



Board of Trustees
Meeting

March 22, 2023
5:00PM

**Stark Area Regional Transit Authority
Board of Trustees Meeting
February 22, 2023, @ 5:00 PM**

Mr. Reinhard called the meeting to order at 5:01 PM.

Attendance

Board (Quorum Present)

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

Excused

Ron Macala (President)

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

Staff

Kirt Conrad (Executive Director/CEO), Clayton Popik (Director, Development & Special Projects), Carrie Domer (Director, Finance), Mark Finnicum (Chief Operations Officer), Michael Mouser (HR Benefits Manager), Tammy Marie Brown (Director, Human Resources), Craig Smith (Director, IT)

Other

Amanda Conley (KWGD)

Streetcar Presentation was tabled.

Approval/Correction of Meeting Minutes

February 8, 2023

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

Departmental Reports

Transportation & Maintenance (Mark Finnicum)

- Ridership continues to increase on Fixed Route, Paratransit, and Wayne County.
- We have hired new Coach Operators to create twenty (20) extra-board positions.
- Amazon will be opening May 14, 2023 and added to the May bid.
- Two (2) out of four (4) Ford transit vehicles have been received.
- Maintenance is down by three (3) technicians.

Finance (Carrie Domer)

- In 2022, we were under budget on expenses and over on revenue. Adjustments will be made for sales tax and health insurance, and GASB will allow us to close out 2022 finances.
- Cross training is being performed within the Finance Department.
- Finance is prepping for the State audit that will begin shortly.

Development & Special Projects (Clayton Popik)

- Construction began on Massillon and the Administration building at Gateway. The foundations will be poured within the next couple of weeks.
- The CNG upgrades have had final approval and SARTA will return to full power by Friday.
- The HVAC project being conducted by Standard Plumbing is set to begin replacing equipment in two (2) weeks.
- The Wayne County Transit performed 1,483 trips last month, with 74 individual riders. Work is still the number one purpose for transport.
- The newest agreement with Job & Family Services of Wayne County will begin work-purpose transportation next month.
- The Streetcar final report has just wrapped up and will be discussed at next month's Board meeting.

Customer Service (Latrice Virola)

- SARTA celebrated Ohio Loves Transit last week by offering scratch-off cards with the possibility to win prizes.
- SARTA will continue to celebrate its 25th Anniversary for the remainder of the year.

Information Technology (Craig Smith)

- The Touch Down Cards were received last week and we are working with Genfare to verify and test against our fare structure. We are projecting to start selling them on April 1. At that time, we will discontinue using our old POS system and only use the Genfare POS system.
- The new website is now complete. The first round of accessibility changes is done. We will continue to monitor for any modifications needed.
- We will update CAD/Avail systems with My Avail 8, allowing us to use it for our Fixed Route scheduling software.

Human Resources (Tammy Marie Brown)

- Next Board meeting, there will be multiple policy updates for review.

Communications from Executive Director/CEO

- US Representative Sykes visited SARTA and rode a bus.
- The Urban League Black and White Ball is this Saturday.
- Wayne County's Transit has done so well that we needed to contact ODOT for additional money. It has been granted. This money should take us through the end of 2023.
- Mr. Conrad meet with Superintendent Bill Green of Stark DD and discussed the increase in phishing and internet scams and the importance of our web securities.

Resolutions

Resolution #9

A Resolution To Purchase Three (3) 35' CNG Low Floor Buses From Gillig

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

Resolution #10

A Resolution To Dispose Of Obsolete And Unusable Vehicles

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

Resolution #11

A Resolution To Purchase One (1) 40' Hydrogen Fuel Cell Bus From New Flyer

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

Resolution #12

A Resolution Accepting Revisions To Administrative Employee Salary Ranges

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

Adjournment

Mr. Warren moved to adjourn the meeting at 5:42 PM. Ms. Fletcher seconded the motion.

**Stark Area Regional Transit Authority
Board of Trustees Work Session
March 8, 2023 @ 5:00PM**

Mr. Macala call the meeting to order at 5:05pm.

Attendance

Board (Quorum Present)

Ron Macala (President), James Reinhard (Vice President), Gregory Blasiman, Amanda Fletcher, Rex Morey, Myra Watkins

Excused

Margaret Egbert, Chet Warren

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

Staff

Kirt Conrad (Executive Director/CEO), Carrie Domer (Director, Finance), Clayton Popik (Director, Development & Special Projects), Latrice Virola (Director, Customer Relations), Michael Mouser (HR Benefits Manager), Craig Smith (Director, Information Technology), Mark Finnicum (Chief Operations Officer)

Other

Paul Malesick (KWGD)

Streetcar Presentation

There was a lengthy discussion on the pros and cons of the proposed SARTA Streetcar. Mr. Conrad shared information regarding public meetings, community support, and challenges that will exist. The Board asked for a draft budget for the next phase and a resolution for approval.

Resolution #13

A Resolution Amending Revisions To Administrative Employee Salary Ranges

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

Adjournment

Ms. Fletcher moved to adjourn the meeting at 6:01p. Mr. Morey seconded the motion.

Transportation & Maintenance



Mark Finnicum
Chief Operations Officer

SARTA RIDERSHIP REPORT

February 2023

2023 Operating Days 20 Weekdays, 4 Saturdays

2022 Operating Days 20 Weekdays, 4 Saturdays

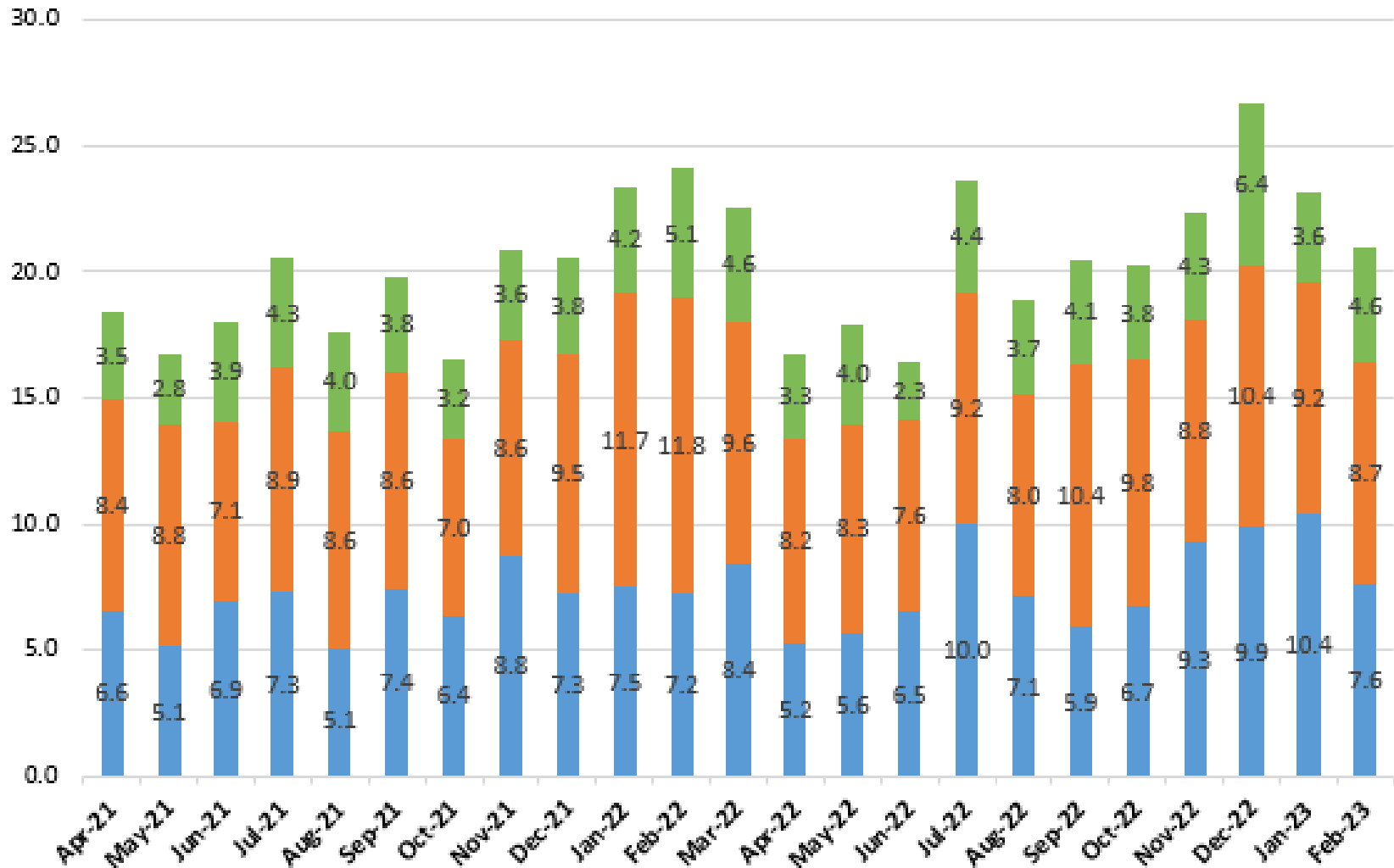
<i>Ridership</i>	CURRENT MO.				YTD			
	2022	2021	change	%	2022	2021	change	%
Fixed Route	91,561	74,237	17,324	23.34%	183,234	149,315	33,919	22.72%
Other Revenue	454	508	-54	-10.63%	958	508	450	100.00%
Paratransit	10,981	6,698	4,283	63.94%	21,722	15,071	6,651	44.13%
CS-Out of county	1,437	0	1,437	0.00%	2,948	447	2,501	0.00%
Total	104,433	81,443	22,990	28.23%	208,862	165,341	43,521	26.32%

<i>Vehicle Operations</i>	CURRENT MO.				YTD	PRIOR YTD		
	2022	2021	change	%	2022	2021	change	%
Fixed Route	174,605	172,297	2,308	1.34%	363,611	353,050	10,561	2.99%
Other Revenue	1,389	1,557	-168	-10.79%	2,999	1,557	1,442	100.00%
Fixed Deadhead	9,360	9,540	-180	-1.89%	19,510	19,552	-42	-0.21%
Paratransit	91,730	71,619	20,111	28.08%	179,733	153,731	26,002	16.91%
CS-Out of county	12,280	0	12,280	0.00%	25,539	14,848	10,691	0.00%
Para Deadhead	48,395	11,554	36,841	318.86%	104,895	39,497	65,398	165.58%
Total	337,759	266,567	71,192	26.71%	696,287	582,235	114,052	19.59%

<i>Hours</i>	CURRENT MO.				YTD			
	2022	2021	change	%	2022	2021	change	%
Fixed Route	10,861	10,626	235	2.21%	22,440	21,746	694	3.19%
Other Revenue	32	32	0	0.00%	64	64	0	100.00%
Paratransit	5,545	4,075	1,470	36.07%	11,400	9,185	2,215	24.12%
CS-Out of county	1,063	0	1,063	#DIV/0!	2,240	528	1,712	0.00%
Total	17,501	14,733	2,768	18.79%	36,144	31,523	4,621	14.66%

PROLINE INFRACTIONS DARA - PER 1000 ATTEMPTS

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

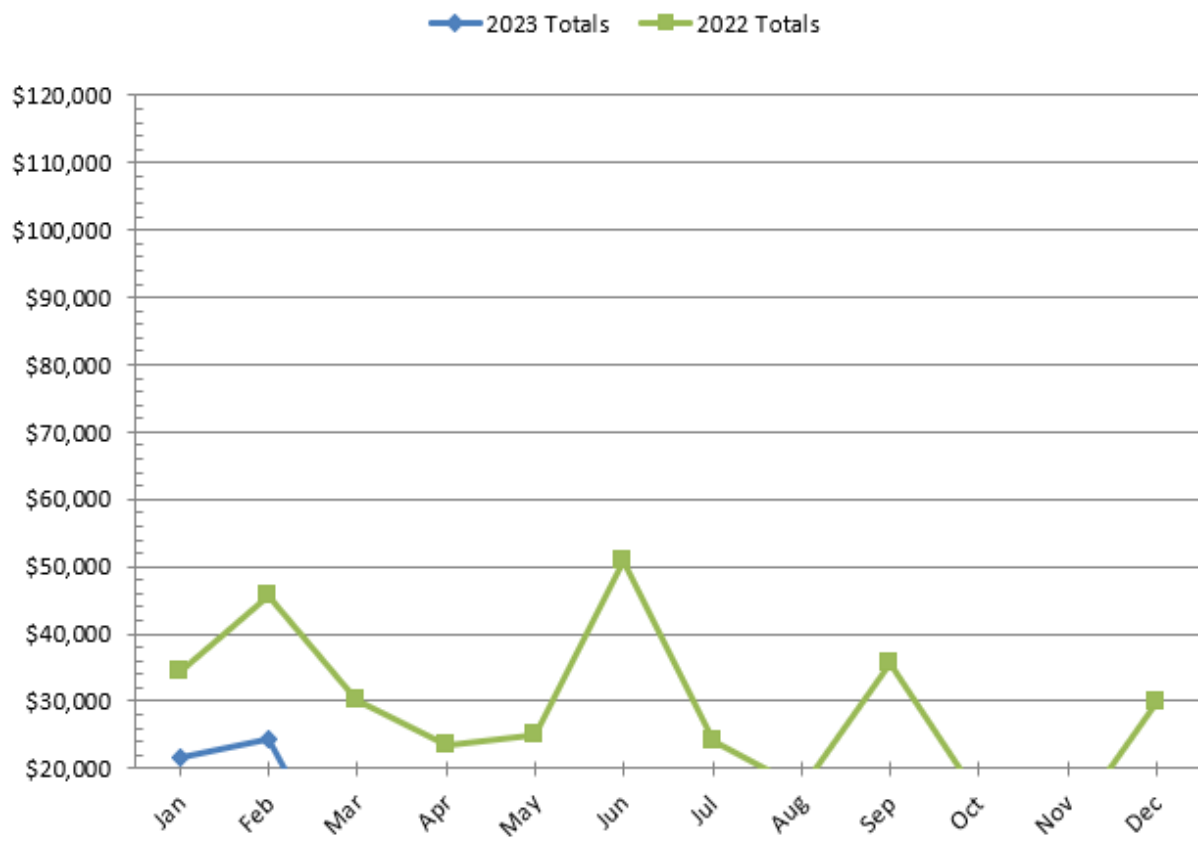


2023 Proline "Shared Ride" Service Statistics									
Month	Trips Scheduled	Advanced Cancels	Same Day Cancels	No - Shows	Late Cancels	Cancels at the Door	Total Performed Trips	Vehicle Miles	Miles per Trip
January	11,143	1,454	823	116	102	40	8,608	155,740	18.092
February	10,866	1,363	677	83	95	50	8,598	154,588	17.98
March									
April									
May									
June									
July									
August									
September									
October									
November									
December									
Year to Date Totals	22,009	2,817	1,500	199	197	90	17,206	310,328	18.04

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
February	10,866	1,363	677	83	95	50	8,598	154,588	17.98

2023	2023 Totals	2022	2022 Totals	Percent changed
Jan	\$21,599.75	Jan	\$34,303.00	-58.81%
Feb	\$24,326.25	Feb	\$45,688.50	-87.82%
Mar	\$0.00	Mar	\$0.00	#DIV/0!
Apr	\$0.00	Apr	\$0.00	#DIV/0!
May	\$0.00	May	\$0.00	#DIV/0!
Jun	\$0.00	Jun	\$0.00	#DIV/0!
Jul	\$0.00	Jul	\$0.00	#DIV/0!
Aug	\$0.00	Aug	\$0.00	#DIV/0!
Sep	\$0.00	Sep	\$0.00	#DIV/0!
Oct	\$0.00	Oct	\$0.00	#DIV/0!
Nov	\$0.00	Nov	\$0.00	#DIV/0!
Dec	\$0.00	Dec	\$0.00	#DIV/0!
Year-to-Date	\$45,926.00	Year-to-Date	\$79,991.50	-74.17%

Pass/Ticket Sales Comparison, 2022 - 2021



2023 - 2022 Pass/Ticket Sales by Location

	Alliance 2023	Alliance 2022	Mass 2023	Mass 2022	Canton 2023	Canton 2022	BV 2023	BV 2022	Kent State 2023	Kent State 2022	ACH 2022	ACH 2021	Total 2023	Total 2022
Jan	\$508	\$1,058	\$0	\$0	\$18,033	\$23,414	\$3,059	\$9,709	\$0	\$110	\$0	\$12	\$21,600	34,303.00
Feb	\$567	\$1,407	\$0	\$0	\$18,654	\$37,801	\$5,106	\$6,481	\$0	\$0	\$0	\$0	\$24,326	45,688.50
Mar	\$0	\$1,529	\$0	\$0	\$0	\$20,919	\$0	\$7,815	\$0	\$0	\$0	\$0		30,261.75
Apr	\$0	\$1,536	\$0	\$0	\$0	\$15,076	\$0	\$6,903	\$0	\$55	\$0	\$0		23,568.75
May	\$0	\$1,303	\$0	\$0	\$0	\$14,449	\$0	\$9,320	\$0	\$0	\$0	\$0		25,071.00
Jun	\$0	\$1,566	\$0	\$0	\$0	\$41,013	\$0	\$8,096	\$0	\$0	\$0	\$0		50,675.20
Jul	\$0	\$1,071	\$0	\$0	\$0	\$18,230	\$0	\$4,861	\$0	\$28	\$0	\$0		24,189.75
Aug	\$0	\$917	\$0	\$0	\$0	\$11,006	\$0	\$5,295	\$0	\$0	\$0	\$0		17,217.75
Sep	\$0	\$729	\$0	\$0	\$0	\$26,884	\$0	\$7,871	\$0	\$0	\$0	\$0		35,483.25
Oct	\$0	\$954	\$0	\$0	\$0	\$9,210	\$0	\$5,510	\$0	\$55	\$0	\$8		15,735.50
Nov	\$0	\$572	\$0	\$0	\$0	\$7,641	\$0	\$3,072	\$0	\$28	\$0	\$0		11,311.75
Dec	\$0	\$15,298	\$0	\$0	\$0	\$11,810	\$0	\$2,653	\$0	\$0	\$0	\$0		29,761.66
Total	\$1,075	\$27,937	\$0	\$0	\$36,686	\$237,452	\$8,165	\$77,585	\$0	\$275	\$0	\$20	\$45,926	343,267.86

2022 Total Sales by Pass/Ticket Type

Fare Type	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
10-Ride Proline	\$2,565.00	\$2,722.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,287.50
10-Ride Reduced	\$285.00	\$427.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$712.50
10-Ride Regular	\$420.00	\$990.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,410.00
1-Ride Proline	\$578.25	\$51.75	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$630.00
1-Ride Reduced	\$262.50	\$216.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$478.50
1-Ride Regular	\$480.00	\$5,202.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,682.00
31-Day Proline	\$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
31-Day Reduced	\$2,970.00	\$2,947.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,917.50
31-Day Regular	\$11,970.00	\$6,750.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$18,720.00
31-Day Student	\$275.00	\$1,622.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,897.50
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	\$1,705.50	\$3,327.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,032.50
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.	\$6.00	\$7.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$13.00
Cleveland	\$82.50	\$62.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$145.00
	\$ 21,599.75	\$24,326.25	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$45,926.00

2023-2022 Ridership by Fixed Route				
Route	Feb 2023	Feb 2022	Difference	Percentage Change
4	295	148	147	99.32%
45	1,944	1,494	450	100.00%
81	5,242	4,690	552	11.77%
101	2,926	2,225	701	31.51%
102	15,725	13,916	1,809	13.00%
103	2,843	2,317	526	22.70%
105	5,497	4,569	928	20.31%
106	7,455	6,216	1,239	19.93%
107	3,040	2,700	340	12.59%
108	4,666	4,336	330	7.61%
110	3,386	2,272	1,114	49.03%
111	3,693	3,209	484	15.08%
113	1,933	1,628	305	18.73%
114	2,296	1,785	511	28.63%
117	3,899	2,733	1,166	42.66%
118	1,761	1,985	-224	-11.28%
119	4,248	3,572	676	18.92%
121	754	745	9	1.21%
122	587	457	130	28.45%
124	575	402	173	43.03%
125	1,613	920	693	75.33%
126	503	713	-210	-29.45%
128	1,146	877	269	30.67%
130	2,066	903	1,163	128.79%
131	1,687	1,340	347	25.90%
132	1,065	754	311	41.25%
133	471	254	0	0.00%
139	8,133	5,816	2,317	39.84%
151	417	302	115	38.08%
152	591	489	102	20.86%
153	566	293	273	93.17%
157	162	234	-72	100.00%
158	210	212	-2	0.00%
Total	91,395	74,506	16,889	22.67%
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%.				

2023-2022 Year to Date Ridership by Fixed Route

Route	Feb 2023	Feb 2022	Difference	Percentage Change
4	582	292	290	99.32%
45	4,027	2,912	1,115	38.29%
81	10,667	9,178	1,489	16.22%
101	5,796	4,259	1,537	36.09%
102	30,937	26,895	4,042	15.03%
103	5,273	4,632	641	13.84%
105	10,865	9,201	1,664	18.08%
106	15,329	11,723	3,606	30.76%
107	5,932	5,151	781	15.16%
108	9,584	7,712	1,872	24.27%
110	6,546	4,392	2,154	49.04%
111	7,374	6,112	1,262	20.65%
113	3,539	3,147	392	12.46%
114	4,728	3,597	1,131	31.44%
117	7,339	5,538	1,801	32.52%
118	3,786	3,533	253	7.16%
119	8,484	7,241	1,243	17.17%
121	1,670	1,482	188	12.69%
122	1,196	800	396	49.50%
124	1,074	808	266	32.92%
125	3,123	1,729	1,394	80.62%
126	962	1,292	-330	-25.54%
128	2,460	1,729	731	42.28%
130	4,359	1,545	2,814	182.14%
131	3,345	2,718	627	23.07%
132	1,933	1,580	353	22.34%
133	1,012	483	529	100.00%
139	16,975	11,634	5,341	45.91%
151	850	567	283	49.91%
152	1,080	939	141	15.02%
153	1,190	602	588	97.67%
157	332	441	-109	-24.72%
158	420	364	56	100.00%
Total	182,349	143,864	38,485	26.75%

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%.

Finance



Carrie Domer, Director



Stark Area Regional Transit Authority
Comparative Balance Sheet
For the Two Months Ending Tuesday, February 28, 2023

	CURRENT YTD	LAST YTD	VARIANCE
CASH - HUNTINGTON-CHECKING	2,839,455.76	4,349,330.58	-1,509,875
CASH - HUNT-MERCHANT TRANSACTIONS	77,883.72	91,534.89	-13,651
CASH-MMA-4380	938,021.09	0.00	938,021
CASH - SAVINGS (STAR OHIO)	1,224,419.85	21,527.45	1,202,892
CASH - HUNT-FSA ACCOUNT	28,184.02	30,477.72	-2,294
CASH- MMA-5053	0.00	2,282,243.73	-2,282,244
CASH - FIFTH THIRD BANK	5,821,162.35	5,973,522.49	-152,360
HUNTINGTON CDAR'S	1,001,975.14	1,000,274.61	1,701
IMPREST FUND - COINS	780.65	0.00	781
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 - TVM	847.50	0.00	848
TOTAL CASH & EQUIVALENTS	11,934,280.08	13,750,461.47	-1,816,181
ACCOUNTS RECEIVABLE	144,011.44	135,084.71	8,927
PROJECT RECEIVABLE	310,754.00	3,292.00	307,462
ESTIMATED SALES TAX REC'V	3,955,384.00	4,633,047.00	-677,663
OTHER MISC. RECEIVABLES	0.00	1,125.00	-1,125
TOTAL RECEIVABLES	4,410,149.44	4,772,548.71	-362,399
INVENTORY - VEHICLE PARTS & SUPPLIES	352,448.89	423,035.54	-70,587
INVENTORY - DIESEL FUEL	18,206.82	22,742.43	-4,536
INVENTORY - LUBRICANTS	56,225.81	11,816.25	44,410
INVENTORY - HYDROGEN	7,964.40	6,420.00	1,544
INVENTORY - REBUILDS	0.00	29,401.12	-29,401
TOTAL INVENTORIES	434,845.92	493,415.34	-58,569
WIP - OTHER CAPITAL PROJECTS	0.00	129,462.71	-129,463
WIP - GATEWAY RENOVATION	20,935.42	6,591.20	14,344
WIP - RADIO PROJECT	0.00	73,975.93	-73,976
WIP - PLANNING	0.00	105,272.80	-105,273
WIP - BUS PURCHASES	1,164,822.17	264,849.02	899,973
WIP - MAINTENANCE PROJECTS	0.00	105,397.62	-105,398
WIP - IT PROJECTS	213,598.04	198,677.51	14,921
WIP - ONE-CALL/ONE-CLICK	0.00	4,645.00	-4,645
WIP - BUILDING EXPANSION PROJECT	257,696.81	293,346.40	-35,650
WIP - RESEARCH	2,660.73	48,654.67	-45,994
WIP - WAYNE COUNTY	9,834.56	11,769.88	-1,935
WIP - HYDROGEN PROJECT	0.00	9,870.00	-9,870
WIP - MASSILLON PROJECT	88,240.89	0.00	88,241
WIP - CTE MHCOE HYDROGEN PROJECT	0.00	11,345.60	-11,346
WIP - RHFCC HYDROGEN PROJECT	0.00	4,789.09	-4,789
WIP - 5310 ENHANCED MOBILITY FOR DISABILITIES	17,925.00	5,643.77	12,281
WIP - FIXED ASSET CLEARING	8,892,430.04	9,322,115.71	-429,686
TOTAL WORK IN PROCESS	10,668,143.66	10,596,406.91	71,737
LAND	2,537,013.38	2,486,457.29	50,556
BLDG & IMPROVEMENTS	21,040,099.78	20,871,624.04	168,476
30', 35' & 40' BUSES	38,302,470.74	35,393,732.68	2,908,738
LIGHT DUTY BUSES	10,644,466.91	6,551,199.98	4,093,267
AUTOS & PICKUPS	686,490.71	621,148.71	65,342
LIFE EXTENDING OVERHAULS	303,436.37	413,072.46	-109,636
COMPUTER HARDWARE	744,862.75	798,249.00	-53,386
SOFTWARE/MISC	1,982,134.57	2,086,893.87	-104,759
FURNITURE & FIXTURES	105,211.59	109,939.59	-4,728
ELECTRONICS	1,049,662.87	1,044,845.32	4,818
MACHINERY & EQUIPMENT	1,604,879.24	1,583,338.35	21,541
SIGNS & SHELTERS	1,264,480.86	1,175,453.27	89,028
BUS M&E FAREBOXES RADIOS	5,615,618.93	5,963,088.46	-347,470



Stark Area Regional Transit Authority
Comparative Balance Sheet
 For the Two Months Ending Tuesday, February 28, 2023

	CURRENT YTD	LAST YTD	VARIANCE
TOTAL FIXED ASSETS	85,880,828.70	79,099,043.02	6,781,786
ACC DEPR - BLDG	-6,762,067.79	-6,242,966.62	-519,101
ACC DEPR - 30' 35' 40'	-16,954,164.72	-16,379,908.06	-574,257
ACC DEPR - LT DU	-4,394,599.52	-4,193,864.39	-200,735
ACC DEPR - AUTOS	-553,736.84	-540,758.67	-12,978
ACC DEPR - OVERH	-119,352.34	-220,694.79	101,342
ACC DEPR - HARDW	-455,255.61	-542,095.97	86,840
ACC DEPR - FURN	-71,277.57	-66,916.85	-4,361
ACC DEPR - ELECT	-811,318.73	-778,598.78	-32,720
ACC DEPR - MACH	-1,319,449.48	-1,257,125.07	-62,324
ACC DEPR - SIGNS	-602,725.59	-425,169.23	-177,556
ACC DEPR - BUS M	-6,911,876.80	-6,851,446.21	-60,431
ACC AMORT - SOFTWARE & MISC ASSETS	-1,896,628.29	-2,062,425.38	165,797
TOTAL ACC DEPR + AMORT	-40,852,453.28	-39,561,970.02	-1,290,483
NET CAPITAL ASSETS	45,028,375.42	39,537,073.00	5,491,302
PREPAID INSURANCE	168,467.73	192,330.75	-23,863
OTHER PREPAID EXPENSES	641,327.18	281,433.92	359,893
PREPAID HEALTH INSURANCE	891,959.71	0.00	891,960
NET OPEB ASSET	1,200,963.00	1,200,963.00	0
NET PENSION ASSET	132,641.00	132,641.00	0
DEFERRED OUTFLOW-OPEB	691,288.00	691,288.00	0
DEFERRED OUTFLOW OF RESOURCES	1,569,221.01	1,569,221.01	0
TOTAL OTHER ASSETS	5,295,867.63	4,067,877.68	1,227,990
TOTAL ASSETS	77,771,662.15	73,217,783.11	4,553,879
ACCOUNTS PAYABLE	430,563.01	479,370.19	-48,807
ACCRUED PURCHASES	360,461.73	379,190.51	-18,729
TOTAL ACCOUNTS PAYABLE	791,024.74	858,560.70	-67,536
ACCRUED PAYROLL	677,002.25	427,891.28	249,111
ACCRUED PTO	1,099,416.58	941,476.47	157,940
ACCRUED SICK LEAVE	592,149.32	538,005.52	54,144
ACCRUED ANNIVERSARY & BIRTHDAY	96,184.86	3,827.09	92,358
ACCRUED STATE TAX WITHHELD	0.00	134.28	-134
ACCRUED LOCAL TAX WITHHELD	0.01	-10,620.17	10,620
ACCRUED MEDICARE - EMPLOYEES SHARE	10,904.41	7,803.72	3,101
ACCRUED MEDICARE - EMPLOYER SHARE	10,904.39	7,803.72	3,101
ACCRUED PERS-EMPLOYEES	94,306.83	60,822.62	33,484
ACCRUED PERS-EMPLOYER	156,012.99	115,939.07	40,074
ACCRUED BENEFITS - VDSTDTL	114,801.15	48,466.47	66,335
ACCRUED UNION BENEFITS - VDH	-15,028.29	-13,313.40	-1,715
UNION DUES LIABILITY	0.00	26.96	-27
GARNISHMENT LIABILITY	0.00	282.80	-283
MISCELLANEOUS DEDUCTION LIABILITY	3.88	59.78	-56
CHILD SUPPORT LIABILITY	0.00	4,862.84	-4,863
YMCA DUES LIABILITY	4,367.56	4,319.61	48
SUPPLEMENTAL INSURANCE LIAB	7,006.95	6,865.17	142
EMPLOYEES DEF. COMPENSATION LIAB	40.00	4,413.60	-4,374
MISC PAYROLL REIMBURSEMENTS	0.00	-90.90	91
VOLUNTARY LEVY CONTRIBUTIONS	0.00	2.00	-2
FLEXIBLE SPENDING LIABILITY	35,304.28	34,488.39	816
CURRENT LIAB - WORKERS' COMP	0.00	142,535.44	-142,535
TOTAL PAYROLL LIABILITIES	2,883,377.17	2,326,002.36	557,375
OTHER CURR LIABILITIES-MISC	-234,643.08	87,283.30	-321,926
INSURANCE PROCEEDS	437,289.39	0.00	437,289
CURRENT LIAB.-FTA INTEREST	97,598.14	534,887.53	-437,289
NET PENSION LIABILITY	10,285,366.00	10,285,366.00	0
DEFERRED INFLOWS-OPEB	3,698,272.00	3,698,272.00	0
DEFERRED INFLOWS OF RESOURCES	4,504,771.00	4,504,771.00	0



Stark Area Regional Transit Authority
 Comparative Balance Sheet
 For the Two Months Ending Tuesday, February 28, 2023

	CURRENT YTD	LAST YTD	VARIANCE
TOTAL OTHER LIABILITIES	18,788,653.45	19,110,579.83	-321,926
TOTAL LIABILITIES	22,463,055.36	22,295,142.89	167,912
FEDERAL GOVT CAPITAL GRANT	7,277,935.82	6,743,048.29	534,888
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	-11,878,714.47	-534,888
ACCUMULATED EARNINGS<LOSSES>	59,132,274.01	52,591,728.02	6,540,546
NET REVENUE	437,639.79	2,592,219.21	-2,154,579
TOTAL LIABILITIES & ACCUMULATED EARNINGS	77,771,662.15	73,217,783.11	4,553,879



STARK AREA REGIONAL TRANSIT AUTHORITY
DETAILED INCOME STATEMENT
 For the Period Ending 2/28/2023

	February 2023 Actual	February 2023 Budget	February 2022 Prior Yr Actual	Jan 23 - Feb 23 Actual	Jan 23 -Feb 23 Budget	Jan 22 - Feb 22 Prior Yr Actual	-over/under Budget
CASH FARES	30,720	35,833	28,381	62,950	71,667	57,581	8,717
CASH FARES WAYNE COUNTY	236	308	119	553	617	553	64
SC CASH FARES	766	1,250	0	1,712	2,500	0	788
TVM CASH FARES	90	1,250	0	225	2,500	0	2,275
ADULT PASSES	15,669	22,917	27,270	33,122	45,833	45,904	12,712
SC ADULT PASSES	4,486	1,250	0	8,701	2,500	0	-6,201
TVM ADULT PASSES	1,218	333	0	2,424	667	0	-1,757
FULL FARE TICKETS	17,578	10,417	6,672	28,814	20,833	13,905	-7,981
SC FULL FARE TICKETS	314	417	0	714	833	0	119
TVM FULL FARE TICKETS	213	83	0	362	167	0	-195
STUDENT PASSES	1,623	1,000	550	1,953	2,000	1,045	48
SC STUDENT PASSES	83	33	0	220	67	0	-153
PROLINE CASH FARES	5,632	4,583	5,474	11,590	9,167	11,051	-2,424
SC PROLINE CASH FARES	2,608	125	0	5,402	250	0	-5,152
TVM PROLINE CASH FARES	0	83	0	0	167	0	167
REDUCED FARE TICKETS	644	833	537	1,191	1,667	1,142	476
SC REDUCED FARE TICKETS	11	8	0	17	17	0	-1
TVM REDUCED FARE TICKETS	15	8	0	15	17	0	2
REDUCED FARE PASSES	2,948	4,167	5,468	5,918	8,333	11,408	2,416
SC REDUCED FARE PASSES	2,820	392	0	5,565	783	0	-4,782
TVM REDUCED FARE PASSES	123	0	0	191	0	0	-191
PROLINE TICKETS	5,472	1,833	1,926	11,054	3,667	4,070	-7,388
SC PROLINE TICKETS	14	8	0	29	17	0	-13
TVM PROLINE TICKETS	0	83	0	0	167	0	167
PROLINE PASSES	0	7,250	13,041	0	14,500	19,364	14,500
SC PROLINE PASSES	923	125	0	1,665	250	0	-1,415
CLEVELAND TICKETS	160	125	68	298	250	170	-48
SC CLEVELAND TICKETS	0	8	0	0	17	0	17
TVM CLEVELAND FARE TICKETS	0	8	0	0	17	0	17
TOTAL PASSENGER FARES	94,361	94,733	89,504	184,684	189,467	166,192	4,783
CONTRACTED SERVICES	14,514	14,167	9,961	35,865	28,333	26,691	-7,532
WAYNE COUNTY SERVICES	12,061	1,583	288	23,785	3,167	578	-20,619
VETERANS TRANSPORT FARES	0	5,833	0	0	11,667	12,133	11,667
SPECIAL SHUTTLE FARES	0	267	0	0	533	0	533
TOTAL SPECIAL TRANSIT	26,575	21,850	10,248	59,650	43,700	39,402	-15,950
PROGRAM INCOME - ADVERTISING	4,193	7,917	3,536	7,989	15,833	10,862	7,845
PROGRAM INCOME - CONCESSIONS	100	75	226	100	150	436	50
PROGRAM INCOME - BUS WASH	520	83	230	520	167	230	-353
PROGRAM INCOME - HYDROGEN FUEL	0	42	0	0	83	0	83
SUBTOTAL PROGRAM INCOME	4,812	8,117	3,992	8,608	16,233	11,528	7,625
MISC TRANSP. REVENUE	7	167	6	13	333	9	320
TOTAL AUX TRANS REVENUE	7	167	6	13	333	9	320
INTEREST INCOME	8,880	3,333	1,668	20,780	6,667	3,130	-14,113
TOTAL INTEREST & DISCOUNT REVENUE	8,880	3,333	1,668	20,780	6,667	3,130	-14,113
DIESEL FUEL TAX REFUND	4,681	9,500	8,023	9,663	19,000	16,867	9,337

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STARK AREA REGIONAL TRANSIT AUTHORITY
 DETAILED INCOME STATEMENT
 For the Period Ending 2/28/2023

	<u>February 2023</u> Actual	<u>February 2023</u> Budget	<u>February 2022</u> Prior Yr Actual	<u>Jan 23 - Feb 23</u> Actual	<u>Jan 23 -Feb 23</u> Budget	<u>Jan 22 - Feb 22</u> Prior Yr Actual	<u>-over/under</u> Budget
WAYNE COUNTY GASOLINE REFUND	1,175	833	0	2,410	1,667	0	-743
CNG FUEL REFUND	15	0	0	620	0	0	-620
CNG ROYALTIES	0	83	0	236	167	239	-69
CNG - UTILITY REIMBURSEMENT	987	1,667	1,481	1,905	3,333	4,374	1,428
MISC REV-NONTRANSPORTATION	342	2,500	2,839	993	5,000	3,413	4,007
MISC REV-EXTRAORDINARY ITEM	0	42	50	125	83	50	-42
TOTAL NON-TRANSPORTATION REVENUE	7,199	14,625	12,393	15,952	29,250	24,944	13,298
SALES TAX REVENUE	1,596,920	1,557,942	1,527,844	2,656,035	3,001,940	2,943,945	345,905
TOTAL SALES TAX REVENUE	1,596,920	1,557,942	1,527,844	2,656,035	3,001,940	2,943,945	345,905
TOTAL REVENUES	1,738,755	1,700,767	1,645,655	2,945,723	3,287,590	3,189,149	341,868



STARK AREA REGIONAL TRANSIT AUTHORITY
DETAILED INCOME STATEMENT
 For the Period Ending 2/28/2023

	<u>February 2023</u> Actual	<u>February 2023</u> Budget	<u>February 2022</u> Prior Yr Actual	<u>Jan 23 - Feb 23</u> Actual	<u>Jan 23 -Feb 23</u> Budget	<u>Jan 22 - Feb 22</u> Prior Yr Actual	<u>-over/under</u> Budget
EXPENSES							
EXECUTIVE OFFICE							
EX - SAL & WAGES-FIXED	15,033	12,996	12,681	28,558	25,992	26,415	-2,566
EX - SAL & WAGES-PARATRANSIT	7,744	6,695	6,533	14,712	13,390	13,608	-1,322
EX - INCENTIVES	0	58	0	0	117	5,000	117
EX - MEDICARE TAX	299	350	300	607	699	655	93
EX - PERS	5,635	5,772	5,053	11,136	11,544	10,039	408
EX - HEALTH INSURANCE	-3,589	3,244	2,907	-924	6,487	3,515	7,411
EX - LIFE INSURANCE	34	44	159	67	87	255	20
EX - STD INSURANCE	131	146	0	260	292	0	32
EX - VISION	28	73	28	55	146	57	91
EX - DENTAL	86	183	79	172	366	158	193
EX - WORKERS' COMP	132	307	408	267	614	563	347
EX - SICK LEAVE	339	1,165	0	339	2,330	0	1,991
EX - HOLIDAY,FUNERAL,OTHER	0	717	0	1,041	1,434	-81	393
EX - PTO	362	3,641	941	1,751	7,283	987	5,532
EX - UNIFORMS	0	17	0	0	33	0	33
EX - YMCA & MISC BENEFITS	0	50	0	0	100	0	100
TOTAL EXECUTIVE OFFICES WAGES & BENEFITS	26,234	35,457	29,090	58,041	70,913	61,171	12,872
EX - ADVERTISING	0	83	0	0	167	0	167
EX - PTS LEGAL-GENERAL	30,638	50,000	36,172	62,659	100,000	84,097	37,341
EX - CLINIC	7,200	7,500	6,640	14,400	15,000	13,280	600
EX - CLINIC SUPPLIES	5,232	0	1,761	6,456	0	9,681	-6,456
EX - OFFICE SUPPLIES	0	46	0	0	92	26	92
EX - LEGAL ADS	0	42	0	0	83	0	83
EX - TRAINING & TRAVEL EXPENSE	2,721	2,500	2,883	3,265	5,000	2,898	1,735
EX - EXPENDABLE ASSETS	0	125	0	0	250	0	250
TOTAL EXECUTIVE OFFICE	72,025	95,752	76,547	144,821	191,505	171,153	46,684
TRANSPORTATION							
TR - SAL & WAGES-FIXED	350,530	363,565	362,797	702,557	727,129	677,794	24,572
TR - SAL & WAGES-PARATRANSIT	242,499	187,291	161,100	465,982	374,582	303,253	-91,401
TR - INCENTIVE	1,200	7,479	1,150	2,550	14,958	2,450	12,408
TR - MEDICARE TAX	8,231	9,077	7,469	17,101	18,153	14,611	1,052
TR - PERS	148,648	139,165	130,398	296,366	278,330	251,719	-18,036
TR - HEALTH INSURANCE	-253,242	235,168	176,298	-84,937	470,336	205,582	555,273
TR - LIFE INSURANCE	869	3,156	3,368	1,734	6,312	5,449	4,579
TR - STD INSURANCE	2,905	3,190	0	5,803	6,379	0	576
TR - DENTAL	9,296	12,741	0	18,824	25,482	40	6,658
TR - UNEMPLOYMENT	0	1,667	0	14,371	3,333	3,836	-11,037
TR - WORKERS' COMP	9,151	9,891	11,004	18,257	19,783	14,395	1,526
TR - HOLIDAY,FUNERAL,OTHER	3,351	15,637	4,150	28,159	31,274	22,752	3,115
TR - PTO	58,208	52,012	41,316	111,204	104,025	78,285	-7,179
TR - SICK COVID	0	0	7,811	0	0	24,808	0
TR - UNIFORMS	4,453	4,167	0	18,471	8,333	0	-10,138

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STARK AREA REGIONAL TRANSIT AUTHORITY
DETAILED INCOME STATEMENT
 For the Period Ending 2/28/2023

	<u>February 2023</u> Actual	<u>February 2023</u> Budget	<u>February 2022</u> Prior Yr Actual	<u>Jan 23 - Feb 23</u> Actual	<u>Jan 23 -Feb 23</u> Budget	<u>Jan 22 - Feb 22</u> Prior Yr Actual	<u>-over/under</u> Budget
TR - YMCA & MISC BENEFITS	1,382	458	9,018	1,382	917	19,204	-466
TA - SAL & WAGES-FIXED	63,386	64,021	50,606	121,030	128,041	101,074	7,012
TA - SAL & WAGES-PARATRANSIT	32,653	32,980	26,070	62,349	65,961	52,068	3,612
TA - INCENTIVE	300	2,838	450	450	5,675	43,150	5,225
TA - MEDICARE TAX	1,350	1,654	1,168	2,639	3,308	3,130	670
TA - PERS	25,292	26,968	21,414	48,926	53,937	42,161	5,011
TA - HEALTH INSURANCE	-34,053	34,059	24,656	-10,032	68,118	28,031	78,150
TA - LIFE INSURANCE	124	457	637	242	914	1,034	673
TA - STD INSURANCE	539	594	0	1,039	1,189	0	149
TA - VISION	259	765	297	499	1,530	603	1,031
TA - DENTAL	816	1,919	759	1,569	3,838	1,499	2,269
TA - WORKERS' COMP	1,255	1,802	1,665	2,454	3,603	2,437	1,150
TA - SICK LEAVE	2,539	5,539	2,750	4,433	11,077	10,360	6,644
TA - HOLIDAY,FUNERAL,OTHER	765	3,408	554	5,194	6,817	4,391	1,623
TA - PTO	5,738	10,361	5,644	10,403	20,722	14,038	10,319
TA - UNIFORMS	0	525	0	145	1,050	0	905
TA - YMCA & MISC BENEFITS	216	142	0	216	283	546	67
TA - TRAINING & TRAVEL	333	1,250	0	5,082	2,500	0	-2,582
TOTAL TRANSPORTATION WAGES & BENEFITS	688,995	1,233,946	1,052,549	1,874,460	2,467,891	1,928,700	593,432
TR - PTS-OTHER	2,333	4,167	5,630	7,197	8,333	5,630	1,137
TR - OFFICE SUPPLIES	2,191	167	32,930	2,358	335	33,306	-2,024
TR - PRINTING	3,007	2,917	-20	6,202	5,833	32,780	-369
TR - OMS-GEN'L FUNCTION	0	167	0	0	333	0	333
TR - DUES & SUBSCRIPTIONS	0	104	0	0	208	0	208
TR - LEGAL ADS	0	42	0	0	83	0	83
TR - TRAINING & TRAVEL EXPENSE	0	0	-186	0	0	-186	0
TR - EXPENDABLE ASSETS	0	208	0	0	417	0	417
TOTAL TRANSPORTATION	696,527	1,241,717	1,090,902	1,890,217	2,483,434	2,000,230	593,218
MAINTENANCE							
MA - SAL & WAGES-FIXED	28,013	23,045	21,543	52,261	46,089	43,437	-6,172
MA - SAL & WAGES-PARATRANSIT	14,431	11,871	11,098	26,922	23,743	22,377	-3,180
MA - WAGE/BENEFIT CONTRA	0	-333	0	0	-667	0	-667
MA - INCENTIVE	0	769	0	150	1,538	17,650	1,388
MA - MEDICARE TAX	590	613	509	1,150	1,225	1,274	76
MA - PERS	11,103	10,042	8,549	21,147	20,083	17,505	-1,064
MA - HEALTH INSURANCE	-12,560	11,353	10,176	-3,233	22,706	12,301	25,939
MA - LIFE INSURANCE	50	152	270	99	305	430	205
MA - STD INSURANCE	242	265	0	477	530	0	53
MA - VISION	123	255	127	246	510	253	264
MA - DENTAL	402	640	308	804	1,279	615	476
MA - WORKERS' COMP	462	549	716	936	1,098	952	163
MA - SICK LEAVE	358	2,092	78	665	4,184	668	3,519
MA - HOLIDAY,FUNERAL,OTHER	428	1,287	236	2,561	2,575	1,453	14
MA - PTO	3,033	5,637	2,665	5,553	11,273	4,852	5,720

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	<u>February 2023</u> Actual	<u>February 2023</u> Budget	<u>February 2022</u> Prior Yr Actual	<u>Jan 23 - Feb 23</u> Actual	<u>Jan 23 -Feb 23</u> Budget	<u>Jan 22 - Feb 22</u> Prior Yr Actual	<u>-over/under</u> Budget
MA - UNIFORMS	-125	146	0	250	292	120	42
MA - YMCA & MISC BENEFITS	0	21	0	0	42	0	42
MS - SAL & WAGES-FIXED	20,479	19,327	17,767	41,437	38,655	34,201	-2,783
MS - SAL & WAGES-PARATRANSIT	10,550	9,956	8,660	21,346	19,913	17,619	-1,434
MS - INCENTIVE	100	377	300	100	754	300	654
MS - MEDICARE TAX	409	475	406	828	950	796	122
MS - PERS	7,537	7,282	5,551	15,408	14,564	13,666	-844
MS - HEALTH INSURANCE	-14,943	12,975	11,072	-4,784	25,950	13,116	30,734
MS - LIFE INSURANCE	46	174	179	88	348	290	260
MS - STD INSURANCE	151	151	0	291	303	0	12
MS - DENTAL	550	703	0	1,118	1,406	0	288
MS - WORKERS' COMP	528	576	587	1,069	1,153	711	83
MS - HOLIDAY,FUNERAL,OTHER	0	871	181	934	1,743	677	809
MS - PTO	1,680	2,210	3,322	2,614	4,419	5,498	1,805
MS - SICK COVID	0	0	0	0	0	1,994	0
MS - UNIFORMS	1,750	683	868	2,127	1,367	2,646	-760
MS - YMCA & MISC BENEFITS	0	21	567	0	42	1,133	42
MT - SAL & WAGES-FIXED	53,627	46,708	37,329	102,229	93,415	76,064	-8,813
MT - SAL & WAGES-PARATRANSIT	27,626	24,062	19,230	52,663	48,123	39,184	-4,540
MT - INCENTIVE	0	819	0	0	1,638	50	1,638
MT - MEDICARE TAX	1,048	1,173	966	2,178	2,346	1,911	167
MT - PERS	20,388	18,014	14,130	39,607	36,027	30,070	-3,580
MT - HEALTH INSURANCE	-26,197	25,950	20,768	-7,134	51,899	24,398	59,033
MT - LIFE INSURANCE	96	348	509	192	697	812	505
MT - STD INSURANCE	396	429	0	791	859	0	68
MT - DENTAL	1,063	1,406	0	2,090	2,812	0	722
MT - WORKERS' COMP	906	1,340	1,389	1,920	2,679	1,784	759
MT - HOLIDAY	251	2,099	462	2,644	4,197	3,794	1,553
MT - PTO	6,452	7,193	9,711	11,846	14,386	15,657	2,540
MT - SICK COVID	0	0	437	0	0	1,916	0
MT - UNIFORMS	2,726	1,117	1,213	3,731	2,233	2,657	-1,498
MT - YMCA & MISC BENEFITS	127	21	1,063	127	42	2,125	-86
MT - TOOLS	6,557	583	1,711	7,057	1,167	1,907	-5,890
MBGE - SAL & WAGES-FIXED	9,676	9,699	7,537	18,629	19,397	13,991	769
MBGE - SAL & WAGES-PARATRANSIT	4,985	4,996	3,883	9,597	9,993	7,208	396
MBGE - INCENTIVE	100	233	100	250	467	7,750	217
MBGE - MEDICARE TAX	228	251	160	470	501	565	31
MBGE - PERS	4,258	4,091	2,931	8,405	8,182	6,025	-222
MBGE - HEALTH INSURANCE	-7,254	6,487	5,853	-2,001	12,975	7,068	14,976
MBGE - LIFE INSURANCE	27	87	86	53	174	157	121
MBGE - STD INSURANCE	96	106	0	191	213	0	22
MBGE - VISION	55	146	37	110	292	94	181
MBGE - DENTAL	172	640	99	345	1,279	257	934
MBGE - WORKERS' COMP	283	313	227	572	626	464	54
MBGE - SICK LEAVE	782	852	183	963	1,705	484	742

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MBGE - HOLIDAY,FUNERAL,OTHER	195	524	165	1,526	1,049	1,200	-477
MBGE - PTO	2,004	1,827	343	4,054	3,653	9,474	-401
MBGE - UNIFORMS	602	383	5	685	767	264	81
MBGE - YMCA & MISC BENEFITS	0	42	0	0	83	79	83
TOTAL MAINTENANCE WAGES & BENEFITS	186,661	286,122	236,260	456,354	572,244	473,943	115,890
M - TEMPORARY HELP	1,847	3,500	2,313	3,996	7,000	4,879	3,004
M - CMS SERVICING REVENUE VEHICLES	0	8	0	0	17	0	17
M - CMS REV VEH-FIXED	44,195	22,000	22,596	49,045	44,000	79,575	-5,045
M - CMS REV VEH-PARATRANSIT	17,344	1,667	9,103	28,397	3,333	37,825	-25,064
M - CMS-NON REV VEHICLES	0	3,500	2,011	0	7,000	2,011	7,000
M - CMS-FAREBOX PARTS-FIXED	0	500	0	1,535	1,000	0	-535
M - CMS-BLDG GRND. & EQUIPMENT	7,172	12,500	4,104	16,583	25,000	7,065	8,417
M - CMS-RADIO EQUIP-FIXED	68	125	0	3,100	250	0	-2,850
M - CMS-RADIO EQUIP-PARATRANSIT	129	125	0	1,691	250	0	-1,441
M - CMS-SECURITY SYSTEM	0	833	0	0	1,667	0	1,667
M - CMS - CNG FUELING STATION	23,248	16,417	17,285	24,206	32,833	32,113	8,627
M - CMS - HYDROGEN FUELING STATION	11,375	18,958	13,872	43,989	37,917	24,762	-6,073
M - DIESEL FUEL-FIXED	16,205	47,013	28,715	48,031	94,025	53,686	45,994
M - DIESEL FUEL-PARATRANSIT	14,457	24,244	15,821	36,393	48,487	29,090	12,094
M - LUBRICANTS-FIXED	1,259	1,667	762	2,853	3,333	1,721	480
M - LUBRICANTS-PARATRANSIT	256	833	274	682	1,667	468	985
M - FUEL TAX EXP-FIXED	856	3,333	3,162	1,810	6,667	5,434	4,857
M - FUEL TAX EXP-PARATRANSIT	2,022	3,333	1,665	4,130	6,667	4,831	2,536
M - CNG FUEL-FIXED	26,931	22,917	12,218	52,856	45,833	29,715	-7,022
M - CNG FUEL-PARATRANSIT	13,910	14,583	6,431	29,071	29,167	15,303	96
M - CNG FUEL SUPPORT VEHICLES	88	417	0	117	833	62	716
M - CNG FUEL PUBLIC	417	417	381	850	833	1,241	-16
M - HYDROGEN-FIXED	36,132	39,583	27,972	75,952	79,167	48,690	3,215
M - HYDROGEN-PARA	5,553	6,667	0	8,175	13,333	0	5,159
M - WAYNE COUNTY FUEL	12,116	6,350	1,833	23,660	12,700	1,833	-10,960
M - PARA GAS	0	3,333	0	0	6,667	0	6,667
M - FUEL & LUBE-COMPANY VEHICLES	7,209	5,000	3,951	12,371	10,000	7,783	-2,371
M - TIRES & TUBES-FIXED	13,909	15,000	14,449	26,019	30,000	28,090	3,981
M - TIRES & TUBES-PARATRANSIT	1,474	2,500	1,235	4,783	5,000	4,395	217
M - TIRES SUPPORT VEHICLES	1,252	417	203	1,252	833	203	-419
M - OMS-SUPPLIES	11,091	10,000	14,877	20,136	20,000	23,392	-136
M - FREIGHT	708	1,417	308	2,551	2,833	1,553	283
M - INSP & REPAIR-FIXED	66,891	33,333	24,270	124,865	66,667	51,858	-58,198
M - INSP & REPAIR-PARATRANSIT	42,574	25,000	26,166	82,337	50,000	47,345	-32,337
M - INSP & REPAIR-CO. VEHICLES	17,815	1,250	4,353	19,485	2,500	5,146	-16,985
M - OMS-MAINT EQUIPMENT	3,982	3,500	1,962	9,877	7,000	5,820	-2,877
M - OMS FIXED ROUTE	1,972	2,500	2,676	5,326	5,000	3,932	-326
M - OMS PARATRANSIT	3,177	25,000	1,236	14,290	50,000	1,394	35,710
M - CORE CHARGES/CREDITS	555	1,000	-134	1,864	2,000	806	136
M - OMS-COMPANY VEHICLES	106	833	0	128	1,667	0	1,538

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M - FAREBOX PARTS-FIXED	0	2,167	250	43	4,333	250	4,291
M - FAREBOX PARTS-PARATRANSIT	0	208	0	57	417	413	360
M - OFFICE SUPPLIES	0	17	0	0	33	0	33
M - COMMUNICATIONS MODEMS AVAIL	2,930	3,333	2,777	6,222	6,667	5,544	445
M - BLDG & GROUNDS OMS	12,586	10,000	2,417	24,321	20,000	14,564	-4,321
M - LABOR INSURANCE REC-3RD PARTY	0	-42	0	0	-83	0	-83
M - OMS INSURANCE REC-3RD PARTY	0	-167	0	0	-333	0	-333
M - PROPERTY INSURANCE	6,257	8,685	7,474	12,406	17,369	14,947	4,964
M - OMS INSURANCE REC-OTRP	0	-3,333	-1,390	-100	-6,667	-9,391	-6,567
M - LABOR INSURANCE REC-OTRP	-150	-1,250	-38	-150	-2,500	-38	-2,350
M - TRAINING & TRAVEL EXPENSE	69	1,667	181	1,657	3,333	4,743	1,676
M - DUES & SUBSCRIPTIONS	5,240	1,250	3,575	5,240	2,500	4,325	-2,740
M - EXPENDABLE ASSETS	4,707	167	0	4,707	333	0	-4,374
TOTAL MAINTENANCE	626,593	690,396	517,575	1,293,162	1,380,793	1,071,321	87,631
FINANCE							
FIN - SAL & WAGES-FIXED	25,695	23,588	19,478	49,568	47,176	41,327	-2,392
FIN - SAL & WAGES-PARATRANSIT	13,237	12,151	10,034	25,535	24,303	21,290	-1,232
FIN - MEDICARE TAX	545	425	513	1,060	849	1,249	-211
FIN - INCENTIVE	-50	340	150	-50	679	17,650	729
FIN - PERS	10,276	9,700	7,934	19,812	19,400	16,652	-413
FIN - HEALTH INSURANCE	-12,560	11,353	10,176	-3,233	22,706	12,301	25,939
FIN - LIFE INSURANCE	50	152	266	99	305	424	206
FIN - STD INSURANCE	229	250	0	453	500	0	47
FIN - VISION	123	255	137	246	510	275	264
FIN - DENTAL	402	640	347	804	1,279	695	476
FIN - WORKERS' COMP	462	582	737	936	1,165	963	229
FIN - SICK LEAVE	1,342	2,021	896	2,535	4,042	2,091	1,507
FIN - HOLIDAY,FUNERAL,OTHER	252	1,244	192	2,292	2,487	1,448	196
FIN - PTO	2,089	3,433	4,020	2,421	6,866	4,789	4,444
FIN - UNIFORMS	0	58	0	0	117	0	117
FIN - YMCA & MISC BENEFITS	229	58	0	229	117	0	-113
TOTAL FINANCE WAGES & BENEFITS	42,320	66,250	54,881	102,706	132,500	121,153	29,794
FIN - SOFTWARE SERVICE	0	42	0	0	83	0	83
FIN - PTS OTHER	6,410	6,250	2,581	8,436	12,500	6,229	4,064
FIN - TEMPORARY HELP	0	1,250	0	0	2,500	0	2,500
FIN - OFFICE SUPPLIES	7	208	-27	164	417	27	252
FIN - PRINTING	0	6	0	0	13	0	13
FIN - DUES & SUBSCRIPTIONS	669	708	669	1,337	1,417	1,437	80
FIN - LEGAL ADS	0	108	0	0	217	200	217
FIN - TRAINING & TRAVEL EXPENSE	600	2,500	0	605	5,000	0	4,395
FIN - EXPENDABLE ASSETS	0	167	0	0	333	0	333
TOTAL FINANCE	50,006	77,489	58,104	113,248	154,979	129,046	41,731

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INFORMATION TECHNOLOGY							
IT - SAL & WAGES-FIXED	13,552	11,483	11,085	25,857	22,967	21,300	-2,891
IT - SAL & WAGES-PARATRANSIT	6,981	5,916	5,710	13,320	11,831	10,973	-1,489
IT - MEDICARE TAX	278	297	246	535	594	606	59
IT - INCENTIVE	0	115	0	0	229	7,500	229
IT - PERS	5,205	4,890	4,182	10,057	9,780	8,564	-277
IT - HEALTH INSURANCE	-5,383	4,866	4,361	-1,386	9,731	5,272	11,117
IT - LIFE INSURANCE	22	65	130	43	131	206	87
IT - STD INSURANCE	116	129	0	231	257	0	27
IT - VISION	57	109	59	114	219	118	104
IT - DENTAL	189	274	155	379	548	311	170
IT - WORKERS' COMP	198	284	352	401	568	476	167
IT - SICK LEAVE	914	1,019	438	1,633	2,038	1,832	404
IT - HOLIDAY,FUNERAL,OTHER	0	627	0	626	1,254	660	628
IT - PTO	239	2,350	190	469	4,699	921	4,230
IT - UNIFORMS	0	25	0	-68	50	0	118
IT - YMCA & MISC BENEFITS	177	50	0	177	100	195	-77
TOTAL INFORMATION TECHNOLOGY WAGES & BENEFI...	22,545	32,498	26,909	52,390	64,996	58,932	12,606
IT - HARDWARE SERVICE CONTRACTS	8,510	14,583	20,896	20,400	29,167	20,986	8,767
IT - SOFTWARE SERVICE CONTRACTS	19,159	22,917	17,111	37,282	45,833	31,525	8,552
IT - PTS-OTHER	-1,239	917	0	-2,280	1,833	0	4,113
IT - EXPENDABLE ASSETS & SOFTWARE	2,081	833	0	4,161	1,667	0	-2,494
IT - OFFICE SUPPLIES	0	17	0	0	33	0	33
IT - POSTAGE	0	0	22	0	0	22	0
IT - DUES & SUBSCRIPTIONS	252	458	216	503	917	431	414
IT - LEGAL ADS	0	42	0	0	83	0	83
IT - TRAINING EXPENSE	0	2,083	0	3,166	4,167	0	1,001
TOTAL INFORMATION TECHNOLOGY	51,307	74,348	65,154	115,622	148,696	111,896	33,074
BOARD							
PLANNING /CUSTOMER RELATIONS							
PL - SAL & WAGES-FIXED	41,700	43,695	32,866	76,106	87,391	65,418	11,285
PL - SAL & WAGES-PARATRANSIT	21,482	22,510	16,931	39,206	45,020	33,700	5,814
PL - WAGE/BENEFIT CONTRA	0	-833	0	0	-1,667	106	-1,667
PL - MEDICARE TAX	856	1,097	832	1,687	2,193	2,277	506
PL - INCENTIVE	0	396	2,225	0	792	44,725	792
PL - PERS	16,825	18,056	13,572	31,519	36,112	28,055	4,593
PL - HEALTH INSURANCE	-28,632	30,815	24,714	-10,017	61,630	29,874	71,647
PL - LIFE INSURANCE	105	414	470	210	827	766	617
PL - STD INSURANCE	357	399	0	701	797	0	96
PL - VISION	254	692	301	508	1,384	602	876
PL - DENTAL	827	1,736	714	1,654	3,473	1,428	1,819
PL - WORKERS' COMP	1,038	1,150	1,145	1,929	2,300	1,428	371
PL - SICK COVID	0	0	0	0	0	887	0

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PL - SICK LEAVE	1,840	3,762	1,157	4,813	7,523	6,404	2,710
PL - HOLIDAY	0	2,315	0	2,569	4,630	2,313	2,061
PL - PTO	5,082	6,713	5,597	8,634	13,426	8,176	4,792
PL - UNIFORMS	0	271	0	-84	542	0	626
PL - YMCA & MISC BENEFITS	328	67	0	328	133	234	-194
TOTAL PLANNING WAGES & BENEFITS	62,060	133,253	100,524	159,761	266,505	226,392	106,744
PL - PTS OTHER	4,200	24,167	6,670	30,284	48,333	13,605	18,050
PL - TRAVEL TRAINER	0	417	0	0	833	18,705	833
PL - OFFICE SUPPLIES	0	250	50	66	500	50	434
PL - PRINTING	12,838	3,333	1,266	12,909	6,667	4,233	-6,242
PL - DUES & SUBSCRIPTIONS	621	2,500	1,412	1,241	5,000	2,283	3,759
PL - TRAINING & TRAVEL EXPENSE	1,351	2,917	895	4,115	5,833	1,322	1,719
PL - ADVERTISING	64,994	30,833	9,627	87,352	61,667	20,857	-25,685
PL - EVENTS	3,977	2,083	0	14,597	4,167	0	-10,430
PL - PROMOTIONAL MATERIALS	1,142	5,417	-130	1,142	10,833	-130	9,691
PL - LEGAL ADS	0	167	0	0	333	0	333
PL - EXPENDABLE ASSETS	1,083	417	705	1,778	833	771	-945
TOTAL PLANNING	152,266	205,753	121,020	313,245	411,505	288,089	98,260
HUMAN RESOURCE							
HR - SAL & WAGES-FIXED	22,297	20,035	13,221	41,758	40,069	27,185	-1,688
HR - SAL & WAGES-PARATRANSIT	11,486	10,321	6,811	21,512	20,642	14,004	-870
HR - MEDICARE TAX	456	505	295	918	1,009	730	91
HR - PERS	8,661	8,300	5,008	16,737	16,599	10,478	-138
HR - INCENTIVE	0	223	0	250	446	10,000	196
HR - HEALTH INSURANCE	-10,766	9,731	5,815	-1,401	19,462	7,029	20,863
HR - LIFE INSURANCE	42	131	159	85	261	252	176
HR - STD INSURANCE	194	213	0	384	426	0	42
HR - VISION	104	219	78	208	437	157	230
HR - DENTAL	339	548	238	677	1,097	476	419
HR - WORKERS' COMP	434	406	424	963	812	582	-151
HR - SICK LEAVE	1,119	1,729	509	1,970	3,458	741	1,488
HR - HOLIDAY,FUNERAL,OTHER	228	1,064	137	1,752	2,128	1,185	376
HR - PTO	957	3,162	187	2,745	6,325	545	3,579
HR - UNIFORMS	0	50	0	0	100	0	100
HR - TUITION REIMBURSEMENT	5,250	1,250	0	5,250	2,500	0	-2,750
HR - YMCA & MISC BENEFITS	78	25	0	78	50	78	-28
TOTAL HUMAN RESOURCES WAGES & BENEFITS	40,879	57,911	32,882	93,886	115,822	73,443	21,936
HR - PTS-OTHER	3,243	2,917	3,601	6,158	5,833	5,423	-324
HR - TEMPORARY HELP	0	167	0	0	333	0	333
HR - PRINTING	0	42	0	0	83	0	83
HR - OFFICE SUPPLIES	12	83	28	32	167	28	135
HR - DUES & SUBSCRIPTIONS	0	208	0	229	417	0	188
HR - EVENTS	0	0	288	0	0	288	0
HR - LEGAL ADS	0	417	0	0	833	200	833

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HR - EMPLOYEE RELATIONS	4,422	1,667	1,269	10,363	3,333	1,888	-7,029
HR - WELLNESS PROGRAM	2,550	2,500	492	2,500	5,000	2,351	2,500
HR - TRAINING & TRAVEL EXPENSE	976	2,500	1,059	4,927	5,000	1,184	73
HR - AGENCY TRAINING	0	1,667	0	0	3,333	0	3,333
HR - EXPENDABLE ASSETS	0	167	0	387	333	0	-54
TOTAL HUMAN RESOURCE	52,082	70,244	39,619	118,482	140,489	84,805	22,007
GENERAL							
GEN - LEGAL ADS	0	42	0	0	83	0	83
GEN - PTS-OTHER	11,916	16,667	96,525	12,954	33,333	147,323	20,379
GEN - SECURITY SERVICES	22,435	18,333	12,978	39,427	36,667	28,666	-2,761
GEN - OFFICE EXPENSES	2,704	2,500	1,870	8,319	5,000	3,480	-3,319
GEN - OFFICE EXPENSE-IT	0	250	77	591	500	162	-91
GEN - EXPENDABLE ASSETS	0	46	0	0	92	0	92
GEN - UTILITIES-ELECTRIC	36,346	25,687	16,571	54,428	51,373	36,176	-3,054
GEN - UTILITIES-ELECTRIC - CNG	9,283	12,500	7,754	18,780	25,000	15,107	6,220
GEN - UTILITIES-OTHER	3,300	4,167	2,793	5,545	8,333	5,523	2,788
GEN - UTILITIES-TELEPHONE	7,224	10,000	10,378	15,576	20,000	12,953	4,424
GEN - UTILITIES-TELEPHONE - CNG	230	250	0	458	500	224	42
GEN - UTILITIES-NATURAL GAS	20,279	14,583	16,556	43,228	29,167	36,358	-14,061
PREM FOR PUBLIC LIAB & PROPERTY DAMAGE	40,480	33,521	34,422	80,852	67,042	68,844	-13,810
PREM FOR EXCESS INSURANCE	6,769	10,565	8,317	13,430	21,130	16,635	7,700
GEN - PAYOUTS-DEDUCTIBLES	0	2,333	0	0	4,667	0	4,667
GEN - PROPERTY TAXES	1,419	333	0	4,326	667	2,412	-3,659
GEN - DUES & SUBSCRIPTIONS	5,815	6,667	7,707	12,732	13,333	20,768	601
GEN - BAD DEBT EXPENSE	0	250	0	0	500	0	500
GEN - MISC ACCOUNT CORRECTIONS	24,080	0	0	24,080	0	0	-24,080
GEN - SAFETY	9,664	617	444	10,317	1,233	523	-9,083
GEN - FEES	1,773	3,750	-37,821	4,196	7,500	9,314	3,304
GEN - FEES CREDIT CARD	3,995	2,000	1,336	5,294	4,000	2,706	-1,294
GEN - ADVERTISING COMMISSION	-2,258	417	-518	-4,302	833	3,141	5,135
GEN - ADVERTISING	-642	667	-390	-13,392	1,333	-830	14,725
GEN - SALES TAX COLLECTION EXPENSE	15,969	16,667	15,278	31,113	33,333	29,439	2,220
GEN - POSTAGE	238	417	559	862	833	1,095	-28
GEN - MISCELLANEOUS	0	379	0	0	759	0	759
GEN - CTE RFHCC	0	6,305	0	0	12,610	8,515	12,610
SUBGRANTEE - 5310 ENHANCED MOBILITY	0	46,036	0	236,771	92,072	24,974	-144,700
SUBGRANTEE - WAYNE COUNTY	0	0	1,738	793	0	1,738	-793
SUBGRANTEE - RESEARCH	41,329	87,598	0	63,254	175,196	13,172	111,942
GEN - LEASE & RENT	3,501	0	0	6,151	0	8,435	-6,151
TOTAL GENERAL EXPENSES	265,852	323,545	196,576	675,784	647,090	496,853	-28,694
TOTAL EXPENSES	1,966,657	2,779,245	2,165,497	4,664,581	5,558,491	4,353,392	893,910
OPERATING INCOME (LOSS) EXCLUDING PREVENTIVE MAINTENANCE GRANTS	-227,902	-1,078,478	-519,843	-1,718,859	-2,270,901	-1,164,243	-552,042

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STARK AREA REGIONAL TRANSIT AUTHORITY
 DETAILED INCOME STATEMENT
 For the Period Ending 2/28/2023

	<u>February 2023 Actual</u>	<u>February 2023 Budget</u>	<u>February 2022 Prior Yr Actual</u>	<u>Jan 23 - Feb 23 Actual</u>	<u>Jan 23 -Feb 23 Budget</u>	<u>Jan 22 - Feb 22 Prior Yr Actual</u>	<u>-over/under Budget</u>
RESTRICTED REVENUE FROM CAPITAL GRANTS							
TOTAL LOCAL CASH GRANTS							
SCG - OPERATING	0	73,071	0	252,825	146,141	0	-106,684
STATE CAPITAL GRANTS	91,960	10,623	227,554	91,960	21,246	234,366	-70,714
TOTAL STATE GRANTS	91,960	83,694	227,554	344,785	167,387	234,366	-177,398
FG - 5310 ENHANCED MOBILITY	2,503	46,036	0	239,274	92,072	24,974	-147,202
FG - PLANNING	64,307	15,118	4,916	64,307	30,236	27,626	-34,071
FCG - PREVENTIVE MAINTENANCE	0	139,591	0	0	279,181	48,904	279,181
FEDERAL GRANTS	1,778,302	1,013,679	2,019,291	1,782,897	2,027,358	2,966,179	244,461
FEDERAL GRANTS-OTHER	32,433	93,903	0	43,343	187,806	13,172	144,463
FEDERAL CAPITAL GRANTS	420,262	1,520,573	22,564	698,921	3,041,147	1,000,869	2,342,226
TOTAL FEDERAL GRANTS	2,297,807	2,828,900	2,046,771	2,828,742	5,657,800	4,081,724	2,829,058
TOTAL GRANTS	2,389,767	2,912,594	2,274,325	3,173,527	5,825,187	4,316,091	2,651,660
DEPRECIATION & AMORTIZATION							
DEPRECIATION EXP-GRANTS	417,888	250,000	81,702	837,579	500,000	405,748	-337,579
DEPRECIATION EXP-LOCAL MATCH	62,497	37,500	12,208	125,263	75,000	60,452	-50,263
GENERAL AMORTIZATION	2,280	20,833	0	4,561	41,667	786	37,106
TOTAL DEPRECIATION & AMORTIZATION	482,665	308,333	93,910	967,403	616,667	466,986	-350,736
GAIN/LOSS ON DISPOSAL	37,390	5,000	0	49,788	10,000	0	-39,788
GEN - SETTLEMENTS/LOSSES	13,608	0	92,643	-162	0	92,643	162
TOTAL GAIN/LOSS ON DISPOSAL OF ASSETS	50,998	5,000	92,643	49,626	10,000	92,643	-39,626
NET INCOME AFTER DEPRECIATION,AMORTIZATION...	1,628,201	1,520,782	1,567,929	437,640	2,927,620	2,592,219	2,489,980



Stark Area Regional Transit Authority
Summary Income Statement
For the Two Months Ending Tuesday, February 28, 2023

	2023	2022
TOTAL FARES	244,334	205,594
TOTAL PROGRAM INCOME	8,608	11,528
TOTAL AUX TRANS REVENUE	13	9
TOTAL INTEREST & DISCOUNT REVENUE	20,780	3,130
TOTAL NON-TRANSPORTATION REVENUE	15,952	24,944
<u>TOTAL SALES TAX REVENUE</u>	<u>2,656,035</u>	<u>2,943,945</u>
TOTAL REVENUES	2,945,723	3,189,149
TOTAL WAGES	2,241,476	1,898,793
TOTAL HEALTH	-129,083	348,486
TOTAL PERS & BENEFITS	674,873	696,455
PROFESSIONAL SERVICES - LEGAL	62,659	84,097
PROFESSIONAL SERVICES - OTHER	83,604	201,172
MATERIALS	511,853	368,627
SUPPLIES	133,784	192,764
FUEL	291,009	189,592
UTILITIES	138,014	106,341
CASUALTY & LIABILITY INSURANCE	106,688	100,426
FUEL TAX	5,941	10,265
DUES & SUBSCRIPTIONS	21,282	29,244
ADVERTISING	85,398	23,326
TRAINING	22,817	9,961
LEGAL ADS	0	399
EXPENDABLE ASSETS	11,034	771
TUITION REIMBURSEMENT	5,250	0
WELLNESS	2,500	2,351
SECURITY/SAFETY	49,744	29,188
LEASES & RENTS	6,151	8,435
EMPLOYEE RELATIONS	10,363	1,888
BOARD	0	0
GENERAL EXPENSES	28,406	2,412
<u>SUBGRANTEE</u>	<u>300,819</u>	<u>48,399</u>
TOTAL EXPENSES	4,664,581	4,353,392
OPERATING INCOME (LOSS) EXCLUDING	-1,718,859	-1,164,243
TOTAL STATE GRANTS	344,785	234,366
<u>TOTAL FEDERAL GRANTS</u>	<u>2,828,742</u>	<u>4,081,724</u>
TOTAL GRANTS	3,173,527	4,316,091
TOTAL DEPRECIATION & AMORTIZATION	967,403	466,986
TOTAL GAIN/LOSS ON DISPOSAL OF ASSETS	49,626	92,643
NET INCOME AFTER DEPRECIATION,AMORTIZATION & DISPOSALS	437,640	2,592,219



CHECKS BY VENDOR- FEBRUARY 2023

Document Date	Document Number	Vendor Name	Vendor ID	Document Amount	Voided	
2/22/2023	095192	AEP OHIO	AEPO001	\$ 25,105.82	No	
2/8/2023	095181	AKRON MUNICIPAL COURT	AKRO005	\$ 150.00	No	
2/22/2023	095193	AKRON MUNICIPAL COURT	AKRO005	\$ 150.00	No	
2/8/2023	095182	ALLIANCE WATER UTILITY	ALLI004	\$ 210.98	No	
2/8/2023	095183	BAE SYSTEMS CONTROLS INC	BAES001	\$ 39,965.58	Yes	*Never got check*
2/28/2023	095214	BAE SYSTEMS CONTROLS INC	BAES001	\$ 600.00	No	
2/22/2023	095194	BALLARD POWER SYSTEMS INC	BALL002	\$ 174.00	No	
2/22/2023	095195	BIERLY-LITMAN	BIER001	\$ 42.00	No	
2/8/2023	095184	BIG REDS HOOK AND BOOK	BIGR002	\$ 275.00	No	
2/8/2023	095185	CANTON CITY UTILITIES	CANT011	\$ 1,188.22	No	
2/8/2023	095186	CANTON MUNICIPAL COURT	CANT020	\$ 513.99	No	
2/22/2023	095196	CANTON MUNICIPAL COURT	CANT020	\$ 445.61	No	
2/8/2023	095187	CASH	CASH001	\$ 271.65	No	*Petty Cash Refill*
2/22/2023	095197	CFIS GROUP	CFIS001	\$ 1,852.90	No	
2/22/2023	095198	CHAMBER OF COMMERCE	CHAM001	\$ 200.00	No	
2/28/2023	095215	COLUMBIA GAS OF OHIO	COLU001	\$ 270.23	No	
2/22/2023	095211	COMMQUEST SERVICES INC	COMM010	\$ 2,500.00	No	
2/28/2023	095216	CUMMINS SALES AND SERVICE	CUMM002	\$ 488.36	No	
2/8/2023	095188	DIVISION OF INDUST COMPLI	DIVI001	\$ 330.25	No	
2/22/2023	095199	DOMINION EAST OHIO	DOMI001	\$ 11,027.33	No	
2/8/2023	095189	EVENT DAY MARKETING	EVEN004	\$ 900.00	No	
2/22/2023	095200	GREAT LAKES PUBLISHING CO	GREAO11	\$ 1,800.00	No	
2/8/2023	095191	GREENSHADES	SHAD001	\$ 347.52	Yes	*Took part of check via ACH*
2/28/2023	095217	INTERSTATE GAS SUPPLY INC	IGS001	\$ 50,281.59	No	
2/22/2023	095201	LEGAL SHIELD	LEGA003	\$ 608.04	No	
2/22/2023	095202	LIBERTY FORD	LIBE003	\$ 414.76	No	
2/28/2023	095218	LIBERTY FORD	LIBE003	\$ 2,106.09	No	
2/22/2023	095203	MILE-X EQUIPMENT INC	MILE002	\$ 244.00	No	
2/28/2023	095222	MINUTE MAN PRESS	MINU001	\$ 88.22	No	
2/22/2023	095204	OARNET	OARN001	\$ 4,168.45	No	
2/22/2023	095205	OHIO EDISON	OHIO011	\$ 514.50	No	
2/28/2023	095219	OHIO EDISON	OHIO011	\$ 540.75	No	
2/8/2023	095190	PROGRESSIVE CHEVROLET	PROG002	\$ 3,575.81	No	
2/22/2023	095206	PROGRESSIVE CHEVROLET	PROG002	\$ 2,681.04	No	
2/28/2023	095220	PROGRESSIVE CHEVROLET	PROG002	\$ 988.84	No	
2/22/2023	095207	PROGRESSIVE CHRYSLER JEEP DODGE INC	PROG003	\$ 222.12	No	
2/22/2023	095208	ROYAL PUBLISHING INC	ROYA004	\$ 250.00	No	

2/22/2023 095209	STANDARD INS CO	STAN005	\$	1,715.11	No
2/28/2023 095221	STANLEY ACCESS TECHNOLOGIES	STAN009	\$	287.50	No
2/22/2023 095213	STARK COUNTY TREASURER	STAR012	\$	1,418.74	No
2/22/2023 095212	VENDRICK CONSTRUCTION INC	VEND002	\$	233,668.80	No
2/22/2023 095210	VERIZON WIRELESS	VERI001	\$	811.75	No

END OF REPORT



CHECKS BY DATE - FEBRUARY 2023

Document Date	Document Number	Vendor Name	Vendor ID	Document Amount	Voided	
2/8/2023	095188	DIVISION OF INDUST COMPLI	DIVI001	\$ 330.25	No	
2/8/2023	095184	BIG REDS HOOK AND BOOK	BIGR002	\$ 275.00	No	
2/8/2023	095186	CANTON MUNICIPAL COURT	CANT020	\$ 513.99	No	
2/8/2023	095191	GREENSHADES	SHAD001	\$ 347.52	Yes	*Took part of check via ACH*
2/8/2023	095190	PROGRESSIVE CHEVROLET	PROG002	\$ 3,575.81	No	
2/8/2023	095183	BAE SYSTEMS CONTROLS INC	BAES001	\$ 39,965.58	Yes	*Never got check*
2/8/2023	095187	CASH	CASH001	\$ 271.65	No	*Petty Cash Refill*
2/8/2023	095189	EVENT DAY MARKETING	EVEN004	\$ 900.00	No	
2/8/2023	095185	CANTON CITY UTILITIES	CANT011	\$ 1,188.22	No	
2/8/2023	095181	AKRON MUNICIPAL COURT	AKRO005	\$ 150.00	No	
2/8/2023	095182	ALLIANCE WATER UTILITY	ALLI004	\$ 210.98	No	
2/22/2023	095212	VENDRICK CONSTRUCTION INC	VEND002	\$ 233,668.80	No	
2/22/2023	095210	VERIZON WIRELESS	VERI001	\$ 811.75	No	
2/22/2023	095192	AEP OHIO	AEPO001	\$ 25,105.82	No	
2/22/2023	095195	BIERLY-LITMAN	BIER001	\$ 42.00	No	
2/22/2023	095196	CANTON MUNICIPAL COURT	CANT020	\$ 445.61	No	
2/22/2023	095197	CFIS GROUP	CFIS001	\$ 1,852.90	No	
2/22/2023	095198	CHAMBER OF COMMERCE	CHAM001	\$ 200.00	No	
2/22/2023	095211	COMMQUEST SERVICES INC	COMM010	\$ 2,500.00	No	
2/22/2023	095199	DOMINION EAST OHIO	DOMI001	\$ 11,027.33	No	
2/22/2023	095200	GREAT LAKES PUBLISHING CO	GREA011	\$ 1,800.00	No	
2/22/2023	095206	PROGRESSIVE CHEVROLET	PROG002	\$ 2,681.04	No	
2/22/2023	095207	PROGRESSIVE CHRYSLER JEEP DODGE INC	PROG003	\$ 222.12	No	
2/22/2023	095208	ROYAL PUBLISHING INC	ROYA004	\$ 250.00	No	
2/22/2023	095194	BALLARD POWER SYSTEMS INC	BALL002	\$ 174.00	No	
2/22/2023	095213	STARK COUNTY TREASURER	STAR012	\$ 1,418.74	No	
2/22/2023	095209	STANDARD INS CO	STAN005	\$ 1,715.11	No	
2/22/2023	095204	OARNET	OARN001	\$ 4,168.45	No	
2/22/2023	095205	OHIO EDISON	OHIO011	\$ 514.50	No	
2/22/2023	095203	MILE-X EQUIPMENT INC	MILE002	\$ 244.00	No	
2/22/2023	095201	LEGAL SHIELD	LEGA003	\$ 608.04	No	
2/22/2023	095202	LIBERTY FORD	LIBE003	\$ 414.76	No	
2/22/2023	095193	AKRON MUNICIPAL COURT	AKRO005	\$ 150.00	No	
2/28/2023	095215	COLUMBIA GAS OF OHIO	COLU001	\$ 270.23	No	
2/28/2023	095220	PROGRESSIVE CHEVROLET	PROG002	\$ 988.84	No	
2/28/2023	095214	BAE SYSTEMS CONTROLS INC	BAES001	\$ 600.00	No	
2/28/2023	095221	STANLEY ACCESS TECHNOLOGIES	STAN009	\$ 287.50	No	

2/28/2023 095219	OHIO EDISON	OHIO011	\$	540.75	No
2/28/2023 095222	MINUTE MAN PRESS	MINU001	\$	88.22	No
2/28/2023 095216	CUMMINS SALES AND SERVICE	CUMM002	\$	488.36	No
2/28/2023 095218	LIBERTY FORD	LIBE003	\$	2,106.09	No
2/28/2023 095217	INTERSTATE GAS SUPPLY INC	IGS001	\$	50,281.59	No

END OF REPORT



ELECTRONIC PAYMENTS - FEBRUARY 2023

Document Date	Vendor ID	Vendor Name	Document Number	Document Amount	Voided
2/1/2023	AMER022	AMERICAN HERITAGE LIFE INS CO	000110878	844.44000	No
2/1/2023	OHIO017	OHIO PUBLIC EMPLOYEES	000110881	11,187.00000	No
2/3/2023	COLO001	COLONIAL SUPPLEMENTAL INSURANCE	000110880	1,331.61000	No
2/3/2023	OHIO007	OHIO CSPC	000110879	4,263.59000	No
2/3/2023	OHIO010	OHIO DEPT OF TAXATION	000110884	11,882.27000	No
2/3/2023	IRSA002	INTERNAL REVENUE SERVICE	000110883	55,227.13000	No
2/3/2023	CANT008	CANTON CITY INCOME TAX	000110882	11,824.35000	No
2/8/2023	SHAD001	GREENSHADES	000111323	50.61000	No
2/10/2023	OHIO022	OHIO TRANSIT RISK POOL	000110941	325.00000	Yes
2/10/2023	OHIO022	OHIO TRANSIT RISK POOL	000110942	325.00000	No
2/15/2023	AFLA001	AFLAC	000110937	5,449.70000	No
2/16/2023	HUNT004	HUNTINGTON BANK - EA1W18	000110930	55,237.19000	No
2/16/2023	OHIO022	OHIO TRANSIT RISK POOL	000110874	121,115.40000	Yes
2/17/2023	COLO001	COLONIAL SUPPLEMENTAL INSURANCE	000110944	1,331.61000	No
2/17/2023	OHIO017	OHIO PUBLIC EMPLOYEES	000110940	11,527.00000	No
2/17/2023	OHIO007	OHIO CSPC	000110939	4,263.59000	No
2/17/2023	OHIO010	OHIO DEPT OF TAXATION	000110933	13,170.24000	No
2/17/2023	DALT001	DALTON TAX	000110934	36.36000	No
2/17/2023	SEBR001	SEBRING TAX	000110936	94.50000	No
2/17/2023	IRSA002	INTERNAL REVENUE SERVICE	000110932	62,591.90000	No
2/17/2023	CANA004	CANAL FULTON TAX	000110935	131.01000	No
2/17/2023	CANT008	CANTON CITY INCOME TAX	000110931	12,812.67000	No
2/21/2023	HEAL004	HEALTH TP OF OHIO	000110943	400,000.00000	No
2/24/2023	CDA001	CONSUMER DRIVEN ADMINISTRATORS LLC	000110938	430.00000	No
2/27/2023	PERS001	OPERS	000110945	240,938.19000	No
2/27/2023	PERS001	OPERS	000110946	4,237.82000	No

END OF REPORT



EFT PAYMENTS-FEBRUARY 2023

Document Date	Document Number	Vendor Name	Vendor ID	Document Type	Document Amount	Voided
2/8/2023	EFT000000006183	ABBOTT ELECTRIC INC	ABBO002	Payment	600.00000	No
2/8/2023	EFT000000006184	AFSCME	AFSC001	Payment	4,216.48000	No
2/8/2023	EFT000000006185	AIR PRODUCTS AND CHEMICALS INC	AIRP002	Payment	17,028.09000	No
2/8/2023	EFT000000006186	AMERICAN FOOD & VENDING	AMER029	Payment	385.15000	No
2/8/2023	EFT000000006187	APO PUMPS AND COMPRESSORS INC	APOP001	Payment	3,046.00000	No
2/8/2023	EFT000000006188	AUTOMOTIVE DISTRIBUTORS WAREHOUSE	AUTO009	Payment	1,597.72000	No
2/8/2023	EFT000000006189	RICHARD L. BOWEN & ASSOCIATES	BOWE002	Payment	15,642.09000	No
2/8/2023	EFT000000006190	BRINKS INC.	BRIN001	Payment	1,610.93000	No
2/8/2023	EFT000000006191	CALSTART	CALS001	Payment	13,020.16000	No
2/8/2023	EFT000000006192	CANTON PEST CONTROL	CANT023	Payment	45.00000	No
2/8/2023	EFT000000006193	CANTON TOWING	CANT059	Payment	2,250.00000	No
2/8/2023	EFT000000006194	CENTRAL GRAPHICS	CENT012	Payment	466.50000	No
2/8/2023	EFT000000006195	CINTAS	CINT001	Payment	7,240.08000	No
2/8/2023	EFT000000006196	CLASSIC COLLISON CENTER	CLAS001	Payment	368.30000	No
2/8/2023	EFT000000006197	CLEAN ENERGY	CLEA005	Payment	23,301.87000	No
2/8/2023	EFT000000006198	CLEVELAND STATE UNIVERSITY	CLEV004	Payment	19,412.93000	No
2/8/2023	EFT000000006199	CITIZENS FOR SARTA	COMM001	Payment	207.00000	No
2/8/2023	EFT000000006200	COMMUNITY ACTION WAYNE MEDINA	COMM011	Payment	9,319.84000	No
2/8/2023	EFT000000006201	CORNERSTONE INFORMATION ASSURANCE LTD	CORN004	Payment	785.00000	No
2/8/2023	EFT000000006202	CROSS TRUCK	CROS001	Payment	206.00000	No
2/8/2023	EFT000000006203	CROWN CLEANING SYSTEMS	CROW001	Payment	1,248.26000	No
2/8/2023	EFT000000006204	CULLIGAN OF CANTON	CULL001	Payment	45.90000	No
2/8/2023	EFT000000006241	DON SMITH AUTO PARTS	DONS001	Payment	255.43000	No
2/8/2023	EFT000000006205	EMPLOYER HCS	EHCS001	Payment	12,432.18000	No
2/8/2023	EFT000000006206	ETC TECH SOLUTIONS	ETCT001	Payment	24,966.00000	No
2/8/2023	EFT000000006207	EBONY FONTES	FONT001	Payment	414.00000	No
2/8/2023	EFT000000006208	GILLIG LLC	GILL001	Payment	10,754.04000	No
2/8/2023	EFT000000006209	GLADIUEX ENEGY	GLAD001	Payment	25,727.78000	No
2/8/2023	EFT000000006210	GOODYEAR TIRE AND RUBBER	GOOD001	Payment	15,230.55000	No
2/8/2023	EFT000000006211	HILSCHER-CLARKE	HILS001	Payment	2,435.52000	No
2/8/2023	EFT000000006212	INDEPENDENT ELEVATOR CO.	INDE005	Payment	193.00000	No
2/8/2023	EFT000000006213	JEFF JAMISON	JAMI001	Payment	500.00000	No
2/8/2023	EFT000000006214	KWGD	KRUG001	Payment	37,373.85000	No
2/8/2023	EFT000000006215	MAGIC GARAGE DOOR INC	MAGI001	Payment	500.00000	No
2/8/2023	EFT000000006216	M CONLEY	MCON001	Payment	1,539.80000	No
2/8/2023	EFT000000006217	MOHAWK MFG. & SUPPLY CO.	MOHA001	Payment	794.75000	No
2/8/2023	EFT000000006218	MSC INDUSTRIAL SUPPLY CO	MSCI001	Payment	222.96000	No
2/8/2023	EFT000000006219	MUNCIE RECLAMATION & SPL	MUNC001	Payment	280.00000	No
2/8/2023	EFT000000006220	OHIO AFSCME CAREPLAN	OHIO002	Payment	11,934.00000	No
2/8/2023	EFT000000006221	AIRGAS USA LLC	OHIO003	Payment	569.56000	No
2/8/2023	EFT000000006222	OMNIPRO	OMNI003	Payment	50,437.50000	No
2/8/2023	EFT000000006223	PEOPLE	PEOP001	Payment	19.70000	No
2/8/2023	EFT000000006224	PLANETERIA MEDIA	PLAN001	Payment	11,407.80000	No
2/8/2023	EFT000000006225	REDMONDS PARTS & SUPPY INC.	REDM001	Payment	260.99000	No
2/8/2023	EFT000000006226	ROBERT BROOKE & ASSOCIATES	ROBE004	Payment	171.88000	No
2/8/2023	EFT000000006227	R STRATEGY GROUP	RSTA001	Payment	4,200.00000	No
2/8/2023	EFT000000006228	SAFETY-KLEEN	SAFE001	Payment	943.59000	No
2/8/2023	EFT000000006229	SEON	SEON001	Payment	8,463.00000	No
2/8/2023	EFT000000006230	SILCO	SILC001	Payment	1,920.00000	No

2/8/2023	EFT000000006231	VELOSIO	SOCI003	Payment	56.25000	No
2/8/2023	EFT000000006232	STANDARD PLUMBING AND HEAT	STAN001	Payment	16,442.00000	No
2/8/2023	EFT000000006233	SHAUN STEPHENS	STEP005	Payment	500.00000	No
2/8/2023	EFT000000006234	TRAPEZE SOFTWARE GROUP	TRAP001	Payment	18,590.00000	No
2/8/2023	EFT000000006235	UPS FREIGHT	UPSF001	Payment	1,207.90000	No
2/8/2023	EFT000000006236	US SAFETYGEAR INC	USSA001	Payment	290.00000	No
2/8/2023	EFT000000006237	VIDEO SYSTEMS & SECURITY INC	VIDE001	Payment	532.00000	No
2/8/2023	EFT000000006238	LATRICE VIROLA	VIRO001	Payment	414.00000	No
2/8/2023	EFT000000006239	W.W. GRAINGER INC.	WWGR001	Payment	478.42000	No
2/8/2023	EFT000000006240	YOUNG TRUCK SALES INC.	YOUN002	Payment	105.63000	No
2/9/2023	EFT000000006242	STANLEY MILLER CONSTRUCT	STAN002	Payment	141,354.69000	No
2/14/2023	EFT000000006243	ABBOTT ELECTRIC INC	ABBO002	Payment	571.00000	No
2/14/2023	EFT000000006244	AFSCME	AFSC001	Payment	4,161.00000	No
2/14/2023	EFT000000006245	AMERICAN FOOD & VENDING	AMER029	Payment	374.08000	No
2/14/2023	EFT000000006246	AVAIL TECHNOLOGIES	AVAI001	Payment	949.61000	No
2/14/2023	EFT000000006247	BRINKS INC.	BRIN001	Payment	66.91000	No
2/14/2023	EFT000000006248	CANTON PEST CONTROL	CANT023	Payment	45.00000	No
2/14/2023	EFT000000006249	CANTON POLICE PATROLMENS	CANT026	Payment	6,187.50000	No
2/14/2023	EFT000000006250	CANTON TOWING	CANT059	Payment	875.00000	No
2/14/2023	EFT000000006251	CINTAS	CINT001	Payment	1,818.92000	No
2/14/2023	EFT000000006252	CITIZENS FOR SARTA	COMM001	Payment	219.00000	No
2/14/2023	EFT000000006253	KIRT CONRAD	CONR001	Payment	835.48000	No
2/14/2023	EFT000000006254	CROWN CLEANING SYSTEMS	CROW001	Payment	368.85000	No
2/14/2023	EFT000000006255	DE LAGE LANDEN FINANCIAL SEVICES INC	DELA001	Payment	239.00000	No
2/14/2023	EFT000000006256	DELL MARKETING L.P.	DELL001	Payment	3,331.26000	No
2/14/2023	EFT000000006257	DON SMITH AUTO PARTS	DONS001	Payment	131.64000	No
2/14/2023	EFT000000006283	D & W DIESEL INC	DWDI001	Payment	1,817.06000	No
2/14/2023	EFT000000006258	EDM Technology, INC	EDMI001	Payment	3,007.00000	No
2/14/2023	EFT000000006259	FURBAY/MANSFIELD ELECTRIC	FURB001	Payment	159.66000	No
2/14/2023	EFT000000006260	GILLIG LLC	GILL001	Payment	8,294.66000	No
2/14/2023	EFT000000006261	MARK D HENNING	HENN002	Payment	2,275.00000	No
2/14/2023	EFT000000006262	INNIS MAGGIORE GROUP INC	INNI001	Payment	24,625.00000	No
2/14/2023	EFT000000006263	J. P. BOYLAN CO. & SONS	JPBO001	Payment	300.00000	No
2/14/2023	EFT000000006264	KRONOS SAASHR INC	KRON001	Payment	31.35000	No
2/14/2023	EFT000000006265	KWGD	KRUG001	Payment	32,020.62000	No
2/14/2023	EFT000000006266	MCMASTER - CARR	MCMA001	Payment	114.07000	No
2/14/2023	EFT000000006267	METRO CLEVELAND SECURITY INC	METR006	Payment	5,557.50000	No
2/14/2023	EFT000000006268	MOHAWK MFG. & SUPPLY CO.	MOHA001	Payment	2,729.45000	No
2/14/2023	EFT000000006269	MSC INDUSTRIAL SUPPLY CO	MSCI001	Payment	900.00000	No
2/14/2023	EFT000000006270	MUNCIE RECLAMATION & SPLY	MUNC001	Payment	457.11000	No
2/14/2023	EFT000000006271	OHIO AFSCME CAREPLAN	OHIO002	Payment	11,819.50000	No
2/14/2023	EFT000000006272	PEOPLE	PEOP001	Payment	19.70000	No
2/14/2023	EFT000000006273	REDMONDS PARTS & SUPPY INC.	REDM001	Payment	1,978.28000	No
2/14/2023	EFT000000006274	STANDARD PLUMBING AND HEAT	STAN001	Payment	83,060.22000	No
2/14/2023	EFT000000006275	TESCO	TESC001	Payment	3,435.88000	No
2/14/2023	EFT000000006276	TRAPEZE SOFTWARE GROUP	TRAP001	Payment	89,609.10000	No
2/14/2023	EFT000000006277	TRAVELHOST OF AKRON CANTON	TRAV004	Payment	475.00000	No
2/14/2023	EFT000000006278	UPS FREIGHT	UPSF001	Payment	63.11000	No
2/14/2023	EFT000000006279	VESCO OIL	VESC001	Payment	10,712.35000	No
2/14/2023	EFT000000006280	THE WORKSHOPS INC.	WORK002	Payment	2,149.68000	No
2/14/2023	EFT000000006281	W.W. GRAINGER INC.	WWGR001	Payment	1,590.38000	No
2/14/2023	EFT000000006282	YMCA OF CENTRAL STARK COUNTY	YMCA003	Payment	2,109.70000	No
2/22/2023	EFT000000006284	ABBOTT ELECTRIC INC	ABBO002	Payment	318.23000	No
2/22/2023	EFT000000006285	AIR PRODUCTS AND CHEMICALS INC	AIRP002	Payment	19,747.82000	No
2/22/2023	EFT000000006286	AMERICAN FOOD & VENDING	AMER029	Payment	376.07000	No
2/22/2023	EFT000000006317	AUTOMOTIVE DISTRIBUTORS WAREHOUSE	AUTO009	Payment	2,003.48000	No
2/22/2023	EFT000000006287	MICHAEL BRAND	BRAN001	Payment	300.20000	No
2/22/2023	EFT000000006288	CANTON PEST CONTROL	CANT023	Payment	47.00000	No
2/22/2023	EFT000000006289	CANTON TOWING	CANT059	Payment	3,125.00000	No

2/22/2023	EFT000000006290	CENTAGE	CENT008	Payment	3,665.00000	No	
2/22/2023	EFT000000006291	CINTAS	CINT001	Payment	3,599.17000	No	
2/22/2023	EFT000000006292	KIRT CONRAD	CONR001	Payment	158.00000	No	
2/22/2023	EFT000000006293	DON SMITH AUTO PARTS	DONS001	Payment	672.48000	No	
2/22/2023	EFT000000006294	D & W DIESEL INC	DWDI001	Payment	3,067.00000	No	
2/22/2023	EFT000000006295	FAMOUS SUPPLY	FAMO002	Payment	7.87000	No	
2/22/2023	EFT000000006296	FURBAY/MANSFIELD ELECTRIC	FURB001	Payment	16.52000	No	
2/22/2023	EFT000000006297	GILLIG LLC	GILL001	Payment	4,195.84000	No	
2/22/2023	EFT000000006298	SHEILA GINES	GINE001	Payment	589.00000	No	
2/22/2023	EFT000000006299	GLADIUEX ENEGY	GLAD001	Payment	25,717.50000	No	
2/22/2023	EFT000000006300	HEAVY LIFT SYSTEMS INC.	HEAV001	Payment	763.00000	No	
2/22/2023	EFT000000006301	MARK D HENNING	HENN002	Payment	381.06000	No	
2/22/2023	EFT000000006302	MAGIC GARAGE DOOR INC	MAGI001	Payment	2,125.00000	No	
2/22/2023	EFT000000006303	MASSILLON CHAMBER OF COMM	MASS002	Payment	148.50000	No	
2/22/2023	EFT000000006304	MCMASTER - CARR	MCMA001	Payment	409.32000	No	
2/22/2023	EFT000000006305	MINUTE MAN PRESS	MINU001	Payment	88.22000	Yes	*EFT Did not Upload*
2/22/2023	EFT000000006306	MOHAWK MFG. & SUPPLY CO.	MOHA001	Payment	1,110.40000	No	
2/22/2023	EFT000000006307	TYRONE MOORE	MOOR003	Payment	333.00000	No	
2/22/2023	EFT000000006308	MICHAEL MOUSER	MOUS002	Payment	5,250.00000	No	
2/22/2023	EFT000000006309	MUNCIE RECLAMATION & SPLY	MUNC001	Payment	2,568.56000	No	
2/22/2023	EFT000000006310	REDMONDS PARTS & SUPPY INC.	REDM001	Payment	1,970.26000	No	
2/22/2023	EFT000000006311	VELOSIO	SOCI003	Payment	367.50000	No	
2/22/2023	EFT000000006312	TESCO	TESC001	Payment	6,404.93000	No	
2/22/2023	EFT000000006313	CHRIS TYSON	TYSO002	Payment	300.20000	No	
2/22/2023	EFT000000006314	UPS FREIGHT	UPSF001	Payment	25.33000	No	
2/22/2023	EFT000000006315	W.W. GRAINGER INC.	WWGR001	Payment	469.67000	No	
2/22/2023	EFT000000006316	ZIEGLER TIRE	ZIEG001	Payment	201.98000	No	
2/28/2023	EFT000000006318	AIR PRODUCTS AND CHEMICALS INC	AIRP002	Payment	16,168.89000	No	
2/28/2023	EFT000000006319	AUTOMOTIVE DISTRIBUTORS WAREHOUSE	AUTO009	Payment	711.00000	No	
2/28/2023	EFT000000006320	CANTON POLICE PATROLMENS	CANT026	Payment	5,332.50000	No	
2/28/2023	EFT000000006321	CANTON TOWING	CANT059	Payment	1,220.00000	No	
2/28/2023	EFT000000006322	CINTAS	CINT001	Payment	4,685.45000	No	
2/28/2023	EFT000000006323	DELL MARKETING L.P.	DELL001	Payment	4,707.00000	No	
2/28/2023	EFT000000006324	DON SMITH AUTO PARTS	DONS001	Payment	794.72000	No	
2/28/2023	EFT000000006325	GILLIG LLC	GILL001	Payment	8,106.36000	No	
2/28/2023	EFT000000006326	GRAPHIC ENTERPRISES INC	GRAP001	Payment	1,535.46000	No	
2/28/2023	EFT000000006327	IMAGINE THIS WHOLESALE PRINTING	IMAG003	Payment	12,750.00000	No	
2/28/2023	EFT000000006328	JOHNNY ON THE SPOT LLC	JOHN009	Payment	230.79000	No	
2/28/2023	EFT000000006329	J. P. BOYLAN CO. & SONS	JPBO001	Payment	380.00000	No	
2/28/2023	EFT000000006330	MEDICAID BILLING SOLUTIONS INC	MEDI004	Payment	550.17000	No	
2/28/2023	EFT000000006331	METRO CLEVELAND SECURITY INC	METR006	Payment	5,332.50000	No	
2/28/2023	EFT000000006332	MOHAWK MFG. & SUPPLY CO.	MOHA001	Payment	1,748.22000	No	
2/28/2023	EFT000000006333	MSC INDUSTRIAL SUPPLY CO	MSCI001	Payment	140.14000	No	
2/28/2023	EFT000000006334	MUNCIE RECLAMATION & SPLY	MUNC001	Payment	2,274.76000	No	
2/28/2023	EFT000000006335	NEORIDE	NEOR001	Payment	2,660.73000	No	
2/28/2023	EFT000000006336	OMNIPRO	OMNI003	Payment	54,986.50000	No	
2/28/2023	EFT000000006346	REDMONDS PARTS & SUPPY INC.	REDM001	Payment	1,232.14000	No	
2/28/2023	EFT000000006337	WILLIAMS SCOTSMAN INC	SCOT002	Payment	3,501.30000	No	
2/28/2023	EFT000000006338	VELOSIO	SOCI003	Payment	28,425.00000	No	
2/28/2023	EFT000000006339	STALEY TECH INC	STAL001	Payment	67.50000	No	
2/28/2023	EFT000000006340	TESCO	TESC001	Payment	88.76000	No	
2/28/2023	EFT000000006341	UPS FREIGHT	UPSF001	Payment	25.82000	No	
2/28/2023	EFT000000006342	WORKMAN'S NAPA AUTO PARTS	WORK006	Payment	269.97000	No	
2/28/2023	EFT000000006343	WSP USA (PARSONS BRINCKERHOFF)	WSP001	Payment	11,346.99000	No	
2/28/2023	EFT000000006347	W.W. GRAINGER INC.	WWGR001	Payment	231.68000	No	
2/28/2023	EFT000000006344	YOUNG TRUCK SALES INC.	YOUN002	Payment	34.01000	No	
2/28/2023	EFT000000006345	ZIEGLER TIRE	ZIEG001	Payment	1,050.25000	No	

END OF REPORT



Project Type	Type	Project Name	Grant Number	Federal Share	Year of Allocation	Amended Amount	Draw Amounts	Funding Balance	PO's not Drawn	Balance after PO's
BUSES	FEDERAL	FY18 OTPPP <30' Hydro Buses	OH-2018-017-00	80%	2018	\$ 610,022.00	\$ (610,022.00)	\$ -	\$ -	\$ -
PM	FEDERAL	FY18 OTPPP PM	OH-2018-017-00	80%	2018	\$ 1,326,805.00	\$ (1,326,805.00)	\$ -	\$ -	\$ -
IT	FEDERAL	FY18 OTPPP Fareboxes	OH-2018-017-00	80%	2018	\$ 1,763,428.00	\$ (1,763,428.00)	\$ -	\$ -	\$ -
						\$ 3,700,255.00	\$ (3,700,255.00)	\$ -	\$ -	\$ -
5310	FEDERAL	FY18 5310 SARTA Admin	OH-2018-030-00	100%	2018	\$ 29,811.00	\$ (13,186.00)	\$ 12,544.00	\$ -	\$ 12,544.00
5310	FEDERAL	FY18 5310 SCATS Admin	OH-2018-030-00	100%	2018	\$ -	\$ -	\$ -	\$ -	\$ -
5310	FEDERAL	FY18 5310 Mercy Op	OH-2018-030-00	50%	2018	\$ 33,197.00	\$ (37,278.00)	\$ -	\$ -	\$ -
5310	FEDERAL	FY18 5310 ABCD Op	OH-2018-030-00	50%	2018	\$ 51,564.00	\$ (51,564.00)	\$ -	\$ -	\$ -
5310	FEDERAL	FY18 5310 ABCD Cap	OH-2018-030-00	80%	2018	\$ 63,950.00	\$ (63,950.00)	\$ -	\$ -	\$ -
5310	FEDERAL	FY18 5310 TWI Cap	OH-2018-030-00	80%	2018	\$ 56,606.00	\$ (56,606.00)	\$ -	\$ -	\$ -
5310	FEDERAL	FY18 5310 TWI Op	OH-2018-030-00	50%	2018	\$ 26,637.00	\$ (26,637.00)	\$ -	\$ -	\$ -
5310	FEDERAL	FY18 5310 JRC Cap	OH-2018-030-00	80%	2018	\$ 36,375.00	\$ (36,375.00)	\$ -	\$ -	\$ -
						\$ 298,140.00	\$ (285,596.00)	\$ 12,544.00	\$ -	\$ 12,544.00
CAPITAL	FEDERAL	FY19 5307 Microgrid	OH-2019-033-00	80%	2019	\$ -	\$ -	\$ -	\$ -	\$ -
OP	FEDERAL	FY19 5307 Op Expense	OH-2019-033-00	50%	2019	\$ 800,000.00	\$ (800,000.00)	\$ -	\$ -	\$ -
PM	FEDERAL	FY19 5307 P Maint	OH-2019-033-00	80%	2019	\$ 1,802,889.00	\$ (1,802,889.00)	\$ -	\$ -	\$ -
CAPITAL	FEDERAL	FY19 5307 ADA Reimb	OH-2019-033-00	80%	2019	\$ 280,000.00	\$ (280,000.00)	\$ -	\$ -	\$ -
SECURITY	FEDERAL	FY19 5307 Security	OH-2019-033-00	80%	2019	\$ 36,000.00	\$ (31,856.00)	\$ 4,144.00	\$ (5,479.13)	\$ (1,335.13)
TRANSIT ENH	FEDERAL	FY19 5307 T Enhancements	OH-2019-033-00	80%	2019	\$ 36,000.00	\$ (36,000.00)	\$ -	\$ -	\$ -
BUILDING	FEDERAL	FY19 5307 R&D Building	OH-2019-033-00	80%	2019	\$ 345,785.00	\$ (345,785.00)	\$ -	\$ -	\$ -
IT	FEDERAL	FY19 5307 Website Upgrade	OH-2019-033-00	80%	2019	\$ 80,000.00	\$ (80,000.00)	\$ -	\$ -	\$ -
MM	FEDERAL	FY19 5307 M Mobility	OH-2019-033-00	80%	2019	\$ 280,000.00	\$ (280,000.00)	\$ -	\$ -	\$ -
IT	FEDERAL	FY19 5307 IT Hardware	OH-2019-033-00	80%	2019	\$ 56,000.00	\$ (56,000.00)	\$ -	\$ -	\$ -
IT	FEDERAL	FY19 5307 IT Software	OH-2019-033-00	80%	2019	\$ 48,000.00	\$ (48,000.00)	\$ -	\$ -	\$ -
BUSES	FEDERAL	FY19 5307 <30ft Para Transits	OH-2019-033-00	80%	2019	\$ 169,600.00	\$ (169,600.00)	\$ -	\$ -	\$ -
						\$ 3,934,274.00	\$ (3,930,130.00)	\$ 4,144.00	\$ (5,479.13)	\$ (1,335.13)
FAREBOXES	STATE	Farebox Local Match	OTPP-0084-GRF-202	100%	2020	\$ 440,857.00	\$ (440,857.00)	\$ -	\$ -	\$ -
IMI	STATE	Validators	OTPP-0084-GRF-203	100%	2020	\$ 280,676.00	\$ (148,273.62)	\$ 132,402.38	\$ (315,066.00)	\$ (182,663.62)
						\$ 721,533.00	\$ (589,130.62)	\$ 132,402.38	\$ (315,066.00)	\$ (182,663.62)
BUSES	FEDERAL	4 CMAQ CNG Buses	OH-2020-011-00	80%	2020	\$ 1,856,000.00	\$ (1,754,837.00)	\$ 101,163.00	\$ -	\$ 101,163.00
HYDRO STATION	FEDERAL	CMAQ Hydrogen Station	OH-2020-011-00	90%	2020	\$ 1,240,000.00	\$ (78,464.00)	\$ 1,161,536.00	\$ (1,491,865.95)	\$ (330,329.95)
						\$ 3,096,000.00	\$ (1,833,301.00)	\$ 1,262,699.00	\$ (1,491,865.95)	\$ (229,166.95)
BUILDING	FEDERAL	FY20 5307 Building Construction	OH-2020-030-00	80%	2020	\$ 1,464,408.00	\$ (1,140,692.00)	\$ 323,716.00	\$ (758,755.00)	\$ (435,039.00)
BUILDING	FEDERAL	FY20 5307 Massillon Transit Center	OH-2020-030-00	80%	2020	\$ 800,000.00	\$ -	\$ 800,000.00	\$ -	\$ 800,000.00
BUSES	FEDERAL	FY20 5307 Buses 1 35' 2 30'	OH-2020-030-00	80%	2020	\$ 1,200,000.00	\$ (1,200,000.00)	\$ -	\$ -	\$ -
PM	FEDERAL	FY20 5307 P Maint	OH-2020-030-00	80%	2020	\$ 292,229.00	\$ (292,229.00)	\$ -	\$ -	\$ -
SECURITY	FEDERAL	FY20 5307 Security	OH-2020-030-00	80%	2020	\$ 36,000.00	\$ (36,000.00)	\$ -	\$ -	\$ -
IT	FEDERAL	FY20 5307 IT Hardware	OH-2020-030-00	80%	2020	\$ 20,000.00	\$ (20,000.00)	\$ -	\$ -	\$ -
IT	FEDERAL	FY20 5307 IT Software	OH-2020-030-00	80%	2020	\$ 20,000.00	\$ (20,000.00)	\$ -	\$ -	\$ -
MM	FEDERAL	FY20 5307 M Mobility	OH-2020-030-00	80%	2020	\$ 200,000.00	\$ (182,504.00)	\$ 17,496.00	\$ -	\$ 17,496.00
						\$ 4,032,637.00	\$ (2,891,425.00)	\$ 1,141,212.00	\$ (758,755.00)	\$ 382,457.00
IMI	FEDERAL	IMI Research CSU	OH-2020-032-00	100%	2020	\$ 242,500.00	\$ (233,624.00)	\$ 8,876.00	\$ (28,289.00)	\$ (19,413.00)
IMI	FEDERAL	IMI Research Masabi	OH-2020-032-00	100%	2020	\$ 622,443.00	\$ (91,351.00)	\$ 531,092.00	\$ (531,092.00)	\$ -
IMI	FEDERAL	IMI Research Calstart	OH-2020-032-00	100%	2020	\$ 404,000.00	\$ (288,723.00)	\$ 115,277.00	\$ (128,297.00)	\$ (13,020.00)
IMI	FEDERAL	IMI Research TANK	OH-2020-032-00	100%	2020	\$ 148,560.00	\$ (148,560.00)	\$ -	\$ -	\$ -
IMI	FEDERAL	IMI Research SORTA	OH-2020-032-00	100%	2020	\$ 150,000.00	\$ (150,000.00)	\$ -	\$ -	\$ -
IMI	FEDERAL	IMI Research Laketran	OH-2020-032-00	100%	2020	\$ 7,785.00	\$ (7,785.00)	\$ -	\$ -	\$ -
IMI	FEDERAL	IMI Research Medina County	OH-2020-032-00	100%	2020	\$ 8,075.00	\$ (8,075.00)	\$ -	\$ -	\$ -
IMI	FEDERAL	IMI Research Sandusky	OH-2020-032-00	100%	2020	\$ 13,534.00	\$ -	\$ 13,534.00	\$ (13,534.00)	\$ -
IMI	FEDERAL	IMI Research SEAT	OH-2020-032-00	100%	2020	\$ 13,534.00	\$ (13,534.00)	\$ -	\$ -	\$ -
IMI	FEDERAL	IMI Research SARTA	OH-2020-032-00	100%	2020	\$ 102,480.00	\$ -	\$ 102,480.00	\$ (22,831.00)	\$ 79,649.00
IMI	FEDERAL	IMI Research NEORide	OH-2020-032-00	100%	2020	\$ 76,530.00	\$ (76,530.00)	\$ -	\$ -	\$ -
IMI	FEDERAL	IMI Research Other	OH-2020-032-00	100%	2020	\$ 208,062.00	\$ (27,864.00)	\$ 180,198.00	\$ (12,135.57)	\$ 168,062.43
						\$ 1,997,503.00	\$ (1,046,046.00)	\$ 951,457.00	\$ (736,178.57)	\$ 215,278.43



5310	FEDERAL	FY20 5310 SARTA Admin	OH-2020-042-00	100%	2020	\$ 30,368.00	\$ (3,803.00)	\$ 26,565.00	\$ -	\$ 26,565.00
BUSES	FEDERAL	FY20 5310 SARTA <30 Vehicle	OH-2020-042-00	80%	2020	\$ 13,812.00	\$ -	\$ 13,812.00	\$ (17,265.00)	\$ (3,453.00)
5310	FEDERAL	FY20 5310 FCC Op	OH-2020-042-00	50%	2020	\$ 27,364.00	\$ -	\$ 27,364.00	\$ (27,364.00)	\$ -
5310	FEDERAL	FY20 5310 ABCD Op	OH-2020-042-00	50%	2020	\$ 35,000.00	\$ (35,000.00)	\$ -	\$ -	\$ -
5310	FEDERAL	FY20 5310 ABCD Cap	OH-2020-042-00	80%	2020	\$ 76,542.00	\$ (61,234.00)	\$ 15,308.00	\$ -	\$ 15,308.00
5310	FEDERAL	FY20 5310 TWI Cap	OH-2020-042-00	80%	2020	\$ 62,968.00	\$ (62,968.00)	\$ -	\$ -	\$ -
5310	FEDERAL	FY20 5310 TWI Op	OH-2020-042-00	50%	2020	\$ 27,857.00	\$ (27,857.00)	\$ -	\$ -	\$ -
5310	FEDERAL	FY20 5310 JRC Op	OH-2020-042-00	50%	2020	\$ 10,771.00	\$ (5,386.00)	\$ 5,385.00	\$ -	\$ 5,385.00
5310	FEDERAL	FY20 5310 SARTA MM	OH-2020-042-00	50%	2020	\$ 19,000.00	\$ (1,603.00)	\$ 17,397.00	\$ -	\$ 17,397.00
						\$ 303,682.00	\$ (197,851.00)	\$ 105,831.00	\$ (44,629.00)	\$ 61,202.00
BUILDING	FEDERAL	FY20 5339 Bldg Construction	OH-2020-056-00	80%	2020	\$ 962,130.00	\$ (325,142.00)	\$ 636,988.00	\$ (352,691.42)	\$ 284,296.58
						\$ 962,130.00	\$ (325,142.00)	\$ 636,988.00	\$ (352,691.42)	\$ 284,296.58
BUSES	FEDERAL	DERG 6+2 <30' CNG Buses	OH-2021-001-00	80%	2020	\$ 758,035.00	\$ (758,035.00)	\$ -	\$ -	\$ -
BUSES	FEDERAL	FY21 DERG 7 30' CNG Buses	OH-2021-001-00	78%	2021	\$ 830,919.18	\$ (388,623.00)	\$ 442,296.18	\$ -	\$ 442,296.18
BUSES	FEDERAL	FY22 DERG	Pending	80%	2022	\$ 2,000,000.00	\$ -	\$ 2,000,000.00	\$ -	\$ 2,000,000.00
PLANNING	FEDERAL	FY22 OTPP- Employment and Health Passes	Pending	80%	2022	\$ 108,000.00	\$ -	\$ 108,000.00	\$ -	\$ 108,000.00
CAPITAL	FEDERAL	FY22 OTPP- Facility Electrical Upgrade	Pending	80%	2022	\$ 400,000.00	\$ -	\$ 400,000.00	\$ -	\$ 400,000.00
HYDRO STATION	FEDERAL	FY22 OTPP- Expansion of Hydro Tanks	Pending	80%	2022	\$ 1,200,000.00	\$ -	\$ 1,200,000.00	\$ -	\$ 1,200,000.00
						\$ 5,296,954.18	\$ (1,146,658.00)	\$ 4,150,296.18	\$ -	\$ 4,150,296.18
WAYNE	STATE	Bus Security Cameras	OTPP-0084-GRF-215	100%	2021	\$ 35,000.00	\$ (35,000.00)	\$ -	\$ -	\$ -
WAYNE	STATE	Wayne Co Operating	OTPP-4084-GRF-211	100%	2021	\$ 192,281.00	\$ (192,281.00)	\$ -	\$ -	\$ -
WAYNE	STATE	OTP2 Wayne Co 5 <30' Vans	OTPP-0084-GRF-214	100%	2021	\$ 323,430.00	\$ (323,430.00)	\$ -	\$ -	\$ -
						\$ 550,711.00	\$ (550,711.00)	\$ -	\$ -	\$ -
Wayne	STATE	Purchase Computer software	CARE-0084-064-214	100%	2021	\$ 7,676.00	\$ -	\$ 7,676.00	\$ -	\$ 7,676.00
Wayne	STATE	Surveillance/Security	CARE-0084-064-215	100%	2021	\$ 78,000.00	\$ (35,400.00)	\$ 42,600.00	\$ -	\$ 42,600.00
Wayne	STATE	Purchase Fare Collection equipment	CARE-0084-064-216	100%	2021	\$ 42,000.00	\$ -	\$ 42,000.00	\$ -	\$ 42,000.00
WAYNE	STATE	5339 Wayne Co Buses	084-CARE-21-0200	100%	2021	\$ 237,519.00	\$ (223,020.00)	\$ 14,499.00	\$ -	\$ 14,499.00
						\$ 365,195.00	\$ (258,420.00)	\$ 106,775.00	\$ -	\$ 106,775.00
WAYNE	STATE	5311 Wayne Co Op Exp	RPTF-4084-GRF-211	100%	2021	\$ 1,001,274.00	\$ (614,800.67)	\$ 386,473.33	\$ -	\$ 386,473.33
						\$ 1,001,274.00	\$ (399,732.44)	\$ 601,541.56	\$ (340,244.04)	\$ 261,297.52
5310	FEDERAL	FY21 CRRSSA 5310 Mercy Op	OH-2021-005	100%	2021	\$ 15,000.00	\$ (13,766.00)	\$ 1,234.00	\$ -	\$ 1,234.00
5310	FEDERAL	FY21 CRRSSA 5310 FCC Op	OH-2021-005	100%	2021	\$ 5,000.00	\$ (5,000.00)	\$ -	\$ -	\$ -
5310	FEDERAL	FY21 CRRSSA 5310 ABCD Op	OH-2021-005	100%	2021	\$ 17,693.00	\$ (17,693.00)	\$ -	\$ -	\$ -
5310	FEDERAL	FY21 CRRSSA 5310 Foundations Op	OH-2021-005	100%	2021	\$ -	\$ -	\$ -	\$ -	\$ -
5310	FEDERAL	FY21 CRRSSA 5310 TWI Op	OH-2021-005	100%	2021	\$ 12,000.00	\$ (12,000.00)	\$ -	\$ -	\$ -
5310	FEDERAL	FY21 CRRSSA 5310 JRC Op	OH-2021-005	100%	2021	\$ 3,000.00	\$ (3,000.00)	\$ -	\$ -	\$ -
						\$ 52,693.00	\$ (51,459.00)	\$ 1,234.00	\$ -	\$ 1,234.00
SECURITY	FEDERAL	FY21 CRRSSA Security	OH-2021-006	100%	2021	\$ 47,040.00	\$ (47,040.00)	\$ -	\$ -	\$ -
OP	FEDERAL	FY21 CRRSSA Op Exp	OH-2021-006	100%	2021	\$ 4,656,980.00	\$ (1,204,458.00)	\$ 3,452,522.00	\$ -	\$ 3,452,522.00
						\$ 4,704,020.00	\$ (1,251,498.00)	\$ 3,452,522.00	\$ -	\$ 3,452,522.00
PLANNING	STATE	FY21 Community Immunity Program	GRFV-4084-GRV-210	100%	2021	\$ 226,732.00	\$ (226,732.00)	\$ -	\$ -	\$ -
						\$ 226,732.00	\$ (226,732.00)	\$ -	\$ -	\$ -
WAYNE	STATE	FY21 Wayne Co Community Immunity Program	GRFV-4084-GRV-210	100%	2021	\$ 69,133.00	\$ (69,133.00)	\$ -	\$ -	\$ -
						\$ 69,133.00	\$ (69,133.00)	\$ -	\$ -	\$ -
OP	FEDERAL	FY21 American Rescue Plan	OH-2021-024	100%	2021	\$ 12,261,078.00	\$ (8,619,735.00)	\$ 3,641,343.00	\$ (140,332.06)	\$ 3,501,010.94
						\$ 12,261,078.00	\$ (8,619,735.00)	\$ 3,641,343.00	\$ (140,332.06)	\$ 3,501,010.94
5310	FEDERAL	OH-2021-023 FY21 ARPA (JRC)	OH-2021-023	100%	2021	\$ 3,000.00	\$ -	\$ 3,000.00	\$ -	\$ 3,000.00
5310	FEDERAL	OH-2021-023 FY21 ARPA ABCD	OH-2021-023	100%	2021	\$ 11,388.00	\$ -	\$ 11,388.00	\$ (11,388.00)	\$ -
5310	FEDERAL	OH-2021-023 FY21 ARPA Foundat	OH-2021-023	100%	2021	\$ -	\$ -	\$ -	\$ -	\$ -
5310	FEDERAL	OH-2021-023 FY21 ARPA Mercy	OH-2021-023	100%	2021	\$ 21,947.00	\$ (21,636.00)	\$ 311.00	\$ -	\$ 311.00
5310	FEDERAL	OH-2021-023 FY21 ARPA TWI	OH-2021-023	100%	2021	\$ 8,699.00	\$ (8,699.00)	\$ -	\$ -	\$ -
5310	FEDERAL	OH-2021-023 FY22 ARPA 5310	OH-2021-023	100%	2021	\$ 7,660.00	\$ -	\$ 7,660.00	\$ -	\$ 7,660.00



						\$	52,694.00	\$	-	\$	22,359.00	\$	(11,388.00)	\$	10,971.00
CNG FACILITY	FEDERAL	FY21 CNG FACILITY	OH-2021-046-00	80%	2021	\$	2,000,000.00	\$	(849,814.00)	\$	1,150,186.00	\$	(1,268,052.64)	\$	(117,866.64)
HYDRO STATION	FEDERAL	FY21 5307 HYDRO STATION	OH-2021-046-00	80%	2021	\$	366,936.00	\$	-	\$	366,936.00	\$	(121,480.00)	\$	245,456.00
PM	FEDERAL	FY21 5307 PM	OH-2021-046-00	80%	2021	\$	181,536.00	\$	(176,672.00)	\$	4,864.00	\$	(6,080.00)	\$	(1,216.00)
BUILDING	FEDERAL	FY21 5307 Massillon Transit Center Project	OH-2021-046-00	80%	2021	\$	1,120,807.00	\$	-	\$	1,120,807.00	\$	-	\$	1,120,807.00
TOOLS	FEDERAL	2021 5307 TOOLS	OH-2021-046-00	80%	2021	\$	6,000.00	\$	(4,864.00)	\$	1,136.00	\$	(1,215.99)	\$	(79.99)
TRANSIT ENH	FEDERAL	FY21 5307 TRANSIT ENHANSMENT	OH-2021-046-00	80%	2021	\$	45,000.00	\$	(18,806.00)	\$	26,194.00	\$	(5,000.00)	\$	21,194.00
IT	FEDERAL	FY21 5307 SOFTWARE	OH-2021-046-00	80%	2021	\$	244,000.00	\$	(111,101.00)	\$	132,899.00	\$	(85,403.90)	\$	47,495.10
IT	FEDERAL	FY21 5307 HARDWARE	OH-2021-046-00	80%	2021	\$	28,000.00	\$	(19,392.00)	\$	8,608.00	\$	(742.50)	\$	7,865.50
						\$	3,992,279.00	\$	(1,180,649.00)	\$	2,811,630.00	\$	(1,487,975.03)	\$	1,323,654.97
5310	FEDERAL	FY 21 ABCD BUS REPLACEMENT	OH-2021-036-00	100%	2021	\$	72,126.00	\$	(72,126.00)	\$	-	\$	-	\$	-
5310	FEDERAL	FY 21 ABCD OPERATING	OH-2021-036-00	100%	2021	\$	26,704.00	\$	(26,704.00)	\$	-	\$	-	\$	-
5310	FEDERAL	FY 2021 FCC BUS REPLACEMENT	OH-2021-036-00	100%	2021	\$	71,239.00	\$	-	\$	71,239.00	\$	-	\$	71,239.00
5310	FEDERAL	FY 2021 FCC OPERATING	OH-2021-036-00	100%	2021	\$	20,750.00	\$	-	\$	20,750.00	\$	-	\$	20,750.00
5310	FEDERAL	FY 21 MERCY OPERATING	OH-2021-036-00	100%	2021	\$	37,894.00	\$	(3,675.00)	\$	34,219.00	\$	(34,279.10)	\$	(60.10)
5310	FEDERAL	FY 21 WORKSHOP BUS EXPANSION	OH-2021-036-00	100%	2021	\$	66,366.00	\$	(66,366.00)	\$	-	\$	-	\$	-
5310	FEDERAL	FY 21 WORKSHOP OPERATING	OH-2021-036-00	100%	2021	\$	12,575.00	\$	(12,575.00)	\$	-	\$	-	\$	-
						\$	307,654.00	\$	(181,446.00)	\$	126,208.00	\$	(34,279.10)	\$	91,928.90
HYDRO STATION	STATE	FY22 UTP- Hydrogen Station Tanks	TUTP-0084-GRF-221	100%	2022	\$	500,000.00	\$	-	\$	500,000.00	\$	(138,270.00)	\$	361,730.00
PM	STATE	FY22 UTP- Preventive Maintenance	TUTP-0084-GRF-222	100%	2022	\$	98,181.00	\$	(97,086.35)	\$	1,094.65	\$	(1,094.65)	\$	(0.00)
						\$	598,181.00	\$	(97,086.35)	\$	501,094.65	\$	(139,364.65)	\$	361,730.00
5310	FEDERAL	FY22 ABCD Capital	OH-2022-036-00	100%	2022	\$	90,051.00	\$	(90,051.00)	\$	-	\$	-	\$	-
5310	FEDERAL	FY22 ABCD Bus Capital Overages	OH-2022-036-00	100%	2022	\$	17,925.00	\$	-	\$	17,925.00	\$	-	\$	17,925.00
5310	FEDERAL	FY22 TWI Bus Capital Overages	OH-2022-036-00	100%	2022	\$	27,718.00	\$	-	\$	27,718.00	\$	-	\$	27,718.00
5310	FEDERAL	FY22 ABCD Operating	OH-2022-036-00	100%	2022	\$	76,440.00	\$	(11,507.00)	\$	64,933.00	\$	(64,933.00)	\$	-
5310	FEDERAL	FY22 TWI Capital	OH-2022-036-00	100%	2022	\$	78,530.00	\$	(25,661.00)	\$	52,869.00	\$	-	\$	52,869.00
5310	FEDERAL	FY22 TWI Operating	OH-2022-036-00	100%	2022	\$	43,186.00	\$	(43,186.00)	\$	-	\$	-	\$	-
						\$	333,850.00	\$	(170,405.00)	\$	163,445.00	\$	(64,933.00)	\$	98,512.00
BUS	FEDERAL	FY22 5339 Vehicle Replacement	OH-2022-030-00	80%	2022	\$	439,345.00	\$	-	\$	439,345.00	\$	(75,359.47)	\$	363,985.53
BUS	FEDERAL	FY22 5307 40' Bus Replacement	OH-2022-030-00	80%	2022	\$	1,375,613.00	\$	-	\$	1,375,613.00	\$	-	\$	1,375,613.00
BUS	FEDERAL	FY22 5307 Support Vehicle Replacement	OH-2022-030-00	80%	2022	\$	80,000.00	\$	(71,387.00)	\$	8,613.00	\$	-	\$	8,613.00
Capital	FEDERAL	FY22 5307 Transit Enhancements	OH-2022-030-00	80%	2022	\$	51,300.00	\$	(25,661.00)	\$	25,639.00	\$	(32,048.75)	\$	(6,409.75)
Security	FEDERAL	FY22 5307 Security	OH-2022-030-00	80%	2022	\$	51,300.00	\$	(41,721.00)	\$	9,579.00	\$	(10,150.00)	\$	(571.00)
Tools	FEDERAL	FY22 5307 Tools	OH-2022-030-00	80%	2022	\$	130,000.00	\$	-	\$	130,000.00	\$	-	\$	130,000.00
Building	FEDERAL	FY22 5307 HVAC upgrades	OH-2022-030-00	80%	2022	\$	320,000.00	\$	(17,336.00)	\$	302,664.00	\$	(397,647.50)	\$	(94,983.50)
Building	FEDERAL	FY22 5307 Massillon Transit Center	OH-2022-030-00	80%	2022	\$	2,000,000.00	\$	-	\$	2,000,000.00	\$	(2,500,000.00)	\$	(500,000.00)
Building	FEDERAL	FY22 5307 Building Expansion	OH-2022-030-00	80%	2022	\$	-	\$	-	\$	-	\$	-	\$	-
IT	FEDERAL	FY22 5307 Hardware	OH-2022-030-00	80%	2022	\$	76,240.00	\$	(65,337.00)	\$	10,903.00	\$	-	\$	10,903.00
IT	FEDERAL	FY22 5307 Software	OH-2022-030-00	80%	2022	\$	869,600.00	\$	(14,525.00)	\$	855,075.00	\$	-	\$	855,075.00
IT	FEDERAL	FY22 5307 Phone Service upgrade	OH-2022-030-00	80%	2022	\$	96,000.00	\$	-	\$	96,000.00	\$	-	\$	96,000.00
Other	FEDERAL	FY22 5307 RHFCC THOM/HENN	OH-2022-030-00	80%	2022	\$	80,000.00	\$	(42,987.00)	\$	37,013.00	\$	(32,861.27)	\$	4,151.73
						\$	5,569,398.00	\$	(278,954.00)	\$	5,290,444.00	\$	(3,048,066.99)	\$	2,242,377.01
Capital	STATE	FY23 UTP Electrical Upgrade	TUTP-0084-GRU-231	100%	2022	\$	240,000.00	\$	(9,400.00)	\$	230,600.00	\$	(50,000.00)	\$	180,600.00
Capital	STATE	FY23 UTP Other Building Maintenance	TUTP-0084-GRU-232	100%	2022	\$	355,537.00	\$	(82,560.00)	\$	272,977.00	\$	-	\$	272,977.00
						\$	595,537.00	\$	(91,960.00)	\$	503,577.00	\$	(50,000.00)	\$	453,577.00
Hardware	STATE	FY23 OTTP Equipment	Pending			\$	148,000.00	\$	-	\$	148,000.00	\$	-	\$	148,000.00
Building	STATE	FY23 OTTP Building	Pending			\$	2,000,000.00	\$	-	\$	2,000,000.00	\$	-	\$	2,000,000.00
Buses	STATE	FY23 OTTP Buses	Pending			\$	652,680.00	\$	-	\$	652,680.00	\$	-	\$	652,680.00
						\$	2,800,680.00	\$	-	\$	2,800,680.00	\$	-	\$	2,800,680.00
WAYNE	STATE	FY23 OTTP Wayne OPER	OTPP-4084-GRU-232	100%	2022	\$	70,000.00	\$	-	\$	70,000.00	\$	-	\$	70,000.00
						\$	70,000.00	\$	-	\$	70,000.00	\$	-	\$	70,000.00
Buses	FEDERAL	FY22 LoNo 12 CNG LTV	Pending	85%	2022	\$	2,393,600.00	\$	-	\$	2,393,600.00	\$	-	\$	2,393,600.00
						\$	2,393,600.00	\$	-	\$	2,393,600.00	\$	-	\$	2,393,600.00



BUS	FEDERAL	FY23 CR Hydrogen Paratransit Bus and Add-ons	Awarded	79%	2023	\$	422,650.00	\$	-	\$	422,650.00	\$	-	\$	422,650.00
BUS	FEDERAL	FY28 CR Hydrogen Paratransit Bus and Add-ons	Awarded	79%	2028	\$	422,650.00	\$	-	\$	422,650.00	\$	-	\$	422,650.00
						\$	845,300.00	\$	-	\$	845,300.00	\$	-	\$	845,300.00
Buses	FEDERAL	FY23 DERG 35' CNG Low Floor Buses	Awarded	80%	2023	\$	1,539,180.00	\$	-	\$	1,539,180.00	\$	-	\$	1,539,180.00
						\$	1,539,180.00	\$	-	\$	1,539,180.00	\$	-	\$	1,539,180.00

Active Grants Total: \$ 51,385,537.18 \$ (29,373,455.41) \$ 21,981,746.77 \$ (9,021,247.94) \$ 12,960,498.83

Pending Grants Total: \$ 11,286,760.00 \$ - \$ 11,286,760.00 \$ - \$ 11,286,760.00

Grand Totals: \$ 62,672,297.18 \$ (29,373,455.41) \$ 33,268,506.77 \$ (9,021,247.94) \$ 24,247,258.83

Development & Special Projects



Clayton Popik, Director

Department of Development & Special Projects
March 14, 2023
Board Report for Meeting – March 22, 2023

Massillon Transit Center

The Massillon Transit Center construction saw mobilization and excavation activities throughout February. Storm water management had begun on the site with the digging of the retention basin and burying of storm sewer. March will see building construction begin with the pouring of the foundation on the 9th and masonry work in the coming weeks.

Gateway Site

The final step for the Early Sitework project will begin in the coming weeks with the cleaning of the original storm water retention basin at the southeast corner of the property. Stark Soil and Water required that this area be returned to the pre-existing conditions from 2013 when the parking lot saw its first expansion. This will be the last task of this project to be completed.

Clean Energy will be installing the new fuel dispensers and start-up of the new compressors in the coming week. These are the last major steps to this project. The final step will be to put asphalt down where the trench was dug and open the parking lot back up.

The new administration building is moving along on schedule. February saw the completion of the necessary excavation of the site. March will be for pouring stem walls and the beginning of the construction of the exterior walls.

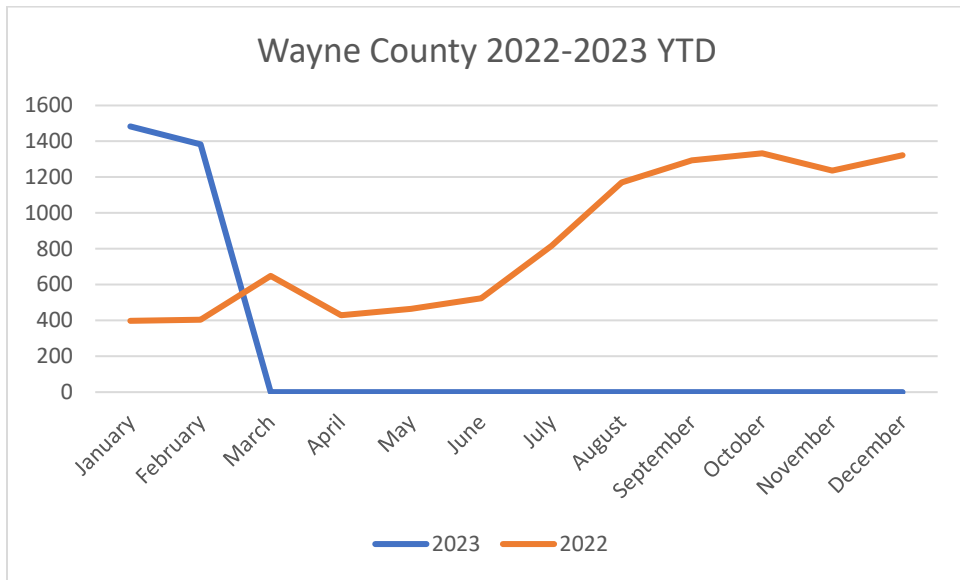
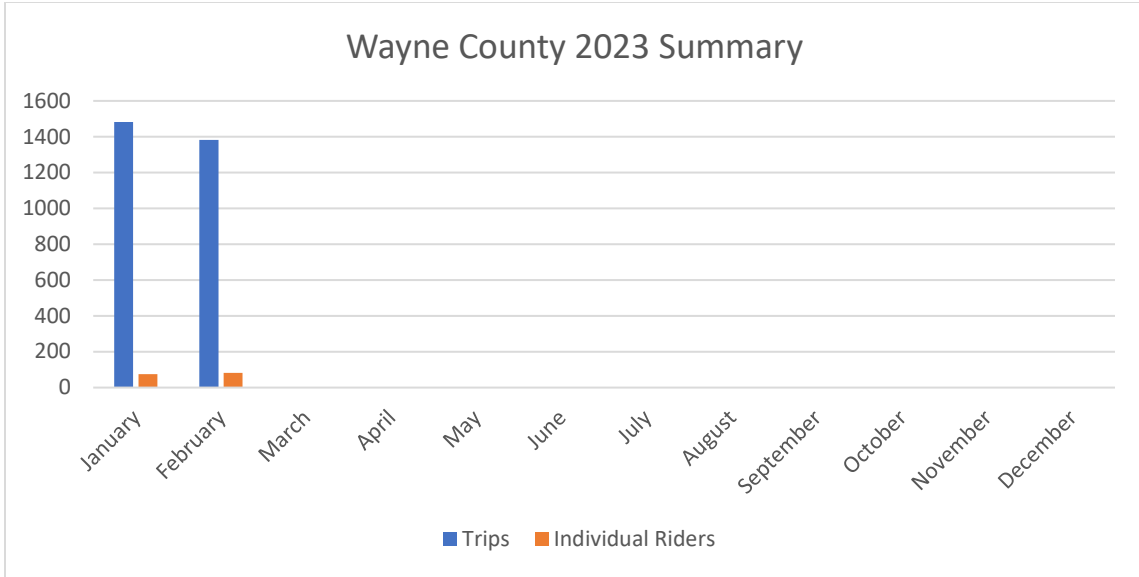
HVAC Repairs and Upgrades

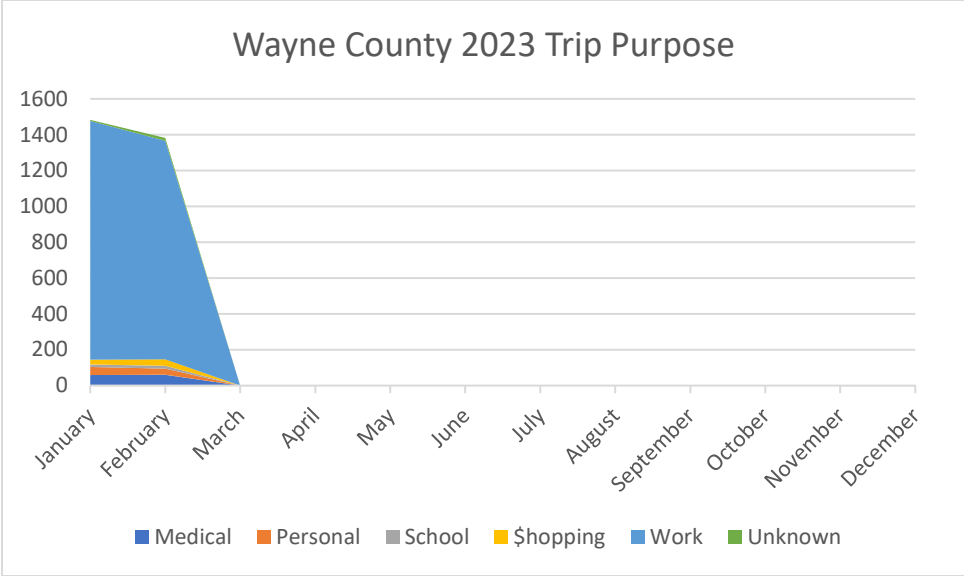
The HVAC replacement kicked off at the beginning of March. The first floor VAV box replacement and electronic upgrades are almost complete, and the second floor will begin in the coming weeks. The rooftop air conditioning unit will be replaced in October.

Wayne County Transit (WCT)

We provided a total of 1,383 trips in February transporting 82 individual riders. These trips consisted of work = 1,220; medical = 60; shopping = 37; school = 16, and personal = 34. The charts below illustrate the ridership trends for WCT.

We will be meeting with WSP in March to begin the final steps in completing the Wayne County Transit Strategic Plan. We will plan to bring that before the board in April.





Streetcar

The feasibility study is officially complete and was presented to the board on March 8th. We will begin the next steps of looking into the environmental planning and review which was recommended in the study and supported through the board.

Customer Relations



Latrice Virola, Director

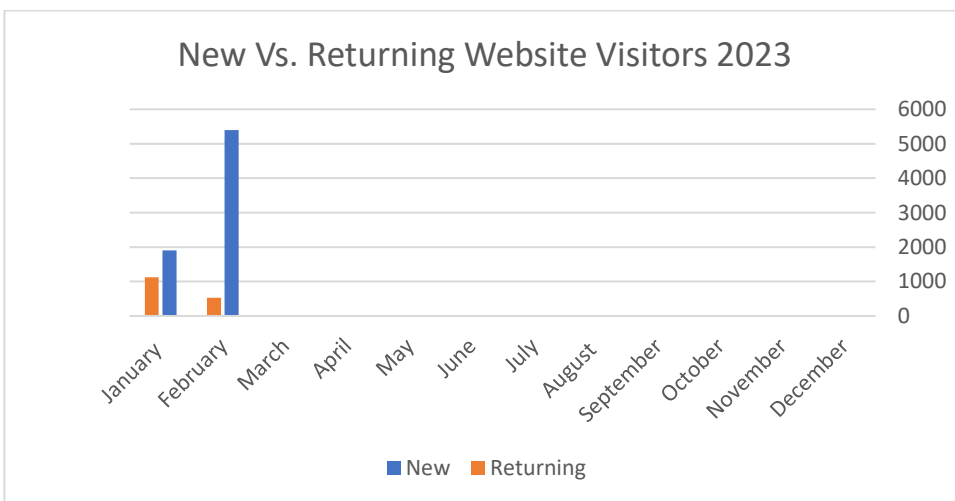
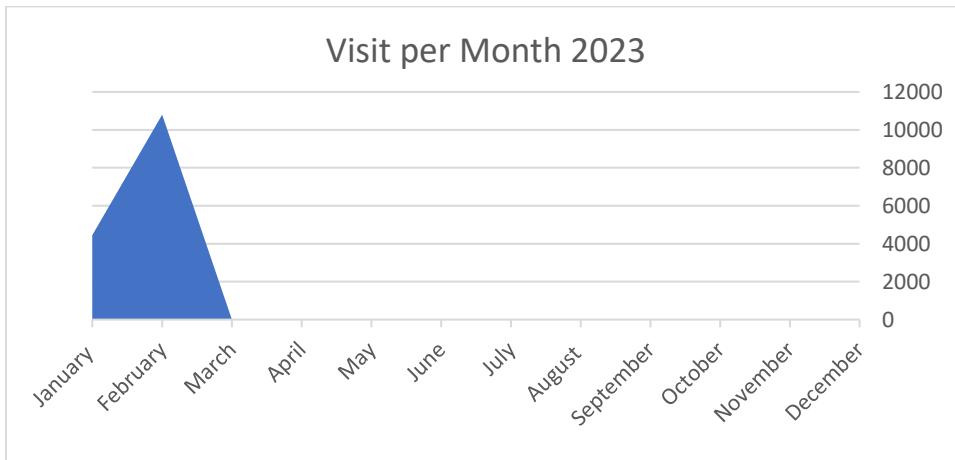
February 2023

Marketing & Public Outreach

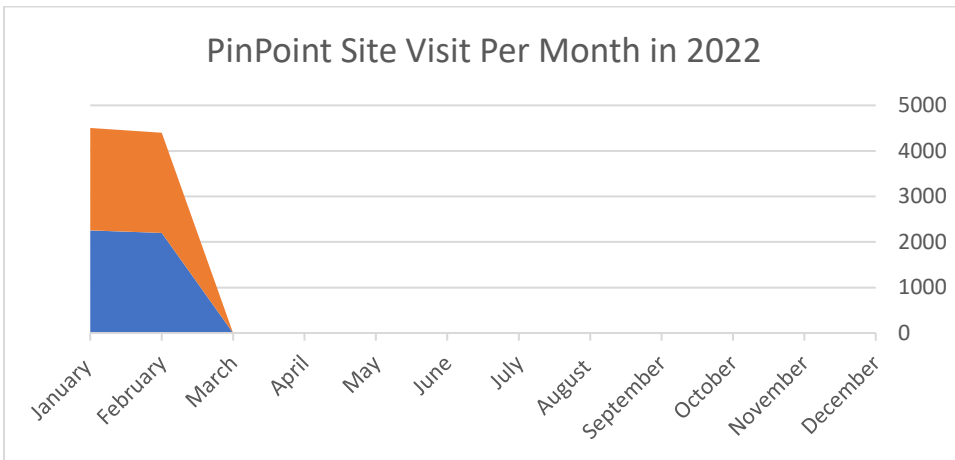
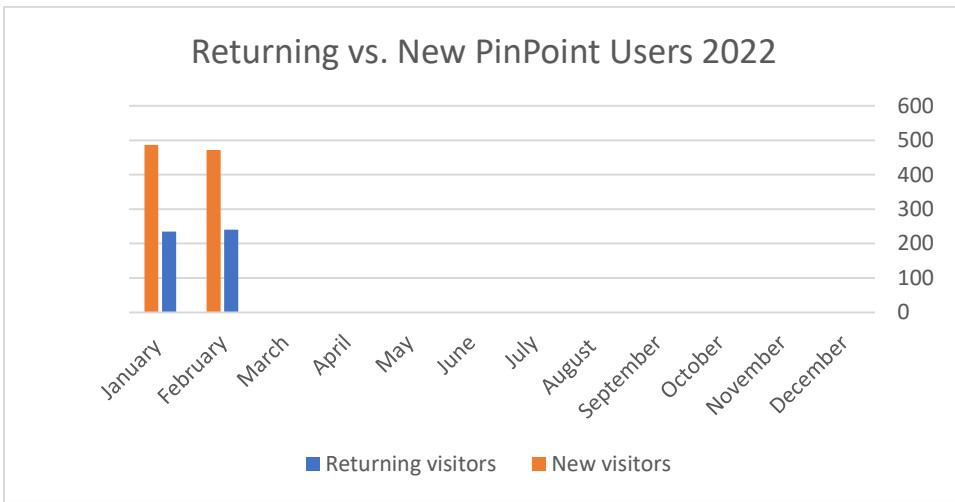
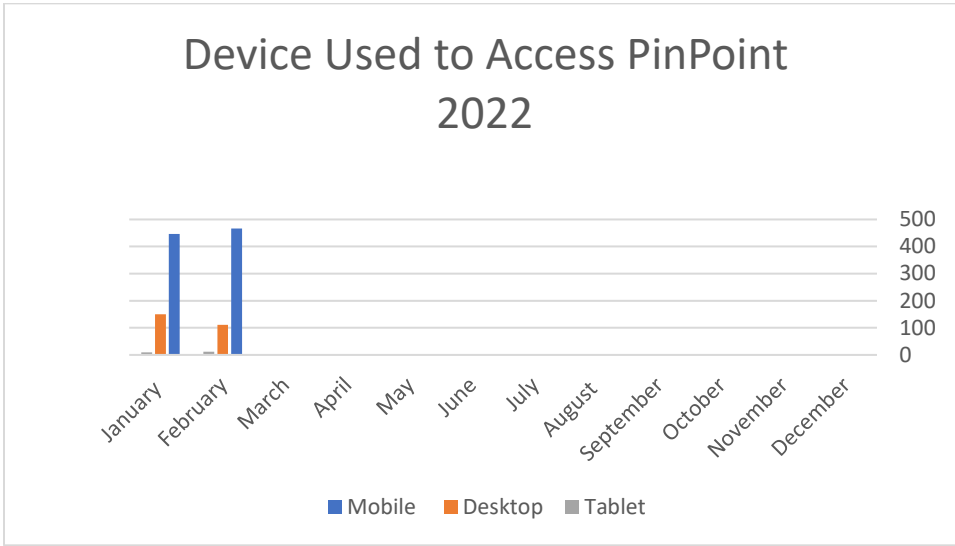
- SARTABuzz
 - 1 New Subscriber
- EZFare Sales:
 - One-Way: \$2,858.00
 - Passes: \$12,645
 - Pass Count:
 - All Day – 2686
 - Cleveland – 39
 - Proline – 439
 - Proline 10-Ride - 710
 - Regular 31-Day – 102
 - Wayne Co. – 71
- Social Media Activity:
 - Facebook
 - 4,507 likes to our page
 - 4,808 followers to our page
 - 23 new likes
 - 20 posts
 - 12 mentions
 - 10,000 Post Engagements
 - 2,953 Reactions
 - 406 Comments
 - 130 Shares
 - 700 Photo Views
 - 1,262 Link Clicks
 - Twitter
 - 928 followers
 - 2 re-tweets
 - 11 likes
 - 1 Link clicks
 - 1,079 impressions
 - 17 tweets
 - 471 mentions
 - 226 profile visits
 - 20 media engagements
- Instagram

- 759 total followers
- 10 new followers
- 12 images
- 73 image/video likes
- LinkedIn
 - 702 total followers
 - 885 impressions
 - 7 new followers
- YouTube
 - 140 subscribers
 - 0 shares
 - 699 total views to page
 - 180 minutes watched

- SARTA Website Activity

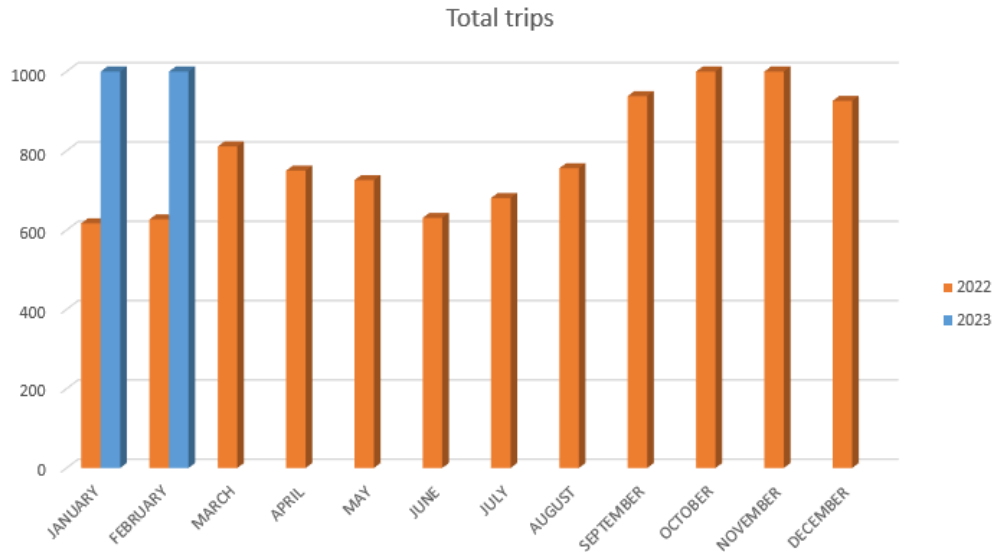


SARTA PinPoint App



Transportation Contracts

Contract Services has partnered with Aultman Orrville Hospital to transport clients from Wayne County to a location in Stark County. Also, rides have increased this month in 5 out of 8 contracts.



Community Outreach & Training

In the month of February, 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:

- Community Outreach
 - Travel Training- SARTA New Hire Employees
 - Community Career Fair- Canton South High School
 - Travel Training- Ohio Gratings, Inc
 - Ohio Loves Transit- Cornerstone Transit Center
 - Travel Training/Proline Training-Bob-O-Link Apartments
 - Wheelchair Assessments- Stark and Wayne Counties
- Social Media Post and Web Updates
 - Route Detours
 - SCORE Card- SARTA's new Tap Card Payment System
 - SARTA Important updates on Fare Transition

Answering questions via the phone about using SARTA services.

Information Technology



Craig Smith, Director



PROJECT REPORT

February 2023

PROJECT NAME	PURPOSE	PHASE	EST. COST	% COMPLETE
SARTA Revenue Fleet Farebox Replacement & Upgrade Project	SARTA's fare collection equipment is over 14 years old and must be replaced. SARTA is seeking an adequate replacement.	Active	\$2,204,285	98%
Installation of JRV Validators for EZFare	SARTA will begin outfitting their revenue fleet with JRV validators that will authenticate SARTA riders who use the EZFare app for bus fare. Currently, riders show their phone to drivers for visual validation.	Active	\$165,000	68%
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.	COMPLETE	\$100,000	100%
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	76%
Belden Village Passenger Information Sign Upgrade	The passenger information signs at SARTA's Belden Village transit center are being upgraded to take advantage of the new technology that will provide our riders with even more information.	Active	\$80,000	78%

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
Execution Start:	7/18/2019	Execution End:	2/1/2023
Funding Source for Project Cost		Vendor(s)	
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: This SARTA Revenue Fleet Farebox Replacement project is composed of multiple phases.

Phase 1: consisted of replacing the Odyssey fareboxes with the new Fast Fare fareboxes. Along with the fareboxes all associated production garage computer equipment [probe, test unit, network manager, and fare collection vault] was also replaced. After an initial, successful pilot of twelve (12) buses, the remaining buses were installed with the new Fast Fare fareboxes and Phase 1 was completed on May 30, 2020.

Phase 2: consists of setting up the ticket vending machine (TVM). The TVM will be located at the Cornerstone Transit Center. The TVM will be configured and setup to sell and reload the new SARTA fare media. When the Ticket Vending Machine (TVM) goes into production, Phase 2 will be complete.

Phase 3: includes Smart Card branding, configuration, setup and implementation of Administrative Point-of-Sale (APOS) / Retail-Point-of-Sale (RPOS) equipment. The APOS is a touch screen computer with built-in receipt printer that will simplify SARTA customer support representative's task of selling or encoding smart cards at SARTA transit centers. SARTA APOS also includes a smart card printer and camera that will allow the rider to have their picture on their smart card. RPOS is a terminal in which customers may make purchases or add value to their existing smart card at a retail location that SARTA partners with, such as grocery stores or local banks. Phase 3 also, includes establishing Genfare Link and completing testing. Phase 3 will end when Genfare Link goes live with new configuration that will be decided upon given SARTA's model and is accepted by SARTA.

SARTA Revenue Fleet Farebox Replacement & Upgrade Project (cont'd)

SARTA has moved from User Acceptance Testing (UAT) into production. We have received all of the SCORE Cards and are awaiting the arrival of the Limited Use Cards that are on back order due to supply chain issues. The card readers on the on board fareboxes has been activated and SARTA buses are taking the SCORE cards. SCORE Cards launched publicly, Wednesday, July 13th.

Although, there are various intricate issues that are being refined with regards to financial reporting and the Retail Point of Sale (RPOS) devices which will allow SARTA to partner with an approved company to sell SARTA SCORE Cards at their locations. As for now, the SCORE Cards are now available and working.

SARTA has received its second shipment of Limited Use Cards.

Installation of JRV Validators for EZFare

Project Description and Scope: SARTA will begin outfitting their revenue fleet with JRV validators that will authenticate SARTA riders who use the EZFare app for bus fare. Currently, riders show their phone to drivers for visual validation in order to board the bus. This process is tedious and can lead to riders boarding with 'faked' fare, such as screen shot image or a screen recording of an old EZFare QR code.

After the JRV validators are installed, the rider will place their smartphone up to the validator's bar code scanner and it will authenticate the rider's fare and announce with a loud audio beep and a green check mark for OK, or a loud buzz and red X for Not OK. The JRV Validator will only allow those fares that are current and valid to work, thus alleviating the risk of any 'faked' or phony EZFare QR Codes.

Project Approval:	June 14, 2021	Project Manager:	Craig Smith
Estimated Project Cost:	\$165,000.00	(Est. planning, execution, close-out)	
Est. 3 Future Yrs. Operational Cost:			
Execution Project Cost:	\$165,000.00	Execution Cost to Date:	\$141,369.00
Execution Start:	1/14/2022	Execution End:	04/02/2022
<u>Funding Source for Project Cost</u>		<u>Vendor(s)</u>	
Federal award	100%	Masabi	\$137,000.00
Local match	0%	Morrison Custom Welding	\$4,369.00

Project Status: After completing the Remote Site Survey, SARTA received the JRV Validators from Masabi. The installation of the production Masabi JRV has begun and to date we have sixty-seven (67) JRVs installed on buses in the SARTA fleet. We have a total of one hundred (100) JRVs to be installed. SARTA's service technicians are doing a great job with the installation. The goal is to be completed by March 2023.

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:	\$ 74,717.50
Execution Start:	10/5/2020	Execution End:	01/20/2023
<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 have the design of the website and have given feedback. SARTA has completed the information exchange with Planeteria Media and examined the functionality of the website. On January 10th, SARTA’s new website went live.

Although the new website is live, SARTA IT has continued to work with the website vendor and others to make sure the website’s accessibility features are working properly. The 1st round of changes are complete and the certified accessibility persons will reevaluate our new website from the perspective of someone with a range of disabilities and challenges. This is done to ensure our website is on par and accessible for all of our users.

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, 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.

- **-IVR:** provides automatic previous day reminder calls, as well as, automatic imminent arrival calls to clients to inform them of when their bus will be on the way. Also, allows clients to book trips, confirm or cancel trips over the telephone. **COMPLETE – 11/2/2021**
- **-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. **COMPLETE – 11/2/2021**
- **-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/drop off 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.

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
Execution Start:	10/1/2019	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. SARTA IT has been working with Trapeze by upgrading the map to incorporate more counties to accommodate SARTA's growing service area. Currently, we have the new map in our test environment and are testing the map for accuracy and functionality. The upgraded map includes Cuyahoga, Summit, Stark, and Wayne counties.

Belden Village Passenger Information Sign Upgrade Project

Project Description and Scope: SARTA's Belden Village Transit Center has had its current passenger information since the building was built back in 2012. As one of SARTA's popular transit hubs it was necessary for the signs to be upgraded to be able to give passengers even more information. SARTA chose to purchase MPTV EX37sw from Message Point Media. These displays are the next generation and a powerful content management system that integrate with a wide variety of different software systems and web services.

Project Approval:	10/25/2021	Project Manager:	Craig Smith
Estimated Project Cost:	\$80,000	(Est. planning, execution, close-out)	
Est. 3 Future Yrs. Operational Cost:			
Execution Project Cost:	\$80,000	Execution Cost to Date:	\$80,000
Execution Start:	01/21/2022	Execution End:	4/15/2023
<u>Funding Source for Project Cost</u>		<u>Vendor(s)</u>	
Federal award	80%	Message Point Media	
Local match	20%	Avail Technologies	

Project Status: This project is has begun, all six (6) signs were received by SARTA. The signs have been installed by the local sign company and SARTA IT will be provisioning the signs the week of October 24th. SARTA's Marketing department will provide the content for the screens, along with the route information.



Human Resources



Tammy Marie Brown
Director

Human Resources

As of February 28, 2023

Resignations, Terminations, and Probation Releases

Changes in Personnel		
Retirement	Termination	Released from probation
2	0	0

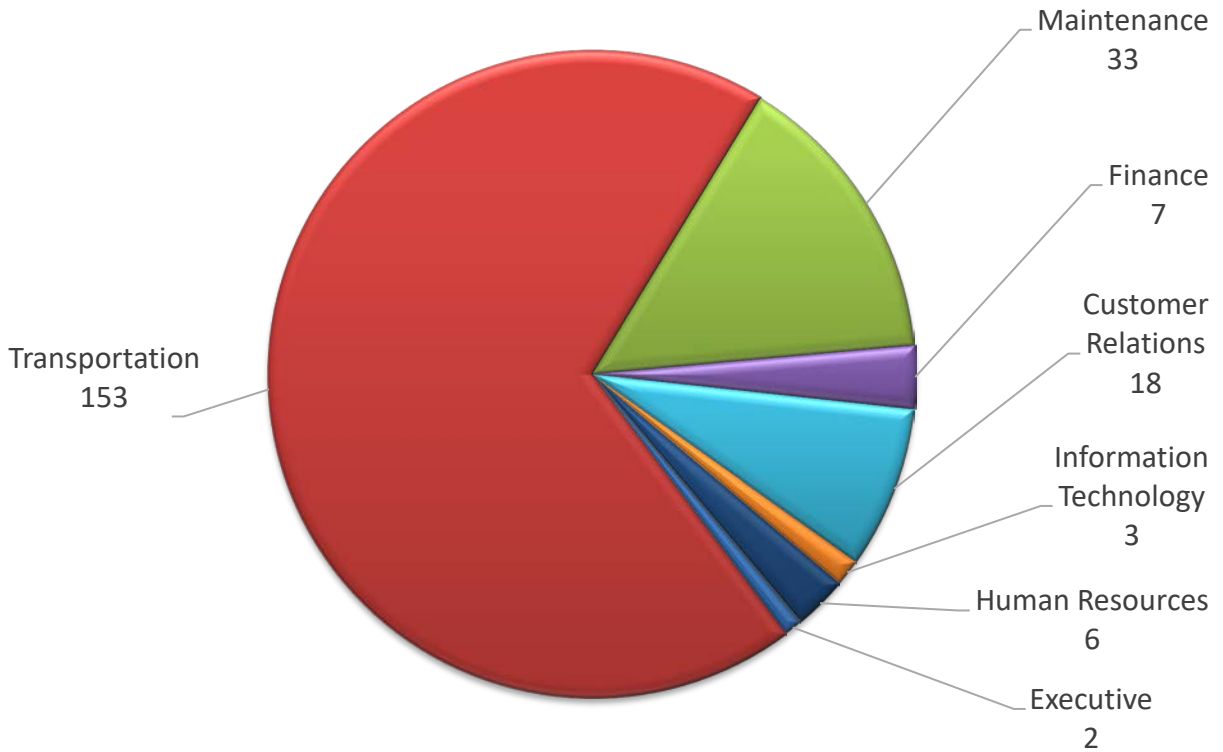
Current Openings

Position	Status
Maintenance Technician C (x4)	Currently Posted
Maintenance Supervisor	Orientation 3/13/2023
Customer Service Representative	Orientation 3/13/2023
CDL Coach Operator (x8)	Orientation 4/17/2023
NON-CDL Coach Operator (x4)	Orientation 4/10/2023

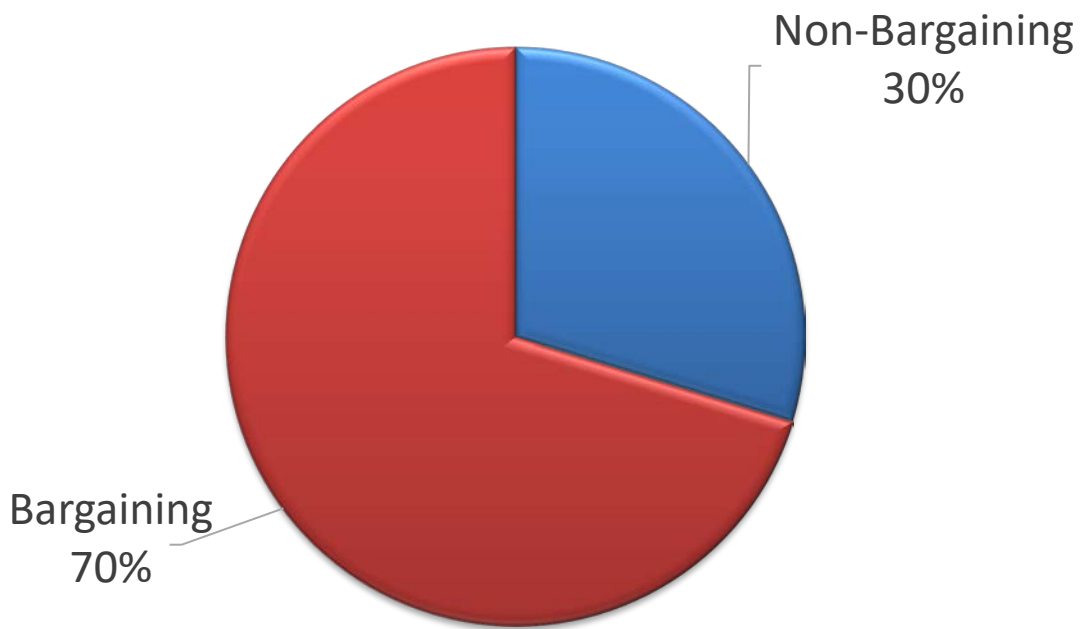
Current Staffing

Employees			
Department	Non Bargaining	Bargaining	Total
Executive	2	0	2
Transportation	19	134	153
Maintenance	11	22	33
Finance	7	0	7
Customer Relations	18	0	18
Information Technology	3	0	3
Human Resources	6	0	6
Total	66	156	222

Workforce Breakdown



Workforce Breakdown



FMLA / Short Term Disability

FMLA/Continuous Leave/Light Duty

- 0 on light duty
- 4 employees on FMLA continuous leave
- 12 employees on FMLA intermittent leave
- 2 employees on Short Term Disability

General Human Resources' Functions

- The first Lunch and Learn is scheduled. A representative from the YMCA will be presenting information on Stress Management to our employees who choose to attend. This supports the team member wellness initiative. This is a free service offered by the YMCA as part of the YMCA Workplace Wellness program.
- Two additional team members have enrolled in the YMCA payroll deduction plan.
- The Stuff the Bus Campaign is underway. This year's Stuff the Bus event is scheduled for April 14, 2023. Last year, SARTA collected 705lbs of food as SARTA's contribution to the event. We are on track to surpass that this year. As of March 17, 2023, 125lbs of food has been collected.
- Two HR representatives attend the Ohio Bureau of Workers' Compensation Safety Congress and Expo held in Columbus, OH.
- One HR Representative and one Transportation Representative attended the FTA Drug & Alcohol conference in San Diego, CA.
- Policies and Procedures are currently being updated.
- Research on internships and training programs are currently being conducted for the Maintenance Technician position.

Training

- Seven (7) new CDL Coach Operators are currently in training.
 - Four new CDL drivers tested on March 3, 2023 and obtained their Class B CDL. They will complete training on March 31st and start on the Extra Board on April 1, 2023.
 - Three started with the proper Class B CDL License and Endorsements. They are set to begin on the Extra Board starting the week of March 20, 2023.

For Your Information



Resolutions



Stark Area Regional Transit Authority

Resolution # _____, 2023

**A Resolution To Authorize the Executive Director/CEO to Enter into Contracts for FY 2023
Senator Brown’s Congressionally Directed Spending**

Whereas, the Board of Trustees authorized the Executive Director/ CEO to enter into a contract for the purpose of developing a regional call center for the “Senator Brown’s Congressionally Directed Spending” (CDS) in the amount of two hundred twenty-five thousand dollars (\$225,000); and

Whereas, the cost being issued to said companies are; NEORide in the amount of one hundred thirty thousand dollars (\$130,000) and the IBI Group in the amount of ninety-five thousand dollars (\$95,000) and;

Whereas, in order to participate in these programs for FY 2023 CDS Grant, SARTA will issue payments as listed above;

Now therefore be it resolved by the Board of the Stark Area Regional Transit Authority that the Executive Director/CEO has the authority to enter into a contract with the above companies in the amount of prices stated.

Date

Board President

Secretary-Treasurer

**AGREEMENT BETWEEN
STARK AREA REGIONAL TRANSIT AUTHORITY
AND
SUBRECIPIENT**

Re: Subagreement for Services related to the "EZConnect One-Call Center" project under Senator Sherrod Brown's Congressionally Directed Spending (CDS).

THIS AGREEMENT is made and entered into effective, as of the 24th of March 2023, by and between Stark Area Regional Transit Authority, 1600 Gateway Blvd SE Canton, OH 44707-3544, UEI TRYFK3G1AUT5, (hereinafter referred to as ("SARTA") and NEORide (hereinafter referred to as "Subrecipient") serves as the contract for services that SARTA agrees to provide under the Cooperative Agreement between SARTA and the Federal Transit Administration ("FTA") concerning the CDS project ("Project").

For Good and valuable consideration the receipt and adequacy of which is hereby acknowledged, and in further consideration of those mutual promises and the terms and conditions set forth hereafter, the parties agree as follows:

ARTICLE 1
INTENT

This Agreement expresses the terms and conditions pursuant to which SARTA administers federal funds received pursuant to the Public Transportation Innovation grants provided under 49 U.S.C. Section 5312 ("Section 5312"). This Agreement includes certain mandatory requirements under federal law by which the Subrecipient must comply to be eligible, and terms by which the Subrecipient must comply to maintain its eligibility, for receipt of any federal funds under Section 5312. Subrecipient should be prepared to abide by all applicable federal requirements as specified in Section 5312, FTA Circulars C 5100.1 and all other applicable FTA circulars, regulations or guidance. The agreement consists of this Agreement document and provisions referenced herein, together with any Scope of Services issued hereunder and any Change Orders and Modifications issued after execution of this Agreement. The foregoing shall form the Agreement, and all are as fully a part of the Agreement as if attached to this Agreement or repeated herein.

ARTICLE 2
SERVICES

The Subrecipient shall provide project management services in support of the EZConnect One-Call Center project ("EZConnect") entered into from time to time as required by SARTA from time to time in support of the EZConnect during the term hereof under the conditions of this Agreement (the "Services"). The total amount of these services are not to exceed \$130,000. Of this amount, \$30,000 and \$25,000 is allocated for travel costs and legal costs respectively. Each engagement will have a defined Scope of Services but this Agreement will apply to all SOS engagements.

ARTICLE 3
TERM

This Agreement shall be for an initial term of twenty-four months (24). Subrecipient shall commence the Services as described in Article 2 either party shall have the right to terminate this Agreement prior to the commencement of a new twelve (12) month period by providing the other

with 30 days written notice of its election to terminate. Notwithstanding the above however, no Services shall be paid until an actual SOS for the particular project is executed by the parties.

ARTICLE 4 SCOPE OF RESPONSIBILITIES

The Services performed under this Agreement are to include without limitation technical or professional consulting in support of the EZConnect. Cost and performance parameters for tasks to be performed will be individually negotiated and set forth in the applicable SOS for each requested engagement.

Subrecipient acknowledges that to receive any federal funds through SARTA pursuant to Section 5312 or any payment from SARTA at all, Subrecipient must maintain full and complete compliance with any and all applicable federal laws, ordinances, statutes, rulings, codes, any amendments thereto, or any similar guideline promulgated by the U.S. Department of Transportation, the Federal Transit Authority ("FTA"), any other federal entity with similar authority over the distribution of funds pursuant to Section 5312 as set forth herein and any and all such laws, ordinances, statutes, rulings, codes, and any amendments thereto with which SARTA must comply in its role as administrator under Section 5312. Subrecipient must certify to SARTA that they are in compliance with the relevant federal requirements as set forth herein prior to or at the time of execution of this Agreement, and subsequent certifications are required annually once the FTA publishes any annual list of certifications and assurances.

In addition, (a) Subrecipient must keep and maintain all documents and files necessary to document its compliance with FTA certifications and assurances, (b) Subrecipient must permit SARTA, FTA and the State of Ohio with five (5) business day's prior written notice, to inspect any records retained as evidence of compliance with Section 5312, (c) where equipment, or facility is acquired, built, and/or improved by the Subrecipient using FTA funds, provisions must be made with regard to said equipment, and/or facility to ensure the FTA retains satisfactory continuing control of the equipment, and/or facility, (d) when procuring property, supplies, equipment, and/or services with funds from an FTA grant, the Subrecipient must comply with the FTA procurement requirements set forth at 49 CFR part 18 and guidance contained in the most recent FTA Circular 4220.1, (e) Subrecipient shall certify to SARTA and the FTA, pursuant to 49 CFR 18.36, that its procurements and procurement system will comply with all applicable third-party procurement provisions of federal laws, regulations, and directives, except to the extent the FTA has expressly approved otherwise in writing, (f) The Subrecipient must at all times comply with the National Environmental Policy Act (NEPA) when utilizing funds provided by the FTA or any other applicable federal agency, (g) Subrecipient agrees to comply with all applicable civil rights statutes and implement any and all necessary regulations to ensure compliance therewith including, but not limited to, (h) Subrecipient agrees to comply, and assures compliance of any third party contractor, with the provisions of 49 U.S.C. 5332 which prohibit discrimination on the basis of race, color, religion, national origin, sex, age, and disability, and prohibit discrimination in employment or business opportunity, (i) The Subrecipient agrees to comply, and assures the compliance of any third-party contractor, with all applicable laws and regulations pertaining to nondiscrimination on the basis of disability, (j) Subrecipient will ensure that the services provided will not infringe on any patent, license or intellectual property.

Subrecipient also acknowledges and agrees to provide all reporting on such forms and in such formats as SARTA may require from time to time, including without limitation the following reports which must be submitted to SARTA by the 10th of each month:

1. Milestone Progress Reports including explanations for changes to estimate milestone progress dates.
2. Federal Financial Reports including cash transaction, expenditures, unliquidated obligations, and remaining share for both FTA and the Subrecipient.
3. All program measures and service improvements.

The Subrecipient will also document any evidence, statistics, receipts, invoices, or any other documentary proof that that supports the SOSs, any coordinated plan and Section 5312 programs if applicable. The Subrecipient will also monitor and report to SARTA any involvement in all claims and complaints whether made to the Subrecipient directly, FTA, State of Ohio, or Department of Justice. Subrecipient acknowledges that it is the Subrecipient's responsibility to insure that all employees, agents, and/or subcontractors are following all FTA and State guidelines including posting contact information for these agencies to allow for the filing of any complaint.

ARTICLE 5 WARRANTIES

In addition to the other warranties set forth or incorporated herein, Subrecipient hereby represents and warrants to SARTA as follows:

- (a) it has, and will have, full authority:
 - (i) to execute this Agreement;
- (b) to provide the Services to SARTA on the terms set out in this Agreement;
- (c) execution of this Agreement is not in contravention or conflict with any term or provision of any agreement or instrument to which it is a party;
- (d) this Agreement is legally valid, binding and enforceable against the Subrecipient;
- (e) it will, and will cause its personnel to comply with all applicable laws, rules, and regulations governing the performance of each of their respective obligations under this Agreement and shall maintain, and cause to be maintained in good standing any requisite licenses, registrations, approvals, and exemptions required for it or its personnel to perform its respective obligations under this Agreement;
- (f) the Services provided will comply with the requirements of any SOS and all FTA guidance and requirements and will meet any performance criteria set out or referred to in the SOS; it will perform and comply with (and will ensure that all its personnel will comply with) its obligations under this Agreement in a timely fashion consistent with best practices in the industry;
- (g) it will ensure that, where SARTA is reliant on the expertise of the Subrecipient or any Subrecipient personnel in providing professional advice, such advice will be given in an impartial, informed and independent manner and in the best interests of SARTA;
- (h) it will ensure that the Services are performed with due diligence, reasonable skill and care and in accordance with best industry practice at all times;
- (i) it will:

- (i) comply (and ensure that all Subrecipient personnel will comply); and
- (ii) ensure that the Services (including any items delivered as part of the services) comply;

with all applicable laws and other governmental, statutory and/or regulatory requirements and guidance which may from time to time be applicable to the services and to the drafting of the plans, including without limitation all requirements under federal law, including without limitation 49 USC Section 5312 and all applicable regulations regarding Ohio or federal department of transportation or local rules and regulations regarding fuel and safety requirements, all Occupational Safety and Health Administration regulations and related site safety guidelines, and site work permitting requirements and all environmental regulations;

(j) there is no material threatened or pending legal proceeding or government action to which it is a party or to which any of its property is subject, which could materially and adversely affect its ability to enter into this Agreement and/or perform all of its obligations hereunder;

(k) it will ensure that all Subrecipient personnel, agents and contractors will, when allowed the use of any SARTA's site or equipment, comply with the applicable site security, system usage and other policies and procedures in force from time to time;

(l) it will ensure that the Subrecipient personnel will at all times behave in a courteous, professional and appropriate manner and that no Subrecipient personnel will act or make any statement, post anything to the internet, or otherwise behave in any manner that is reasonably likely to result in any prejudice to SARTA (including to their respective reputations);

(m) it will ensure that the Subrecipient personnel have appropriate experience, qualifications and expertise and that any Subrecipient personnel (including approved contractors, subcontractors and material men) providing work or materials for the project are timely paid, and that no such party places or attempts to place any lien on the project property or any funds used in connection therewith;

(o) it will ensure that the Services provided will not infringe on any patent, license or other intellectual property and will ensure any products, materials or equipment provided or obtained by the Subrecipient will comply with the terms of this Agreement and Section 5312; and

(p) it will ensure that in performing hereunder it shall not introduce any virus, Trojan horse, malicious software, tracking devices or other similar items into the SARTA system or component thereof or and will ensure at all times that it maintains industry leading protections, firewalls etc. to ensure no such item is introduced into the SARTA IT environment in connection with the Services.

5.1 The Subrecipient shall fully and effectively indemnify and keep indemnified SARTA from and against, and agrees to pay on demand, any and all losses, liabilities, damages and expenses (including legal fees on a full indemnity basis) incurred by or awarded against SARTA as a result of any breach of the warranties, representations and/or undertakings in this Agreement (including in relation to any claims, liens or encumbrances which may affect SARTA's use of the equipment,

software or services). Without prejudice to the foregoing or to any other rights or remedies of SARTA, in the event of breach of any warranty, representation or undertaking the Subrecipient undertakes promptly to remedy the breach (or the circumstances giving rise to the breach) without charge.

5.2 In addition (and without prejudice) to all other rights under this Agreement, SARTA may suspend this Agreement for any period and/or terminate this Agreement immediately on written notice if it learns information giving it a factual basis to conclude that the Subrecipient has breached the warranties, representations and undertakings given in this Agreement.

The representations and warranties of Subrecipient set forth in this Agreement and in the other Agreement Documents and bidders proposal shall survive the termination hereof.

ARTICLE 6 TERMS OF PAYMENT

SARTA shall pay to Subrecipient for the Services as outlined in each SOS. The Subrecipient agrees to accept payment for each SOS as full and final payment for all Services, overhead, profit, expenses and charges of any nature incurred by Subrecipient in performing its obligations for said tasks.

Unless otherwise indicated in an applicable SOS, payment to the Subrecipient shall be made quarterly for services rendered and for approved reimbursables during the preceding calendar quarter, as set forth on an applicable SOS and upon the submission of an invoice to SARTA by the Subrecipient. The invoice, detailing services performed by the Subrecipient shall be sent to Grants Manager and payments@sartaonline.com. SARTA shall pay the invoiced amount within thirty (30) days after receipt of such invoice, subject to (a) SARTA having received FTA grant money to pay such fees and (b) Subrecipient submitting all required documentation. Without limiting the foregoing the following information must be submitted to SARTA for any requested payments: (1) for items purchased, Subrecipient must submit all original vendor's invoices along with copies of the checks to pay such invoices (amounts must match), all original documents to support and back-up submitted invoice must also be provided; (2) for reimbursement for wages or personnel costs, Subrecipient must submit a supervisor signed time sheet or computer printout showing pay rate, a detailed listing of all time worked, broken down by specific calendar day and hours worked along with documentation supporting how each individual was actually paid. No payments will be made to Subrecipient unless and until SARTA determines, in its discretion, that proper supporting documentation has been provided.

ARTICLE 7 CHANGES

In the event SARTA elects to change from the Scope of Services for approved tasks, SARTA shall promptly notify the Subrecipient in writing of all such changes in the scope. In such an event, appropriate adjustments shall be made to the task order fee as mutually agreed by the parties and shall be set forth in an Agreement amendment signed by SARTA and the Subrecipient.

ARTICLE 8
DISPUTES

This Agreement will be interpreted under Ohio law without given effect to its conflict of law's provisions.

Performance During Dispute – Unless otherwise directed by SARTA, Subrecipient shall continue performance under this Agreement while matters in dispute are being resolved, and SARTA shall continue meeting its obligations including prompt payment of all undisputed sums due to Subrecipient.

Claims for Damages – Should either party to the Agreement suffer injury or damage to person or property because of any act or omission of the party or of any of his employees, agents or others for whose acts he is legally liable, a claim for damages therefore shall be made in writing to such other party within a reasonable time after the first observance of such injury of damage.

Dispute Resolution – In the event of a dispute arising out of or relating to this Agreement or the services to be rendered hereunder, SARTA and Subrecipient agree to attempt to resolve such disputes in the following manner:

First, the parties agree to attempt to resolve such disputes through direct negotiations between the appropriate representatives of each party.

If such negotiations are not fully successful, the parties agree that any claim shall be brought in the Court of Common Pleas sitting in Stark County, Ohio or in the Federal District Court for the Northern District of Ohio. Both parties hereby consent to jurisdiction in such courts and waive any claim that any such forum is inconvenient for any such action.

Rights and Remedies – The duties and obligations imposed by the Agreement documents and the rights and remedies available thereunder shall be in addition to and not a limitation of any duties, obligations, rights and remedies otherwise imposed or available by law. No action or failure to act by SARTA or Subrecipient shall constitute a waiver of any right or duty afforded any of them under the Agreement, nor shall any such action or failure to act constitute an approval of or acquiescence in any breach thereunder, except as may be specifically agreed in writing. Either party to the Agreement shall have the right to terminate this Agreement for cause upon notice to the non-defaulting party.

ARTICLE 9
COMMUNICATIONS

Unless otherwise designated by the SARTA Executive Director/CEO in writing, the Subrecipient shall direct all formal and informal communication, other than invoicing inquiries, regarding the Services performed under this Agreement to the SARTA Executive Director/CEO, who shall be the daily contact person for this Agreement.

All notices hereunder and communications with respect to this Agreement shall be effective upon the mailing thereof by registered or certified mail, return receipt requested, and postage prepaid to the persons named below:

If to Subrecipient:

Attn: _____

If to SARTA:

Stark Area Regional Transit Authority
Attn: Executive Director/CEO
1600 Gateway Blvd., SE
Canton, OH 44707

ARTICLE 10
INDEPENDENT CONTRACTOR

The Subrecipient shall be deemed an independent contractor for all purposes, and the employees of the Subrecipient or any of its subcontractors, and the employees thereof shall not in any manner be deemed to be employees of SARTA. As such, the employees of the Subrecipient, or subcontractors, shall not be subject to any withholding for tax, social security or other purposes by SARTA, nor shall such Subrecipient, its subcontractors or employees be entitled to sick leave, pension benefits, vacation, medical benefits, life insurance, workers' or unemployment compensation or similar employment benefit programs from SARTA and Subrecipient shall fully indemnify, defend and hold SARTA harmless from and against any claim by any of its employees or contractors alleging any such interest.

ARTICLE 11
ACCESS TO RECORDS

The Subrecipient will retain, and will require its subcontractors of all tiers to retain, complete and readily accessible records related in whole or in part to the contract, including, but not limited to, data, documents, reports, statistics, sub-agreements, leases, subcontracts, arrangements, other third party agreements of any type, and supporting materials related to those records. The Subrecipient agrees to comply with the record retention requirements in accordance with 2 C.F.R. § 200.333. In addition, the Subrecipient shall maintain all books, records, accounts and reports required under this Contract for a period of at not less than three (3) years after the date of termination or expiration of this Agreement, except in the event of litigation or settlement of claims arising from the performance of this Agreement, in which case records shall be maintained until the disposition of all such litigation, appeals, claims or exceptions related thereto. The Subrecipient agrees to provide sufficient access to FTA, SARTA, the State of Ohio and its contractors to inspect and audit records and information related to performance of this Agreement as reasonably may be required and access to the sites of performance under this Agreement as reasonably may be required.

ARTICLE 12
EMPLOYMENT RELATED OBLIGATIONS

In connection with the execution of this Agreement, the Subrecipient shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, age, or national origin. The Subrecipient shall take affirmative action to ensure that applicants are employed and

that employees are treated during their employment without regard to their race, religion, color, sex, age, or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The Subrecipient shall further agree to insert a similar provision to all subcontractor agreements. In addition, Subrecipient will at all times comply with all applicable FTA regulations governing this Agreement, including without limitation, DBE requirements, prevailing wage requirements and other worker related protections and or goals as applicable.

The Subrecipient shall comply with all federal laws, regulations, and requirements providing wage and hour protections for non-construction employees, in accordance with 40 U.S.C. § 3702, Contract Work Hours and Safety Standards Act, and other relevant parts of that Act, 40 U.S.C. § 3701 et seq., and U.S. DOL regulations, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction (also Labor Standards Provisions Applicable to Non-construction Contracts Subject to the Contract Work Hours and Safety Standards Act)," 29 C.F.R. part 5. The Subrecipient shall maintain payrolls and basic payroll records during the course of the work and shall preserve them for a period of three (3) years from the completion of the Agreement for all personnel working on the Agreement. Such records shall contain the name and address of each such employee, correct classifications, hourly rates of wages paid, daily and weekly number of hours worked, deductions made, and actual wages paid. Such records maintained under this paragraph shall be made available by the Subrecipient for inspection, copying, or transcription by authorized representatives of the FTA and the Department of Labor, and the Subrecipient will permit such representatives to interview employees during working hours on the job. The Subrecipient shall require the inclusion of the language of this clause within subcontracts of all tiers.

ARTICLE 13 INTEREST OF MEMBERS OF CONGRESS

No member of, or delegate to, the Congress of the United States shall be admitted to share a part of this Agreement or to benefit arising therefrom.

ARTICLE 14 PROHIBITED INTEREST and FALSE STATEMENTS

SARTA's officers, employees, and agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from Subrecipients, potential Subrecipients, or parties to sub-agreements. Additionally, Subrecipient acknowledges the obligation to file the certification required by 49 CFR Part 20, "New Restrictions on Lobbying." In addition, Subrecipient shall require each of its subcontractors (and require each such subcontractors to obtain from its subcontractors [of any tier]) certifications that each organization will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of SARTA, any other agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal Agreement, grant or any other award covered by 31 U.S.C. 1352. Subrecipient and each of its subcontractors and their subcontractors (of any tier) shall also disclose the name of any registrant under the Lobbying Disclosure Act of 1995 who has made lobbying contacts on its behalf with non-Federal funds with respect to that Federal Agreement, grant or award covered by 31 U.S.C.

1352. All disclosures required by this section are to be forwarded 'up the chain' to Subrecipient who shall then forward the same to SARTA.

The Subrecipient also acknowledges that the provisions of the Program Fraud Civil Remedies Act of 1986, as amended, 31 U.S.C. § 3801 et seq. and U.S. DOT regulations, "Program Fraud Civil Remedies," 49 C.F.R. part 31, apply to its actions pertaining to this Agreement. Upon execution of this Agreement, the Subrecipient certifies or affirms the truthfulness and accuracy of any statement it has made, it makes, it may make, or causes to be made, pertaining to this Agreement or the FTA assisted project for which the Services are being performed. In addition to other penalties that may be applicable, the Subrecipient further acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification, the Federal Government reserves the right A-55 to impose the penalties of the Program Fraud Civil Remedies Act of 1986 on the Subrecipient to the extent the Federal Government deems appropriate. The Subrecipient also acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification to the Federal Government under a contract connected with a project that is financed in whole or in part with Federal assistance originally awarded by FTA under the authority of 49 U.S.C. chapter 53, the Government reserves the right to impose the penalties of 18 U.S.C. § 1001 and 49 U.S.C. § 5323(l) on the Subrecipient, to the extent the Federal Government deems appropriate. The Subrecipient agrees to include the above two clauses in each subcontract financed in whole or in part with Federal assistance provided by FTA. It is further agreed that the clauses shall not be modified, except to identify the subcontractor who will be subject to the provisions

ARTICLE 15 INDEMNIFICATION

To the fullest extent permitted by law, Subrecipient shall indemnify and hold harmless SARTA from and against any and all costs, losses, and damages, including but not limited to all fees and charges of engineers, attorneys, and other professionals, and all mediation, arbitration, court, or other dispute resolution costs (including all costs of appeals), caused by Subrecipient's violation of any provision of this Agreement or any negligent acts or omissions of Subrecipient, its employees and Subrecipient's subcontractors in connection with or related to this Agreement.

ARTICLE 16 SEVERABILITY

In the event that any provision, portion, or application of this Agreement is held to be unenforceable or invalid by any court of competent jurisdiction, SARTA and the Subrecipient shall negotiate an equitable adjustment in the provision of this Agreement with a view toward effecting the purpose of this Agreement and the validity and enforceability of the remaining provisions, or portions of applications thereof, shall not be affected thereby.

ARTICLE 17 RECOVERED MATERIALS

To the extent the same is applicable to the Services performed under this Agreement, the Subrecipient agrees to comply with all the requirements of Section 6002 of the Resource Conservation and Recovery Act (RCRA), as amended (42 U.S.C. 6962), including but not limited

to the regulatory provisions of 40 CFR Part 247, and Executive Order 12873, as they apply to the procurement of the items designated in Subpart B of 40 CFR Part 247.

ARTICLE 18 GENERAL CONDITIONS

No Federal Government Obligation to Third Parties. The Subrecipient acknowledges and agrees that, notwithstanding any concurrence by the Federal Government in or approval of the solicitation or award of this Agreement or distribution of grant funds, absent the express written consent by the Federal Government, the Federal Government is not a party to this Agreement and shall not be subject to any obligations or liabilities the Subrecipient or any other party (whether or not a party to this Agreement) pertaining to any matter resulting from this Agreement. The Subrecipient agrees to include the above clause in each subcontract financed in whole or in part with Federal assistance provided by the FTA. It is further agreed that the clause shall not be modified, except to identify the subcontractor who will be subject to its provisions.

Lobbying Restrictions The undersigned certifies, to the best of his or her knowledge and belief, that: (a) no Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement, (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions, (c) The Subrecipient shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Subrecipient shall comply and facilitate compliance with U.S. DOT regulations, "Nonprocurement Suspension and Debarment," 2 C.F.R. part 1200, which adopts and supplements the U.S. Office of Management and Budget (U.S. OMB) "Guidelines to Agencies on Government wide Debarment and Suspension (Nonprocurement)," 2 C.F.R. part 180. These provisions apply to each contract at any tier of \$25,000 or more, and to each contract at any tier for a federally required audit (irrespective of the contract amount), and to each contract at any tier that must be approved by an FTA official irrespective of the contract amount. As such, the Subrecipient shall verify that its principals, affiliates, and subcontractors are eligible to participate in this federally funded contract and are not presently declared by any Federal department or agency to be: a) Debarred from participation in any federally assisted Award; b) Suspended from participation in any federally assisted Award; c) Proposed for debarment from participation in any federally assisted Award; d) Declared ineligible to participate in any federally assisted Award; e)

Voluntarily excluded from participation in any federally assisted Award; or f) Disqualified from participation in any federally assisted Award. By signing and submitting its bid or proposal, the bidder or proposer certifies as follows: The certification in this clause is a material representation of fact relied upon by SARTA. If it is later determined by SARTA that Subrecipient knowingly rendered an erroneous certification, in addition to remedies available to SARTA, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment. Subrecipient agrees to comply with the requirements of 2 C.F.R. part 180, subpart C, as supplemented by 2 C.F.R. part 1200, during the term of this Agreement. The Subrecipient further agrees to include a provision requiring such compliance in its lower tier covered transactions.

TO the extent applicable to the Services or Subrecipients performance hereunder, the Subrecipient agrees to comply with mandatory standards and policies relating to energy efficiency, which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.

ARTICLE 19 HEADINGS

The headings or titles to sections of this Agreement are not part of the Agreement and shall have no effect upon the construction or interpretation of any part of this Agreement.

ARTICLE 23 INFORMATION & DATA RIGHTS

This work under this Agreement is funded through a Federal award with FTA for experimental, developmental, or research work purposes. As such, certain Patent Rights and Data Rights apply to all subject data first produced in the performance of this Agreement. The Subrecipient shall grant SARTA intellectual property access and licenses deemed necessary for the work performed under this Agreement and in accordance with the requirements of 37 C.F.R. part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by FTA or U.S. DOT. Subrecipient agrees that except for its own internal use, the Subrecipient may not publish or reproduce subject data in whole or in part, or in any manner or form, nor may the Subrecipient authorize others to do so, without the written consent of FTA, and SARTA until such time as FTA and SARTA may have either released or approved the release of such data to the public. This restriction on publication, however, does not apply to any contract with an academic institution. For purposes of this agreement, the term "subject data" means recorded information whether or not copyrighted, and that is delivered or specified to be delivered as required by this Agreement. Examples of "subject data" include, but are not limited to computer software, standards, specifications, engineering drawings and associated lists, process sheets, manuals, technical reports, presentations, catalog item identifications, and related information, but do not include financial reports, cost analyses, or other similar information used for performance or administration of the Agreement. The Federal Government reserves a royalty-free, non-exclusive and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use for "Federal Government Purposes," any subject data or copyright described below. For "Federal Government Purposes," means use only for the direct purposes of the Federal Government. Without the copyright owner's consent, the Federal Government may not extend its Federal license to any other party. a. Any subject data developed under the Agreement, whether or not a

copyright has been obtained; and b. Any rights of copyright purchased by the Subrecipient using Federal assistance in whole or in part by the FTA. Unless FTA determines otherwise, the Subrecipient performing experimental, developmental, or research work required as part of this Agreement agrees to permit FTA to make available to the public, either FTA's license in the copyright to any subject data developed in the course of the Agreement, or a copy of the subject data first produced under the Agreement for which a copyright has not been obtained. If the experimental, developmental, or research work, which is the subject of this Agreement, is not completed for any reason whatsoever, all data developed under the Agreement shall become subject data as defined herein and shall be delivered as the Federal Government may direct. Unless prohibited by state law, upon request by the Federal Government, the Subrecipient agrees to indemnify, save, and hold harmless the Federal Government, its officers, agents, and employees acting within the scope of their official duties against any liability, including costs and expenses, resulting from any willful or intentional violation by the Subrecipient of proprietary rights, copyrights, or right of privacy, arising out of the publication, translation, reproduction, delivery, use, or disposition of any data furnished under this Agreement. The Subrecipient shall be required to indemnify the Federal Government for any such liability arising out of the wrongful act of any employee, official, or agents of the Federal Government. Nothing contained in this clause on rights in data shall imply a license to the Federal Government under any patent or be construed as affecting the scope of any license or other right otherwise granted to the Federal Government under any patent. Data developed by the Subrecipient and financed entirely without using Federal assistance provided by the Federal Government that has been incorporated into work required by the underlying Contract is exempt from the requirements herein, provided that the Subrecipient identifies those data in writing at the time of delivery of the Contract work. The Subrecipient agrees to include these requirements in each subcontract for experimental, developmental, or research work financed in whole or in part with Federal assistance.

This Agreement has been executed by the parties on the respective dates set forth below, effective as of the date first written above.

SARTA

Subrecipient

 Kirt W. Conrad
 Executive Director/CEO

 Date

 Print Name/Title

 Federal ID Number

 Date

EXHIBIT A SCOPE OF SERVICES

Scope of Services (SOS)

Project Name : EZConnect

Consultant Name: NEORide

Principal Investigator: Katherine Conrad

This Scope of Services (“SOS”) covers the above identified Consultant’s engagement to provide services to SARTA pursuant to the terms and conditions of the above referenced Agreement (“Agreement”) as though the provisions of the Agreement were set forth in their entirety within this SOS and so this SOS and the Agreement shall be considered one, fully integrated document. All defined terms used in this SOS and not otherwise defined will have the same meaning as in the Agreement.

NEORide will perform administrative activities related to this contract for project. The administrative activities will be quarterly reports and annual project reviews to SARTA HQ. NEORide will work closely with SARTA to ensure that all task, schedules, and target budget allocations are met. As challenges are uncovered, NEORide will work proactively to break down barriers that will lead to the full execution of the program and its identified tasks and deliverables.

1.0 PERIOD OF PERFORMANCE:

The period of performance for this SOS shall be as follows: **START:** March 24, 2023
END: March 23, 2025 or the date of FTA funding termination, whichever is earlier.

2.1 PROJECT SCOPE:

2.2 Purpose

This SOS is issued by SARTA in support of SARTA’s Federal Transit Authority Senator Brown’s Congressionally Directed Spending (CDS) grant.

2.3 Consultant’s Performance Obligations

Consultant will have exclusive control over the means, method and details of fulfilling Consultant’s obligations hereunder including sole responsibility for managing the delivery of Services hereunder.

2.4 Consultant's Compliance with Agreement

Consultant will ensure that applicable terms and conditions of the governing Agreement and this Statement of Work are communicated to, understood by, and complied with by the Consultant's resources assigned to the Projects.

3.0 DESCRIPTION OF SERVICES:

Consultant will provide the following services (collectively, the "Services"):

Project 1. Project Administration. Consultant will help SARTA with financial administration and accounting of grant including monthly FTA progress reports due by the 15th of the following month.

Project 2. Project Management. Consultant will finalize the project work plan, manage team, lead meetings, communicate project status and manage budget, schedule, and milestones.

Project 3. Project Planning. Consultant will foster stakeholder engagement with transit partners, develop a multi-model mobility strategy, develop and execute partner agreements, provide a review of the policy landscape, finalize project plan, develop program policies and procedures including developing consensus among partner agencies, develop recruitment strategies and marketing strategies and identify technological advancements needed including research and planning.

Project 7. Final Report and Information Sharing. Consultant will provide a project review and evaluation, identify next steps and phase 2 partners, produce, and deliver final project report for SARTA, develop, and distribute public project report.

4.0 CONSULTANT PERSONNEL QUALIFICATIONS

Consultant will provide personnel with the qualifications and skills to perform the Services as noted in the Agreement. The personnel identified and/or described in this SOS are essential to the Services being performed hereunder. No substitution of personnel shall be made by the Consultant without written consent of SARTA.

5.0 DELIVERABLES AND BUDGET

Activity	Deliverable	Milestones	Budget
Project 1: Project Administration	Progress Reports	Monthly Progress Reports beginning April 14, 2023. Due by the 15 th of the following month.	\$12,500

Project 2: Projects Management	Bi-Weekly Meetings Budget Timeline	Bi-weekly phone/in-person conferences beginning April 2023. Monthly updates on Budget and Timeline Progress	\$12,500
Project 3: Project Planning	Assist in development of concept of operations. Final Project Plan Program Policies and Procedures Handle any Procurement for vendors needed.	Concept of Operations due by August 2023. Final Project Plan due December 2023. Policies and Procedures developed by December 2023. Procurements as needed through March of 2025	\$35,000
Project 7: Final Report and Information Sharing	Final Report	Project Review and Evaluation by December 2024. Final Report March 2025.	\$15,000
Total			\$75,000

6.1 PAYMENTS FOR SERVICES

SARTA shall pay for Consultant services as follows:

1. This statement of work provides a fixed price of \$75,000. Consultant will invoice SARTA backup documents as stated in the agreement, by the 7th day of the month for prior months' work.
2. Monthly reports based on monthly work completed, by task, submitted by the 15th of the following month.

3. Travel and conference attendance: Expenses will not exceed \$30,000 for the life of this agreement without prior approval from SARTA.
4. Legal: Expenses will not exceed \$25,000 for the life of this agreement without prior approval from SARTA.
5. In no event shall the amount invoiced exceed \$130,000 (includes any travel or legal expenses) without prior written consent of SARTA.

Terms are net cash, without discount, payable within 30 days after date of invoice. Nothing in this section is intended to change the reporting and other FTA requirements regarding payment of services set forth in the main body of this Agreement.

7.1 PROJECT MANAGERS:

SARTA's Project Manager is the person authorized to act as primary point of contact for SARTA and is responsible for acceptance/rejection of any project deliverables.

Name:	Michael Brand - SARTA Grants Manager
Phone Number:	330-477-2782 Ext 539
Fax Number:	mbrand@sartaonline.com
E-Mail Address:	mbrand@sartaonline.com
Address:	1600 Gateway Blvd SE, Canton, OH 44707

CONSULTANT'S PROJECT MANAGER:

Consultant's Project Manager is the person authorized to act as primary point of contact for Consultant and is to be responsible for Consultant's performance under this SOS.

Name:	Katherine Conrad
Phone Number:	330-334-6877
Fax Number:	330-336-7130
E-Mail Address:	katherinec@otrp.org
Address:	1 Park Centre Drive, Suite 300, Wadsworth, OH 44281

Consultant's Project Team:

Name:	Barbara Rhoades
Title	Fiscal Officer
Phone Number:	330-334-6877
E-Mail Address:	barbarar@otrp.org
Address:	1 Park Centre Drive, Suite 300, Wadsworth, OH 44281

Name:	Katherine Conrad
Title	Director
Phone Number:	330-334-6877
E-Mail Address:	katherinec@otrp.org
Address:	1 Park Centre Drive, Suite 300, Wadsworth, OH 44281

**AGREEMENT BETWEEN
STARK AREA REGIONAL TRANSIT AUTHORITY
AND
SUBRECIPIENT**

Re: Subagreement for Services related to the "EZConnect One-Call Center" project under Senator Sherrod Brown's Congressionally Directed Spending (CDS).

THIS AGREEMENT is made and entered into effective, as of the 24th of March 2023, by and between Stark Area Regional Transit Authority, 1600 Gateway Blvd SE Canton, OH 44707-3544, UEI TRYFK3G1AUT5, (hereinafter referred to as ("SARTA") and IBI Group (hereinafter referred to as "Subrecipient") serves as the contract for services that SARTA agrees to provide under the Cooperative Agreement between SARTA and the Federal Transit Administration ("FTA") concerning the CDS project ("Project").

For Good and valuable consideration the receipt and adequacy of which is hereby acknowledged, and in further consideration of those mutual promises and the terms and conditions set forth hereafter, the parties agree as follows:

ARTICLE 1
INTENT

This Agreement expresses the terms and conditions pursuant to which SARTA administers federal funds received pursuant to the Public Transportation Innovation grants provided under 49 U.S.C. Section 5312 ("Section 5312"). This Agreement includes certain mandatory requirements under federal law by which the Subrecipient must comply to be eligible, and terms by which the Subrecipient must comply to maintain its eligibility, for receipt of any federal funds under Section 5312. Subrecipient should be prepared to abide by all applicable federal requirements as specified in Section 5312, FTA Circulars C 5100.1 and all other applicable FTA circulars, regulations or guidance. The agreement consists of this Agreement document and provisions referenced herein, together with any Scope of Services issued hereunder and any Change Orders and Modifications issued after execution of this Agreement. The foregoing shall form the Agreement, and all are as fully a part of the Agreement as if attached to this Agreement or repeated herein.

ARTICLE 2
SERVICES

The Subrecipient shall provide project management services in support of the EZConnect One-Call Center project ("EZConnect") entered into from time to time as required by SARTA from time to time in support of the EZConnect during the term hereof under the conditions of this Agreement (the "Services"). The total amount of these services are not to exceed \$95,000. Each engagement will have a defined Scope of Services but this Agreement will apply to all SOS engagements.

ARTICLE 3
TERM

This Agreement shall be for an initial term of twenty-four months (24). Subrecipient shall commence the Services as described in Article 2 either party shall have the right to terminate this Agreement prior to the commencement of a new twelve (12) month period by providing the other

with 30 days written notice of its election to terminate. Notwithstanding the above however, no Services shall be paid until an actual SOS for the particular project is executed by the parties.

ARTICLE 4 SCOPE OF RESPONSIBILITIES

The Services performed under this Agreement are to include without limitation technical or professional consulting in support of the EZConnect. Cost and performance parameters for tasks to be performed will be individually negotiated and set forth in the applicable SOS for each requested engagement.

Subrecipient acknowledges that to receive any federal funds through SARTA pursuant to Section 5312 or any payment from SARTA at all, Subrecipient must maintain full and complete compliance with any and all applicable federal laws, ordinances, statutes, rulings, codes, any amendments thereto, or any similar guideline promulgated by the U.S. Department of Transportation, the Federal Transit Authority ("FTA"), any other federal entity with similar authority over the distribution of funds pursuant to Section 5312 as set forth herein and any and all such laws, ordinances, statutes, rulings, codes, and any amendments thereto with which SARTA must comply in its role as administrator under Section 5312. Subrecipient must certify to SARTA that they are in compliance with the relevant federal requirements as set forth herein prior to or at the time of execution of this Agreement, and subsequent certifications are required annually once the FTA publishes any annual list of certifications and assurances.

In addition, (a) Subrecipient must keep and maintain all documents and files necessary to document its compliance with FTA certifications and assurances, (b) Subrecipient must permit SARTA, FTA and the State of Ohio with five (5) business day's prior written notice, to inspect any records retained as evidence of compliance with Section 5312, (c) where equipment, or facility is acquired, built, and/or improved by the Subrecipient using FTA funds, provisions must be made with regard to said equipment, and/or facility to ensure the FTA retains satisfactory continuing control of the equipment, and/or facility, (d) when procuring property, supplies, equipment, and/or services with funds from an FTA grant, the Subrecipient must comply with the FTA procurement requirements set forth at 49 CFR part 18 and guidance contained in the most recent FTA Circular 4220.1, (e) Subrecipient shall certify to SARTA and the FTA, pursuant to 49 CFR 18.36, that its procurements and procurement system will comply with all applicable third-party procurement provisions of federal laws, regulations, and directives, except to the extent the FTA has expressly approved otherwise in writing, (f) The Subrecipient must at all times comply with the National Environmental Policy Act (NEPA) when utilizing funds provided by the FTA or any other applicable federal agency, (g) Subrecipient agrees to comply with all applicable civil rights statutes and implement any and all necessary regulations to ensure compliance therewith including, but not limited to, (h) Subrecipient agrees to comply, and assures compliance of any third party contractor, with the provisions of 49 U.S.C. 5332 which prohibit discrimination on the basis of race, color, religion, national origin, sex, age, and disability, and prohibit discrimination in employment or business opportunity, (i) The Subrecipient agrees to comply, and assures the compliance of any third-party contractor, with all applicable laws and regulations pertaining to nondiscrimination on the basis of disability, (j) Subrecipient will ensure that the services provided will not infringe on any patent, license or intellectual property.

Subrecipient also acknowledges and agrees to provide all reporting on such forms and in such formats as SARTA may require from time to time, including without limitation the following reports which must be submitted to SARTA by the 10th of each month:

1. Milestone Progress Reports including explanations for changes to estimate milestone progress dates.
2. Federal Financial Reports including cash transaction, expenditures, unliquidated obligations, and remaining share for both FTA and the Subrecipient.
3. All program measures and service improvements.

The Subrecipient will also document any evidence, statistics, receipts, invoices, or any other documentary proof that that supports the SOSs, any coordinated plan and Section 5312 programs if applicable. The Subrecipient will also monitor and report to SARTA any involvement in all claims and complaints whether made to the Subrecipient directly, FTA, State of Ohio, or Department of Justice. Subrecipient acknowledges that it is the Subrecipient's responsibility to insure that all employees, agents, and/or subcontractors are following all FTA and State guidelines including posting contact information for these agencies to allow for the filing of any complaint.

ARTICLE 5 WARRANTIES

In addition to the other warranties set forth or incorporated herein, Subrecipient hereby represents and warrants to SARTA as follows:

- (a) it has, and will have, full authority:
 - (i) to execute this Agreement;
- (b) to provide the Services to SARTA on the terms set out in this Agreement;
- (c) execution of this Agreement is not in contravention or conflict with any term or provision of any agreement or instrument to which it is a party;
- (d) this Agreement is legally valid, binding and enforceable against the Subrecipient;
- (e) it will, and will cause its personnel to comply with all applicable laws, rules, and regulations governing the performance of each of their respective obligations under this Agreement and shall maintain, and cause to be maintained in good standing any requisite licenses, registrations, approvals, and exemptions required for it or its personnel to perform its respective obligations under this Agreement;
- (f) the Services provided will comply with the requirements of any SOS and all FTA guidance and requirements and will meet any performance criteria set out or referred to in the SOS; it will perform and comply with (and will ensure that all its personnel will comply with) its obligations under this Agreement in a timely fashion consistent with best practices in the industry;
- (g) it will ensure that, where SARTA is reliant on the expertise of the Subrecipient or any Subrecipient personnel in providing professional advice, such advice will be given in an impartial, informed and independent manner and in the best interests of SARTA;
- (h) it will ensure that the Services are performed with due diligence, reasonable skill and care and in accordance with best industry practice at all times;
- (i) it will:

- (i) comply (and ensure that all Subrecipient personnel will comply); and
- (ii) ensure that the Services (including any items delivered as part of the services) comply;

with all applicable laws and other governmental, statutory and/or regulatory requirements and guidance which may from time to time be applicable to the services and to the drafting of the plans, including without limitation all requirements under federal law, including without limitation 49 USC Section 5312 and all applicable regulations regarding Ohio or federal department of transportation or local rules and regulations regarding fuel and safety requirements, all Occupational Safety and Health Administration regulations and related site safety guidelines, and site work permitting requirements and all environmental regulations;

(j) there is no material threatened or pending legal proceeding or government action to which it is a party or to which any of its property is subject, which could materially and adversely affect its ability to enter into this Agreement and/or perform all of its obligations hereunder;

(k) it will ensure that all Subrecipient personnel, agents and contractors will, when allowed the use of any SARTA's site or equipment, comply with the applicable site security, system usage and other policies and procedures in force from time to time;

(l) it will ensure that the Subrecipient personnel will at all times behave in a courteous, professional and appropriate manner and that no Subrecipient personnel will act or make any statement, post anything to the internet, or otherwise behave in any manner that is reasonably likely to result in any prejudice to SARTA (including to their respective reputations);

(m) it will ensure that the Subrecipient personnel have appropriate experience, qualifications and expertise and that any Subrecipient personnel (including approved contractors, subcontractors and material men) providing work or materials for the project are timely paid, and that no such party places or attempts to place any lien on the project property or any funds used in connection therewith;

(o) it will ensure that the Services provided will not infringe on any patent, license or other intellectual property and will ensure any products, materials or equipment provided or obtained by the Subrecipient will comply with the terms of this Agreement and Section 5312; and

(p) it will ensure that in performing hereunder it shall not introduce any virus, Trojan horse, malicious software, tracking devices or other similar items into the SARTA system or component thereof or and will ensure at all times that it maintains industry leading protections, firewalls etc. to ensure no such item is introduced into the SARTA IT environment in connection with the Services.

5.1 The Subrecipient shall fully and effectively indemnify and keep indemnified SARTA from and against, and agrees to pay on demand, any and all losses, liabilities, damages and expenses (including legal fees on a full indemnity basis) incurred by or awarded against SARTA as a result of any breach of the warranties, representations and/or undertakings in this Agreement (including in relation to any claims, liens or encumbrances which may affect SARTA's use of the equipment,

software or services). Without prejudice to the foregoing or to any other rights or remedies of SARTA, in the event of breach of any warranty, representation or undertaking the Subrecipient undertakes promptly to remedy the breach (or the circumstances giving rise to the breach) without charge.

5.2 In addition (and without prejudice) to all other rights under this Agreement, SARTA may suspend this Agreement for any period and/or terminate this Agreement immediately on written notice if it learns information giving it a factual basis to conclude that the Subrecipient has breached the warranties, representations and undertakings given in this Agreement.

The representations and warranties of Subrecipient set forth in this Agreement and in the other Agreement Documents and bidders proposal shall survive the termination hereof.

ARTICLE 6 TERMS OF PAYMENT

SARTA shall pay to Subrecipient for the Services as outlined in each SOS. The Subrecipient agrees to accept payment for each SOS as full and final payment for all Services, overhead, profit, expenses and charges of any nature incurred by Subrecipient in performing its obligations for said tasks.

Unless otherwise indicated in an applicable SOS, payment to the Subrecipient shall be made quarterly for services rendered and for approved reimbursables during the preceding calendar quarter, as set forth on an applicable SOS and upon the submission of an invoice to SARTA by the Subrecipient. The invoice, detailing services performed by the Subrecipient shall be sent to Grants Manager and payments@sartaonline.com. SARTA shall pay the invoiced amount within thirty (30) days after receipt of such invoice, subject to (a) SARTA having received FTA grant money to pay such fees and (b) Subrecipient submitting all required documentation. Without limiting the foregoing the following information must be submitted to SARTA for any requested payments: (1) for items purchased, Subrecipient must submit all original vendor's invoices along with copies of the checks to pay such invoices (amounts must match), all original documents to support and back-up submitted invoice must also be provided; (2) for reimbursement for wages or personnel costs, Subrecipient must submit a supervisor signed time sheet or computer printout showing pay rate, a detailed listing of all time worked, broken down by specific calendar day and hours worked along with documentation supporting how each individual was actually paid. No payments will be made to Subrecipient unless and until SARTA determines, in its discretion, that proper supporting documentation has been provided.

ARTICLE 7 CHANGES

In the event SARTA elects to change from the Scope of Services for approved tasks, SARTA shall promptly notify the Subrecipient in writing of all such changes in the scope. In such an event, appropriate adjustments shall be made to the task order fee as mutually agreed by the parties and shall be set forth in an Agreement amendment signed by SARTA and the Subrecipient.

ARTICLE 8
DISPUTES

This Agreement will be interpreted under Ohio law without given effect to its conflict of law's provisions.

Performance During Dispute – Unless otherwise directed by SARTA, Subrecipient shall continue performance under this Agreement while matters in dispute are being resolved, and SARTA shall continue meeting its obligations including prompt payment of all undisputed sums due to Subrecipient.

Claims for Damages – Should either party to the Agreement suffer injury or damage to person or property because of any act or omission of the party or of any of his employees, agents or others for whose acts he is legally liable, a claim for damages therefore shall be made in writing to such other party within a reasonable time after the first observance of such injury of damage.

Dispute Resolution – In the event of a dispute arising out of or relating to this Agreement or the services to be rendered hereunder, SARTA and Subrecipient agree to attempt to resolve such disputes in the following manner:

First, the parties agree to attempt to resolve such disputes through direct negotiations between the appropriate representatives of each party.

If such negotiations are not fully successful, the parties agree that any claim shall be brought in the Court of Common Pleas sitting in Stark County, Ohio or in the Federal District Court for the Northern District of Ohio. Both parties hereby consent to jurisdiction in such courts and waive any claim that any such forum is inconvenient for any such action.

Rights and Remedies – The duties and obligations imposed by the Agreement documents and the rights and remedies available thereunder shall be in addition to and not a limitation of any duties, obligations, rights and remedies otherwise imposed or available by law. No action or failure to act by SARTA or Subrecipient shall constitute a waiver of any right or duty afforded any of them under the Agreement, nor shall any such action or failure to act constitute an approval of or acquiescence in any breach thereunder, except as may be specifically agreed in writing. Either party to the Agreement shall have the right to terminate this Agreement for cause upon notice to the non-defaulting party.

ARTICLE 9
COMMUNICATIONS

Unless otherwise designated by the SARTA Executive Director/CEO in writing, the Subrecipient shall direct all formal and informal communication, other than invoicing inquiries, regarding the Services performed under this Agreement to the SARTA Executive Director/CEO, who shall be the daily contact person for this Agreement.

All notices hereunder and communications with respect to this Agreement shall be effective upon the mailing thereof by registered or certified mail, return receipt requested, and postage prepaid to the persons named below:

If to Subrecipient:

Attn: _____

If to SARTA:

Stark Area Regional Transit Authority
Attn: Executive Director/CEO
1600 Gateway Blvd., SE
Canton, OH 44707

ARTICLE 10
INDEPENDENT CONTRACTOR

The Subrecipient shall be deemed an independent contractor for all purposes, and the employees of the Subrecipient or any of its subcontractors, and the employees thereof shall not in any manner be deemed to be employees of SARTA. As such, the employees of the Subrecipient, or subcontractors, shall not be subject to any withholding for tax, social security or other purposes by SARTA, nor shall such Subrecipient, its subcontractors or employees be entitled to sick leave, pension benefits, vacation, medical benefits, life insurance, workers' or unemployment compensation or similar employment benefit programs from SARTA and Subrecipient shall fully indemnify, defend and hold SARTA harmless from and against any claim by any of its employees or contractors alleging any such interest.

ARTICLE 11
ACCESS TO RECORDS

The Subrecipient will retain, and will require its subcontractors of all tiers to retain, complete and readily accessible records related in whole or in part to the contract, including, but not limited to, data, documents, reports, statistics, sub-agreements, leases, subcontracts, arrangements, other third party agreements of any type, and supporting materials related to those records. The Subrecipient agrees to comply with the record retention requirements in accordance with 2 C.F.R. § 200.333. In addition, the Subrecipient shall maintain all books, records, accounts and reports required under this Contract for a period of at not less than three (3) years after the date of termination or expiration of this Agreement, except in the event of litigation or settlement of claims arising from the performance of this Agreement, in which case records shall be maintained until the disposition of all such litigation, appeals, claims or exceptions related thereto. The Subrecipient agrees to provide sufficient access to FTA, SARTA, the State of Ohio and its contractors to inspect and audit records and information related to performance of this Agreement as reasonably may be required and access to the sites of performance under this Agreement as reasonably may be required.

ARTICLE 12
EMPLOYMENT RELATED OBLIGATIONS

In connection with the execution of this Agreement, the Subrecipient shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, age, or national origin. The Subrecipient shall take affirmative action to ensure that applicants are employed and

that employees are treated during their employment without regard to their race, religion, color, sex, age, or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The Subrecipient shall further agree to insert a similar provision to all subcontractor agreements. In addition, Subrecipient will at all times comply with all applicable FTA regulations governing this Agreement, including without limitation, DBE requirements, prevailing wage requirements and other worker related protections and or goals as applicable.

The Subrecipient shall comply with all federal laws, regulations, and requirements providing wage and hour protections for non-construction employees, in accordance with 40 U.S.C. § 3702, Contract Work Hours and Safety Standards Act, and other relevant parts of that Act, 40 U.S.C. § 3701 et seq., and U.S. DOL regulations, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction (also Labor Standards Provisions Applicable to Non-construction Contracts Subject to the Contract Work Hours and Safety Standards Act)," 29 C.F.R. part 5. The Subrecipient shall maintain payrolls and basic payroll records during the course of the work and shall preserve them for a period of three (3) years from the completion of the Agreement for all personnel working on the Agreement. Such records shall contain the name and address of each such employee, correct classifications, hourly rates of wages paid, daily and weekly number of hours worked, deductions made, and actual wages paid. Such records maintained under this paragraph shall be made available by the Subrecipient for inspection, copying, or transcription by authorized representatives of the FTA and the Department of Labor, and the Subrecipient will permit such representatives to interview employees during working hours on the job. The Subrecipient shall require the inclusion of the language of this clause within subcontracts of all tiers.

ARTICLE 13 INTEREST OF MEMBERS OF CONGRESS

No member of, or delegate to, the Congress of the United States shall be admitted to share a part of this Agreement or to benefit arising therefrom.

ARTICLE 14 PROHIBITED INTEREST and FALSE STATEMENTS

SARTA's officers, employees, and agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from Subrecipients, potential Subrecipients, or parties to sub-agreements. Additionally, Subrecipient acknowledges the obligation to file the certification required by 49 CFR Part 20, "New Restrictions on Lobbying." In addition, Subrecipient shall require each of its subcontractors (and require each such subcontractors to obtain from its subcontractors [of any tier]) certifications that each organization will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of SARTA, any other agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal Agreement, grant or any other award covered by 31 U.S.C. 1352. Subrecipient and each of its subcontractors and their subcontractors (of any tier) shall also disclose the name of any registrant under the Lobbying Disclosure Act of 1995 who has made lobbying contacts on its behalf with non-Federal funds with respect to that Federal Agreement, grant or award covered by 31 U.S.C.

1352. All disclosures required by this section are to be forwarded 'up the chain' to Subrecipient who shall then forward the same to SARTA.

The Subrecipient also acknowledges that the provisions of the Program Fraud Civil Remedies Act of 1986, as amended, 31 U.S.C. § 3801 et seq. and U.S. DOT regulations, "Program Fraud Civil Remedies," 49 C.F.R. part 31, apply to its actions pertaining to this Agreement. Upon execution of this Agreement, the Subrecipient certifies or affirms the truthfulness and accuracy of any statement it has made, it makes, it may make, or causes to be made, pertaining to this Agreement or the FTA assisted project for which the Services are being performed. In addition to other penalties that may be applicable, the Subrecipient further acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification, the Federal Government reserves the right A-55 to impose the penalties of the Program Fraud Civil Remedies Act of 1986 on the Subrecipient to the extent the Federal Government deems appropriate. The Subrecipient also acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification to the Federal Government under a contract connected with a project that is financed in whole or in part with Federal assistance originally awarded by FTA under the authority of 49 U.S.C. chapter 53, the Government reserves the right to impose the penalties of 18 U.S.C. § 1001 and 49 U.S.C. § 5323(l) on the Subrecipient, to the extent the Federal Government deems appropriate. The Subrecipient agrees to include the above two clauses in each subcontract financed in whole or in part with Federal assistance provided by FTA. It is further agreed that the clauses shall not be modified, except to identify the subcontractor who will be subject to the provisions

ARTICLE 15 INDEMNIFICATION

To the fullest extent permitted by law, Subrecipient shall indemnify and hold harmless SARTA from and against any and all costs, losses, and damages, including but not limited to all fees and charges of engineers, attorneys, and other professionals, and all mediation, arbitration, court, or other dispute resolution costs (including all costs of appeals), caused by Subrecipient's violation of any provision of this Agreement or any negligent acts or omissions of Subrecipient, its employees and Subrecipient's subcontractors in connection with or related to this Agreement.

ARTICLE 16 SEVERABILITY

In the event that any provision, portion, or application of this Agreement is held to be unenforceable or invalid by any court of competent jurisdiction, SARTA and the Subrecipient shall negotiate an equitable adjustment in the provision of this Agreement with a view toward effecting the purpose of this Agreement and the validity and enforceability of the remaining provisions, or portions of applications thereof, shall not be affected thereby.

ARTICLE 17 RECOVERED MATERIALS

To the extent the same is applicable to the Services performed under this Agreement, the Subrecipient agrees to comply with all the requirements of Section 6002 of the Resource Conservation and Recovery Act (RCRA), as amended (42 U.S.C. 6962), including but not limited

to the regulatory provisions of 40 CFR Part 247, and Executive Order 12873, as they apply to the procurement of the items designated in Subpart B of 40 CFR Part 247.

ARTICLE 18 GENERAL CONDITIONS

No Federal Government Obligation to Third Parties. The Subrecipient acknowledges and agrees that, notwithstanding any concurrence by the Federal Government in or approval of the solicitation or award of this Agreement or distribution of grant funds, absent the express written consent by the Federal Government, the Federal Government is not a party to this Agreement and shall not be subject to any obligations or liabilities the Subrecipient or any other party (whether or not a party to this Agreement) pertaining to any matter resulting from this Agreement. The Subrecipient agrees to include the above clause in each subcontract financed in whole or in part with Federal assistance provided by the FTA. It is further agreed that the clause shall not be modified, except to identify the subcontractor who will be subject to its provisions.

Lobbying Restrictions The undersigned certifies, to the best of his or her knowledge and belief, that: (a) no Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement, (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions, (c) The Subrecipient shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Subrecipient shall comply and facilitate compliance with U.S. DOT regulations, "Nonprocurement Suspension and Debarment," 2 C.F.R. part 1200, which adopts and supplements the U.S. Office of Management and Budget (U.S. OMB) "Guidelines to Agencies on Government wide Debarment and Suspension (Nonprocurement)," 2 C.F.R. part 180. These provisions apply to each contract at any tier of \$25,000 or more, and to each contract at any tier for a federally required audit (irrespective of the contract amount), and to each contract at any tier that must be approved by an FTA official irrespective of the contract amount. As such, the Subrecipient shall verify that its principals, affiliates, and subcontractors are eligible to participate in this federally funded contract and are not presently declared by any Federal department or agency to be: a) Debarred from participation in any federally assisted Award; b) Suspended from participation in any federally assisted Award; c) Proposed for debarment from participation in any federally assisted Award; d) Declared ineligible to participate in any federally assisted Award; e)

Voluntarily excluded from participation in any federally assisted Award; or f) Disqualified from participation in any federally assisted Award. By signing and submitting its bid or proposal, the bidder or proposer certifies as follows: The certification in this clause is a material representation of fact relied upon by SARTA. If it is later determined by SARTA that Subrecipient knowingly rendered an erroneous certification, in addition to remedies available to SARTA, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment. Subrecipient agrees to comply with the requirements of 2 C.F.R. part 180, subpart C, as supplemented by 2 C.F.R. part 1200, during the term of this Agreement. The Subrecipient further agrees to include a provision requiring such compliance in its lower tier covered transactions.

TO the extent applicable to the Services or Subrecipients performance hereunder, the Subrecipient agrees to comply with mandatory standards and policies relating to energy efficiency, which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.

ARTICLE 19 HEADINGS

The headings or titles to sections of this Agreement are not part of the Agreement and shall have no effect upon the construction or interpretation of any part of this Agreement.

ARTICLE 23 INFORMATION & DATA RIGHTS

This work under this Agreement is funded through a Federal award with FTA for experimental, developmental, or research work purposes. As such, certain Patent Rights and Data Rights apply to all subject data first produced in the performance of this Agreement. The Subrecipient shall grant SARTA intellectual property access and licenses deemed necessary for the work performed under this Agreement and in accordance with the requirements of 37 C.F.R. part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by FTA or U.S. DOT. Subrecipient agrees that except for its own internal use, the Subrecipient may not publish or reproduce subject data in whole or in part, or in any manner or form, nor may the Subrecipient authorize others to do so, without the written consent of FTA, and SARTA until such time as FTA and SARTA may have either released or approved the release of such data to the public. This restriction on publication, however, does not apply to any contract with an academic institution. For purposes of this agreement, the term "subject data" means recorded information whether or not copyrighted, and that is delivered or specified to be delivered as required by this Agreement. Examples of "subject data" include, but are not limited to computer software, standards, specifications, engineering drawings and associated lists, process sheets, manuals, technical reports, presentations, catalog item identifications, and related information, but do not include financial reports, cost analyses, or other similar information used for performance or administration of the Agreement. The Federal Government reserves a royalty-free, non-exclusive and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use for "Federal Government Purposes," any subject data or copyright described below. For "Federal Government Purposes," means use only for the direct purposes of the Federal Government. Without the copyright owner's consent, the Federal Government may not extend its Federal license to any other party. a. Any subject data developed under the Agreement, whether or not a

copyright has been obtained; and b. Any rights of copyright purchased by the Subrecipient using Federal assistance in whole or in part by the FTA. Unless FTA determines otherwise, the Subrecipient performing experimental, developmental, or research work required as part of this Agreement agrees to permit FTA to make available to the public, either FTA's license in the copyright to any subject data developed in the course of the Agreement, or a copy of the subject data first produced under the Agreement for which a copyright has not been obtained. If the experimental, developmental, or research work, which is the subject of this Agreement, is not completed for any reason whatsoever, all data developed under the Agreement shall become subject data as defined herein and shall be delivered as the Federal Government may direct. Unless prohibited by state law, upon request by the Federal Government, the Subrecipient agrees to indemnify, save, and hold harmless the Federal Government, its officers, agents, and employees acting within the scope of their official duties against any liability, including costs and expenses, resulting from any willful or intentional violation by the Subrecipient of proprietary rights, copyrights, or right of privacy, arising out of the publication, translation, reproduction, delivery, use, or disposition of any data furnished under this Agreement. The Subrecipient shall be required to indemnify the Federal Government for any such liability arising out of the wrongful act of any employee, official, or agents of the Federal Government. Nothing contained in this clause on rights in data shall imply a license to the Federal Government under any patent or be construed as affecting the scope of any license or other right otherwise granted to the Federal Government under any patent. Data developed by the Subrecipient and financed entirely without using Federal assistance provided by the Federal Government that has been incorporated into work required by the underlying Contract is exempt from the requirements herein, provided that the Subrecipient identifies those data in writing at the time of delivery of the Contract work. The Subrecipient agrees to include these requirements in each subcontract for experimental, developmental, or research work financed in whole or in part with Federal assistance.

This Agreement has been executed by the parties on the respective dates set forth below, effective as of the date first written above.

SARTA

Subrecipient

Kirt W. Conrad
Executive Director/CEO

Date

Print Name/Title

Federal ID Number

Date

EXHIBIT A SCOPE OF SERVICES

Scope of Services (SOS)

Project Name : EZConnect

Consultant Name: IBI Group

Principal Investigator: Santosh Mishra

This Scope of Services (“SOS”) covers the above identified Consultant’s engagement to provide services to SARTA pursuant to the terms and conditions of the above referenced Agreement (“Agreement”) as though the provisions of the Agreement were set forth in their entirety within this SOS and so this SOS and the Agreement shall be considered one, fully integrated document. All defined terms used in this SOS and not otherwise defined will have the same meaning as in the Agreement.

NEORide will perform administrative activities related to this contract for project. The administrative activities will be quarterly reports and annual project reviews to SARTA HQ. NEORide will work closely with SARTA to ensure that all task, schedules, and target budget allocations are met. As challenges are uncovered, NEORide will work proactively to break down barriers that will lead to the full execution of the program and its identified tasks and deliverables.

1.0 PERIOD OF PERFORMANCE:

The period of performance for this SOS shall be as follows: **START:** March 24, 2023
END: March 23, 2025 or the date of FTA funding termination, whichever is earlier.

2.1 PROJECT SCOPE:

2.2 Purpose

This SOS is issued by SARTA in support of SARTA’s Federal Transit Authority Senator Brown’s Congressionally Directed Spending (CDS) grant.

2.3 Consultant’s Performance Obligations

Consultant will have exclusive control over the means, method and details of fulfilling Consultant’s obligations hereunder including sole responsibility for managing the delivery of Services hereunder.

2.4 Consultant's Compliance with Agreement

Consultant will ensure that applicable terms and conditions of the governing Agreement and this Statement of Work are communicated to, understood by, and complied with by the Consultant's resources assigned to the Projects.

3.0 DESCRIPTION OF SERVICES:

IBI will develop a concept of operations (ConOps) document per the scope as defined in the ATCMTD grant application. This ConOps will be developed per IEEE 1362 guidelines and the final deliverable will have the details related to:

- Scope of the EZConnect System: summarize at high-level what will be accomplished out of the planned EZConnect system. Identify goals and objectives and measures of objectives (MOE).
- Current Situation: summarize how current systems are setup at individual agencies involved in the EZConnect project.
- Justification and Nature of Changes to the Current Situation
 - Stakeholders and Users: define all stakeholders of the project and the users of various components that will be deployed.
 - User Needs: define user needs for the system
 - Alternatives: identify alternatives considered for changes to the current system.
- Concept for the Proposed System: define the technical components of the proposed system among with high-level requirements that meet the user needs.
- Operational Scenarios and use Cases: define up to 20 operational scenarios and workflows with respect to how individual components will be utilized. Also, define any constraints and policy/procedures to implement those use cases.
- Summary of Impacts: define at high-level how existing business operations will be impacted for various stakeholders and users.
 - Analysis of the Proposed System
 - Benefits: document expected benefits
 - Risks: identify preliminary risks associated with implementation of the proposed system
 - Limitations: define what the system can or cannot do

4.0 CONSULTANT PERSONNEL QUALIFICATIONS

Consultant will provide personnel with the qualifications and skills to perform the Services as noted in the Agreement. The personnel identified and/or described in this SOS are essential to the Services being performed hereunder. No substitution of personnel shall be made by the Consultant without written consent of SARTA.

5.0 DELIVERABLES AND BUDGET

Activity	Deliverable	Milestones	Budget
Concept of Operations			\$95,000
Total			\$95,000

6.1 PAYMENTS FOR SERVICES

SARTA shall pay for Consultant services as follows:

1. This statement of work provides a fixed price of \$95,000. Consultant will invoice SARTA backup documents as stated in the agreement, by the 7th day of the month for prior months' work.
2. Monthly reports based on monthly work completed, by task, submitted by the 15th of the following month.
3. In no event shall the amount invoiced exceed \$95,000 without prior written consent of SARTA.

Terms are net cash, without discount, payable within 30 days after date of invoice. Nothing in this section is intended to change the reporting and other FTA requirements regarding payment of services set forth in the main body of this Agreement.

7.1 PROJECT MANAGERS:

SARTA's Project Manager is the person authorized to act as primary point of contact for SARTA and is responsible for acceptance/rejection of any project deliverables.

Name:	Michael Brand - SARTA Grants Manager
Phone Number:	330-477-2782 Ext 539
Fax Number:	
E-Mail Address:	mbrand@sartaonline.com
Address:	1600 Gateway Blvd SE, Canton, OH 44707

CONSULTANT'S PROJECT MANAGER:

Consultant's Project Manager is the person authorized to act as primary point of contact for Consultant and is to be responsible for Consultant's performance under this SOS.

Name:	Santosh Mishra
Phone Number:	312-451-7694
Fax Number:	
E-Mail Address:	Santosh.mishra@ibigroup.com
Address:	21 Custom House St, 3 rd Floor, Boston, MA, 02110

Stark Area Regional Transit Authority

Resolution # _____, 2023

A Resolution To Purchase Six (6) CNG Buses from TESCO

Whereas, this resolution is for the purchase of six (6) CNG Light Transit Vehicle Fiberglass over Steel Construction (LTV-FS) from TESCO using State of Ohio Contract Number 248-22 (Contract); and

Whereas, the total costs per vehicle including options is two hundred thirty-four thousand, four hundred and forty-four dollars (\$234,444) for a total of one million, four hundred six thousand, six hundred sixty-four dollars (\$1,406,664) and;

Now therefore be it resolved by the Board of Trustees of the Stark Area Regional Transit Authority, that the Executive Director/CEO is authorized to place an order with TESCO for the purchase of 6 CNG LTV-FS and authorizes a contingency of ten percent (10%) or one hundred forty thousand, six hundred sixty-seven dollars (\$140,667) for a total amount not to exceed one million, four hundred forty-seven thousand, three hundred thirty-one dollars (\$1,547,331).

Date

Board President

Secretary-Treasurer



Date _____

PRICING FOR ODOT CONTRACT #248-22

Ford Fleet # _____

Light Transit Vehicle Fiberglass over Steel Construction (LTV-FS)

Floor Plan _____ Order Qty. 1

Customer Name: SARTA
 Address: _____

Contact Name: _____
 Phone No.: _____
 Fax No.: _____
 Email: _____

#	Description	Unit Price	Qty	Selected Option Price
	LTV-12-2	#####		\$ -
	LTV-0-6	#####		\$ -
	LTV-16-2	#####	1	\$ 116,431.00
	LTV-12-3	#####		\$ -
	LTV-13-2	#####		\$ -
Seats				
	Single Passenger Seat with Grab Rails	\$ 636.00		\$ -
	Single Three Step Fold Away	\$ 1,096.00		\$ -
	Double Three Step Fold Away	\$ 2,112.00	2	\$ 4,224.00
	Double Passenger Seat with Grab Rails	\$ 915.00	-5	\$ (4,575.00)
	Single Jump Seat	\$ 1,104.00		\$ -
	Double Jump Seat	\$ 1,683.00		\$ -
	Seat Belt Extenders	\$ 43.00		\$ -
	Seat to Accommodate Removable Child Seat	\$ 79.00		\$ -
Lift				
	Ricon (800 lb max capacity)			\$ -
	Braun (800 lb max. capacity)		1	\$ -
	1000 lb max. capacity	\$ 1,951.00		\$ -
Securement System				
	Sure-Loc	\$ 1,560.00	-2	\$ (3,120.00)
	Sure-Loc Webbing Loop	\$ 35.00		\$ -
	Q-Straint	\$ 1,560.00		\$ -
	Q-Straint Webbing Loop	\$ 21.00		\$ -
	Fifth Retractor	\$ 256.00		\$ -
Optional Equipment				
1J.	Dual Air Compressor	\$ 3,486.00	1	\$ 3,486.00
2J.	Public Information System	\$ 393.00	1	\$ 393.00
3J.	Passenger Call Bell System	\$ 1,633.00	1	\$ 1,633.00
4J.	Radio Ground Plane	\$ 381.00	1	\$ 381.00
5J.	Energy Absorbing Front Bumper	\$ 1,319.00	1	\$ 1,319.00
6J.	Energy Absorbing Rear Bumper	\$ 1,399.00	1	\$ 1,399.00
7J.	Heavy Duty Suspension	\$ 1,721.00	1	\$ 1,721.00
8J.	Driveline Retarder (LTVs Only)	\$ 11,155.00		\$ -
9J.	Ceiling Hand Rails	\$ 418.00		\$ -
10J.	Standard Overhead Luggage Rack	\$ 1,029.00		\$ -
11J.	Reading Lights for Overhead Luggage Rack	\$ 539.00		\$ -
12J.	Non-retractable Seat Belts	\$ (8.00)		\$ -
13J.	Storage Area (Medical Walker)	\$ 737.00		\$ -
14J.	Air spring suspension with full kneeling feature including DC Motor driven air compressor (5 CFM @100 PSI & 1750 RPM).			\$ -
15J.	Constant ride height control with minimum three electronic height sensors			\$ -
16J.	Oxygen TankSecurement	\$ 418.00		\$ -
17J.	AED Device	\$ 2,572.00		\$ -
18J.	Yellow Powder Coated Rails and Stanchions	\$ 775.00		\$ -
19J.	Single Integrated Child Seat	\$ 1,132.00		\$ -
20J.	Double Integrated Child Seat	\$ 2,167.00		\$ -
21J.	Single Integrated Child Seat with Adult Companion Seat	\$ 1,602.00		\$ -
22J.	Electric Door	\$ 475.00	1	\$ 475.00
23J.	Exterior Electric Door Switch	\$ 233.00	1	\$ 233.00
24J.	Slip Resisitent Floor Covering	\$ 1,345.00		\$ -
25J.	Extended Air Valves for Inner Duals	\$ 139.00		\$ -
26J.	Midship Marker with Turn Lights LED	\$ 273.00		\$ -
27J.	Solid Color Paint Scheme	\$ 6,296.00		\$ -
28J.	Flat Floor	\$ 973.00		\$ -

29J.	Mirror Mount on Front Hood	\$ 374.00		\$	-
30J.	Rear Emergency Exit Door	\$ 1,154.00		\$	-
31J.	Idle Engine Shutoff	\$ 868.00		\$	-
32J.	Backup Alert System	\$ 1,145.00		\$	-
33J.	Backup Camera and Monitor Installed	\$ 835.00		\$	-
34J.	Kneeling System				
35J.	Skirt Mounted A/C	\$ 462.00		\$	-
36J.	Plexiglass Tinted Driver Screen	\$ 377.00		\$	-
37J.	Hardened Valves & Seats	N/A			
38J	Sure-Lock Q Straight Slide & Click Securement System 8100-A1-SC or approved Equal	\$ 1,496.00	2	\$	2,992.00
39J	WC 18 Wheelchair tiedown and Occupant Restraint System	\$ 1,446.00		\$	-
40J	Optional L-Track per foot Secure Lok, Q Straint, Omni Floor Anchor System	\$ 29.00		\$	-
41J	Rear AC In-wall evaporator	\$ 977.00		\$	-
TOTAL				\$	126,992.00

TOTAL CUSTOMER REQUESTED OPTIONS (See Page 2 Attached) \$ 107,452.00

TOTAL VEHICLE COST INCLUDING OPTIONS \$ 234,444.00

TOTAL ORDER COST INCLUDING OPTIONS \$ 234,444.00

X
PURCHASER'S SIGNATURE

Date

6401 Seaman Rd., PO Box 167230, Oregon, OH 43616-7230
For pricing assistance, please contact your regional sales rep or
1-800-227-3572 FAX 419-836-8460
or visit www.tescobus.com/fleet/odot

rev 2/17/23

Stark Area Regional Transit Authority

Resolution # _____, 2023

A Resolution to Dispose of Outdated Computers

Whereas, this resolution authorizes the Executive/CEO to dispose of outdated computers; and

Whereas, there is a total of Sixteen (16) outdated Dell Optiplex computer systems that have been wiped of any SARTA related material by the IT Manager; and

Whereas, the IT Manager will sell any computers that are in working condition and recycle the dead ones;

Now, therefore be it resolved by the Board of Trustees of the Stark Area Regional Transit Authority, that the Executive Director/CEO is authorized to dispose of the outdated computers.

Date

Board President

Secretary-Treasurer

Stark Area Regional Transit Authority

Resolution # _____, 2023

A Resolution Updating The Absence Control Policy for Union Employees

Whereas, SARTA's Board of Trustees reviews SARTA's policies regularly and approves updates as needed; and

Whereas, this policy requires updates to reflect changes made in the agreement with AFSCME Local 1880; and

Whereas, updates reflect terminology for PTO, grammar, the removal of language for excused absences, and adding language for job abandonment; and

Whereas, such updates are attached;

Now therefore be it resolved by the Stark Area Board of Trustees that the Executive Director/CEO is authorized to make updates to the Absence Control Policy for Union Employees.

Date

Board President

Secretary-Treasurer

Absence Control Policy Effective Date March ~~122, 2019~~ 2023 Union Employees

Purpose

This policy addresses employees' absences from work. ~~All employee absences will be addressed under this policy.~~ Employees must take earned ~~vacation or floater days~~ PTO time for every absence unless otherwise allowed by company policy (e.g. bereavement, jury duty).

Policy

Absences

An absence is a failure to meet a scheduled shift. An absence does not include legal holidays, ~~vacations, floating holidays, PTO,~~ birthdays, ~~regular scheduled days off,~~ FMLA leave, or other contractual days off, as agreed by SARTA and the employee. As Specified in ~~Article 21, Section 3~~ of the ~~current~~ Agreement between Stark Area Regional Transit Authority and Ohio Council 8 and Local 1880, both of AFSCME, ~~effective January 1, 2019,~~ (the "CBA") employees incurring ~~Unexcused Absences~~ Unpaid absence, ~~a T~~ Tardy, or ~~Lose~~ Lose-out will be subject to the below discipline.

Notwithstanding the below, and Section ~~3-2~~ of Article 21 of the CBA, SARTA reserves the right to accelerate discipline for Pattern Absenteeism, as defined in Article 21, Section 4 of the CBA, and incorporated in Pattern Absenteeism of this Policy.

1st Unexcused Unpaid Absence, Tardy, or Lose-out	Written Notification
2nd Unexcused Unpaid Absence, Tardy, or Lose-out	Two (2) Working Day Suspension Written Notification
3rd Unexcused Unpaid Absence, Tardy, or Lose-out	Five (5) Working Day Suspension Two (2) Working Day Suspension
4th Unexcused Unpaid Absence, Tardy, or Lose-out	Fifteen (15) Working Day Suspension and 150 days Probation. No unexcused absence will drop off until the 150 day probation has expired. Five (5) Working Day Suspension
5th Unexcused Unpaid Absence, Tardy, or Lose-out	Termination Fifteen (15) Working Day Suspension and 150 days Probation. No unexcused absence will drop off until the 150 day probation has expired.
6th Unexcused Absence, Tardy, or Lose-out	Termination

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An Absence, Tardy, or Lose-out will be removed from the above count twelve (12) months after the occurrence.

Notwithstanding the above provision, any employee accumulating five (5) or more unexcused-unpaid absences or lose-outs, or any combination thereof, in a twelve (12) month period may be terminated or discharged. Any employee can be terminated if any attendance infraction occurs during the 150 calendar day probation.

Excused Absences Absences That Will Not Incur An Infraction

An Absence will be considered an "Excused Absence" if the following conditions are met:

- The employee notifies SARTA of the Absence at least ninety (90) minutes prior to the employees scheduled shift.
 - The employee provides SARTA with an acceptable excuse. For purposes of this Absence Control Policy an acceptable excuse is:
 - A Medical Family Emergency, which is defined as any medical event involving the employee or the employee's spouse, child, stepchild, parent, brother, or sister, which:
 - requires treatment by an emergency first responder
 - requires treatment in an emergency room setting, or
 - is certified by a medical professional as having been a medical emergency (For illustrative purposes: A Medical Family Emergency includes threats to life, limb, or eyesight such as a heart attack, stroke, uncontrolled bleeding, open fractures, wounds requiring stitches, poisoning, head trauma, persistent vomiting, and suicidal or homicidal feelings; a Medical Family Emergency does not include treatment of an illness or condition that could have been scheduled beforehand, treatment at an urgent care center or treatment in an emergency room of a non-emergent illness or condition, e.g. cold, cough, sore throat, flu, ear ache, sexually transmitted diseases, fever controlled with over the counter medicines, rashes, minor insect bites or stings, sprains, minor cuts, vaccinations, minor nausea, chronic problems and other conditions that are treatable in a primary care physicians office.)
 - Jury Duty or Court leave, including court ordered subpoenas and workers compensation hearings
 - Jury Duty or Court leave, including court ordered subpoenas and workers compensation hearings
 - Bereavement Leave
 - On-the-job injuries, so long as the Absence immediately follows the on the job injury and extends for no longer than one working day

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- Other reasons, as determined at the sole discretion of -SARTA
- The employee, within 72 hours of the Absence, provides adequate written documentation of the reason for the Absence. Examples of adequate written documentation, for illustrative purposes, include, a doctor's note, emergency room treatment and discharge documents, a subpoena, or administrative agency scheduling order.

Excused Absence due to an On-The-Job Injury

An Absence that would otherwise be considered unexcused will be considered excused if the Absence:

- occurs within thirty days of an Employees return to work from an on-the-job injury
- the employee provides documentation the absence is related to the original on-the-job injury, and
- the absence is compensated through Workers Compensation.

Unexcused Absence

An Unexcused Absence occurs when an employee incurs an Absence, as defined above, and fails to meet all of the requirements for the Absence.

Tardy/Lose-Out

If an operator fails to report for work to the dispatcher by his/her scheduled report time plus 59 seconds, the operator shall incur discipline.

Pattern Absenteeism

If SARTA establishes that an employee has a pattern of abusing absences according to this Policy, SARTA may accelerate discipline, up to and including termination.

Examples of Patterns of Abuse include:

- Absences occurring repetitively before or after weekends or holidays
- Absences occurring repetitively immediately before or after paydays
- Absenteeism ~~which causes~~causing -individual work performance and/or operational needs to suffer
- Absences occurring repetitively during certain times of the week, month, or year that do not qualify for FMLA
- Absences that coincide with the discipline provisions, e.g. three 2-day suspensions within a six month period

Job Abandonment

Any employee who fails to report to work for three (3) consecutive working days and does not properly notify the Employer by 5:00pm on the third day, then such

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employee will be considered as having quit his/her job, unless it is proven by the employee that notification was beyond/his/her control.

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Stark Area Regional Transit Authority

Resolution # _____, 2023

A Resolution Updating The Attendance Policy for Administrative Employees

Whereas, SARTA’s Board of Trustees reviews SARTA’s policies regularly and approves updates as needed; and

Whereas, this policy updates reflect terminology for PTO, grammar, and clarity for absences; and

Whereas, such changes are attached;

Now therefore be it resolved by the Stark Area Board of Trustees that the Executive Director/CEO is authorized to make updates to the Attendance Policy for Administrative Employees.

Date

Board President

Secretary-Treasurer

Attendance Policy Effective Date ~~September 1, 2019~~ March 22, 2023 Administrative Employees

Purpose

The purpose of this policy is to set forth SARTA's position for handling administrative employees' absences and tardiness. It is SARTA's goal to promote the efficient operation of the agency and minimize unscheduled absences. Employees must take earned ~~vacation, sick, or floater days~~ PTO or Sick Time for every absence unless otherwise allowed by company policy (e.g., leave of absence, bereavement, jury duty). ~~this includes doctor's appointments.~~

Policy

Punctual and regular attendance is an essential responsibility of each employee at SARTA. Employees are expected to report to work as scheduled, on time and prepared to start working. Employees also are expected to remain at work for their entire work schedule.

This policy does not apply to absences covered by the Family and Medical Leave Act (FMLA) or leave provided as a reasonable accommodation under the Americans with Disabilities Act (ADA). These exceptions are described in separate policies.

Absence

An absence is any a failure to meet a scheduled shift. An absence does not include legal holidays, ~~vacations, floating holidays~~ PTO, anniversary days, birthdays, ~~regular days off~~, sick time, FMLA leave.

An Excused absence occurs when all the following conditions are met:

- The employee provides to his or her supervisor sufficient notice at least an hour in advance of the absence.
- ~~The absence request is approved in advance by the employee's supervisor~~ PTO, Sick, Leave of Absence, Jury Duty, Bereavement is requested and approved.

Unexcused absence occurs when any of the above conditions are not met. ~~If it is necessary for an employee to be absent or late for work because of an illness or an emergency, the employee must notify his or her supervisor no later than the employee's scheduled starting time on that same day.~~ If the employee is unable to call, he or she must have someone make the call.

An unexcused absence counts as one occurrence for the purposes of discipline under this policy.

Tardiness and Early Departures

Employees with four or more consecutive days of excused absences because of illness or injury must give SARTA proof of physician's care.

Employees are expected to report to work and return from scheduled breaks on time. If employees cannot report to work as scheduled, they must notify their supervisor no later than their regular starting time. This notification does not excuse the tardiness but simply notifies the supervisor that a schedule change may be necessary.

Employees who must leave work before the end of their scheduled shift must notify a supervisor immediately. Any time off outside of the regular schedule must be approved by an employee's supervisor/director.

Unexcused tardiness and early departures ~~are each one-half an occurrence for the purpose of discipline under this policy.~~ will count as an infraction.

Pattern Absenteeism

If SARTA establishes that an employee has a pattern of abusing this Absence Control Policy, SARTA may accelerate discipline, up to and including termination.

Examples of Patterns of Abuse include:

- Absences occurring repetitively before or after weekends or holidays;
- Absences occurring repetitively immediately before or after paydays;
- Absenteeism which causes individual work performance and/or operational needs to suffer;
- Absences occurring repetitively during certain times of the week, month, or year that do not qualify for FMLA

Disciplinary Action

~~Excessive absenteeism is defined as two or more occurrences of unexcused absence in a 30-day period and will result in disciplinary action.~~ Six occurrences of unexcused absence in a 12-month period are considered grounds for termination.

Job Abandonment

Any employee who fails to report to work for a period of three days or more without notifying his or her supervisor will be considered to have abandoned the job and voluntarily terminated the employment relationship.

Stark Area Regional Transit Authority

Resolution # _____, 2023

A Resolution Updating The SARTA Code of Conduct for Administrative Employees

Whereas, SARTA’s Board of Trustees reviews SARTA’s policies regularly and approves updates as needed; and

Whereas, updates reflect grammar and the additions of discipline from other policies;

Whereas, such updates are attached;

Now therefore be it resolved by the Stark Area Board of Trustees that the Executive Director/CEO is authorized to make updates to the SARTA Code of Conduct Policy for Administrative Employees.

Date

Board President

Secretary-Treasurer

SARTA Code of Conduct Effective ~~June 27, 2019~~ March 22, 2023 Administrative Employees

Purpose

Work rules and company policies have been developed to standardize disciplinary action for various violations and serve as a guide to employees and supervisors involved in disciplinary matters. No policy can list all possible violations, therefore SARTA reserves the right to discipline for violations not listed in this policy.

Policy

Within the Code of Conduct, there are four (4) categories each containing a list of infractions that can lead to disciplinary actions up to and including termination of employment. Discipline in each category may be accelerated, based on the severity or repeated infractions, at the discretion of Management. The categories are as follows:

Category One – Terminable Violations

- Falsification of any SARTA reports, ~~or~~ claims pertaining to injuries occurring on SARTA premises or property, or claims for any benefits provided by SARTA.
- Restricting operations, persuading others to do so, promoting, encouraging, agitating, fomenting, engaging in or supporting strikes, suspension of work, slowdowns, or any other interruptions of operations in breach of contract.
- Improper picketing on SARTA premises.
- Sabotage or subversive activity of any kind.
- Misuse, ~~or~~ removal, or possession of any SARTA property from the premises without proper authorization ~~of any SARTA property or possession of any property removed from SARTA premises without proper authorization.~~
- Bringing, using, or having in possession weapons on SARTA property. Weapons include, but are not limited to, handguns, rifles, automatic weapons, and knives that can be used as weapons (excluding pocketknives, utility knives, and other instruments that are used to open packages, cut string, and for other miscellaneous tasks), martial arts paraphernalia, stun guns, and tear gas.
- Reporting to work under the influence of alcohol, any intoxicant, any narcotic, any barbiturate, any amphetamine, any hallucinogen or any other stimulating, depressing or mood-altering drug.
- Possessing, using, or transporting of any intoxicant or illegal narcotic, including, but not limited to barbiturates, amphetamines, hallucinogens, or any other stimulant is

prohibited. Possession of prescribed narcotics or depressants should be reported to the ~~immediate supervisor~~Director, Human Resources.

- Threatening, intimidating, coercing, or interfering with any person on SARTA property at any time.
- Striking, fighting, intimidating, or coercing with another SARTA employee at any time regardless of whether the employee is working or not.
- Striking or fighting with SARTA passengers or non-passengers at any time in connection with any matter.
- Theft of any kind.
- Willful abuse, or deliberate destruction of SARTA property, tools or equipment, or of any property on SARTA premises at any time.
- Failure to advise SARTA of loss of license.
- Employees who have more than six (6) current points charged against their license, or a DUI (Driving while Under the Influence), or a license suspension.
- Any contact between a SARTA vehicle and a pedestrian.
- Usage of cellular phone or electronic device that involves an accident.

Category Two – Violation of any one of the following shall result in;

- First Offense – Five (5) Day Suspension.
- Second Offense – Termination.
 - Immoral or indecent conduct.
 - Sleeping during work assignment.
 - Conducting personal business on SARTA time.
 - Smoking, vaping or use of any tobacco products in non-authorized areas.
 - Insubordination:
 - Failure to respond to a Supervisor radio call.
 - Refusal or failure to work or to obey and carry out orders of a supervisor in connection with your work.
- Usage of cellular phone or electronic device that does not involve an accident while driving.

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Category Three – Violation of any of the following shall result in;

- First Offense – Written Warning
- Second Offense – Two (2) Day Suspension
- Third Offense – Five (5) Day Suspension
- Fourth Offense – Termination

- Improper Job Performance: ~~—The following have been condensed under this violation instead of being standalone violations.~~
 - Improper use or operation of SARTA equipment.
 - Any violations or disregard of safety rules or procedures ~~including but not limited to;~~
 - Failure to maintain posted speed limit on any SARTA property.
 - Eating while company vehicle is in operation.
 - Failure to yield to an emergency vehicle.
 - Failure to maintain safe operation of personal vehicles while on SARTA property.
 - Creating or contributing to unsanitary conditions on any SARTA property including company vehicles.
 - Use of profane or improper language.
 - The making of false, vicious or malicious statements concerning any employee, SARTA or SARTA operations.
 - Any traffic violations while in operation of a SARTA vehicle.
- Failure to advise SARTA of any traffic violations, on or off SARTA time.
- Failure to keep SARTA informed of current address and telephone number.
- Unauthorized operation of machines, tools or equipment.
- Posting or removal of notices, signs or writing in any form on bulletin boards or SARTA property at any time without specific authority of management.
- Failure to complete the work assignment.
- Stopping work or making preparations to leave work before a specified break or quitting time.
- Failure to perform a Pre and Post trip inspection properly.
- Use of cellular phone or electronic device impeding work assignment or directive.
- Preventable Accidents in SARTA garage.
- Customer Service violations.
- —

Category Four— Violation of any of the following shall result in;

- First Offense – Written Warning
- Second Offense – Written Warning
- Third Offense – One (1) Day Suspension
- Fourth Offense – Five (5) Day Suspension
- Fifth Offense – Termination

- Improper uniform.
- Dress code violation.
- Failure to clean your work area.
- Failure to maintain proper hygiene.
- Failure to turn in credit card receipt, expense report.
- Failure to return company vehicle with full tank of gas.

Stark Area Regional Transit Authority

Resolution # _____, 2023

A Resolution Updating The SARTA Code of Conduct for Union Employees

Whereas, SARTA’s Board of Trustees reviews SARTA’s policies regularly and approves updates as needed; and

Whereas, updates reflect grammar and the additions of discipline from other policies;

Whereas, such updates are attached;

Now therefore be it resolved by the Stark Area Board of Trustees that the Executive Director/CEO is authorized to make updates to the SARTA Code of Conduct Policy for Union Employees.

Date

Board President

Secretary-Treasurer

SARTA Code of Conduct Policy Effective ~~November 1, 2019~~ March 22, 2023

Union Employees

Purpose

Work rules and company policies have been developed to standardize disciplinary action for various violations and serve as a guide to employees and supervisors involved in disciplinary matters. No policy can list all possible violations, therefore SARTA reserves the right to discipline for violations not listed in this policy.

Policy

Within the Code of Conduct, there are four (4) categories each containing a list of infractions that can lead to disciplinary actions up to and including termination of employment. Discipline in each category may be accelerated, based on the severity or repeated infractions, at the discretion of Management. The categories are as follows:

Category One – Terminable Violations

- Falsification of any SARTA reports, ~~or~~ claims pertaining to injuries occurring on SARTA premises or property, or claims for any benefits provided by SARTA.
- Restricting operations, persuading others to do so, promoting, encouraging, agitating, fomenting, engaging in or supporting strikes, suspension of work, slowdowns, or any other interruptions of operations in breach of contract.
- Improper picketing on SARTA premises.
- Sabotage or subversive activity of any kind.
- Misuse, ~~or~~ removal, or possession of any SARTA property from the premises without proper authorization ~~of any SARTA property or possession of any property removed from SARTA premises without proper authorization.~~
- Bringing, using, or having in possession weapons on SARTA property. Weapons include, but are not limited to, handguns, rifles, automatic weapons, and knives that can be used as weapons (excluding pocketknives, utility knives, and other instruments that are used to open packages, cut string, and for other miscellaneous tasks), martial arts paraphernalia, stun guns, and tear gas.
- Reporting to work under the influence of alcohol, any intoxicant, any narcotic, any barbiturate, any amphetamine, any hallucinogen or any other stimulating, depressing or mood-altering drug.
- Possessing, using, or transporting of any intoxicant or illegal narcotic, including, but not limited to barbiturates, amphetamines, hallucinogens, or any other stimulant is

prohibited. Possession of prescribed narcotics or depressants should be reported to the ~~immediate supervisor~~Director, Human Resources.

- Threatening, intimidating, coercing, or interfering with any person on SARTA property at any time.
- Striking, fighting, intimidating, or coercing with another SARTA employee at any time regardless of whether the employee is working or not.
- Striking or fighting with SARTA passengers or non-passengers at any time in connection with any matter.
- Theft of any kind.
- Willful abuse, or deliberate destruction of SARTA property, tools or equipment, or of any property on SARTA premises at any time.
- Failure to advise SARTA of loss of CDL or License.
- Employees who have more than six (6) current points charged against their license, or a DUI (Driving while Under the Influence), or a license suspension, or
- Any contact between a SARTA vehicle and a pedestrian.
- Usage of cellular phone or electronic device that involves an accident
-

Category Two – Violation of any one of the following shall result in:

- First Offense – Five (5) Day Suspension.
 - Second Offense – Termination.
 - Immoral or indecent conduct.
 - Sleeping during work assignment.
 - Conducting personal business on SARTA time.
 - Smoking, vaping or use of any tobacco products in non-authorized areas.
 - Insubordination:
 - Failure to respond to a Supervisor radio call.
 - Refusal or failure to work or to obey and carry out orders of a supervisor in connection with your work.
- Usage of cellular phone or electronic device that does not involve an accident while driving.

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Category Three – Violation of any of the following shall result in:

- First Offense – Written Warning
- Second Offense – Two (2) Day Suspension
- Third Offense – Five (5) Day Suspension
- Fourth Offense – Termination

- o Improper Job Performance: ~~The following have been condensed under this violation instead of being standalone violations.~~
 - Improper use or operation of SARTA equipment. ~~(All coach accidents to be handled separately).~~
 - Any violations or disregard of safety rules or procedures, including but not limited to;
 - Running with doors open.
 - Running with the interlock system off.
 - Failure to maintain posted speed limit on SARTA property.
 - Failure to stop revenue vehicles at a railroad crossing.
 - Eating or drinking while the coach is in operation.
 - Failure to yield to an emergency vehicle.
 - Failure to maintain safe operation of personal vehicles while on SARTA property.
 - Creating or contributing to unsanitary conditions on any SARTA property including the Coach Operator work area.
 - Use of profane or improper language.
 - The making of false, vicious or malicious statements concerning any employee, SARTA or SARTA operations.
 - Any traffic violations while in operation of a SARTA vehicle.
- o Pattern Absence Abuse.
- o Failure to advise SARTA of any traffic violations, on or off SARTA time.
- o Misuse of the radio system including unnecessary or improper radio etiquette.
- o Failure to keep SARTA informed of current address and telephone number.
- o Unauthorized operation of machines, tools or equipment.
- o Shortcutting route.
- o Posting or removal of notices, signs or writing in any form on bulletin boards or SARTA property at any time without specific authority of management.
- o Failure to complete the work assignment.
- o Stopping work or making preparations to leave work before a specified break or quitting time.
- o ~~Working on non-SARTA vehicles or performing non-SARTA work while on SARTA time.~~
- o Failure to maintain route paddles with appropriate paperwork.
- o Failure to secure names, addresses, phone numbers and statements from riders immediately following an accident or incident.

- o Failure to pick-up or drop-off Proline riders at the address noted on the manifest unless authorized to change location.
- o Driving on private property without authorization.
- o Failure to make an emergency courtesy stop for passenger(s) that are at a safe location and/or attempting to make it to a nearby bus stop.
- o Use of cellular phone or electronic device impeding work assignment or directive.
- o Preventable Accidents in SARTA garage.
- o Failure to collect the proper fare and/or report immediately to Dispatch that riders do not have the proper fare.
- o Customer Service violations.
- o Failure to call off properly.

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Category Four– Violation of any of the following shall result in:

- First Offense – Written Warning
- Second Offense – Written Warning
- Third Offense – One (1) Day Suspension
- Fourth Offense – Five (5) Day Suspension
- Fifth Offense – Termination
 - o Schedule Violations
 - Late on a Run/Route without a valid reason.
 - Off route.
 - Running hot.
 - Leaving garage inside passenger pick-up window.
 - o Improper transfer procedure.
 - o Failure to perform a Pre and Post trip inspection properly.
 - o Failure to begin boarding passengers no less than two (2) minutes prior to the scheduled departure time.
 - o Failure to remain on SARTA property during line-ups.
 - o Improper uniform.
 - ~~o Dress code violation.~~
 - o Failure to keep dash area free of debris.
 - o Playing radios or other sound equipment while driving coach. (Cell Phones and Other Electronic ~~Devises~~ Devices to be handled separately.)
 - o Failure to immediately notify Dispatcher and turn in lost articles found on SARTA property.

- Allowing friends, and/or family to ride coaches for joy riding. Must be transported from one point to another.
- Failure to display proper coach signage and route numbers.
- Failure to safely discharge or receive riders at designated coach stops.
- All Code – 7 violations.
- Failure to properly secure bus.
- Failure to use designated garage doors when exiting/entering the garage.
- Failure to turn in credit card receipt.
- Failure to take an assigned vehicle at pull-out or taking non-assigned vehicle without securing permission.
- Failure to clean your work area.
- ~~○ Failure to collect the proper fare and/or report immediately to dispatch that riders do not have the proper fare.~~
- Failure to log-off of a farebox prior to exiting the coach.
- ~~○ Failure to have route schedules available on the coach for the route and all connecting routes.~~

Stark Area Regional Transit Authority

Resolution # _____, 2023

A Resolution Updating The Cellular Phones And Other Electronic Devices Policy

Whereas, SARTA’s Board of Trustees reviews SARTA’s policies regularly and approves updates as needed; and

Whereas, updates to include administrative work assignments, usage of devices while operating all SARTA vehicles, and removes discipline to be reflected in the Code of Conduct; and

Whereas, such updates are attached;

Now therefore be it resolved by the Stark Area Board of Trustees that the Executive Director/CEO is authorized to make updates to the Cellular Phones And Other Electronic Devices Policy.

Date

Board President

Secretary-Treasurer

Cellular Phones And Other Electronic Devices Effective ~~June 12, 2019~~ March 22, 2023

Purpose

To limit distractions and the risks of accidents while operating SARTA revenue, support, and maintenance vehicles. To limit distractions that impede work assignments.

Policy

This policy covers the use of cellular phones and other electronic devices. Electronic devices include, ~~such as,~~ but not limited to wireless and/or portable electronic handheld equipment that may be hands-free or not, smartphones, smart watches, two-way pagers, portable internet devices, MP3 players, iPods, Bluetooth devices or any headphones or ear buds of any type, laptop computers, and any other portable electronic devices.

Electronic devices issued by SARTA for the operation of a revenue, support, or maintenance vehicle, for example radio or Trapeze, are excluded.

It is a violation of this policy to interrupt/pause any service or work assignment to check or use your cellular phone or electronic devices.

Revenue Vehicles

This policy prohibits any activity that includes the usage of the aforementioned to talk, text, email, watch movies, engage in social media, play games, read, or listen to music while operating SARTA revenue ~~or maintenance~~ vehicles ~~or~~ during work assignments.

Support and Maintenance Vehicles

It is against the law to use a handheld cellular or electronic devices while operating a vehicle.

Administrative Work

The use of cellular and electronic devices for personal affairs should be limited and not used for long durations during work hours. At no time should cellular and electronic devices distract or interrupt/pause any work assignment. Audio enhancements should not hinder or interrupt your customer's, internal or external, experience. Video watching will be used for training purposes only.

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GPS Navigation

In the event that SARTA issued navigation equipment becomes inoperable, an employee may use personal electronic devices for the purpose of providing aid to ~~navigation~~navigate. A device may only be used in a hands-free mode during operation of a SARTA revenue or maintenance vehicle and only for the purpose of viewing map information or listening to voice-generated GPS directions. Under these circumstances an employee must:

- Pull the vehicle over to a safe location
- Be out of the driver seat and notify ~~dispatch~~Dispatch of the inoperable equipment
- Be out of the seat and program the device while the vehicle is not in operation

Discipline

~~Usage of cellular phone or electronic device that involves an accident~~

~~First Offense — Termination~~

~~Usage of cellular phone or electronic device that does not involve an accident while driving~~

~~First Offense — Five (5) Day Suspension~~

~~Second Offense — Termination~~

~~Other violations of this policy~~

~~First Offense — Written Warning~~

~~Second Offense — Five (5) Day Suspension~~

~~Third Offense — Termination~~

Stark Area Regional Transit Authority

Resolution # _____, 2023

A Resolution Updating The Credit Card Policy

Whereas, SARTA’s Board of Trustees reviews SARTA’s policies regularly and approves updates as needed; and

Whereas, updates are to include usage of fuel cards and grammar; and

Whereas, such updates are attached;

Now therefore be it resolved by the Stark Area Board of Trustees that the Executive Director/CEO is authorized to make updates to the Credit Card Policy.

Date

Board President

Secretary-Treasurer

Credit Card Policy Effective ~~October 1, 2019~~ March 22, 2023

Purpose

The purpose of this policy is to define and control the proper use of SARTA's credit cards.

~~Administrative employees are authorized to use credit cards. In the event that additional employees must use a credit card, the Executive Director/CEO may authorize usage.~~

Policy

SARTA credit cards are to be used for SARTA business only. Credit Cards are a method of payment, not to circumvent the Procurement Policies and Procedures.

Credit Cards may be used to make approved reoccurring payments to vendors, approved general agency purchases, training, and travel expenses. All credit cards must be returned immediately after purchase.

An employee must follow the Procurement Policy, Travel Policy and/or the Virtual Card Procedure for acquisition, use, and management of a credit card.

Approved credit card users will sign out a credit card and be accompanied by a finance staff person to make necessary purchase. The following exception will be made for credit card use allowing the user to make purchases on their own:

- Food for Events which cannot be ordered in advance -Receiving Document & Itemized Receipts Required
- Travel- Expense Report, Itemized Receipts, Training Report ~~Required~~ required

All online ordering will be done using SARTA Virtual Cards.

The maximum credit limit on any one account will be \$500,000.

Completion of Purchase

The requestor must return the receipts within one (1) business day for all purchases, two (2) business days for travel expenses:

- Virtual Card – receipts are to be turned into the Accounting Administrator/DBELO
- Credit Card – receipts are the be turned into the Director, Finance

A receiving document must be completed for all credit card purchases, accompanied by a line item receipt. The receiving document must be completed and signed by the purchasing employee and one finance staff member, unless the items are received and verified by the Receiving Department.

If receipts are not returned within the allotted time, it must be immediately reported to the Director, Finance and/or the Executive Director/CEO.

Reporting of Lost/Stolen Credit Cards

In the event that a physical credit card is lost or stolen:

- An employee must immediately notify the Director, Finance or in the absence of the Director, Finance the Executive Director/CEO.
- Director, Finance or the Executive Director/CEO will immediately notify the bank.

In the event that a credit card, physical or virtual is compromised:

- The Accounting Administrator/DBELO must immediately report the activity to the Director, Finance or the in absence of the Director, Finance the Executive Director/CEO.

Responsibility of Maintaining Credit Cards

The Director, Finance will be responsible for credit card issuance, credit card reissuance, credit card cancellation, and the process for reporting lost or stolen credit cards.

It shall be the policy of SARTA that the Director, Finance will hold all physical SARTA credit cards, with the exception of credit cards designated for fuel only.

The Director, Finance shall file an annual report to the Board of Directors detailing all rewards received based on the usage of the credit cards.

The Executive Director/CEO will hold the SARTA Executive Card at all times. It is understood that the Executive Director/CEO constantly conducts SARTA business purchases. The Executive Director/CEO will reconcile receipts ~~weekly~~ monthly with the Finance department.

The Chief Operating Officer (COO) will hold a credit card at all times. It is understood that the COO will use this card in the event fuel is needed offsite during power outages.

Fuel Cards

Employees making fuel purchases for revenue, support, and maintenance vehicles must turn in a receipt daily. Fuel credit cards are assigned to each vehicle and must remain with the vehicle, unless authorized by the COO.

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Policy Violations

It is the employee's responsibility to comply with all guidelines within this policy. Violations of this policy and consequences include but are not limited to:

- Missing Itemized Receipt
 - Charges will be deemed personal and be deducted from employee's next paycheck. For travel, see Travel policy.
 - Exceptions for missing receipts will be at the sole discretion of the Executive Director/CEO. Missing receipt exceptions for the Executive Director/CEO will be at the discretion of the Board President/Vice President. Employees must note the reason for the missing receipt on their expense report and have authorization from approved parties in order to avoid payroll deduction.
- Failure To Return Credit Card Immediately
- Failure to Immediately Report Lost/Stolen Card
- Making Unauthorized Purchases

A written discipline with measures deemed necessary, up to and including termination, will be placed in an employee's file for all violations.

CREDIT CARD POLICY ACKNOWLEDGEMENT FORM

I, _____ have received, read, and understand SARTA's Credit Card Policy. I understand that it is my responsibility to adhere to the Credit Card Policy in its entirety and how it relates to the Travel Policy and Procurement Policy and the rules for each. By signing this acknowledgement, I authorize Stark Area Transit Authority to payroll deduct any charges deemed personal, or for which a receipt has not been provided. I acknowledge that all of the Policy Violations will be applied.

Employee Signature

Date

Stark Area Regional Transit Authority

Resolution # _____, 2023

A Resolution Updating The Electronic Payment, Fund Transfers Policy

Whereas, SARTA’s Board of Trustees reviews SARTA’s policies regularly and approves updates as needed; and

Whereas, updates are to include change of position for responsibility and grammar; and

Whereas, such updates are attached;

Now therefore be it resolved by the Stark Area Board of Trustees that the Executive Director/CEO is authorized to make updates to the Electronic Payment, Funds Transfer Policy.

Date

Board President

Secretary-Treasurer

Electronic Payments, Fund Transfers Policy Effective ~~October 9, 2019~~ March 22, 2023

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Purpose

The purpose of this policy is to promote electronic payment as a more secure, timely and cost effective method of issuing payments to suppliers and reimbursements to employees.

Policy

SARTA's peered method for making payments to commercial suppliers, and for issuing reimbursement to employees, is via electronic payments. The use of electronic payments, to the extent consistent with legal and regulatory requirements, to conduct any payment, transfer of funds.

The Executive Director/CEO, Director, Finance and other authorized positions in the Finance Department are the only employees with the authorization to initiate Electronic Payments, or Fund Transfers. All payments and transfers require dual approval by the Executive Director/CEO and the Director, Finance. In either of their absence the Grants Manager or the ~~Capital Projects~~Accounting Manger may be the second approver.

Automatic Clearing House (ACH) Payment are for reoccurring payments. Electronic Fund Transfers (EFT) Payments are for any other payment that is not ~~re~~reoccurring.

ACH and EFT payments and fund transfers up to \$100,000 require two approvals; ~~the~~ Executive Director/CEO and the Director, Finance. In the absence of either the Executive Director/CEO or the Director, Finance, the Grants Manager or the ~~Capital Projects~~Accounting Manager have approval authority.

All EFT Payment over \$100,000 will require either the Board President/Vice President as the second approver.

Stark Area Regional Transit Authority

Resolution # _____, 2023

A Resolution Updating The Nepotism Policy

Whereas, SARTA’s Board of Trustees reviews SARTA’s policies regularly and approves updates as needed; and

Whereas, updates are to include an additional family relationship which will more closely align with the Ohio Revised Code ; and

Whereas, such updates are attached;

Now therefore be it resolved by the Stark Area Board of Trustees that the Executive Director/CEO is authorized to make updates to the Nepotism Policy.

Date

Board President

Secretary-Treasurer

NEPOTISM POLICY Effective ~~September 25, 2019~~ March 22, 2023

Purpose

To define the hiring and promotion of SARTA employees, SARTA will make every attempt to preclude actual favoritism or the appearance of favoritism in the employment relationship. SARTA is an equal opportunity employer and extends equal consideration to all applicants and candidates for employment, regardless of relationships between current employees.

Policy

For this policy, relationship includes members of the current employee's immediate family:

- Mother/Father
- Legal Guardian
- Spouse
- Child
- Brother/Sister
- Grandparent
- Grandchild
- ~~Mother-in-law/Father-in-law~~
- Daughter-in-law/Son-in-law
- Stepparent
- Step brother/step sisters
- Step children

To preclude actual favoritism or the appearance of favoritism in the employment relationship:

1. No employee shall take any part in the selection process for a position for which immediate family is an applicant.
2. Employees shall not work in a position where immediate family is in the fiduciary chain of approval for verifying hours worked, discipline or management decisions, accounting of property or expending money, or supervise immediate family members.
3. Parents, spouses, children, and stepchildren of any employee will not be hired at any time.
4. No immediate family members, ~~immediate or extended~~, of Directors, the Executive Director/CEO, or of the Board of Trustees will be hired at any time.

Notwithstanding, current employees who marry each other will be permitted to continue employment with SARTA provided they do not work in a direct

supervisory relationship with each other or otherwise pose difficulties as mentioned above in clause 2. If employees who marry do work in a direct supervisory relationship with each other, SARTA will attempt to reassign one of the employees to another position for which he or she is qualified if such a position is available. If no such position is available, the employees will be permitted to determine which one of them will resign from SARTA.

Any unforeseen and unaddressed issues and concerns will be directed to the Executive Director/CEO.

Stark Area Regional Transit Authority

Resolution # _____, 2023

A Resolution Updating The Safety Policy

Whereas, SARTA's Board of Trustees reviews SARTA's policies regularly and approves updates as needed; and

Whereas, updates are to include rearrangement of definitions, discipline moved to Code of Conducts, and adding Preventable Incidents; and

Whereas, such updates are attached;

Now therefore be it resolved by the Stark Area Board of Trustees that the Executive Director/CEO is authorized to make updates to the Safety Policy.

Date

Board President

Secretary-Treasurer

Safety Policy Effective ~~January 12, 2022~~ March 22, 2023

Purpose

Stark Area Regional Transit Authority is concerned with the safety of all its employees and the community it serves. SARTA promotes a safe working environment for its employees through training designed to create safe behaviors.

As the public transportation authority of Stark County, the public depends on SARTA to operate all vehicles in a safe, professional manner. All employees are expected to observe all safety rules and regulations, as well as all State and Federal Motor Vehicle Laws.

Policy

Accidents/Incidents

This policy will define accidents and incidents as preventable or non-preventable. Preventable is defined when an employee failed to exercise every possible precaution to prevent an accident or incident. Non-preventable is defined as when an employee made every attempt to avoid an accident or incident.

All accidents and incidents will be reviewed and classified by the Accident Classification Committee as:

- Preventable Accident
- Non-Preventable Accident
- Preventable Incident
- Non-Preventable Incident

An accident is defined as any happening directly related to the manner in which the ~~coach operator~~ employee applies the brakes, accelerates, or steers the vehicle. An accident could be the result of a collision with another vehicle, object, or person or could be associated with a happening that occurs on the vehicle without any contact with another vehicle (i.e., a passenger falls or is thrown due to the movement/manner in which the vehicle was driven).

An incident is any unusual happening directly associated with a ~~coach operator~~ employees's job responsibilities towards passengers; actions of passengers; or injuries sustained by employees during the course of their employment. Examples of incidents include, but are not limited to:

- Employee Injuries/Worker's Compensation
- Wheelchair Securement
- Wheelchair Incidents
- Boarding and Alighting with the use of operation of Lifts, Kneelers, Steps, & Ramps
- Vandalism
- Passenger Injuries
- Passenger Falls
- Any violation of Courtesy Rules
- All other Coach Operator responsibilities

~~Preventable is defined when an employee failed to exercise every possible precaution to prevent an accident or incident.~~

~~Non-preventable is defined as when an employee made every attempt to avoid an accident or incident.~~

All accidents and incidents must be reported immediately regardless of who was injured, what property was damaged, regardless of the extent of the damage, where it occurred, or who was responsible.

Discipline

Discipline will be based on a 12 month rolling period. All discipline may be accelerated based on the severity of the accident or incident and/or negligence of the employee. Any attempt to conceal or to misrepresent the facts of an accident or incident may be subject to discipline up to and including termination.

All extensive mandatory retrains will last a minimum of four (4) hours within 30 days of the determination of the accident/incident.

Any contact between a SARTA vehicle and a pedestrian will be considered a Category One of the Code of Conduct with a penalty of termination.

All Preventable Accidents that occur in SARTA's garage will be considered a Category Three of the Code of Conduct.~~All preventable accidents that occur in SARTA's garage will be considered a Category Three of the Code of Conduct. All preventable incidents will be considered a Category Three of the Code of Conduct.~~

Preventable Accidents

First Preventable	Written Notification <u>Warning</u> with Mandatory Retraining
Second Preventable	Written Notification <u>Warning</u> with Extensive Mandatory Retraining
Third Preventable	Discharge <u>Termination</u>

Preventable Incidents

<u>First Preventable</u>	<u>Written Warning with Mandatory Retraining</u>
<u>Second Preventable</u>	<u>Written Warning with Mandatory Retraining</u>
<u>Third Preventable</u>	<u>Written Warning with Extensive Mandatory Retraining</u>
<u>Fourth Preventable</u>	<u>Termination</u>

Unreported Accidents, Incidents, Injuries

First Offense:	Three (3) Day Suspension with Mandatory Retraining
Second Offense:	Discharge <u>Termination</u>

Failure to Properly Report And/Or Submit An Accident, Incident, Injury Report

- Failure to immediately notify Dispatch
- Failure to submit a written report within **Twenty-Four (24)** hours of an accident, incident, or injury unless otherwise instructed
- Failure to secure names of riders/witnesses to an accident, incident, or injury

First Offense:	Written Warning
Second Offense:	Five (5) Day Suspension
Third Offense:	Discharge <u>Termination</u>

Stark Area Regional Transit Authority

Resolution # _____, 2023

A Resolution Updating The Travel Policy

Whereas, SARTA's Board of Trustees reviews SARTA's policies regularly and approves updates as needed; and

Whereas, updates are for clarity and grammar; and

Whereas, such updates are attached;

Now therefore be it resolved by the Stark Area Board of Trustees that the Executive Director/CEO is authorized to make updates to the Travel Policy.

Date

Board President

Secretary-Treasurer

TRAVEL POLICY Effective March ~~1, 2019~~22, 2023

Purpose

The purpose of this policy is to establish travel rules and regulations and to provide consistent expense reimbursement. This policy will cover all employees, officers, trustees and other approved individuals engaged in authorized travel or business on behalf of SARTA, and to provide a mechanism for monitoring travel-related costs.

Policy

It shall be the policy of SARTA to identify anticipated business travel requirements as part of the budget development process. Once the budget has been adopted, the following guidelines shall be utilized in administering the travel program. All employees must submit direct deposit authorization for per diem payments, reimbursements, and other travel expenses.

Scheduling

When possible, planning travel should be completed early enough to enable SARTA to take advantage of any and all discounts for matters such as air travel, registration fees, and lodging. As much as possible, staff is encouraged to use public transportation when on out-of-area travel. Per Diem shall be paid two weeks prior to departure provided paperwork has been submitted.

Reporting

All employees are required to submit a report on what they learned and how it will benefit SARTA. This report must be submitted to the employee's Director along with their expense report. The Director will ensure the expense and learning report is complete prior to approval. The Accounting Administrator /DBELO will **IMMEDIATELY** report discrepancies to the Executive Director/CEO. Reimbursements will not be dispersed until this process is complete. Failure to comply ~~will~~ may result in disciplinary actions up to and including termination.

Driving Trips

All SARTA staff are encouraged to use SARTA vehicles for local travel. Reservations of SARTA vehicles for travel should be made with Maintenance as early as possible in order to avoid any conflict. See [Use of Agency Non-Revenue Requesting Maintenance and Support](#) Vehicles Procedure.

Use of personal vehicles will not qualify for mileage reimbursement except under special circumstances and travel to the airport. All exceptions for request for mileage

reimbursement must be preapproved in writing by the Executive Director/CEO or the Director, Finance.

Cancellations

Travel should be planned carefully as cancellations may result in both extra administrative costs, as well as potential forfeiture of amounts paid for registrations and travel costs. Cancellations requests must be made in writing to your immediate Director. If cancellations are not for legitimate reasons, pre-approved by the Department Head and/or the Executive Director/CEO, the employee may be liable for the costs of any travel arrangement and/or forfeited costs.

Per Diem

A Per Diem is a fixed allowance per day for meals. The Per Diem amount allowed is determined by the location to which the employee travels. The current amounts established under the federal IRS regulations will be used, set by the U.S. General Services Administration (GSA) at www.gsa.gov/travel/plan-book/per-diem-rates. Per Diem is only issued for travel that involves overnight accommodations. No submission of receipts are required.

General Travel Regulations

Employees may take a spouse or guest on a business trip. However, SARTA will not pay travel expenses on their behalf. This is the responsibility of the employee.

If an employee takes a side trip before or after the SARTA business trip, the additional costs will be at the employee's expense. The maximum amount that SARTA will allow for reimbursement is the cost of expenses directly related to the business-related travel for which SARTA is sending the employee.

Reimbursable Expenses

When making travel plans, every aspect of travel should be detailed in the Travel Request. SARTA will issue per diem for food expenditures. A credit card will be issued for travel purposes. Virtual credit cards will be used for prepaid travel expenses such as airfare, registration fees, and hotel reservations. Once proper documentation has been submitted to the Accounting Administrator/DBELO, the employee will be issued a card.

The following are examples of expenses **NOT REIMBURSABLE** by SARTA:

1. Liquor, beer, wine and other alcoholic beverages
2. Meals and other accommodations for spouse or guest
3. Tours or sightseeing fares, if not on the conference itinerary

4. Trip insurance
5. Any other expense prohibited by law

Expenses incurred for which receipts are not returned will not be reimbursed. Any expense by SARTA for which a receipt is not submitted will be deemed personal and may be expensed back to the employee through payroll deduction.

All reimbursement claims and expenses shall be itemized on a SARTA travel expense form approved by the Department Director or Executive Director/CEO. The Executive Director/CEO expense reports shall be approved by the Board President or Vice President.

Expense Reports

Employees must complete an expense report within two (2) business days upon return. ~~All receipts, paid with a SARTA credit card and/or Virtual Credit Card, must be accounted for and submitted. Any credit card charges, for which receipts are not submitted will be deemed personal and be deducted from the employee's next paycheck; see Credit Card Policy. All expense reports must be approved by the Department Director or the Executive Director/CEO.~~ All costs associated with Travel must be documented on the expense report.

TRAVEL POLICY ACKNOWLEDGEMENT FORM

I, _____ have received, read, and understand SARTA's Travel Policy. I understand that it is my responsibility to adhere to the Travel Policy in its entirety and how it relates to the Credit Card Policy and its rules.

Employee Signature

Date

Stark Area Regional Transit Authority

Resolution # _____, 2023

A Resolution Updating The Tuition Reimbursement Policy

Whereas, SARTA’s Board of Trustees reviews SARTA’s policies regularly and approves updates as needed; and

Whereas, updates are to include an additional misrepresentation clause and grammar; and

Whereas, such updates are attached;

Now therefore be it resolved by the Stark Area Board of Trustees that the Executive Director/CEO is authorized to make updates to the Tuition Reimbursement Policy.

Date

Board President

Secretary-Treasurer

Tuition Reimbursement Effective March ~~1, 2019~~22, 2023

Purpose

SARTA's Tuition Reimbursement Program provides an opportunity for employees to obtain additional education or training, in order to increase their competence in their present jobs and to prepare for future advancements within the agency.

Policy

Tuition reimbursement may only be used for academic tuition and one license/certification in the employee's specialty per fiscal year. The agency will reimburse eligible employees for tuition expenses (not including fees, books or supplies) paid to accredited schools, colleges and universities as set forth in this policy. The program shall reimburse after all other scholarships and grants are applied.

Eligibility

Employees

The Tuition Reimbursement Program is available to all full time active employees who have completed one year of continuous service with the agency. In order to receive reimbursement, the employee must be on the payroll throughout the duration, as well as upon completion of the coursework.

Courses and Programs

Certificates or post high school degree programs will be reimbursed if they are directly related to an employee's area of job responsibility at SARTA. The agency will determine, at its sole discretion, whether a degree program or course is business or job related. In order to be eligible for reimbursement, the course of study must be done at an accredited college/university or organization specializing in job and career-related education and training.

Guidelines

- Academic/College Courses: Only tuition will be reimbursed. The following are not reimbursable such as, but not limited to: graduation fees, housing, late or add/drop registration fees, supplies, uniforms (i.e., lab coats, shirts, insignia patches, pins, etc.), equipment (i.e. stethoscopes, magnifying glasses, etc.), software, exams (GRE, GMAT, LSAT, etc.) and books.
- Certification/Licensure: One certification or licensure, either initial or renewal in the staff member's specialty.

Tuition reimbursement is a benefit offered per fiscal year, which runs from January 1 through December 31. The maximum dollar benefit allowed per fiscal year per participant will be the amount allowable by the IRS as a non-taxable benefit (currently \$5,250.00). Fees for certification or licensure in a specialty will be reimbursed at 100%.

Tuition Reimbursement Request forms are available on the Business Portal.

The Director, Human Resources will respond with a final decision within ten working days of receipt. Please keep in mind, this is a first come first serve program based on the funding available.

If an applicant is denied, the reasons for denial will be designated on the Application for Tuition Reimbursement form that is returned to the employee.

Courses must be approved before classes begin. Any tuition reimbursement request submitted after the class has started will be denied.

Employees must make every effort to schedule classes during non-working hours. In the event that a pre-requisite or required elective course is only offered during the employee's regularly scheduled work day; the employee must obtain permission from the Executive Director/CEO and Department Head in order to attend. The employee may be required to use accrued leave time in order to attend. Approval of this leave time is not automatic and follows the normal leave request procedure as outlined in the employee handbook.

Reimbursement

The agency will reimburse eligible employees for tuition expenses paid to the accredited schools/colleges/universities as set forth in this policy within 30 days of completion of the course. The employee should also submit the following documents to the Finance, Director:

- (1) College/University invoice indicating fees charged and amount paid (must include the school's name and address).
- (2) College/University Official grade card/report indicating the applicant's name, quarter/semester, course name(s) and grade(s) for the term.
- (3) Signed FERPA for employee's University/College.

All tuition reimbursement records will be maintained in the Employee file.

ACADEMIC COURSES

Upon completion of the course, the employee must submit a copy of their grade report with a passing grade of A, B or C, or in the case of a pass/fail course, the final grade must indicate a Pass, or in the case of Satisfactory/Unsatisfactory, the final grade must indicate a Satisfactory. If the student withdraws from the course or receives an incomplete, the fees for that course will not be reimbursed. The agency will reimburse employees at the conclusion of a successfully completed course according to the following schedule:

- If the employee receives an "A" grade, the agency will reimburse 100% of the tuition cost.
- If the employee receives a "B" grade, then the agency will reimburse 75% of the tuition cost.
- If the employee receives a "C" grade, the agency will reimburse 50% of the tuition cost
- If the employee receives a "Pass" in a pass/fail course or a "Satisfactory" in a satisfactory/unsatisfactory course, then the agency will reimburse 100% of the tuition cost.

Employee Responsibilities

It is the responsibility of the employee to notify the Director, Human Resources if an approved course/class was canceled or not attended, as the total dollar amount available to the employee will need to be adjusted. The employee's dollar amount will be deducted out of the fiscal year in which the class was successfully completed.

Exceptions

Any exception to this policy requires the approval of the agency's Executive Director/CEO.

Misrepresentation of any information on the Tuition Reimbursement Request [Application](#) or Tuition Reimbursement Request form [Reimbursement Payment](#) constitutes falsification of records and will result in termination.

Tuition Reimbursement Application Form

Employee Information

NAME: _____

ADDRESS: _____

JOB TITLE: _____ PHONE: _____

School Information

NAME OF SCHOOL: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

MAJOR: _____

TYPE OF DEGREE: Associate____ Bachelors____ Masters____ PhD____
Certificate____

COURSE NAME: _____ START DATE: _____ END DATE: _____

COURSE DESCRIPTION: _____

COST OF COURSE: \$ _____ COST PER CREDIT HOUR: \$ _____

COURSE NAME: _____ START DATE: _____ END DATE: _____

COURSE DESCRIPTION: _____

COST OF COURSE: \$ _____ COST PER CREDIT HOUR: \$ _____

COURSE NAME: _____ START DATE: _____ END DATE: _____

COURSE DESCRIPTION: _____

COST OF COURSE: \$ _____ COST PER CREDIT HOUR: \$ _____

How is this course job-related or career related?

Misrepresentation of any information on the Tuition Reimbursement Request Application or Tuition Reimbursement Request for Reimbursement Payment constitutes falsification of records and will result in termination.

~~Misrepresentation of any information on the Tuition Application Request or Tuition Reimbursement Request form constitutes falsification of records and will result in termination.~~

I _____ affirm that the above information is accurate and correct.

Employee Signature

Date

The following must be attached to application:

1. Copy of course description, with dates
2. Copy of course costs

Office Use Only.

This application is:

Approved: _____ Denied: _____ Date: _____

Reason for Denial:

Director of Human Recourses

Executive Director/CEO

Request for Tuition Reimbursement Payment

Please complete and return all necessary documents to the Director of Finance or CEO for approval for reimbursement payment. Reimbursements may take up to 30 days to receive.

NAME: _____

SCHOOL ATTENDED: _____

COURSE NAME	GRADE	CREDITS
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please Attach:

- (1) Official School transcripts and Signed FERPA for employee's University/College
- (2) Copy of paid receipt
- (3) Copy of course description from school

Misrepresentation of any information on the Tuition Reimbursement Request Application or Tuition Reimbursement Request for Reimbursement Payment constitutes falsification of records and will result in termination.

~~Misrepresentation of any information on the Tuition Reimbursement Application or the Tuition Reimbursement Request form(s) constitutes falsification of records and will result in termination.~~

I _____ affirm that the above information is accurate and correct.

Employee Signature

Date

Director of Finance

Executive Director/CEO