**AGENDA**
**Transit Committee Meeting**
Van Buren County

January 12, 2021 1:00 PM

**Board of Commissioners Chambers - 219 East Paw Paw Street**

1. CALL TO ORDER
   A. Zoom Meeting Information
2. ADDITIONS/DELETIONS TO THE AGENDA
3. APPROVAL OF AGENDA
4. APPROVAL OF MINUTES
   A. Minutes - November 10, 2020
5. AGENDA ITEMS
   A. Financial Review: Vendor Bills, Payroll, Balance Sheet, Other Financial Reports
   B. Operations Report
   C. Directors Report
   D. MDOT Contract 2017-0136/P10
6. ADJOURNMENT

Van Buren County will provide necessary and reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities at any meeting/hearing upon ten (10) days notice to the Van Buren County Board of Commissioners' Office. Individuals with disabilities requiring auxiliary aids or services should contact Van Buren County by writing, Anna Cerven, 219 Paw Paw Street, Ste. 201, Paw Paw, MI 49079, or by calling the Board of Commissioners' Office at (269) 657-8200, option 8 ext. 1271.

County Administrator Agenda Item
Transit Committee Meeting

**TO:**
**FROM:**
**DATE: January 12, 2021**
**RE:**

**ATTACHMENTS:**

| | Description |
|---|---|
| | **Zoom Invite** |

# *VAN BUREN COUNTY BOARD OF COMMISSIONERS*

*219 EAST PAW PAW STREET, STE.201, PAW PAW, MICHIGAN 49079-1492*
*(269) 657-8253 FAX (269) 657-8252*

*Richard Godfrey, Chairman*
*Mike Chappell, Vice-Chair*

*Gail Patterson-Gladney*
*Kurt Doroh*
*Randall Peat*
*Donald Hanson*
*Paul Schincariol*


# **NOTICE:**

**Due to COVID-19, Tuesday, January 12, 2021 at 1:00 pm, the Public Transit Committee meeting will be conducted remotely through Zoom.**

**For Public Attendance, please see the call – in instructions below:**

Hi there,

You are invited to a Zoom webinar.
When: Jan 12, 2021 01:00 PM Eastern Time (US and Canada)
**Topic: Public Transit Committee**

Please click the link below to join the webinar:
https://us02web.zoom.us/j/88193299498

Or iPhone one-tap :
US: +19292056099,,88193299498# or +13017158592,,88193299498#
Or Telephone:
Dial(for higher quality, dial a number based on your current location):
US: +1 929 205 6099 or +1 301 715 8592 or +1 312 626 6799 or +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799

**Webinar ID: 881 9329 9498**

**POSTED: 01/08/2021**

Board Meetings: Held in B.O.C. Room, 2nd Floor of the Administration and Land Services Building, unless otherwise posted.
If you desire to meet with a Commissioner or be placed on the agenda for a Committee/Board Meeting, please call 657-8253.
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*AN EQUAL OPPORTUNITY EMPLOYER M/F HANDICAPPED*

County Administrator Agenda Item
Transit Committee Meeting

**TO:**
**FROM:**
**DATE: January 12, 2021**
**RE:**

**ATTACHMENTS:**

| | Description |
|---|---|
| | **Minutes** |

**MINUTES**
**Transit Committee Meeting**
Van Buren County

November 10, 2020 1:00 PM

**Board of Commissioners Chambers - 219 East Paw Paw Street**

1. CALL TO ORDER

**The following Committee members present: Commissioner Doroh, Commissioner Chappell and Commissioner Peat located at his home office: 47802 45th Street, Paw Paw MI**

**Others in attendance: Administrator Faul, Anna Cerven, Tony Dacoba, Laurie Schlipp, Commissioner Godfrey and Commissioner Hanson.**

A. Zoom Meeting Information

2. ADDITIONS/DELETIONS TO THE AGENDA

3. APPROVAL OF AGENDA

**Motion to approve agenda by Commissioner Chappell; Supported by Commissioner Peat; Motion: Carried**

4. APPROVAL OF MINUTES

**Motion to approve minutes by Commissioner Peat; Supported by Commissioner Chappell; Motion: Carried.**

A. Minutes - September 08, 2020

5. AGENDA ITEMS

A. Financial Review: Vendor Bills, Payroll, Balance Sheet, Other Financial Reports

**Vendor bills, payroll, balance sheet and other financial reports were reviewed and discussion ensued.**

**Motion to accept financial reports as delivered by Commissioner Chappell; Supported by Commissioner Peat; Motion: Carried**

B. Operations Report

**The Operations report was reviewed**

C. Directors Report

**The Director's Report was reviewed.**

D. Purchase of Bus

**Tony discussed the information provided on the distressed bus. This bus was built on an incorrect chassis so it could not be accepted. Discussion ensued.**

**Recommended to CoW 11-24-2020/BoC 12-8-2020**

**Motion to purchase the bus not to exceed $94,000 by Commissioner Peat; Supported by Commissioner Chappell; Motion: Carried**

E. Transfer of Bus to ISD For a Public Purpose

**Tony talked about the bus they would like to transfer to the Van Buren Intermediate School District for a public purpose.**

**Recommended to CoW 11-24-2020/BoC 12-08-2020**

**Motion to sell this bus to VBISD for $1 by Commissioner Peat; Supported by Commissioner Chappell; Motion: Carried**

6. ADJOURNMENT

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County Administrator Agenda Item
Transit Committee Meeting

**TO:** Transit Committee
**FROM:** Tony Dacoba/Laurie Schlipp
**DATE:** January 12, 2021
**RE:** Financial Review: Vendor Bills, Payroll, Balance Sheet, Other Financial Reports

## REQUEST:

The request is to review the financial statements for

## ATTACHMENTS:

**Description**

- **October Financial Reports**
- **November Financial Reports**
- **October November Summary**

# October

Vendor Bills

Balance Sheet

Budget Performance

**Van Buren Public Transit**
**Vendor Bills**
**Period Ending 10/31/2020**

| VENDOR NAME | DESCRIPTION | AMOUNT |
| --- | --- | --- |
| PAID BY CHECK OR EFT | | |
| AUTOWARES INC | 400E arbor & eraser pad | 14.38 |
| | | 14.38 |
| BIANCA MAY | CDL & DOT Reimbursement | 230.61 |
| | | 230.61 |
| CARDMEMBER SERVICE | Work crew lunch 10/26/20 | 29.54 |
| CARDMEMBER SERVICE | Disinfectant spray | 41.58 |
| CARDMEMBER SERVICE | Antibacterial wipes, disinfectant spray | 152.00 |
| CARDMEMBER SERVICE | Work crew lunch 10/12/20 | 24.77 |
| CARDMEMBER SERVICE | Staff training lunch 10/22/20 | 434.50 |
| | | 682.39 |
| CITY OF BANGOR | Sewer & water 9/30/20 - 10/29/20 | 241.91 |
| | | 241.91 |
| COMPLETE AUTO GLASS | Bus 38 Glass Replacement | 125.00 |
| | | 125.00 |
| GOODYEAR COMMERCIAL TIRE | Bus tires | 611.94 |
| | | 611.94 |
| HIRE RIGHT LLC | Employee Screenings Oct 2020 | 427.00 |
| | | 427.00 |
| HOEKSTRA TRANSPORTATION, INC. | Bus #38 Glass Plug | 75.25 |
| HOEKSTRA TRANSPORTATION, INC. | Bus Parts | 84.00 |
| | | 159.25 |
| INDIANA MICHIGAN POWER | Electrical usage 9/28/20 to 10/27/20 | 400.94 |
| | | 400.94 |
| MEEKHOF TIRE SALES & SERVICE INC | Bus #7 tires | 653.20 |
| | | 653.20 |
| MICHIGAN PUBLIC TRANSIT | FY 2021 Member Dues | 2,051.00 |
| | | 2,051.00 |

| | | |
|---|---|---|
| **TAMI NABER** | Mileage & Training Snacks | 72.19 |
| | | 72.19 |
| **TELE-RAD, INC.** | Radio maintenance Oct. 2020 | 176.40 |
| | | 176.40 |
| **WEX BANK** | Bus Fuel October 2020 | 8,038.88 |
| | | 8,038.88 |
| | **TOTAL CHECKS:** | **13,885.09** |

| **VENDOR NAME** | **DESCRIPTION** | **AMOUNT** |
|---|---|---|
| **PAID BY COUNTY P-CARD** | | |
| **AMAZON** | Projector & screen for training purposes | 429.98 |
| **AMAZON** | Audio extension cables | 16.98 |
| **AMAZON** | Spray bottle trigger replacements | 27.77 |
| **AMAZON** | Transit bags for buses | 90.93 |
| **AMAZON** | Office supplies | 90.49 |
| **AMAZON** | Sharpie markers | 6.19 |
| **AMAZON** | Dispatch uniform shirts | 319.43 |
| | | 981.77 |
| **BRONSON HEALTHCARE** | Employee screenings | 368.34 |
| **BRONSON HEALTHCARE** | Employee screenings | 440.00 |
| | | 808.34 |
| **COMCAST BUSINESS** | Internet 10/09/20 - 11/08/20 | 159.85 |
| **COMCAST BUSINESS** | Telephone 10/09/20 - 11/08/20 | 78.45 |
| | | 238.30 |
| **CONSUMERS ENERGY** | Gas usage 8/27/20 - 9/25/20 | 91.56 |
| | | 91.56 |
| **DEX YP** | Advertising October 2020 | 192.50 |
| | | 192.50 |
| **HARDING'S MARKET** | Staff training beverages | 36.08 |
| | | 36.08 |
| **HERALD PALLADIUM** | Part time bus driver ads | 323.14 |
| | | 323.14 |

**Van Buren Public Transit**
**Vendor Bills**
**Period Ending 10/31/2020**

| | | |
|---|---|---|
| **KIMBALL MIDWEST** | Shop supplies | 124.29 |
| | | 124.29 |
| | | |
| **LANDERS HARDWARE** | COVID-19 bus barrier parts | 22.28 |
| **LANDERS HARDWARE** | Bus parts | 59.21 |
| | | 81.49 |
| | | |
| **MIKE'S TOWING** | Bus 30 tow to Bangor | 132.00 |
| **MIKE'S TOWING** | Bus 36 tow to Bangor | 141.00 |
| **MIKE'S TOWING** | Bus 30 tow to Tapper Ford | 138.00 |
| **MIKE'S TOWING** | Bus 27 tow to Bangor | 172.75 |
| | | 583.75 |
| | | |
| **NETEXPRESS VOIP** | Telephone 10/01/20 - 10/31/20 | 250.21 |
| | | 250.21 |
| | | |
| **OFFICE DEPOT** | Copy paper, address labels, pens, highlighters | 75.66 |
| | | 75.66 |
| | | |
| **PARRETT COMPANY** | Copier contract 8/25/20 - 9/24/20 | 170.39 |
| | | 170.39 |
| | | |
| **REPUBLIC SERVICES** | Waste removal services 10/01/20 - 10/31/20 | 86.57 |
| | | 86.57 |
| | | |
| **RIDGE NAPA** | Bus parts - multiple invoices | 889.99 |
| **RIDGE NAPA** | 1% prompt payment discount | (8.90) |
| **RIDGE NAPA** | Bus oil & transmission fluid | 9.88 |
| **RIDGE NAPA** | 1% prompt payment discount | (0.10) |
| | | 890.87 |
| | | |
| **ROSE PEST SOLUTIONS** | Pest control contract Sept 2020 | 44.00 |
| | | 44.00 |
| | | |
| **SNAP-ON TOOLS** | Sales tax credit | (7.22) |
| | | (7.22) |
| | | |
| **STEEL TOE SHOES** | Work boots for mechanic | 229.99 |
| | | 229.99 |
| | | |
| **TAPPER FORD** | Bus 30 remove/install transmission, replace coast clutch drum, replace torque convertor, flywheel, rear main seal | 2,839.07 |
| | | 2,839.07 |

**Van Buren Public Transit**
**Vendor Bills**
**Period Ending 10/31/2020**

| | | |
|---|---|---|
| **UNIFIRST CORPORATION** | Uniforms 9/01/20 | 44.83 |
| **UNIFIRST CORPORATION** | Uniforms 9/08/20 | 59.43 |
| **UNIFIRST CORPORATION** | Uniforms 9/15/20 | 44.83 |
| **UNIFIRST CORPORATION** | Uniforms 9/22/20 | 58.43 |
| **UNIFIRST CORPORATION** | Uniforms 9/29/20 | 44.83 |
| | | 252.35 |
| **VAN BUREN REMINDER** | Part time driver ads | 207.60 |
| **VAN BUREN REMINDER** | Transit closed ad | 43.25 |
| | | 250.85 |
| **WAYFAIR** | Desk chair for lead dispatcher | 158.51 |
| **WAYFAIR** | Desk chairs for dispatchers | 622.92 |
| **WAYFAIR** | Standing desk converter for dispatch | 161.99 |
| | | 943.42 |
| | **TOTAL P-CARD:** | **9,487.38** |
| | **CHECKS:** | **13,885.09** |
| | **COUNTY P-CARD:** | **9,487.38** |
| | **TOTAL:** | **$23,372.47** |

**NOTE: For the P-Card, anything paid for September with a transaction posting date of October is posted to the General Ledger in October.**

# Van Buren Public Transit
# Balance Sheet
# PERIOD ENDING 10/31/2020

| GL Number | Description | PERIOD ENDED 10/31/2019 | PERIOD ENDED 10/31/2020 |
|---|---|---|---|
| Fund 588.0 - PUBLIC TRANSIT | | | |
| *** Assets *** | | | |
| 10101 - Pooled Cash | | | |
| 588.0-000.00-001.000 | Cash In Common Investment Pool | 77,263.95 | (43,799.91) |
| | 10101 - Pooled Cash | 77,263.95 | (43,799.91) |
| 10103 - Cash - Savings (Now) | | | |
| 588.0-000.00-002.011 | Cash - Savings (Now) | 2,137,951.02 | 2,759,141.43 |
| | 10103 - Cash - Savings (Now) | 2,137,951.02 | 2,759,141.43 |
| 10108 - Cash on Deposit - Keystone Advantage | | | |
| 588.0-000.00-002.009 | Cash on Deposit - Keystone Advantage | 506.49 | 547,321.40 |
| | 10108 - Cash on Deposit - Keystone Advantage | 506.49 | 547,321.40 |
| 10109 - Cash on Deposit - CDARS | | | |
| 588.0-000.00-002.010 | Cash on Deposit - CDARS | 2,485,621.67 | 1,974,296.19 |
| | 10109 - Cash on Deposit - CDARS | 2,485,621.67 | 1,974,296.19 |
| 10201 - Accounts Receivable | | | |
| 588.0-000.00-040.000 | Accounts Receivable | 25,990.05 | 4,991.75 |
| | 10201 - Accounts Receivable | 25,990.05 | 4,991.75 |
| 10207 - A/R Rtap Reim. | | | |
| 588.0-000.00-079.001 | A/R Rtap Reim. | 276.39 | 4,248.00 |
| | 10207 - A/R Rtap Reim. | 276.39 | 4,248.00 |
| 10213 - Accrued Interest-Investments | | | |
| 588.0-000.00-056.000 | Accrued Interest-Investments | 2,633.86 | 1,658.24 |
| | 10213 - Accrued Interest-Investments | 2,633.86 | 1,658.24 |
| 10260 - A/R Fed Cap Grant | | | |
| 588.0-000.00-079.002 | A/R Fed Cap Grant | 0.00 | 0.00 |
| | 10260 - A/R Fed Cap Grant | 0.00 | 0.00 |
| 10261 - A/R State Cap Grant | | | |
| 588.0-000.00-078.002 | A/R State Cap Grant | 34,251.00 | 34,251.00 |
| | 10261 - A/R State Cap Grant | 34,251.00 | 34,251.00 |

**Van Buren Public Transit**
**Balance Sheet**
**PERIOD ENDING 10/31/2020**

| | | | |
|---|---|---|---|
| 10262 - A/R Fedop Sec 5311-Current | | | |
| 588.0-000.00-079.003 | A/R Fedop Sec 5311-Current | 252,043.16 | 403,603.17 |
| | 10262 - A/R Fedop Sec 5311-Current | 252,043.16 | 403,603.17 |
| 10269 - Due From Fed-Sec 18 Op. | | | |
| 588.0-000.00-079.004 | Due From Fed-Sec 18 Op. | 0.00 | 0.00 |
| | 10269 - Due From Fed-Sec 18 Op. | 0.00 | 0.00 |
| 10270 - Fed Op Asst-Prior Yr. | | | |
| 588.0-000.00-079.005 | Fed Op Asst-Prior Yr. | 0.00 | 0.00 |
| | 10270 - Fed Op Asst-Prior Yr. | 0.00 | 0.00 |
| 10272 - A/R State Operating | | | |
| 588.0-000.00-078.003 | A/R State Operating | 0.00 | 0.00 |
| | 10272 - A/R State Operating | 0.00 | 0.00 |
| 10273 - A/R State Op Asst - Prior | | | |
| 588.0-000.00-078.004 | A/R State Op Asst - Prior | 0.00 | 0.00 |
| | 10273 - A/R State Op Asst - Prior | 0.00 | 0.00 |
| 10274 - A/R State - Job Access | | | |
| 588.0-000.00-078.005 | A/R State - Job Access | 0.00 | 0.00 |
| | 10274 - A/R State - Job Access | 0.00 | 0.00 |
| 10280 - General Fund | | | |
| 588.0-000.00-084.031 | General Fund | 0.00 | 0.00 |
| | 10280 - General Fund | 0.00 | 0.00 |
| 10301 - Inventory | | | |
| 588.0-000.00-110.000 | Inventory | 0.00 | 0.00 |
| | 10301 - Inventory | 0.00 | 0.00 |
| 10302 - Fuel | | | |
| 588.0-000.00-110.001 | Fuel | 0.00 | 0.00 |
| | 10302 - Fuel | 0.00 | 0.00 |
| 10401 - Prepaid Expense | | | |
| 588.0-000.00-060.000 | Prepaid Expense | 0.00 | 0.00 |
| 588.0-000.00-123.000 | PREPAID EXPENSES | 0.00 | 0.00 |
| | 10401 - Prepaid Expense | 0.00 | 0.00 |
| 10406 - Due From Governments | | | |
| 588.0-000.00-081.000 | Due From Governments | 0.00 | 0.00 |
| | 10406 - Due From Governments | 0.00 | 0.00 |

| | | | |
|---|---|---|---|
| 111011 - Land & Improvements | | | |
| 588.0-000.00-132.000 | Land & Improvements | 60,560.80 | 60,560.80 |
| | 111011 - Land & Improvements | 60,560.80 | 60,560.80 |
| 111012 - Facility - Other | | | |
| 588.0-000.00-136.000 | Facility - Other | 858,254.47 | 858,254.47 |
| | 111012 - Facility - Other | 858,254.47 | 858,254.47 |
| 111013 - Buses - Other | | | |
| 588.0-000.00-148.000 | Buses - Other | 1,896,096.00 | 1,852,233.89 |
| | 111013 - Buses - Other | 1,896,096.00 | 1,852,233.89 |
| 111014 - Other Vehicles | | | |
| 588.0-000.00-158.000 | Other Vehicles | 126,996.99 | 126,996.99 |
| | 111014 - Other Vehicles | 126,996.99 | 126,996.99 |
| 111015 - Shop Equipment - Other | | | |
| 588.0-000.00-138.000 | Shop Equipment - Other | 110,676.87 | 110,676.87 |
| | 111015 - Shop Equipment - Other | 110,676.87 | 110,676.87 |
| 111016 - Furniture & Equipment | | | |
| 588.0-000.00-146.000 | Furniture & Equipment | 143,787.87 | 154,927.87 |
| | 111016 - Furniture & Equipment | 143,787.87 | 154,927.87 |
| 111030 - Acc. Dep. - Land Improve | | | |
| 588.0-000.00-133.000 | Acc. Dep. - Land Improve | (31,429.60) | (35,985.68) |
| | 111030 - Acc. Dep. - Land Improve | (31,429.60) | (35,985.68) |
| 111031 - Acc. Dep. - Facility | | | |
| 588.0-000.00-137.000 | Acc. Dep. - Facility | (616,113.05) | (635,451.97) |
| | 111031 - Acc. Dep. - Facility | (616,113.05) | (635,451.97) |
| 111032 - Acc. Dep. - Buses | | | |
| 588.0-000.00-149.000 | Acc. Dep. - Buses | (1,229,346.18) | (1,382,608.81) |
| | 111032 - Acc. Dep. - Buses | (1,229,346.18) | (1,382,608.81) |
| 111033 - Acc. Dep. - Other Veh. | | | |
| 588.0-000.00-159.000 | Acc. Dep. - Other Veh. | (123,141.08) | (126,996.99) |
| | 111033 - Acc. Dep. - Other Veh. | (123,141.08) | (126,996.99) |
| 111034 - Acc. Dep. - Shop Equip | | | |
| 588.0-000.00-139.000 | Acc. Dep. - Shop Equip | (83,696.89) | (87,805.28) |
| | 111034 - Acc. Dep. - Shop Equip | (83,696.89) | (87,805.28) |

**Van Buren Public Transit**
**Balance Sheet**
**PERIOD ENDING 10/31/2020**

| | | | |
|---|---|---|---|
| 111035 - Acc Dep - Furn & Equip | | | |
| 588.0-000.00-147.000 | Acc Dep - Furn & Equip | (94,933.34) | (107,257.10) |
| | 111035 - Acc Dep - Furn & Equip | (94,933.34) | (107,257.10) |
| 111017 - Land | | | |
| 588.0-000.00-130.000 | LAND | 67,229.00 | 67,229.00 |
| | 111017 - Land | 67,229.00 | 67,229.00 |
| 111010 - Deferred Outflows - Pension | | | |
| 588.0-000.00-196.000 | Deferred Outflows - Pension | 107,903.00 | 107,903.00 |
| | 111010 - Deferred Outflows - Pension | 107,903.00 | 107,903.00 |
| | Total Assets | 6,209,382.45 | 6,648,388.33 |
| *** Liabilities *** | | | |
| 10201 - Accounts Receivable | | | |
| 588.0-000.00-299.000 | Customer Overpayments MR | 0.00 | 0.00 |
| | 10201 - Accounts Receivable | 0.00 | 0.00 |
| 20101 - Accounts Payable | | | |
| 588.0-000.00-202.000 | ACCOUNTS PAYABLE | 36,319.59 | 8,433.39 |
| | 20101 - Accounts Payable | 36,319.59 | 8,433.39 |
| 20205 - Accrued Payroll | | | |
| 588.0-000.00-257.000 | Accrued Payroll | 6,292.10 | 19,999.39 |
| 588.0-000.00-257.001 | Accrued Payroll - Exp. Liabilities | 0.00 | 0.00 |
| | 20205 - Accrued Payroll | 6,292.10 | 19,999.39 |
| 20207 - Accrued Sick/Vac Pay | | | |
| 588.0-000.00-343.000 | Accrued Sick/Vac Pay | 96,918.11 | 109,870.66 |
| | 20207 - Accrued Sick/Vac Pay | 96,918.11 | 109,870.66 |
| 20308 - Deferred Revenue-Luog | | | |
| 588.0-000.00-339.001 | Deferred Revenue-Luog | 0.00 | 0.00 |
| | 20308 - Deferred Revenue-Luog | 0.00 | 0.00 |
| 20309 - Due To State | | | |
| 588.0-000.00-228.000 | Due To State | 5,787.00 | 5,787.00 |
| | 20309 - Due To State | 5,787.00 | 5,787.00 |
| 30401 - Contributed Capital-Federal | | | |
| 588.0-000.00-354.000 | Contributed Capital-Federal | 0.00 | 0.00 |
| | 30401 - Contributed Capital-Federal | 0.00 | 0.00 |

# Van Buren Public Transit
# Balance Sheet
# PERIOD ENDING 10/31/2020

| | | | |
|---|---|---|---|
| 30402 - Contributed Capital-State | | | |
| 588.0-000.00-353.000 | Contributed Capital-State | 0.00 | 0.00 |
| | 30402 - Contributed Capital-State | 0.00 | 0.00 |
| 20102 - Accounts Payable - Tax Chargeback | | | |
| 588.0-000.00-291.000 | Property Tax Case Liability | 0.00 | 0.00 |
| | 20102 - Accounts Payable - Tax Chargeback | 0.00 | 0.00 |
| 20209 - Net Pension Liability | | | |
| 588.0-000.00-334.000 | Net Pension Liability | 24,477.00 | 24,477.00 |
| | 20209 - Net Pension Liability | 24,477.00 | 24,477.00 |
| 20310 - Deferred Inflows - Pension | | | |
| 588.0-000.00-339.002 | Deferred Inflows - Pension | 8,670.00 | 8,670.00 |
| | 20310 - Deferred Inflows - Pension | 8,670.00 | 8,670.00 |
| | Total Liabilities | 178,463.80 | 177,237.44 |
| *** Fund Balance *** | | | |
| 30100 - Fund Balance | | | |
| 588.0-000.00-390.000 | Fund Balance | 6,001,620.73 | 6,001,620.73 |
| 588.0-000.00-390.500 | Public Invest. In Transit | 0.00 | 0.00 |
| | 30101 - Public Invest. In Transit | 6,001,620.73 | 6,001,620.73 |
| 30102 - Amortization | | | |
| 588.0-000.00-390.600 | Amortization | 0.00 | 0.00 |
| | 30102 - Amortization | 0.00 | 0.00 |
| | Total Fund Balance | 6,001,620.73 | 6,001,620.73 |
| | Beginning Fund Balance | 6,001,620.73 | 6,001,620.73 |
| | Net of Revenues VS Expenditures - 19-20 | | 348,962.15 |
| | *19-20 End FB/20-21 Beg FB | 6,350,582.88 | |
| | Net of Revenues VS Expenditures - Current Year | 29,297.92 | 120,568.01 |
| | Ending Fund Balance | 6,030,918.65 | 6,471,150.89 |
| | Total Liabilities And Fund Balance | 6,209,382.45 | 6,648,388.33 |

* Year Not Closed

# Van Buren Public Transit
## Budget Performance
## PERIOD ENDING 10/31/2020

| GL NUMBER | ACTIVITY FOR MONTH 10/31/2020 INCREASE (DECREASE) | 2020-21 AMENDED BUDGET | AVAILABLE BALANCE NORMAL (ABNORMAL) | YTD BALANCE 10/31/2020 NORMAL (ABNORMAL) |
|---|---|---|---|---|
| Fund 588.0 - PUBLIC TRANSIT | | | | |
| 40101 - Fares - General Public | 60.00 | 38,000.00 | 37,940.00 | 60.00 |
| 40103 - Fares - M.T.I. - Payee Advocate | 0.00 | 5,000.00 | 5,000.00 | 0.00 |
| 40104 - Fares - M. H. Mti (Rehab.) | 1,494.65 | 75,000.00 | 73,505.35 | 1,494.65 |
| 40105 - Fares - Incidental Services | 0.00 | 11,000.00 | 11,000.00 | 0.00 |
| 40107 - Fares - M.H. - P.S.R. | 2,801.35 | 65,000.00 | 62,198.65 | 2,801.35 |
| 40119 - Fares - Senior Day Care | 581.75 | 29,000.00 | 28,418.25 | 581.75 |
| 40129 - Van Buren Inter.School District | 0.00 | 85,000.00 | 85,000.00 | 0.00 |
| 40132 - Child & Family Services | 0.00 | 6,000.00 | 6,000.00 | 0.00 |
| 40800 - Current Property Tax | 0.00 | 839,506.00 | 839,506.00 | 0.00 |
| 40910 - Local Operating Assistance | 3,302.00 | 39,620.00 | 36,318.00 | 3,302.00 |
| 41101 - State Cash Grants - S.O.A. | 64,136.00 | 754,441.00 | 690,305.00 | 64,136.00 |
| 41301 - Federal Op. Asst. Sec 18 (5311) | 0.00 | 369,104.00 | 369,104.00 | 0.00 |
| 41398 - Federal Cash Grants - Rtap | 4,694.96 | 4,500.00 | (194.96) | 4,694.96 |
| 41400 - Investment Income | 2,199.78 | 39,000.00 | 36,800.22 | 2,199.78 |
| 41361 - CARES Act | 172,970.00 | 0.00 | (172,970.00) | 172,970.00 |
| 588.00 - BUS SYSTEM | 252,240.49 | 2,360,171.00 | 2,107,930.51 | 252,240.49 |
| TOTAL REVENUES | 252,240.49 | 2,360,171.00 | 2,107,930.51 | 252,240.49 |
| | | | | |
| 50101.1 - Operator'S Wages | 35,131.61 | 618,000.00 | 582,868.39 | 35,131.61 |
| 50102.1 - Oper. Super. Wages | 3,447.67 | 48,740.00 | 45,292.33 | 3,447.67 |
| 50103.1 - Dispatcher'S Wages | 10,746.09 | 159,000.00 | 148,253.91 | 10,746.09 |
| 50201.1 - Fica-Employer Share | 4,212.41 | 75,000.00 | 70,787.59 | 4,212.41 |
| 50203.1 - Medical/Dental Plan | 9,551.77 | 130,000.00 | 120,448.23 | 9,551.77 |
| 50205.1 - Life Insurance Plan | 0.00 | 800.00 | 800.00 | 0.00 |
| 50208.1 - Workers Compensation | 1,847.67 | 32,000.00 | 30,152.33 | 1,847.67 |

Van Buren Public Transit
Budget Performance
PERIOD ENDING 10/31/2020

| | | | | |
|---|---|---|---|---|
| 50209.1 - Sick Leave - Paid Abs. | 2,320.10 | 11,000.00 | 8,679.90 | 2,320.10 |
| 50210.1 - Pension - DC | 224.60 | 2,100.00 | 1,875.40 | 224.60 |
| 50211.1 - Vacation Pay - Paid Abs. | 2,034.37 | 30,000.00 | 27,965.63 | 2,034.37 |
| 50212.1 - Other Paid Absences | 534.94 | 12,500.00 | 11,965.06 | 534.94 |
| 50213.1 - Uniforms - Maint. - Fringe | 0.00 | 3,000.00 | 3,000.00 | 0.00 |
| 50214.1 - Holiday Pay | 0.00 | 17,000.00 | 17,000.00 | 0.00 |
| 50220.1 - Pension - DB | 1,217.16 | 21,000.00 | 19,782.84 | 1,217.16 |
| 50399.1 - Other Services | 3,607.06 | 100,000.00 | 96,392.94 | 3,607.06 |
| 50405.1 - Lubricants -- Vehicles | 0.00 | 6,000.00 | 6,000.00 | 0.00 |
| 50401.1 - Gas, Oil | 8,038.88 | 175,000.00 | 166,961.12 | 8,038.88 |
| 50402.1 - Tires & Tubes | 1,265.14 | 30,000.00 | 28,734.86 | 1,265.14 |
| 50404.1 - Major Supplies | 3,576.02 | 3,000.00 | (576.02) | 3,576.02 |
| 50499.1 - Materials & Supplies | 159.25 | 32,000.00 | 31,840.75 | 159.25 |
| 50603.1 - Liability Insurance | 12,878.79 | 21,000.00 | 8,121.21 | 12,878.79 |
| 50902.1 - Travel | 0.00 | 800.00 | 800.00 | 0.00 |
| 50908.1 - Ads-Employ/Closed/Etc. | 0.00 | 4,000.00 | 4,000.00 | 0.00 |
| 50999.1 - Other Miscellaneous Exp. | 0.00 | 1,000.00 | 1,000.00 | 0.00 |
| 50199.1 - Other Salaries | 1,173.21 | 25,000.00 | 23,826.79 | 1,173.21 |
| 50204.1 - Dental Insurance | 405.96 | 5,400.00 | 4,994.04 | 405.96 |
| 50700.1 - License Fees | 158.61 | 0.00 | (158.61) | 158.61 |
| 588.01 - Transit - Operations | 102,531.31 | 1,563,340.00 | 1,460,808.69 | 102,531.31 |

| | | | | |
|---|---|---|---|---|
| 50199.2 - Other Salaries | 4,262.16 | 55,000.00 | 50,737.84 | 4,262.16 |
| 50201.2 - Fica-Employer Share | 324.46 | 4,700.00 | 4,375.54 | 324.46 |
| 50203.2 - Medical/Dental Plan | 1,370.46 | 19,000.00 | 17,629.54 | 1,370.46 |
| 50205.2 - Life Insurance Plan | 0.00 | 65.00 | 65.00 | 0.00 |
| 50208.2 - Workers Compensation | 158.45 | 2,100.00 | 1,941.55 | 158.45 |
| 50209.2 - Sick Leave - Paid Abs. | 0.00 | 1,500.00 | 1,500.00 | 0.00 |
| 50211.2 - Vacation Pay - Paid Abs. | 120.76 | 2,100.00 | 1,979.24 | 120.76 |
| 50212.2 - Other Paid Absences | 0.00 | 800.00 | 800.00 | 0.00 |
| 50213.2 - Uniforms - Maint. - Fringe | 0.00 | 3,000.00 | 3,000.00 | 0.00 |

**Van Buren Public Transit**
**Budget Performance**
**PERIOD ENDING 10/31/2020**

| | | | | |
|---|---|---|---|---|
| 50214.2 - Holiday Pay | 0.00 | 1,800.00 | 1,800.00 | 0.00 |
| 50220.2 - Pension - DB | 160.81 | 3,000.00 | 2,839.19 | 160.81 |
| 50399.2 - Other Services | 165.00 | 20,000.00 | 19,835.00 | 165.00 |
| 50404.2 - Major Supplies | 0.00 | 2,000.00 | 2,000.00 | 0.00 |
| 50499.2 - Materials & Supplies | 14.38 | 10,000.00 | 9,985.62 | 14.38 |
| 50903.2 - Dues & Subscriptions | 0.00 | 1,800.00 | 1,800.00 | 0.00 |
| 50902.2 - Travel | 0.00 | 500.00 | 500.00 | 0.00 |
| 50999.2 - Other Miscellaneous Exp. | 0.00 | 300.00 | 300.00 | 0.00 |
| 50204.2 - Dental Insurance | 77.48 | 1,000.00 | 922.52 | 77.48 |
| 588.02 - Transit - Maintenance | 6,653.96 | 128,665.00 | 122,011.04 | 6,653.96 |

| | | | | |
|---|---|---|---|---|
| 50104.3 - Administrative Wages | 11,584.65 | 178,000.00 | 166,415.35 | 11,584.65 |
| 50199.3 - Other Salaries | 0.00 | 800.00 | 800.00 | 0.00 |
| 50201.3 - Fica-Employer Share | 1,054.55 | 15,500.00 | 14,445.45 | 1,054.55 |
| 50203.3 - Medical/Dental Plan | 2,809.84 | 40,000.00 | 37,190.16 | 2,809.84 |
| 50205.3 - Life Insurance Plan | 0.00 | 175.00 | 175.00 | 0.00 |
| 50208.3 - Workers Compensation | 60.86 | 1,000.00 | 939.14 | 60.86 |
| 50210.3 - Pension - DC | 1,197.47 | 18,000.00 | 16,802.53 | 1,197.47 |
| 50212.3 - Other Paid Absences | 2,244.44 | 20,000.00 | 17,755.56 | 2,244.44 |
| 50213.3 - Uniforms - Maint. - Fringe | 0.00 | 1,000.00 | 1,000.00 | 0.00 |
| 50214.3 - Holiday Pay | 0.00 | 1,500.00 | 1,500.00 | 0.00 |
| 50220.3 - Pension - DB | 125.20 | 2,200.00 | 2,074.80 | 125.20 |
| 50302.3 - Professional Services - C.P.A. | 0.00 | 12,000.00 | 12,000.00 | 0.00 |
| 50303.3 - Professional & Tech. Serv. | 0.00 | 10,000.00 | 10,000.00 | 0.00 |
| 50307.3 - Burglar Alarm | 0.00 | 3,600.00 | 3,600.00 | 0.00 |
| 50308.3 - Advertising | 0.00 | 12,000.00 | 12,000.00 | 0.00 |
| 50399.3 - Other Services | 330.34 | 10,000.00 | 9,669.66 | 330.34 |
| 50404.3 - Major Supplies | 0.00 | 1,000.00 | 1,000.00 | 0.00 |
| 50499.3 - Materials & Supplies | (16.98) | 5,000.00 | 5,016.98 | (16.98) |
| 50502.3 - Utilities | 400.94 | 15,500.00 | 15,099.06 | 400.94 |
| 50503.3 - Telephone | 0.00 | 5,700.00 | 5,700.00 | 0.00 |

**Van Buren Public Transit**
**Budget Performance**
**PERIOD ENDING 10/31/2020**

| | | | | |
|---|---|---|---|---|
| 50903.3 - Dues & Subscriptions | 2,051.00 | 2,500.00 | 449.00 | 2,051.00 |
| 50902.3 - Travel | 72.19 | 4,000.00 | 3,927.81 | 72.19 |
| 50908.3 - Ads-Employ/Closed/Etc. | 0.00 | 600.00 | 600.00 | 0.00 |
| 50999.3 - Other Miscellaneous Exp. | 0.00 | 1,000.00 | 1,000.00 | 0.00 |
| 57402.3 - Ineligible Exp. - Fed. Rtap | 446.96 | 0.00 | (446.96) | 446.96 |
| 50204.3 - Dental Insurance | 125.75 | 2,000.00 | 1,874.25 | 125.75 |
| 588.03 - Transit - Administration | 22,487.21 | 363,075.00 | 340,587.79 | 22,487.21 |
| TOTAL EXPENDITURES | 131,672.48 | 2,055,080.00 | 1,923,407.52 | 131,672.48 |
| Fund 588.0 - PUBLIC TRANSIT: | | | | |
| TOTAL REVENUES | 252,240.49 | 2,360,171.00 | 2,107,930.51 | 252,240.49 |
| TOTAL EXPENDITURES | 131,672.48 | 2,055,080.00 | 1,923,407.52 | 131,672.48 |
| NET OF REVENUES & EXPENDITURES | 120,568.01 | 305,091.00 | 184,522.99 | 120,568.01 |

**Base = 8.33%**
**Revenue = 10.68%** 2021 Revenue Budget = $2,360,171.00
**Expense = 6.40%** 2021 Expense Budget = $2,055,080.00

# November

Vendor Bills

Balance Sheet

Budget Performance

**Van Buren Public Transit**
**Vendor Bills**
**Period Ending 11/30/2020**

| VENDOR NAME | DESCRIPTION | AMOUNT |
|---|---|---|
| PAID BY CHECK OR EFT | | |
| CARDMEMBER SERVICE | COVID-19 No-contact Thermometers | $139.68 |
| CARDMEMBER SERVICE | COVID-19 No-contact Thermometers | ($139.68) |
| CARDMEMBER SERVICE | COVID-19 No-contact Thermometers | $159.96 |
| CARDMEMBER SERVICE | Utility Room Door Handle | $29.97 |
| CARDMEMBER SERVICE | Fast2k Cement for Post Reset | $25.40 |
| CARDMEMBER SERVICE | Disinfectant Wipes & Spray | $33.75 |
| | | $249.08 |
| CITY OF BANGOR | Sewer & water 10/31/20 - 11/24/20 | $219.77 |
| | | $219.77 |
| DAVE LEFFEL | Reimbursement for Bus 28 Blinker Light | $7.94 |
| | | $7.94 |
| GOODYEAR COMMERCIAL TIRE | Bus Tires | $1,218.88 |
| | | $1,218.88 |
| HIRE RIGHT LLC | Employee screening Nov 2020 | $183.00 |
| | | $183.00 |
| HOEKSTRA TRANSPORTATION, INC. | 2020 Eldorado Bus VIN 1FDAF5GY8KEG59487 | $91,000.00 |
| | | $91,000.00 |
| INDIANA MICHIGAN POWER | Electrical usage 10/28/20 - 11/28/20 | $438.99 |
| | | $438.99 |
| KATS | KATS Membership Dues FY 2021 | $100.00 |
| | | $100.00 |
| MEEKHOF TIRE SALES & SERVICE INC | Bus tires | $1,316.00 |
| | | $1,316.00 |
| NICHOLAS HESS | CDL Renewal | $83.19 |
| | | $83.19 |
| OVERHEAD DOOR COMPANY | New Wash Bay Operator | $2,459.00 |
| | | $2,459.00 |
| PAW PAW AREA | FY 2021 Membership Dues | $87.50 |
| | | $87.50 |

**Van Buren Public Transit**
**Vendor Bills**
**Period Ending 11/30/2020**

| | | |
|---|---|---|
| **TAMI NABER** | Mileage Reimubursement Nov 2020 | $43.13 |
| | | $43.13 |
| **TELE-RAD, INC.** | Radio maintenance Nov 2020 | $176.40 |
| | | $176.40 |
| **VERIZON WIRELESS** | Transit Ops Cell Phone 10/24/20 - 11/23/20 | $50.78 |
| **VERIZON WIRELESS** | Transit Admin Cell Phones 10/24/20 - 11/23/20 | $103.52 |
| | | $154.30 |
| **WEX BANK** | Bus Fuel Nov 2020 | $6,503.44 |
| | | $6,503.44 |
| | **TOTAL CHECKS:** | **$104,240.62** |

| VENDOR NAME | DESCRIPTION | AMOUNT |
|---|---|---|
| **PAID BY COUNTY P-CARD** | | |
| **AMAZON** | Breakroom supplies | $95.52 |
| **AMAZON** | Spray bottle trigger replacements | $27.77 |
| **AMAZON** | No-touch thermometer replacement | $25.99 |
| **AMAZON** | Breakroom supplies | $29.99 |
| **AMAZON** | Desk calendars for 2021 | $32.97 |
| **AMAZON** | Disposable face masks | $79.90 |
| **AMAZON** | Brother printer color cartridges | $101.90 |
| **AMAZON** | Brother printer black cartridges | $71.65 |
| **AMAZON** | United States flags | $35.90 |
| | | $501.59 |
| **COMCAST BUSINESS** | Internet 11/09/20 - 12/08/20 | $159.85 |
| **COMCAST BUSINESS** | Telephone 11/09/20 - 12/08/20 | $78.45 |
| | | $238.30 |
| **CONSUMERS ENERGY** | Gas usage 9/26/20 - 10/27/20 | $129.81 |
| | | $129.81 |
| **DEX YP** | Advertising Nov 2020 | $192.50 |
| | | $192.50 |
| **HERALD PALLADIUM** | Transit closed ad | $60.02 |
| | | $60.02 |

**Van Buren Public Transit**
**Vendor Bills**
**Period Ending 11/30/2020**

| | | |
|---|---|---|
| **KIMBALL MIDWEST** | Bur set & kit (shop tool) | $273.00 |
| | | $273.00 |
| **LANDERS HARDWARE** | Shop supplies | $144.21 |
| **LANDERS HARDWARE** | Leaf blower service | $45.00 |
| | | $189.21 |
| **MIKE'S TOWING** | Bus 32 tow | $137.50 |
| | | $137.50 |
| **NETEXPRESS VOIP** | Telephone service Nov 2020 | $250.21 |
| | | $250.21 |
| **OFFICE DEPOT** | Copier paper, case | $39.99 |
| **OFFICE DEPOT** | Post-it notes 3x3 lined | $10.29 |
| **OFFICE DEPOT** | Wastebasket | $7.24 |
| | | $57.52 |
| **PARRETT COMPANY** | Copier contract 9/25/20 - 10/24/20 | $179.88 |
| | | $179.88 |
| **REPUBLIC SERVICES** | Waste removal Nov 2020 | $86.37 |
| | | $86.37 |
| **RIDGE NAPA** | Shop tool | $6.49 |
| **RIDGE NAPA** | Bus parts | $1,112.05 |
| | | $1,118.54 |
| **ROSE PEST SOLUTIONS** | Pest control contract Oct 2020 | $44.00 |
| | | $44.00 |
| **TAPPER FORD** | Bus 8 tire repair | $21.80 |
| **TAPPER FORD** | Bus parts | $959.07 |
| | | $980.87 |
| **TAPTCO** | Bus operator training guides | $242.00 |
| | | $242.00 |
| **UNIFIRST CORPORATION** | Uniforms 10/06/20 | $59.43 |
| **UNIFIRST CORPORATION** | Uniforms 10/13/20 | $44.83 |
| **UNIFIRST CORPORATION** | Uniforms 10/20/20 | $58.43 |
| **UNIFIRST CORPORATION** | Uniforms 10/27/20 | $44.83 |
| | | $207.52 |
| **VAN BUREN REMINDER** | Transit closed ads | $86.50 |

| | | | |
|---|---|---|---|
| **VAN BUREN REMINDER** | Part-time driver ads | | $155.70 |
| | | | $242.20 |
| **VINEYARD MEDIA** | Transit closed ads | | $32.00 |
| **VINEYARD MEDIA** | Transit closed ads | | $64.00 |
| **VINEYARD MEDIA** | Part-time driver ads | | $96.00 |
| | | | $192.00 |
| | | **TOTAL P-CARD:** | **$5,323.04** |
| | | **CHECKS:** | **$104,240.62** |
| | | **COUNTY P-CARD:** | **$5,323.04** |
| | | **TOTAL:** | **$109,563.66** |

**NOTE: For the P-Card, anything paid for October with a transaction posting date of November is posted to the General Ledger in November.**

**Van Buren Public Transit**
**Balance Sheet**
**PERIOD ENDING 11/30/2020**

| GL Number | Description | PERIOD ENDED 11/30/2019 | PERIOD ENDED 11/30/2020 |
|---|---|---|---|
| Fund 588.0 - PUBLIC TRANSIT | | | |
| *** Assets *** | | | |
| 10101 - Pooled Cash | | | |
| 588.0-000.00-001.000 | Cash In Common Investment Pool | 370,330.56 | 239,747.31 |
| | 10101 - Pooled Cash | 370,330.56 | 239,747.31 |
| 10103 - Cash - Savings (Now) | | | |
| 588.0-000.00-002.011 | Cash - Savings (Now) | 1,715,049.88 | 2,330,445.78 |
| | 10103 - Cash - Savings (Now) | 1,715,049.88 | 2,330,445.78 |
| 10108 - Cash on Deposit - Keystone Advantage | | | |
| 588.0-000.00-002.009 | Cash on Deposit - Keystone Advantage | 506.49 | 506.49 |
| | 10108 - Cash on Deposit - Keystone Advantage | 506.49 | 506.49 |
| 10109 - Cash on Deposit - CDARS | | | |
| 588.0-000.00-002.010 | Cash on Deposit - CDARS | 2,486,195.08 | 2,521,111.10 |
| | 10109 - Cash on Deposit - CDARS | 2,486,195.08 | 2,521,111.10 |
| 10201 - Accounts Receivable | | | |
| 588.0-000.00-040.000 | Accounts Receivable | 34,439.22 | 3,651.90 |
| | 10201 - Accounts Receivable | 34,439.22 | 3,651.90 |
| 10207 - A/R Rtap Reim. | | | |
| 588.0-000.00-079.001 | A/R Rtap Reim. | 0.00 | 0.00 |
| | 10207 - A/R Rtap Reim. | 0.00 | 0.00 |
| 10213 - Accrued Interest-Investments | | | |
| 588.0-000.00-056.000 | Accrued Interest-Investments | 5,186.50 | 3,343.22 |
| | 10213 - Accrued Interest-Investments | 5,186.50 | 3,343.22 |
| 10260 - A/R Fed Cap Grant | | | |
| 588.0-000.00-079.002 | A/R Fed Cap Grant | 0.00 | 61,517.34 |
| | 10260 - A/R Fed Cap Grant | 0.00 | 61,517.34 |
| 10261 - A/R State Cap Grant | | | |
| 588.0-000.00-078.002 | A/R State Cap Grant | 34,251.00 | 34,251.00 |
| | 10261 - A/R State Cap Grant | 34,251.00 | 34,251.00 |

**Van Buren Public Transit**
**Balance Sheet**
**PERIOD ENDING 11/30/2020**

| | | | |
|---|---|---|---|
| 10262 - A/R Fedop Sec 5311-Current | | | |
| 588.0-000.00-079.003 | A/R Fedop Sec 5311-Current | 282,778.07 | 465,120.51 |
| | 10262 - A/R Fedop Sec 5311-Current | 282,778.07 | 465,120.51 |
| 10269 - Due From Fed-Sec 18 Op. | | | |
| 588.0-000.00-079.004 | Due From Fed-Sec 18 Op. | 0.00 | 0.00 |
| | 10269 - Due From Fed-Sec 18 Op. | 0.00 | 0.00 |
| 10270 - Fed Op Asst-Prior Yr. | | | |
| 588.0-000.00-079.005 | Fed Op Asst-Prior Yr. | 0.00 | 0.00 |
| | 10270 - Fed Op Asst-Prior Yr. | 0.00 | 0.00 |
| 10272 - A/R State Operating | | | |
| 588.0-000.00-078.003 | A/R State Operating | 0.00 | 0.00 |
| | 10272 - A/R State Operating | 0.00 | 0.00 |
| 10273 - A/R State Op Asst - Prior | | | |
| 588.0-000.00-078.004 | A/R State Op Asst - Prior | 0.00 | 0.00 |
| | 10273 - A/R State Op Asst - Prior | 0.00 | 0.00 |
| 10274 - A/R State - Job Access | | | |
| 588.0-000.00-078.005 | A/R State - Job Access | 0.00 | 0.00 |
| | 10274 - A/R State - Job Access | 0.00 | 0.00 |
| 10280 - General Fund | | | |
| 588.0-000.00-084.031 | General Fund | 0.00 | 0.00 |
| | 10280 - General Fund | 0.00 | 0.00 |
| 10301 - Inventory | | | |
| 588.0-000.00-110.000 | Inventory | 0.00 | 0.00 |
| | 10301 - Inventory | 0.00 | 0.00 |
| 10302 - Fuel | | | |
| 588.0-000.00-110.001 | Fuel | 0.00 | 0.00 |
| | 10302 - Fuel | 0.00 | 0.00 |
| 10401 - Prepaid Expense | | | |
| 588.0-000.00-060.000 | Prepaid Expense | 0.00 | 0.00 |
| 588.0-000.00-123.000 | PREPAID EXPENSES | 0.00 | 0.00 |
| | 10401 - Prepaid Expense | 0.00 | 0.00 |
| 10406 - Due From Governments | | | |
| 588.0-000.00-081.000 | Due From Governments | 0.00 | 0.00 |
| | 10406 - Due From Governments | 0.00 | 0.00 |

**Van Buren Public Transit**
**Balance Sheet**
**PERIOD ENDING 11/30/2020**

| | | | |
|---|---|---|---|
| 111011 - Land & Improvements | | | |
| 588.0-000.00-132.000 | Land & Improvements | 60,560.80 | 60,560.80 |
| | 111011 - Land & Improvements | 60,560.80 | 60,560.80 |
| 111012 - Facility - Other | | | |
| 588.0-000.00-136.000 | Facility - Other | 858,254.47 | 858,254.47 |
| | 111012 - Facility - Other | 858,254.47 | 858,254.47 |
| 111013 - Buses - Other | | | |
| 588.0-000.00-148.000 | Buses - Other | 1,896,096.00 | 1,943,233.89 |
| | 111013 - Buses - Other | 1,896,096.00 | 1,943,233.89 |
| 111014 - Other Vehicles | | | |
| 588.0-000.00-158.000 | Other Vehicles | 126,996.99 | 126,996.99 |
| | 111014 - Other Vehicles | 126,996.99 | 126,996.99 |
| 111015 - Shop Equipment - Other | | | |
| 588.0-000.00-138.000 | Shop Equipment - Other | 110,676.87 | 110,676.87 |
| | 111015 - Shop Equipment - Other | 110,676.87 | 110,676.87 |
| 111016 - Furniture & Equipment | | | |
| 588.0-000.00-146.000 | Furniture & Equipment | 143,787.87 | 154,927.87 |
| | 111016 - Furniture & Equipment | 143,787.87 | 154,927.87 |
| 111030 - Acc. Dep. - Land Improve | | | |
| 588.0-000.00-133.000 | Acc. Dep. - Land Improve | (31,429.60) | (35,985.68) |
| | 111030 - Acc. Dep. - Land Improve | (31,429.60) | (35,985.68) |
| 111031 - Acc. Dep. - Facility | | | |
| 588.0-000.00-137.000 | Acc. Dep. - Facility | (616,113.05) | (635,451.97) |
| | 111031 - Acc. Dep. - Facility | (616,113.05) | (635,451.97) |
| 111032 - Acc. Dep. - Buses | | | |
| 588.0-000.00-149.000 | Acc. Dep. - Buses | (1,229,346.18) | (1,382,608.81) |
| | 111032 - Acc. Dep. - Buses | (1,229,346.18) | (1,382,608.81) |
| 111033 - Acc. Dep. - Other Veh. | | | |
| 588.0-000.00-159.000 | Acc. Dep. - Other Veh. | (123,141.08) | (126,996.99) |
| | 111033 - Acc. Dep. - Other Veh. | (123,141.08) | (126,996.99) |
| 111034 - Acc. Dep. - Shop Equip | | | |
| 588.0-000.00-139.000 | Acc. Dep. - Shop Equip | (83,696.89) | (87,805.28) |
| | 111034 - Acc. Dep. - Shop Equip | (83,696.89) | (87,805.28) |

| | | | |
|---|---|---|---|
| 111035 - Acc Dep - Furn & Equip | | | |
| 588.0-000.00-147.000 | Acc Dep - Furn & Equip | (94,933.34) | (107,257.10) |
| | 111035 - Acc Dep - Furn & Equip | (94,933.34) | (107,257.10) |
| 111017 - Land | | | |
| 588.0-000.00-130.000 | LAND | 67,229.00 | 67,229.00 |
| | 111017 - Land | 67,229.00 | 67,229.00 |
| 111010 - Deferred Outflows - Pension | | | |
| 588.0-000.00-196.000 | Deferred Outflows - Pension | 107,903.00 | 107,903.00 |
| | 111010 - Deferred Outflows - Pension | 107,903.00 | 107,903.00 |
| | Total Assets | 6,121,581.66 | 6,713,371.71 |
| *** Liabilities *** | | | |
| 10201 - Accounts Receivable | | | |
| 588.0-000.00-299.000 | Customer Overpayments MR | 0.00 | 0.00 |
| | 10201 - Accounts Receivable | 0.00 | 0.00 |
| 20101 - Accounts Payable | | | |
| 588.0-000.00-202.000 | ACCOUNTS PAYABLE | 25,851.00 | 25,504.20 |
| | 20101 - Accounts Payable | 25,851.00 | 25,504.20 |
| 20205 - Accrued Payroll | | | |
| 588.0-000.00-257.000 | Accrued Payroll | 6,292.10 | 19,999.39 |
| 588.0-000.00-257.001 | Accrued Payroll - Exp. Liabilities | 0.00 | 0.00 |
| | 20205 - Accrued Payroll | 6,292.10 | 19,999.39 |
| 20207 - Accrued Sick/Vac Pay | | | |
| 588.0-000.00-343.000 | Accrued Sick/Vac Pay | 96,918.11 | 109,870.66 |
| | 20207 - Accrued Sick/Vac Pay | 96,918.11 | 109,870.66 |
| 20308 - Deferred Revenue-Luog | | | |
| 588.0-000.00-339.001 | Deferred Revenue-Luog | 0.00 | 0.00 |
| | 20308 - Deferred Revenue-Luog | 0.00 | 0.00 |
| 20309 - Due To State | | | |
| 588.0-000.00-228.000 | Due To State | 5,787.00 | 5,787.00 |
| | 20309 - Due To State | 5,787.00 | 5,787.00 |
| 30401 - Contributed Capital-Federal | | | |
| 588.0-000.00-354.000 | Contributed Capital-Federal | 0.00 | 0.00 |
| | 30401 - Contributed Capital-Federal | 0.00 | 0.00 |

**Van Buren Public Transit**
**Balance Sheet**
**PERIOD ENDING 11/30/2020**

| | | | |
|---|---|---|---|
| 30402 - Contributed Capital-State | | | |
| 588.0-000.00-353.000 | Contributed Capital-State | 0.00 | 0.00 |
| | 30402 - Contributed Capital-State | 0.00 | 0.00 |
| 20102 - Accounts Payable - Tax Chargeback | | | |
| 588.0-000.00-291.000 | Property Tax Case Liability | 0.00 | 0.00 |
| | 20102 - Accounts Payable - Tax Chargeback | 0.00 | 0.00 |
| 20209 - Net Pension Liability | | | |
| 588.0-000.00-334.000 | Net Pension Liability | 24,477.00 | 24,477.00 |
| | 20209 - Net Pension Liability | 24,477.00 | 24,477.00 |
| 20310 - Deferred Inflows - Pension | | | |
| 588.0-000.00-339.002 | Deferred Inflows - Pension | 8,670.00 | 8,670.00 |
| | 20310 - Deferred Inflows - Pension | 8,670.00 | 8,670.00 |
| | Total Liabilities | 167,995.21 | 194,308.25 |
| *** Fund Balance *** | | | |
| 30100 - Fund Balance | | | |
| 588.0-000.00-390.000 | Fund Balance | 6,001,620.73 | 6,001,620.73 |
| 588.0-000.00-390.500 | Public Invest. In Transit | 0.00 | 0.00 |
| | 30101 - Public Invest. In Transit | 6,001,620.73 | 6,001,620.73 |
| 30102 - Amortization | | | |
| 588.0-000.00-390.600 | Amortization | 0.00 | 0.00 |
| | 30102 - Amortization | 0.00 | 0.00 |
| | Total Fund Balance | 6,001,620.73 | 6,001,620.73 |
| | Beginning Fund Balance | 6,001,620.73 | 6,001,620.73 |
| | Net of Revenues VS Expenditures - 19-20 | | 348,962.15 |
| | *19-20 End FB/20-21 Beg FB | 6,350,582.88 | |
| | Net of Revenues VS Expenditures - Current Year | (48,034.28) | 168,480.58 |
| | Ending Fund Balance | 5,953,586.45 | 6,519,063.46 |
| | Total Liabilities And Fund Balance | 6,121,581.66 | 6,713,371.71 |

* Year Not Closed

**Van Buren Public Transit**
**Budget Performance**
**PERIOD ENDING 11/30/2020**

| GL NUMBER | ACTIVITY FOR MONTH 11/30/2020 INCREASE (DECREASE) | 2020-21 AMENDED BUDGET | AVAILABLE BALANCE NORMAL (ABNORMAL) | YTD BALANCE 11/30/2020 NORMAL (ABNORMAL) |
|---|---|---|---|---|
| Fund 588.0 - PUBLIC TRANSIT | | | | |
| 40101 - Fares - General Public | 54.00 | 38,000.00 | 37,886.00 | 114.00 |
| 40103 - Fares - M.T.I. - Payee Advocate Fare | 0.00 | 5,000.00 | 5,000.00 | 0.00 |
| 40104 - Fares - M. H. Mti (Rehab.) | 912.90 | 75,000.00 | 72,592.45 | 2,407.55 |
| 40105 - Fares - Incidental Services | 0.00 | 11,000.00 | 11,000.00 | 0.00 |
| 40107 - Fares - M.H. - P.S.R. | 232.70 | 65,000.00 | 61,965.95 | 3,034.05 |
| 40119 - Fares - Senior Day Care | 375.90 | 29,000.00 | 28,042.35 | 957.65 |
| 40129 - Van Buren Inter.School District | 0.00 | 85,000.00 | 85,000.00 | 0.00 |
| 40132 - Child & Family Services | 0.00 | 6,000.00 | 6,000.00 | 0.00 |
| 40800 - Current Property Tax | 0.00 | 839,506.00 | 839,506.00 | 0.00 |
| 40910 - Local Operating Assistance | 3,302.00 | 39,620.00 | 33,016.00 | 6,604.00 |
| 41101 - State Cash Grants - S.O.A. | 64,141.00 | 754,441.00 | 626,164.00 | 128,277.00 |
| 41301 - Federal Op. Asst. Sec 18 (5311) | 61,517.34 | 369,104.00 | 307,586.66 | 61,517.34 |
| 41398 - Federal Cash Grants - Rtap | 0.00 | 4,500.00 | (194.96) | 4,694.96 |
| 41400 - Investment Income | 1,684.98 | 39,000.00 | 35,115.24 | 3,884.76 |
| 41361 - CARES Act | 61,517.34 | 0.00 | (234,487.34) | 234,487.34 |
| 588.00 - BUS SYSTEM | 193,738.16 | 2,360,171.00 | 1,914,192.35 | 445,978.65 |
| TOTAL REVENUES | 193,738.16 | 2,360,171.00 | 1,914,192.35 | 445,978.65 |
| | | | | |
| 50101.1 - Operator'S Wages | 41,465.83 | 618,000.00 | 541,402.56 | 76,597.44 |
| 50102.1 - Oper. Super. Wages | 3,630.90 | 48,740.00 | 41,661.43 | 7,078.57 |
| 50103.1 - Dispatcher'S Wages | 12,439.57 | 159,000.00 | 135,814.34 | 23,185.66 |
| 50201.1 - Fica-Employer Share | 4,814.39 | 75,000.00 | 65,973.20 | 9,026.80 |
| 50203.1 - Medical/Dental Plan | 11,627.90 | 130,000.00 | 108,820.33 | 21,179.67 |
| 50205.1 - Life Insurance Plan | 63.25 | 800.00 | 736.75 | 63.25 |
| 50208.1 - Workers Compensation | 2,074.17 | 32,000.00 | 28,078.16 | 3,921.84 |

| | | | | |
|---|---|---|---|---|
| 50209.1 - Sick Leave - Paid Abs. | 1,442.84 | 11,000.00 | 7,237.06 | 3,762.94 |
| 50210.1 - Pension - DC | 264.73 | 2,100.00 | 1,610.67 | 489.33 |
| 50211.1 - Vacation Pay - Paid Abs. | 1,990.78 | 30,000.00 | 25,974.85 | 4,025.15 |
| 50212.1 - Other Paid Absences | 911.93 | 12,500.00 | 11,053.13 | 1,446.87 |
| 50213.1 - Uniforms - Maint. - Fringe | 0.00 | 3,000.00 | 2,730.88 | 269.12 |
| 50214.1 - Holiday Pay | 0.00 | 17,000.00 | 17,000.00 | 0.00 |
| 50220.1 - Pension - DB | 1,685.50 | 21,000.00 | 18,097.34 | 2,902.66 |
| 50399.1 - Other Services | 3,264.36 | 100,000.00 | 88,897.42 | 11,102.58 |
| 50405.1 - Lubricants -- Vehicles | 0.00 | 6,000.00 | 5,990.22 | 9.78 |
| 50401.1 - Gas, Oil | 6,503.44 | 175,000.00 | 160,457.68 | 14,542.32 |
| 50402.1 - Tires & Tubes | 2,534.88 | 30,000.00 | 26,199.98 | 3,800.02 |
| 50404.1 - Major Supplies | (4,248.00) | 3,000.00 | 3,671.98 | (671.98) |
| 50499.1 - Materials & Supplies | 2,321.06 | 32,000.00 | 27,329.18 | 4,670.82 |
| 50603.1 - Liability Insurance | 0.00 | 21,000.00 | 8,121.21 | 12,878.79 |
| 50902.1 - Travel | 0.00 | 800.00 | 800.00 | 0.00 |
| 50908.1 - Ads-Employ/Closed/Etc. | 251.70 | 4,000.00 | 3,217.56 | 782.44 |
| 50999.1 - Other Miscellaneous Exp. | 0.00 | 1,000.00 | 955.00 | 45.00 |
| 57402.1 - Ineligible Exp. - Fed. Rtap | 4,248.00 | 0.00 | (4,248.00) | 4,248.00 |
| 50199.1 - Other Salaries | 1,444.81 | 25,000.00 | 22,381.98 | 2,618.02 |
| 50204.1 - Dental Insurance | 494.16 | 5,400.00 | 4,499.88 | 900.12 |
| 50216.1 - Short Term/Long Term Disability | 139.95 | 0.00 | (139.95) | 139.95 |
| 50700.1 - License Fees | 0.00 | 0.00 | (158.61) | 158.61 |
| 588.01 - Transit - Operations | 99,366.15 | 1,563,340.00 | 1,354,166.23 | 209,173.77 |

| | | | | |
|---|---|---|---|---|
| 50199.2 - Other Salaries | 5,271.80 | 55,000.00 | 45,466.04 | 9,533.96 |
| 50201.2 - Fica-Employer Share | 390.11 | 4,700.00 | 3,985.43 | 714.57 |
| 50203.2 - Medical/Dental Plan | 1,668.34 | 19,000.00 | 15,961.20 | 3,038.80 |
| 50205.2 - Life Insurance Plan | 5.00 | 65.00 | 60.00 | 5.00 |
| 50208.2 - Workers Compensation | 190.00 | 2,100.00 | 1,751.55 | 348.45 |
| 50209.2 - Sick Leave - Paid Abs. | 0.00 | 1,500.00 | 1,500.00 | 0.00 |
| 50211.2 - Vacation Pay - Paid Abs. | 0.00 | 2,100.00 | 1,979.24 | 120.76 |

| | | | | |
|---|---|---|---|---|
| 50212.2 - Other Paid Absences | 0.00 | 800.00 | 800.00 | 0.00 |
| 50213.2 - Uniforms - Maint. - Fringe | 207.52 | 3,000.00 | 2,310.14 | 689.86 |
| 50214.2 - Holiday Pay | 0.00 | 1,800.00 | 1,800.00 | 0.00 |
| 50220.2 - Pension - DB | 196.80 | 3,000.00 | 2,642.39 | 357.61 |
| 50399.2 - Other Services | 315.00 | 20,000.00 | 19,476.00 | 524.00 |
| 50404.2 - Major Supplies | 2,459.00 | 2,000.00 | (459.00) | 2,459.00 |
| 50499.2 - Materials & Supplies | 576.49 | 10,000.00 | 9,264.29 | 735.71 |
| 50903.2 - Dues & Subscriptions | 0.00 | 1,800.00 | 1,800.00 | 0.00 |
| 50902.2 - Travel | 0.00 | 500.00 | 500.00 | 0.00 |
| 50999.2 - Other Miscellaneous Exp. | 0.00 | 300.00 | 300.00 | 0.00 |
| 50204.2 - Dental Insurance | 94.32 | 1,000.00 | 828.20 | 171.80 |
| 50216.2 - Short Term/Long Term Disability | 13.30 | 0.00 | (13.30) | 13.30 |
| 50700.2 - License Fees | 83.19 | 0.00 | (83.19) | 83.19 |
| 588.02 - Transit - Maintenance | 11,470.87 | 128,665.00 | 109,868.99 | 18,796.01 |

| | | | | |
|---|---|---|---|---|
| 50104.3 - Administrative Wages | 14,725.08 | 178,000.00 | 151,690.27 | 26,309.73 |
| 50199.3 - Other Salaries | 0.00 | 800.00 | 800.00 | 0.00 |
| 50201.3 - Fica-Employer Share | 1,139.49 | 15,500.00 | 13,305.96 | 2,194.04 |
| 50203.3 - Medical/Dental Plan | 3,420.58 | 40,000.00 | 33,769.58 | 6,230.42 |
| 50205.3 - Life Insurance Plan | 13.25 | 175.00 | 161.75 | 13.25 |
| 50208.3 - Workers Compensation | 65.68 | 1,000.00 | 873.46 | 126.54 |
| 50210.3 - Pension - DC | 1,244.52 | 18,000.00 | 15,558.01 | 2,441.99 |
| 50212.3 - Other Paid Absences | 217.24 | 20,000.00 | 17,538.32 | 2,461.68 |
| 50213.3 - Uniforms - Maint. - Fringe | 0.00 | 1,000.00 | 949.69 | 50.31 |
| 50214.3 - Holiday Pay | 0.00 | 1,500.00 | 1,500.00 | 0.00 |
| 50220.3 - Pension - DB | 154.78 | 2,200.00 | 1,920.02 | 279.98 |
| 50302.3 - Professional Services - C.P.A. | 0.00 | 12,000.00 | 12,000.00 | 0.00 |
| 50303.3 - Professional & Tech. Serv. | 0.00 | 10,000.00 | 10,000.00 | 0.00 |
| 50307.3 - Burglar Alarm | 0.00 | 3,600.00 | 3,600.00 | 0.00 |
| 50308.3 - Advertising | 192.50 | 12,000.00 | 11,615.00 | 385.00 |
| 50399.3 - Other Services | 510.22 | 10,000.00 | 8,989.05 | 1,010.95 |

**Van Buren Public Transit**
**Budget Performance**
**PERIOD ENDING 11/30/2020**

| | | | | |
|---|---|---|---|---|
| 50404.3 - Major Supplies | 0.00 | 1,000.00 | 570.02 | 429.98 |
| 50499.3 - Materials & Supplies | 655.40 | 5,000.00 | 4,172.26 | 827.74 |
| 50502.3 - Utilities | 1,034.79 | 15,500.00 | 13,484.38 | 2,015.62 |
| 50503.3 - Telephone | 482.96 | 5,700.00 | 4,888.38 | 811.62 |
| 50903.3 - Dues & Subscriptions | 187.50 | 2,500.00 | 261.50 | 2,238.50 |
| 50902.3 - Travel | 43.13 | 4,000.00 | 3,359.79 | 640.21 |
| 50908.3 - Ads-Employ/Closed/Etc. | 242.52 | 600.00 | 314.23 | 285.77 |
| 50999.3 - Other Miscellaneous Exp. | 0.00 | 1,000.00 | 1,000.00 | 0.00 |
| 57402.3 - Ineligible Exp. - Fed. Rtap | 0.00 | 0.00 | (446.96) | 446.96 |
| 50204.3 - Dental Insurance | 153.10 | 2,000.00 | 1,721.15 | 278.85 |
| 50216.3 - Short Term/Long Term Disability | 49.15 | 0.00 | (49.15) | 49.15 |
| 588.03 - Transit - Administration | 24,531.89 | 363,075.00 | 313,546.71 | 49,528.29 |
| TOTAL EXPENDITURES | 135,368.91 | 2,055,080.00 | 1,777,581.93 | 277,498.07 |
| Fund 588.0 - PUBLIC TRANSIT: | | | | |
| TOTAL REVENUES | 193,738.16 | 2,360,171.00 | 1,914,192.35 | 445,978.65 |
| TOTAL EXPENDITURES | 135,368.91 | 2,055,080.00 | 1,777,581.93 | 277,498.07 |
| NET OF REVENUES & EXPENDITURES | 58,369.25 | 305,091.00 | 136,610.42 | 168,480.58 |

**Base = 16.7%**
**Revenue = 18.9%** 2021 Revenue Budget = $2,360,171.00
**Expense = 13.5%** 2021 Expense Budget = $2,055,080.00

| OCTOBER | | | NOVEMBER | | |
|---|---|---|---|---|---|
| Vendor Bills | 23,372.47 | | Vendor Bills | 109,563.66 | |
| Payroll | 121,560.75 | 2 pay periods | Payroll | 113,503.25 | 2 pay periods |

| OCTOBER | | | NOVEMBER | | |
|---|---|---|---|---|---|
| Revenue | Current | YTD | Revenue | Current | YTD |
| Fares | 4,937.75 | 4,937.75 | Fares | 1,575.50 | 6,513.25 |
| Millage | - | - | Millage | - | - |
| State/Fed | 241,800.96 | 241,800.96 | State/Fed | 187,175.68 | 428,976.64 |
| Interest | 2,199.78 | 2,199.78 | Interest | 1,684.98 | 3,884.76 |
| Other | 3,302.00 | 3,302.00 | Other | 3,302.00 | 6,604.00 |
| Total | 252,240.49 | 252,240.49 | Total | 193,738.16 | 445,978.65 |
| | | | | | |
| Expenses | Current | YTD | Expenses | Current | YTD |
| Operations | 102,531.31 | 102,531.31 | Operations | 99,366.15 | 209,173.77 |
| Maintenance | 6,653.96 | 6,653.96 | Maintenance | 11,470.87 | 18,796.01 |
| Administrative | 22,487.21 | 22,487.21 | Administrative | 24,531.89 | 49,528.29 |
| Total | 131,672.48 | 131,672.48 | Total | 135,368.91 | 277,498.07 |
| **Net** | **120,568.01** | **120,568.01** | **Net** | **58,369.25** | **168,480.58** |

| Key activity | | | Key activity | | |
|---|---|---|---|---|---|
| | OCTOBER | | | NOVEMBER | |
| Revenue: | 10.7% | | Revenue: | 18.9% | |
| Expenses: | 6.4% | | Expenses: | 13.5% | |
| Base: | 8.3% | | Base: | 16.7% | |
| | | | Bus purchase | 91,000.00 | 83.1% of bills |
| Wex Bus Fuel | 8,038.88 | 34.4% of bills | Wex Bus Fuel | 6,503.44 | 6.0% of bills |

| Summarized balance sheet | | Summarized balance sheet | | |
|---|---|---|---|---|
| | OCTOBER | | NOVEMBER | |
| CASH | 2,715,341.52 | CASH | 2,570,193.09 | |
| CDARS | 2,521,617.59 | CDARS | 2,521,617.59 | |
| Acct. Receivable | 4,991.75 | Acct. Receivable | 3,651.90 | Bus purchase |
| Assets | 3,230,879.89 | Assets | 3,321,879.89 | 91,000.00 |
| Acct. Payable | 8,433.39 | Acct. Payable | 25,504.20 | |
| Net of Rev vs Exp | 120,568.01 | Net of Rev vs Exp | 168,480.58 | |

**Notes:**

October is the first month of a new Fiscal Year 2021.
Vendor bills usually fluctuate between $30 - $35,000 per month. Expenses in Nov. were higher due to the proces
purchase a new bus. October/November payroll total: $ 235,064.00
Vendor bill reports give you a brief explanation of what was purchased and high items are noted here in yellow.
The three categories of expenses are Operations, Maintenance, and Administration.
Operations expenses include fuel, bus parts, bus repairs and wages for drivers, dispatchers, operations supervisor and safety trainer.
Maintenance expenses includes mechanic and custodial wages and any building services or repairs.
Administration expenses include office related purchases & services, director and finance wages.

RTAP = Rural Transportation Assistance Program. These are Federal funds exclusively used for training.

Respectfully, *Laurie Schlipp*

1/7/2021

County Administrator Agenda Item
Transit Committee Meeting

**TO:** Transit Committee
**FROM:** Tony Dacoba/Laurie Schlipp
**DATE:** January 12, 2021
**RE:** Operations Report

**REQUEST:**

The request is to review the operations report for

**ATTACHMENTS:**

| | Description |
|---|---|
| | **Operating Reports** |

# October

# &

# November

Operations Reports

# VBPT 2020-2021 Statistics

## Rider Statistics for October 2020 through October 2020

| | Passengers YTD PREV YEAR | Passengers YTD CUR YEAR | % of Ridership | Change/trend |
|---|---|---|---|---|
| ***Mental Health*** | | | | |
| Mental Health -Saving Timbers | 778 | 167 | 3.97% | -79% |
| Mental Health -Hope Center | 568 | 313 | 7.43% | -45% |
| Mental Health-Autumn House | 342 | 65 | 1.54% | -81% |
| **Overall:** | 1688 | 545 | 12.94% | -68% |
| ***ISD*** | | | | |
| ISD/Young Adults | 764 | 0 | 0.00% | -100% |
| **Overall:** | 764 | 0 | 0.00% | -100% |
| ***General Public*** | | | | |
| Paw Paw Demand Response | 206 | 358 | 8.50% | 74% |
| South Haven Demand Response | 3055 | 1443 | 34.27% | -53% |
| Metro Loop | 1128 | 802 | 19.05% | -29% |
| Concord Loop Paw Paw | 1000 | 559 | 13.27% | -44% |
| Reservations | 252 | 474 | 11.26% | 88% |
| Covert Township | 109 | 30 | 0.71% | -72% |
| **Overall:** | 5750 | 3666 | 87.06% | -36% |
| ***Special Services*** | | | | |
| Special Events | 200 | 0 | 0.00% | -100% |
| **Overall:** | 200 | 0 | 0.00% | -100% |
| *Totals:* | 8402 | 4211 | 100% | -50% |

| ***Passenger Characteristics*** | Passengers | Passengers | | |
|---|---|---|---|---|
| *Elderly (60+)* | 3103 | 1002 | 23.79% | -68% |
| *Persons w/ Disabilities* | 1914 | 1169 | 27.76% | -39% |
| *Elderly persons w/ Disabilities (60+)* | 2310 | 1079 | 25.62% | -53% |
| *Passenger Trips* | 1130 | 961 | 22.82% | -15% |
| ***Total:*** | 8457 | 4211 | 100.00% | -50% |

*pw=stats*

# VBPT 2020-2021 Statistics

## Rider Statistics for the Month of October 2020

| | Passengers Previous Month | Passengers Current Month | % of Ridership | Change/trend |
|---|---|---|---|---|
| ***Mental Health*** | | | | |
| Mental Health - Saving Timbers (MTI) | 60 | 167 | 3.97% | 178% |
| Mental Health -Hope Center | 301 | 313 | 7.43% | 4% |
| Mental Health-Autumn House | 76 | 65 | 1.54% | -14% |
| **Overall:** | 437 | 545 | 12.94% | 25% |
| ***ISD*** | | | | |
| ISD/Young Adults | 0 | 0 | 0.00% | |
| **Overall:** | 0 | 0 | 0.00% | |
| ***General Public*** | | | | |
| Paw Paw Demand Response | 430 | 358 | 8.50% | -17% |
| South Haven Demand Response | 1727 | 1443 | 34.27% | -16% |
| Metro Loop | 458 | 802 | 19.05% | 75% |
| Concord Loop Paw Paw | 330 | 559 | 13.27% | 69% |
| Reservations | 420 | 474 | 11.26% | 13% |
| Covert Township | 27 | 30 | 0.71% | 11% |
| **Overall:** | 3392 | 3666 | 87.06% | 8% |
| ***Special Services*** | | | | |
| Special Events | 0 | 0 | 0.00% | |
| **Overall:** | 0 | 0 | 0.00% | |
| *Totals:* | 3829 | 4211 | 100% | 10% |

| ***Passenger Characteristics*** | Passengers | Passengers | | |
|---|---|---|---|---|
| *Elderly (60+)* | 890 | 1002 | 23.79% | 13% |
| *Persons w/ Disabilities* | 1075 | 1169 | 27.76% | 9% |
| *Elderly persons w/ Disabilities (60+)* | 972 | 1079 | 25.62% | 11% |
| *Passenger Trips* | 892 | 961 | 22.82% | 8% |
| ***Total:*** | 3829 | 4211 | 100.00% | 10% |

*pw=stats*

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*Special notes:*

*Demand Response decreased due to reinstating the Loop routes back in service.*

Mental Health was open the entire month of October, but with a limited number of clients.

*Transit closed one day for the annual staff meeting.*

*22 Weekdays*
*5 Saturdays*
*4 Sundays*

# VBPT 2020-2021 Statistics

## Rider Statistics for October 2020 through November 2020

| | Passengers YTD PREV YEAR | Passengers YTD CUR YEAR | % of Ridership | Change/trend |
|---|---|---|---|---|
| ***Mental Health*** | | | | |
| Mental Health - Saving Timbers (MTI) | 1288 | 269 | 3.63% | -79% |
| Mental Health - Hope Center | 1030 | 339 | 4.57% | -67% |
| Mental Health - Autumn House | 432 | 107 | 1.44% | -75% |
| **Overall:** | 2750 | 715 | 9.64% | -74% |
| ***ISD*** | | | | |
| ISD/Young Adults | 1724 | 0 | 0.00% | -100% |
| **Overall:** | 1724 | 0 | 0.00% | -100% |
| ***General Public*** | | | | |
| Paw Paw Demand Response | 438 | 538 | 7.25% | 23% |
| South Haven Demand Response | 6694 | 2838 | 38.25% | -58% |
| Metro Loop | 2228 | 1435 | 19.34% | -36% |
| Concord Loop Paw Paw | 2407 | 1002 | 13.51% | -58% |
| Reservations | 303 | 834 | 11.24% | 175% |
| Covert Township | 75 | 57 | 0.77% | -24% |
| **Overall:** | 12145 | 6704 | 90.36% | -45% |
| ***Special Services*** | | | | |
| Special Events | 527 | 0 | 0.00% | -100% |
| **Overall:** | 527 | 0 | 0.00% | -100% |
| *Totals:* | 17146 | 7419 | 100% | -57% |

| ***Passenger Characteristics*** | Passengers | Passengers | | |
|---|---|---|---|---|
| *Elderly (60+)* | 4408 | 1848 | 24.91% | -58% |
| *Persons w/ Disabilities* | 4838 | 1856 | 25.02% | -62% |
| *Elderly persons w/ Disabilities (60+)* | 3048 | 1927 | 25.97% | -37% |
| *Passenger Trips* | 4852 | 1788 | 24.10% | -63% |
| ***Total:*** | 17146 | 7419 | 100.00% | -57% |

*pw=stats*

# VBPT 2020-2021 Statistics

## Rider Statistics for the Month of November 2020

| | Passengers Previous Month | Passengers Current Month | % of Ridership | Change/trend |
|---|---|---|---|---|
| ***Mental Health*** | | | | |
| Mental Health - Saving Timbers (MTI) | 167 | 102 | 3.18% | -39% |
| Mental Health -Hope Center | 313 | 26 | 0.81% | -92% |
| Mental Health-Autumn House | 65 | 42 | 1.31% | -35% |
| **Overall:** | 545 | 170 | 5.30% | -69% |
| ***ISD*** | | | | |
| ISD/Young Adults | 0 | 0 | 0.00% | |
| **Overall:** | 0 | 0 | 0.00% | |
| ***General Public*** | | | | |
| Paw Paw Demand Response | 358 | 180 | 5.61% | -50% |
| South Haven Demand Response | 1443 | 1395 | 43.49% | -3% |
| Metro Loop | 802 | 633 | 19.73% | -21% |
| Concord Loop Paw Paw | 559 | 443 | 13.81% | -21% |
| Reservations | 474 | 360 | 11.22% | -24% |
| Covert Township | 30 | 27 | 0.84% | -10% |
| **Overall:** | 3666 | 3038 | 94.70% | -17% |
| ***Special Services*** | | | | |
| Special Events | 0 | 0 | 0.00% | |
| **Overall:** | 0 | 0 | 0.00% | |
| *Totals:* | 4211 | 3208 | 100% | -24% |

| ***Passenger Characteristics*** | Passengers | Passengers | | |
|---|---|---|---|---|
| *Elderly (60+)* | 1002 | 846 | 26.37% | -16% |
| *Persons w/ Disabilities* | 1169 | 687 | 21.42% | -41% |
| *Elderly persons w/ Disabilities (60+)* | 1079 | 848 | 26.43% | -21% |
| *Passenger Trips* | 961 | 827 | 25.78% | -14% |
| ***Total:*** | 4211 | 3208 | 100.00% | -24% |

*pw=stats*

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*Special notes:*

*With the spike in COVID-19, Hope Center made the decision to close and only operated 3 days in Novemb*

Saving Timbers (MTI) and Autumn House rides have decreased but they remain open.

*General public rides have decreased with the closing of restaurants.*

Transit was closed two days in November for the Thanksgiving holiday.

*19 Weekdays*

*4 Saturdays*

*5 Sundays*

County Administrator Agenda Item
Transit Committee Meeting

**TO:** Transit Committee
**FROM:** Tony Dacoba/Laurie Schlipp
**DATE:** January 12, 2021
**RE:** Directors Report

**REQUEST:**
The request is to review the Directors report

**ATTACHMENTS:**

**Description**
**Directors Report**

# Director Report for January 2021

- New bus has arrived and is in service with a savings of $20,000.
- VBT is disposing of 2 vehicles, a bus and a w/c minivan.
- Our last van From Kalamazoo Metro/KATS will arrive soon which will satisfy our contract with them. We will need to renegotiate with them to continue the support or re-engage in soliciting grant dollars from KATS directly.
- Annual audit onsite is complete but we are still waiting for its completion.
- Scheduled Flex routes are in operation however ridership is still lagging its normal pace.
- ISD is inquiring about near future rides there. Laurie is working with them to arrange service to their clients.

County Administrator Agenda Item
Transit Committee Meeting

**TO:** Board of Commissioners
**FROM:** Tony Dacoba/Laurie Schlipp
**DATE:** January 12, 2021
**RE:** MDOT Contract 2017-0136/P10

## REQUEST:

The request is for signature and a Certified Resolution of Intent for MDOT Agreement #2017-0136/P10

## BACKGROUND:

The funds are based on 36% of the estimated eligible costs for FY 2021 and are used for operating expenses.

## FINANCIAL IMPACT:

This contract is Federal Section 5311 Operating/CARES Act funding in the amount of $369,104.

## RECOMMENDATION:

The recommendation is to have the Board Chair and Vice-Chair sign MDOT Agreement #2017-0136/P10 at the February 9, 2021 Board of Commissioners meeting.

## ATTACHMENTS:

**Description**

- **Contract**

Date: October 1, 2020
Agreement No.: 2017-0136
Authorization No.: P10
Job No.: 211539NI
Agenda: MA

# PROJECT AUTHORIZATION
# VAN BUREN COUNTY
# BOARD OF COMMISSIONERS
# FY 2021 SECTION 5311 OPERATING
# FORMULA GRANTS FOR
# RURAL AREAS PROGRAMS

This information is required by the Michigan Department of Transportation (MDOT) in order to record agreement of utilization of funds provided by the Federal Transit Administration, United States Department of Transportation and MDOT. The funds shall be used by the AGENCY in accordance with the above referenced Master Agreement.

Authorization Effective Date: October 1, 2020
Authorization Expiration Date: September 30, 2021
Fiscal Year of Effective Contract Clauses: 2021

The Federal grant associated with the PROJECT AUTHORIZATION is Permanent No. MI-2020-015. Award Year: 2020

The Catalog of Federal Domestic Assistance Number for the Federal Transit Administration Formula Grants for Rural Areas Program is 20.509.

Funding reflects the amount of funds currently available under the Federal appropriation. If additional funds become available, a grant amendment and revised PROJECT AUTHORIZATION will be prepared.

Payments to the AGENCY under this PROJECT AUTHORIZATION will be based on 36% of the estimated eligible costs. The maximum amount to be paid will not exceed 36% of the AGENCY's audited costs. If Section 5311 operating assistance funds are insufficient to reimburse at 36% of audited costs, a new reimbursement percentage will be calculated for all participating agencies.

CARES Act funding will be used to reimburse expenses from October 1, 2020, through September 30, 2021.

In accordance with Section 8 of the Master Agreement, the dollar amount for third party contracts as identified in COMMISSION policy is $25,000. All agencies who are not self-certified must submit third party contracts over $25,000 to MDOT for approval. Please refer to Section 8 of the Master Agreement for competitive bidding requirements.

The AGENCY will be financially and legally responsible for the terms and conditions of the Special Section 5333(b) labor warranty as agreed to in your annual application. The Special Section 5333(b) warranty can be found at: https://www.dol.gov/olms/regs/compliance/compltransit.htm.

The AGENCY agrees to prepare and submit to MDOT quarterly operating assistance reports via the Public Transportation Management System (PTMS). Instructions on preparing the report are available in the "Local Public Transit Revenue and Expense Manual" (October 1, 2020, through September 30, 2021). The manual is available on the web at www.michigan.gov/mdotptd by locating the resources box on the home page and opening the item listed "Audit/Accounting Information."

**Funding source:** PRF No.: 2021-73
2021/BW7973B20/3120 $369,104 (F)

**VAN BUREN COUNTY BOARD OF COMMISSIONERS**

Signature

Signature



**MICHIGAN DEPARTMENT OF TRANSPORTATION**

Title: Department Director

AWARD DATE
Michigan Department of Transportation

MANAGEMENT APPROVAL