

Agenda

1. Call to Order Oral
 - Roll Call
2. Meeting Minutes Attachment 2a
 - Minutes from October 27, 2022, Meeting (Motion Required)
3. Guest Communications (2-minute limit) Oral
4. General Manager's Report Attachment 4
5. Committee Reports Scheduled to Meet 11/17
 - a. Administration Met 11/9
 - b. Finance Did Not Meet
 - c. Operations Did Not Meet
 - d. Personnel
6. Old Business
7. New Business
 - Active Shooter Training by Greg Springer
8. Resolutions - Roll Call Approval Required
 - #2022-11-01: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES APPROVING THE FISCAL YEAR 2023 PROPOSED BUDGET FOR PARTA.**
 - #2022-11-02: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES APPROVING THE FISCAL YEAR 2023 PROPOSED BUDGET FOR THE KENT CENTRAL GATEWAY (KCG).**
 - #2022-11-03: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES AUTHORIZING THE GENERAL MANAGER, OR HER DESIGNEE, TO PARTICIPATE IN AND CONTRIBUTE TO RISK POOLING WITH THE OHIO TRANSIT RISK POOL (OTRP).**
 - #2022-11-04: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES APPROVING EXPENDITURES FOR INFORMATION TECHNOLOGY (IT) MANAGED SERVICES WITH QUALITY IP.**
 - #2022-11-05: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES AUTHORIZING THE GENERAL MANAGER, OR HER DESIGNEE, TO PURCHASE FOUR (4) CNG URBAN TRANSIT BUSES, OPTIONAL EQUIPMENT, AND SPARE PARTS FROM GILLIG.**
 - #2022-11-06: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES AMENDING THE TITLE VI POLICY/PROGRAM.**

9. Executive Session (if needed) - Roll Call Approval Required
10. Adjournment

Next Regular Meeting:

January 26, 2023 @ 7 p.m.

PARTA
PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY
BOARD OF TRUSTEES MEETING
MINUTES

October 27, 2022

Board Members Present:

Karen Beck
Marge Bjerregaard
Richard Brockett
Debbie Davison

Dave Gynn
Virginia Harris
R. T. Mansfield
Jack Murphy

Frank Vitale
Stacey Wilson
Karen Wise
Marvin Woods

Staff Present:

Claudia Amrhein
Marcia Fletcher
Kelly Jurisch

Justin Markey, Roetzel & Andress
Rebecca Schrader

Greg Springer
Brian Trautman

Board Members Not Present:

Jeff Childers (1st excused absence)

Mike Lewis (3rd excused absence)

CALL TO ORDER

President Dave Gynn called the October 27, 2022, *PARTA* Board of Trustees meeting to order at 6:59 p.m. and asked for a roll call. After roll call, it was determined that **a quorum was participating.**

Mr. Gynn then asked for a motion to approve the minutes from the September 22, 2022, Board meeting. **Mr. Marvin Woods** made a motion to accept the minutes as presented, which was seconded by **Mr. Jack Murphy**. The **motion to approve the minutes, as presented, passed unanimously.**

GUEST COMMUNICATIONS

Mr. Gynn said there were no guests in attendance tonight and moved on to the committee reports.

ADMINISTRATION COMMITTEE REPORT

Mr. Gynn asked Ms. Karen Wise to give the report of the Administration Committee.

Ms. Wise said the Administration Committee met tonight and heard a presentation on the web-based demand response and fixed route scheduling/dispatching software. The software resolution was approved for forwarding to the Board.

Mr. Gynn thanked Ms. Wise and moved on to the Finance Committee report.

FINANCE COMMITTEE REPORT

Mr. Gynn said the Finance Committee met this week and he asked Mr. Frank Vitale, who was the acting chair, to give the report.

Mr. Vitale said Ms. Rebecca Schrader did a great job. Revenues were above budget. Nothing was significantly out of line, which was good. The balance sheet continued to be very strong. There was nothing unusual. He learned that a lot of time it's timing with different funds or government grants. Sometimes a number looks out of whack but it's because of a timing issue not so much that there is a problem.

Moving on to the Kent Central Gateway (KCG), Mr. Vitale said the parking garage did very well. The bottom line is the parking garage was up from the previous period. There were a lot of numbers, but they were all positive.

Mr. Vitale said the resolution presented to the Finance Committee was approved for forwarding to the Board.

Mr. Gynn thanked Mr. Vitale for his report and Ms. Marcia Fletcher for getting the minutes out quickly. He asked if anybody had any questions.

OPERATIONS COMMITTEE REPORT

Hearing none, Mr. Gynn said the Operations Committee did not have a need to meet this month.

PERSONNEL COMMITTEE REPORT

Mr. Gynn said the Personnel Committee met and he turned the meeting over to Ms. Karen Beck for the report.

Ms. Beck said the Personnel Committee met for the annual review of the General Manager. Ms. Amrhein experienced a lot of challenges this year. There were unexpected challenges like being the landlord of KCG. There were expected challenges like trying to keep people hired. Her calm style of communication and effective resolutions are respected. The committee's evaluation was excellent in leadership, board relations, community relations, and fiscal management. Ms. Amrhein's forward thinking going after grants has really helped this organization. She concluded her report by noting that there will be an Executive Session at the end of this meeting and asked if there were any questions.

OLD BUSINESS

Hearing none, Mr. Gynn said there was no Old Business and moved on to New Business.

NEW BUSINESS

Mr. Gynn then asked Ms. Kelly Jurisch and Mr. Brian Trautman to give the presentation on the web-based demand-response and fixed route scheduling/dispatching software that will replace the current Trapeze system that has been in place for at least 10 years.

Ms. Amrhein said it has been in place 20 plus years.

Ms. Jurisch and Mr. Trautman then presented their PowerPoint on the software award, which is attached.

Following the presentation, Mr. Trautman asked if there were any questions.

Mr. Vitale asked about the \$300,000 for Samsung.

Ms. Jurisch said \$300,000 was the total project cost, which includes hardware, software, tablets, mounts, and bringing in CTS, Passio, and Optibus.

Mr. Trautman said the Samsung A7 tablets are \$200 apiece. Right now, it costs about \$6,000 to replace an MDT when it goes out.

Mr. Vitale asked if CTS supported Passio and Optibus.

Mr. Trautman said CTS and Passio are owned by the same company. Optibus is the partner in the middle. When Trapeze was asked to write an API, there would be a minimum guaranteed cost of \$25,000, which did not include the yearly maintenance cost. API is a way for one software to talk to another software. CTS is already writing APIs. There are a lot of specialty companies out there that limit themselves. If a company is not writing APIs that everybody can talk to or work with, they are out of the mainstream game today.

Mr. Vitale asked if Mr. Trautman would call it turn key or single source responsibility.

Mr. Trautman said CTS is signed on as a single source responsibility. He wanted to deal with one person and have one company oversee the project, which is what CTS provided.

Ms. Wise asked how long that trio has been working jointly.

Mr. Trautman said he couldn't say how long they've been working together. One of the criteria in the procurement was to provide the names of people who were using this configuration. CTS provided a couple places. Those places were contacted and did not give any bad reviews on any of this when it came to CTS. There were some bad reviews on others that were working with each other but not with this group. SEAT in Zanesville, which uses CTS, runs a four-county operation for all their Medicaid and demand response trips. They're also brokering trips for shared ride transportation, which eventually PARTA will have to do. They are doing about 1,800 trips a day, which are long, single trips to dialysis and things like that. Those are tough trips. To be able to pull off 1,800 trips a day is incredibly good. Demand response has scaled back over the years when the Portage County Board of Developmental Disabilities split up their transportation. He's optimistic that CTS will fit better, and it will be a good move.

Ms. Wise asked if this would be the first go around with FirstNet.

Mr. Trautman said it's his first go around with FirstNet. Nextel was successful years ago but then got bought out and faded away. One of the reasons FirstNet was selected was because PARTA will be a priority to them and a first responder by category. They move everybody else off radio communication if PARTA needs it. This is a big deal especially when getting into EMA situations, football games at the stadium, or things like that, and it will work all the way to California. FirstNet has a great support team. He's been working with them on trying to set the table so that when the software comes in, everything will be ready to go. The cost is the same or less than what is currently being paid for radios. Costs will be cut on a shared data plan of 50 to 75 gigabytes to be on a trunk system, have better connections, and be able to use the same thing for data on MDTs. None of that will be visible until it's done because servers will be cut out and IT contracts will be renegotiated. An almost unanimous complaint of the drivers is that the radios are problematic.

Mr. Gynn asked if there was a cap on cost increases each of the five years.

Mr. Trautman said he didn't think so. The contract language hasn't been reviewed yet. Ms. Amrhein is the contract person and really delves into the contracts. If there's no CPI clause, one will probably be suggested. On most of the long-term vehicle rolling stock contracts, a PPI index is used, which percentage increase is applied to the contract moving forward.

Ms. Jurisch said there was a cost proposal included, but it's also based on the number of vehicles. If the fleet grows or shrinks, then costs do the same. It's also based on the number of software users for licensing.

Mr. Trautman said CTS negotiated well on a Best and Final Offer by knocking \$10,000 off their initial proposal.

Mr. Richard Brockett asked what the price range was of the seven bidders.

Ms. Jurisch said \$700,000 was the highest.

Mr. Trautman said there were some bidders who had never done it before, so they were eliminated because PARTA doesn't want to be anybody's first. He didn't know if CTS was the lowest, but they were among the lowest two or three.

Ms. Schrader said CTS was the lowest.

Mr. Gynn said there are exciting times ahead for PARTA and then moved on to the resolutions.

RESOLUTIONS

Mr. Gynn presented the first resolution.

#2022-10-01: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES AWARDING A CONTRACT TO FOXSTER OPCO, LLC DBA CTS SOFTWARE ("CTS"), THE MOST RESPONSIVE AND RESPONSIBLE PROPOSER FOR WEB BASED DEMAND-RESPONSE AND FIXED ROUTE SCHEDULING/DISPATCHING SOFTWARE FOR A TOTAL ONE-TIME PROJECT COST NOT TO EXCEED \$300,000, INCLUSIVE OF ONE YEAR OF MAINTENANCE AND SUPPORT.

Motion: Karen Beck

Second: Frank Vitale

Mr. Gynn said this resolution was recommended by the Administration Committee and asked if there was any discussion. Hearing none, he asked for a roll call.

Roll Call:	<u>Yes</u>	<u>No</u>		<u>Yes</u>	<u>No</u>
Debbie Davison	<u>X</u>	___	Karen Beck	<u>X</u>	___
Jeff Childers	<u>EXCUSED</u>	___	Frank Vitale	<u>X</u>	___
Richard Brockett	<u>X</u>	___	Stacey Wilson	<u>X</u>	___
Marge Bjerregaard	<u>X</u>	___	Jack Murphy	<u>X</u>	___
Karen Wise	<u>X</u>	___	Mike Lewis	<u>EXCUSED</u>	___
R. T. Mansfield	<u>X</u>	___	Virginia Harris	<u>X</u>	___
Marvin Woods	<u>X</u>	___	David Gynn	<u>X</u>	___

Mr. Gynn then presented the second resolution.

#2022-10-02: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES AUTHORIZING THE GENERAL MANAGER, OR HER DESIGNEE, TO PURCHASE ONE (1) ADDITIONAL CNG TROLLEY BUS, OPTIONAL EQUIPMENT, AND SPARE PARTS FROM TRANSPORTATION EQUIPMENT SALES CORPORATION (TESCO).

Motion: Marvin Woods

Second: Debbie Davison

Mr. Gynn said this was discussed at the Finance Committee meeting and approved for referral to the Board. He asked if there were any questions or if Ms. Amrhein had anything to add.

Ms. Amrhein said this has to do with the replacement schedule and locking in the price for the trolley. As noted in her Board report, the price has gone up since the four trolleys were first ordered. The original resolution was passed in January of 2022 and the order was placed. This is the second order. The third trolley from the first order should arrive next week. Ms. Jurisch, Mr. Trautman, and Ms. Schrader determined it would be better to add a trolley on the 2023 order and then a transit bus will be reduced on the 2024 bus order that will be coming to the Board next month as an additional resolution. It gets confusing when talking about buses, years, and delays.

Mr. Gynn said it's part of the long-term plan for bus replacement.

Ms. Amrhein said yes, but it doesn't increase the fleet.

Mr. Gynn then asked for a roll call.

Roll Call:	<u>Yes</u>	<u>No</u>		<u>Yes</u>	<u>No</u>
Frank Vitale	<u>X</u>	<u> </u>	Richard Brockett	<u>X</u>	<u> </u>
Stacey Wilson	<u>X</u>	<u> </u>	Marge Bjerregaard	<u>X</u>	<u> </u>
Jack Murphy	<u>X</u>	<u> </u>	Karen Beck	<u>X</u>	<u> </u>
Mike Lewis	EXCUSED		R. T. Mansfield	<u>X</u>	<u> </u>
Virginia Harris	<u>X</u>	<u> </u>	Marvin Woods	<u>X</u>	<u> </u>
Debbie Davison	<u>X</u>	<u> </u>	Karen Wise	<u>X</u>	<u> </u>
Jeff Childers	EXCUSED		David Gynn	<u>X</u>	<u> </u>

GENERAL MANAGER'S REPORT

Mr. Gynn noted that he skipped the General Manager's report. He said the General Manager's report this time was chock full of information. He asked if there were any questions or if Ms. Amrhein wanted to expand on anything.

Ms. Amrhein said she wanted to expand on the insert about November and December. November is an important month and includes the annual budgets for 2023 and resolutions for known large purchases. The updated Title VI program must be submitted to FTA by December 1, which is 60 days before the expiration date. The GILLIG contract for transit buses still needs to be prepared. The November Finance Committee and Board meetings were moved up because of the holiday but it was determined yesterday that Thursday, November 10, at 3 p.m., may not work now for the Finance Committee meeting. Ms. Fletcher will be reaching out to committee members to try to move that meeting. If anyone is planning on attending, let Ms. Fletcher know. The meeting may be changed to Wednesday, November 9, at 3 p.m. If there is a change, an email will go out to the entire Board. On November 11, the Veterans Day ceremony will take place at 2 p.m. at the Veterans Memorial at KCG. Everyone is welcome. Barring unforeseen circumstances, there is no need to have a meeting in December. All the resolutions will be presented in November.

Mr. Gynn thanked Ms. Amrhein and asked if there was any other business that should come before the Board at this time.

EXECUTIVE SESSION

Hearing none, Mr. Gynn asked for a motion to enter Executive Session to consider the compensation of a public employee in accordance with ORC Section 121.22(G)(1).

Motion: Jack Murphy

Second: Marge Bierregaard

Mr. Gynn then asked for a roll call.

Roll Call:	<u>Yes</u>	<u>No</u>		<u>Yes</u>	<u>No</u>
Karen Wise	<u>X</u>	___	Jeff Childers	EXCUSED	
Frank Vitale	<u>X</u>	___	Richard Brockett	<u>X</u>	___
Stacey Wilson	<u>X</u>	___	Marge Bjerregaard	<u>X</u>	___
Jack Murphy	<u>X</u>	___	Karen Beck	<u>X</u>	___
Mike Lewis	EXCUSED		R. T. Mansfield	<u>X</u>	___
Virginia Harris	<u>X</u>	___	Marvin Woods	<u>X</u>	___
Debbie Davison	<u>X</u>	___	David Gynn	<u>X</u>	___

Mr. Gynn excused everybody except Ms. Jurisch and Mr. Justin Markey.

Entered executive session at 7:34 p.m.

Returned to public session at 7:51 p.m.

Mr. Gynn said there are not enough superlative adjectives to express how thrilled the Board is with Ms. Amrhein’s work at *PARTA* and throughout Ohio. She has changed transportation in Portage County and Ohio. He then turned the meeting over to Ms. Beck, chair of the Personnel Committee.

Ms. Beck said the Board recommends a bonus of \$10,000 for Ms. Amrhein in appreciation for all her duties this year, as well as the team she has put together.

Motion: Karen Beck

Second: Frank Vitale

Roll Call:	<u>Yes</u>	<u>No</u>		<u>Yes</u>	<u>No</u>
Debbie Davison	<u>X</u>	___	Karen Beck	<u>X</u>	___
Jeff Childers	EXCUSED		Frank Vitale	<u>X</u>	___
Richard Brockett	<u>X</u>	___	Stacey Wilson	<u>X</u>	___
Marge Bjerregaard	<u>X</u>	___	Jack Murphy	<u>X</u>	___
Karen Wise	<u>X</u>	___	Mike Lewis	EXCUSED	
R. T. Mansfield	<u>X</u>	___	Virginia Harris	<u>X</u>	___
Marvin Woods	<u>X</u>	___	David Gynn	<u>X</u>	___

Ms. Amrhein said she was speechless, and it is truly a team effort. She thanked the Board and said there is nothing that she does that isn’t supported by everybody else.

ADJOURNMENT

Hearing nothing further, Mr. Gynn entertained a motion to adjourn. **Ms. Marge Bjerregaard** made a motion to adjourn the meeting, which was seconded by **Ms. Debbie Davison**. Mr. Gynn asked all in favor to say aye. He asked any opposed to say no. Hearing no opposition, the **motion to adjourn passed unanimously**.

The meeting adjourned at 7:54 p.m.

Respectfully submitted,

Marcia Fletcher
Executive Assistant

PARTA
2000 Summit Road
Kent, Ohio 44240

GENERAL MANAGER'S REPORT

TO: PARTA Board of Trustees *Claudia*
FROM: Claudia B. Amrhein, General Manager
DATE: November 2022

Committee Meetings and Resolutions. The November meeting agenda includes a total of six (6) resolutions. The finance committee considered five (5) resolutions during its meeting on Wednesday, November 9. The committee reviewed the proposed 2023 operating budgets for PARTA and the Kent Central Gateway, and resolutions to authorize annual large purchase contracts. In addition, the committee reviewed Resolution #2022-11-05 authorizing the purchase of four (4) CNG urban transit buses from GILLIG for delivery in 2024.

The administration committee will meet on Thursday, November 17, at 6:30 p.m. to consider Resolution #2022-11-06 to amend the Title VI policy/program.

Presentation. During the November meeting, Director of Risk Management Greg Springer will present an overview of active shooter awareness and response planning and training.

Annual Budget Resolutions. The finance committee discussed and will recommend board approval of the proposed 2023 operating budgets for PARTA and the Kent Central Gateway via Resolutions #2022-11-01 and -02, respectively.

#2022-11-01: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES APPROVING THE FISCAL YEAR 2023 PROPOSED BUDGET FOR PARTA.

#2022-11-02: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES APPROVING THE FISCAL YEAR 2023 PROPOSED BUDGET FOR THE KENT CENTRAL GATEWAY (KCG).

Annual Large Purchase Resolutions. The finance committee also reviewed Resolutions #2022-11-03 and -04, to authorize known large purchase expenditures in 2023 for goods and services utilized in day-to-day operations. A large purchase is one that will exceed \$100,000.

#2022-11-03: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES AUTHORIZING THE GENERAL MANAGER, OR HER DESIGNEE, TO PARTICIPATE IN AND CONTRIBUTE TO RISK POOLING WITH THE OHIO TRANSIT RISK POOL (OTRP).

#2022-11-04: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES APPROVING EXPENDITURES FOR INFORMATION TECHNOLOGY (IT) MANAGED SERVICES WITH QUALITY IP.

Ordering Urban Transit Buses for Delivery in 2024. Resolution #2022-11-05 authorizes the first order of 35-foot CNG urban transit buses from the GILLIG contract. We plan to order the buses in March 2023, with delivery expected in early 2024. Providing a purchase order to GILLIG now will lock in the adjusted base price used to calculate final price during pre-production planning in March 2023. Since awarding the contract in May 2021, the price per bus has increased by 15.59% in accordance with Producer Price Index (PPI) 1413 adjustments applied in April 2022 and August 2022. The final price per bus will be calculated from the August 2022 adjusted base price, plus or minus PPI 1413,

determined ten (10) months prior to the on-line production date of the initial CNG urban transit bus. The total project cost is not to exceed \$3,000,000 for the purchase of four (4) CNG urban transit buses.

#2022-11-05: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES AUTHORIZING THE GENERAL MANAGER, OR HER DESIGNEE, TO PURCHASE FOUR (4) CNG URBAN TRANSIT BUSES, OPTIONAL EQUIPMENT, AND SPARE PARTS FROM GILLIG.

Amending the Title VI Program. The administration committee will meet at 6:30 p.m. just prior to the board meeting to consider Resolution #2022-11-06 accepting the updated Title VI program. Title VI is a federal civil rights statute that prohibits recipients of federal financial assistance from discriminating on the basis of race, color, or national origin in programs or activities. FTA requires PARTA, as a federal assistance recipient, to maintain a Title VI program and update it every three (3) years. The updated program is due to FTA by December 1 and is included in this packet.

#2022-11-06: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES AMENDING THE TITLE VI POLICY/PROGRAM.

Fuel Bid Ratification on January Agenda. Securing diesel and gasoline fuel is an annual procurement process completed with other area regional transit authorities. Each year, we issue an Invitation for Bids to solicit the lowest bid for fuel purchase and delivery for the upcoming calendar year. By doing so, we secure stable, predictable fuel pricing for the next calendar year. This is a time-sensitive group procurement, with the bid opening occurring this year on December 7 and execution of a contract with the apparent low bidder required by 3 p.m. on that day. At the January board meeting, we will bring forward a resolution to ratify the execution of the contract with the vendor identified as the low bidder through the group procurement process.

Service Reports. Ridership. (*Coronavirus closures began March 2020*). Total county fixed route and DART ridership remained flat in October as compared to October 2021, with total county service performing 199,448 trips as compared to 199,713 trips performed through October 2021. County fixed route service has decreased by approximately 2.62% as compared to last year, with 161,565 trips completed through October as compared to 165,918 trips completed through October 2021.

DART service has increased by 12.10% through October as compared to October 2021, with 37,883 trips completed as compared to 33,795 trips completed through October 2021. Overall ridership, including campus service, increased by 28.10%, with campus up by 55.54%. Total system ridership totaled 511,095 as compared to 398,972 through October 2021.

On-Time Compliance. ADA Complementary Paratransit Service. ADA on-time compliance was 94.19% in October as compared to 93.10% in September 2022. Of the 740 trips, 43 were performed late, with the latest running 57 minutes behind. **General Public (non-ADA) DART.** On-time performance for general public, non-ADA trips increased to 97.50% for October, as compared to 97% in September 2022.

Vehicle Preventative Maintenance (PM). On-time compliance with established PM inspection schedules was 100% in October as compared to 98% in September 2022.

Parking Deck. Parking deck usage remained stable in October, with the number of cars decreasing slightly as compared to September. A total of 9,693 cars utilized the deck in October as compared to 9,749 cars in September.

Thank you for your attention to these matters. If you have any questions prior to the Board meeting, please feel free to contact me by calling (330) 676-6315, or by e-mail at Amrhein.c16@partaonline.org.



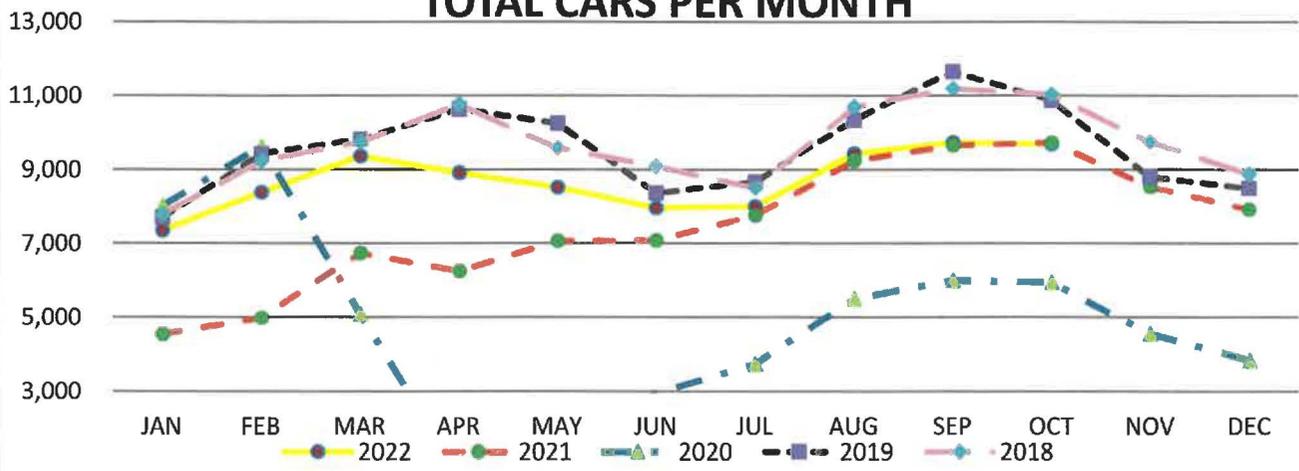
KENT CENTRAL GATEWAY PARKING SUMMARY - October 2022

6 Month Lookback						
	Monthly	Transient	Total	Cars/Day	Last	Last Year
May-22	3,878	4,651	8,529	275	-4%	21%
Jun-22	3,057	4,910	7,967	266	-7%	12%
Jul-22	2,921	5,088	8,009	258	1%	3%
Aug-22	3,993	5,444	9,437	304	18%	2%
Sep-22	4,733	5,016	9,749	325	3%	1%
Oct-22	4,552	5,141	9,693	313	-1%	-1%

Annual Comparison

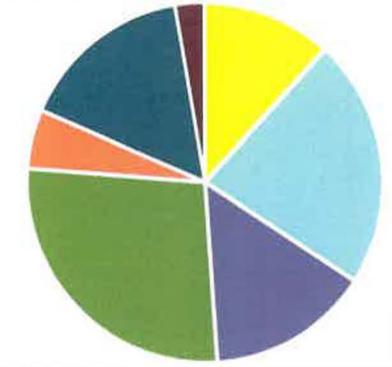
	2022	2021	2020
JAN	7,349	4,534	8,024
FEB	8,391	4,982	9,642
MAR	9,363	6,738	5,082
APR	8,923	6,249	785
MAY	8,529	7,067	1,535
JUN	7,967	7,084	2,961
JUL	8,009	7,762	3,730
AUG	9,437	9,248	5,502
SEP	9,749	9,665	5,996
OCT	9,693	9,749	5,938
NOV		8,538	4,538
DEC		7,919	3,828
TOTAL	87,410	89,535	57,561
	19.6%	55.5%	

TOTAL CARS PER MONTH

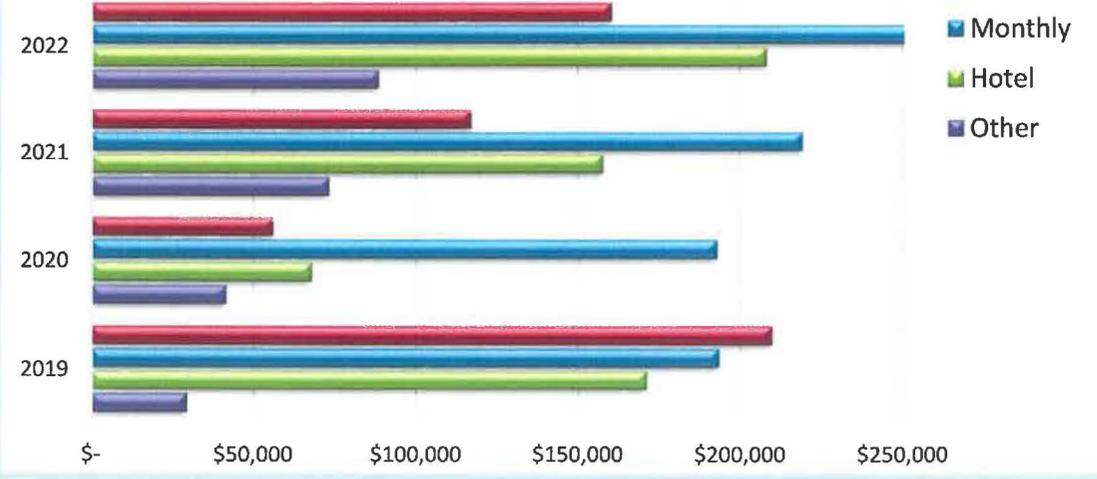


Rate Types Collected

- \$1.00
- \$2.00
- \$3.00
- \$4.00
- \$5.00
- \$6 - \$9
- \$10 - \$15
- >15

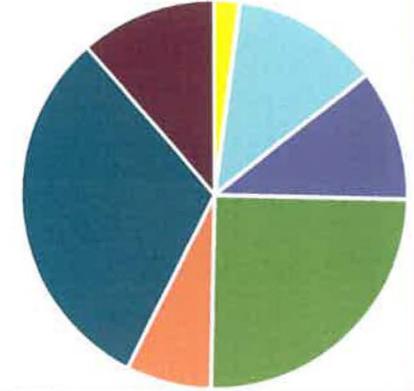


Annual Revenue By Source



\$ Rate Types Collected

- \$1.00
- \$2.00
- \$3.00
- \$4.00
- \$5.00
- \$6 - \$9
- \$10 - \$15
- >15



RESOLUTION #2022-11-01

A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES APPROVING THE FISCAL YEAR 2023 PROPOSED BUDGET FOR PARTA.

WHEREAS, the PARTA Board of Trustees has authorized the spending of funds so appropriated in the budget as recommended by the Finance Committee; and,

WHEREAS, the FY2023 budget for PARTA is attached.

NOW, THEREFORE, LET IT BE RESOLVED by the Portage Area Regional Transportation Authority (PARTA) Board of Trustees that:

The FY2023 proposed budget for PARTA is approved as submitted.

CERTIFICATION:

The undersigned duly qualified Board President, acting on behalf of the Portage Area Regional Transportation Authority (PARTA), certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Board of Trustees held November 17, 2022.

Date

Dave Gynn, President
Board of Trustees

Attested

PARTA			
	BUDGET 2022	2022 TOTAL PROJECTED (Sept)	PROPOSED BUDGET 2023
REVENUE			
Farebox	\$ 225,000	\$ 191,796	\$ 200,000
Agency Cash Grants & Reimb.	\$ 190,607	\$ 216,405	\$ 213,937
KSU Revenue	\$ 1,540,608	\$ 1,689,257	\$ 1,828,718
State Reimb. (Fuel Tax Refund)	\$ 75,000	\$ 72,201	\$ 75,000
State Capital Maint. Assist.	\$ 216,203	\$ 216,203	\$ 216,175
Elderly & Disabled Fare Assist.	\$ 135,832	\$ 139,400	\$ 139,000
Federal Capital Maintenance	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000
Federal Op CRRSSA/ARP	\$ 1,689,364	\$ 659,171	\$ 948,821
Federal Operating MM	\$ -	\$ 24,270	\$ 45,000
Investment Income	\$ 10,000	\$ 124,937	\$ 50,000
Sales Tax	\$ 6,889,596	\$ 7,051,609	\$ 7,314,018
Advertising Revenue	\$ 45,000	\$ 50,509	\$ 45,000
Other Revenues	\$ 43,500	\$ 80,055	\$ 41,700
TOTAL REVENUES	\$ 12,060,710	\$ 11,515,815	\$ 12,117,369
EXPENSE			
Operators Salaries and Wages	\$ 1,689,364	\$ 1,381,563	\$ 1,942,642
Student Wages	\$ 330,270	\$ 255,953	\$ 521,770
Maintenance Wages	\$ 1,090,610	\$ 945,719	\$ 1,090,756
Operations Salaries and Wages	\$ 730,115	\$ 638,861	\$ 827,189
Admin Salaries and Wages	\$ 1,100,220	\$ 843,940	\$ 1,090,640
Employee Health Insurance	\$ 1,460,608	\$ 1,401,842	\$ 1,460,612
Other Fringe Benefits	\$ 1,318,000	\$ 1,344,094	\$ 1,561,000
Advertising Fees	\$ 10,000	\$ 4,723	\$ 12,000
Professional/ Tech Services	\$ 270,500	\$ 238,013	\$ 274,500
Contract Maintenance Service	\$ 252,200	\$ 220,522	\$ 234,400
Other Services	\$ 165,000	\$ 126,185	\$ 180,000
Fuel & Lubricants	\$ 916,800	\$ 548,364	\$ 918,000
Tires & Tubes	\$ 37,000	\$ 32,495	\$ 37,000
Other Materials & Supplies	\$ 400,000	\$ 291,372	\$ 423,500
Utilities	\$ 160,000	\$ 168,437	\$ 180,000
Prem. Public Liab/Prop Damage	\$ 281,857	\$ 272,404	\$ 293,685
Dues & Subscriptions	\$ 38,350	\$ 22,865	\$ 38,900
Travel & Meetings	\$ 29,000	\$ 16,784	\$ 31,500
Advertising/Promotions Media	\$ 55,500	\$ 30,899	\$ 49,000
Other Misc. Expenses	\$ 10,200	\$ 8,834	\$ 11,200
Sales Tax Admin. 1% Fee	\$ 68,896	\$ 70,516	\$ 73,140
TOTAL EXPENSES	\$ 10,414,490	\$ 8,864,384	\$ 11,251,434
Gross Profit/(loss)	\$ 1,646,220	\$ 2,651,431	\$ 865,935

RESOLUTION #2022-11-02

A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (*PARTA*) BOARD OF TRUSTEES APPROVING THE FISCAL YEAR 2023 PROPOSED BUDGET FOR THE KENT CENTRAL GATEWAY (KCG).

WHEREAS, the *PARTA* Board of Trustees has authorized the spending of funds so appropriated in the budget as recommended by the Finance Committee; and,

WHEREAS, the FY2023 budget for the Kent Central Gateway (KCG) is attached.

NOW, THEREFORE, LET IT BE RESOLVED by the Portage Area Regional Transportation Authority (*PARTA*) Board of Trustees that:

The FY2023 proposed budget for KCG is approved as submitted.

CERTIFICATION:

The undersigned duly qualified Board President, acting on behalf of the Portage Area Regional Transportation Authority (*PARTA*), certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Board of Trustees held November 17, 2022.

Date

Dave Gynn, President
Board of Trustees

Attested

KENT CENTRAL GATEWAY **DRAFT** OPERATING BUDGET 2023

348 Parking Spaces

2023 PROPOSED BUDGET

REVENUES	
HOTEL OVERNIGHT PARKING	\$ 180,000
MONTHLY PARKING	\$ 238,390
DAILY TRANSIENT PARKING (Including Special Events and Groups)	\$ 142,000
RETAIL SPACE RENT	\$ 91,396
OTHER MISC.	\$ 3,600
TOTAL REVENUES	\$ 655,386
EXPENSES	
WAGES	\$ 308,427
HEALTH INSURANCE	\$ 72,000
FRINGE & ER TAXES	\$ 81,204
PROFESSIONAL / TECH. SERVICES	\$ 14,030
CONTRACT MAINTENANCE SERVICE	\$ 24,000
OTHER SERVICES	\$ 18,000
MATERIALS & SUPPLIES	\$ 18,600
UTILITIES	\$ 72,000
PROPERTY LIABILITY	\$ 6,200
ADVERTISING MEDIA	\$ 6,000
MISCELLANEOUS	\$ 2,000
TOTAL EXPENSES	\$ 622,461
OPERATING SURPLUS/(LOSS)	\$ 32,925

RESOLUTION #2022-11-03

A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES AUTHORIZING THE GENERAL MANAGER, OR HER DESIGNEE, TO PARTICIPATE IN AND CONTRIBUTE TO RISK POOLING WITH THE OHIO TRANSIT RISK POOL (OTRP).

WHEREAS, PARTA has assets and operates a transit service; and, as a result, is exposed to liability and has a responsibility to protect the public investment; and,

WHEREAS, the Ohio Revised Code allows for the pooling of risk, and PARTA has determined that risk pooling is the most cost-effective way to manage that liability; and,

WHEREAS, PARTA is a member of the Ohio Transit Risk Pool (OTRP); and,

WHEREAS, PARTA's budgeted amount for participation for 2023 is \$283,685 (not including deductibles); and,

WHEREAS, the PARTA Board of Trustees must approve all expenditures over \$100,000.

NOW, THEREFORE, LET IT BE RESOLVED by the Portage Area Regional Transportation Authority Board of Trustees (PARTA) that:

1. The General Manager, or her designee, is authorized to contribute to OTRP for the pooling of risk in an amount not to exceed \$283,685 (not including deductibles) for 2023.
2. The General Manager, or her designee, is authorized to pay to OTRP all necessary additional deductibles for 2023.

CERTIFICATION:

The undersigned duly qualified Board President, acting on behalf of the Portage Area Regional Transportation Authority (PARTA), certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Board of Trustees held November 17, 2022.

Date

Dave Gynn, President
Board of Trustees

Attested

RESOLUTION #2022-11-04

A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (*PARTA*) BOARD OF TRUSTEES APPROVING EXPENDITURES FOR INFORMATION TECHNOLOGY (IT) MANAGED SERVICES WITH QUALITY IP.

WHEREAS, QualityIP is providing Information Technology (IT) managed services; and

WHEREAS, the Portage Area Regional Transportation Authority (*PARTA*) has identified a need for IT managed services for 2023 in an amount not to exceed \$175,000, not including any pass-through payments for licensing or equipment.

NOW, THEREFORE, LET IT BE RESOLVED by the Portage Area Regional Transportation Authority (*PARTA*) Board of Trustees that:

The General Manager, or her designee, be given authority to approve expenditures not to exceed \$175,000 with QualityIP for IT managed services for the period January 1, 2023, through December 31, 2023, not including any pass-through payments for licensing or equipment.

CERTIFICATION:

The undersigned duly qualified Board President, acting on behalf of the Portage Area Regional Transportation Authority (*PARTA*), certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Board of Trustees held November 17, 2022.

Date

Dave Gynn, President
Board of Trustees

Attested

RESOLUTION #2022-11-05

A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES AUTHORIZING THE GENERAL MANAGER, OR HER DESIGNEE, TO PURCHASE FOUR (4) CNG URBAN TRANSIT BUSES, OPTIONAL EQUIPMENT, AND SPARE PARTS FROM GILLIG.

WHEREAS, PARTA identified a need to purchase urban transit buses to replace buses that are beyond their useful life and included in the Akron Metropolitan Area Transportation Study (AMATS) approved Transportation Improvement Program (TIP); and

WHEREAS, PARTA conducted a formal procurement (RFP #Low Floor 2021-01), in accordance with the procurement procedures, and found that GILLIG provided the best overall product and base price for PARTA for urban transit buses via its Best and Final Offer (May 2021 BAFO); and

WHEREAS, the Board of Trustees authorized the General Manager, or her designee, to negotiate, enter into, and sign a contract for the production and purchase of urban transit buses, optional equipment, and spare parts with GILLIG for five (5) years beginning in 2021 through 2026 (Resolution #2021-05-01); and

WHEREAS, the base price for production and purchase of urban transit buses is subject to adjustment based on the Producer Price Index Adjustment (PPI)1413, capped at a maximum total of 10% per year; and

WHEREAS, the application of PPI 1413 adjustments as of April 2022 and August 2022 increased the price for production and purchase of urban transit buses by 15.59%, to \$570,221.00 per bus; and

WHEREAS, PARTA plans to place its first order under RFP# Low Floor 2021-01 with GILLIG for four (4) CNG urban transit buses, optional equipment, and spare parts in March 2023, to be delivered in first quarter 2024; and

WHEREAS, the final price per bus will be calculated from the August 2022 adjusted base price, plus or minus PPI 1413, determined ten (10) months prior to the on-line production date of the initial CNG urban transit bus from this order, plus then-current prices for optional equipment and spare parts as finalized during the pre-production meeting; and

WHEREAS, PARTA will utilize Congestion Mitigation and Air Quality (CMAQ) funds, Diesel Emissions Reduction Grant (DERG) funds, and local dollars to cover the cost of the four (4) CNG urban transit buses, consistent with PARTA's bus replacement schedule.

NOW, THEREFORE, LET IT BE RESOLVED by the Portage Area Regional Transportation Authority (PARTA) Board of Trustees that:

The General Manager, or her designee, is hereby authorized to execute said contract with GILLIG for the purchase of four (4) CNG urban transit buses, optional equipment, and spare parts for the total cost of not to exceed \$3,000,000, plus or minus PPI 1413, to be delivered in 2024.

CERTIFICATION:

The undersigned duly qualified Board President, acting on behalf of the Portage Area Regional Transportation Authority (PARTA), certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Board of Trustees held November 17, 2022.

Date

Dave Gynn, President
Board of Trustees

Attested

GILLIG

September 28, 2022

Mr. Brian Trautman
Director of Operations, Facilities and Maintenance
Portage Area Regional Transit Authority (PARTA)
2000 Summit Rd.
Kent, OH 44240

Dear Mr. Trautman,

Thank you for the interest to purchase three (3) 35' Gillig Low Floor CNG transit buses and four (4) 35' Gillig Low Floor clean diesel transit buses using options from PARTA's Contract (RFP #2021-01). The price summary is outlined below. Worksheets calculating the price, including application of the applicable producer price index (PPI) 1413, are attached separately.

Gillig is pleased to quote the following:

<u>Three (3)</u>	<u>35' Gillig Low Floor CNG transit buses</u>	<u>\$570,221.00 each</u>
<u>Four (4)</u>	<u>35' Gillig Low Floor Clean Diesel buses</u>	<u>\$511,407.00 each</u>

Pricing is valid for sixty (60) days. Prices exclude any applicable taxes, transaction fees of any kind, and/or license fees. Per your contract, the production of your buses can be scheduled within 10-11 months from receipt of purchase order.

It was suggested that PARTA may wish to schedule the bus build into the second or third quarter of 2024. If PARTA wishes to extend the bus build by greater than ten (10) months from receipt of the order, the bus price will be recalculated using PPI 1413 exactly ten (10) months prior to the on-line date of the initial bus from this order.

We appreciate the opportunity to support PARTA. Should you have any questions, please do not hesitate to contact me.

Sincerely,



Jim Ryan | Regional Sales Manager

510-325-6958 | Jim.Ryan@Gillig.com

cc: Bill Fay, Gillig
Javier Hernandez Jr., Gillig
Jason Graves, Gillig
Arminder Dhillon, Gillig
Mirubenat Obregon, Gillig
Alejandra Salgado, Gillig

RESOLUTION #2022-11-06

A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (*PARTA*) BOARD OF TRUSTEES AMENDING THE TITLE VI POLICY/PROGRAM.

WHEREAS, *PARTA* is a recipient of federal financial assistance and all recipients are required to comply with various non-discrimination laws and regulations, including Title VI and related statutes; and

WHEREAS, the purpose of this policy is to establish guidelines to effectively monitor and ensure that *PARTA* is in compliance with all FTA Title VI requirements and regulations in order to carry out the provisions of the Department of Transportation's (DOT) Title VI Regulations at 49 CFR Part 21; and

WHEREAS, the policy outlines *PARTA*'s commitment to ensuring that transit programs and activities comply with Title VI; and

WHEREAS, *PARTA* adopted this policy in January 2017, amending the policy in October 2019, which is valid for three (3) years; and

WHEREAS, *PARTA*'s updated policy must be resubmitted to the FTA no later than December 1, 2022.

NOW, THEREFORE, LET IT BE RESOLVED by the Portage Area Regional Transportation Authority (*PARTA*) Board of Trustees that:

The Title VI Policy/Program, as set forth in the attached, has been accepted and adopted for use.

CERTIFICATION:

The undersigned duly qualified Board President, acting on behalf of the Portage Area Regional Transportation Authority (*PARTA*), certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Board of Trustees held November 17, 2022.

Date

Dave Gynn, President
Board of Trustees

Attested



PARTTA

Title VI of the Civil Rights Act of 1964
Policy/Program

Adopted
November ____, 2022

**Portage Area Regional Transportation Authority
Title VI Policy/Program
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I. INTRODUCTION

Purpose

Title VI of the Civil Rights Act of 1964 (Title VI) is a federal statute and provides that no person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

Title VI prohibits recipients of federal financial assistance from discriminating on the basis of race, color, or national origin in their programs or activities, and it obligates federal funding agencies to enforce compliance.

Recipients of public transportation funding from FTA are required to develop policies, programs, and practices that ensure federal transit dollars are used in a manner that is nondiscriminatory as required under Title VI.

Overview of services

PARTA operates Demand Response, Fixed-Route, and ADA Complementary Paratransit service in Portage County, Ohio. PARTA's governing body is organized as a 14-member board of trustees. As of November 2022, PARTA's 133 employees operate 55 revenue vehicles to provide public transportation services Monday through Saturday. PARTA's Demand Response (DART) service is provided to the residents of Portage County. ADA Complementary Paratransit Service is a service provided to individuals with a disability who are prevented from using Fixed-Route service and live or are travelling within 3/4 of a mile from a Fixed Route.

Nondiscrimination Assurance

PARTA is committed to ensuring that its transit programs and activities comply with Title VI and has established this program to accomplish the following:

- Ensure that the level and quality of public transportation service is provided in a nondiscriminatory manner;
- Promote full and fair participation in public transportation decision-making without regard to race, color, or national origin;
- Ensure meaningful access to transit-related programs and activities by persons with Limited English Proficiency (LEP).

II. TITLE VI POLICY STATEMENT & AUTHORITIES

Title VI Policy Statement

It is *PARTA*'s policy to maintain its Title VI program in accordance with FTA and DOT guidelines. *PARTA* is committed to ensuring that no person shall, on the grounds of race, color, or national origin, as provided by Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987 (PL 100.259), be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity, whether those programs and activities are federally funded or not.

PARTA has designated a member of senior staff, the Communications and Public Advocacy Advisor, as the Title VI administrator. The administrator maintains current knowledge of Title VI requirements and attends Title VI training seminars. *PARTA*'s Title VI administrator is responsible for initiating and monitoring Title VI activities, preparing required reports, and other responsibilities as required by Title 49 CFR Part 21 and FTA C 4702.1B.

Authorities

STATUTORY AUTHORITY. Section 601 of the Civil Rights Act of 1964 states the following:

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

The Civil Rights Restoration Act of 1987 clarified the broad, institution-wide application of Title VI. Title VI covers all the operations of covered entities without regard to whether specific portions of the covered program or activity are federally funded. The term "program or activity" means all the operations of a department, agency, special purpose district, or government; or the entity of such state or local government that distributes such assistance and each such department or agency to which the assistance is extended, in the case of assistance to a state or local government.

REGULATORY AUTHORITY. The U.S. Department of Justice ("DOJ") Title VI regulations can be found at 28 CFR § 42.401 et seq., and 28 CFR § 50.3. The U.S. Department of Transportation ("DOT") Title VI implementing regulations can be found at 49 CFR Part 21. All programs receiving financial assistance from FTA are subject to Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and DOT's implementing regulations.

ADDITIONAL DOCUMENTS. In addition to the above-listed statute and regulations, Federal Circular FTA C 4702.1B details requirements necessary for compliance and administration of a Title VI program and Title VI principles are also incorporated in the Department's Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient Persons ("DOT LEP Guidance"), 70 FR 74087 (December 14, 2005).

Claudia Amrhein
General Manager

Date

III. REQUIREMENT TO PREPARE & SUBMIT TITLE VI PROGRAM

PARTA prepares its Title VI program in accordance with requirements of Title 49 CFR Section 21 as outlined in FTA C 4702.1B. Once completed, *PARTA*'s Title VI program is submitted to the FTA regional civil rights officer every three (3) years, or as otherwise directed by the FTA. Prior to submission, the program is reviewed and approved by the *PARTA* Board of Trustees as required by federal regulation.

Attachment A: Board Adoption

IV. ORGANIZATION & TITLE VI PROGRAM RESPONSIBILITIES

PARTA has designated the following individual as its Title VI administrator:

Denise Baba, Communications and Public Advocacy Advisor

PARTA

2000 Summit Rd.

Kent, OH 44240

Phone: 330.678.7745

FAX: 330.676.6310

Email: dbaba@partaonline.org

The duties and responsibilities of the Title VI administrator include:

- Prepare/update and submit Title VI reports required by the FTA
- Provide the General Manager with regular updates on *PARTA*'s Title VI program
- Monitor overall implementation of *PARTA*'s Title VI efforts
- Ensure that employees are aware of Title VI requirements
- Develop Title VI information for distribution to the general public
- Provide outreach concerning *PARTA*'s Title VI efforts
- Maintain current knowledge of Title VI requirements
- Attend Title VI training seminars

For the 2020-2022 reporting period, *PARTA*'s services and activities:

- Did not meet the threshold for compliance requirements applicable to transit providers that operate 50 or more fixed route vehicles in peak service and are located in urbanized areas (UZA) of 200,000 or more people
- In 2020, *PARTA* constructed a vehicle storage building on its existing property. *PARTA*'s Title VI Equity Analysis is included in this document as an attachment.

Attachment B: Title VI Determination of Site or Location of Facilities; Equity Analysis

V. GENERAL REPORTING REQUIREMENTS

1. Notice to the Public

PARTA displays a notice to the public to inform customers of their rights under Title VI. See below.



NOTICE

Your Rights Under Title VI of the Civil Rights Act of 1964

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

PARTA operates its programs and services without regard to race, color, and national origin, in accordance with Title VI of the Civil Rights Act.

Contact PARTA for more information on your Title VI rights or if you believe you have been discriminated against based on one or more of the characteristics noted above.

To file a complaint please contact us:
In person: 2000 Summit Rd., Kent
Online: www.partaonline.org
By phone: 1-877-RIDE-RTA



If assistance is needed in another language call 330.678.7745

PARTA posts its *Title VI Notice to the Public* in the following locations:

- on its website, at www.partaonline.org/get-in-touch/civil-rights/title-vi;
- in the lobby of its administration building;
- at its transit center;
- on all transit vehicles; and
- in its Passenger Information Manual.

2. Title VI Complaint Procedures

PARTA has established the following process for filing a Title VI discrimination complaint. Aggrieved persons may file a complaint:

- In-person at PARTA's administrative offices located at 2000 Summit Rd., in Kent, Ohio.
- By calling PARTA's Title VI administrator at 330-678-7745 or dialing PARTA's Customer Service line at 1-877-RIDE-RTA.
- By downloading and completing a complaint form available on PARTA's website www.partaonline.org. Complete forms may be returned by postal mail to the attention of the Title VI administrator, 2000 Summit Rd., Kent, OH 44240; by faxing the form to 330-676-6310; or scanned and emailed to customerservice@partaonline.org.
- By completing a digital form at partaonline.org/civil-rights.
- By filing directly with the Department of Transportation by contacting:

U.S. Department of Transportation
 Federal Transit Administration
 1200 New Jersey Ave. S.E.
 Washington, D.C. 20590

Phone: 866-377-8642 / 800-877-8339 (TTY)

Attachment C: Complaint Form

3. Title VI Investigations, Complaints & Lawsuits

PARTA's Title VI administrator reviews and assesses all complaints for potential Title VI violations. The administrator, or a designee, contacts the complainant and attempts to resolve any Title VI complaints within 30 business days. A person may also file a complaint directly with the FTA Office of Civil Rights. PARTA had no Title VI complaints in 2020, one (1) Title VI complaint in 2021, and two (2) Title VI complaints in 2022.

Complaint	Date	Summary	Status	Action Taken
1.	3/21/21	Acquaintance of rider sent email stating that rider believed she had been "racially profiled" while boarding <u>PARTA</u> 's Route 30 bus.	Video, including sound, of the incident was reviewed and no grounds for racial profiling were found. However, it was determined that the driver had acted in a manner that was less than professional.	Corrective action was taken with the driver to address his performance and tolerance.
2.	4/7/22 & 4/20/22	A rider called to allege a <u>PARTA</u> driver discriminated against her because she is white. The incident was reported to have taken place on the Interurban West Route 30 bus	On 4/11/22, a <u>PARTA</u> rep. called the rider. The call went unanswered, and it was not possible to leave a message. Before <u>PARTA</u> could follow-up a second time regarding the initial complaint, the same rider called <u>PARTA</u> on 4/20/22, at 12:25 pm to file another complaint. The second alleged incident again took place on the Route 30 bus with a different driver. The rider called again at 1:16 pm on 4/20/22 and stated she had contacted her attorney and said, "Do not call me back."	Video and audio of both incidents were reviewed (file numbers C220471656.9802 & C2204201222.8105). Allegations of discrimination and/or mistreatment by the bus operators were determined to be unsubstantiated.
3.	7/13/22	A rider called the <u>PARTA</u> customer service line and stated that the <u>PARTA</u> bus drove past her while she was standing at the bus stop. The rider said this driver has passed her by before and the rider stated she is "tired of [the driver's] racism."	Video of the incident was reviewed (file number C2207131451.8201). The rider was not standing at the bus stop. Instead, she was standing in the middle of the intersection between 2 restaurants. The bus operator would not have been permitted to pick her up in that location.	Allegations of discrimination and/or mistreatment by the bus operator was determined to be unsubstantiated.

There are no investigations or lawsuits pending against PARTA which allege Title VI discrimination on the basis of race, color, or national origin with respect to service or other transit benefits from January 1, 2020, through the present.

4. Public Participation Plan

PARTA will solicit input on a continuing basis through a multifaceted approach including, but not necessarily limited to, use of its website, social media channels, attendance at community meetings and events, surveys, mailings, and other outreach methods. The means employed to engage stakeholders will be determined by information to be disseminated and/or the feedback sought. More structured meetings may be held regarding specific proposals and projects when required to expand support and encourage broad based public participation in the development and review of programs and projects. *PARTA* will aggressively promote opportunities for the inclusion of minority and low- and moderate-income populations with regard to public participation. Sources of public input may include:

- Transit users
- The general public
- Non-profit organizations providing services to low-income and homeless populations
- Community centers that primarily service low-income and minority populations
- Local and county government officials
- Local business organizations
- The local university
- School districts

Attachment D: Summary of Outreach Efforts

5. Limited English Proficiency Plan

As a recipient of federal funding, *PARTA* is required to take reasonable steps to ensure meaningful access to its programs and activities for individuals who may be Limited English Proficient (LEP) persons.

LEP refers to persons for whom English is not their primary language and who have a limited ability to read, write, speak, and understand English. This includes those who have reported to the U.S. Census that they speak English less than very well, not well, or not at all.

PARTA has developed a Language Assistance Plan (LAP) detailing its responsibilities as a recipient of federal financial assistance related to the needs of LEP persons.

Attachment E: Language Assistance Plan

PARTA's LAP includes a *Four-Factor Analysis* consisting of an examination of 1.) LEP demographics, 2.) Contact Frequency, 3.) Importance of Service, and 4.) Resources and Costs to determine what specific services are appropriate.

Four-Factor Analysis

To prepare this plan, PARTA undertook the U.S. Department of Transportation (U.S.DOT) four-factor LEP analysis, that considers the following factors:

Factor 1. The number and proportion of LEP persons eligible to be served or likely to be encountered in the service area.

Most people in Portage County are proficient in the English language. Based on the 2017 American Community Survey, 95.1% of the population speak only English. Of those who speak a language other than English at home, 1.7% of this population speak English less than “very well.” Due to the very low number of LEP individuals in Portage County, PARTA has extremely limited to no interaction with this population. Furthermore, the vast majority of LEP individuals in PARTA’s service area are affiliated with Kent State University (KSU). These are college students seeking bachelor’s and/or advanced degrees. PARTA works with KSU’s Office of Global Education to address any specific issues this population may have.

Factor 2. The frequency with which LEP persons come into contact with the program.

PARTA has surveyed key program areas and assessed major points of contact with the public and determined that contact with LEP persons is infrequent. There are so few LEP persons in Portage County that they comprise an extremely limited portion of PARTA’s ridership. Furthermore, as these individuals are almost exclusively associated with KSU, they do not need to purchase fare because KSU students ride PARTA buses for free based on a contractual agreement between PARTA and KSU. Pursuant to the points noted above, customer service interactions are also rare. Likewise, there has been no LEP participation in any of PARTA’s recent public meeting or outreach events.

Factor 3. The nature and importance of the program, activity, or service provided by the program to people’s lives.

Our transit system considers transit to be an important and essential service for the residents of Portage County. The LEP population in PARTA’s service area is made up primarily of students attending KSU. Public transit provides a means for these individuals to access vital services both on and off campus.

Factor 4. The resources available to PARTA and overall cost to provide LEP assistance.

PARTA reviewed its available resources that could be used for providing LEP assistance and has budgeted sufficient funds to address the needs of its LEP.

6. Minority Representation on Planning and Advisory Bodies

PARTA has established a Citizens Advisory Council (CAC) to provide a non-binding source of opinion and advice on a variety of issues. Goals of PARTA’s CAC include:

- Provide an avenue of outreach to the community where first-hand information about PARTA services, initiatives, and goals can be shared
- Allow community members to provide feedback concerning PARTA’s services, initiatives, and goals
- Create an ongoing dialogue that strengthens PARTA’s relationship with the community

<i>PARTA</i> Citizens Advisory Council		
Race	Count	Percentage
American Indian/Alaskan Native	0	0%
Asian	0	0%
Black/African American	5	21%
Hispanic/Latino	0	0%
Native Hawaiian/Pacific Islander	0	0%
White	19	79%
TOTAL MEMBERSHIP	24	100%

7. Effective Practices to Fulfill Subrecipient Monitoring

PARTA is a direct recipient of FTA funds. It has determined that any sub-recipient under *PARTA* receiving federal financial assistance in accordance with 49 USC Section 5310, must comply with Title VI of the Civil Rights Act of 1964 and U.S. DOT requirements.

One sub-recipient, Family & Community Services, receives federal financial assistance through *PARTA*. The following approach is applied to monitor *PARTA*'s sub-recipient:

- **Initial Assessment.** Between June 2018 and May 2019, *PARTA* met with Family & Community Services to understand the sub-recipient's current knowledge of and compliance with Title VI requirements. The initial assessment was conducted with on-staff personnel through one-on-one meetings to discuss what *PARTA* would be monitoring and how *PARTA* would inspect the required documentation.
- **Information Exchange.** After the information was gathered from the initial assessment, we received policies to comply with Title VI and other programs. Once we received the sub-recipient's policies, we followed up through a conference call to review compliance.

Schedule of Subrecipient Title VI Program Submissions		
<i>Subrecipient</i>	<i>Policy</i>	<i>Date Received</i>
Family & Community Services	Title VI Plan	3/19/2019

- **On-site Review:** *PARTA* will complete an on-site review annually for compliance. This review will require the sub-recipient to submit information regarding its Title VI program and demonstrate their compliance.
 - Due to COVID-19 restrictions, on-site reviews were suspended in 2020 & 2021, a virtual compliance meeting was held via Zoom video conferencing on Dec. 3, 2020.
- **Compliance:** *PARTA* will certify that the sub-recipient does or does not meet the requirements under Title VI and provide appropriate documentation for its decision. If the sub-recipient is not in compliance, *PARTA* will work with the sub-recipient to bring them into compliance.

Attachment F: Subrecipient Oversight

VI. REQUIREMENTS OF TRANSIT PROVIDERS

1. Service Standards

PARTA operates local and express Fixed Route bus services within the greater Portage County area. Local bus service operates within the immediate Portage County area, as well as contracted service provided to KSU's main campus. Express service runs to Akron in Summit County and to Cleveland in Cuyahoga County.

Vehicle load for each mode. PARTA provides two (2) modes of Fixed Route bus service – local and express within the greater Portage County area. Local includes service within the immediate Portage County area, as well as contracted service provided to Kent State University's main campus. Vehicle load for local bus is 0.3 for years 2020-2022. PARTA also provides service to Akron and Cleveland through express bus service. Vehicle load for express bus is 0.11 for years 2020-2022. **Attachment F: Vehicle Load Calculations**

- a. **Vehicle headway for each mode.** While PARTA does not track peak vs. non-peak service, we do monitor our headway and frequency. For years 2020-2022, we averaged a Local headway of 51.8 minutes and a frequency of 1.19 buses per hour. For the same time period, we averaged an express headway of 105 minutes with a frequency of 0.57 buses per hour. An attached table shows the average headway across each of our local and express routes. The one outlier is the Cleveland Express as it does two trips per day – one in the morning and one in the evening.

Attachment G: Vehicle Headway Calculations

- b. **On-time performance for each mode.** PARTA's on-time performance is calculated based on departures from each bus stop as tracked by our Automatic Vehicle Location (AVL) system. A report is then generated for a specific time. PARTA follows a general rule of one (1) minute early up to five (5) minutes late to determine if a route is on-time. Our AVL system analyzes the on-time performance based on this same principle. Routes surveyed in years 2020-2022 include local Fixed Route service provided off KSU's main campus and express service. KSU routes were excluded because they run at a frequency of 9-15 minutes and the general public schedule reflects this frequency during the day rather than a traditional timetable. The average on-time compliance for the local service was 81.29% and for express was 61.5% with an overall performance of 78%. PARTA works to ensure that schedules are adjusted when necessary to ensure we are providing the most reliable service possible.

On-Time Compliance

Route	2020 On-Time Compliance	2021 On-Time Compliance	2022 On-Time Compliance	Average by Route
30 - Interurban West	85%	78%	75%	79%
35 - Interurban East	80%	78%	80%	79%
40 - Suburban North	83%	81%	65%	76%
45 - Suburban South	83%	81%	79%	81%
46 - Downtowner	NA	NA	NA	NA
70 - Windham/Garrettsville	82%	83%	82%	82%
80 - Raven West	84%	80%	85%	83%
85 - Raven East	89%	90%	88%	89%
90 - Akron Express	77%	63%	69%	70%
100 - Cleveland Express	53%	NA	52%	53%
Average On-Time Compliance	80%	79%	75%	78%

2. Service Policies

- a. **Service availability for each mode.** *PARTA*'s local bus service is provided to the two (2) major cities in Portage County and several rural villages. Our goal along these lines is that nobody should walk more than a quarter mile to the bus stop. We provide stops at most intersections, as well as in front of major multi-family complexes. When determining stop locations, we utilize AASHTO's standards as laid out in the Guide for Geometric Design of Transit Facilities on Highways and Streets. These standards are as follows: 400ft apart in a CBD; 660ft in an urban area; and 660-1320ft in suburban areas. Most of our area would be considered urban based on population density. *PARTA* does have one local bus line that runs through more rural communities and these stops may be spaced further apart because the bus is jumping from village to village with each village only containing three (3) to seven (7) stops. KSU routes may have closer spacing, which comes as a result of the spacing being determined as KSU prefers through their contracted service. *PARTA*'s express route service keeps stops spaced further apart regardless of distance due to the timing of the route. The idea being that in order to provide reliable express service, the bus cannot be making frequent stops between the points of origin and termination.

- b. **Distribution of transit amenities for each mode.** *PARTA* does not have autonomous authority to determine the placement of transit amenities throughout the various political subdivisions in the greater Portage County service area. *PARTA* staff work with local entities to place transit amenities in locations where transit services have been historically well utilized. The final decision is made by the respective political subdivision. In 2014, *PARTA* installed 10 new bus shelters by working cooperatively with the City of Ravenna, Ravenna Township, and Franklin Township, at locations where transit service is well-utilized along the Interurban and Suburban Fixed Route service corridors. During the previous reporting period, *PARTA* installed three 3 new bus shelters at locations where transit service is well-utilized.

-
- c. **Vehicle assignment for each mode.** *PARTA* operates its fleet from one maintenance and bus storage facility. *PARTA* does not have a formal vehicle assignment policy in place. Most Fixed Route buses are 35-feet long and are all within their useful life.

VII. APPENDICES

Place holder for Board Resolution

Attachment B: Title VI Determination of Site or Location of Facilities; Equity Analysis



December 11, 2020

TO: Triennial Review File

FROM: Claudia B. Amrhein, GM

RE: Title VI Determination of Site or Location of Facilities; Equity Analysis

In 2020, PARTA constructed a vehicle storage building on its existing property located at 2000 Summit Road, Kent, OH 44240.

During 2019, PARTA staff and A&E consultants evaluated the planned location of the vehicle storage building during the early planning stages of building design. The location of the new facility was planned within our campus, behind the existing administration and maintenance facility.

The documents reviewed and factors considered are summarized below:

- FTA C 4702.1B;
- PARTA Campus Master Plan, November 17, 2009
- FTA Approval in Re: PARTA Main Facility Improvements, Kent, Portage County, Ohio – Environmental Review, dated July 28, 2010;
- Ohio Historical Preservation Office Concurrence Letter dated September 16, 2016;
- Ohio History Connection Concurrence Letter dated October 16, 2016;
- PARTA's Categorical Exclusion submission and all appendices, dated May 2017;
- FTA Approval in Re: Environmental Review Approval for the Compressed Natural Gas Fueling Facility, dated May 11, 2017.

The vehicle storage facility has been on PARTA's master plan since 2009 along with several other planned improvements located on our existing 14-acre site. In 2010, FTA provided PARTA NEPA Categorical Exclusion approval for all planned improvements projects. This included construction of a new vehicle storage building.

Over several years, PARTA added asphalt surface parking areas, constructed an automated bus wash facility, and converted a portion of the existing garage area into training offices, renovated maintenance bays to CNG-compliant standards, and constructed a CNG fueling facility open for public use.

During the planning phases constructing the CNG fueling station, PARTA prepared extensive environmental review documents as defined in FTA's 2010 CE document, and in 2017, received environmental review approval for the CNG fueling facility.

Attachment B: Title VI Determination of Site or Location of Facilities; Equity Analysis

The CNG fueling station is located at the front of our property and is open for public use. The environmental review work performed included areas of study consistent with Title VI equity analysis requirements, including environmental justice, land use and zoning, state historical preservation analysis, noise and vibration studies, and other required measures to ensure no adverse impact would result from the construction of the CNG station.

Having acquired full approval of the CNG fueling compound, we reviewed the documentation listed above and determined the following factors met Title VI equity analysis requirements:

- We did not purchase new land and siting of the building was consistent with the location that received FTA approval in 2010 and 2017. Alternative sites were not considered for this project because we already owned adequate property that had already been thoroughly studied and approved for more impactful projects that also triggered Title VI equity analysis.
- The building is located behind the existing administration and maintenance building. It cannot be seen from the street.
- PARTA's 14-acre property is not located near any residential living areas. We are located across the street from Kent State University's Football Stadium and bordered by Summit Road, State Route 261, and undisturbed land owned by Kent State University.
- The storage facility location is compliant with the spirit and purpose of Title VI requirements. The building site was not selected with the purpose or effect of excluding any person from, denying them the benefits of, or subjecting them to discrimination under any program on the grounds of race, color, or national origin. The location does not, in fact, subject any person to or have the effect of excluding any person from benefits protected by Title VI.
- Construction of the storage facility did not require land acquisition and did not displace persons from their residences and businesses.
- Construction of the storage facility was considered in light of previous construction of the CNG fueling compound and no cumulative adverse impacts resulted.



Title VI Complaint Form

Title VI of the 1965 Civil Rights Act requires that "No person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

If you feel that you have been discriminated against based on one of the characteristics noted above, you have the right to file a complaint.

To submit a Title VI complaint, please fill out this form and return it to: PARTA, Attn: Title VI Administrator, 2000 Summit Rd., Kent, OH 44240. You may also fax the form to our fax line: 330-676-6310, Attn: Title VI Administrator or you may email the form to customerservice@partaonline.org.

1. Full Name (Complainant): _____

2. Phone (with area code): _____

3. Home Address (Street #, City State, ZIP): _____

4. Person discriminated against (if someone other than the complainant)

Name: _____

Address _____

City: _____ State: _____ ZIP: _____

5. Which of the following best describes the reason you believe the discrimination took place?

- Race Color National origin

6. What date did the alleged discrimination take place? _____

Attachment C – TITLE VI COMPLAINT FORM

7. In your own words, describe the alleged discrimination. Explain what happened and who you believe was responsible. Please use additional paper if additional space is required.

8. Have you filed this complaint with any other federal, state, or local agency; or with any federal or state court?

YES NO

If yes, please place a mark next to each agency that applies

Federal agency Federal court
 State agency State court

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

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

Complainant's Signature

Date

FOR OFFICE USE ONLY:

Date complaint received: _____

Investigator: _____

2020 Outreach Efforts Summary

DATE	EVENT
Monthly	<u>PARTA</u> Board of Trustee meetings – held the 4 th Thursday of each month and are open to the public with time set aside for public comment. In 2020, some meetings were held virtually. In these instances, the meetings were live streamed for the public and later posted to YouTube.
Monthly	<u>PARTA</u> Finance Committee meeting – held the 4 th Tuesday of each month and are open to the public with time set aside for public comment. In 2020, some meetings were held virtually. In these instances, the meetings were live streamed for the public and later posted to YouTube.
1-2-2020	<p>Title VI Program distributed to area agencies</p> <ul style="list-style-type: none"> • Catholic Charities • Center of Hope • Coleman Professional Services • Community Action Council • Family and Community Services • Freedom House • The Haven • Housing and Emergency Support Services (HESS) • Job & Family Services • Kent Free Library • Kent City Schools • Kent Social Services • King Kennedy Center • Maplewood Career Center • Miller Community House • NAACP • Neighborhood Development Services (NDS) • PASSAGES • Portage Area Recovery Center • Portage County Job & Family Services • Portage Metropolitan Housing • Ravenna City Schools • Reed Memorial Library • Safer Futures • Salvation Army • Skeets Mathews Community Center • Townhall2 • Veteran Services Commission
1-14-2020	Travel Trainer on-site 'Q & A' at transit center
1-23-2020	Travel Trainer on-site 'Q & A' at transit center
1-26-2020	PARTA on-site info table at Stow High School Fundraiser
2-6-2020	Travel Trainer on-site 'Q & A' at transit center
3-24-2020	"Ask the Travel Trainer" virtual info series introduced via Facebook (video)
4-22-2020	"Ask the Travel Trainer" Episode 1 – Fixed Route Service during Covid-19 (posted to Facebook & YouTube)
4-29-2020	"Ask the Travel Trainer" Episode 2 – Essential places PARTA passes (posted to Facebook & YouTube)
5-6-2020	"Ask the Travel Trainer" Episode 3 – How do I learn about PARTA during COVID-19 (posted to Facebook & YouTube)
5-13-2020	"Ask the Travel Trainer" Episode 4 – Which fixed route bus passes Ravenna Walmart (posted to Facebook & YouTube)

Attachment D – SUMMARY OF TITLE VI OUTREACH

- 5-20-2020 "Ask the Travel Trainer" Episode 5 – What days are PARTA services closed (posted to Facebook & YouTube)
- 5-26-2020 "Ask the Travel Trainer" Episode 6 – How to use SPOT PARTA (posted to Facebook & YouTube)
- 5-27-2020 "Ask the Travel Trainer" Episode 7 – How to use EZfare (posted to Facebook & YouTube)
- 6-10-2020 "Ask the Travel Trainer" Episode 8 – KSU Students: How to use PARTA (posted to Facebook & YouTube)
- 6-17-2020 "Ask the Travel Trainer" Episode 9 – How to use SPOT PARTA texting feature (posted to Facebook & YouTube)
- 6-24-2020 "Ask the Travel Trainer" Episode 10 – How to use SPOT PARTA plan a trip feature (posted to Facebook & YouTube)
- 7-1-2020 "Ask the Travel Trainer" Episode 11 – What happens if I get on the wrong bus (posted to Facebook & YouTube)
- 7-8-2020 "Ask the Travel Trainer" Episode 12 – How much does it cost to ride a PARTA bus (posted to Facebook & YouTube)
- 7-15-2020 "Ask the Travel Trainer" Episode 13 – How long does PARTA run (posted to Facebook & YouTube)
- 7-29-2020 "Ask the Travel Trainer" Episode 14 – KSU students: What to expect this semester (posted to Facebook & YouTube)
- 8-12-2020 "Ask the Travel Trainer" Episode 15 – KSU campus transportation (posted to Facebook & YouTube)
- 8-19-2020 "Ask the Travel Trainer" Episode 16 – #90 Akron Express Route (posted to Facebook & YouTube)
- 8-26-2020 "Ask the Travel Trainer" Episode 17 – How to access PARTA bus maps & schedules (posted to Facebook & YouTube)
- 12-9-2020 "Ask the Travel Trainer" Episode 18 – PARTA Saturday Service (posted to Facebook & YouTube)
- 12-16-2020 "Ask the Travel Trainer" Episode 19 – What is Dial-A-Ride (posted to Facebook & YouTube)
- 12-17-2020 Title VI notice posted to Facebook & Twitter
- 12-23-2020 "Ask the Travel Trainer" Episode 20 – December 2020 early shutdown (posted to Facebook & YouTube)

PARTA 2021 Outreach Efforts Summary

DATE	EVENT
Monthly	PARTA Board of Trustee meetings – held the 4 th Thursday of each month and are open to the public with time set aside for public comment. In 2021, some meetings were held virtually. In these instances, the meetings were live streamed for the public and later posted to YouTube.
Monthly	PARTA Finance Committee meeting – held the 4 th Tuesday of each month and are open to the public with time set aside for public comment. In 2021, some meetings were held virtually. In these instances, the meetings were live streamed for the public and later posted to YouTube.
1-29-2021	Title VI Program distributed to area agencies <ul style="list-style-type: none"> • Catholic Charities • Freedom House • The Haven • Miller Community House • Neighborhood Development Services (NDS) • PASSAGES • Ravenna City Schools • Reed Memorial Library • Safer Futures • Salvation Army • Skeels Mathews Community Center • Townhall2 • Veteran Services Commission
1-13-21	*Ask the Travel Trainer" Episode 21 – How to stay up to date with PARTA service alerts (posted to FB & YouTube)
1-20-21	*Ask the Travel Trainer" Episode 22 – KSU spring '21 (posted to FB & YouTube)
1-27-21	*Ask the Travel Trainer" Episode 23 – Do you Qualify for Reduced Fare (posted to FB & YouTube)
2-3-21	*Ask the Travel Trainer" Episode 24 – The Kent Central Gateway (posted to FB & YouTube)
2-15-21	*Ask the Travel Trainer" Episode 25 – 5 Tips for new PARTA riders (posted to FB & YouTube)
2-24-21	*Ask the Travel Trainer" Episode 26 – The Ravenna service hub (posted to FB & YouTube)
4-9-21	*Ask the Travel Trainer" Episode 27 – KSU Summer '21 (posted to FB & YouTube)
5-20-21	Virtual refresher on how to ride with PARTA (posted to FB & YouTube)
6-9-21	Understanding PARTA service reductions (video posted to Facebook & YouTube)
6-24-21	Outreach at Senior Forum @ Ravenna High School
7-9-21	Outreach at Portage Metropolitan Housing HUD Strong Family Initiative event
7-21-21	Community outreach at Kent Central Gateway transit center
7-28-21	Outreach at Portage County Job & Family Services Health & Wellness Fair
7-30-21	Outreach at Portage County Housing Services Council Community Resource Connect
8-12-21	*Ask the Travel Trainer" Episode 28 – KSU Fall '21 (posted to FB & YouTube)
8-24 to 8-29	Outreach at 2021 Portage County Randolph Fair

PARTA 2022 Outreach Efforts Summary

DATE	EVENT
Monthly	<i>PARTA</i> Board of Trustees meetings – held the 4 th Thursday of each month unless otherwise noted. Notice of upcoming meetings are posted at the <i>PARTA</i> administration building and on the <i>PARTA</i> website. Meetings are open to the public with time set aside for public comment.
Monthly	<i>PARTA</i> Finance Committee meeting – held the 4 th Tuesday of each month unless otherwise noted. Notice of upcoming meetings are posted at the <i>PARTA</i> administration building and on the <i>PARTA</i> website. Meetings are open to the public with time set aside for public comment.
2-4-2022	Community newsletter emailed
3-29-2022	Hosted information table at Akron Metro transit center during electric bus launch
4-5-2022	<i>PARTA</i> Citizen Advisory Council meeting held
4-7-2022	Hosted information table at Leadership Portage County Mental Health Conference
5-15-2022	Hosted online survey soliciting feedback on possible transit improvements to St. Rt. 59 in Franklin Twp.
6-22-2022	Hosted information table on Public Square in Cleveland as part of Greater Cleveland RTA event
8-23-2022	Hosted information booth at week-long Portage County Randolph Fair
9-8-2022	Attended open house/dedication of new facility at King Kennedy Community Center
9-22-2022	Hosted information table at Ravenna job fair hosted by Job & Family Services targeting low-income transit riders
10-26-2022	Hosted information table at Kent job fair hosted by Job & Family Services targeting low-income transit riders
11-3-2022	<i>PARTA</i> Citizen Advisory Council meeting held
11-12-2022	Hosted information table at Financial Wellness Fair sponsored by Portage County Treasurer



PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY Language Assistance Plan

Purpose

This Language Assistance Plan (LAP) has been prepared to address the Portage Area Regional Transportation Authority's (PARTA's) responsibilities as a recipient of federal financial assistance as they relate to the needs of individuals with limited English language proficiency.

Title VI and Federal Authority

The plan has been prepared in accordance with Title VI of the Civil Rights Act of 1964 and the Federal Transit Administration Circular 4702.1B, dated October 1, 2012, which provides guidance and procedures to:

- Ensure that the level and quality of public transportation service is provided in a nondiscriminatory manner;
- Promote full and fair participation in public transportation decision-making without regard to race, color, or national origin;
- Ensure meaningful access to transit-related programs and activities by persons with limited English proficiency.

Executive Order 13166, titled *Improving Access to Services for Persons with Limited English Proficiency*, indicates that differing treatment based upon a person's inability to speak, read, write, or understand English is a type of national origin discrimination. It directs each federal agency to publish guidance for its respective recipients clarifying their obligation to ensure that such discriminations do not take place. This order applies to all state and local agencies which receive federal funds.

Background

PARTA provides Demand Response, Fixed-Route, and ADA Complementary Paratransit service in Portage County, Ohio. Under the direction of a 14-member board appointed by Portage County officials, PARTA operates 64 revenue vehicles to offer public service Monday through Saturday. This includes 15 fixed routes that service Akron, Brimfield, Cleveland, Franklin Township, Garrettsville, Hiram, Kent, Ravenna, Ravenna Twp., Stow, Streetsboro, and Windham. In addition, Demand Response (DART) service is available countywide.

This LAP identifies reasonable steps PARTA takes to provide language assistance to persons with Limited English Proficiency (LEP) who wish to access services provided by PARTA. Executive Order 13166 defines LEP persons as those individuals who do not speak English as their primary language and have limited ability to read, speak, write, or understand English. This plan outlines how to identify a person who may need language assistance, and the ways in which assistance may be provided.

Limited English Proficiency (LEP) Needs Assessment: Four-Factor Analysis

To prepare this plan, PARTA undertook the U.S. Department of Transportation (U.S.DOT) four-factor LEP analysis, that considers the following factors:

Factor 1. The number and proportion of LEP persons eligible to be served or likely to be encountered in the service area.

Most people in Portage County are proficient in the English language. Based on the 2017 American Community Survey, 95.1% of the population speak only English. Of those who speak a language other than English at home, only 1.7% of this population speak English less than “very well.” Due to the very low number of LEP individuals in Portage County, PARTA has extremely limited to no interaction with this population. Furthermore, the vast majority of LEP individuals in PARTA’s service area are affiliated with Kent State University (KSU). These are college students seeking Bachelor’s and/or advanced degrees. PARTA works with KSU’s Office of Global Education to address any specific issues this population may have.

Factor 2. The frequency with which LEP persons come into contact with the program.

PARTA has surveyed key program areas and assessed major points of contact with the public and determined that contact with LEP persons is infrequent. There are so few LEP persons in Portage County that they comprise an extremely limited portion of PARTA’s ridership. Furthermore, as these individuals are almost exclusively associated with KSU, they do not need to purchase fare because KSU students ride PARTA buses for free based on a contractual agreement between PARTA and KSU. Pursuant to the points noted above, customer service interactions are also rare. Likewise, there has been no LEP participation in any of PARTA’s recent public meeting or outreach events.

Factor 3. The nature and importance of the program, activity, or service provided by the program to people’s lives.

Our transit system considers transit to be an important and essential service for the residents of Portage County. The LEP population in PARTA’s service area is made up primarily of students attending KSU. Public transit provides a means for these individuals to access vital services both on and off campus.

Factor 4. The resources available to PARTA and overall cost to provide LEP assistance.

PARTA reviewed its available resources that could be used for providing LEP assistance and has budgeted sufficient funds to address the needs of its LAP.

LAP Implementation

PARTA’s four (4) factor analysis did not reveal a large enough population of LEP individuals in Portage County with a common language to warrant the translation of materials. However, PARTA has implemented a LAP which seeks to identify persons who may need language assistance, offers language assistance measures that are useful to LEP individuals, outlines staff training objectives, and provides notice to LEPs that assistance is available.

Identifying Persons Who Need Language Assistance

PARTA engages in the following activities to identify those who may need language assistance:

- Examination of records to see if requests for language assistance have been received in the past, either in-person or over the phone to determine whether language assistance might be needed at future events or meetings.
- Have staff person greet participants as they arrive to PARTA sponsored events. By informally engaging participants in conversation, it is possible to gauge each attendee's ability to speak and understand English.
- Have Census Bureau Language Identification Flashcards available at PARTA meetings/events. This will assist PARTA in identifying language assistance needs for future events and meetings. Also, have the cards available at the Kent Central Gateway (KCG) Transit Center.
- Survey drivers, front-office staff, schedulers, dispatchers, and road supervisors on an annual basis at the beginning of each fiscal year regarding their experience on having any direct or indirect contact with LEP individuals.

Language Assistance Measures

PARTA has instituted various measures to assist those who may have limited English proficiency. These measures are deemed appropriate based on the very low percentage of LEP individuals in PARTA's service area. Assistance includes:

- *Color-coded routes/schedules/signs* – Each route has a unique color that coordinates with a schedule, route, and sign; making it easier to identify which route a rider needs to get from point 'A' to point 'B.'
- *Simplified Route Numbering System* – Allows for easier use of our system.
- *Numbered Bus Bays at the KCG Transit Center* – each route arrives and departs from an assigned numbered bay, which is identified on its corresponding schedule.
- *Travel Training* – PARTA provides travel training in group and one-on-one settings. Furthermore, our trainer works with Kent State's Office of Global Education to ensure students who may be LEP learn how to utilize schedules and our transportation in and around the county.
- *SPOT PARTA* – A GPS AVL system activated in 2016 allows individuals to track the bus in real-time and, also plan a trip in a google transit style trip planner.
- *EZFare* – Launched in the summer of 2019 this mobile ticketing application provides convenience and ease of use by allowing riders to purchase and store fares using a smartphone.

Staff Training

All PARTA staff is provided with the LAP and educated on procedures to follow when an LEP person is encountered. This information is also part of the PARTA staff orientation process for new hires and reviewed annually with all relevant employees. Training topics are listed below:

- Understanding the Title VI policy and LEP responsibilities
- What language assistance services PARTA offers
- Documentation of language assistance requests
- How to handle a Title VI and/or LEP complaint

Notice to LEP Persons/Outreach Techniques

PARTA does not have a formal practice of outreach techniques due to the lack of LEP population and resources available in the service area. However, since KSU has been identified as the most likely location where LEPs may be encountered, PARTA works cooperatively with the KSU Office of Global Education. Additionally, notice of the availability of LEP assistance is posted in the following locations:

- On buses
- PARTA website
- Postings at PARTA facilities
- Information tables at local events

Monitoring and Updating the LAP

At a minimum, PARTA will follow the Title VI Program update schedule for review and updating its LAP. This evaluation will consist of:

- Reexamining the Four Factor Analysis to determine if the composition and number of the LEP population have changed,
- Assessing the sufficiency of staff training and LEP assistance measures,
- Assessing the number of requests for language assistance since the implementation of the existing LAP,
- Reviewing any complaints received from LEP persons since the implementation of the existing LAP.

Dissemination of Language Assistance Plan

This LAP is available on the PARTA website at: www.partaonline.org

The plan is also available at no cost in English, upon request, by visiting the PARTA administrative offices in person at 2000 Summit Road in Kent, Ohio, or by phone, fax, postal mail, or email.

Contact Information

Questions or comments about this plan should be submitted to:

Denise Baba
Communications & Public Advocacy Advisor
Portage Area Regional Transportation Authority (PARTA)
2000 Summit Road
Kent, OH 44240
p: 330.678.7745
f: 330.676.6310
e: dbaba@partaonline.org

Attachment F: Subrecipient Oversight

Denise Baba

From: Denise Baba
Sent: Wednesday, November 9, 2022 12:40 PM
To: Leanna Berry
Cc: Heather Laliberte (hlaliberte@fcschiro.org); Claudia Amrhein
Subject: 2022 Title VI On-Site Review
Attachments: Emerald Transportation Notice to the Public.d'ocx; Emerald Transportation Notice to the Public.pdf

Leanne,

This email is a follow up to PARTA's on-site review of Title VI compliance conducted on Wednesday, November 2, 2022.

As indicated during the visit, please note that Family and Community Services (Emerald Transportation) should display a Title VI Notice to the Public in its office and in its vehicle.

For your convenience I have attached a sample notice. Once the notice is posted, you will be in compliance. I will follow up with you to ensure that this requirement is met.

If you have any questions, please feel free to reach out to me. My contact information is listed below.

Thank you,

Denise

Denise Baba, M.Ed.
Communications & Public Advocacy Advisor, DBELO & Title VI
Portage Area Regional Transportation Authority (PARTA)
p 330.678.7745 x113
e dbaba@partaonline.org
w PARTAonline.org
2000 Summit Rd.
Kent, OH 44240



Attachment G – Vehicle load calculations

	Ridership 2020	Revenue Hours 2020	Passengers per Revenue Hour 2020	Ridership 2021	Revenue Hours 2021	Passengers per Revenue Hour 2021	Ridership 2022	Revenue Hours 2022	Passengers per Revenue Hour 2022
County Fixed	172591	32099	5.38	155265	33477	4.64	130088	22579	5.76
Campus Fixed	202393	15216	13.30	177057	12734	13.90	224271	10364	21.64
Total Local	374984	47315	7.9	332322	46211	7.19	354359	32943	10.76
Express	6590	2222	2.97	7019	2965	2.37	9116	2246	4.06
Total Express	6590	2222	2.97	7019	2965	2.37	9116	2246	4.06
<u>Bus Local</u>	<u>2020 Seats</u>	<u>2021 Seats</u>	<u>2022 Seats</u>						
Tesco	30	30	30						
Orion	33	33	33						
Gillig LF 30'	26	26	26						
Gillig LF 35'	32	32	32						
Hometown Trolley	NA	NA	32						
LTV	18	18	18						
Average Seats	28	28	29						
<u>Bus Express</u>									
Tesco	30	30	30						
Orion	33	33	33						
Gillig LF 30'	26	26	26						
Gillig LF 35'	32	32	32						
Hometown Trolley	NA	NA	32						
LTV	18	18	18						
Average Seats	28	28	29						
						<u>Average Vehicle Load</u>			
Vehicle Load - Local	0.28	0.25	0.37			<u>0.3</u>			
Vehicle Load - Express	0.11	0.09	0.14			<u>0.11</u>			

Attachment H – Vehicle headway calculations

Local Bus	2020 Local Headway	2020 Local Frequency	2021 Local Headway	2021 Local Frequency	2022 Local Headway	2022 Local Frequency
30 - Interurban West	30	2.00	30	2.00	30	2.00
35 - Interurban East	30	2.00	30	2.00	30	2.00
40 - Suburban North	45	1.33	45	1.33	45	1.33
45 - Suburban South	45	1.33	45	1.33	45	1.33
46 - Downtowner	N/A	N/A	N/A	N/A	40	1.50
60 - Black Squirrel	N/A	N/A	N/A	N/A	N/A	N/A
70 -Windham/Garrettsville	105	0.57	105	0.57	105	0.57
80 - Raven West	60	1.00	180	0.33	180	0.33
85 - Raven East	60	1.00	60	1.00	60	1.00
51 - Campus Loop	30	2.00	30	2.00	30	2.00
53 - Reverse Loop	12	5.00	N/A	N/A	N/A	N/A
54 - Summit St. Express	N/A	N/A	N/A	N/A	N/A	N/A
55 - Allerton	12	5.00	N/A	N/A	15	4.00
57 - Stadium Loop	35	1.71	30	2.00	30	2.00
58 - Fmt Campus/Sum. East	36	1.67	40	1.50	40	1.50
Average Headway	41.7	1.44	59.5	1.01	54.2	1.11

Local
Average Headway **Average Frequency**
51.8 **1.19**

Express Bus	2017 Express Headway	2017 Express Frequency	2017 Express Headway	2017 Express Frequency	2017 Express Headway	2017 Express Frequency
90 - Akron Express	105	0.57	105	0.57	105	0.57
100 - Cleveland Express	2 Trips per day 6am and 4pm					
Average Headway	105	0.57	105	0.57	105	0.57

Express
Average Headway **Average Frequency**
105 **0.57**

Veterans will be honored in Kent, Ravenna events

Diane Smith

Ravenna Record-Courier | USA TODAY NETWORK

Ceremonies are planned in Ravenna and Kent on Friday for Veterans Day, and county properties also are illuminated in green this week in honor of veterans.

The Portage County Commissioners veterans remembrance ceremony will take place at 11 a.m. Friday at the Veterans Memorial, located on the Portage County Courthouse lawn, 203 W. Main St., Ravenna.

The Portage Area Regional Transportation Authority will host its annual Veterans Day Ceremony beginning at 2 p.m. Friday. The event will take place at the Veterans Memorial adjacent to the Kent Central Gateway Transit Center, located at 201 E. Erie St.

Both events are free and open to the public.

Daniel Eakins, deputy director of the Ohio Department of Veterans Services, will be the keynote speaker at

the county event. Richard McClellan, director of the Portage County Veterans Service Commission, also will speak.

The Ravenna VFW Post No. 1055 and the American Legion Post No. 331 will participate in the county ceremony, as will Bill Wisniewski, chaplain for the Ravenna Police Department and UH Portage Medical Center. The Mogadore High School Band, under the direction of Stephanie Bonitz, will perform, and there will be a Missing Man Formation by the Kent State University College of Aeronautics and Engineering. There will be a bagpipe remembrance performed by Christopher Garlich.

David Dix, former publisher of the Record-Courier, will serve as the keynote speaker for PARTA's event.

PARTA has hosted a Veterans Day remembrance at the memorial next to its transit center since 2013, with the exception of 2020, due to COVID-19 concerns.

In addition to a statue representing those who served, the memorial cur-

rently features 250 engraved bricks installed in honor of or in memory of military veterans.

Bricks may be purchased for \$50. The cost includes personalized engraving and installation of the brick at the Veterans Memorial. For more information or to purchase a brick, visit partaonline.org/veterans-memorial or call 330-678-7745.

The Portage County Administration building, the Kent Municipal Courthouse, the Ravenna Municipal Courthouse, Portage County Sheriff's Office, and the Portage County Record Center will be illuminated green through Nov. 13 as part of Operation Green Light, a new initiative between the county, the National Association of Counties and the National Association of County Veteran Service Officers.

Residents are encouraged to participate by changing one light bulb in their home to a green bulb, either an exterior light, or an interior one, to spark conversation with others.

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See VETERANS, Page 2A

Veterans

Continued from Page 1A

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Reporter Diane Smith can be reached at 330-298-1139 or dsmith@recordpub.com.

The Portager

Today is Nov. 9, 2022.

Veterans Day

Honoring veterans around the county

Portage County's annual Veterans Day ceremony will take place 11 a.m. Friday at the Portage County Courthouse Lawn in Ravenna.



- **The Portage Area Regional Transit Authority** will host its annual Veterans Day Ceremony at 2 p.m. on Friday at the Veterans Memorial next to the Kent Central Gateway Transit Center (201 E. Erie St. in Kent).
- The observance at **Kent State University** **will take place** at 11 a.m. tomorrow at Risman Plaza (in front of the student center) on the Kent Campus.
- **The Randolph Library** is observing Veterans Day with in-person poppy-themed crafts from 4-5 p.m. on Friday.
- Various Portage County administration buildings will be lit in green from Nov. 7-13 as part of **Operation Green Light**. The mission intends to support veterans and raise awareness to issues affecting them.