223		3,223
FY21 CRRSSA 5310 FCC Op	20.513	OH-2021-005	100%	2021	5,000	5,000	0	5,000		5,000
FY21 CRRSSA 5310 ABCD Op	20.513	OH-2021-005	100%	2021	17,693	17,693	0	17,693		17,693
FY21 CRRSSA 5310 Foundations O	20.513	OH-2021-005	100%	2021	3,000	3,000	0	3,000		3,000
FY21 CRRSSA 5310 TWI Op	20.513	OH-2021-005	100%	2021	12,000	12,000	(12,000)	0		0
FY21 CRRSSA 5310 JRC Op	20.513	OH-2021-005	100%	2021	3,000	3,000	0	3,000		3,000
					52,693	52,693	(20,777)	31,916	0	31,916
5339 Wayne Co Buses	State	084-CARE-21-0200	100%	2021	365,195	365,195	0	365,195		365,195
					365,195	365,195	0	365,195	0	365,195
FY21 CRRSSA Security	20.507	OH-2021-006	100%	2021	47,040	47,040	0	47,040		47,040
FY21 CRRSSA Op Exp	20.507	OH-2021-006	100%	2021	4,656,980	4,656,980	0	4,656,980		4,656,980
					4,704,020	4,704,020	0	4,704,020	0	4,704,020
ACTIVE GRANTS:						57,877,774	(31,205,049)	26,663,706	5,040,877	21,622,828
PENDING GRANTS:										
FY21 5307	20.507	Pending	80%	2021	3,992,279	3,992,279	0	3,992,279	8,790	3,983,489
					3,992,279	3,992,279	0	3,992,279	8,790	3,983,489
FY21 5310	20.513	Pending	80%	2021	307,654	307,654	0	307,654		307,654
					307,654	307,654	0	307,654	0	307,654
FY21 5339 Bldg	20.526	Pending	80%	2021	458,458	458,458	0	458,458		458,458
					458,458	458,458	0	458,458	0	458,458
FY21 DERG 7 CNG Buses	20.507	Pending	78%	2021	830,919	830,919	0	830,919		830,919
					830,919	830,919	0	830,919	0	830,919
FY21 Community Immunity Progra	State	Pending	100%	2021	226,732	226,732	0	226,732		226,732
					226,732	226,732	0	226,732	0	226,732
Pending Total						5,816,042	0	5,816,042	8,790	5,807,252
ACTIVE GRANTS:						57,877,774	(31,205,049)	26,663,706	5,040,877	21,622,828
PENDING GRANTS:						5,816,042	0	5,816,042	8,790	5,807,252
FTA GRAND TOTALS:						57,877,774	(31,205,049)	26,663,706	5,040,877	21,622,828
Total Grants Including Pending & CalStar						66,245,410	(33,700,591)	32,535,799	5,049,668	27,486,131

STARK AREA REGIONAL TRANSIT AUTHORITY
LISTING BY GRANT

Activity through Mar 31, 2021

AC	PA Proj Name	Grant #		YEAR OF ALLOCATION	ORIGINAL	AMENDED GRANT AMOUNTS	LIFE TO DATE DRAWS	FTA FUNDING BALANCE	PO's submitted not drawn	FTA Funding Balance after Obligated PO's
	HYDRO BUS	CA-04-7004	Total	2015	2,630,000	2,551,592	(2,495,542)	56,050	0	56,050
	OTPPP, UTP, DERG	OH-2017-023-00	Total	2017	3,304,353	3,304,353	(3,226,077)	78,276	(78,276)	0
	UTP/DERG	OH-2018-006-00	Total	2018	1,795,020	1,795,020	(1,406,466)	388,554	(388,554)	0
	OTPPP	OH-2018-017-00	Total	2018	3,700,255	3,700,255	(2,949,668)	750,587	(614,223)	136,364
	LoNo 4	OH-2018-007-00	Total	2018	1,750,000	1,750,000	(1,549,478)	200,522	(122,912)	77,610
	DERA	DE-00E02335-0	Total	2018	217,000	217,000	(210,000)	7,000	(7,000)	0
	Ohio EPA	A18S-008	Total	2018	50,000	50,000	(25,000)	25,000	(25,000)	0
	5339	OH-2018-029-00	Total	2018	377,434	543,972	(512,155)	31,817	(31,817)	0
	5310	OH-2018-030-00	Total	2018	138,255	298,140	(269,951)	28,189	(28,189)	0
	5310	OH-2019-022-00	Total	2019	298,060	298,060	(235,060)	63,000	(63,000)	0
	5339	OH-2019-032-00	Total	2019	482,709	482,709	(73,761)	408,948	(100,778)	308,170
	5307	OH-2019-033-00	Total	2019	3,934,274	3,934,274	(3,395,407)	529,847	(158,664)	371,183
	OTPPP/DERG	OH-2020-002-00	Total	2019	2,112,455	2,112,455	(1,786,468)	325,987	(296,990)	28,998
	OTPP/ NEOR	OTPP-0084-GRF-202	Total	2019	721,354	721,354	(403,227)	318,127	(318,127)	0
	CMAQ	OH-2020-011-00	Total	2020	3,096,000	3,096,000	(9,142)	3,086,858	(20,000)	3,066,858
	Cares Act	OH-2020-017-00	Total	2020	11,428,977	11,428,977	(6,575,162)	4,853,815	(359,910)	4,493,905
	5307	OH-2020-030-00	Total	2020	4,032,637	4,032,637	(56,000)	3,976,637	(20,000)	3,956,637
	5312 IMI	OH-2020-032-00	Total	2020	1,997,503	1,997,503	(318,088)	1,679,415	(1,508,445)	170,970
	5310	OH-2020-042-00	Total	2020	303,682	303,682	(118,545)	185,137	(140,957)	44,180
	5339	OH-2020-056-00	Total	2020	503,672	503,672	0	503,672	0	503,672
	DERG	OH-2021-001	Total	2020	758,035	758,035		758,035	(758,035)	0
	UTP	TUTP-0084-GRF-211	Total	2021	598,500	598,500	0	598,500	0	598,500
	OTPPP Wayne	OTPP-0084-GRF-214	Total	2021	550,771	550,771	0	550,771	0	550,771
	OTPPP	OTPP-0084-GRF-211	Total	2021	1,774,000	1,774,000	(60,757)	1,713,243	0	1,713,243
	5311 Wayne	RPTF-4084-GRF-211	Total	2021	500,637	500,637	0	500,637	0	500,637
	5310 CRRSAA	OH-2021-005	Total	2021	52,693	52,693	(20,777)	31,916	0	31,916
	5339 Wayne	084-CARE-21-0200	Total	2021	365,195	365,195	0	365,195	0	365,195
	5307 CRRSAA	OH-2021-006	Total	2021	4,704,020	4,704,020	0	4,704,020	0	4,704,020
	5310	Pending	Total	2021	307,654	307,654	0	307,654	0	307,654
	5307	Pending	Total	2021	3,992,279	3,992,279	0	3,992,279	(8,790)	3,983,489
	5339	Pending	Total	2021	458,458	458,458	0	458,458	0	458,458
	5307 DERG	Pending	Total	2021	830,919	830,919	0	830,919	0	830,919
	Immunity	Pending	Total	2021	226,732	226,732	0	226,732	0	226,732
PENDING GRANTS:						5,816,042	0	5,816,042	(8,790)	5,807,252
FTA GRAND TOTALS:						57,877,774	(31,205,049)	26,663,706	(5,040,877)	21,622,828
Total Including Pending and CalSt						66,245,410	(33,700,591)	32,535,799	(5,049,668)	27,486,131

Customer Relations

Latrice Virola

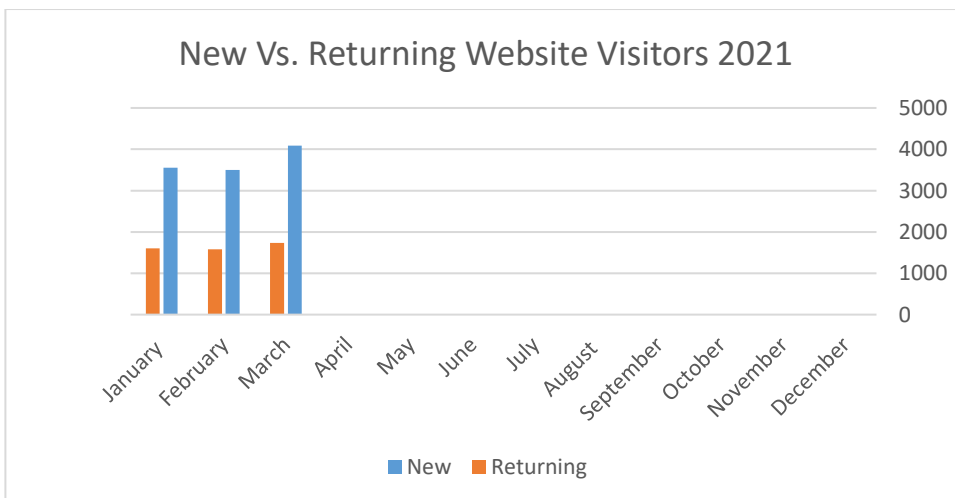
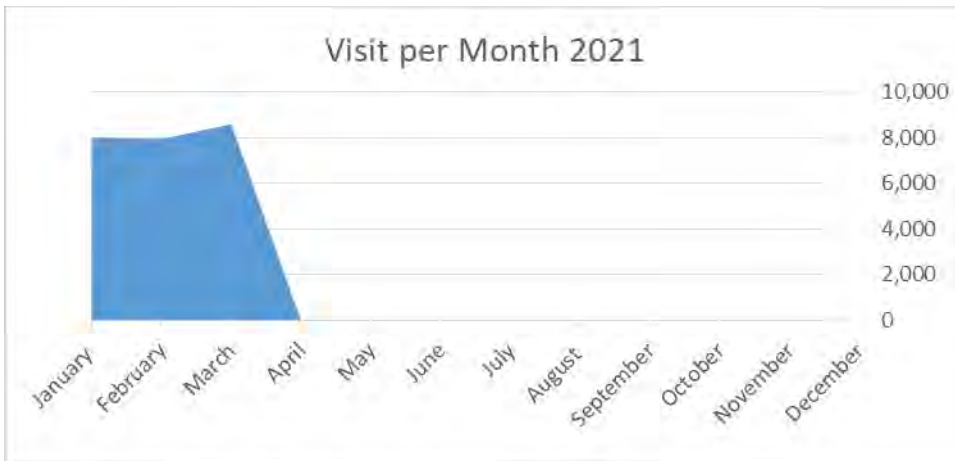


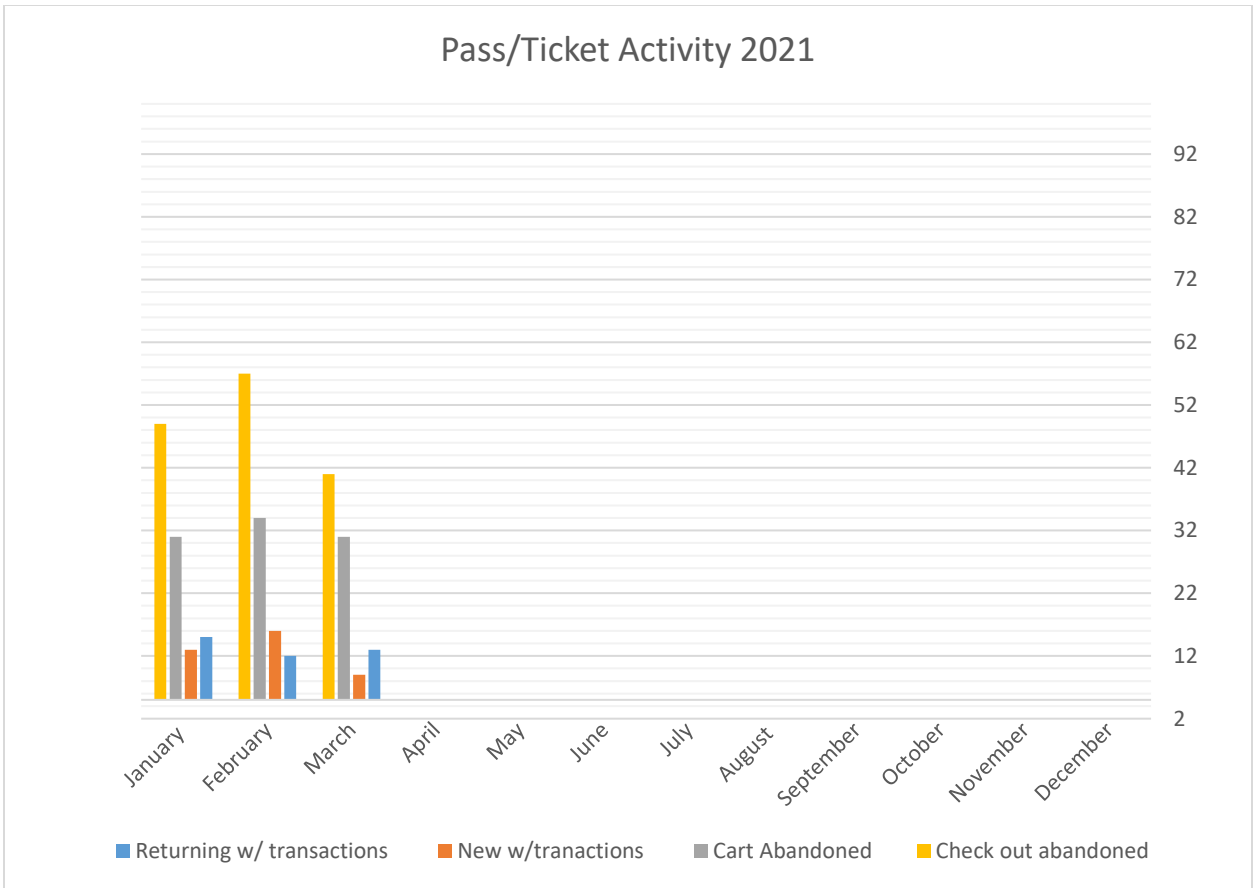
March 2021

Marketing & Public Outreach

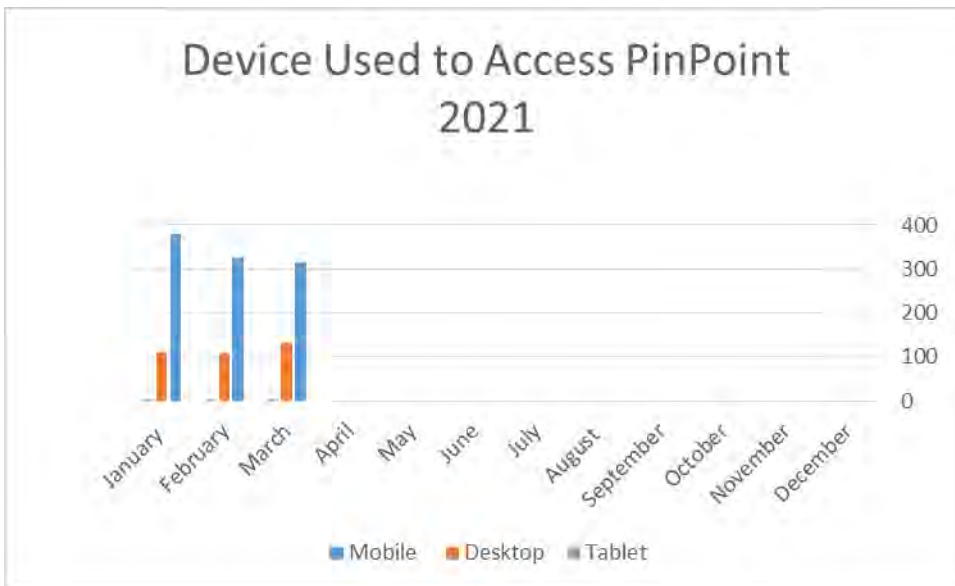
- SARTABuzz
 - 10 Messages
- EZFare Sales:
 - One-Way: \$189.50
 - Passes: \$5,868
 - Pass Count:
 - All Day – 918
 - Cleveland – 11
 - Proline – 72
 - Proline 31-Day – 3
 - Regular 31-Day - 65
- Social Media Activity:
 - Facebook
 - 4,193 likes to our page
 - 4,221 followers to our page
 - 9 new likes
 - 40 posts
 - 3 check ins
 - 156,396 monthly impressions
 - 3 videos posted
 - 406 Daily Video Views
 - 834 minutes viewed
 - 1,609 Monthly Video Clicks
 - 4,688 Monthly Video Re-Plays
 - Twitter
 - 892 followers
 - 23 re-tweets
 - 61 likes
 - 4 Link clicks
 - 17,481 impressions
 - 75 tweets
 - 28 mentions
 - 1,580 profile visits
 - 20 media engagements
 - Instagram
 - 582 total followers
 - 8 new followers
 - 11 images

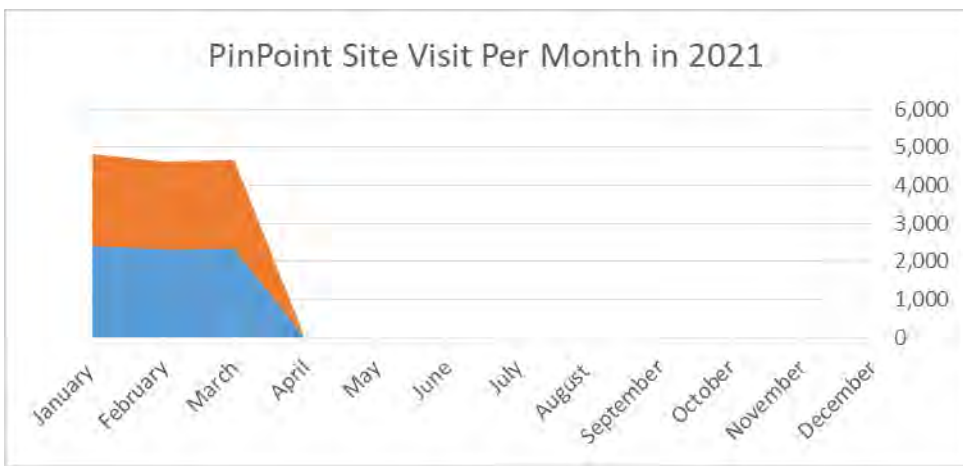
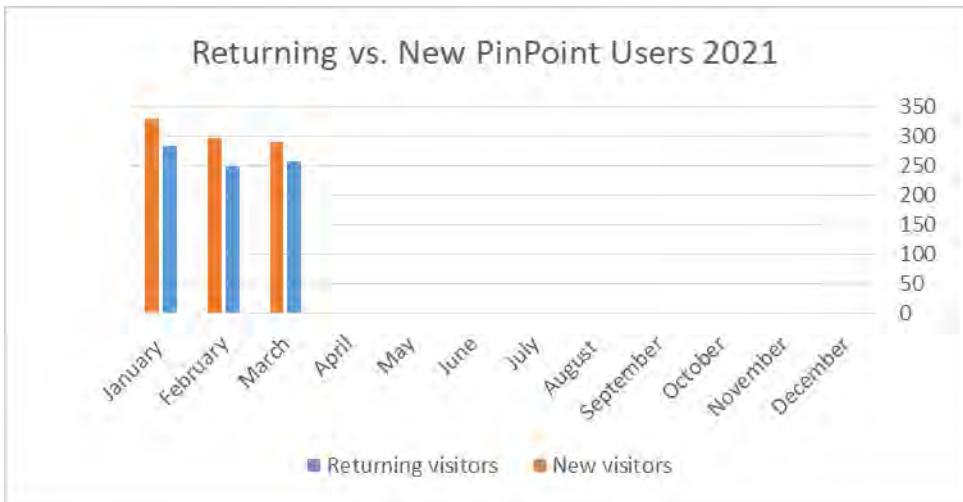
- 53 image/video likes
- LinkedIn
 - 548 total followers
 - 755 impressions
 - 7 new followers
- YouTube
 - 114 subscribers
 - 0 shares
 - 2,742 total views to page
 - 408 minutes watched
- SARTA Website Activity





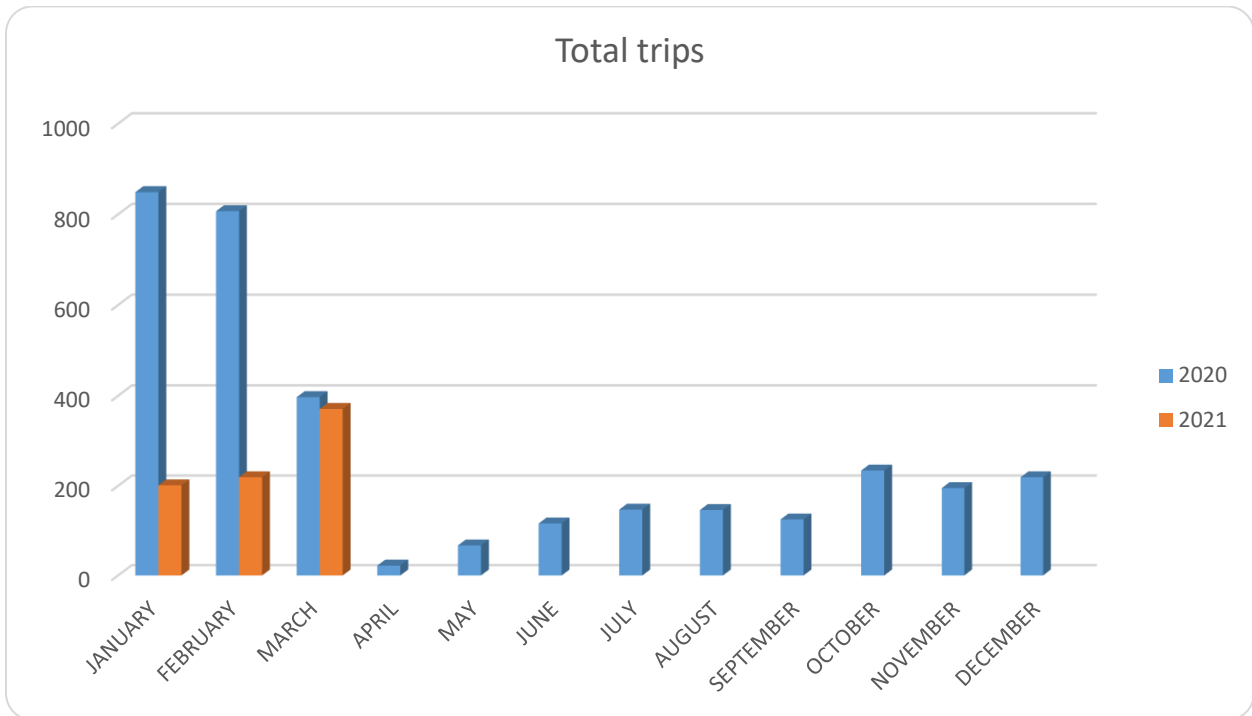
- SARTA PinPoint App





Transportation Contracts

SARTA's March Contract trips were almost flat to last year. SARTA worked with the Canton Health Department to shuttle people getting vaccines and administering vaccines at the Canton Civic Center and Whipple Dale.



Community Outreach & Training

In the month of March, our Outreach Specialists have been working to get information out to the public about updates related to operations. Some of the things that have been done are:

- Social Media Post and Web Updates
 - Route Detours
 - APTA's Save Transit Day (March 2)
 - Informational Meeting for Rt. 106, 153, and 156
 - Transit Employee Appreciation Day (March 18)
- Create videos on using SARTA
 - SARTA Board Meetings
 - Transit Talk with Jack and Nina with Grants Manager Debbie Swickard
 - Transit Talk live (Via Facebook)
- Answering questions via the phone about using SARTA services



INFORMATION TECHNOLOGY

CRAIG SMITH





Information Technology

Monthly Report

Prepared by Craig C. Smith, Sr.
Director of Information Technology, SARTA



PROJECT REPORT

March 2021

PROJECT NAME	PURPOSE	PHASE	EST. COST
SARTA Revenue Fleet Farebox Replacement & Upgrade Project	SARTA's fare collection equipment is over 14 years old and has to be replaced. SARTA is seeking an adequate replacement.	Active	\$2,204,285
Replace Point-of-Sale (POS) / Retail Management System	SARTA uses Microsoft Dynamics RMS as our point-of-sale software at our transit locations. RMS is reaching its end of life and will not be supported. Therefore, SARTA IT is researching a replacement POS software.	Active	\$25,000
SARTA Video Surveillance Replacement	SARTA will be replacing its old video system, with a new video surveillance system that offers exceptional coverage and efficient system management.	Complete	\$288,095
SARTA Website Redesign	The website design will incorporate robust and dependable functionality that aligns with SARTA's brand and mission while providing an enjoyable user experience and overall usability.	Active	\$100,000
Trapeze PASS V18 Upgrade Project	Trapeze PASS will be upgraded in order to take advantage of the new features and options available that will help SARTA's paratransit.	Active	\$5,000
Micro Transit Evaluation	SARTA will be evaluating Micro Transit software pilot using Trapeze PASS in a sample population of neighborhoods/areas.	Active	\$54,625
UKG Ready (formerly Kronos Workforce Ready)	SARTA will be utilizing a new software package called UKG Ready. UKG Ready is a human capital management suite of tools on a unified cloud platform that helps you manage the entire employee lifecycle from pre-hire to retire. Solutions for HR, recruiting, onboarding, scheduling, timekeeping, payroll, and more are easily accessed through a single intuitive interface.	Active	\$40,000

SARTA Revenue Fleet Farebox Replacement & Upgrade Project

Project Description and Scope: SARTA is currently using an older GFI fare collection system which has reached the end of its useful life. SARTA relies heavily on this system for not only fare collection, but also as the primary method of reporting ridership and transaction data. The main objective of this project is to completely replace the current system with a reliable, cash-processing fare collection system.

The current fare payment and collection system utilized by SARTA is built around the Genfare Odyssey farebox system and Ticket Reading and Issuing Machine (TRiM) units that issue and read a variety of magnetic barcode fares and transfers, as well as, accepts cash and coin. The current system is 14 years old and will need to be replaced in the near future. SARTA is exploring opportunities to not only replace the existing system, but to also expand options for making payments by means other than cash.

Project Approval:	February 2019	Project Manager:	Craig Smith
Estimated Project Cost:	\$2,204,285	(Est. planning, execution, close-out)	
Est. 3 Future Yrs. Operational Cost:	TBD		
Execution Project Cost:	\$2,204,285	Execution Cost to Date:	\$1,562,215.92
Internal Cost:	\$0.00	Internal Cost to Date:	\$0.00
External Cost:	\$0.00	External Cost to Date:	\$0.00
Execution Start:	7/18/2019	Execution End:	6/30/2020
<u>Funding Source for Project Cost</u>		<u>Vendor(s)</u>	
Federal award	80%	Genfare	(\$1,562,215.92)
• FY18 OTPPP	\$1,763,428	IBI Group	(\$66,568.91)
Local match	20%		
• Dedicated sales tax rev	\$ 440,857		

Project Status: The Genfare GDS, vault and all SARTA buses have been installed with new Fast Fare fareboxes. SARTA staff completed training on the new Network Manager and GDS software on August 25th. SARTA will begin configuring the APOCs, RPOCs and the TVM for use. Evaluation for these devices will be completed soon.

Replace Point-of-Sale (POS)/Retail Management System Project

Project Description and Scope: SARTA uses Microsoft Dynamics RMS as our point-of-sale software at our transit locations. RMS is reaching its end of life and will not be supported. Therefore, SARTA IT is researching a replacement POS software. Microsoft Dynamics RMS (Retail Management System) version 2.0 has entered the “extended support” phase of its product lifecycle.

Extended support is a software term that means future development (i.e. new features) is going into other versions. For RMS, those alternatives as of right now are Microsoft Dynamics AX for Retail, aimed at the midsize retail enterprise, and the new Retail Essentials, which has more similarities to RMS and was developed in partnership with Retail Realm. Microsoft has committed to continue supporting the latest existing version of RMS through July 2021, and Microsoft has a long history of keeping those commitments. Under this extended phase, SARTA can add stores and lanes and work with our Microsoft partner like we always have.

Project Approval:	TBD	Project Manager:	Craig Smith
Estimated Project Cost:	\$25,000	(Est. planning, execution, close-out)	
Est. 3 Future Yrs. Operational Cost:	TBD		
Execution Project Cost:	\$0	Execution Cost to Date:	\$0
Internal Cost:	\$0	Internal Cost to Date:	\$0
External Cost:	\$0	External Cost to Date:	\$0
Execution Start:	TBD	Execution End:	12/31/2018
<u>Funding Source for Project Cost</u>		<u>Vendor(s)</u>	
Federal award	80%	Velosio (formerly Socius) – Microsoft Partner	
Local match	20%	Genfare	

Project Status: SARTA will be replacing the POS system with the farebox vendor’s POS system. The Genfare system will allow SARTA to continue to sell passes at the transit centers, but also sell at retail outlets that are partnering with SARTA to sell passes.

SARTA Video Surveillance Replacement

Project Description and Scope: After having many issues with the current video surveillance system. SARTA IT began looking for a replacement system that would offer the necessary features that could meet the demand. On a weekly basis, SARTA IT provides many video surveillance evidence for incidents that happen on and around SARTA owned properties, as well as, for a multitude of police agencies throughout Stark County. Therefore, SARTA is seeking to replace its video surveillance system. SARTA will be replacing its old video system, with a new video surveillance system that offers exceptional coverage and efficient system management.

The goal of the project is to provide all SARTA transit centers and SARTA's headquarters with a thorough video surveillance system that produces clear video evidence. The Avigilon system offers an end-to-end security solution that could protect our staff, facilities and assets, despite the unique challenges we face at the transit centers.

Project Approval:	July 22, 2020	Project Manager:	Craig Smith
Estimated Project Cost:	\$288,095	(Est. planning, execution, close-out)	
Est. 3 Future Yrs. Operational Cost:	,		
Execution Project Cost:	\$288,095	Execution Cost to Date:	\$151,273.80
Internal Cost:	\$0.00	Internal Cost to Date:	\$0.00
External Cost:	\$0.00	External Cost to Date:	\$0.00
Execution Start:	9/15/2020	Execution End:	1/31/2021
<u>Funding Source for Project Cost</u>		<u>Vendor(s)</u>	
Federal award	80%	Staley Technologies	
Local match	20%	Hilscher-Clarke Electric	

Project Status: Staley Technologies has completed the surveillance systems at Massillon, Cornerstone, and Alliance, Belden Village Transit Center, as well as, SARTA Headquarters. This project is now complete.

SARTA Website Redesign

Project Description and Scope: SARTA is seeking to redesign its website. The website design will incorporate robust and dependable functionality that aligns with SARTA’s brand and mission while providing an enjoyable user experience and overall usability.

The goals of the project are to provide SARTA with a vibrant, informative, intuitive, and accessible website to enhance the agency’s online presence, information, and public relations capabilities. A primary objective of the redesign is to ensure a consistent look and feel throughout the site enhancing the user’s experience.

Project Approval:	May 27, 2020	Project Manager:	Craig Smith
Estimated Project Cost:	\$102,707.50	(Est. planning, execution, close-out)	
Est. 3 Future Yrs. Operational Cost:			
Execution Project Cost:	\$102,707.50	Execution Cost to Date:	\$38,902.50
Internal Cost:	\$0.00	Internal Cost to Date:	\$0.00
External Cost:	\$0.00	External Cost to Date:	\$0.00
Execution Start:	10/5/2020	Execution End:	6/20/2021
<u>Funding Source for Project Cost</u>		<u>Vendor(s)</u>	
Federal award	80%	Planeteria Media, Inc.	
Local match	20%		

Project Status: SARTA has completed its kickoff meeting with Planeteria Media. We have been reviewing and evaluating the work of Planeteria as the website is being produced. SARTA has reviewed and gave feedback on the outline, mood board and wireframes of the website so far. We are review the design of the website and giving feedback. The next step will be to examine the functionality of the website.

Trapeze PASS Version 18 Upgrade Project

Project Description and Scope: SARTA utilizes the software package Trapeze PASS for its paratransit and demand response scheduling. This software is critical for many of SARTA operations such as, client management, ride scheduling and efficiency. SARTA has used this software to minimize operating costs and providing excellent, responsive service. It is also the platform that allows SARTA to provide online trip booking, as well as, real-time scheduling and service dispatching.

Currently, SARTA is uses Trapeze PASS version 14. It is time to upgrade to version 18 to take advantage of many of the new features that are available with this version. There are also other packages that SARTA has through Trapeze that will benefit from this upgrade.

Project Approval:	9/25/2019	Project Manager:	Craig Smith
Estimated Project Cost:	\$5,000	(Est. planning, execution, close-out)	
Est. 3 Future Yrs. Operational Cost:			
Execution Project Cost:	\$0.00	Execution Cost to Date:	\$0.00
Internal Cost:	\$0.00	Internal Cost to Date:	\$0.00
External Cost:	\$0.00	External Cost to Date:	\$0.00
Execution Start:	TBD	Execution End:	TBD
<u>Funding Source for Project Cost</u>		<u>Vendor(s)</u>	
Federal award	80%	Trapeze Group – Software vendor	
Local match	20%		

Project Status: This project is has begun and all needed servers and equipment is in place. SARTA IT has been working with Trapeze Group for the past several months to complete the upgrade of several Trapeze modules that were due. These modules include software that provide SARTA with a litany of functions that have become imperative to how SARTA interacts with its clients on a daily basis. The Trapeze PASS modules that are currently being upgraded are the following:

- **-IVR:** provides automatic previous day reminder calls, as well as, automatic imminent arrival calls to clients to inform them of when their bus will is on the way. Also, allows clients to book trips, confirm or cancel trips over the telephone.
- **-WEB:** allows clients to book trips, confirm or cancel trips all online using a smart phone tablet or computer. SARTA is upgrading to the new G3 platform.
- **-SUS:** keeps track of no shows, late cancels and cancel-at-the-door in order to assign proper suspension if necessary.
- **-MON:** allows SARTA dispatch to send manifest data, such as client name, pickup/dropoff information, time, etc... to the on-board mobile data terminal.
- **-APPS:** This is a brand new module that SARTA is piloting for a Microtransit evaluation.

Micro Transit Evaluation Project

Project Description and Scope: SARTA's goal implementing a Micro Transit pilot using Trapeze PASS in a sample population of neighborhoods/areas. SARTA's genuine interest in deploying the Micro Transit pilot project is supported by the following goals and objectives:

- Eliminating low ridership fixed routes and scaling back ADA paratransit routes to the true ADA mandated Fixed Route three-quarter mile service areas, currently SARTA operates extends beyond the ADA mandated geographical area.
- Replacing the eliminated fixed routes and the reduced ADA paratransit routes with on-demand service using existing paratransit vehicles and co-mingling passengers
- Deploying a website and Software application serving both Demand Response and ADA registered passengers
- Presenting eligible options to passengers using service-based scheduling.

Project Approval:	7/15/2020	Project Manager:	Craig Smith
Estimated Project Cost:	\$54,625	(Est. planning, execution, close-out)	
Est. 3 Future Yrs. Operational Cost:			
Execution Project Cost:	\$0.00	Execution Cost to Date:	\$0.00
Internal Cost:	\$0.00	Internal Cost to Date:	\$0.00
External Cost:	\$0.00	External Cost to Date:	\$0.00
Execution Start:	TBD	Execution End:	TBD
<u>Funding Source for Project Cost</u>		<u>Vendor(s)</u>	
Federal award	80%	Trapeze Group – Software vendor	
Local match	20%		

Project Status: This project is has begun and all needed servers and equipment is in place. SARTA IT has been working with Trapeze Group for the past several months to complete the upgrade of several Trapeze modules that were required for this Micro Transit pilot to take place. SARTA began testing the Trapeze PASS-Apps software on January 26th.

UKG Ready (formerly Kronos Workforce Ready)

Project Description and Scope: SARTA will be using the UKG Ready (formerly Kronos Workforce Ready) platform which is a flexible and seamless HR solution that provides a connected people experience to easily manage the entire employee journey, from a single solution. Designed for flexibility and ease of use, UKG Ready combines the power of HR, talent, payroll, and time to deliver a personalized, people-centered experience that cuts out busy work, increases efficiency, and will help SARTA maintain compliance.

Other benefits that SARTA is expected from this platform include the following UKG Ready features:

- Applicant Tracking
- Attendance Tracking
- Benefits Administration
- Employee Engagement
- Leave Management System
- Onboarding
- Payroll
- Scheduling
- Talent Management
- Time Clock
- Time Tracking

Project Approval:	10/1/2020	Project Manager:	Craig Smith
Estimated Project Cost:	\$40,000	(Est. planning, execution, close-out)	
Est. 3 Future Yrs. Operational Cost:			
Execution Project Cost:	\$0.00	Execution Cost to Date:	\$40,000
Internal Cost:	\$0.00	Internal Cost to Date:	\$0.00
External Cost:	\$0.00	External Cost to Date:	\$0.00
Execution Start:	10/16/2020	Execution End:	7/31/2021
<u>Funding Source for Project Cost</u>		<u>Vendor(s)</u>	
Federal award	80%	UKG	
Local match	20%		

Project Status: This project has begun and SARTA is currently in the discovery phase.



HUMAN RESOURCES

Tammy Marie Brown



Human Resources

As of March 31, 2021

Resignations, Terminations, and Probation Releases

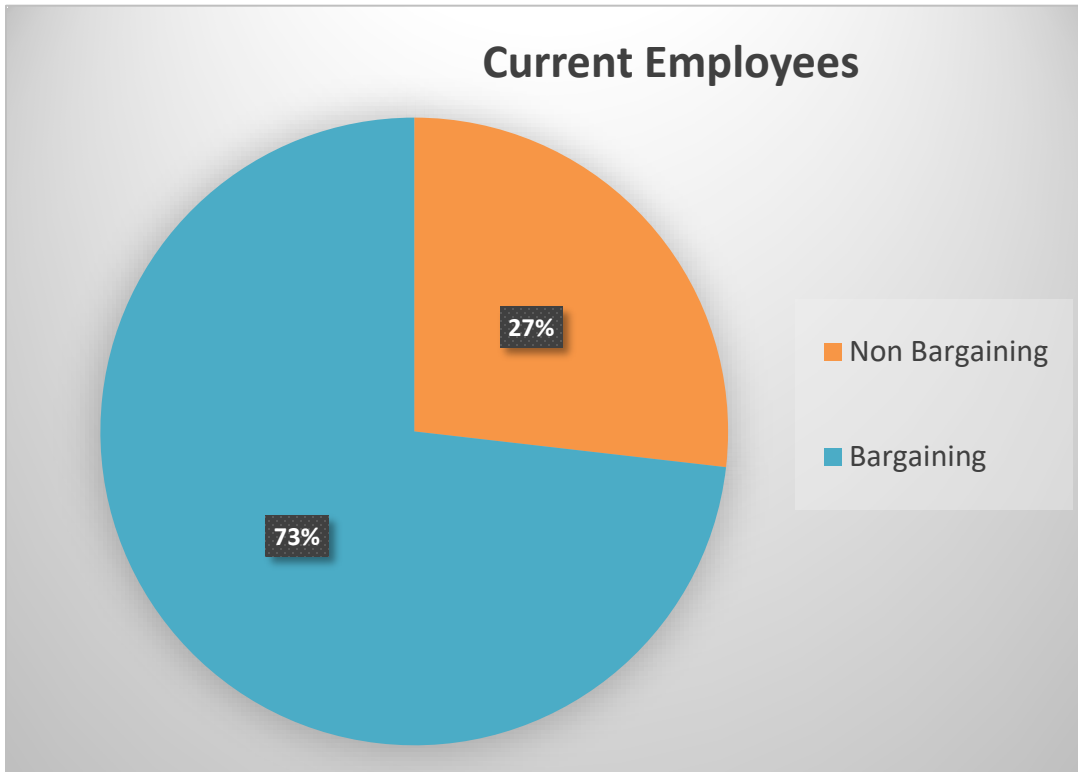
Changes in Personnel		
Resignation / Retirement	Termination	Released from probation
1	0	0

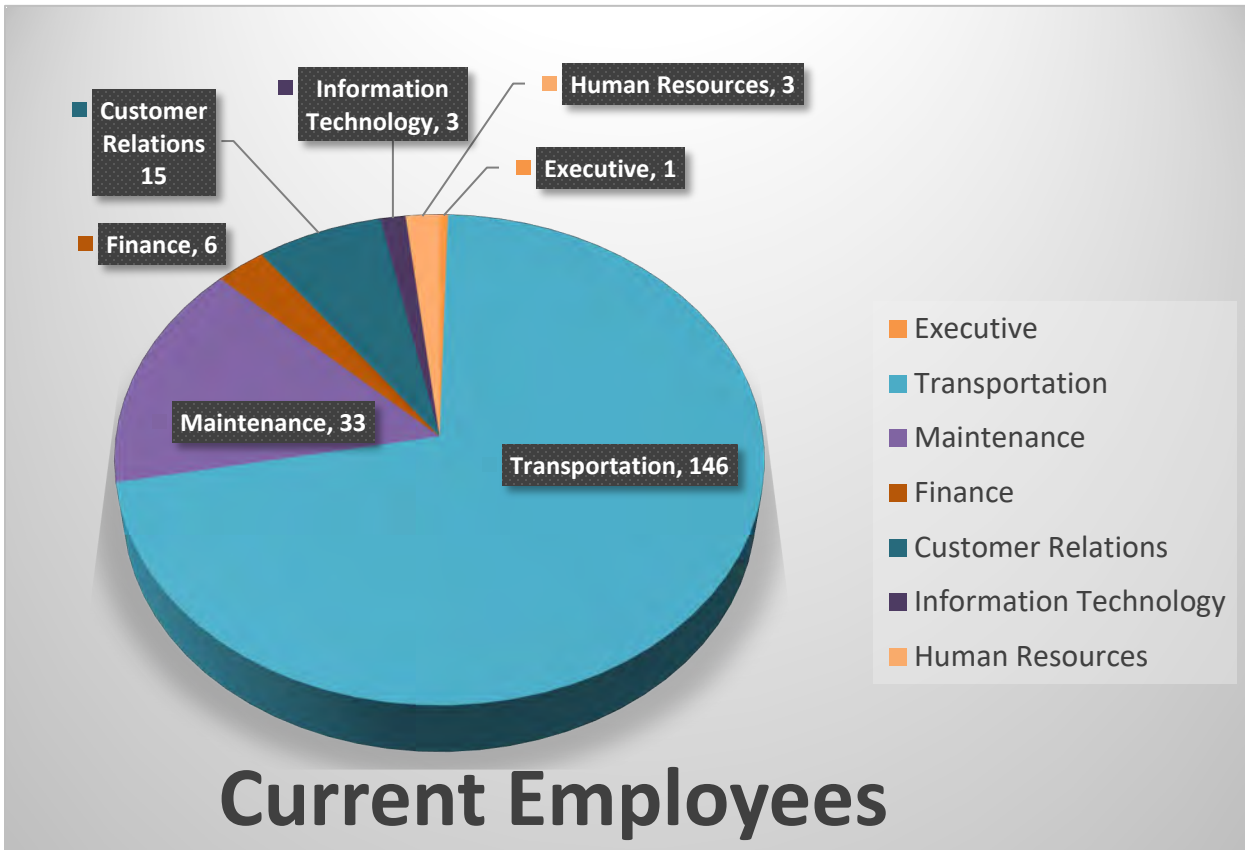
Current Openings

Position	Status
Maintenance Technician	Posting Ends 4/19/2021
Grants and Accounting Administrator	Posting Ends 4/19/2021
CDL Coach Operator (6)	Posting Ends 4/26/2021
EEO & Employee Relations Administrator	Role Alignment Under Evaluation

Current Staffing

Employees			
Department	Non Bargaining	Bargaining	Number
Executive	1	0	1
Transportation	19	127	146
Maintenance	11	22	33
Finance	6	0	6
Customer Relations	15	0	15
Information Technology	3	0	3
Human Resources	3	0	3
Total	58	149	207





FMLA

FMLA/Continuous Leave/Light Duty

- 0 on light duty
- 9 employees on FMLA continuous leave
- 10 employees on FMLA intermittent leave

COVID FMLA

- 4 Union Employees
- 3 Administrative Employees

General Human Resources' Functions

- Kronos software preparation continues with discovery information and training for implementation.
- Seventy-five percent of uniforms have been distributed.

Wellness

- Employees have the opportunity to register with Liberty Clinic, the parent organization for our onsite clinic, for COVID vaccinations. Cleveland Clinic Mercy Hospital will also hold a vaccination clinic on March 23 – 25. The same specifications exist for the first round of vaccinations at both locations
- Employees completed the first quarter wellness challenge that included weight loss and Fitbit step challenge.
- SmartShopper is an initiative of the Health Transit Pool of Ohio that encourages employees to compare costs of medical services offered within network. The goal is save on overall insurance costs and benefit employees with cash rewards and decrease out of pocket expenses.

Training

- Attended Q'Straint wheelchair securement training webinar to gain the necessary knowledge to properly secure a mobility device and reduce the risk of incidents and injury if an accident occurs.
 - Obtained CPR/ First Aid/AED Instructor certification to train and certify current and new employees.
 - Began the process of retraining CDL Coach Operators on the Hydrogen Fuel Cell buses as more Hydrogen buses are being placed on routes.
 - Phone conferenced with several agency trainers of local transit authorities to inquire about some ways in which they conduct their trainings.
-

Wellness Center

A total of 148 patients were seen at SARTA's onsite Wellness Center or at the Liberty Clinic in Belden Village during the first quarter of 2021. This represents a capacity utilization rate of 71% for the quarter, down from 93% the prior quarter. 89% of clinic utilization for the quarter was for chronic illness management and preventive care, which is where the value of the clinic investment resides for SARTA.

Clinic patients continue to value the clinic benefit, showing up 95% of the time for scheduled appointments during the quarter compared with 93% for the same period last year. Chronic and preventive cases were 89% of the total, up from 80% last year.

A total of 176 prescriptions were dispensed during the quarter, down 11% from the same period last year. This is explained at least in part by the fact that acute care visits were down 50% for the same periods.

There was a slight increase of the use of the Liberty Clinic in the first quarter, continuing the pattern that started with the onset of the pandemic in the second quarter. Use of the Liberty clinic increased 3% fourth quarter-to-first quarter. The extra availability of services at the Liberty Clinic, which is provided at no additional cost to SARTA, is proving to be a valuable resource.

SARTA										
DATE	SCHEDULED VISITS	ACTUAL VISITS	CANCELLED/ NO-SHOW	%ACTUAL/ SCHEDULED	ACUTE CASES	CHRONIC/ PREVENTIVE CASES	%C&P	Capacity	Capacity Utilization	Rx Dispensed
2105 Totals	70	66	4	94.29%	16	50	75.76%	160	41.25%	42
2016										
1Q2016 Total	140	123	17	87.86%	24	99	80.49%	208	59.13%	118
2Q2016 Total	160	144	16	90.00%	39	105	72.92%	208	69.23%	161
3Q2016 Total	156	140	16	89.74%	35	105	75.00%	208	67.31%	161
4Q2016 Total	175	151	24	86.29%	33	118	78.15%	192	78.65%	189
2016 Total	631	558	73	88.43%	131	427	76.52%	816	68.38%	629
2017										
1Q2017 Total	153	140	13	91.50%	32	108	77.14%	192	72.92%	133
2Q2017 Total	182	170	12	93.41%	42	128	75.29%	208	81.73%	213
3Q2017 Total	159	147	12	92.45%	24	123	83.67%	192	76.56%	178
3Q2017 To-Date	494	457	37	92.51%	98	359	78.56%	592	77.20%	524
4Q2017 Total	224	210	14	93.75%	31	179	85.24%	208	100.96%	250
2017 Total	718	667	51	92.90%	129	538	80.66%	800	83.38%	774
2018										
1Q2018 Total	190	166	24	87.37%	36	130	78.31%	208	79.81%	186
2Q2018 Total	166	150	16	90.36%	45	105	70.00%	208	72.12%	171
YTD	356	316	40	88.76%	81	235	74.37%	416	75.96%	357
3Q2018 Total	140	127	13	90.71%	35	92	72.44%	192	66.15%	177
YTD	496	443	53	89.31%	116	327	73.81%	608	72.86%	534
4Q2018 Total	264	241	23	91.29%	51	51	21.16%	192	125.52%	172
2018 Total	760	684	76	90.00%	167	378	55.26%	800	85.50%	706
2019										
January Total	67	65	2	97.01%	19	46	70.77%	80	81.25%	74
February Total	39	33	6	84.62%	6	27	81.82%	64	51.56%	45
March Total	65	63	2	96.92%	6	57	90.48%	64	98.44%	55
1Q2019 Total	171	161	10	94.15%	31	130	80.75%	208	77.40%	174
April Total	63	54	9	85.71%	13	41	75.93%	64	84.38%	50
May Total	67	61	6	91.04%	18	43	70.49%	80	76.25%	101
June Total	57	50	7	87.72%	20	30	60.00%	64	78.13%	49
2Q2019 Total	187	165	22	88.24%	51	114	69.09%	208	79.33%	200
YTD	358	326	32	91.06%	82	244	74.85%	416	78.37%	374
July Total	77	71	6	92.21%	16	55	77.46%	80	88.75%	71
August Total	55	50	5	90.91%	7	43	86.00%	64	78.13%	59
September Total	67	60	7	89.55%	8	52	86.67%	64	93.75%	68
3Q2019 Total	199	181	18	90.95%	31	150	82.87%	208	87.02%	198
YTD	557	507	50	91.02%	113	394	77.71%	624	81.25%	572
October Total	207	200	7	96.62%	53	147	73.50%	80	250.00%	91
November Total	88	73	15	82.95%	11	62	84.93%	64	114.06%	50
December Total	51	44	7	86.27%	8	36	81.82%	64	68.75%	42
4Q2019 Total	346	317	29	91.62%	72	245	77.29%	208	152.40%	183
2019 Total	903	824	79	91.25%	185	639	77.55%	832	99.04%	755
2020										
January Total	68	65	3	95.59%	10	55	84.62%	64	101.56%	72
February Total	57	51	6	89.47%	12	39	76.47%	64	79.69%	60
March Total	54	50	4	92.59%	11	39	78.00%	64	78.13%	65
1Q2020 Total	179	166	13	92.74%	33	133	80.12%	192	86.46%	197
April Total	76	70	6	92.11%	13	57	81.43%	80	87.50%	64
May Total	48	42	6	87.50%	4	38	90.48%	64	65.63%	52
June Total	34	29	5	85.29%	7	22	75.86%	64	45.31%	26
2Q2020 Total	158	141	17	89.24%	24	117	82.98%	208	67.79%	142
YTD	337	307	30	91.10%	57	250	81.43%	400	76.75%	339
July Total	59	53	6	89.83%	10	43	81.13%	80	66.25%	92
August Total	58	52	6	89.66%	5	47	90.38%	64	81.25%	48
September Total	62	60	2	96.77%	8	52	86.67%	64	93.75%	48
3Q2020 Total	179	165	14	92.18%	23	142	86.06%	208	79.33%	188
YTD	516	472	44	91.47%	80	392	83.05%	608	77.63%	527
October Total	95	89	6	93.68%	16	73	82.02%	64	139.06%	91
November Total	65	59	6	90.77%	8	51	86.44%	64	92.19%	58
December Total	51	46	5	90.20%	7	39	84.78%	80	57.50%	41
4Q2020 Total	211	194	17	91.94%	31	163	84.02%	208	93.27%	190
2020 Total	727	666	61	91.61%	111	555	83.33%	816	81.62%	717
2021										
January Total	49	44	5	89.80%	6	38	86.36%	64	68.75%	65
February Total	47	45	2	95.74%	7	38	84.44%	64	70.31%	36
March Total	60	59	1	98.33%	4	55	93.22%	80	73.75%	75
1Q2021 Total	156	148	8	94.87%	17	131	88.51%	208	71.15%	176

NEWS

SARTA to offer free rides to Wolstein Center vaccination site

Canton Repository staff report

Published 9:45 a.m. ET Mar. 19, 2021

CANTON The Stark Area Regional Transit Authority will offer free transportation to people receiving COVID-19 vaccinations at the Wolstein Center on Cleveland State University's campus beginning Monday.

The rides will be provided on SARTA's Route 4. Passengers must show proof of a vaccination appointment at the Wolstein Center when boarding the bus and must wear a mask and observe the transit system's social-distancing protocols during the trip.

The Route 4 bus will depart from SARTA's Cornerstone Transit Center and travel to the Cleveland RTA bus stop shelter on Prospect Avenue near the mass vaccination site three times a day Monday through Friday. After being vaccinated, passengers will board the bus at the RTA shelter for the return trip to Cornerstone.

Detailed schedule information for Route 4 is at www.sartaonline.com/schedules. Anyone interested in taking advantage of the ride offer should check the schedule before making an appointment to be vaccinated. The Wolstein Center will dispense shots from 8 a.m. to 8 p.m. seven days a week.

Vaccine-eligible Ohioans can make appointments to get their shot at the Wolstein Center by visiting gettheshot.coronavirus.ohio.gov and entering zip code 44115 in the search field. To make an appointment, call 1-833-4-ASK-ODH.

For more information about the vaccine ride program, contact SARTA customer service at 330-477-2782 (option 2).

NEWS

SARTA launches new program to help area employers, workers

Canton Repository staff report

Published 1:37 p.m. ET Apr. 6, 2021 | Updated 4:19 p.m. ET Apr. 6, 2021

CANTON – The Stark Area Regional Transit Authority is launching a new program designed to help Stark County businesses hire and retain new workers.

SARTA CEO Kirt Conrad said employers who participate in the program will receive free 31-day fixed-route bus passes for new and current employees to use for travel to and from work.

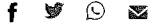
“We know that the lack and cost of transportation can pose a problem for people who haven’t been on the job long enough to earn a couple paychecks,” Conrad said in a prepared statement. “This new program is an obvious solution.”

Employees with verified transportation issues will be eligible to receive one free 31-day fixed-route pass. The transit system will restock passes as needed and work with employers to coordinate the program and ensure its success.

For more information about the free pass program, employers can contact Director of Customer Relations Latrice Virola at 330-430-1036 or lvirola@sartaonline.com.

SARTA joins project to test more efficient systems for hydrogen powered vehicles

Edd Pritchard, The Repository 4 days ago



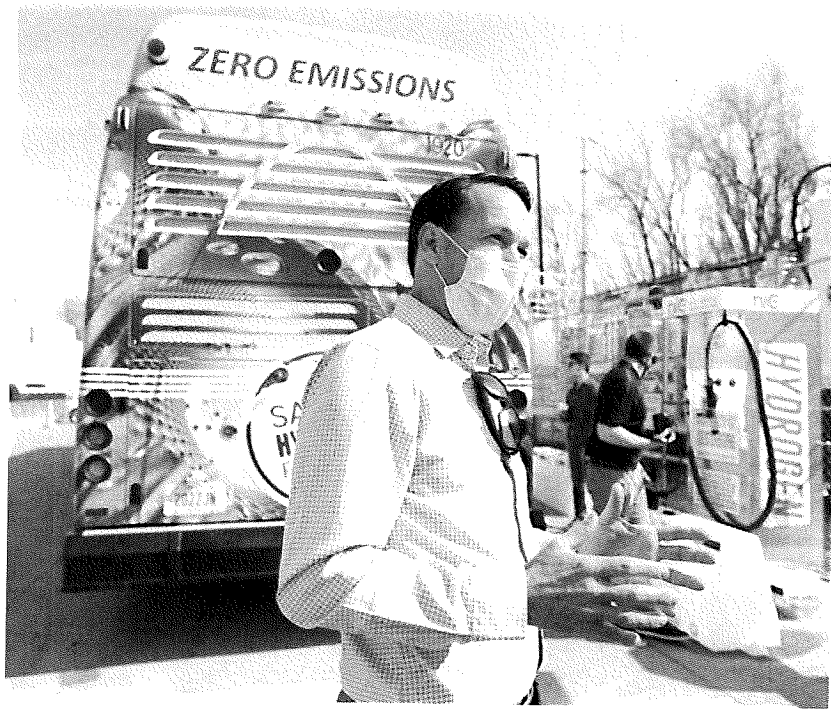
CANTON – The Stark Area Regional Transit Authority has partnered with a research operation to demonstrate new hydrogen fueling equipment.



© Julie Vennitti Botos Kirt Conrad, SARTA chief executive officer, discusses the mobile hydrogen refueling system that the transit authority will be testing over the next three months. SARTA is the first agency to use the system.

SARTA is working with NICE America Research — the U.S.-based research and development arm of China Energy — to test a mobile submerged pump liquid hydrogen refueling unit. The three-month demonstration is the first time the system has been used in real-world conditions.

Kirt Conrad, SARTA's chief executive officer, offered the "world unveiling" of the new system Wednesday morning. SARTA is the first agency to use it.



© Julie Vennitti Botos Jordan McRobie, director of business development for NICE America, answers questions about the company's mobile hydrogen refueling system. The Stark Area Regional Transit Authority is the first agency to test the system.

The new system could help drive increased use of hydrogen fuel cells in buses and other public transit vehicles, Conrad said.

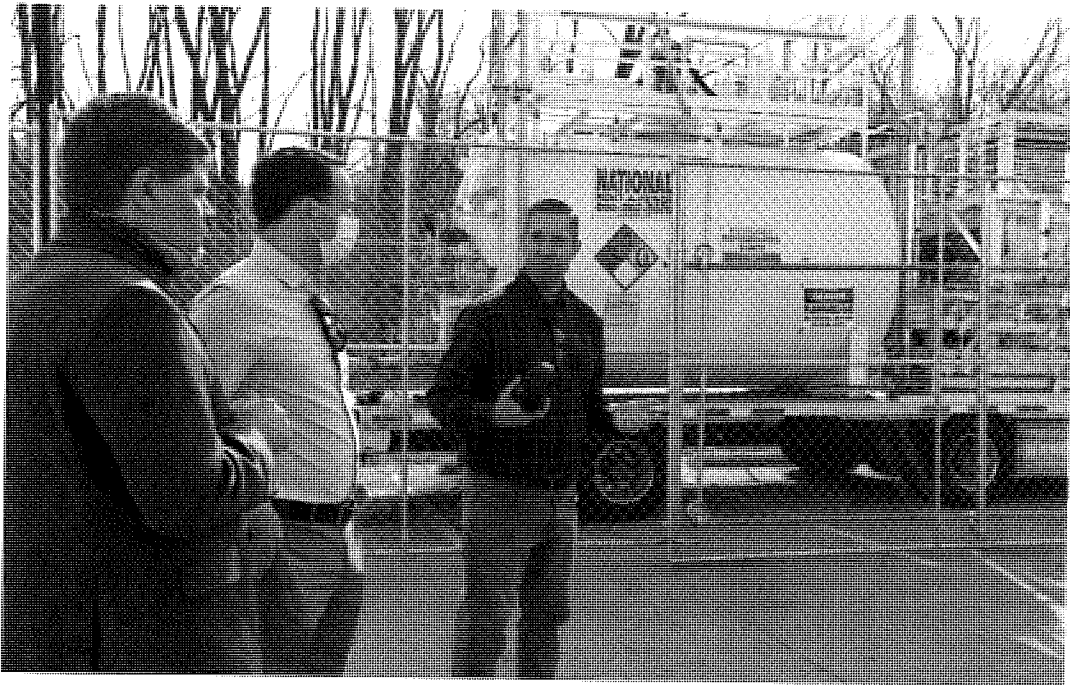
Key to the system is placement of the fuel pump within the tank that contains liquid hydrogen. Placing the pump inside the tank reduces the number of components needed at the refueling system. The equipment is less expensive to build and costs less to operate, said Jordan McRobie, director of business development for NICE.



© Julie Vennitti Botos Sarta in Canton and officials from NICE America Research conduct the first public demonstration of the company's groundbreaking mobile hydrogen refueling system. Wednesday, April 7, 2021.

A NICE submerged pump mobile refueling station has been installed at SARTA's main offices and will be used to refuel the transit authority's 10 buses and five Pro-Line vehicles that are hydrogen fueled.

Meanwhile, the Center for Transportation and the Environment is assisting with the collaboration and monitoring performance of the system.



© Julie Vennitti Botos Kirt Conrad, SARTA chief executive officer, Jordan McRobie, director of business development for NICE America, and Erik Hansen, owner of Bulldog Energy Providers, discuss the mobile hydrogen refueling system developed by NICE that will be tested over the next three months by SARTA.

Conrad said he agreed to partner with NICE because he believes the system can help hydrogen powered vehicles secure a larger position in the market for alternative fuel vehicles.

Issues associated with fueling have put hydrogen powered vehicles at a disadvantage when compared with vehicles using electric batteries, Conrad said. The system developed by NICE could help transit authorities focus on ways to use hydrogen as a power source.

SARTA uses hydrogen and compressed natural gas to fuel buses and other smaller vehicles. Using the alternative fuels helps reduce carbon emissions.

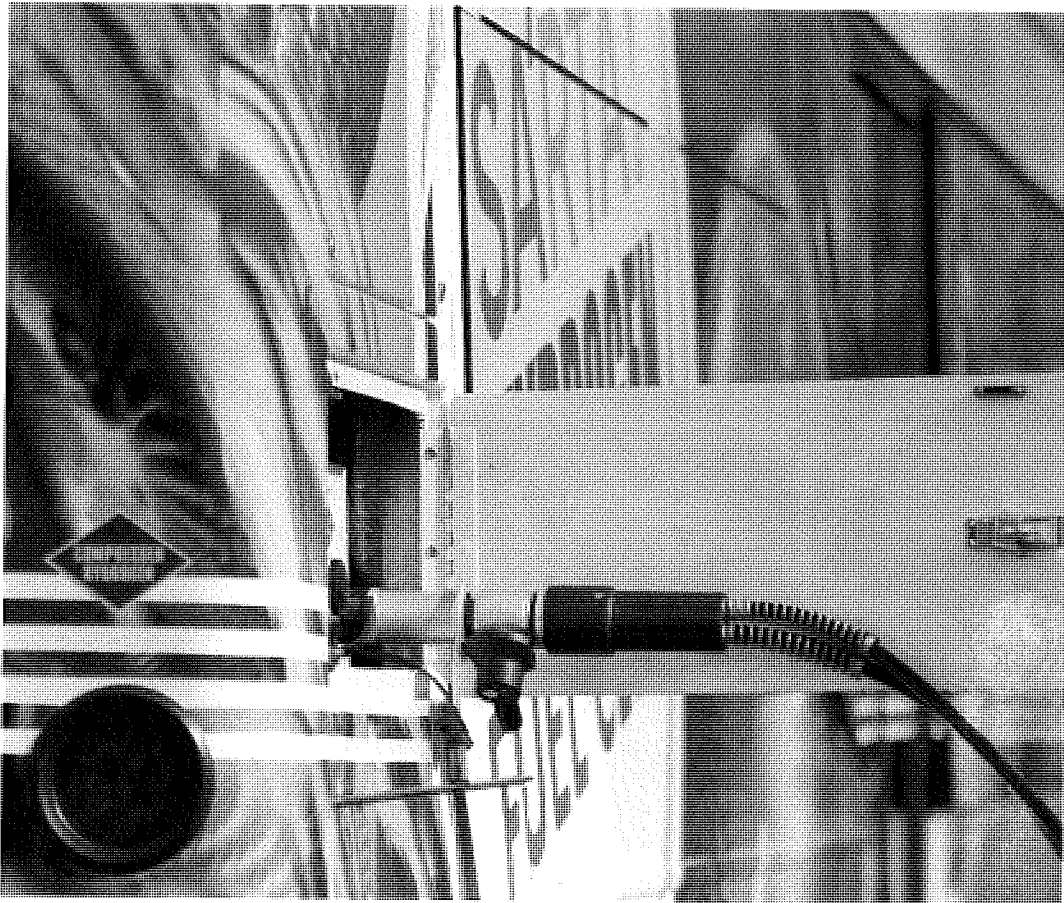
Using hydrogen, however, has been a problem because of high costs tied with building a fueling station. The system developed by NICE is less expensive to construct and less expensive to operate once built, McRobie said.

Conrad and McRobie believe SARTA's tests using NICE's system will show the new system is more cost efficient and takes less time to fuel. Additionally, Conrad said hydrogen powered buses get better mileage than electric battery vehicles, and are more reliable and affordable to operate.

McRobie said NICE, which stands for National Institute of Clean-and-Low-Carbon Energy, has been working more than four years on developing technology for the fueling system. Most of the development has been in North America, but he expects it will be used eventually in China and other countries.



© Julie Vennitti Botos Erik Hansen, owner of Bulldog Energy Providers, demonstrates the mobile hydrogen refueling system Wednesday as officials from SARTA and NICE America Research watch. It was first public demonstration of the system.



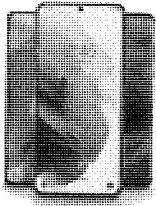
© Julie Vennitti Botos Stark Area Regional Transit Authority and NICE America Research officials unveiled a mobile hydrogen refueling system on Wednesday at SARTA's facility in Canton.



© Julie Vennitti Botos Erik Hansen, owner of Bulldog Energy Providers, demonstrates the mobile hydrogen refueling system being tested by the Stark Area Regional Transit Authority. It's the first use of the system developed by NICE America Research.

This article originally appeared on The Repository: SARTA joins project to test more efficient systems for hydrogen powered vehicles

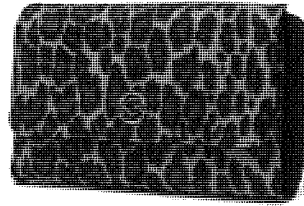
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Stark Area Regional Transit Authority

Resolution # _____, 2021

A Resolution Authorizing The Executive Director/CEO To Enter Into Contract With Air Products To Upgrade The Hydrogen Fueling Station for Fuel Cell Buses

Whereas, Air Products is the current vendor supplying equipment and hydrogen to fuel Stark Area Regional Transit Authority's ("SARTA's") hydrogen buses; and

Whereas, Air Products has proposed an H70 equipment upgrade to fill light-duty hydrogen vehicles as follows:

- 3 14.5' gaseous high pressure H2 storage vessels;
 - 15,000 psig;
- 1 booster compressor with integrated cooling system;
 - 60 HP, 14,000 psig discharge;
- 1 standalone cascade panel;
- 1 high pressure heat exchanger and refrigeration unit;
- 1 automated H70 (70 MPaG) gaseous H2 light-duty commercial dispenser;
 - data system;
 - up to 150' maximum linear footage of supply tubing;
 - IR communications;
 - H2 flowmeter; and
 - Located between existing dispensers on fueling island; and

Whereas, total project cost is One Million, Four Hundred Thousand Dollars (\$1,400,000) with One Million, Two Hundred Forty Thousand Dollars (\$1,240,000) in CMAQ funding already awarded. The local match will be One Hundred Sixty Thousand Dollars (\$160,000); and

Whereas, SARTA is presently providing transit service and observing all Federal and State rules regarding this program;

Now be it resolved by the Stark Area Regional Transit Authority Board of Trustees, that the Executive Director/CEO is authorized to enter into a contract with Air Products and supply any additional information the Federal Transit Administration may require in connection with the contracts or reporting documentation.

Date

Board President

Secretary-Treasurer

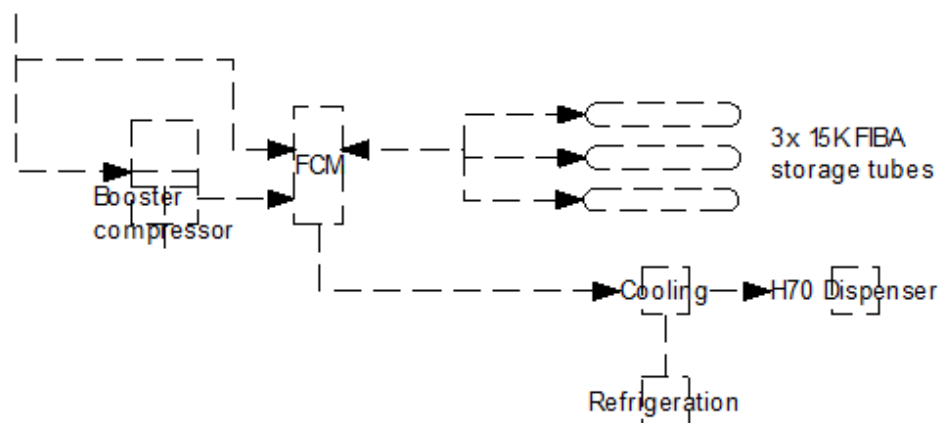
14 April 2021

Mr. Kirt Conrad, President/CEO
 Stark Area Regional Transit Authority
 1600 Gateway Blvd.
 Canton, OH 44707
Subject: H70 Equipment Upgrade Proposal

Dear Mr. Conrad –

I am pleased to provide the following information for the H70 equipment upgrade to fill light-duty vehicles (design fill of 5 kilograms). Please refer to the attached block diagram:

From H35 Flow Control Manifold



Hydrogen from the existing station can be fed to a high-pressure booster compressor to fill a set of 15,000 psig storage vessels. A new flow control manifold provides hydrogen to the light-duty H70 dispenser; gas is selected from the proper source based on the pressure during the fueling operation (additional valves will be added to the existing manifold). Cooling is provided to meet the requirements of the applicable light-duty fueling standard (SAE J-2601).

The following table provides additional information on the equipment for the H70 upgrade:

- **3 14.5' gaseous high pressure H2 storage vessels**
 - 15,000 psig
- 1 booster compressor with integrated cooling system
 - 60 HP, 14,000 psig discharge
- 1 standalone cascade panel
- 1 high pressure heat exchanger and refrigeration unit

- 1 automated H70 (70 MPag) gaseous H2 light-duty commercial dispenser
 - data system
 - up to 150' **maximum linear footage of supply tubing**
 - IR communications
 - H2 flowmeter
 - Located between existing dispensers on fueling island

The price for the equipment, including installation and commissioning, is \$1,400,000, excluding sales or other applicable taxes. Pricing is valid until 14 May 2021.

Please feel free to contact me with any questions.

Yours truly,



Edward C. Heydorn
Business Development Manager
Air Products and Chemicals, Inc.

cc: Mark Finnicum - SARTA
Alison Hawkins - Air Products

Stark Area Regional Transit Authority

Resolution # _____, 2021

**A Resolution Authorizing The Executive Director/CEO To
Surplus Obsolete Paratransit Asset Inventory**

Whereas, Stark Area Regional Transit Authority ("SARTA") wishes to surplus their obsolete inventory of buses and one (1) pick-up truck (see Attachment A); and

Whereas, the above-mentioned fixed assets have exhausted their useful life for which they were purchased, are damaged, and have been or are being replaced; and

Whereas, the obsolete inventory assets will be disposed of in a manner which is in the best interest of SARTA;

Now be it resolved by the Stark Area Regional Transit Authority Board of Trustees, that the Executive Director/CEO is authorized to dispose of the above-mentioned obsolete fixed asset inventory.

Date

Board President

Secretary-Treasurer

Obsolete Fixed Asset Inventory:

<u>Vehicle #</u>	<u>Year/Make</u>	<u>Mileage</u>	<u>Federal Share of Remaining Life</u>
1450	2014/Paratransit	210542	\$0.00
1451	2014/Paratransit	199484	\$0.00
1452	2014/Paratransit	203778	\$0.00
1453	2014/Paratransit	178274	\$0.00
1454	2014/Paratransit	193562	\$0.00
1455	2014/Paratransit	211884	\$0.00
1456	2014/Paratransit	188826	\$0.00
1457	2014/Paratransit	239118	\$0.00
1458	2014/Paratransit	244596	\$0.00
1459	2014/Paratransit	262884	\$0.00
1560	2015/Paratransit	219659	\$0.00
1562	2015/Paratransit	194084	\$0.00
1563	2015/Paratransit	220467	\$0.00
1564	2015/Paratransit	198437	\$0.00
1565	2015/Paratransit	200174	\$0.00
1566	2015/Paratransit	191291	\$0.00
0008	2001/Dodge Ram	123177	\$0.00

Stark Area Regional Transit Authority

Resolution # _____, 2021

**A Resolution To Adopt Updated
Small And Disadvantaged Business Enterprise Program**

Whereas, the U.S. Department of Transportation's ("DOT's") Disadvantaged Business Enterprise ("DBE") program was implemented in 1980 as a minority/women's business enterprise program, under the authority of Title VI of the Civil Rights Act of 1964 and other nondiscrimination statutes, to ensure that public funds are distributed without regard to race, color, age, sex or national origin; and

Whereas, recipients of DOT funds must develop and implement a DBE program that conforms to DOT standards set forth in 49 CFR Part 26; and

Whereas, the Stark Area Regional Transit Authority is a recipient of DOT funds and wishes to update their Small and DBE Program in accordance with the regulations of the DOT (see Attachment A);

Now be it resolved by the Stark Area Regional Transit Authority Board of Trustees, that the Executive Director/CEO be authorized to adopt the updated Small and Disadvantaged Business Enterprise Program, as attached.

Date

Board President

Secretary-Treasurer

DBE Program



Stark Area Regional Transit Authority

*Small and Disadvantaged Business Enterprise (DBE)
Program*

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SARTA History

Stark County's original Public Transportation system began in 1884 when the City of Canton launched the Canton Street Railway Company. It consisted of five routes powered by horse-drawn carriages that transported riders on a four-foot gauge track. Four years later, the Alliance Street Railway was formed to service the Alliance area and in 1892, Massillon expanded and began to provide Public Transportation with the Canton & Massillon Electric Railway.

Beginning in 1997, the Stark Area Regional Transit Authority (*SARTA*) as we know it today, began service throughout Stark County. In the years since, *SARTA* has expanded service to Hartsville, Uniontown, Greentown (1998) and Akron (2002). Since 1997, we have opened four Transit Centers; Massillon (2000), Alliance (first one in 2000 & current one in 2007), Cornerstone (2002), and Belden Village (2011).

In the first year of service, *SARTA*'s ridership was 1.1 million. Fast forward to 2014 where *SARTA* set a new record for ridership, providing 2.8 million rides! One thing that hasn't changed over the years is the popularity of the 102, which was and is still the most widely used route.

More recently, *SARTA*'s Outreach Specialists have trained over 14,000 riders on how to utilize the various services available to Stark County residents. *SARTA* has also begun looking towards the future in terms of environmental sustainability. In 2009 *SARTA* began using diesel/electric buses and in 2012 accepted the delivery of 20 Compressed Natural Gas (CNG) buses in an effort to utilize clean fuel transportation. That's not all, in January of 2016, *SARTA* broke ground for a Hydrogen Fueling Station that will allow *SARTA* to begin using zero- emission Hydrogen Fuel Cell buses beginning mid-to-late 2017.

SARTA Mission & Vision

Mission Statement

SARTA is committed to enhancing the quality of life for our community by providing efficient, affordable and sustainable mobility options for Stark County.

Vision Statement

To enhance the economic and environmental viability of Stark County by providing mobility access for employment, education, medical care and recreational opportunities. We will do this by:

- Operating within budget and in a financially responsible manner
- Enhancing quality of life through personal independence
- Offering mobility options to meet the diverse needs of the public
- Creating an environment supporting professional development to ensure a dynamic workforce operating according to the highest ethical standards
- Continuing our efforts to utilize alternative energy sources for our fleet and facilities

SARTA's Governance

SARTA's Board of Trustees is comprised of 9 board members who are appointed by the Stark County Commissioners, Mayor of Alliance, Mayor of Canton, Mayor of Massillon and Stark Council of Governments (SCOG).

Objectives

SARTA has issued a policy statement that expresses its commitment to use Disadvantaged Businesses in all aspects of contracting. Various levels of responsibility are outlined and objectives of the program are described. This policy statement is circulated throughout the organization and to minority, non-minority, women-owned, and small business organizations. It is our policy:

- To ensure nondiscrimination in the award and administration of DOT- assisted contracts;
- To create a level playing field on which Disadvantaged Businesses can compete fairly for DOT-assisted contracts;
- To ensure that the DBE Program is narrowly tailored in accordance with applicable law;
- To ensure that only firms that fully meet 49 CFR Part 26 eligibility standards are permitted to participate as DBEs;
- To help remove barriers to the participation of DBEs in DOT-assisted contracts;
- To assist the development of firms that can compete successfully in the market outside the DBE Program.

Responsibility for Disadvantaged Business Program Implementation

SARTA's Executive Director/CEO is ultimately responsible for the implementation, structure, and compliance of the DBE program.

The Executive Director/CEO has designated a DBE Liaison Officer. The DBE Liaison Officer reports to the Executive Director/CEO and is responsible for developing, managing, and facilitating the implementation of the DBE program on a day-to-day basis.

DBE Liaison Officer (DBELO)

SARTA has designated the following individual as our DBE Liaison Officer (DBELO):

Emily Kimble
SARTA
1600 Gateway Blvd SE

Canton, OH 44707
(330)-477-2782 EXT: 508
Fax (330)-454-5476
E-mail: ekimble@sartaonline.com

Duties assigned to the DBE Liaison Officer include, but are not limited to the following:

- Gather and report information required by FTA.
- Review third party contracts and purchase requisitions to ensure compliance.
- Provide assistance to departments as they set overall annual goals.
- Ensure timely availability of bid notices and requests for proposals to Disadvantaged Businesses.
- Review contracts and procurements to see Disadvantaged Businesses are included in solicitations. Monitor results by utilizing race-neutral and contract specific goals.
- Analyze *SARTA's* progress in meeting its goal and identify methods to improve the program.
- Participate in pre-bid meetings.
- Function as an advisor to the Executive Director/CEO and Board of Trustees with regard to DBE matters and goal attainment.
- Monitor contractor compliance with good faith effort.
- Assist Disadvantaged Businesses requiring information and help in preparing bids.
- Plan and participate in Disadvantaged Business seminars.
- Provide outreach service to Disadvantaged Businesses and community organizations to advise them of opportunities to contract with *SARTA*.
- Maintain an updated directory of certified Disadvantaged Businesses.

Prohibited Discriminatory Actions

SARTA does not discriminate in provision of services or employment because of handicap, race, color, creed, national origin, sex, or age.

Contract Assurance

We will ensure that the following clause is placed in every DOT-assisted contract and subcontract:

The contractor or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of the 49 CFR part 26 (Disadvantaged Business Enterprise) in the award and administration of DOT assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy, as the recipient deems appropriate. Each subcontract the contractor signs with a subcontractor must include the assurance in this paragraph (see 49 CFR 26.13(b)).

Prompt Payment

SARTA will include the following clause in each DOT-assisted prime contract:

The prime contractor agrees to pay each subcontractor under this prime contract for satisfactory performance of its contract no later than 10 calendar days from receipt of payment from SARTA. The prime contractor shall also return any retainage payments to the sub- contractor within 10 calendar days after the subcontractor's work is satisfactorily completed. Any delay or postponement of payment from the above referenced time frame may occur only for food cause following written approval from SARTA. This clause applies to both DBE and non- DBE subcontracts.

DBE Financial Institutions

It is the policy of SARTA to investigate the full extent of services offered by financial institutions owned and controlled by socially and economically disadvantaged individuals in the community, to make reasonable effort to use these institutions, and to encourage prime contractors on DOT-assisted contracts to make use of these institutions when they are available.

Disadvantaged Business Directory

SARTA will maintain a directory to identify DBE's with capabilities relevant to general contracting requirements and to particular solicitations. The directory lists the firm's name, address, phone number, email (if provided), and the type of work performed by the firm. The Directory is revised annually. SARTA will also use the certifications of other DOT recipients where possible in its directory. The Directory will be made available to contractors, bidders, and proposers. Upon request, the Directory is available to the general public.

Legal and Contract Compliance Mechanisms and Remedies

All participants in the Disadvantaged Business program must comply with *SARTA* requirements and the regulations of the DOT. Any false, fraudulent, or dishonest conduct in connections with the program will be brought to the attention of the DOT so that DOT can take steps (i.e. referral to the Department of Justice for criminal prosecution, referral to the DOT Inspector General, action under suspension and debarment or Program Fraud and Civil Penalties rules) provided in 26.109. *SARTA* reserves the right to apply legal and contract remedies available under federal, state, and local laws.

Annual Disadvantaged Goals

After identifying projects that are federally assisted, the DBE Liaison Officer will determine if the prime contracts awarded will be greater than \$250,000 (excluding bus purchases), then set an annual overall Disadvantage goal in accordance with Section 26.45(f) to be submitted to FTA by August 1, every three (renewing) years.

SARTA will publish in general circulation media a notice of the proposed overall goal. The goal and the rationale for the goal will be made available for inspection during normal business hours for 30 days following the notice, and comments will be accepted on the goal for 45 days from the date of the notice.

When the overall goal expires, a new overall goal shall be set and submitted to the Department for review.

The overall goal shall be submitted to FTA for review (August 1, every three years) 60 days before the beginning of the federal fiscal year to which the goal applies. *SARTA* will begin using the overall goal on October 1, unless we have received other instructions from DOT. If we establish a goal on a project basis, we will begin using this goal by the time of the first solicitation for a DOT- assisted contract for the project.

Goal Setting Methodology

SARTA considers the following factors in setting an overall goal:

The overall goal is based on a *SARTA*'s projection of the number, types, and dollar value of contracts to be awarded by *SARTA*, and a projection of the number of types of DBEs that are likely to be ready and available to compete for contracts from *SARTA* over the period during which the goals will be in effect.

SARTA's goals are established as follows:

- Examine the budget and procurement plan to determine the types and dollar amounts of goods and services to be contracted during the next three fiscal years. Develop a base figure by determining the number of firms that are ready, willing, and able to provide the goods and services SARTA will be contracting for during three years.
- Examine all the available evidence as well as historical data to determine if an adjustment to the base figure should be made. After any adjustments have been made, this figure will reflect SARTA's overall goal.
- Determine the breakout of estimated race-neutral and race-conscious participation for the overall goal.
- Invite public participation by placing a legal ad in the local newspaper for a public hearing.

Contract Goals

SARTA will use contract goals to meet any portion of the overall goal in which SARTA does not expect to meet using race-neutral means. Contract goals are established so that, over the period to which the overall goal applies, they will cumulatively result in meeting any portion of our overall goal that is not projected to be met through race-neutral means.

SARTA will establish contract goals only on those DOT-assisted contracts that have subcontracting possibilities. We need not establish a contract goal on every contract, and the size of the contract goal will be adapted to the circumstances of each contract (e.g., type and location of work, availability of Businesses to perform the particular type of work.)

SARTA will express our contract goal as a percentage of the total amount of the DOT-assisted contract.

Good Faith Efforts

Once SARTA has set an overall goal, each solicitation for which a contract goal has been established will require bidders to submit the following information either under sealed bid procedures or with initial proposals under contract negotiations procedures; or at a time before a commitment to the performance of the contract:

- Names and addresses of Disadvantaged firms that will participate in the contract
- Description of the work that each DBE will perform

- The dollar amount of the participation for each DBE firm
- Written documentation of commitment to use a DBE subcontractor whose participation it submits to meet a contract goal.
- Written confirmation from the DBE that it is participating in the contract as provided in the prime contractor's commitment
- If the contract goal is not met, evidence of good faith efforts

Award if Failure to meet goal

To award a contract to a bidder/proposer that has failed to meet the DBE contract goals, *SARTA* will decide whether the bidder/proposer has made a good faith effort to actively and aggressively seek DBE's to meet those goals.

Evidence of Good Faith Efforts

The kinds of efforts that will be considered demonstrative of 'good faith efforts' include, but are not limited to, the following:

- When other bidders on the procurement met the DBE goal
- When the contractor selected portions of the work to be performed by DBEs and where appropriate, broke out contract work items into feasible units to facilitate DBE participation, even when the prime contractor might otherwise prefer to perform these work items with its own workforce.
- When the contractor has effectively used the services of available minority/women community organizations, contractors' groups and other organizations to provide assistance in the recruitment and placement of DBEs.
- When the contractor made efforts to assist interested DBEs in obtaining necessary equipment, supplies, materials, related assistance, services, bonding, lines of credit, or insurance.
- When the contractor negotiated in good faith with DBEs. (Evidence of such negotiation may include names, addresses, and phone numbers of DBEs who were considered; description of the plans and specifications of the work to be subcontracted; and reasons why additional agreements could not be reached.

- When the contractor has solicited through all reasonable and available means to determine the interest of all certified DBEs who have the capability to perform the work to be contracted.

Transit Vehicle Manufacturers Goals

SARTA will require each transit vehicle manufacturer, as a condition of being authorized to bid or propose on FTA-assisted transit vehicle procurements, to certify that it has complied with the requirements of this section. Alternatively, SARTA may, at its discretion and with FTA approval, establish project-specific goals for DBE participation in the procurement of transit vehicles in lieu of the TVM complying with this element of the program.

Administrative Reconsideration

If it is determined that the apparent successful bidder/proposer has failed to meet SARTA's requirements, the bidder/proposer has an opportunity to meet in person with our reconsideration official to discuss the issue of whether it met the commitment or made adequate good faith efforts to do so. We will send the bidder/offeror a written decision on reconsideration, explaining the basis for finding that the bidder did or did not meet the goal or make adequate good faith efforts to do so. The result of the reconsideration process is not administratively appealable to the Department of Transportation.

We will require a contractor to make good faith efforts to replace a DBE that is terminated or has otherwise failed to complete its work on a contract with another certified DBE, to the extent needed to meet the contract goal. We will require the prime contractor to notify the DBE Liaison Officer immediately of the DBE's inability or unwillingness to perform and provide reasonable documentation.

In this situation, we will require the prime contractor to obtain our prior approval of the substitute DBE and to provide copies of new and amended subcontracts, or documentation of good faith efforts. If the contractor fails or refuses to comply in the time specified, our contracting office will issue an order stopping all or part of the payment/work until satisfactory action has been taken. If the contractor still fails to comply, the contracting officer may issue a termination for default proceeding.

Participation Counting Towards Goals

SARTA will count DBE participation toward overall and contract goals as provided in 49 CFR 26. Only the work actually performed by a DBE will be counted towards the DBE goal. The cost

of supplies and materials which are obtained by the DBE, or any equipment leased (except from the prime contractor or its affiliate) may also be counted. Work that is subcontracted by a DBE to a non- DBE firm does not count towards DBE goals.

Nondiscrimination Assurance

It is the policy of *SARTA* not to use quotas or set-asides in its efforts to meet DBE program goals.

Some of the techniques, which *SARTA* employs to facilitate DBE participation in contracting activities, include:

- Arranging times for the presentation of bids, solicitations, quantities, delivery schedules, and specifications to facilitate the participation of DBEs.
- Advertising formal procurement in the local media stating that DBEs are welcome to respond.

Certification Standards

SARTA will ensure that only certified DBEs participate in its DBE program. All firms seeking certification must demonstrate that they meet the eligibility requirements of Subpart D of 49 CFR part 26 concerning group membership or individual disadvantage, ownership and control, business size, and at least 51 percent owned by socially and economically disadvantaged individuals. A firm applying to be a DBE must be certified by a qualified certifying agency.

Contributions of capital or expertise must be real and substantial. A disadvantaged owner's expertise must be specific to the type of work the firm performs, in a specialized field, indispensable to the firm's operations, of outstanding quality, and documented in the records of the firm.

SARTA will accept the certification of other DOT recipients if the applicant can provide certification documents.

Every year on the anniversary date of the certification, each DBE must provide *SARTA* an affidavit sworn to by the firm's owners before a person who is authorized by state to administer oaths or an unsworn declaration executed penalty of perjury of the laws of the United States of America. Said affidavit must affirm that there have been no changes in the firm's circumstances affecting its ability to meet size, disadvantaged status, ownership, or control requirements, or any material changes in the information provided in the application. Any DBE

who fails to provide this information provided in the application. Any DBE who fails to provide this information will be deemed to have failed to cooperate, and will suffer the remedies available to *SARTA* under 40 C.F.R. part 26.

We require DBEs to submit with this affidavit documentation of the firm's size and gross receipts.

Monitoring Payments of DBE's

SARTA will require prime contractors to maintain records and documents of payments to DBEs for three years following the performance of the contract. These records will be made available for inspection upon request of any representative of *SARTA* or DOT. This reporting requirement extends to any certified DBE subcontractor.

We will perform interim audits of contract payments to DBEs. The audit will review payments to DBE subcontractors to ensure that the actual amount paid to DBE subcontractors equals or exceeds the dollar amounts stated in the schedule of DBE participation.

Reporting Requirements

SARTA will report DBE participation to the DOT on a semi-annual basis using the appropriate form.

Confidentiality

SARTA will safeguard from disclosure to third parties any information that may reasonably be regard as confidential business information consistent with federal, state, and local law unless there is written consent of the submitter.

Complaint Resolution

Any person who believes that he or she, individually, or as a member of any specific class of persons, has been subjected to discrimination on the basis of race, color, or national origin in violation of Title VI may file a written complaint with *SARTA*. A complaint must be filed within 180 calendar days after the date of the alleged discrimination, unless the time for filing is extended by *SARTA*.

Submission of Complaints

Filing Complaints of Discrimination:

- Submit written complaints to the DBE Liaison Officer or Executive Director/CEO of *SARTA* at the following addresses:

SARTA
1600 Gateway Blvd SE
Canton, OH 44707

- In cases where the complainant is unable or incapable of providing a written statement, but wishes *SARTA* to investigate alleged discrimination, a verbal complaint of discrimination may be made. If necessary, *SARTA* will assist the person in converting verbal complaints to writing. All complaints must, however, be signed by the complainant or his/her representative.

Complaint Format

- All complaints must be in writing and signed by the complainant or his/her representative before action can be taken. Complaints shall state, as fully as possible, the facts and circumstances surrounding the alleged discrimination.
- *SARTA* will provide the complainant or his/her representative with a written acknowledgment that *SARTA* has received the complaint within 10 calendar days.

Determination of Investigative Merit

A complaint shall be regarded as meriting investigation unless:

- It clearly appears on its face to be frivolous or trivial;
- Within the time allotted for making the determination of jurisdiction and investigative merit, the party complained against voluntarily concedes noncompliance and agrees to take appropriate remedial action
- Within the time allotted for making the determination of jurisdiction and investigative merit, the party complained against voluntarily concedes noncompliance and agrees to take appropriate remedial action;
- Within the time allotted for making the determination of jurisdiction and investigative merit, the complainant withdraws the complaint; or
- Other good cause for not investigating the complaint exists, e.g. the same or a related complaint is already under investigation by *SARTA*.

Request for additional information from Complainant and/or Respondent

In the event that the complainant has not submitted sufficient information to make a determination of investigative merit, *SARTA* may request additional information from the complainant. This request shall be made within 15 calendar days of the receipt of the complaint by *SARTA* and will require that the party submit the information within 60 calendar days from the date of the original request. Failure of the complainant to submit additional information within the designated timeframe may be considered good cause for a determination of no investigative merit.

Notification of Disposition

SARTA shall notify within 5 calendar days by certified letter the complainant of the disposition:

- In the event of a decision not to investigate the complaint, the notification shall specifically state the reason for the decision.
- In the event the complaint is to be investigated, the notification shall inform the party that an investigation will take place, and request any additional information needed to assist the investigator in preparing for the investigation.

Complaint Investigation

Priority Complaints

All incoming complaints shall be examined to determine if the discrimination alleged would be irreparable if not dealt with promptly. If such a determination is made, the complaint shall be given priority status. The processing, investigation, and determination of such complaints shall be accelerated to advance significantly the normal completion date of the process.

Investigative Report

A written report will be prepared by the responsible *SARTA* investigator at the conclusion of the investigation. The investigative report will include the following:

- Summary of the complaint, including a statement of the issues raised by the complainant and *SARTA*'s reply to each of the allegations;
- Citations of relevant Federal, State, and local laws, rules, regulations, and guidelines, etc.

- Description of the investigation, including a list of the persons contacted by the investigator and a summary of the interviews conducted; and
- A statement of the investigator's findings and recommendations.

Disposition of Complaints

Informal Resolution

If the Notice of Disposition is issued and finds *SARTA* is in noncompliance, the respondent is required to initiate voluntary remedial actions.

Request for Reconsideration

The complainant may request reconsideration of *SARTA*'s findings within 30 calendar days of the Notice of Disposition. This request should include any additional information or analysis the complainant considers relevant. *SARTA* will inform the respondent of its decision to accept or reject the request within 30 calendar days after its receipt.

In cases in which a request for reconsideration is approved, the responsible investigator will reopen the investigation and proceed to process the complaint in the same manner described above.

Appeal to FTA/USDOT

If complainant is not satisfied with *SARTA's* response and/or remedial action, he/she may appeal *SARTA's* decision to USDOT, FTA Headquarters or FTA Regional office at the following addresses:

USDOT
Departmental Director of Civil Rights Office
of the Secretary
Department of Transportation 400
Seventh Street, SW., Room 10215
Washington, DC 20590

FTA Headquarters Director Office of
Civil Rights Federal Transit
Administration
Room 7412
400 Seventh Street, Southwest
Washington, DC 20590

FTA Regional Office
Office of Civil Rights
Federal Transit Administration 200
West Adams Street/Suite 2410
Chicago, Illinois 60606

Stark Area Regional Transit Authority

Resolution # _____, 2021

**A Resolution Authorizing the Executive Director/CEO to
Approve Updated Title VI Program**

Whereas, Title VI of the Civil Rights Act of 1964 ensures that public transportation and other Federal Transportation Administration (“FTA”) funded services to the public are provided without regard to race, color, age, sex or national origin; and

Whereas, the Department of Transportation requires recipients of FTA funds to submit a Title VI program every three (3) years to update or explain policies, practices, and procedures to comply with current regulations; and

Whereas, the Stark Area Regional Transit Authority (“SARTA”) is a recipient of FTA funds and wishes to update their Title VI Program in accordance with the regulations of the DOT (see Attachment A);

Now be it resolved by the Stark Area Regional Transit Authority Board of Trustees, that the Executive Director/CEO is authorized to approve the updated Title VI program, as attached.

Date

Board President

Secretary-Treasurer

Title VI Program



Stark Area Regional Transit Authority
1600 Gateway Blvd NW
Canton, Ohio 44704
Title VI Program 2021-2024
Recipient ID: 1226

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SARTA History

Stark County's original Public Transportation System began in 1884 when the City of Canton launched the Canton Street Railway Company. It consisted of five routes powered by horse- drawn carriages that transported riders on a four-foot gauge track. Four years later, the Alliance Street Railway was formed to service the Alliance area and in 1892, Massillon expanded and began to provide Public Transportation with the Canton & Massillon Electric Railway.

Beginning in 1997, the Stark Area Regional Transit Authority (*SARTA*) as we know it today, began service throughout Stark County. In the years since, *SARTA* has expanded service to Hartville, Uniontown, Greentown (1998) and Akron (2002). Since 1997, we have opened four Transit Centers; Massillon (2000), Alliance (first one in 2000 & current one in 2007), Cornerstone (2002), and Belden Village (2011).

In the first year of service, *SARTA's* ridership was 1.1 million. Fast forward to 2014 where *SARTA* set a new record for ridership, providing 2.8 million rides! One thing that hasn't changed over the years is the popularity of the 102, which was and is still the most widely used route.

More recently, *SARTA's* Outreach Specialists have trained over 14,000 riders on how to utilize the various services available to Stark County residents. *SARTA* has also begun looking towards the future in terms of environmental sustainability. In 2009 *SARTA* began using diesel/electric buses and in 2012 accepted the delivery of 20 Compressed Natural Gas (CNG) buses in an effort to utilize clean fuel transportation. That's not all, in January of 2016, *SARTA* broke ground for a Hydrogen Fueling Station that will allow *SARTA* to begin using zero- emission Hydrogen Fuel Cell buses beginning mid-to-late 2017.

SARTA's Mission & Vision

Mission Statement

SARTA is committed to enhancing the quality of life for our community by providing efficient, affordable and sustainable mobility options for Stark County.

Vision Statement

To enhance the economic and environmental viability of Stark County by providing mobility access for employment, education, medical care and recreational opportunities. We will do this by:

- Operating within budget and in a financially responsible manner
- Enhancing quality of life through personal independence
- Offering mobility options to meet the diverse needs of the public
- Creating an environment supporting professional development to ensure a dynamic workforce operating according to the highest ethical standards
- Continuing our efforts to utilize alternative energy sources for our fleet and facilities

SARTA's Governance

SARTA's Board of Trustees is comprised of 9 board members who are appointed by the Stark County Commissioners, Mayor of Alliance, Mayor of Canton, Mayor of Massillon and Stark Council of Governments (SCOGs).

Objectives

Title VI of the Civil Rights Act of 1964 ensures that public transportation and other FTA-funded services to the public are provided without regard to race, color, age, sex, or national origin. To help us verify that, FTA issued Circular 4702.1B in 2012, which requires recipients of FTA funds to submit a Title VI Program every three years. Chapter IV of the circular explains the policies, practices, and procedures that FTA recipients must document to constitute a Title VI Program.

The full circular can be found online at:

<https://www.transit.dot.gov/regulations-and-guidance/fta-circulars/title-vi-requirements-and-guidelines-federal-transit>

Please pay special attention to the requirements in Chapter IV.

Responsibility for Title VI

SARTA's Executive Director/CEO is ultimately responsible for the implementation, structure, and compliance of the Title VI Program.

The Executive Director/CEO has designated a Title VI Administrator. The Title VI Administrator reports to the Executive Director/CEO and is responsible for developing and managing the Title VI Program and investigating Title VI complaints.

Title VI Administrator

SARTA has designated the following individual as our Title VI Administrator

Tracy Tully

SARTA

1600 Gateway Blvd SE

Canton, OH 44707

(330)-477-2782 EXT: 382

Fax (330)-454-5476

ttully@sartaonline.com

Introduction

This program reflects *SARTA's* commitment to ensuring that no person shall, on the grounds of race, color, age, national origin, religion, or sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity provided by *SARTA*.

Signed Policy Statement

A policy statement signed by the Executive Director/CEO assuring *SARTA's* compliance with Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987 can be found as Attachment A.

Title VI Complaint Procedures

SARTA has a standard process for investigating all complaints. Members of the public may file a signed, written complaint up to one hundred and eighty (180) days from the date of the alleged discrimination. Full procedures for filing a complaint and *SARTA's* complaint form can be found as Attachments B and C.

Filing a complaint may be done by one of the following methods:

- Download the PDF form and mail it to:
 SARTA
 Customer Relations Supervisor
 1600 Gateway Blvd. SE
 Canton, OH 44707
 or fax to (330) 454-5476
- Call Customer Relations Supervisor at 330-477-2782 ext.382 to begin the complaint process.
- Fill out online form below
 <https://www.sartaonline.com/title-vi-concerns>
- Passengers may also file a concern directly with the Department of Transportation by contacting: U.S. Department of Transportation, Federal Transit Administration, 1200 New Jersey Ave., SE, Washington, D.C. 20590, 866-377-8624, 202-366-4043, 800-877-8339 (TTY).

Record of Title VI Investigations, Complaints, or Lawsuits

There have been no investigations, complaints or lawsuits pertaining discrimination under Title VI guidelines.

Notification of SARTA Title VI Obligations

SARTA publicizes its Title VI program by posting its commitment to providing services without regard to race, color, age, sex or national origin in all SARTA buses and transit sites (Gateway, Cornerstone, Massillon, Phyllis Beyers, and Belden Village sites). This commitment is also on the SARTA website. Posters, and website have the following statements:

- SARTA prohibits discrimination on the basis of race, color, age, sex or national origin in its programs and activities, as mandated by Title VI of the Civil Rights Act of 1964
- If you feel you have been discriminated against based on one of the above characteristics, you have the right to file a complaint.

A copy of SARTA's poster is included as Attachment D.

SARTA's Limited English Proficiency Outreach Plan (LEP)

The LEP is attachment E. The language specific census for Stark County and TDP survey language question results are Attachment F.

Analysis of Construction Projects

SARTA has started demolition on surrounding land to construct a parking lot and building. FTA NEPA Approval Letter is shown on Attachment G.

Summary of Public Participation Efforts

Since the last reporting period, SARTA has conducted the following public outreach and involvement activities:

- Route Changes-April 2020 change made to prevent the spread of COVID-19 101/111, 102/122, 103/108, 110/114, 112, 120 replace with route 45, 118/128, 130/131/132, 139, 4, 81.

November 2020 made changes to the Route 117 to fully service Shorb Ave., 6th St. and Cleveland Ave. Route 119-to service new businesses in the area. Route 101, 105, and 113 transit time changes to streamline service for customers. March 2021 – Changes to the routes 106 and 153 are due to expansion of community hospital. The change to the route 156 is due to low ridership.

- The procedures for public outreach for any route changes or discontinuing of service are as follows: changes are posted in the newspaper, notice posted on social media, the website, and notice posted in all transit centers for the public to be aware. *SARTA* then holds informational meetings on Facebook live with examples of the old routes and the new routes, which includes why the changes are being made. *SARTA* used to hold meetings at each transit center but due to COVID-19 pandemic this has not occurred in 2021. The public can voice their issues or concerns and comments on Facebook live or website. Also, *SARTA's* route committee, made up of *SARTA* employees, determines if changes should go to the board for approval.

SARTA is organizing the upcoming processes for public outreach and involvement:

- **Transit Development Plan**
SARTA is in the process of a Transit Development Plan (TDP) for the years of 2020–2025. The purpose of the TDP is to assist *SARTA* in moving towards a positive direction in terms of service delivery, ridership and system efficiency.

SARTA will continue to use the TDP for the years of 2020–2025. *SARTA* distributed surveys to passengers, and passengers had the option to complete survey online. *SARTA* conducted two public hearings to receive additional feedback from passengers. All forms of public outreach gave *SARTA* an understanding of what current system riders and the community as a whole, think of the agency and its services.

- ***SARTA* Demographic Survey**
SARTA conducted a demographic survey in April 2015. This survey provided *SARTA* with feedback from our customers to better service our riders. *SARTA* hired individuals to ride the bus and conduct surveys. It was placed on our website as well. The survey asks questions relating to the following:
 - Transportation needs
 - Transportation usage
 - Language (use and/or barriers)
 - Disability
 - Education
 - Income

A copy of the survey is attached as Attachment H.

System Wide Service Standards & Policies

Introduction

This sets standards and policies for *SARTA* related to the four quantitative indicators and two procedures required by the Federal Transit Administration (FTA) for inclusion in each fixed-route transit operator's Title VI Program. The four indicator for which quantitative standards are required include: Vehicle Load, Vehicle Headway, On-Time Performance, and Service Availability. In addition, operators must adopt qualitative polices addressing the following procedures: Vehicle Assignment, and Distribution of Transit Amenities.

Service Standards

- **Vehicle Load:** Vehicle loads shall not exceed 1.5 in peak periods and 1.0 in off-peak periods. The vehicle load standard is expressed as a ratio of passengers to the number of seats available on a particular vehicle.
- **Vehicle Headway:** Vehicle headways are determined based on ridership, demand, service type, time of day, and day of the week. For weekday services, policy headways are 30 minute and hourly for regular fixed route service. Paratransit service headway is a tier based system whereby on-board travel time is scaled based on the direct travel time. *SARTA* strive to ensure that 95% of passengers are on the bus less than 60 minutes and no passenger is on the bus over 90 minutes.
- **On-time Performance:** At least 90% of scheduled arrivals will be on-time (within five minutes).
- **Service Availability:** About 24% of Stark County's land area is within ½ mile of a *SARTA* route, but the routes are within walking distance of about 80% of the county's population.

Service Policies

- **Vehicle Assignment:** Vehicles are assigned to routes based on ridership demands. Newer buses are rotated across all routes. Specific vehicles are assigned to routes only when required by operating conditions (smaller buses such as MV1s are used for paratransit runs with pick up locations that require small vehicle access such as narrow alleys and driveways.)
- **Transit Amenities:** New bus stop shelters are considered by request and if funds are available.

Sub Recipient Oversight and Monitoring Procedures

SARTA is a primary recipient of federal funds and oversee sub recipients by annually filling out questionnaire at the close of the calendar year. Questionnaire is Attachment I.

Attachment A-Policy Statement



Title VI

Non Discrimination – Policy Statement

SARTA is committed to ensuring that no person is excluded from participation in, or denied the benefits of, or be subject to discrimination in the receipt of its services or programs on the basis of race, color, or national origin or any other characteristics protected by law, including Title VI of Civil Rights Act of 1964, as amended. Further under the Americans with Disabilities Act (ADA) of 1990, no entity shall discriminate against an individual with physical or mental disability in connection with the provision of transportation service.

To obtain more information on SARTA’s nondiscrimination obligations or file a Title VI complaint, contact:

Tracy Tully
Customer Relations Supervisor
1600 Gateway Blvd NW
Canton Ohio 44707
ttully@sartaonline.com
330-477-2782 ext. 382
330-454-5476- facsimile

****You may file a written complaint no later than 180 calendar days after the date of the alleged discrimination****

Information on non-English alternative formats may be obtained from the above office.

A handwritten signature in black ink that reads "Kirt W. Conrad".

Kirt W. Conrad
Executive Director/ CEO

Attachment B-Title VI Complaint Form



Title VI Complaint Form

If you wish to submit a Title VI Complaint to the Stark Area Regional Transit Authority, please fill out the form below and send it to:

Customer Relations Supervisor
1600 Gateway Blvd NW
Canton, OH 44707
(330) 454-5476 ~ Fax

For a full copy of SARTA's Title VI procedures, or for questions about this process, please call (330) 477-2782 and speak to the Customer Relations Supervisor.

Complainant Last Name First Name MI

Address City State Zip

If applicable, name and title of person(s) who allegedly discriminated against you

Location where the alleged incident took place

Date of alleged incident (or date range if activity took place on more than one date)

Is this activity still on-going: Yes No

Discrimination was based on:

- | | | | |
|--|---|---|--|
| <input type="checkbox"/> Race | <input type="checkbox"/> Color | <input type="checkbox"/> Sex (includes Sexual Harassment) | <input type="checkbox"/> Vietnam Era Veteran |
| <input type="checkbox"/> National Origin | <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Retaliation | <input type="checkbox"/> Disabled Veteran |
| <input type="checkbox"/> Disability | <input type="checkbox"/> Age | <input type="checkbox"/> Creed/Religion | |

In your own words, describe the alleged discrimination. Be sure to include how you believe you were treated differently.

Please list below any person(s) we may contact for additional information to support or clarify your complaint

Have you filed this complaint with any other federal, state, or local agency or with any federal or state court? Yes No

If yes, please check all that apply:

Federal Agency Federal Court State Agency State Court Local Agency

Please provide the name and phone number of the contact person at the agency/court where the complaint was filed:

Please sign below. You may attach any written or other information that you think is relevant to your complaint.

Signature

Date

Attachment C-Customer Feedback Procedure

STARK AREA REGIONAL TRANSIT AUTHORITY		
		
CS-18	PROCEDURES	PAGE 1 OF 2

CUSTOMER FEEDBACK FORMS

1.0 General Definition

This procedure explains the proper processing of customer feedback to ensure SARTA is providing a quality service to the citizens of Stark County.

2.0 Scope of Procedure

This procedure is intended to provide direction to all SARTA employees involved in the proper processing and follow through on all Customer Feedback.

3.0 Responsibility

Operations, Information Technology, Customer Relations and Human Resources Departments

4.0 Procedure

4.0.1 Upon initial contact, every attempt must be made by the employee to obtain correct information to all of the questions on the Customer Feedback database. If necessary the employee should make every reasonable attempt to educate and inform the customer regarding SARTA services, policies and procedures.

4.0.2 Upon receipt, all Customer Feedback must be recorded in the Customer Service Feedback database. Upon record of Customer Service Feedback Customer Relations Supervisor will attempt to make contact with the customer to inform the customer that their feedback has been recorded and let them know SARTA will take the appropriate action to follow through on their feedback. During this contact, the Customer Relations

Revision No.:	0	Approval	Department:	Customer Service
Revision Date:	03/02/09		Executive:	

STARK AREA REGIONAL TRANSIT AUTHORITY



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Supervisor should also obtain any additional information necessary to properly process the feedback form and utilize the opportunity to educate and inform the customer about SARTA's services, policies and procedures.

4.0.3 The Customer Relations Supervisor will send feedback to the Operations Administrator if feedback is about an employee in the Operations Department.

4.0.4 Once a feedback is received by the appropriate department head or his/her designee, an investigation into the feedback must be completed within three (3) working days.

4.0.5 If after a thorough investigation has been completed and disciplinary action is deemed necessary, a hearing should be scheduled immediately. In the case of a Bargaining employee the notification of a hearing must be given to the affected employee and the Union President within five (5) working days of receipt of the feedback form. Any disciplinary action must be administered within thirty (30) days of receipt of the feedback form.

4.0.6 The Customer Feedback Form database will be a shared database that Directors, Managers, Supervisors and Customer Service Representatives have access to any time with the appropriate read/write permissions assigned. All Title VI Feedback will be tracked and recorded by Customer Relations Supervisor and made available to the appropriate personnel only upon request.

Associated Documents
Customer Feedback Form

Revision No.:	0	Approval	Department:	Customer Service
Revision Date:	03/02/09		Executive:	

**SARTA PROHIBITS DISCRIMINATION ON THE BASIS OF
RACE, COLOR, SEX, AGE OR NATIONAL ORIGIN
IN ALL PROGRAMS AND ACTIVITIES AS MANDATED BY
TITLE VI OF CIVIL RIGHTS ACT OF 1964**



**IF YOU BELIEVE YOU HAVE BEEN SUBJECTED TO
DISCRIMINATION, YOU CAN FILE A COMPLAINT WITH
SARTA'S CUSTOMER RELATIONS SUPERVISOR
FOR MORE INFORMATION:
CALL 330-477-2782 OR GO TO WWW.SARTAONLINE.COM**

Limited English Proficiency (LEP) Four Factor Analysis & Language Assistance Plan

The U.S. Department of Transportation (DOT) requires its recipients to analyze LEP needs based on a four-factor framework. These include:

1. Number and proportion of LEP persons served or encountered in the eligible service population
2. Frequency with which LEP individuals come into contact with our programs, activities, and services
3. Importance to LEP persons of our program, activities and services
4. Resources available to the recipient and costs

Responses to the above criteria:

Factor #1

SARTA's service area does not have a single large population of non-English speaking individuals that speak a common foreign language. Attached is information provided by the US Census data. Currently the Stark County area does not have a single non-speaking English population. According to the US Census, only 3.4% of the population reports a language other than English background.

Factor #2

SARTA's Outreach Specialist Coordinator Jack Thompson says SARTA has received requests regarding our services from Canton City Schools, English as a second language classrooms. SARTA works with the teachers and interpreters to present transportation information. SARTA does not collect information on LEP encounters. However, we honor requests made through our Travel Training Program and through our community outreach. SARTA will collect and analyze data from customer service feedback as well.

Factor #3

SARTA is the only public transportation system in Stark County, Ohio; therefore making SARTA services vital to the community. Moreover, we have not denied anyone service due to LEP barriers. SARTA will provide travel training to individuals who are seeking help with our services.

Factor #4

SARTA has federal, state, and local tax support. However, since no foreign language population can be identified as needing translated schedules; it is not necessary or fiscally responsible to arbitrarily select a language to translate SARTA information into.

Should individual requests be made for LEP assistance, SARTA is willing to respond with third party assistance. With our recent experience, Canton's Adult Non English Speaking class through Canton City Schools is willing to assist us at no charge.

Individuals requesting service, sign up for their services. However at the current time, there is no single large population of non-English speaking individuals. We have devised a plan of action in the event that requests are made from Spanish speaking individuals.

All requests for assistance for limited LEPs will be directed to our Travel Training Program. The Travel Training, or TT program is designed to show potential riders how to use our services. TT Staff would use the following plan of action is:

- Determine if they are taking English Speaking Classes or have someone in their family that may be available for a preliminary discussion on their TT needs.
 - If they do, set up time to talk with the teacher or the family member to get some basic information.
 - If they do not, contact the teachers of the English speaking class through Canton City Schools to assist with some initial translation or to assign an initial translator. There is no fee for this service.
- Determine preliminary information: name of the trainee, the information they want to know, where they want to go and when they want to do the training.
 - Riding the bus – provide the individual with forms prior to the training session and an outline and brief explanation of how the program works.
 - Not riding the bus - meet with the trainee and have them read over the forms with the TT information and then answer any questions using the iTranslate application. TT sessions not riding the bus are very rare, and are not recommended because most of the information that is given to non-English speaking riders will be visual.
- Prior to taking a rider out, staff will go out on the route and take pictures of the bus stops and landmarks near the stops to use as visuals during the TT session. Detailed information in Spanish, using Google translate, will be given on the regular schedules to help them determine where their stops are and what time they need to be at their stop.
- On the day of the trip staff will use the iTranslate application on cellular devices and prepared photos to complete the trip and answer any questions the trainee may have.
- Index cards may be created for additional assistance for the trainee to take on the bus to help communicate with the driver, i.e. transfer please, transferring to 108, etc.

These steps will be adjusted and tailored to the individual training session as needed.

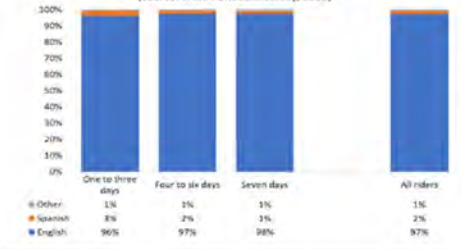
Attachment F-United States Census and TDP Survey Results

Primary Language

Respondents were asked what language they most often speak at home. Given the ethnic makeup of the ridership, it is not surprising that 97% indicate that they speak English at home. It is a bit surprising that 2% say they speak Spanish, while only 1% identify as primarily Hispanic. The small difference is likely in the percent identifying as multi-racial/other.

Figure 35 Primary Language

Q38 What language do you speak most often at home?
(Source: SARTA Onboard Survey, 2018)

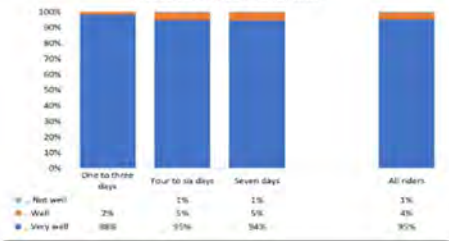


that 2% say they speak Spanish, while only 1% identify as primarily Hispanic. The small difference is likely in the percent identifying as multi-racial/other.

Given the tiny percentages identifying as Hispanic or other, it is not surprising that only 1% indicate that they do not speak English well.

Figure 36 English Proficiency

Q37 Do you speak English...
(Source: SARTA Onboard Survey, 2018)



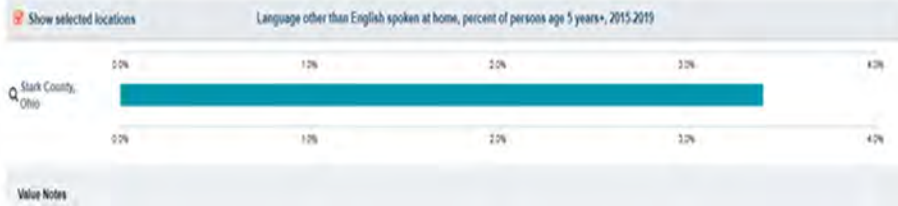
QuickFacts

Stark County, Ohio

QuickFacts provides statistics for all states and counties, and for cities and towns with a population of 5,000 or more.

Select a fact
CLEAR
TABLE
MAP
CHART
DASHBOARD
MYFC

Chart



Attachment G-Analysis of Construction Projects



U.S. Department
of Transportation
**Federal Transit
Administration**

REGION V
Illinois, Indiana,
Michigan, Minnesota,
Ohio, Wisconsin

200 West Adams Street
Suite 320
Chicago, IL 60606-5253
312-353-2789
312-886-0351 (fax)

July 7, 2020

Mr. Kirt Conrad
CEO/Executive Director
Stark Area Regional Transit Authority
1600 Gateway Boulevard SE
Canton, Ohio 44707

RE: Environmental Review Approval for the Gateway Facility Expansion

Dear Mr. Conrad:

The Federal Transit Administration (FTA) has evaluated environmental review documents submitted by the Stark Area Regional Transit Authority (SARTA) for the proposed Gateway Facility Expansion. FTA finds that the project meets the criteria for a National Environmental Policy Act (NEPA) categorical exclusion in accordance with 23 CFR § 771.118 (c)(8) Maintenance, rehabilitation, and reconstruction of facilities that occupy substantially the same geographic footprint and do not result in a change in functional use, such as: improvements to bridges, tunnels, storage yards, buildings, stations, and terminals; construction of platform extensions, passing track, and retaining walls; and improvements to tracks and railbeds. The project will be an undertaking requiring federal approval.

SARTA (the grantee) is proposing to expand its Gateway Facility to meet its current operational requirements and facilitate planned service expansions. The building expansion scope of work includes:

- Constructing an 84,050-square foot (172' x 488' x 8") single story and slab on grade addition to the existing facility. The addition will be a similar in height and character as the existing facility.
- Installing five (5) vehicle maintenance bays and parts room, office/training/locker area in the northeast corner of the garage, secure parking for 40 paratransit vehicles and 20 fixed route buses.
- Constructing a 100-space parking lot adjacent to the east side of the expansion.
- Constructing driveways to and around the building that will be either concrete or heavy-duty asphalt.
- Installing security fencing, bollards and gates at each entrance. Camera surveillance will surround the new perimeter matching existing building security.

The environmental records reviewed by FTA consisted of a Documented Categorical Exclusion (DCE) checklist dated July 7, 2020, and additional supporting information. On November 18, 2019, in accordance with 36 C.F.R. Part 800 – Protection of Historic Properties and the National

| 1 of 3

Historic Preservation Act (NHPA), FTA provided the Ohio History Connection (SHPO) with the following determinations: Area of Potential Effect (APE); National Register of Historic Properties (NRHP) eligibility determinations; and an effects assessment finding of no historic properties affected. SHPO provided its concurrence in correspondence dated March 26, 2020.

To accommodate the expansion project, SARTA must acquire a total of 6.08 acres from the City of Canton's (City) property. Of this total, 3.23 acres are located in Crenshaw Park, which constitutes a use of a Section 4(f) property. On June 26, 2020, the City of Canton Parks and Recreation Department concurred with FTA's preliminary *de minimis* finding under Section 4(f) of the Department of Transportation Act of 1966 (23 C.F.R. § 774.17(2)). SARTA did not receive any other input during two Facebook Live virtual meetings held on March 25, 2020 and June 24, 2020. With this letter, FTA finds that SARTA's use of Crenshaw Park is *de minimis* under Section 4(f) because the proposed Project will not adversely affect or otherwise restrict the features, attributes, or activities of the resource qualifying the property for protection under Section 4(f).

The expansion project's footprint will also require clearing 1.2 acres of forested area within the total 6.08 acres being acquired. On May 5, 2020 in accordance with Section 7(a)(2) of the Endangered Species Act of 1973 (ESA) (87 Stat. 884, as amended; 16 U.S.C. 1531 *et seq.*), FTA provided the United States Fish and Wildlife Service (USFWS) with the following determination: adverse effect on Federally listed endangered Indiana bat (*Myotis sodalis*) and/or Federally listed threatened northern long-eared bat (NLEB) (*Myotis septentrionalis*). FTA informed USFWS that the agency agreed to follow all required avoidance and minimization measures as outlined in the February 5, 2018 Programmatic Biological Opinion for Federally funded or approved transportation projects that may affect the Federally listed endangered Indiana bat (*Myotis sodalis*) and/or Federally listed threatened northern long-eared bat (NLEB) (*Myotis septentrionalis*). USFWS provided its concurrence in correspondence dated June 19, 2020.

This NEPA determination applies only to the proposed project as described in the DCE checklist and supporting materials. Any changes to the proposed project which could result in significant environmental impacts not outlined in the DCE checklist, including the disclosure of new information or previously unidentified environmental concerns, will require a re-evaluation of this proposed project under NEPA.

This confirmation of a categorical exclusion does not provide FTA commitment that future Federal funds will be approved for this proposed project. Any costs incurred under FTA pre-award authority must meet all Federal requirements prior to those costs being incurred in order to retain eligibility of those costs for future FTA grant assistance.

If you have further questions regarding this determination, please contact Mark Kane at 312-353-1552 or mark.kane@dot.gov.

Sincerely,
**JASON M
CIAVARELLA**
Jay M. Ciavarella
Director, Office of Planning & Program Development

Digitally signed by JASON M
CIAVARELLA
Date: 2020.07.07 13:09:16 -05'00'

cc: Mark Kane, FTA
Elizabeth Breiseth, FTA

Attachment H-Survey

Please tell us about how you use SARTA

Please write your email address here for the CHANCE TO WIN A SARTA MONTHLY PASS! Passes awarded only for completed surveys.

E-mail: _____

1. Including today, during the past seven days, on how many days have you ridden SARTA buses?
 1 2 3 4 5 6 7

2. How long have you been riding SARTA?
 This is the first time Less than 1 year 1-2 years
 3-4 years More than 4 years

3. Where were you before you want to the bus stop for this trip?
 Work Shopping School / College
 Social visit or recreation Doctor / Medical Church
 Other _____

4. How many buses will you take today to get to your destination?
 (If you dismount)
 1 2 3 or more changes of bus

5. Where are you going now on this trip?
 Work Shopping School / College
 Social visit or recreation Doctor / Medical Church
 Other _____

6. How did you pay the fare on this bus or the first SARTA bus you boarded today?
 Single ride ticket All day pass 10 ride ticket
 31 day pass Other _____

7. Did you have a discount on your fare (the ADA, Over 65, student)?
 Yes No

8. How do you most often get from home to your SARTA bus?
 Walk Bike Drive
 Dropped off Bus other than SARTA Van / Lift
 Other _____

9. Minutes it takes you to get from home to your bus stop in that way?
 _____ Minutes

In the past 30 days, how would you rate SARTA services...

	Excellent	Good	Fair	Poor	Very Poor	Don't Know/Don't use		
10. Courtesy of bus operators	7	6	5	4	3	2	1	<input type="checkbox"/>
11. Safety	7	6	5	4	3	2	1	<input type="checkbox"/>
12. How clean is the bus on the inside?	7	6	5	4	3	2	1	<input type="checkbox"/>
13. Is the bus on time at the stops you use?	7	6	5	4	3	2	1	<input type="checkbox"/>
14. Travel time of the bus ride to your destination	7	6	5	4	3	2	1	<input type="checkbox"/>
15. Time SARTA buses stop running in the evening	7	6	5	4	3	2	1	<input type="checkbox"/>
16. Frequency of service, Mon-Fri until 10 PM	7	6	5	4	3	2	1	<input type="checkbox"/>
17. Frequency of Service on Saturday	7	6	5	4	3	2	1	<input type="checkbox"/>
18. How easy is it to transfer buses?	7	6	5	4	3	2	1	<input type="checkbox"/>
19. Accuracy of information from SARTA telephone operators	7	6	5	4	3	2	1	<input type="checkbox"/>
20. The Pinpoint app for the smartphone	7	6	5	4	3	2	1	<input type="checkbox"/>
21. Ability to access information on SARTA's website	7	6	5	4	3	2	1	<input type="checkbox"/>
22. Service to all the places you want to go in Stark County	7	6	5	4	3	2	1	<input type="checkbox"/>

23. OVERALL, how do you rate SARTA service?
 Excellent Very Poor
 7 6 5 4 3 2 1

24. Do you know anyone who has stopped riding SARTA? If so, why did they stop riding?

25. Do you use a cell-phone?
 Yes No
 a. If so, do you text on it? Yes No
 b. If so, do you access the Internet on it? Yes No
 c. Do you have the Pinpoint app on your phone? Yes No

26. In the past 30 days, how often have you used Uber or Lyft?
 0 times 1 time 2 times 3 times 4 or more times

27. If you used Uber or Lyft...
 How would you rate Uber/Lyft service?
 Excellent 7 6 5 4 3 2 1 Very Poor

28. How old are you? _____ Years old

29. Please mark all of the following that apply to you. Are you:
 Employed for pay outside your home Employed for pay in your home
 Homeless Student Unemployed Retired

30. If employed, in a typical week, do you usually?
 a. Work after 5:00 PM on any day? Yes No
 b. Work on Saturday Yes No
 c. Work on Sunday Yes No
 d. Start work before 7:00 AM on any day? Yes No

31. If you are employed, can you get to end from work on SARTA every day you work? Yes No → If not, which day(s) _____

32. Do you have a valid driver's license? Yes No

33. How many cars or other vehicles are available for your use?
 None 0 1 2 3 or more

34. Including you, how many people live in your household?
 1 2 3 4 5 6 7 8 or more

35. Do you identify as... Male Female Prefer not to answer

36. Do you consider yourself to be (Please circle all that apply to you)
 African American/Black Asian Caucasian/White
 Hispanic Native American/Indian Other _____

37. Do you speak English Very well Well Not well

38. What language do you most often speak at home?
 English Spanish Other _____

39. What is your total annual household income?
 Less than \$10,000 \$10,000 to \$14,999 \$15,000 to \$19,999
 \$20,000 to \$24,999 \$25,000 to \$34,999 \$35,000 to \$49,999
 \$50,000 to \$74,999 \$75,000 to \$100,000 More than \$100,000

40. Please describe a service or services you believe SARTA should begin to offer.

Thank you! Please return this form to the surveyor on your bus.

SUB RECIPIENT QUESTIONNAIRE FOR TITLE VI

1. Notice to the public

FTA requires that each grantee notify the public of its rights under Title VI and include the notice and where it is posted in the Title VI program. The notice must include:

- A statement that the agency operates programs without regard to race, color, and national origin
- A description of the procedures that members of the public should follow in order to request additional information on the grantee’s nondiscrimination obligations
- A description of the procedures that members of the public should follow in order to file a discrimination complaint against the grantee

List vehicles that you have obtained through Grant 5310 and where Title VI poster is posted

TITLE VI COMPLAINTS, INVESTIGATIONS AND LAWSUITS

FTA requires that the Title VI program include a list of transit-related Title VI complaints, investigations, and lawsuits. Please note that EEO and ADA complaints are not Title VI complaints so do not list them.

2. Have you had any Title VI complaints, investigations, or lawsuits related to your transportation services? If yes, please complete the following table.

Type	Date	Summary	Status	Action(s) Taken
Complaints				
Investigations				
Lawsuits				

Stark Area Regional Transit Authority

Resolution # _____, 2021

A Resolution Authorizing the Executive Director/CEO to Approve Equal Employment Opportunity Program

Whereas, under the Equal Employment Opportunity ("EEO") provisions of 49 U.S.C. 5332(b), "no person in the United States shall on the grounds of race, color, religion, national origin, sex, or age be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any project, program, or activity funded in whole or in part through financial assistance" provided by the U.S. Department of Transportation's Federal Transit Administration ("FTA"); and

Whereas, the EEOC provisions apply to employment and business opportunities and are considered to be in addition to requirements of Title VI of the Civil Rights Act of 1964; and

Whereas, the FTA requires entities meeting the below thresholds to implement and submit an EEO Program every four (4) years:

- Employs one hundred (100) or more transit-related employees, and
- Requests or receives capital or operating assistance in excess of One Million Dollars (\$1,000,000) in the previous Federal fiscal year, or requests or receives planning assistance in excess of Two Hundred Fifty Thousand Dollars (\$250,000) in the previous Federal fiscal year; and

Whereas, the Stark Area Regional Transit Authority meets the aforementioned thresholds and wishes to update their EEO program to consist of the following components in accordance with the regulations of the FTA:

- Statement of Policy;
- Dissemination;
- Designation of Personnel Responsibility;
- Utilization Analysis;
- Goals and Timetables;
- Assessment of Employment Practices; and
- Monitoring and Reporting;

Now be it resolved by the Stark Area Regional Transit Authority Board of Trustees, that the Executive Director/CEO is authorized to approve the updated Equal Employment Opportunity Program, as attached.

Date

Board President

Secretary-Treasurer

2020-
2024

EEO Program Equal Employment Opportunity



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SARTA History

Stark County's original Public Transportation system began in 1884 when the City of Canton launched the Canton Street Railway Company. It consisted of five routes powered by horse-drawn carriages that transported riders on a four-foot gauge track. Four years later, the Alliance Street Railway was formed to service the Alliance area and in 1892, Massillon expanded and began to provide Public Transportation with the Canton & Massillon Electric Railway.

Beginning in 1997, the Stark Area Regional Transit Authority (SARTA) as we know it today, began service throughout Stark County. In the years since, SARTA has expanded service to Hartville, Uniontown, Greentown (1998) and Akron (2002). Since 1997, we have opened four Transit Centers; Massillon (2000), Alliance (first one in 2000 & current one in 2007), Cornerstone (2002), and Belden Village (2011).

In the first year of service, SARTA's ridership was 1.1 million. Fast forward to 2014 where SARTA set a new record for ridership, providing 2.8 million rides! One thing that hasn't changed over the years is the popularity of the 102, which was and is still the most widely used route.

More recently, SARTA's Outreach Specialists have trained over 14,000 riders on how to utilize the various services available to Stark County residents. SARTA has also begun looking towards the future in terms of environmental sustainability. In 2009 SARTA began using diesel/electric buses and in 2012 accepted the delivery of 20 Compressed Natural Gas (CNG) buses in an effort to utilize clean fuel transportation. That's not all, in January of 2016, SARTA broke ground for a Hydrogen Fueling Station that will allow SARTA to begin using zero-emission Hydrogen Fuel Cell buses beginning mid-to-late 2017.

SARTA Mission & Vision

Mission Statement

SARTA is committed to enhancing the quality of life for our community by providing efficient, affordable and sustainable mobility options for Stark County.

Vision Statement

To enhance the economic and environmental viability of Stark County by providing mobility access for employment, education, medical care and recreational opportunities.

We will do this by:

- Operating within budget and in a financially responsible manner
- Enhancing quality of life through personal independence
- Offering mobility options to meet the diverse needs of the public

- Creating an environment supporting professional development to ensure a dynamic workforce operating according to the highest ethical standards
- Continuing our efforts to utilize alternative energy sources for our fleet and facilities

SARTA's Governance

SARTA's Board of Trustees is comprised of 9 board members who are appointed by the Stark County Commissioners, Mayor of Alliance, Mayor of Canton, Mayor of Massillon and Stark Council of Governments (SCOG).

EEO Policy Statement

SARTA is committed to our employees and the community we serve. We are intentional in our efforts to maintain a workforce that resembles the community we serve. SARTA prohibits the unlawful exclusion from employment opportunities based on race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), age genetic information, disability, veteran status, or any other protected class.

SARTA's Equal Employment Opportunity (EEO) policy applies to all employment practices, including but not limited to, recruitment, hiring, selection for training, promotion, transfer, demotion, layoff, termination, rates of pay or other forms of compensation.

Every applicant and employee is entitled to file a complaint alleging discrimination. Any complaint made will be investigated. Retaliation against a complainant or any participant involved in the complaint process or proceeding is prohibited and will not be tolerated.

SARTA will make reasonable accommodations for applicants and employees who need them due to a disability, practice of religion, or absent undue hardship.

As Executive Director/CEO of SARTA, I will ensure overall accountability for SARTA's compliance with its EEO Policy and Program. In the event an employee or applicant would like to file a complaint of discrimination or harassment, please do so to:

Delrica Grubbs
Employee Relations & EEO Administrator
1600 Gateway Blvd SE
Canton, OH 44707
(330) 477-2782 ext. 505
dgrubbs@sartaonline.com

All employees share in the responsibility to ensure that SARTA operates without any form of discrimination or harassment. Directors, Managers, and Supervisors are held to a higher degree of maintaining an environment free from discrimination and harassment and are trained to ensure compliance.

SARTA's EEO Program is available for review upon request.

I am devoted to uphold a workplace that equally respects all its employees and applicants under the guidelines of our EEO Policy and Program.

Sincerely,

A handwritten signature in cursive script that reads "Kirt W. Conrad". The signature is written in black ink and is positioned to the left of the typed name.

Kirt W. Conrad

Executive Director/CEO

Communication

Internal Dissemination

Equal Employment Opportunity training is provided to each new employee during the onboarding process, along with the two policies that govern EEO standard of behavior. These policies, Equal Opportunity and Non-Discriminatory Employment Policy and Non-Harassment and Non-Discrimination Policy, are provided as part of the Employee Handbook that is given to all employees. Each employee must acknowledge receipt of the policy by signing an acknowledgement of receipt form which is then placed in the employee's file.

SARTA also provides EEO re-training on a bi-annual basis for all its employees, including management.

Additionally, Federal, State, Local labor law, and EEO materials are conspicuously displayed throughout our main office and all transit centers in employee lounge areas.

External Dissemination

SARTA acknowledges its commitment to be an equal opportunity employer with all applicants and potential hires. To ensure every applicant is aware that SARTA is an equal employment opportunity employer, the following statement is placed on our applications and read during all interviews. The disclosure statement is:

SARTA is committed to ensuring the values of equity, diversity, and productivity in the workplace. SARTA is an equal employment opportunity employer and strives to maintain a diverse workforce reflective of the community we serve.

Policies

SARTA's Board of Trustees adopted two policies to address definitions and procedures relating to Equal Opportunity and Non-Discriminatory Employment and Non-Harassment and Non-Discrimination.

Equal Opportunity and Non-Discriminatory Employment Policy

Effective September 1, 2019

Purpose

SARTA is an equal employment employer and does not tolerate discrimination against employees or applicants in accordance with applicable federal, state, and local law.

Policy

Equal Employment Opportunity

It is the policy of SARTA to make all conditions and privileges of employment without regard to race, color, sex or gender, gender identity, age, disability, religion, national origin, marital status, ancestry, covered veteran status, or status with respect to public assistance or any other characteristic or class protected under federal, state, or local law. This policy applies to all areas of employment including recruiting, hiring, training and development, promotion, transfer, termination, layoff, recall, compensation, leaves of absence, benefits, and all other conditions and privileges of employment in accordance with applicable federal, state, and local laws.

Accommodating Persons with a Disability

SARTA will not discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training, or other term conditions, and privileges of employment.

SARTA will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job. A reasonable accommodation will not be granted if it causes a direct threat to these individuals or others in the workplace, the threat cannot be eliminated, or if the accommodation creates an undue hardship to SARTA. Employees seeking a reasonable accommodation should contact the Director, Human Resources.

Genetic Information Non-Discrimination

SARTA is committed to complying with the Genetic Information Nondiscrimination Act (GINA) and will not discriminate against an employee or applicant because of genetic information.

Reporting

If an employee believes he or she is being subjected to any form of illegal discrimination in violation of this policy, the employee must bring this to the attention of his or her supervisor, the Employee Relations/EEO Administrator, or the Director, Human Resources.

Discipline

Any employee who is found to have engaged in conduct prohibited by this policy will be subject to appropriate discipline, up to and including termination.

When a non-employee (customer, vendor, guest, etc.) is found to have engaged in conduct prohibited by this policy in connection with a SARTA employee, the Employee Relations/EEO Administrator or the Director, Human Resources will advise the person of this policy and take such other action as is appropriate under the circumstance.

Non-Retaliation

No employee filing a complaint or reporting a violation of this policy will be retaliated against for filing of the complaint. It is unlawful for an employer to retaliate against an employee because a charge is filed or because an employee aided in an investigation. If retaliation is suspected or has occurred, an employee should inform the Employee Relations/EEO or the Director, Human Resources.

Non-Harassment and Non-Discrimination Policy

Effective September 1, 2019

Purpose

SARTA expects everyone associated with its day to day business operations including employees, customers, vendors, and the public to be treated with fairness, respect and dignity. Any conduct that harasses, illegally discriminates, or treats individuals unfairly due to a protected status, is unacceptable in the workplace or in any work related setting and will not be tolerated.

Policy

It is the policy of SARTA to provide a work environment that is free from discrimination and harassment. SARTA will not tolerate any discrimination and/or harassment that is based on age, race, sex or gender, gender identity, color, religion, national origin, disability status, covered veteran status, or status with respect to public assistance, and any other characteristics protected under federal, state, or local law. Such conduct is prohibited in any form in the workplace, at work-related functions, or places outside of work that affects the workplace. This policy applies to all SARTA employees, visitors, non-employees, customers, vendors, and persons or entities doing business with SARTA.

Sexual Harassment

One type of prohibited behavior is sexual harassment. It is the policy of SARTA that all employees should be able to work in an environment free from all forms of sexual harassment. Sexual harassment is against the law. SARTA is committed to maintaining a work environment free of unlawful discrimination and harassment, and will not tolerate harassment of its employees by any other employee, customers, vendors, or other non-employees. Any complaints of sexual harassment will be investigated promptly.

Sexual harassment is any unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual;
- Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

The following is a non-exhaustive list of examples of specific conduct that qualify as sexual harassment:

- Threats or insinuations, implicit or explicit, that an employee's refusal to submit to sexual advances will adversely affect the employee's retention, evaluation, wages, promotion, duties or any other condition of employment;
- Unwelcome sexual flirtations, advances, contact or propositions;
- Any sexually offensive or abusive physical contact;
- Verbal or written abuse of a sexual nature;
- Unwelcome and graphic verbal comments about an individual's body;
- Unwelcome sexual comments of a provocative or suggestive nature;
- Sexually degrading words used to describe an individual;
- Sexually oriented jokes or innuendos intended for and/or directed to another employee;
- The display in the workplace of sexually suggestive and offensive objects; calendars, cartoons, posters or pictures;
- Content in letters, notes, facsimiles, emails, pictures, text messages, sms/mms, or any form of media, electronic, social or printed media, that is of a sexual nature, or sexually abusive or sexually harassing;
- Leering, whistling or other sexually suggestive sounds or gestures;
- Continuing to ask an employee to socialize on or off duty when that person has indicated that he or she is not interested.

Hostile Work Environment

Another type of prohibited behavior is creating a hostile work environment. SARTA will provide an environment free of harassment. Such harassment may include any activity that creates fear, intimidates, ostracizes, psychologically or physically threatens, embarrasses, ridicules, or in some other way unreasonably over burdens or precludes an employee from reasonably performing their work.

Employees may not refuse to work with, cooperate with, withhold information from, or otherwise harass, intimidate, demean, or isolate a coworker. It is important for employees to understand that creating a hostile work environment may also leave the initiating employee liable in a civil lawsuit.

Reporting

The nature of harassment often makes it virtually impossible to detect unless persons being harassed or persons witnessing such harassment bring it to the employer's attention. If an employee believes he or she is being subjected to any form of illegal discrimination or harassment, he or she must immediately bring this to the attention of their supervisor, the Employee Relations/EEO Administrator, or the Director, Human Resources.

Reporting Steps

- Employees are encouraged to put the alleged harasser on notice by directly telling them that the conduct or comment is unwelcome.
- Employees who feel that they have been discriminated against or harassed, have witnessed discrimination or harassment, or have questions or comments should communicate immediately to either their supervisor, the Employee Relations/EEO Administrator, or the Director, Human Resources.
- To aid in an investigation, employees are encouraged to record the time, date, location of, and potential witnesses to any incident that they are reporting.
- In the event an employee receives inappropriate or harassing content via any electronic media, the employee should preserve and report it immediately.
- All supervisors must report such claims immediately to the Employee Relations/EEO Administrator or the Director, Human Resources.
- The Employee Relations/EEO Administrator or the Director, Human Resources will conduct all investigations.

Investigation

Reports of violations of this policy shall be made and will be investigated as follows: An individual may initiate the complaint process by filing a complaint in writing or verbally with either their supervisor, Employee Relations/EEO Administrator or the Director, Human Resources.

- Upon receiving a complaint or being advised that a violation of this policy may be occurring or have occurred, the Employee Relations/EEO Administrator or the Director, Human Resources will investigate the complaint by interviewing all parties involved and reviewing available evidence.
- If it is determined that harassment or discrimination in violation of this policy has occurred, the Director, Human Resources, the Executive Director/CEO, or the Board President will determine the appropriate disciplinary action based on the severity, frequency, and pervasiveness of the conduct.
- If the investigation is inconclusive or SARTA determines that there has been no violation of the policy but potentially problematic conduct may have occurred, SARTA may recommend appropriate preventative action.
- All investigations will be concluded within 30 days of reporting. Claimants will be informed that an investigation is concluded. However, to protect the rights of all employees, discipline will not be discussed.

Discipline

Any employee who is found to have engaged in conduct prohibited by this policy will be subject to appropriate discipline, up to and including termination.

When a non-employee (customer, vendor, guest, etc.) is found to have engaged in conduct prohibited by this policy in connection with a SARTA employee, the Employee Relations/EEO Administrator or the Director, Human Resources will advise the person of this policy and take such other action as is appropriate under the circumstance.

Non-Retaliation

No employee filing a complaint or reporting a violation of this policy will be retaliated against for filing of the complaint. It is unlawful for an employer to retaliate against an employee because a charge is filed or because an employee aided in an investigation. If retaliation is suspected or has occurred, an employee should inform the Employee Relations/EEO or the Director, Human Resources.

Responsibilities

Board of Trustees

- Adopt policies that are consistent with equal employment opportunity, discrimination, harassment laws and regulations.
- Hold the Executive Director/CEO accountable for organizational achievement of equal opportunity employment.

Executive Director/CEO

- Issue procedures that implement SARTA's equal opportunity and Non-Discriminatory Employment and its Non-Harassment and Non-Discrimination policies.
- Issue procedures that ensure that SARTA's work atmosphere and delivery of services is free from discrimination, harassment, and inappropriate employment behavior.
- Guarantee management and supervisor accountability for engaging in nondiscriminatory employment practices.
- Authorize hiring methods are uniform with equal opportunity principles.
- Certify consistency of corrective action when discrimination complaints are substantiated by approving correction action.
- Appoint the management of an EEO Officer and ensure direct reporting.

Employee Relations & EEO Administrator

- Development and management of EEO Program.
- Assist management in collecting and analyzing employment data, identifying areas of concern, setting goals and timetables, and developing steps to achieve goals.
- Design, implement, and monitor internal audit and reporting systems to measure program effectiveness and determine progress and deficient areas.
- Ensure understanding of SARTA's nondiscrimination policies with all management and employees.
- Concur in the hiring and promotion process.
- Report semi-annual progress of EEO compliance with subrecipients.
- Serve as liaison between SARTA and Federal, State, County, and Local governments; regulatory agencies; and community groups representing minorities, women, persons with disabilities and others.
- Work with Director, Human Resources to review equal employment opportunity practices as it relates to hiring, promotions, and training, complaint procedures, reasonable accommodations, performance evaluations, and grievance procedures.
- Maintain awareness of current EEO laws and regulations, and ensure laws and regulations affecting nondiscrimination are disseminated to responsible parties.
- Investigate complaints of EEO discrimination and harassment.
- Provide EEO training for employees and managers.
- Work with Director, Human Resources to advise employees and applicants of available training programs, professional development opportunities, and requirements.
- Audit posting of the EEO policy statement to ensure compliance information is posted and up to date.

Directors, Managers, & Supervisors

- Participate actively in periodic audits of all aspects of employment to identify and remove barriers obstructing the achievement of specified goals and objectives.
- Hold regular discussions with other managers, supervisors, employees, and affinity groups to ensure agency policies and procedures are being followed.
- In conjunction with Employee Relations & EEO Administrator, maintain and update the personnel database for generating reports required for the nondiscrimination program.
- Cooperate with the Employee Relations & EEO Administrator in review of information and investigation of complaints.
- Encourage employee participation to support the advancement of the EEO Program (professional development, shadowing, mentoring).

All Employees

- Cooperate with Employee Relations & EEO Administrator in review of information and investigation of complaints.
- Participate actively in periodic audits of all aspects of employment to identify and remove barriers that obstruct the achievement of specified goals and objectives.
- Support the advancement of the EEO Program.
- Apply principles of equal employment opportunity and diversity in day-to-day work and work environment.

Utilization Analysis

The utilization analysis identifies job categories with underutilized minority and women in the workplace relative to the labor market. The analysis gives the organization direction to establishing a framework of goals and timetables to address and correct employment practices that potentially contribute to the identified underutilization or concentration of minorities and women in the workplace.

Employee Statistics

This analysis is based on categories and data used in the 2019 EEO-4 report and includes the number of male and female employees. Numbers are based on *257 employees.

Table 1: SARTA Employees by Race and Gender

Ethnicity	Male	%	Female	%
Hispanic or Latino	0	0.00%	0	0.00%
White	109	42.41%	39	15.18%
Black or African American	61	23.74%	43	16.73%
Asian	0	0.00%	0	0.00%
Native Hawaiian or Other Pacific Islander	0	0.00%	0	0.00%
American Indian or Alaskan Native	0	0.00%	0	0.00%
Two or More Races	3	1.17%	2	.78%

**257 includes employment data of full time employees (222) plus new hires (35).*

It is worth noting that, according to the census, the three (3) largest ethnic groups in Stark County, Ohio:

- White (Non-Hispanic) 86.54%
- Black or African American (Non-Hispanic) 7.30%
- Two+ (Non-Hispanic) 2.93%

The Hispanic or Latino population is reported at 2% showing that there are considerably more White (Non-Hispanic) residents in Stark County than any other race or ethnicity. In 2020, Stark County is the 8th largest county in Ohio with an estimated population is 370,568 and growth rate of -0.14% and is made up of 51.42% female and 48.58% male according to the recent United States census data.

Table 2: Stark County, Ohio Population by Race

Race	Population	Percentage
White	323,197	86.54%
Black or African American	27,264	7.30%
Two or More Races	10,952	2.93%
Asian	3,200	0.85%
Some Other Race	851	0.23%
American Indian and Alaska Native	471	0.13%
Native Hawaiian and Other Pacific Islander	66	0.02%

The data reflects that SARTA is unique in that its workforce mirrors the population it serves. However, a further breakdown of employees by Classification, Race, and Gender shown in Table 3 reveals one area that SARTA is disproportionate to the public.

Table 3: SARTA Employees by Classification, Race, and Gender

Job Classification	W										Total
	M	WF	BM	BF	HM	HF	AM	AF	OM	OF	
Officials & Administrators	2	1	1	2	0	0	0	0	0	0	6
Professionals	5	3	3	2	0	0	0	0	0	0	13
Technicians	1	0	0	0	0	0	0	0	0	0	1
Protective Service Workers	0	0	0	0	0	0	0	0	0	0	0
Paraprofessionals	0	0	0	0	0	0	0	0	0	0	0
Administrative Support	9	6	10	11	0	0	0	0	0	0	36
Skilled Craft Workers	26	0	0	0	0	0	0	0	0	0	26
Service-Maintenance	66	29	47	28	0	0	0	0	3	2	175
Totals	109	39	61	43	0	0	0	0	3	2	*257

**257 includes employment data of full time employees (222) plus new hires (35).*

Key: WM - White Male, WF-White Female, Key: WM – White Male, WF – White Female, BM – Black Male, BF – Black Female, HM – Hispanic Male, HF – Hispanic Female, AM – Asian Male, AF – Asian Female, OM – Other Male, OF – Other Female

Internal Distribution

SARTA acknowledges its commitment to equal employment with all applicants and potential hires. Our EEO statement is conspicuously placed on our application and read to each candidate interviewed for a position with the agency.

- **Equal Employment Opportunity**

SARTA is committed to ensuring the values of equity, diversity, and productivity in the workplace. SARTA is an equal employment opportunity employer and strives to maintain a diverse workforce reflective of the community we serve.

- **Commitment to Diversity**

SARTA is committed to creating and maintaining a workplace in which all employees have an opportunity to participate and contribute to the success of the business and are valued for their skills, experience, and unique perspectives. This commitment is embodied in Company policy and the way we do business at SARTA.

Underutilization

SARTA is required by law to complete and file a bi-yearly EEO-4 report. The data included within this EEO Program is taken from the agency’s EEO-4 submission in July 2019. The conclusion drawn with the data shows that SARTA has increased the number of employees by nine (9).

The agency is largely made up of employees that fall into the operative category which are Coach Operators. SARTA has no employees within the Protective Service and Paraprofessional job categories. However, the Skilled Craft category made up of Maintenance Technicians and Maintenance Supervisors, is 26% of the workforce and is notably a factor or underutilization. The agency realized that the applicant pool for this category was primarily made up of white males.

SARTA continues to post positions in minority circulars to attract minority candidates and make the community aware of available positions. The agency also made a commitment to implement an apprenticeship for diesel training. The proposal to implement an apprenticeship program for part-time employees on diesel mechanic training was voted down by the union in 2016. Since then, the union has agreed to implement the program in 2020; however, COVID-19 halted efforts to bring in new employees both full and part-time.

Goals and Timetables

SARTA is committed employing a workforce that represents the community it serves. In order to continue to attract women and minorities, the Chief Executive Officer will work alongside the Equal Employment Opportunity Administrator to create and implement short and long term goals. This will be done by reviewing recruitment and retention and finding ways to engage the community to apply for positions.

Goals

- **Short Term 2021:**
 - Fine-tune training materials
 - Implement diesel training
 - Explore a partnership with local high schools and trade schools to introduce diesel training and employment opportunities to students
- **Long Term within 5 years:**
 - Attend job fairs to promote Maintenance Technician positions
 - Regularly go to local middle schools to bring awareness of the demand for maintenance technicians.
 - Hire four (4) women and/or minority maintenance technicians
 - Open future onsite training facility: Midwest Center of Excellence in Zero Emission Technology

Employment Practices

Recruitment

SARTA is committed to ensuring the values of equity, diversity, and productivity in the workplace.

When an opening for a position becomes available, SARTA first gives consideration to our existing workforce. The availability of such a position is conveyed to staff through SARTA's internal notification system. The posting is time-bound, allowing any interested employees to express their interest in the role prior to the established deadline. The posting also contains select key responsibilities for the role as well as directs the employees to the complete job description which contains the full list of responsibilities, expected hours of work, qualification and proficiency requirements, wage scale, and SARTA's Equal Employment Opportunity Disclosure Statement of:

SARTA is committed to ensuring the values of equity, diversity, and productivity in the workplace. SARTA is an equal employment opportunity employer and strives to maintain a diverse workforce reflective of the community we serve.

Once the internal posting closes, all interested employees are given consideration for the role. If an internal candidate is not selected for the role, SARTA then proceeds to open the listing up to outside candidates. All openings that are available to outside candidates are posted on SARTA's website. The posting contains the complete job description which contains the full list of key responsibilities, expected hours of work, qualification and proficiency requirements, wage scale, and SARTA's Equal Employment Opportunity Disclosure Statement. All applications submitted through the website are sent to both the Director, Human Resources and the Human Resources Administrator for consideration.

In addition to advertising on SARTA's website, SARTA has several community partners to broaden our advertising reach. They are Stark County Urban League, R.G. Drage, and the Employment Source. SARTA also utilizes an organization called Start Up Stark to expand our postings reach into the community. Start Up Stark specializes in job posting advertisement and job placement in the Stark County Area. They list SARTA's job postings on both of their community job boards, AkronWorks.com and StarkJobs.com, as well as public job boards such as Indeed, Monster, and ZipRecruiter. Additionally, SARTA also maintains a partnership with Ohio Means Jobs. Ohio Means Jobs is a career counseling center that connects businesses to job seekers and provides career services to all Ohioans.

Selection

SARTA's selection procedure is designed to ensure non-discrimination in hiring, transfers, and promotions. It is specifically concerned with preventing selections based on stereotypical characterizations, i.e., preference of supervisors, co-workers or clients of SARTA, and other non-merit factors such as age, marital status, veteran status, disability, race, etc.

This procedure operates as follows:

- After conferring with departmental leadership to establish needs for the role, the Human Resources Administrator goes through the process of advertising for the position. The completion of the application form and the subsequent in-person interview are part of the selection procedure for all applicants.
- All applications and supporting documentation are screened by the Human Resources Administrator. All applicants for employment are considered and placed without regard to race, sex, color, religion, national origin, ancestry, disability, height, weight, veteran status, or age. The applicants that are deemed to be most adequately suited for the position are asked to submit themselves for an interview.
- Interviews are conducted using a panel comprised of 3-4 employees. One of the individuals on the panel is SARTA's Human Resources Administrator. Another one of the individuals on the panel is the supervising manager of the department in which the applicant is looking to be placed. The third individual on the interview panel is usually SARTA's Employee Relations & EEO Administrator. SARTA will occasionally utilize a fourth-panel member in certain circumstances. This is often done in roles that require a high degree of specialization where the department supervisor may wish to have a subject matter expert join him/her to help assess the applicant's experience and qualifications.
- Special care is taken to evaluate the skills of the applicant specifically as they relate to the key responsibilities of the role. All interview guides have been designed to evaluate job-related criteria. All applicants are given equal consideration by being asked the same list of questions by the same panel of interviewers.

As the Employee Relations & EEO Administrator sits on the interview panel, he/she is constantly consulted to ascertain that a good faith effort has indeed been made. This is accomplished by them observing the applicant pool and interviewees from which the selection was made, to ensure all decisions are made without regard to race, sex, color, national origin, disability, height, weight, veteran status, age, or religion.

Testing

SARTA will occasionally use tests as part of the selection process. Tests are designed to assess the knowledge, skills, and abilities of individual applicants.

Medical Examinations

Following a conditional offer of employment, all SARTA applicants are required to undergo drug and alcohol screenings, as well as a physical examination designed only to validate that the employee is able to perform the essential functions of the job. The results of these examinations or inquiries will not be used to screen out qualified individuals with disabilities. In addition to the pre-employment physical examination, employees may be subject to additional examinations as required by the Department of Transportation for

their specific role. Information obtained in response to such inquiries or examinations will be kept confidential except that (a) Office of Equal Opportunity, Occupational Health, and officials of state or federal agencies investigating compliance will be informed if they request such information and (b) supervisors and managers may be informed regarding restrictions on the work or duties of individuals with disabilities and regarding accommodations.

Promotions

The promotion of employees is done in accordance with all applicable rules, without regard to race, sex, color, national origin, disability, height, weight, veteran status, age, or religion. Employees may be promoted only after their new-hire probationary period has ended and they are not under a performance improvement plan. Promotions may occur both in the employee's existing department, as well as other departments within the agency.

Promotions may occur when:

- A position opens and SARTA determines that it is in the best interest of the agency to fill it from within.
- An employee has consistently had good performance evaluations and their manager deems them ready for the next step in their career.

When an individual is under consideration for a promotion, the following criteria are examined:

- Experience in the employee's existing position.
- Relative experience the employee has for the potential new role.
- Personal desire and motivation for an increase in responsibilities.
- Qualifications and skillset that meets or exceeds the minimum requirements for the new position.

In accordance with SARTA's policies and other regulations, promotions will never be made on the grounds of:

- Discrimination
- Fraternalization
- Favoritism
- Nepotism
- Subjective opinions that are unable to be supported by performance evaluations or metrics

The procedure that establishes promotions is continuously evaluated to ensure that progression metrics remain relevant.

All employees who are not selected for a promotion, are afforded an opportunity to discuss developmental areas. A plan to assist in those areas may also be established. Any employee that feels he or she has not been accorded fair and impartial treatment regarding employment will be offered an opportunity to discuss this problem with their department's director and/or Human Resources through SARTA's open-door policy.

Training and Development

SARTA offers a tuition reimbursement program to incentive all employees to further their personal education. This program is available to all employees in accordance with SARTA's Tuition Reimbursement Policy. All decisions are made without regard to race, sex, color, religion, national origin, ancestry, disability, height, weight, veteran status, or age.

As a part of SARTA's Transportation and Maintenance department, SARTA operates our own in-house training. In-house training provides teaching for new hires and re-training. Additionally, training programs are designed to upgrade the skills of employees so that they can improve performance in their present position. During yearly reviews, each employee and their manager identify training goals for the upcoming year.

Compensation

All compensation is done in accordance with Ohio and federal law which requires all employers subject to the Fair Labor Standards Act to provide equal pay for men and women performing similar work. SARTA's Human Resources Department is responsible for developing and maintaining compensation scales and developing salary recommendations for new hires, promotions, and other situations as requested by management to help ensure internal pay equity.

Compensation for Union employees is laid out in SARTA and AFSCME Local 1880's Collective Bargaining Agreement. Compensation for all other roles is dictated by SARTA's Salary Range scales with a one exception for the Executive Director/CEO, whose compensation is determined through a negotiation process.

Benefits

All of SARTA's benefit programs remain available to all employees without regard to race, sex, color, national origin, disability, height, weight, veteran status, age, or religion. SARTA maintains consistent policies to ensure fairness and equity within the organization through the effective, uniform administration of benefits. SARTA is obligated to meet state statutes and federal laws associated with benefit and leave programs such as the Family Medical Leave Act (FMLA) and the Consolidated Omnibus Reconciliation Act (Cobra).

SARTA operates a Wellness Reimbursement Program that allows employees to be reimbursed a portion of their health care premiums by attending their routine doctor appointments. There are equal opportunities for individuals of either sex to obtain the maximum reimbursement amount.

PTO is granted to employees in accordance with SARTA's Vacation and Floater Policy. PTO is accrued at a rate that is determined by the length of employment with the agency. Human Resources is accountable for collaboratively designing benefit plans which achieve policy and financial objectives, communicating benefit plan provisions and value to employees, educating employees to be wise consumers of health care, administering benefit plans equitably and according to plan documents and regulations, and assessing the budgetary and financial impact of benefit plans.

Corrective Action and Termination Practices

It is required that all SARTA employees perform their job satisfactorily, as well as comply with all established SARTA Policies and Procedures. Failure to do so may result in corrective action being taken against the employee up to and including termination. Corrective action may take several forms, including but not limited to verbal warnings, written warnings, suspensions, demotion, or termination.

All Administrative Employees are employed at will. SARTA may dismiss any employee at any time with notice or without notice, for any reason not prohibited by law. The reasons for termination may include but are not limited to: misconduct, inefficiency, incompetence, and violation of work rules, lack of job performance, or other reasons determined by SARTA. Employees who are involuntarily terminated will be paid through their termination date and will receive the value of any accrued personal leave.

All Union Employees are employed under the provisions of the Collective Bargaining Agreement between SARTA and AFSCME 1818. SARTA will make all corrective action decisions of Union employees in accordance with that agreement. The reasons for corrective action may include but are not limited to: misconduct, inefficiency, incompetence, and violation of work rules, lack of job performance, or other reasons determined by SARTA. Employees who are involuntarily terminated will be paid through their termination date and will receive the value of any accrued personal leave.

Termination appeal procedures: Any SARTA employee who feels that he or she has been wrongfully terminated has the right to appeal the employment termination decision, either verbally or in writing, to his or her immediate supervisor or Human Resources.

Employment Barriers and Constraints

The long term average of unemployment in Stark County is 6.46%. This leads to strong competition for quality applicants. As an organization with a low-moderate turnover rate, the anticipated number of job hires over the next four years is expected to maintain steady with our current trends.

As a smaller government agency, it can be difficult to compete with compensation that larger government agencies and private employers can offer. This has resulted in the loss of talented applicants that met the job position's EEO needs. That being said, we have been successful in recruiting and hiring diverse qualified candidates for all open positions for the last two years.

The one position in which SARTA continues to struggle with hiring diversified candidates is the skilled position of Maintenance Technician. In Northeast Ohio, individuals that operate in a position of the same or similar role as of Maintenance Technician position are occupied by mostly white males. While SARTA has made continuous efforts to broaden our diversity outreach for this position, including partnering with the local vocational career center, R G Drage. We have also partnered with the Greater Stark County Urban League, Start Up Stark, and Ohio Means Jobs and still have a very difficult time developing a diverse applicant pool for this position. We will continue to broaden our efforts in diversifying this position by seeking qualified candidates through both our traditional recruiting means as well as our community partnerships.

Monitoring and Reporting

Monitoring

The Employee Relations & EEO Administrator will:

- Verify hiring and promotion practices are in agreement with terms of this EEO program and applicable Federal, State, and Local laws each time hiring and promotions are made.
- Monitor trends of discipline, terminations, workforce composition, and salary to ensure actions taken are free from discrimination.
- Discuss each substantiated complaint of discrimination with the Executive Director/CEO and the Director, Human Resources to establish fair corrective action.
- Semi-annually discuss the EEO Program and its implementation of goals and timetables.

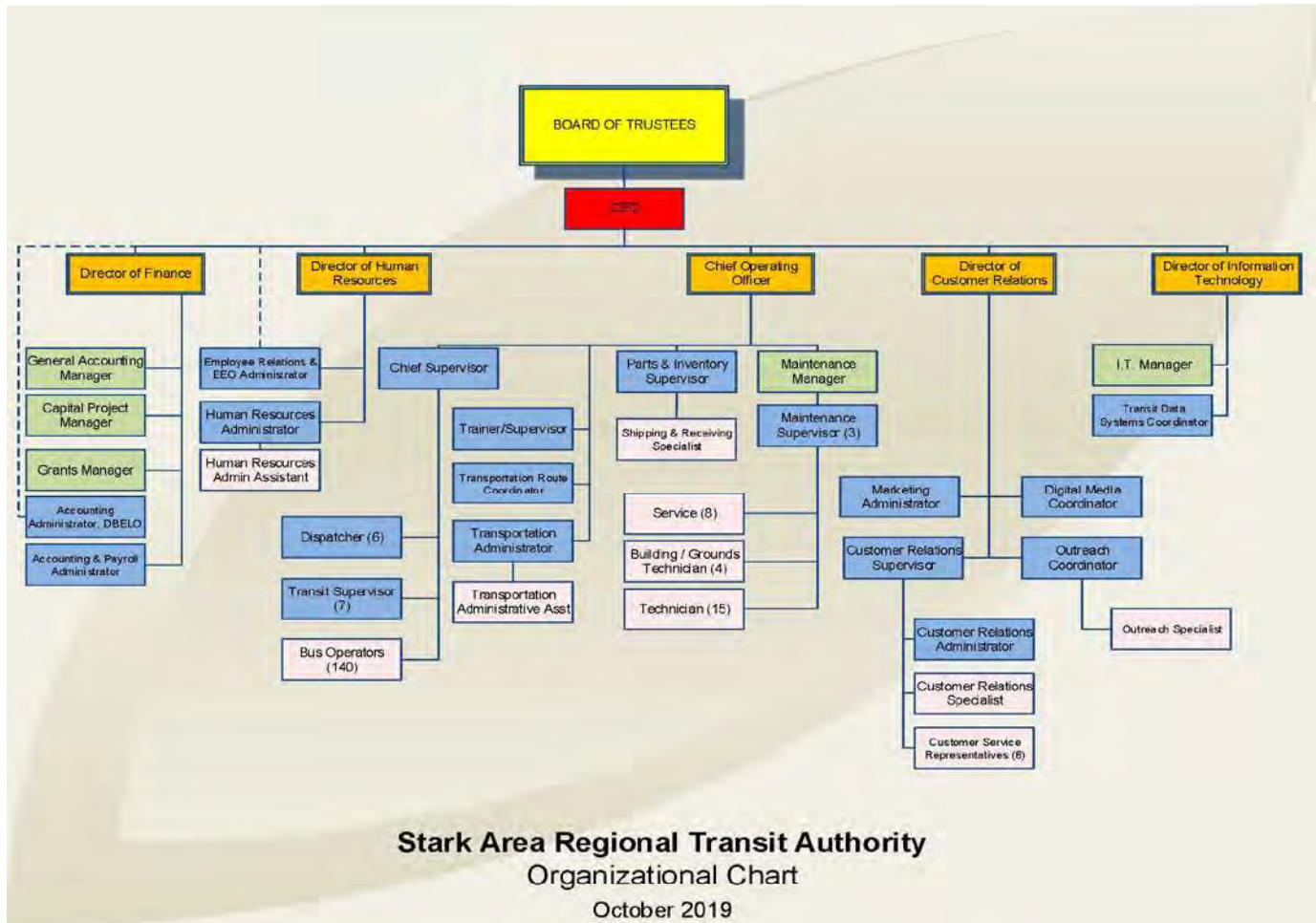
Reporting

Human Resources will provide:

- Comprehensive break-down of SARTA's workforce composition and salary
- Semi-annual reports to the Executive Director and management of:

- Utilization Report – breakdown of employees by federal job categories, job classification, and protected group status
- Score Card – demographics of hires on jobs with underutilization
- Disciplinary Actions – statistical data on disciplinary actions and terminations
- Transfer and Promotion – statistical data on transfers and promotions
- Complaint Monitoring – nature of complaints filed, including trends and solutions
- Applicant Flow – statistical data of applicants by race, sex, and disability
- Interview Report – statistical data on minorities, women and persons with disabilities interviewed for hire or promotion
- Annual survey on engagement and participation of employees regarding EEO program.

Appendices
SARTA Organizational Chart



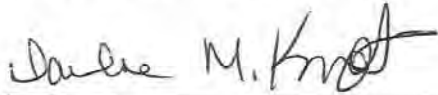


EEO Master Agreement

N/A

Proposer: The ABCD, Inc.

Signature of Authorized Official:



Name of Authorized Official:

Darlene M. Knott

Title: CFO

Date: 10/01/2019

**A Helping Hand
for People.**

AFFILIATES:
ABCD Homes I & II, LLC
Gateway Place, LLC • Cherry Homes, LLC
Massillon Homes I & II, LLC • Canton Elderly, LLC
Canton Senior, LLC • Massillon Elderly, LLC
☎ 330.455.6385 • 📠 330-455-3913
1225 Gross Avenue NE, Canton, OH 44705



www.SARTAonline.com

Equal Employment Opportunity

The FTA Master Agreement requires all applicants, recipients, subrecipients, and contractors receiving FTA funding to comply with applicable Federal civil rights laws and regulations and to follow applicable Federal guidance. Any FTA applicant, recipient, subrecipient, and contractor who meet both of the following threshold requirements must implement all of the EEO Program elements:

1. Employs 100 or more transit-related employees*, and
2. Requests or receives capital or operating assistance in excess of \$1 million in the previous Federal fiscal year, or requests or receives planning assistance in excess of \$250,000 in the previous Federal fiscal year.

Agencies between 50–99 transit-related employees are required to prepare and maintain an EEO Program that includes the Statement of Policy, dissemination plan, and designation of personnel, assessment of employment practices, and a monitoring and reporting system. These smaller agencies are not required to conduct a utilization analysis with goals and timetables or to submit the EEO Program to FTA every four years. Instead, these agencies will be required to provide the EEO Program to FTA if requested by the Office of Civil Rights or for any State Management Review or Triennial Review.

* When calculating the total number of transit-related employees, agencies are required to include all part-time employees and employees with collateral duties that support the transit program. For example, a budget analyst who processes payments for the transit program would be considered a transit-related employee.

Should this Agreement be investigated, Proposer has the burden of proof to establish that it is in compliance.

If your agency does not meet FTA criteria enter on your agencies letter head EEO Master Agreement - N/A and add the information below.

Proposer: Scott McPeck

Signature of Authorized Official: Scott McPeck

Name of Authorized Official: Scott McPeck

Title: Transportation Manager - FCDS

Date: 12/28/19



EEO Master Agreement -N/A

Proposer: Tom THOMPSON

Signature of Authorized Official: *Tom Thompson*

Name of Authorized Official: Tom THOMPSON

Title: EXECUTIVE DIRECTOR

Date: 09/30/2019

**JRC Learning Center
JRC Adult Day Center**

1731 Grace Ave. NE
Canton, Ohio 44705-2261

Phone: 330.455.3873

Fax: 330.455.3934

JRC is a not-for-profit 501(c)(3) charitable organization. Donations to JRC are tax deductible to the extent of the law. Please consult your tax advisor. EIN #34-1204932





MERCY MEDICAL CENTER

December 28, 2019

Stark Area Regional Transit Authority
1600 Gateway Blvd. SE
Canton, OH 44707

EEO Master Agreement - N/A

Proposer: Mercy Medical Center

Signature of Authorized Official: Elaine M. Campbell

Name of Authorized Official: Elaine M. Campbell, Director
Mercy Development Foundation

Title: Director- Mercy Development Foundation

Date: 12/28/2019

1320 MERCY DRIVE NW CANTON, OHIO 44708 P. 330 489 1000 cantonmercy.org

A Ministry of the Sisters of Charity Health System



www.SARTAonline.com

Equal Employment Opportunity

The FTA Master Agreement requires all applicants, recipients, subrecipients, and contractors receiving FTA funding to comply with applicable Federal civil rights laws and regulations and to follow applicable Federal guidance. Any FTA applicant, recipient, subrecipient, and contractor who meet both of the following threshold requirements must implement all of the EEO Program elements:

1. Employs 100 or more transit-related employees*, and
2. Requests or receives capital or operating assistance in excess of \$1 million in the previous Federal fiscal year, or requests or receives planning assistance in excess of \$250,000 in the previous Federal fiscal year.

Agencies between 50–99 transit-related employees are required to prepare and maintain an EEO Program that includes the Statement of Policy, dissemination plan, and designation of personnel, assessment of employment practices, and a monitoring and reporting system. These smaller agencies are not required to conduct a utilization analysis with goals and timetables or to submit the EEO Program to FTA every four years. Instead, these agencies will be required to provide the EEO Program to FTA if requested by the Office of Civil Rights or for any State Management Review or Triennial Review.

* When calculating the total number of transit-related employees, agencies are required to include all part-time employees and employees with collateral duties that support the transit program. For example, a budget analyst who processes payments for the transit program would be considered a transit-related employee.

Should this Agreement be investigated, Proposer has the burden of proof to establish that it is in compliance.

If your agency does not meet FTA criteria enter on your agencies letter head EEO Master Agreement - N/A and add the information below.

Proposer: T.W.I

Signature of Authorized Official: Ryan Hecker

Name of Authorized Official: Ryan Hecker

Title: CEO

Date: 10/5/19

Stark Area Regional Transit Authority

Resolution # _____, 2021

A Resolution Approving Changes Within SARTA's Organizational Structure

Whereas, the Stark Area Regional Transit Authority's ("SARTA's") Board of Trustees ("Board") approves the organizational structure which establishes positions within SARTA; and

Whereas, the re-structuring and addition of positions are necessary from time-to-time in order to allow for the efficiency and growth of SARTA; and

Whereas, the following change and addition to SARTA's organizational structure are requested (see also "Attachment A");

- Move and rename the Training Supervisor from the Transportation Department to Human Resources as the Agency Trainer; and
- Implement a Grants Administrator within the Finance Department;

Now be it resolved by the Stark Area Regional Transit Authority Board of Trustees, that the Executive Director/CEO is authorized to make the aforementioned modifications to the organizational structure, as attached.

Date

Board President

Secretary-Treasurer

BOARD OF TRUSTEES

CEO

Director of Finance

Director of Human Resources

Chief Operating Officer

Director of Customer Relations

Director of Information Technology

General Accounting Manager

Capital Project Manager

Grants Manager

Grants Administrator

Accounting Administrator, DBELO

Accounting & Payroll Administrator

Employee Relations & EEO Administrator

Agency Trainer

Human Resources Administrator

Human Resources Admin Assistant

Chief Supervisor

Trainer/Supervisor

Transportation Route Coordinator

Transportation Administrator

Transportation Administrative Asst

Dispatcher (6)

Transit Supervisor (7)

Bus Operators (140)

Parts & Inventory Supervisor

Shipping & Receiving Specialist

Service (8)

Building / Grounds Technician (4)

Technician (15)

Maintenance Manager

Maintenance Supervisor (3)

Marketing Administrator

Customer Relations Supervisor

Customer Relations Administrator

Customer Relations Specialist

Customer Service Representatives (8)

Digital Media Coordinator

Outreach Coordinator

I.T. Manager

Transit Data Systems Coordinator

Outreach Specialist

Stark Area Regional Transit Authority

Organizational Chart

April 2021

Stark Area Regional Transit Authority

Resolution # _____, 2021

A Resolution To Adopt A Public Purpose Policy

Whereas, The Stark Area Regional Transit Authority ("SARTA") and its Board of Trustees (the "Board") are entrusted with certain public funds and recognize that such funds must only be spent for a proper public purpose; and

Whereas, SARTA wishes to adopt the attached Public Purpose Policy ("Attachment A") which provides guidelines for the determination of whether an expenditure of funds is for a proper public purpose; and

Whereas, the Board desires to provide the following categories of expenditures as being for a proper public purpose and furthering the mission of SARTA:

- Informational and training meetings for SARTA employees;
- Employee meetings and lunches;
- Marketing to increase ridership; and
- Travel reimbursements in accordance with SARTA's travel policy;

Now be it resolved by the Stark Area Regional Transit Authority Board of Trustees, that the Public Purpose Policy is hereby adopted; and

The above-listed categories of expenditures are deemed to be for a proper public purpose and to further the mission of SARTA.

Date

Board President

Secretary-Treasurer

Public Purpose Policy

Effective _____, 2021

Purpose

The Stark Area Regional Transit Authority (“SARTA”) and its Board of Trustees (the “Board”) are entrusted with certain public funds and recognize that such funds must only be spent for a proper public purpose. This policy (the “Policy”) establishes certain guidelines for the expenditure of public funds. This policy is intended to comply with guidance from the Ohio Attorney General and Ohio Auditor of State regarding certain categories of expenditures. This is a policy of general applicability, intended to supplement but not supplant other more specific fiscal policies and procedures of SARTA. Other fiscal policies of SARTA shall be interpreted and enforced in accordance with the terms of this policy. Notwithstanding the foregoing, In the event of a direct conflict between this general policy and any other more direct or specific policy of SARTA, the terms of the specific policy will control.

General Applicability

No public funds entrusted to SARTA shall be expended other than for a proper public purpose. In determining whether an expenditure of funds is for a proper public purpose, SARTA and the Board shall consider whether (1) the expenditure has the objective of promoting “the public health, safety, morals, general welfare, security, prosperity, and contentment” of the citizens it was created to serve¹ and (2) whether the expenditure is necessary to further any of the purposes for which SARTA was created². An expenditure that incidentally advances a private end is permissible if the primary purpose is to further a proper public purpose. The determination of whether an expenditure is for a proper public purpose rests in the reasonable discretion of the Board. The determination of whether an expenditure serves a proper public purpose may be made by a duly enacted resolution of the Board or as provided in any policy, including this Policy, approved and adopted by the Board.

Specific Rules and Guidelines

Certain expenditures are never considered appropriate expenditures of public funds. The purchase of tobacco or alcohol beverages are never considered an appropriate expenditure

¹ *State ex rel. McClure v. Hagerman*, 155 Ohio St. 320, 98 N.E.2d 835 (1951).

² Ohio Revised Code § 306.31

of public funds³. Expenditures such as the purchase of coffee, meals, refreshments, or other amenities for employees or other persons are deemed to further a public purpose by creating a positive culture and inducing employees to continue employment so long as such expenditures are either (1) approved prior to the expenditure either by a direct action of the Board or (2) made in accordance with any rule or policy adopted by the Board⁴.

Expenditures made for the following purposes which comply with all applicable policies adopted by the Board will be considered to have been made for a proper public purpose:

1. Expenditures that directly relate to SARTA's core functions, and further stated strategic goals and objectives;
2. Expenditures made to support SARTA's mission – to enhance the quality of life in our community by providing efficient, affordable and sustainable mobility options for Stark County.
3. Expenditures which promote the efficient and effective administration of SARTA operations, programs and employees.

This Policy is adopted in accordance with guidance received from the Ohio Auditor of State and Ohio Attorney General.

³ See Auditor of State Bulletin 2003-005

⁴ See Auditor of State Bulletin 2004-002

Stark Area Regional Transit Authority

Resolution # _____, 2021

A Resolution To Adopt Rewards Program Policy

Whereas, under Ohio Revised Code § 102.03, no public official or employee shall:

- Use or authorize the use of the authority or influence of the office or employment to secure anything of value or the promise or offer of anything of value that is of such a character as to manifest a substantial and improper influence upon the official or public employee with respect to that person's duties; and
- Solicit or accept anything of value that is of such character as to manifest a substantial and improper influence upon the official or public employee with respect to that person's duties; and

Whereas, in compliance with the Ohio Revised Code, the Stark Area Regional Transit Authority ("SARTA") and its Board of Trustees (the "Board") wish to adopt the attached Rewards Program Policy ("Attachment A") which provides guidelines relating to SARTA employees' receipt of any benefit through any incentive or other rewards program in connection with the expenditure of public monies;

Now be it resolved by the Stark Area Regional Transit Authority Board of Trustees, that the Rewards Program Policy is approved, as attached.

Date

Board President

Secretary-Treasurer

REWARDS PROGRAM POLICY Effective April 2021

Purpose

The purpose of this policy is to establish rules and provide guidance to employees of the Stark Area Regional Transit Authority ("SARTA") relating to the employee's receipt of any benefit through any incentive or other rewards program in connection with the expenditure of public monies.

This policy is designed to assist SARTA in fulfilling any duties it may have arising from the Ohio ethics rules found in Chapter 102 of the Ohio Revised Code and any related statutes, rules or regulations. Nothing in this policy shall be construed to relieve any employee of SARTA of his or her individual obligation to comply with all statutes, regulations and rules that apply to them due to their position as a public employee.

Background

Ohio Revised Code § 102.03 provides that no public official or employee shall use or authorize the use of the authority or influence of the office or employment to secure anything of value or the promise or offer of anything of value that is of such a character as to manifest a substantial and improper influence upon the official or public employee with respect to that person's duties.

Ohio Revised Code § 102.03(E) states that no public official or employee shall solicit or accept anything of value that is of such character as to manifest a substantial and improper influence upon the official or public employee with respect to that person's duties.

The Ohio Ethics Commission and Ohio Attorney General have published opinions providing that a public employee's receipt of a benefit under an incentive or rewards program offered by a vendor of the public agency, that accrue to the employee from items or services either paid for, or for which the employee is reimbursed, by the public entity which employs the individual, may be a violation of applicable statutes, rules and/or regulations.

Policy

Each SARTA employee shall work diligently to ensure the employee does not personally accrue or receive anything of value through any rewards or other incentive program offered by any vendor providing goods or services to SARTA, which would cause a violation of the Ohio ethics laws found in Chapter 102 of the Ohio Revised Code or any related statute, rule or regulation. It shall be considered a violation of this policy for any employee of SARTA to affirmatively provide or offer to a vendor the employees individual

rewards or other incentive program account for a purchase that is made by SARTA or which the employee will be reimbursed by SARTA.

All procurements or purchases from any vendor are subject to review and investigation by SARTA's CEO/Executive Director and/or Board of Trustees to ascertain whether an employee has received any personal benefit from the procurement or purchase which would violate Chapter 102 of the Ohio Revised Code and/or any related statutes, rules or regulations.

Policy Violations

It is the employee's responsibility to comply with this policy and the ethics rules found in Chapter 102 of the Ohio Revised Code. A violation of this policy may lead to discipline up to and including termination. Further, if SARTA becomes aware of a violation of this policy that it believes may also be a violation of the applicable ethics and public employment rules found in the Ohio Revised Code, it may refer the matter to the Ohio Ethics Commission or Ohio Auditor of State, as applicable, for further investigation.

Stark Area Regional Transit Authority

Resolution # _____, 2021

A Resolution To Adopt Updated Procurement Policy

Whereas, in October of 2009, the Stark Area Regional Transit Authority ("SARTA") established a Procurement Policy designed to set forth the procedures and standards for processing all procurements; and

Whereas, the established Procurement Policy identifies the regulations and processes which govern all SARTA personnel involved in the procurement and contract administration process; and

Whereas, it is necessary from time-to-time to update the Procurement Policy in order to remain compliant with changes in federal guidelines and the Ohio Revised Code; and

Whereas, SARTA's Board of Trustees wishes to adopt the attached Procurement Policy ("Attachment A"), as revised;

Now be it resolved by the Stark Area Regional Transit Authority Board of Trustees, that the Procurement Policy is adopted, as attached.

Date

Board President

Secretary-Treasurer

SARTA
Procurement
Policy
October 2009
Revised February 2012
2017
June 2019
October 2019
April 2021

PREFACE

The Procurement Policies and Procedures of the Stark Area Regional Transit Authority (SARTA or Authority) are designed to set forth the standards for processing all procurements. These standards are furnished to ensure that materials, equipment, construction, and services are obtained in a timely, efficient, and economical fashion, and adhere to principles of good administrative practices and sound business judgment. This Manual is organized to allow the user optimum flexibility to initiate, develop, execute, and administer all procurements within the parameters of federal, state, local, and SARTA statutory or regulatory requirements. All SARTA personnel shall utilize the most current versions of SARTA's Procurement terms and conditions forms developed by the Finance & Administration Department and General Legal Counsel and shall get Executive Director or Finance & Administration Director approval prior to issuing solicitations or preparing contracts with terms that deviate from the terms in those forms.

All procurements, including consulting, personnel, and legal services, shall be conducted in a manner that provides maximum open and free competition. Procurement procedures shall not unduly restrict or eliminate competition. SARTA will not implement any procurement practices that give local or in-state bidders/offers preference.

The procurement of all of SARTA's needs, including supplies, services, equipment, and construction, shall be monitored by the Finance Department. The acquisition of real property through purchase, lease, or eminent domain is exempted from the procedures set forth in this manual. The procedures contained herein have been developed to define the procurement process from the initial step of defining a need through preparation of specifications, solicitation, evaluation, award, contract administration, delivery, and closeout.

Procuring goods and services for SARTA must be a cooperative effort, and it shall be the responsibility of all SARTA staff involved in the procurement process to employ sound judgment and appropriate standards of ethics and fairness in carrying out their individual responsibilities and tasks.

All contracts, whether negotiated or competitively bid, shall be reviewed to verify that all necessary elements of law and public policy are contained therein.

Procurement Policy

This Procurement Policy identifies the regulations and processes which govern all Authority personnel involved in the procurement and contract administration process. This policy covers the entire range of procurement activities and its requirements are binding for all Authority personnel.

This policy shall be effective on the effective date of changes to Ohio Revised Code Section 306.43 contained in Ohio House Bill 562 (September 23, 2008) and shall remain in full force and effect until rescinded, replaced, or modified by the Board of Trustees. The effective date of any modification of this policy shall be identified on the pages modified.

Except as otherwise specified herein, all purchases and dispositions of equipment, materials, goods, and services to or by the Authority involving either an expenditure of public funds or revenue from Authority assets whether by sale, lease, rental, or otherwise shall be governed by this Policy. The general requirements herein shall apply except as altered or excluded for specific types of procurements. To the maximum extent possible, the Authority shall purchase and dispose of equipment, materials, goods, and services through competitive processes.

Federal References:

FTA Circular 4220.1F
2 CFR part 1201

Exclusions

The following activities are excluded from this Policy:

- Acquisition or disposition of any rights in real property, but not consultants or brokers in connection therewith;
- The sale of debt securities or sale/leaseback or lease/leaseback transactions, but not the procurement of consultants or brokers for any of them;
- Payments for items mandated by law, regulation, or agreements other than procurement contracts entered into by the Authority;
- Routine administrative expenses such as postage which are specifically identified in the Authority's budget;
- Purchases or reimbursement to employees for travel or similar expenses incurred on behalf of the Authority under the Authority's other policies and procedures;

- The designation of eligible depositories for the Authority's active, interim, and inactive funds pursuant to Chapter 135 of the Ohio Revised Code; and
- Action regarding employee-related matters under the Personnel Policy, but not the procurement of consultants pertaining thereto.

As a political subdivision of the State of Ohio, the Authority is governed by the applicable portions of the Ohio Revised Code. The primary state governance for procurement actions in Ohio is ORC Sec. 306.43. As a third-party grantee of the Federal government, the Authority is governed by applicable Federal laws and regulations. The primary Federal governance for procurement activities is FTA Circular 4220.1F. The documents listed above, and as they may be amended or replaced, are those which directly regulate aspects of the procurement function. Additional documents, including the FTA Best Practices Manual, Federal Acquisition Regulations, and other sections of the Ohio Revised Code, while they may or may not be binding on the Authority, shall be used for guidance to the extent matters covered are not addressed by governing laws or regulations.

Structure of Procurement

The Capital Projects/Procurement Manager, under the direction of the Director of Finance, shall have a sufficient degree of autonomy within the organization to function effectively as part of a checks and balance system governing the Authority's acquisitions and dispositions.

Federal References:

- 2 CFR 200
- 4220.1F
- FTA Best Practices Procurement Manual, Sec. 2

Ethics

As provided in the Common Grant Rules and the Federal Transit Administration (FTA) Master Agreement, no employee, officer, agent, or Board Member, or his or her immediate family member, partner, or organization that employs or is about to employ any of the foregoing may participate in the selection, award, or administration of a contract supported with FTA assistance if a personal conflict of interest, real or apparent, would be involved. Such a conflict would arise when any of those previously listed has a financial or other interest in the firm selected for award.

Organizational conflicts of interest, both real and apparent, shall be avoided to the maximum extent possible. An organizational conflict of interest exists when the nature of the work to be performed under a proposed contract may, without some restriction

on future activities, result in an unfair competitive advantage to the contractor or impair the contractor's objectivity in performing the contract work.

No SARTA employee, officer, Board Member, or agent shall solicit or accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub-agreements. Only unsolicited items of nominal intrinsic value (in no event more than \$50 value and no more than \$200 in any calendar year from any one source) may be accepted from such parties.

Federal References:

- 49 CFR Part 20
- 31 U.S.C. 1352 (a)
- FTA Master Agreement, Sec. 3
- FTA Circular 4220.1F, Chapter III Sec. 1.
- FTA Best Practices Procurement Manual, Sec. 2.1
- State
- ORC Chapters 102 and 2921
- Local
- SARTA Personnel Manuals and Code of Ethics

Delegations of Authority

Responsibility for procurement actions lies with the Board of Trustees. The Board hereby delegates to the Executive Director/CEO of the Authority or, in his or her absence, the Director of Finance, the following responsibilities:

- Authorize and approve all purchases, sales, and other procurement actions not exceeding \$100,000, which by federal or state requirements do not require formal solicitation or approval by the Board of Trustees
- Advertise for all formal procurements, which are those exceeding the Executive Director's \$100,000 authority
- Cancel procurements
- Enter into agreements for legal services;
- Approve all funding encumbrances and authorizations to proceed with solicitation for acquisitions and dispositions of goods, equipment, and services for or by the Authority
- Execute all contract documents
- Settle all claims and disputes
- Approve all change orders on contracts not exceeding \$100,000, in a net amount that does not cause the total amount of any such contract to exceed \$100,000
- Approve change orders on other contracts in a net amount not to exceed the following limits:

- \$100,000 for contracts up to \$1,000,000; the lesser of 10% or \$250,000 for all contracts between \$1,000,000 and \$5,000,000
- An amount not to exceed \$500,000 for all contracts over \$5,000,000. Trustees may, by resolution, vary these limits for particular contracts or projects. The Executive Director/CEO shall report, as required by the Board, all changes made under this delegated authority
- Approve all change orders not involving an additional expenditure of Authority funds, except for cardinal changes to the scope of the contract.

The Executive Director/CEO is also empowered to:

- Determine the lowest responsive and responsible bidder
- Determine when acceptance of an offer resulting from a negotiated proposal is in the best interest of the Authority
- Reject all bids or proposals when it is determined to be in the best interest of the Authority
- Determine whether only one source of supply is readily available for the purchase of goods and service
- Terminate any contract if deemed to be in the best interest of the Authority

State Reference:

- ORC Sec. 306.34; Sec. 306.35

Full and Open Competition

SARTA will conduct all procurement transactions in a manner providing full and open competition consistent with the standards of the Common Grant Rules. Some of the situations considered to be restrictive of competition, and are therefore prohibited by SARTA, include but are not limited to:

- Placing unreasonable requirements on firms in order for them to qualify to do business;
- Requiring unnecessary experience and excessive bonding
- Noncompetitive pricing practices between firms or between affiliated companies;
- Noncompetitive awards to consultants that are on retainer contracts
- Organizational conflicts of interest
- Specifying only a "brand name" product instead of allowing "an equal" product to be offered and describing the performance of other relevant requirements of the procurement
- Any arbitrary action in the procurement process

SARTA will ensure that all prequalified lists of persons, firms, or products which are used in procuring goods and services are current and include enough qualified sources to

ensure maximum open and free competition. Also, SARTA will not preclude potential bidders from qualifying during the solicitation period.

Federal References:

- FTA Master Agreement, Sec. 16(b)
- FTA Circular 4220.1F, Chapter VI Sec. 1.
- 29 U.S.C. 5325 (a)
- FTA Best Practices Procurement Manual, Sec. 2.4

State References:

- ORC Chapter 102
- ORC Sec. 306.43

Local Geographical Preference

SARTA will conduct procurements in a manner that prohibits the use of in-State or local geographical purchase preferences which serve to restrict full and open competition, except in those cases where applicable Federal or State statutes expressly mandate or encourage geographic preference. This does not preempt State licensing laws. When employing the qualifications-based method for contracting for architectural and engineering services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

Federal References:

- 2 CFR 200.319
- FTA Master Agreement, Sec 15(d)
- FTA Circular 4220.1F, Chapter VI Sec. 2.a FTA Best Practices Procurement Manual, Sec. 2.5

Procurement Records

The Capital Projects/Procurement Manager, Grants Manager, and other Authority Personnel shall maintain records sufficient to detail the significant history of the procurement. These records shall include, but shall not be limited to, the following:

- Rationale for the method of procurement;
- Reasons for selecting the contract type used;
- Reasons for contractor selection or rejection;
- Justification for contract cost or price;
- Bid or proposal tabulation worksheet;
- All documented communications with potential contractors, prior the bid opening date;

- Advertising affidavits of publication;
- Bidder's lists, with names, addresses, and telephone numbers; and
- All Bid Proposals received.

All files for purchases with federal funds must comply with FTA Circular 4220.1F.

Change Orders

Change Orders are contract amendments altering the scope, price, or schedule of the original contract. Approval of change orders shall be in accordance with the provisions of Sec. 8.0 of this Policy. The Board of Trustees may, for any specific contract or project, delegate its change order authority to specific officers or employees, at specified dollar levels. No work under a change order may be authorized prior to such approval, except upon the written direction of the Executive Director. A cardinal change, or sometimes informally referred to as a "tag-on," is a significant change in contract work (property or services) that causes a major deviation from the original purpose of the work or the intended method of achievement, or causes a revision of contract work so extensive, significant, or cumulative that, in effect, the contractor is required to perform very different work from that described in the original contract. Cardinal changes are considered new procurements, and are subject to the appropriate provisions of this policy regarding non-competitive procurements.

Federal References:

- FTA Circular 4220.1F Chapter VII Sec. 2.
- 2 CFR 200.308
- FTA Best Practices Procurement Manual, Sec. 5.1

State Reference:

- ORC Sec. 153.62

Claims and Disputes

Claims related to procurement actions or contracts shall be submitted in writing to the Executive Director/CEO. Claims in excess of \$25,000 shall include a certification by the owner or an officer of the vendor that the claim is, to the best of his or her knowledge or belief, accurate as to both the basis and the amount of the claim.

As a grantee of Federal Funds, SARTA must notify FTA of any current or prospective litigation or major disputed claim in excess of \$100,000 relating to any third party contract. The Authority shall establish a procedure by which a vendor may appeal a denial of a claim, in whole or in part. Settlement of any claim shall be by the approval of the Executive Director/CEO, based upon a recommendation by the Director of Finance that the settlement is fair and reasonable and is in the best interest of the

Authority.

Disputes other than formal claims arising during the course of project performance shall, to the extent feasible, be resolved by the Director of Finance and the Project Manager. Disputes, which are not so resolved, may be brought by the aggrieved party to a court of law, unless an alternative form of dispute resolution is agreed upon by the parties. The Director of Finance shall promptly notify the Executive Director/CEO and General Legal Counsel.

Federal References:

- FTA Circular 4220.1F, Chapter VII
- 2 CFR 200.318 (k)
- FTA Best Practices Procurement Manual, Sec. 4.9

Procurement Planning

The initiating department shall be responsible for identifying its needs, justifying them, and defining the needs to the point that a specification or scope of services can be prepared. The initiating department is responsible for preparing an estimate of the cost of the item or service, in the same form that an offeror would develop or propose a price. The initiating department and Capital Projects/Procurement Manager are jointly responsible for developing a schedule to meet the initiator's needs and identifying potential suppliers. The schedule should be part of a comprehensive plan for annual procurement actions, to ensure that the required resources are available as required. Said schedule shall be included in SARTA's annual Budget Book.

Federal References:

- FTA Circular 4220.1F, Chapter II Sec. 6
- FTA Best Practices Procurement Manual, Sec. 2
- 49 U.S.C. 5304

Disadvantaged Business Enterprises

In making procurements hereunder, the Authority shall serve to ensure the participation of Disadvantaged Business Enterprises (DBE), as well as contractor compliance in accordance with all applicable laws and regulations. The Authority shall use its best efforts to encourage fair and representative participation of DBEs on procurements, either as prime contractors or as subcontractors. Moreover, the Authority shall determine the opportunity for DBE participation on all procurements where qualified DBEs are identified, solicitations for such procurements shall include at least one DBE among the contractors solicited.

Federal References:

- 49 CFR, Part 26
- FTA Best Practices Procurement Manual, A.9
- FTA Circular 4220.1F, Chapter IV Section 2.a.(6)(a)

State Reference:

- ORC DBE Program Compliance Review Sec. 6 (1)

Debarment

The Authority shall not award contracts to firms that are debarred by the Federal government. Debarment by other government entities may be considered in determining a vendor's responsibility, but shall not necessarily preclude award to the debarred vendor.

Federal References:

- Executive Order 12549 and 12689
- 2 CFR Part 180
- 2 CFR Part 1200
- 2 CFR Part 200
- 2 CFR 200.213

Specifications, Scope of Services, and Solicitation Documents

Unless otherwise determined by the Executive Director/CEO, the project initiator shall prepare specifications and scopes of services. Specifications or scopes prepared by others shall be reviewed by the Capital Projects/Procurement Manager for conformity with applicable procurement standards.

Solicitation documents must include a clear and accurate description of the recipient's technical requirements for the property or services to be acquired in a manner that provides for full and open competition. The solicitation must also identify all factors to be used in evaluating bids or proposals, and should state the type of contract that will be awarded (Ex. Firm Fixed Price, Cost Reimbursement, etc.). If SARTA intends to reserve its right to award a contract to other than the low bidder or offeror, or if it intends to reserve its right to reject all bids or offers, that information should be stated in the solicitation document. Solicitation documents must also identify all Federal requirements that will affect contract scope and performance, and all Federal requirements that a bidder or offeror must fulfill before and during contract performance. All specifications and solicitation documents must be approved by the head of the initiating department, if applicable, the Director of Finance, and any others

designated by the Director of Finance, prior to issuance.

Procurement Types for Formal Contracts

For formal contracts (those for which the Board of Trustees has not delegated its purchasing authority and any others so designated by the Executive Director/CEO of the Authority or, in his or her absence, the Director of Finance, the Authority may utilize sealed bids, two-step procurements, and negotiated procurements where at least two qualified sources are identified as reasonably available. The Authority shall use negotiated procurements where a non-competitive procurement is appropriate. To the extent authorized by law, the Authority may purchase services or supplies via reverse auction utilizing the Internet. The Authority may use any type of contract deemed appropriate by the Director of Finance consistent with applicable laws and regulations.

Federal References:

- 2 CFR 200
- FTA Circular 4220.1F
- FTA Best Practices Procurement Manual, Sec. 3

State Reference:

- ORC Sec. 9.314 and 306.43(B), (C), and (D)

Contract Pricing

The Authority must utilize firm fixed price or fixed unit price not-to-exceed contracts for sealed bid procurements and may use them for negotiated procurements. Such contracts may allow price escalation based on actual costs or a generally recognized index, provided that the escalator has a defined upper limit. The Authority may also use a cost plus fixed fee contract, or any other type of contract permitted by applicable laws or regulations; however, for negotiated procurements it may not use a cost plus percentage fee type of contract. The Authority may use indefinite quantity or indefinite delivery contracts where appropriate, but may not use an indefinite quantity and indefinite delivery contract.

The Authority may use a time and materials type of contract only if no other form is suitable and if the contract contains a not-to-exceed ceiling. The Authority may utilize progress payments to the extent consistent with law and regulation, provided that it obtains or secures value consistent with the amount paid. The Authority shall not make advance payments unless specifically authorized by the Director of Finance or the Executive Director/CEO. SARTA may include options in contracts. The option quantities or periods contained in the contractor's bid or offer must be evaluated in order to

determine contract award. When options have not been evaluated as part of the award, the exercise of such options will be considered a sole source procurement.

When contracting for tangible goods, the contract shall limit option quantities for additional equipment and supplies to not more than fifty percent (50%) of the initial quantity of the same contract line item.

For professional service and requirements contracts, the total of the base and options time periods shall not exceed three (3) years. SARTA may not exercise an option until it has ensured the option is in accordance with the contract and that the price is better than prices available in the market or is more advantageous at the time the option is exercised.

Federal References:

- FTA Circular 4220.1F,
- FTA Best Practices Procurement Manual, Sec. 3,4 and 5
- FTA Administrator Letter dated May 8, 2013

Cost and Price Analysis

SARTA will perform a cost or price analysis in connection with every procurement action, including contract modifications. The method and degree of analysis are dependent on the facts surrounding the particular procurement situation, but as a starting point, SARTA must make independent cost estimates before receiving bids or proposals. Information on costs used in the independent cost estimate may be obtained from past history, in-house cost, or any other available cost data. The independent cost estimates and the cost and/or price analysis should be documented and filed with the appropriate procurement action.

Federal References:

- FTA Circular 4220.1F, Chapter VI Sec. 6
- FTA Best Practices Procurement Manual, Sec. 4.6
- 2 CFR 200

Sealed Bid Procurement

Unless the Executive Director/CEO determines that the appropriate conditions do not exist, all procurements above the small purchase limit of \$150,000 shall be by sealed bid. If less than two responsive bids are received for a sealed bid solicitation, the Director of Finance may either (1) negotiate price with the responsive bidder or (2) cancel the solicitation and make the procurement as a sole source procurement.

Federal References:

- FTA Circular 4220.1F, Chapter VI
- FTA Best Practices Procurement Manual, Sec. 4.2

State References:

- ORC Sec. 306.43(B)
- ORC Sec. 306.43(H)

Competitive Negotiated Procurements

When the conditions for a sealed bid procurement do not exist, the Director of Finance may direct that competitive negotiated proposals be solicited. Competitive negotiated procurements must

be conducted in a manner that preserves the integrity of the procurement process. To the extent permitted by law, regulation, or court decision, the evaluation of proposals shall be conducted in a confidential manner, and all confidential or proprietary information shall be held confidential.

Federal References:

- 2 CFR 200.320(d)(5)
- 49 CFR 18.36(d)(1)(2)(3)
- FTA C. 4220.1F, Ch.VI, Sec.3

State Reference:

- ORC Sec. 149.43 and 306.43(D)

Two-Step Procurements

When the conditions for a competitive sealed bid do not exist, the Director of Finance may direct that a two-step process be utilized. This process shall consist of a negotiated technical proposal followed by a sealed bid from those firms whose technical proposals are acceptable. To the extent permitted by law, regulation, or court decision, the evaluation of proposals shall be conducted in a confidential manner, and all confidential or proprietary information shall be held confidential.

Federal References:

- 2 CFR 200.320(d) (5)
- 49 CFR18.36 (d) (1)(2)(3)
- FTA C. 4220.1F, Ch.VI, 3
- FTA Best Practices Procurement Manual, Sec. 4.4

State Reference:

- ORC Sec. 306.43 (C)

Micro-Purchases

Purchases reasonably estimated not to exceed \$10,000 qualify as micro-purchases. At least one oral or written quote must be obtained for micro-purchases (see procedures for exempt procurements). After determining the price is fair and reasonable, the Capital Projects/Procurement Manager may award a contract or issue the purchase order. Competitive quotations are not required and these purchases are exempt from FTA's Buy America requirements. SARTA shall not split larger procurements into smaller ones that qualify as micro purchases just to avoid competition. Davis-Bacon prevailing wage requirements will apply to construction contracts exceeding \$2,000. Micro-purchases should be distributed equitably among qualified suppliers. The Capital Projects/Procurement Manager shall maintain documentation showing a determination that the price is fair and reasonable and a description of how the determination was made. See Chapter 26.0 for more information about procedures for micro-purchases.

Federal References:

- FTA Circular 4220.1F, Chapter VI Sec. 3.a.
- FTA Best Practices Procurement Manual, Sec. 3.4.1

State Reference:

- ORC Sec. 306.43 (a)

Small Purchases

Purchases reasonably estimated not to exceed the small purchase limits of \$250,000 established pursuant to Sec. 8.0 of this Policy may be procured informally, provided that a record is maintained consistent with applicable laws and regulations. Price or rate quotations shall be obtained from an adequate number of qualified sources to permit a reasonable comparison consistent with the nature of competitive negotiation within the given circumstances. This shall generally mean at least three (3) offers/bids on purchases up to \$250,000. Purchases above \$10,000 and up to \$250,000 require a written quotation. All contracts above \$10,000 must have termination for cause and termination for convenience provisions. All contracts above the small purchase threshold of \$250,000 must contain remedies for breach of contract.

Federal References:

- 2 CFR 200
- FTA Circular 4220.1F, Ch. VI, Sections 3
- FTA Best Practices Procurement Manual Sec 3.4.1

State Reference:

- ORC Sec. 306.43 (A)

Sole Source Procurements

A sole source procurement may be used when, after reasonable inquiry, the Director of Finance determines that only one source for the item or service is reasonably available. A sole source procurement shall be conducted as a non-competitive negotiated procurement, in accordance with applicable laws, regulations, and this Policy. For any sole source award, a cost and profit analysis is required. SARTA must maintain in writing, and make available to the FTA on request, its rationale and justification for any sole source purchase.

Federal References:

- FTA Circular 4220.1F, Chapter III Sec. 3.d.1.a
- FTA Best Practices Procurement Manual, Sec. 3.4.10

State Reference:

- ORC Sec. 306.43(H)

Emergency Procurements

Upon authorization by the Executive Director, the Director of Finance may direct that a non-competitive procurement be conducted to the minimum extent needed to meet an emergency situation. The Executive Director shall contact the President of the Board of Trustees if the estimated cost to abate the emergency is anticipated to exceed the Executive Director's delegated authority.

Federal References:

- 2 CFR 200
- FTA C. 4220.1F, Ch. III, Section 3.i
- FTA Best Practices Procurement Manual Sec. 4.6

State Reference:

- ORC Sec. 306.43(H)(1)

Piggybacking

SARTA may participate in purchasing through piggybacking, or it may allow others to piggyback off existing SARTA contracts. When piggybacking is used, it is essential to affirmatively determine that the contract to be piggybacked meets Federal requirements, including compliance with FTA Circular 4220.1F. *FTA permits the assignment of unneeded contract rights to another transit agency—piggybacking—only*

when a recipient has unintentionally acquired more goods or options than it needs to support its transit system. Piggybacking is only permissible if the original contract contains appropriate assignability provisions, and after first determining that the contract price remains fair and reasonable.

Federal References:

- FTA Circular 4220.1F, Chapter V 6
- FTA Best Practices Procurement Manual, Sec. 3.3.4

Revenue Contracts

SARTA shall ensure fair and equal access to FTA assisted property and will seek to maximize revenue derived from such property. When several potential competitors for a limited opportunity exist, SARTA shall use a competitive process to permit interested parties an equal chance to obtain that limited opportunity. If one party seeks access to a public transportation asset that is open and unrestricted, and provided SARTA is willing and able to offer contracts or licenses to other parties similarly situated, a competitive process is not necessary.

Federal References:

- FTA Circular 4220.1F, Chapter II Sec. 2.b
- FTA Best Practices Procurement Manual, Sec. 3.1.4

Joint Development

Joint Development is the use of grant-funded real property, or the air rights above such property, for transit-oriented development. Transit-oriented joint development projects require FTA approval. Incidental use of grant-funded real property must not interfere with the intended public transportation uses of project assets, and also requires FTA approval.

Federal References:

- Federal Register / Vol. 72, No. 25 / Wednesday, February 7, 2007
- FTA Joint Development Policy
- FTA Circular 5010.1D, Chapter IV
- FTA Best Practices Procurement Manual, Sec. 3.3.2
- FTA Circular 4220.1F Chapter II (b) (5)

Intergovernmental Agreements

The Authority may, to the extent permitted by law or regulation, purchase or dispose of goods or services by agreement with another governmental agency or through an intergovernmental purchasing group. The Authority may exercise options under

contracts entered into by other governmental entities, or offer such options to another governmental agency or intergovernmental purchasing group provided that: (1) the granting agency's contract allows for the assignment of the option and (2) the granting agency's procurement process meets all material and competitive requirements required by the Authority's funding source.

Federal References:

- FTA Circular 4220.1F, Chapter V
- FTA Best Practices Procurement Manual, Sec. 3.3.2

State References:

- ORC Sec. 306.43(H)(4) and (J)

Non-Profit Agencies

The Authority may, to the extent permitted by law or regulation, purchase or dispose of goods or services to recognized non-profit organizations. In the case of a disposition of property (excluding real property), assurances shall be obtained that the property shall not be resold or otherwise used for profit.

State Reference:

- ORC Sec. 306.43(H)(8) and (9)

Incentive Payments and Liquidated Damages

The Authority may, under appropriate circumstances, utilize incentives to encourage extraordinary vendor performance, or provide for liquidated damages calculated to protect the Authority from losses due to vendor nonperformance. It may not impose financial penalties that are punitive in nature. Liquidated damages must be calculated and documented prior to the issuance of the solicitation on the basis of the anticipated actual loss to the Authority resulting from vendor non-performance.

Federal References:

- FTA Circular 4220.1F Chapter VI Sec.5
- FTA Best Practices Procurement Manual, Sec. 3.2.6 and B-2

Contract Contents

Contracts for the acquisition of goods and services shall include, at a minimum: the specification or agreed-upon scope of services; the price and term of the contract; payment terms; contractual terms including but not limited to appropriate warranties and indemnities; and all clauses and certifications required by law and regulation.

Federal References:

- FTA Best Practices Procurement Manual, Sec. 1.2

State Reference:

- ORC Sec. 153.16

Contract Execution

When authorized by the Board of Trustees, the Executive Director or his or her Designee will sign contracts over \$100,000. Contracts not exceeding \$100,000 may be signed by the Executive Director or his designee without specific Board of Trustee authorization. The General Legal Counsel shall review all contracts for legal form and correctness before they are executed by the Authority.

Federal Reference:

- FTA Best Practices Procurement Manual, Appendix A-50

State Reference:

- ORC Sec. 306.34 and 306.35

Local Reference:

- Board of Trustees Bylaws

Design Services

Architectural and engineering services, value engineering services, and incidental services related thereto, as defined in 40 U.S.C. Sec. 541 et seq. (Brooks Act), shall be conducted as negotiated procurements, except that selection shall be made of the most technically qualified firm without consideration of price. Price shall be negotiated with the selected firm. If agreement cannot be reached with the most qualified firm, the process is repeated with the second most qualified firm, continuing until agreement is reached, or the pool of technically acceptable firms is exhausted, at which point the procurement must be cancelled.

Federal References:

- 40 U.S.C., Sec. 541
- FTA Circular 4220.1F, Chapter VI Sec. 3 (g) 1
- FTA Master Agreement, Sec. 13 a (2)
- FTA Best Practices Procurement Manual, Sec. 3.4.9

State Reference:

- ORC Sec. 122.085 E

Design/Build Services

To the extent permitted by law and regulation, the Authority may solicit the services of a single firm or entity to both design a construction project and construct it. Such solicitations shall be as permitted and, in the manner, prescribed by the Ohio Revised Code, unless such procedure violates the provisions of federal law or regulation, in projects involving federal funds.

Federal References:

- FTA Circular 4220.1F, Chapter VI Sec. 3.h.
- FTA Master Agreement, Sec. 15(q)
- FTA Best Practices Procurement Manual, Sec. 2.2

State Reference:

- ORC Sec. 153.693

Construction Management Services Policy

The Authority may, as it deems appropriate, employ a firm to perform construction management services, as defined in section 9.33 of the Ohio Revised Code. Solicitation of such services shall be in the same manner as is used for architect/engineering services. Public advertisement of such solicitation shall be made not less than 30 days prior to the receipt of proposals. Unless specifically waived by the Director of Finance, the Project Manager shall be required to provide the financial assurances required by Sec. 9.333 of the Ohio Revised Code.

Federal References:

- FTA Best Practices Procurement Manual, Sec. 3.2.3
- FTA Project and Construction Management Guidelines 1996 Update

State Reference:

- ORC Sec. 9.33

Construction Services

Solicitations for construction, improvement, or repair of facilities, shall be conducted as Sealed Bid Procurements. To the extent required by law or regulation, solicitations shall require that the award shall be made to the lowest responsive bid from a responsible bidder for either (1) the sum of bids for various construction trades, including plumbing and gas fittings; steam and hot water heating, ventilation apparatus, and steam-power; and electrical equipment, and general work not falling within such trades; or (2) to a single bid for all work within the scope of the solicitation.

The responsibility requirement for such solicitation shall include possession of all individual and corporate licenses required under applicable laws, codes, and regulations. The successful bidder or bidders must conform with the prevailing wage requirements defined in Ohio Revised Code Chapter 4115, if no federal funds are involved, or in the Davis-Bacon Act (40 U.S.C. 276a et seq.) and the Copeland Act (40 U.S.C. 276c et seq.), if federal funds are involved. No bid shall be opened unless time frames for addenda to specifications meet the requirements of the Ohio Revised Code. No award shall be made unless it is within the range of the published engineer's estimate as authorized by the Ohio Revised Code.

Awards to other than the low bidder, bonding requirements, remedies for mistakes in bids, and conditions and penalties for bid withdrawal shall be in compliance with the Ohio Revised Code. In accordance with the Ohio Revised Code, the surety on the contractor's bond shall be notified in writing of any award.

Federal References:

- 40 U.S.C., Sec. 276a and 276c
- FTA Master Agreement, Sec. 23
- FTA Circular 4220.1F, Chapter VI Sec. 3.g.
- FTA Best Practices Procurement Manual, Sec. 3.2

State References:

- ORC Sec. 153.12-14; Sec. 153.50; Sec. 153.54; Sec. 9.31, Sec. 9.311, and Sec. 9.32; Sec. 306.43 (E)(3); and Chapter 4115

Rolling Stock

The Authority may procure rolling stock by either negotiated procurement or sealed bid. Rolling stock shall be defined to include transit vehicles such as buses, vans, cars, railcars, locomotives, trolley cars and buses, and ferry boats, as well as vehicles used for support services. Solicitations for rolling stock shall require compliance with all applicable standards regarding dimensions, weight, accessibility, and safety. Unless specifically authorized by the Executive Director/CEO, the Authority shall not procure rolling stock, which has not been tested in accordance with Code of Federal Regulations, if applicable. The Authority shall conduct the pre-award and post-delivery audits as required by the Code of Federal Regulations. The Authority shall not, except with the prior approval of the Executive Director/CEO, dispose of rolling stock before the end of its useful life as defined by the Federal Transit Administration. If an indefinite delivery (ID) or indefinite quantity (IQ) contract is used for the purchase of rolling stock, the contract must not have a period of performance exceeding five (5) years inclusive of

options, extensions, or renewals. In addition, if an ID or IQ contract is used, the contract must also state a minimum and maximum quantity to be purchased, and a good faith estimate of the quantity likely to be purchased.

Federal References:

- 49 U.S.C., Sec. 5323c and 5323m
- 49 CFR, Parts 639, 663, and 665
- FTA Circular 4220.1F, Chapter IV Sec. 2.e.
- FTA Master Agreement, Sec. 15(e), Sec. 15(n), and 16
- FTA Best Practices Procurement Manual, Sec. 3.3
- FTA, Conducting Pre-Award and Post-Delivery Reviews for Rail Vehicle Procurements

State Reference:

- ORC Sec. 306.43(G)

APTA References:

- American Public Transportation Association, Bus Procurement Guidelines

Pilot Programs

The authority may use pilot programs of limited time and scope to test new products or Systems. Acquisition of products for such tests may be on a sole source basis. Such programs shall last no more than six (6) months, unless the Executive Director/CEO determines that a longer duration is required due to the nature of the item being tested. Before the end of the test period, a report shall be prepared determining the utility of and need for the item tested. Should the item be determined to be both useful and needed, it shall be procured through the appropriate procurement process.

References: None

Disposition of Property Policy

The Authority may sell personal property, including capital equipment and surplus or obsolete parts and supplies, by sealed bid or public auction. The Authority may also dispose of property by donation to non-profit organizations. Trade-in of used equipment towards the purchase of new equipment shall also be permitted. Sale of capital assets whose fair market value is estimated to exceed the small purchase limit shall be authorized by the Board of Trustees. Sale of federally funded capital assets that have not exceeded their useful life as established by the Federal Transit Administration shall be authorized by the Board of Trustees. The Authority may also transfer items to

other transit entities.

Federal References:

- FTA Master Agreement, Sec. 19(h)
- FTA Circular 4220.1F V, Sec 5
- FTA Best Practices Procurement Manual, Sec. 3.1.7

State Reference:

- ORC Sec. 306.43(K) and (L)

Broker Services

The Authority may employ brokers to provide services where the use of such brokers is standard industry practice. Broker services shall be procured by competitive negotiated procurement. Payments to brokers shall not be on a cost plus percentage of cost basis.

Federal Reference:

- FTA Best Practices Procurement Manual, Sec. 2.4.3.5

State Reference:

- ORC Sec. 306.43(H)(2)(6)

Arts in Transit

The Authority shall procure public art for major construction projects through a modified competitive negotiated procurement process, provided that the guidelines set forth in FTA Circular 9400.1A are followed. The policy set forth for negotiated procurements shall be followed to the extent possible within these guidelines. If the Authority chooses, it may procure a consultant to assist in the procurement of public art utilizing standard negotiated procurement policy and procedures. Any resulting contract shall be subject to compliance with federal guidelines.

Federal Reference:

- FTA Circular 9400.1A

Bonds

Except to the extent mandated by law, the Authority shall utilize performance and payment bonds only where the risk to the Authority of non-performance by a Contractor exceeds the anticipated cost of the bond. In determining the applicability of a bonding requirement, consideration should be given to the potential impact on small and disadvantaged businesses. A bid bond may be required on all competitive bid procurements and shall be required on all formal competitive bid requirements.

Additional specialized types of bonds may be required for certain procurements. The use of such bonds shall be as directed by the Director of Finance, upon the advice of the General Legal Counsel and/or OTRP. The Director of Finance may authorize the reduction of any bond supplied for the rendering of services or the supplying of materials to the extent permitted by Ohio Revised Code section 9.313.

Federal References:

- FTA Circular 4220.1F, Chapter IV Sec. 2.i.
- FTA Master Agreement, Sec. 15(o)
- FTA Best Practices Procurement Manual, Sec. 3.2.8

State Reference:

- ORC Sec. 153.54 and Sec. 9.313

Buy America

In making procurements hereunder, the Authority shall, to the extent required by law, require bidders and proposers to certify compliance with Buy America standards, or to provide a basis under which the FTA may grant a waiver.

Federal References:

- 49 U.S.C., Sec. 5323(U)
- 49 CFR, part 661
- FTA Best Practices Procurement Manual, Sec. 3.2.15

State Reference:

- ORC Sec. 306.43(G)

Acting

Whenever this Policy gives authority or responsibility to the employee holding a certain position, that authority or responsibility shall be exercised by the employee "acting" in that position in the absence of the employee who normally holds it.

References: None

Definitions

Acceptance

Either written or oral, the agreed to terms/proposals by which the parties will be bound.

Addenda

Revisions to Invitations for Bids or Request for Proposals issued by SARTA before the bid or proposal opening.

Approved Equal

A substitute offered by a prospective bidder and approved by SARTA as being equal to or better than a specific process or manufacturer's brand name product. This determination is made in regards to the significant physical and functional characteristics described in the specifications of the brand name product or process.

Bidder

Any individual, firm partnership, corporation, or combination thereof, submitting a bid for the work contemplated, acting directly or through a duly authorized representative.

Bidders' Files

A compilation by SARTA of prospective bidders, the names and addresses of which are recorded according to subject matter, obtained from requests for inclusion in the bidders' files, listings of bid package holders and bidders of previous procurements, minority business directories, yellow pages, and sources suggested by technical staff and consultants.

Blanket Purchase Order (BPO)

A simplified method of filling anticipated, repetitive needs for various quantities of supplies or services by establishing "charge accounts" between a Vendor and SARTA for a specified period of time; with a specified dollar limitation as to both total amount and individual call amount, and with a specific person or persons at SARTA designated as the authorized ordering agent to place orders or calls under the BPO.

Board of Trustees

The governing body of SARTA consisting of nine appointed board members who exercise and perform all powers, duties, functions, rights, and privileges vested in SARTA under the Ohio Revised Code.

Bid

Offer of the bidder for the goods or services when submitted on the prescribed Bid Form, properly signed and guaranteed, and which includes the schedule of bid items.

Bid Documents

A set of documents issued by SARTA for the intended goods or services, which includes, but is not limited to the Notice of Invitation for Bids; Instructions to Bidders; Bid Forms; Affirmative Action Requirements; DBE Requirements; Contract Forms; Certifications; Index to Contract Drawings; General Terms & Conditions; Technical Specifications; and Addenda (if any).

Bid Samples

Sample required to be furnished by a bidder as part of its bid to show the characteristics of a product offered in its bid to assure procurement of an acceptable product. These samples are required only when there are certain characteristics of the product which cannot be adequately described in the specifications.

Bid Security/Bid Bond

The certified check, irrevocable letter of credit, or bond submitted with the bid as a guarantee that the Bidder will enter into a contract with SARTA for the performance of the work and that it will file the required bonds and insurance if the contract is awarded to the Bidder. It also guarantees that the bid price will be firm for a fixed period.

Brand-Name Product

A commercial product described by brand name and make, model number, or other appropriate nomenclature by which the product is offered for sale to the public by the particular manufacturer, producer, or distributor. The brand name is used by SARTA only for the purpose of establishing identification and a general description of the form, fit, function, and quality of the items sought by SARTA.

Capital Projects/Procurement Manager

The individual authorized to issue purchase orders; review purchase orders issued by the Inventory/Parts Department; issue RFPs/IFBs; evaluate proposals; and provide assistance to the Project Manager.

Change Order(s)

Contract amendment(s) altering the scope, price, or schedule of the original contract. It is issued by SARTA to a contractor for the purpose of authorizing an addition, deletion, or revision to the work within the scope of the contract. Change orders may result from changed conditions, design revisions, field changes, claims, or "crisis situations." "Cardinal changes" alter the essential nature, quantity, or scope beyond the reasonable contemplation of the parties at the time of contract execution. They

are considered new procurements and are subject to the appropriate provisions of the procurement policy regarding non-competitive procurements.

Constructive Change

A change in the contract work caused by an act or omission of SARTA that is not identified by a "change order."

Contract

Either written or oral, these are the establishments of a binding legal relationship obligating the seller to furnish property or services (including construction) and the buyer to pay therefore. It includes all commitments that obligate SARTA to an expenditure of funds. It includes all actions resulting from acceptance of offers by awards, notices of award, and purchase orders.

Contract Administration

A system for ensuring that contractors conform to the terms, conditions, and specifications of the contract and for assuring adequate and timely follow up.

Contract Administrator

The individual authorized to administer contracts. Duties include, but are not limited to, authorizing the issuing of RFPs/IFBs; evaluating proposals; implementing administrative actions; and monitoring contracts for payment and completion.

Contract Modification

When it becomes apparent that a change in the scope of the work is required, the Project Manager will initiate a request for a contract amendment and provide a non-competitive justification to the Contract Administrator and Capital Projects/Procurement Manager.

Contract Drawing

The official plans, profiles, typical cross-sections, general cross-sections, elevations, and details listed or referenced in the specifications or amendments thereto; and supplemental drawings approved by SARTA; which show the locations character, dimensions, and details of work to be performed.

Contract Scope

A detailed description of the objectives of the contract.

Contracting Officer

The "contracting officer" is the Executive Director of SARTA, or such person(s) as he or she shall designate to act on his or her behalf in writing. Whenever the term "contracting officer" shall appear in this document, the term shall also include "or his or her designee(s)."

Contractor

The "contractor" is the person or organization identified as such in the contract documents and is referred to throughout the contract documents as if singular in number. The term "contractor" means the contractor or its authorized representative. The term "contractor" also means the "third party" for purposes of these procedures which involve federal grant contracts.

Cost Analysis

An evaluation of direct and indirect costs to determine that profit and total price are reasonable and realistic. A cost is reasonable if, by its nature and amount, it does not exceed that which would be incurred by a prudent business person in the conduct of a competitive business. Cost analysis is performed in some competitive negotiations, most change orders, and all sole source contracts.

Crisis Situation Changes

Crisis Situation Changes are changes that must be performed immediately in order to avoid adverse impact on the project's scope, safety, schedule, or public safety.

Descriptive Literature

Information furnished by a bidder and submitted as part of the bid, such as catalog illustrations, drawings, and brochures which show the salient characteristics or construction of a product and/or explain its operation.

Determination and Findings (D&F)

A document created for the contract file to record all the facts that form the basis for an important decision affecting a procurement or contract action as a part of a protest.

Emergency

A situation created by an event or occurrence that could not have been reasonably anticipated by SARTA. This situation may be one that will not permit a delay in procurement because it would: (a) affect safety, welfare, or the ability to deliver transportation services; (b) arise out of an interruption of contracts essential to the

provision of daily transit services, or (c) involve actual physical damage to structures, supplies, equipment, or property. If competitive procedures would normally be required for the procurement, the Board of Trustees may determine that a real and present emergency or exigency exists and that the competitive procedures are not required. The Board may also direct procurement of only what is necessary to alleviate the emergency.

Equipment

All tangible personal property that has a useful life of more than one year or a purchase cost more than \$300 per unit. Includes rolling stock and all other movable items used in the provisions of transit service.

Excess Property

Property which is no longer required for its needs or discharge of its responsibilities under grant agreement with the Federal Transportation Administration or other entity. Property for which the existing supply is greater than the identifiable future requirement for the property.

Final Acceptance

Final acceptance of the work is achieved when the work is fully, completely, and finally accomplished in full, absolute, and in strict compliance with the contract documents to the satisfaction of SARTA.

Formal Competition

Uses the competitive solicitation requirements dictated by state and federal law and applies to contracts in excess of \$.

General Terms and Conditions

A part of the contract and solicitation documents. These clauses set for the general obligations, rights, and responsibilities of the contracting parties.

Invitation for Bids (IFB or Invitation)

The complete assembly of documents furnished to prospective bidders for the purpose of bidding, based on a clear and accurate description of the technical requirements for the material, product, or service to be procured.

Joint Procurement/Cooperative Procurement

A method of contracting in which two or more entities agree to use a single solicitation and single contract with a vendor for delivery of property or services in a fixed quantity.

Liquidated Damages

A pre-determined fixed amount that the parties agree will be paid in the event of future default on the contract.

Market Value

A value which may reasonably be expected from the sale of material, supplies, or equipment based on scrap material indices, prior sales of similar items, quotations, appraisals, or other means.

Notice of Commencement:

A public notice, made in accordance with O.R.C. 1311.252, announcing the commencement of a public improvement project and executed at the time of the Notice to Proceed.

Negotiation Memorandum

A memorandum that details the elements of negotiation (special clauses, specifications, costs, etc.).

Note of Final Settlement

A public notice that final payment of a construction or construction-related contract is to be made, requesting that claims be filed by subcontractors or suppliers who have not been paid for work or materials provided to the contractor relating to the specific contract.

Notice To Proceed (NTP)

Written direction to commence services, delivery, installation, or the work provided for in the contract.

Obsolete Property

Property that no longer has an identifiable use, such as parts for vehicles which are no longer in transit service or no market for resale exists.

Overhead or Indirect Costs

The necessary costs which cannot be specifically identified by a contractor as directly attributable to contract work, such as manufacturing overhead, selling expenses, and General and Administrative (G&A) expenses, etc.

Owner

The "Owner" is the Stark Area Regional Transit Authority (SARTA) or the Contracting Officer (CO). The terms "Stark Area Regional Transit Authority," "SARTA," and "Authority" refer to the Stark Area Regional Transit Authority.

Payment and Performance Bond

A bond assuring payment as required by law of all persons supplying labor and material in the execution of the work provided or under a contract.

Performance Bond

A bond that secures fulfillment of all the contractor's obligations under a contract.

Period of Performance

The period of performance is the period of time allowed in the contract for completion of the work from effective date through the final date of completion.

Personal Property - property of any kind that is not real property. It may tangible, i.e., having a physical existence, or intangible such as patents, inventions, and copyrights.

Potential Change Order

A request issued to, or by, the contractor specifying a proposed change or the contract documents.

Preconstruction Meeting

For a construction project, a meeting with representatives of the contractor and the owner before beginning the construction work.

Price Analysis

Process of examining and evaluating the reasonableness of a bidder's or proposer's price without evaluation of the separate cost elements and proposed profit of the bidder/proposer by utilizing comparisons.

Prime Contractor Participation

The amount of work to be performed by the contractor.

Procurement Summary

A written record detailing the significant history of a procurement activity from beginning to final award.

Progress Payments

Payments made under a contract to a contractor for costs incurred by a percentage or stage of completion of the contract work as when certain deliverable obligations of the contract are met, and the contract requires long time periods for completion of contract performance.

Progress Reports

Periodic reporting of progress for meeting specific requirements that are set forth in the contract document.

Purchase Cost

The purchase price of the equipment. This is the net invoice unit price, including the cost of modifications, attachments, accessories, or auxiliary apparatus necessary to make the equipment useable for its intended purpose. The cost of items separately installed and removable from rolling stock, such as fareboxes, radios, and wheelchair lifts, is treated as a separate purchase and not as part of the cost of the vehicle.

Purchase Order

A legal contractual document used as a written confirmation of the acceptance of an offer and establishing the consideration and factually describing all aspects of the Agreement.

Purchase Request

An internal document, with the proper approval of funds, used to initiate procurement action for materials, supplies, and/or services.

Real Property

Land, including affixed land improvements, structures, and opportunities. Does not include movable machinery and equipment.

Responsible Bidder/Proposer- A bidder having the financial resources, facilities, equipment, skill, integrity, and ability to successfully perform the obligations of its bid.

Responsive Bid

A bid that conforms to all material requirements of the bid documents.

Salvage Property

Material, which may have an identifiable use or market value, which is saved from loss or destruction such as metal that is taken from vehicle or equipment repairs.

Scrap Property

Property or material which is waste from a transit related operation such as metallic or wood product offal, used motor oil, and used packaging and shipping material.

Small Purchases

Purchases that do not exceed \$and, therefore, do not require formal competition, as defined by state and federal law.

Sole Source Acquisition

A contract for the purchase of goods or services that is entered into or proposed to be entered into after soliciting and negotiating with only one source.

Statement of Work

Complete description clearly defining the goods or services being procured either through performance specifications setting forth the minimum acceptable performance standards expected of the end product or through a description of tasks to be performed.

Supplies

All tangible personal property having a useful life of one year or less and/or a purchase cost of \$300 per unit or less.

Technical Evaluation Memorandum

A document supporting the analysis of the bidders/offerors' technical compliance to the solicitation documents.

Third-Party Contract

A contract or contract modification between SARTA and another person or firm (See Contractor) to furnish goods, or services, or combinations thereof, as part of a federally funded project or portion thereof.

U.S. Department Of Transportation – Federal Transit Administration

Federal grantor agency referred to in the contract documents as "FTA" under whose grants of financial assistance and grant contracts, work or services are performed or materials are provided by third parties.

Work

The work is comprised of the completed performance required by the contract documents performed to the complete satisfaction of SARTA, and includes all

necessary labor and materials and equipment incorporated or to be incorporated in such performance.

Federal References:

- 2 CFR Part 180, "OMB Guidelines to Agencies on Government-wide Debarment and Suspension"
- 2 CFR Part 225 (Office of Management and Budget (OMB) Circular A-87), "Cost Principles for State, Local, and Indian Tribal Governments"
- 2 CFR Parts 200 and 1201, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards"
- 2 CFR 200.318 (General Procurement Standards) through 2 CFR 200.326 (Contract Provisions)
- 29 CFR Part 3 (Copeland Act)
- 29 CFR Sec. 5.5 (Davis-Bacon Act)
- 40 CFR 1506.5 (c) "NEPA"
- 49 CFR Part 26 (Disadvantaged Businesses)
- 49 CFR Part 21 (Nondiscrimination)
- 49 CFR Part 18 (Common Grant Rules)
- 49 CFR Parts 27, 38 & 38 (Disabilities)
- 49 CFR Part 639 (Capital Leases)
- 49 CFR Part 661 (Buy America)
- 49 CFR Part 663 (Pre-Award/Post-Delivery Audits of Rolling Stock) 49 CFR Part 665 (Bus Testing)
- 49 U.S.C. Chapter 53, Federal Transit Laws
- 49 U.S.C. 53 "MAP-21 Moving Ahead for Progress in the 21st Century"
- 49 U.S.C. Sec. 5323 (j) (13)
- 49 U.S.C. Sec 5324 (Public Transportation Emergency Relief Program"
- 51 CFR 552, "Federal Agencies Responsible for Cost Negotiations and Audit of State and Local Government"
- Conditions of Award for FTA Public Transportation Emergency Relief Programs
- Executive Order 12549
- Executive Order 12689
- FAST Act, Section 3000
- FTA Circular 4703.1 "Environmental Justice Policy Guidance for Federal Transit Administration Recipients"
- FTA Circular 5010.1D, "Grant Management Requirements"
- FTA Circular 5100.1, "Bus and Bus Facilities Formula Program: Guidance and Application Instructions"
- FTA Circular 7008.1A, "Financial Capacity Policy"

- FTA Circular 9030.1E, "Urbanized Area Formula Program: Program Guidance and Application Instructions"
- FTA Circular 9040.1G, "Formula Grants for Rural Areas: Program Guidance and Application Instructions"
- FTA Circular 9045.1, "New Freedom Program Guidance and Application Instructions"
- FTA Circular 9050.1, "The Job Access and Reverse Commute Program Guidance and Application Instructions"
- FTA Circular 9070.1G, "Enhanced Mobility of Senior and Individuals with Disabilities Program Guidance and Application Instructions"
- FTA Circular 9300.1B, "Capital Investment Program Guidance and Application Instructions"
- FTA Joint Development Policy
- FTA Master Agreement
- FTA Master Agreement (issued annually)
- FTA Project & Construction Management Guidelines, 2016 Update
- May 29, 2013 Federal Register Notice
- OMB Circular A-133 "Audits of States, Local Governments, and Nonprofit Organizations"
- Single Audit Act Amendment of 2016

State References:

- Ohio Revised Code Chapter 135
- Ohio Revised Code Sec. 306.43(H)(8)
- Ohio Revised Code Sec. 9.31 (Bid Withdrawal)
- Ohio Revised Code Sec. 9.311 (Bonds)
- Ohio Revised Code Sec. 9.312 (Rejection of Apparent Low Bid)
- Ohio Revised Code Sec. 9.313 (Bond Reduction)
- Ohio Revised Code Sec. 9.314 (Reverse Auction and Internet Purchases)
- Ohio Revised Code Sec. 9.32 (Notice to Surety)
- Ohio Revised Code Secs. 9.33-9.333 (Construction Management)
- Ohio Revised Code Chapter 102 (Ethics)
- Ohio Revised Code Chapter 149 (Public Records)
- Ohio Revised Code Sec. 153.12 (Construction Contract Award)
- Ohio Revised Code Sec. 153.13 (Construction Estimates; Escrow Accounts)
- Ohio Revised Code Sec. 153.14 (Construction Payments)
- Ohio Revised Code Sec. 153.50 (Separate Bids)
- Ohio Revised Code Sec. 153.54 (Construction Bonds)
- Ohio Revised Code Sec. 153.62 (Change Order for Additional Work)
- Ohio Revised Code Sec. 306.34 (Board of Trustees)

- Ohio Revised Code Sec. 306.35 (Powers)
- Ohio Revised Code Sec. 306.43 (Procurement)
- Ohio Revised Code Chapter 1306 (E-Commerce)
- Ohio Revised Code Chapter 1311.252 (Notice of Commencement)
- Ohio Revised Code Sec. 1311.25-1311.32 (Public Liens)
- Ohio Revised Code Secs. 1333.61-1333.69 (Trade Secrets)
- Ohio Revised Code Sec. 2305.31 (Indemnification)
- Ohio Revised Code Sec. 2921.43 (Ethics)
- Ohio Revised Code Sec. 4113.61 (Prompt Payment)
- Ohio Revised Code Sec. 4113.62 (Waiver of Claims)
- Ohio Revised Code Chapter 4115 (Prevailing Wage)