

GoRaleigh benefit enrollment

Medical 13

Non-Union - BCBS NC A

	2016 BCBS NC A Monthly Cost Enrollment
Employee Only	14
Employee + Sp	1
Employee + One	1
Employee + Child(ren)	2
Composite	18
Annual Total	
Percent Change	

Non-Union - BCBS NC B

	2016 BCBS NC B Monthly Cost Enrollment
Employee Only	11
Employee + Sp	1
Employee + One	1
Employee + Child(ren)	1
Family	2
Composite	16
Annual Total	
Percent Change	

Non-Union - BCBSIL HSA Basic

	2016 BCBSIL HSA Basic Monthly Cost Enrollment
Employee Only	0
Employee + Sp	0
Employee + Child(ren)	0
Family	0
Composite	0
Annual Total	
Percent Change	

Non-Union - Waive Medical

	2016 Waive Medical Monthly Cost Enrollment
Waive	2
Composite	2
Annual Total	
Percent Change	

Union - BCBS IL Union PPO 754

	2016 BCBS IL Union PPO 754 Monthly Cost Enrollment
Employee Only	142
Employee + Sp	7
Employee + Child(ren)	24
Family	5
Composite	178
Annual Total	
Percent Change	

Union - BCBS IL HDHP Union

	2016 BCBS IL HDHP Union Monthly Cost Enrollment
Employee Only	2
Employee + Sp	2
Employee + Child(ren)	1
Family	2
Composite	7
Annual Total	

Percent Change	
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Union - Waive Medical

	2016 Waive Medical Monthly Cost Enrollment
Waive	2
Composite	2
Annual Total	
Percent Change	

Medical Total

	2016 Annual Cost Enrollment
Annual Total	219
Percent Change	

Dental

Non-Union - Delta Dental National Dental Plan

	2016 Delta Dental National Dental Plan Monthly Cost Enrollment
Employee Only	22
Employee + Sp	3
Employee + Child(ren)	6
Family	2
Composite	33
Annual Total	
Percent Change	

Non-Union - Waive Dental

	2016 Waive Dental Monthly Cost Enrollment
Waive	3
Composite	3
Annual Total	
Percent Change	

Union - Delta Dental National Union Dental Plan 9

	2016 Delta Dental National Union Dental Plan 9 Monthly Cost Enrollment
Employee Only	112
Employee + Sp	17
Employee + Child(ren)	26
Family	14
Composite	169
Annual Total	
Percent Change	

Union - Waive Dental

	2016 Waive Dental Monthly Cost Enrollment
Waive	18
Composite	18
Annual Total	
Percent Change	

Dental Total

	2016 Annual Cost Enrollment
Annual Total	202
Percent Change	

Vision

Non-Union - VSP National Plan 1

	2016 VSP National Plan 1 Monthly Cost Enrollment
Employee Only	26
Employee + Sp	3
Employee + Child(ren)	5
Family	0
Composite	34
Annual Total	
Percent Change	

Non-Union - Waive Vision

	2016 Waive Vision Monthly Cost Enrollment
Waive	2
Composite	2
Annual Total	
Percent Change	

Union - VSP National Plan 1

	2016 VSP National Plan 1 Monthly Cost Enrollment
Employee Only	133
Employee + Sp	21
Employee + Child(ren)	17
Family	14
Composite	185
Annual Total	
Percent Change	

Union - Waive Vision

	2016 Waive Vision Monthly Cost Enrollment
Waive	2
Composite	2
Annual Total	
Percent Change	

Vision Total

	2016 Annual Cost Enrollment
Annual Total	219
Percent Change	

Operating Expenses													
Operations													
Wages - Operations													
Regular Wages													
Description	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	FYTD
4010 Regular Service - Driver	635,262	443,205	413,076	456,145	451,425	603,896	379,131	425,415	433,018	439,014	449,657	420,779	5,550,021
4015 Operations - Admin	3,365	2,684	2,337	2,504	2,237	3,242	2,060	2,193	1,820		2,206	2,476	27,124
4040 Dispatcher	18,213	12,161	12,413	12,209	12,419	16,979	10,459	12,177	11,947	11,683	11,034	11,872	153,566
4060 Safety/Trainer	4,179	3,154	4,433	6,177	3,652	5,275	3,441	6,715	6,557	6,528	6,599	6,306	63,017
4080 Road Supervisors (& Management)	52,163	35,105	32,719	34,515	33,997	48,878	31,986	43,275	44,102	49,105	47,168	43,200	496,214
4991 Moore Square CSR's	6,071	3,982	3,647	3,808	4,078	6,323	3,790	4,134	4,128	3,979	4,071	3,959	51,970
Overtime Wages - Operations													
4013.4010 OT - Regular Service - Driver	139,610	82,076	79,746	78,007	113,297	95,325	109,639	94,072	95,332	104,510	111,387	91,519	1,194,520
4013.4015 OT - Operations - Admin	23		34	6				41				17	121
4013.4040 OT - Dispatcher	899	795	1,426	1,710	3,099	1,173	2,206	1,259	762	824	1,163	2,186	17,501
4013.4060 OT - Trainer	424		15	899	1,171	383	456	533	420	614	641	659	6,214
4013.4080 OT - Road Supervisor	5,029	1,909	4,368	4,622	11,155	2,628	3,414	2,388	3,012	3,774	3,899	6,291	52,488
4013.4991 OT - Moore Square CSR's	210	248	193	568	435	58	22	32	107	21	101	52	2,048
Fringe Benefits - Operations													
Vacation - Operations													
4205.4010 Vacation - Driver	46,470	22,836	28,309	21,942	24,788	44,922	33,415	24,553	19,654	30,128	23,044	29,693	349,752
4205.4015 Vacation - Admin	130				134	275	275		127				941
4205.4040 Vacation - Dispatcher	1,631	779	519	698	200	1,884	1,074	152	456	665	(41)	152	8,168
4205.4060 Vacation - Safety/Trainer	2,180					1,253	282						3,716
4205.4080 Vacation - Road Supervisors (& Mgmt)	4,129	446	2,706	1,671	2,085	9,917	4,865	1,256	1,593	338	606	5,996	35,607
4205.4991 Vacation - Moore Square CSR's		118	114		457	61				1,297	61		2,107
Sick - Operations													
4210.4010 Sick - Driver	32,900	23,649	18,470	22,516	24,225	32,156	16,575	22,867	21,979	21,543	22,122	21,990	280,990
4210.4015 Sick - Admin	130	343	167	134		277	159	128	151				1,487
4210.4040 Sick - Dispatcher	309	130	260	528	241	696	393	294	1,030	618	137	491	5,127
4210.4060 Sick - Safety/Trainer	4,771	166		166	2,934				291				8,327
4210.4080 Sick - Road Supervisors (& Mgmt)	5,497	6,818	4,842	5,197	8,895	9,499	3,013	1,727	2,083	2,563	1,327	15,717	67,177
4210.4991 Sick - Moore Square CSR's	424	465	173	610	296	435		272	61	114	113	121	3,084
Holiday - Operations													
4215.4010 Holiday - Driver	27,287	4,155	25,540	2,780	3,123	60,253	52,600	5,025	4,662	8,589	6,345	27,546	227,905
4215.4015 Holiday - Admin	130		134		134	275	275					130	1,078
4215.4040 Holiday - Dispatcher	666	121	663			1,615	1,221			130	142	665	5,221
4215.4060 Holiday - Safety/Trainer	166		314			755	282					330	1,847
4215.4080 Holiday - Road Supervisors (& Mgmt)	2,261		2,305	148	358	4,319	4,355		197	313	161	2,023	16,440
4215.4991 Holiday - Moore Square CSR's	232		232			467	471			235		235	1,871
Bereavement/Jury - Operations													
4220.4010 Bereavement/Jury - Driver	3,093	1,610	1,382	2,615	1,823	694	516	1,469	1,200	204	668	780	16,054
4220.4015 Bereavement/Jury - Admin													-
4220.4040 Bereavement/Jury - Dispatcher													-
4220.4060 Bereavement/Jury - Safety/Trainer													-
4220.4080 Bereavement/Jury - Road Supervisors (& Mgmt)					604								604
4220.4991 Bereavement/Jury - Moore Square CSR's			353										353
Payroll Taxes - Operations													
4310 FICA	73,856	47,804	47,441	48,828	52,600	70,751	48,982	48,155	48,198	50,839	51,229	51,149	639,831
4320 FUTA	224	167	93	144	110	94	3,840	2,826	694	250	260	211	8,913
4330 SUTA	2,959	1,386	1,031	966	906	1,097	5,160	5,414	5,418	5,441	4,814	3,751	38,343
Other - Operations													
4350 Pension - Drivers (Match)	49,780	29,645	28,641	33,344	35,452	48,120	34,720	34,335	34,051	34,389	34,879	32,862	430,218
4355 401(k) - G&A (Match)	2,696	1,545	1,578	1,812	2,262	2,941	1,816	1,899	1,882	2,296	2,199	2,134	25,061
4380.445 Allowance - Uniforms	8,086	2,471	4,761	5,882	6,823	3,543	7,441	13,454	6,579	611	3,499	3,973	67,123
4380.448 Allowance - License		78	120	228	30	804	360	600	120	360	959	461	4,120
Safety & Training - Operations													
4410 Drug Testing	573	628	852	772	342	174	778	656	826	684	1,336	933	8,554

	6055.411 Workers Comp - Ops	44,928	44,928	44,928	44,928	44,928	44,928	47,488	48,190	48,190	48,190	48,434	45,852	555,910
	6055.412 Workers Comp - Maint	5,272	5,272	5,272	5,272	5,272	5,272	4,752	4,752	4,752	4,752	4,752	4,752	60,143
	6055.413 Workers Comp - G&A	120	120	120	120	120	120	143	143	143	143	143	143	1,577
Insurance		260,854	270,754	273,496	303,676	284,902	267,877	277,119	257,043	309,085	279,196	255,204	237,605	3,276,812
General & Administration														
Wages - G&A														
Regular Wages														
	6105 Office Staff	29,112	24,689	23,517	25,365	25,879	34,418	17,509	19,577	26,781	23,640	23,277	21,005	294,768
Overtime Wages - G&A														
	6113 OT - G&A	157	109	117	2,161	3,438	192	50	61	77	9	26	2	6,398
Contracted Labor														
	6410 Contract Services													-
Contracted Labor - G&A														
	6410 Contract Services	17,114	3,760											20,874
Fringe Benefits - G&A														
Vacation - G&A														
	6205.6105 Vacation - Office Staff	2,122	167	609		304	977	2,855	1,038	474	1,501	1,418	1,583	13,048
Sick - G&A														
	6210.6105 Sick - Office Staff	522	795	501	1,019	1,130	1,865	3,584	1,161	887	971	1,173	352	13,960
Holiday - G&A														
	6215.6105 Holiday - Office Staff	1,036	152	1,451	184		2,698	2,347		244	185	150	783	9,229
Bereavement/Jury - G&A														
	6220.6105 Bereavement/Jury - Office Staff						569							569
Payroll Taxes - G&A														
	6310 FICA	2,442	1,930	1,952	2,146	2,300	3,040	1,940	1,635	2,126	1,944	1,934	1,748	25,137
	6320 FUTA	7	29	20	6	12	4	152	117	92	25	5	5	473
	6330 SUTA	245	136	101	76	83	82	276	184	239	219	217	168	2,027
Other - G&A														
	6350 401(k) - G&A													-
	6355 401 (k) Contribution	1,086	727	642	948	1,003	1,476	949	722	871	828	795	673	10,718
Services Provided - G&A														
	6430 Education			974	929								788	2,691
	6532 Bank Service Fees						86	321	296	324	493	344	326	2,189
	6533 Payroll Processing	1,011		428	2,671	993	1,184	1,045	1,510	841	2,054	1,043	1,476	14,257
	6534 TLM Processing	345		1,942	(1,204)	377	377	380	751		769	393	388	4,519
Materials & Supplies														
	6505 Office Supplies		2,509	1,772	1,293	(36)	3,769	4,153	7	2,111	2,723	1,787	1,698	21,786
	6510 Postage/Shipping	2,797	(1,112)	466	769	644	65	862	1,455	1,411	566	1,905	954	10,782
	6515 Printing & Photocopy	2,608	535	2,593	716	2,008	88	1,976	5,522	1,894	359	6,185	24,482	
	6520 Maintenance Service Contracts	1,515	1,470	316	4,185	3,214	3,348	10,939	4,524	2,084	1,139	1,359	1,139	35,232
	6525 Dues & Subscriptions			327										327
	6530 Other G&A Cost	197	468	797	1,014	3,076	413	5,227	39	511	331	73	2,599	14,745
	6535 Computer Supplies & Maintenance				3,664				6,746				1,027	11,437
Travel - G&A														
	6555 Meals	10	172	1,026	(118)	2,184	557	296	203	589	585	1,205	1,149	7,859
	6565 Lodging		772	-		1,008	63	1,632	564	767	184	1,640	6,688	13,318
6567/6585	Travel and Relocation	2,309	1,587	119	1,046	896	167	3,177	494			844	1,152	11,792
	6585 Relocation Cost													-
Services Provided														
	6610 Janitorial Service	2,900	2,900	3,245	2,900		6,145	2,900	3,815	2,039	820	508		28,172
	6620 Trash Removal Service	(482)	994	500	499	498	496	993	3	503	503		511	5,017
	6625 Armored Car Service											752		752
	6650 Utilities	14,881	23,666	17,123	18,618	15,223	16,980	18,106	19,349	19,109	15,065	14,428	30,551	223,099
	6660 Telephone Service	982	645	1,651	1,471	768	768	768	974	986	1,657	1,128	1,017	12,816
	6666 Internet Access	3,124	3,208	3,164	8,200	3,947	2,888	4,873	3,854	4,583	4,230	3,369	4,692	50,133
	6680 Building & Grounds	11,290	39,550	26,005	15,539	11,189	16,937	21,044	9,402	15,742	24,723	23,473	34,032	248,924
Professional Fees														

	6710 Legal Fees	932	2,003	617	1,425	491	1,288	6,669	3,999	9,139	1,392	1,945	2,871	32,771
	6720 Accounting/Auditing Fees	712	725	732	720	793	768	799	771	791	781		746	8,339
	6730 Consulting Fees		20,435				6,884		53,640	6,835	28,553	7,488	6,400	130,233
Miscellaneous	8510 Management Fee (Corporate Services)	31,457	31,457	31,457	31,457	31,457	31,457	32,717	32,717	32,717	32,717	32,717	46,317	398,646
	6760 Tickets/Transfers	3,640	3,777	3,267	9,953	3,734	3,226	(4,030)	4,791	3,538	301	2,752	4,116	39,064
	6765 Tarriffs & Schedules	4,661	3,386	5,569	2,372	2,757	12,063	7,345	7,345	5,333	4,148	6,498	5,703	67,178
	6770 Advertising	264		1,614	836	176	529		96	80		81	849	4,524
	6780 Other Marketing Expenses													-
	6852 Federal Taxes													-
	6860 Sales Taxes						20,359		14,762					35,121
	6862 Other Taxes											693		693
	8110 Facility Rent				6,968		445					1,237		8,650
	8410 License, Registration				85							6		91
General & Administration		138,995	171,640	134,613	147,912	139,906	156,223	149,967	198,580	147,344	154,948	137,020	189,692	1,866,841
Operating Expenses		2,047,884	1,554,238	1,535,118	1,659,490	1,630,698	2,005,618	1,561,670	1,670,307	1,731,278	1,638,816	1,613,946	1,715,389	20,364,454
Revenue														
Operating Income														
	3060 Passenger Fares	280,284	303,041	300,298	303,911	288,899	260,860	253,733	262,202	281,389	278,068	258,166	258,964	3,329,816
	3060 State Fair, Passenger Fares				135,223									135,223
	3085 Subcontracted Revenue	211,989	(7,480)	191,637	338,500	260,787	202,620	172,537	204,214	210,325	155,123	317,625	165,694	2,423,570
	3611 Advertising Income													-
Non-Operating Income														
	3650 Miscellaneous Income	319				135	203				311	25	202	1,195
	9850 Interest Income	7	9	8	9	10								43
Revenue		492,599	295,571	491,943	777,642	549,832	463,683	426,270	466,415	491,714	433,502	575,816	424,860	5,889,847
Net Operating Costs (Subsidy)		1,555,285	1,258,667	1,043,176	881,848	1,080,866	1,541,935	1,135,400	1,203,892	1,239,565	1,205,314	1,038,130	1,290,529	14,474,607

SURVEY NAME: 2016 Compensation, Benefits & Staffing Survey - Part II

SURVEY SPONSOR: Go Raleigh

Survey Date: April 20, 2016

Organization:

Thank you for participating in the 2016 Compensation, Benefits & Staffing Survey. This document will be used in capturing your survey responses. Please complete each section based on current information, unless otherwise indicated and provide any necessary comments and/or explanations. All survey responses should be in reference to the organization's bus services & operations ONLY. For questions which require a Yes or No response, please indicated "Y" for Yes and "N" for No.

HEALTH BENEFITS

RESPONSE

Please provide a summary of benefits & any other relevant information in addition to responding to the questions below.

When does an employee become eligible for benefits after date of hire (i.e. 30 days, 60 days, first day of month following date of hire)?

1st of the month if hired before 2 of the month, otherwise 1st of the following month after 1 month.

Who is eligible for benefits? Full time (1.0 FTE), Part time (0.8 FTE), Part time (0.5 FTE) and/or other?

Full Time Only

If you offer benefits to part time employees, are they eligible for the same benefits as full time employees?

N/A

If not, which benefits are part-time employees not eligible for?

N/A

Health Insurance

For the health insurance plans below, please provide information for the top two plans where you have the highest employee participation.

1) Health Coverage Costs to Employee \$1000.00 Deductible BCBS NC A Plan	NON UNION PLAN	
Monthly amount paid (employee only)	\$	22.10
Monthly amount paid (employee +1)	\$	150.26
Monthly amount paid (employee + family)	\$	222.79
Annual Individual deductible for employee	\$	3,000.00
In network annual individual out of pocket maximum	\$	6,450.00
Physician visits non-specialists, in network	\$	20.00
Physician visits Specialists, in network	\$	40.00
Inpatient hospital physician services		20%
Inpatient hospital facility		20%
Outpatient Hospital Physician Services		20%
Outpatient Hospital Facility		20%
ER Coinsurance		20%
Monthly COBRA cost for plan		
Employee	\$	638.00
Employee + 1	\$	955.30
Employee + family	\$	1,133.00

2) Health Coverage Costs to Employee \$3000.00 Deductible BCBS IL HCA Plan	UNION PLAN	
Monthly amount paid (employee only)	\$	28.02
Monthly amount paid (employee +1)	\$	596.04
Monthly amount paid (employee + family)	\$	869.92
Annual Individual deductible for employee	\$	250.00
In network annual individual out of pocket maximum	\$	2,000.00
Physician visits non-specialists, in network	\$	15.00
Physician visits Specialists, in network	\$	40.00
Inpatient hospital physician services		20%
Inpatient hospital facility		20%
Outpatient Hospital Physician Services		20%
Outpatient Hospital Facility		20%
ER Coinsurance		20%
Monthly COBRA cost for plan		

Employee	\$	698.02
Employee + 1	\$	1,396.04
Employee + family	\$	1,420.00

Prescription Drug

Are prescription drugs subject to meeting a separate Rx deductible?	NO
Does the plan have a stand-alone out-of-pocket maximum?	No
What are costs for generic?	\$10.00
What are costs for brand formulary/preferred?	20%
What are costs for brand non formulary/preferred?	40%

Dental

What is the annual individual deductible?	50
What is the annual benefit limit?	1500
What is the coinsurance % for preventative & diagnostic?	0
What is the coinsurance % for basic restorative?	20%
What is the coinsurance % for major restorative?	50%
Monthly amount paid (employee only)	14.77
Monthly amount paid (employee +1)	32.64
Monthly amount paid (employee + family)	44.68

Vision

Do you offer vision benefits that are integrated with the health plan?	No
What type of vision plan do you offer? <i>(Check all that apply)</i> .	
Discount card only	
Scheduled plan with maximum allowances	Yes
Scheduled plan with copayments	Yes
Organization coinsurance with employee copays	Yes

Long Term Care

Do you offer long term care insurance?	No
If so, do you contribute to long term care insurance?	No
If so, how much do you contribute per month?	N/A

Flexible Spending

Do you offer a Health Flexible Spending Account for your employees?
Do you offer a Dependent Care Spending Account for your employees?

No
No

Health Savings Account

Do you offer a Health Savings Account?
If so, do you contribute to Health Savings Accounts?
If so, how much do you contribute annually for each employee?

Yes
No
N/A

Wellness

Do you offer a wellness program to employees?
What wellness services do you offer? *(Check all that apply)*.
Health Assessment
Health Screening
Discounted fitness club
On-Site Fitness Center

Yes
Annual
N/A
N/A
Yes

GoRaleigh
 Employees Under Bargaining Agreement

HR Department ID	Gender	DOB	Zip	Age
RA4010 - Operator	M	1/10/1964	27704	53
RA4010 - Operator	M	11/30/1964	27616	52
RA4010 - Operator	F	2/23/1969	27591	48
RA4010 - Operator	F	3/21/1975	27610	42
RA4010 - Operator	F	9/19/1964	27577	52
RA4010 - Operator	M	3/1/1959	27545	58
RA4010 - Operator	F	2/28/1990	27603	27
RA4010 - Operator	F	6/7/1964	27615	52
RA4010 - Operator	M	1/21/1958	27613	59
RA4010 - Operator	F	6/14/1943	27603	73
RA4010 - Operator	M	6/7/1953	23434	63
RA5020 - Mechanic	M	12/5/1982	27604	34
RA4010 - Operator	M	3/17/1960	27603	57
RA4010 - Operator	M	12/25/1972	27610	44
RA4010 - Operator	F	11/20/1968	27591	48
RA5020 - Mechanic	M	10/5/1981	27603	35
RA4010 - Operator	F	5/30/1956	27545	60
RA4010 - Operator	M	3/16/1958	27597	59
RA4010 - Operator	F	2/11/1985	27609	32
RA4010 - Operator	M	11/6/1971	27610	45
RA4010 - Operator	F	7/14/1957	27591	59
RA4010 - Operator	M	1/24/1952	27604	65
RA5025 - Utility	M	7/20/1992	27610	24
RA4010 - Operator	M	12/16/1990	27610	26
RA5020 - Mechanic	M	3/12/1957	27501	60
RA4010 - Operator	M	12/10/1970	27604	46
RA4010 - Operator	M	5/16/1983	27609	33
RA4010 - Operator	F	4/25/1988	27529	28
RA4010 - Operator	F	10/15/1961	27604	55
RA4010 - Operator	F	2/9/1962	27607	55
RA4010 - Operator	M	4/12/1957	27520	59
RA4010 - Operator	M	8/26/1970	27571	46
RA4010 - Operator	F	11/10/1983	27526	33
RA4010 - Operator	M	8/24/1956	27606	60
RA4010 - Operator	M	3/3/1950	27616	67
RA4010 - Operator	M	3/27/1963	27615	53
RA4010 - Operator	M	7/20/1961	27616	55
RA5020 - Mechanic	M	6/5/1972	27591	44
RA5025 - Utility	M	7/22/1992	27591	24
RA5025 - Utility	M	9/20/1954	27529	62
RA4010 - Operator	M	6/22/1952	27545	64

RA4010 - Operator	M	9/7/1971	27520	45
RA4010 - Operator	M	5/17/1959	27610	57
RA4010 - Operator	M	1/9/1977	27601	40
RA4010 - Operator	M	8/29/1974	27545	42
RA4010 - Operator	F	10/13/1977	27615	39
RA4010 - Operator	F	8/2/1983	27616	33
RA4010 - Operator	F	5/12/1965	27609	51
RA4010 - Operator	F	1/6/1968	27516	49
RA4010 - Operator	M	4/19/1968	27520	48
RA4010 - Operator	F	12/23/1955	27610	61
RA4010 - Operator	M	12/8/1989	27610	27
RA4010 - Operator	F	9/3/1961	27610	55
RA4010 - Operator	M	8/1/1946	27603	70
RA4010 - Operator	M	12/24/1957	27587	59
RA4010 - Operator	M	9/12/2011	27616	5
RA4010 - Operator	M	3/1/1972	27520	45
RA4010 - Operator	F	8/2/1975	27610	41
RA4010 - Operator	M	3/30/1964	27620	52
RA5020 - Mechanic	M	6/19/1985	27610	31
RA4010 - Operator	F	3/20/1962	27610	55
RA4010 - Operator	M	11/15/1964	27529	52
RA4010 - Operator	M	9/3/1976	27604	40
RA5020 - Mechanic	M	9/15/1969	27529	47
RA4010 - Operator	M	10/9/1966	27616	50
RA4010 - Operator	M	11/30/1966	27601	50
RA4010 - Operator	M	8/19/1974	27616	42
RA4010 - Operator	M	7/5/1989	27604	27
RA5025 - Utility	M	2/6/1967	27530	50
RA5020 - Mechanic	M	1/16/1978	27616	39
RA4010 - Operator	F	9/5/1971	27616	45
RA4010 - Operator	F	2/13/1983	27603	34
RA5020 - Mechanic	M	7/23/1979	27577	37
RA4010 - Operator	M	3/3/1963	27616	54
RA4010 - Operator	M	2/3/1951	27597	66
RA4010 - Operator	M	11/13/1962	27529	54
RA4010 - Operator	F	10/22/1978	27610	38
RA5020 - Mechanic	M	2/4/1974	27527	43
RA4010 - Operator	F	11/24/1975	27597	41
RA4010 - Operator	F	12/14/1981	27610	35
RA4010 - Operator	M	4/9/1960	27526	56
RA4010 - Operator	M	12/14/1965	27545	51
RA4010 - Operator	M	12/18/1975	27520	41
RA4010 - Operator	M	4/1/1978	27525	38
RA4010 - Operator	M	5/3/1990	27616	26
RA4010 - Operator	F	10/13/1972	27612	44
RA5020 - Mechanic	M	3/12/1989	27604	28
RA4010 - Operator	F	2/10/1969	27610	48

RA4010 - Operator	F	12/19/1975	27616	41
RA4010 - Operator	F	10/2/1963	27610	53
RA4010 - Operator	F	11/19/2012	27610	4
RA5020 - Mechanic	M	11/30/1978	27520	38
RA4010 - Operator	F	3/27/1961	27529	55
RA5025 - Utility	M	6/16/1986	27610	30
RA5025 - Paint & Body	M	11/17/1967	27511	49
RA5025 - Utility	M	4/24/1963	27610	53
RA4010 - Operator	M	9/24/1975	27504	41
RA4010 - Operator	M	10/5/1970	27560	46
RA4010 - Operator	M	4/26/1991	27603	25
RA4010 - Operator	M	7/30/1977	27504	39
RA4010 - Operator	M	2/23/1979	27604	38
RA4010 - Operator	M	12/27/1973	27604	43
RA4010 - Operator	F	9/9/1978	27609	38
RA4010 - Operator	M	6/25/1969	27606	47
RA4010 - Operator	F	4/11/1958	27616	58
RA4010 - Operator	M	3/21/1957	27529	60
RA4010 - Operator	F	11/9/1961	27610	55
RA4010 - Operator	F	4/29/1961	27607	55
RA4010 - Operator	M	2/21/1956	27520	61
RA4010 - Operator	F	1/9/1964	27591	53
RA4010 - Operator	M	2/16/1956	27529	61
RA4010 - Operator	M	3/12/1974	27549	43
RA4010 - Operator	F	3/31/1967	27610	49
RA4010 - Operator	F	10/24/1965	27610	51
RA4010 - Operator	M	2/14/1953	27610	64
RA4010 - Operator	F	7/3/1955	27587	61
RA4010 - Operator	F	8/3/1968	27529	48
RA4010 - Operator	F	10/29/1976	27610	40
RA5025 - Paint & Body	M	2/14/1963	27529	54
RA5025 - Utility	M	5/11/1974	27610	42
RA5025 - Utility	M	5/21/1958	28334	58
RA4010 - Operator	F	5/8/1960	27591	56
RA5020 - Mechanic	M	8/1/1972	27529	44
RA4010 - Operator	M	12/18/1975	27609	41
RA4010 - Operator	F	12/18/1986	27610	30
RA4010 - Operator	F	12/5/1953	27610	63
RA4010 - Operator	F	9/21/1972	27610	44
RA4010 - Operator	F	3/7/1963	27526	54
RA4010 - Operator	F	5/31/1968	27620	48
RA4010 - Operator	M	6/12/1951	27545	65
RA4010 - Operator	M	12/13/1988	27610	28
RA4010 - Operator	F	4/1/1977	27612	39
RA4010 - Operator	F	2/15/1972	27597	45
RA4010 - Operator	F	11/1/1954	27604	62
RA4010 - Operator	M	10/16/1970	27604	46

RA4010 - Operator	M	9/2/1971	27610	45
RA4010 - Operator	M	12/21/1983	27610	33
RA4010 - Operator	F	1/14/1976	27620	41
RA5020 - Mechanic	M	5/1/1984	27557	32
RA5025 - Utility	M	12/21/1990	27610	26
RA4010 - Operator	F	3/4/1961	27612	56
RA4010 - Operator	F	1/17/1967	27610	50
RA4010 - Operator	F	1/30/1959	27603	58
RA4010 - Operator	F	11/19/1956	27587	60
RA5025 - Utility	M	6/5/1970	27603	46
RA4010 - Operator	M	1/31/1955	27616	62
RA4010 - Operator	M	5/9/1969	27613	47
RA5025 - Utility	M	6/30/1978	27513	38
RA5025 - Utility	M	4/27/1960	27610	56
RA5020 - Mechanic	M	2/24/1979	27703	38
RA5020 - Mechanic	M	9/25/1965	27707	51
RA5025 - Utility	M	1/31/1961	27615	56
RA4010 - Operator	F	9/9/1969	27520	47
RA4010 - Operator	F	5/17/1956	27610	60
RA4010 - Operator	F	11/15/1983	27546	33
RA4010 - Operator	M	10/30/1980	27606	36
RA4010 - Operator	F	8/11/1960	27604	56
RA4010 - Operator	M	4/21/1955	27610	61
RA4010 - Operator	M	4/2/1953	27545	63
RA4010 - Operator	F	2/21/1967	27616	50
RA4010 - Operator	M	11/19/1967	27518	49
RA4010 - Operator	M	3/18/1978	27526	39
RA4010 - Operator	M	6/19/1967	27610	49
RA4010 - Operator	F	4/4/1971	27545	45
RA5025 - Utility	M	9/2/1954	27610	62
RA4010 - Operator	F	6/16/1964	27520	52
RA4010 - Operator	M	9/15/1966	27520	50
RA4010 - Operator	M	3/27/1973	24017	43
RA4010 - Operator	M	8/28/1951	28314	65
RA5025 - Utility	M	6/4/1963	27540	53
RA4010 - Operator	M	4/20/1966	27610	50
RA4010 - Operator	F	10/15/1961	27603	55
RA4010 - Operator	F	5/1/1973	27610	43
RA4010 - Operator	F	6/14/1957	27613	59
RA4010 - Operator	M	7/2/1957	27616	59
RA4010 - Operator	M	2/23/1986	27703	31
RA4010 - Operator	M	8/2/1959	27616	57
RA4010 - Operator	M	1/26/1945	27610	72
RA4010 - Operator	F	1/25/1965	27606	52
RA4010 - Operator	F	8/4/1964	27616	52
RA5020 - Mechanic	M	9/2/1982	27545	34
RA4010 - Operator	F	1/28/1954	27587	63

RA4010 - Operator	F	5/12/1969	27526	47
RA4010 - Operator	F	7/12/1975	27529	41
RA4010 - Operator	M	9/27/1966	27508	50
RA4010 - Operator	M	4/18/1951	27604	65
RA4010 - Operator	F	12/6/1972	27526	44
RA4010 - Operator	M	7/31/1974	27616	42
RA4010 - Operator	M	3/29/1959	27529	57
RA4010 - Operator	M	12/26/1976	27703	40
RA4010 - Operator	F	11/11/1967	27545	49
RA4010 - Operator	M	10/29/1960	27610	56

GoRaleigh

Non Union Census info

E=Employee Only

ES=Employee+Spouse

EC=Employee+Family

F=Family

9/9/2016

HR Department ID	Gender	Type	DOB	Zip	Age
Dispatch	F	E	5/12/1957	27610	59
Dispatch	M	E	12/10/1970	27620	46
Dispatch	F	E	9/10/1978	27344	38
Dispatch	M	E	5/2/1953	27816	63
Dispatch	F	E	12/16/1975	27624	41
G&A	M	E	8/16/1954	27545	62
G&A	F	EC	2/26/1976	28315	41
G&A	F	E	2/29/1992	27545	25
G&A	M	F	9/12/1977	27519	39
G&A	F	E	1/29/1990	27529	27
G&A	M	E	11/24/1982	27610	34
G&A	M	EC	8/9/1971	27520	45
G&A	M	ES	1/4/1987	28348	30
Maintenance Admin	F	E	8/11/1952	27518	64
Maintenance Stores	M	E	7/6/1987	27851	29
Maintenance Stores	F	E	10/22/1976	27603	40
Maintenance Supervisor	M	E	4/15/1968	27545	48
Maintenance Supervisor	M	F	3/6/1969	27603	48
Maintenance Supervisor	M	E	9/8/1954	27616	62
Maintenance Supervisor	M	ES	12/4/1963	27520	53
Ops Admin	F	EC	2/4/1964	27284	53
Ops Stores	M	E	5/15/1986	27520	30
Ops Supervisor	F	ES	7/2/1958	27610	58
Ops Supervisor	M	E	11/3/1966	27610	50
Ops Supervisor	M	E	1/19/1974	27604	43
Ops Supervisor	M	EC	2/20/1950	27597	67
Ops Supervisor	M	F	6/13/1966	27597	50
Ops Supervisor	F	E	11/8/1974	27610	42
Ops Supervisor	F	E	3/10/1982	27606	35
Ops Supervisor	M	F	6/15/1975	27545	41
Ops Supervisor	M	E	7/16/1967	27610	49
Ops Supervisor	M	E	10/16/1956	27529	60
Ops Supervisor	M	E	8/18/1961	27529	55
Ops Ticket Booth	F	EC	4/20/1966	27615	50
Ops Ticket Booth	F	E	3/31/1964	27615	52
Safety	M	E	12/11/1986	27620	30
Safety	F	ES	11/26/1963	27613	53

HR Department ID	Hire Date	Last Name	First Name	
RA4010 - Operator	11/14/1969	Giles	John	\$21.70
RA4010 - Operator	6/17/1977	Wilson	Ronald	\$21.70
RA4010 - Operator	7/25/1981	Watson	Milton	\$21.70
RA4010 - Operator	7/30/1988	McCullers	Reginald	\$21.70
RA4010 - Operator	7/15/1992	Webb	Wilton	\$21.70
RA4010 - Operator	6/13/1994	McCotter	Sondra	\$21.70
RA4010 - Operator	9/21/1994	Alston	Tammi	\$21.70
RA4010 - Operator	9/21/1994	McCullers	Sherita	\$21.70
RA4010 - Operator	9/3/1996	Brown	Aldonia	\$21.70
RA4010 - Operator	11/18/1996	Gorham	Dennis	\$21.70
RA4010 - Operator	11/18/1996	Shepherd Jr	Iziah	\$21.70
RA4010 - Operator	8/18/1997	Young	James	\$21.70
RA4010 - Operator	12/1/1997	Dawson	James	\$21.70
RA4010 - Operator	12/1/1997	Gill	Robert	\$21.70
RA4010 - Operator	11/30/1998	Bauerle	Bonnie	\$21.70
RA4010 - Operator	4/26/1999	Blaylock	Eric	\$21.70
RA4010 - Operator	6/10/1999	Jones	Rosalind	\$21.70
RA4010 - Operator	6/10/1999	Perry	Melinda	\$21.70
RA4010 - Operator	12/29/1999	Rowe	Shirley	\$21.70
RA4010 - Operator	6/19/2000	Lara	Barbara	\$21.70
RA4010 - Operator	1/22/2001	Garner	Teresa	\$21.70
RA4010 - Operator	3/12/2001	Holloman	Donald	\$21.70
RA4010 - Operator	5/14/2001	Byrd	James	\$21.70
RA4010 - Operator	7/16/2001	Perry	Ronald	\$21.70
RA4010 - Operator	4/15/2002	Best	Brian	\$21.70
RA4010 - Operator	8/5/2002	Brown	Blair	\$21.70
RA4010 - Operator	10/7/2002	McAlister	Shawn	\$13.25
RA4010 - Operator	1/13/2003	Daye	George	\$21.70
RA4010 - Operator	2/24/2003	Clark	Norman	\$21.70
RA4010 - Operator	2/24/2003	Richardson	Vickie	\$21.70
RA4010 - Operator	1/28/2004	Smith	Regina	\$21.70
RA4010 - Operator	4/5/2004	Shepherd	Eddie	\$21.70
RA4010 - Operator	9/27/2004	Partin	Dorothy	\$21.70
RA4010 - Operator	9/27/2004	Powell	Pauline	\$21.70
RA4010 - Operator	4/18/2005	Williams	Joleatha	\$21.70
RA4010 - Operator	6/20/2005	Ratliff	Yasmin	\$21.70
RA4010 - Operator	7/11/2005	Mayers	Cecelia	\$21.70
RA4010 - Operator	7/25/2005	Holloway	Deonna	\$21.70
RA4010 - Operator	9/12/2005	Goode	Felicia	\$21.70
RA4010 - Operator	11/14/2005	Finney	Ronnie	\$21.70
RA4010 - Operator	12/12/2005	Jackson	Michael	\$21.70
RA4010 - Operator	2/6/2006	Gray	Vanessa	\$21.70
RA4010 - Operator	3/13/2006	Young	Maurice	\$21.70
RA4010 - Operator	7/5/2006	Williams	Melisa	\$21.70
RA4010 - Operator	8/8/2006	Yow	Anthony	\$21.70

RA4010 - Operator	10/2/2006	Fuller	Tymica	\$21.70
RA4010 - Operator	11/20/2006	Williams	Carol	\$21.70
RA4010 - Operator	2/19/2007	Cruz	Henry	\$21.70
RA4010 - Operator	2/19/2007	Price	Vincent	\$21.70
RA4010 - Operator	3/26/2007	McKinnie	Beverly	\$21.70
RA4010 - Operator	3/26/2007	Moore	Voceria	\$21.70
RA4010 - Operator	4/30/2007	Remeliik	Corianne	\$21.70
RA4010 - Operator	7/2/2007	Fisher	Mike	\$21.70
RA4010 - Operator	3/10/2008	McKinnon	Clayton	\$21.70
RA4010 - Operator	6/16/2008	Walker	Vickie	\$21.70
RA4010 - Operator	8/18/2008	O'Neal	Bernice	\$21.70
RA4010 - Operator	9/22/2008	Miller	Damon	\$21.70
RA4010 - Operator	11/3/2008	Engels	Phelton	\$21.70
RA4010 - Operator	11/3/2008	Holder	Johnny	\$21.70
RA4010 - Operator	11/3/2008	Scott	Rose Marie	\$21.70
RA4010 - Operator	1/20/2009	Fortune-Green	Jasmin	\$21.70
RA4010 - Operator	4/20/2009	Dewberry	Terrence	\$21.70
RA4010 - Operator	4/20/2009	Milhouse	Gregory	\$21.70
RA4010 - Operator	8/31/2009	Bullock	Vickie	\$21.70
RA4010 - Operator	8/31/2009	James	Walter	\$21.70
RA4010 - Operator	8/31/2009	Riles	Roosevelt	\$21.70
RA4010 - Operator	8/31/2009	Smith	Elgin	\$21.70
RA4010 - Operator	1/19/2010	Marshall	Jason	\$21.70
RA4010 - Operator	4/19/2010	Bryant	Dion	\$21.70
RA4010 - Operator	4/19/2010	Hargrove	Steven	\$21.70
RA4010 - Operator	4/19/2010	Horne	Stephanie	\$13.91
RA4010 - Operator	6/7/2010	Turrentine	Rodney	\$21.70
RA4010 - Operator	7/1/2010	Toney Sr	Leroy	\$14.61
RA4010 - Operator	8/23/2010	Asaminew	Daniel	\$21.70
RA4010 - Operator	8/23/2010	Fulton	William	\$21.70
RA4010 - Operator	8/23/2010	Harris	Jermaine	\$21.70
RA4010 - Operator	8/23/2010	Powell	Ronald	\$21.70
RA4010 - Operator	11/29/2010	Kearney	Patricia	\$21.70
RA4010 - Operator	11/29/2010	Miller	Vicky	\$21.70
RA4010 - Operator	2/21/2011	Bell	Sim	\$21.70
RA4010 - Operator	2/21/2011	Davis	David	\$21.70
RA4010 - Operator	4/11/2011	Farris	Allen	\$21.70
RA4010 - Operator	9/12/2011	Givens	Robert	\$21.70
RA4010 - Operator	9/12/2011	Rivera	Michael	\$21.70
RA4010 - Operator	9/12/2011	Weems	Valerie	\$21.70
RA4010 - Operator	10/13/2011	Golding	Robert	\$16.41
RA4010 - Operator	10/13/2011	James	Anthony	\$14.61
RA4010 - Operator	12/12/2011	Mitchener	Larry	\$21.70
RA4010 - Operator	11/19/2012	Kershaw	Nettie	\$16.41
RA4010 - Operator	11/26/2012	Palmer	Terrance	\$16.41
RA4010 - Operator	2/25/2013	Flegler	Dennis	\$18.44
RA4010 - Operator	4/23/2013	Gwarnicki	Remigiusz	\$18.44

RA4010 - Operator	7/1/2013	Martin	Kendrick	\$18.44
RA4010 - Operator	7/1/2013	Tate	Joseph	\$13.25
RA4010 - Operator	7/1/2013	Varvir	Cassandra	\$18.44
RA4010 - Operator	8/12/2013	Barbosa	Juan	\$16.41
RA4010 - Operator	11/4/2013	Hannah	Douglas	\$16.41
RA4010 - Operator	11/4/2013	Moore	Tanisha	\$16.41
RA4010 - Operator	1/6/2014	Cotton	Cleopatra	\$16.41
RA4010 - Operator	1/6/2014	High	Rhonda	\$16.41
RA4010 - Operator	1/6/2014	Miller	Priscilla	\$16.41
RA4010 - Operator	1/6/2014	Walker	Duane	\$16.41
RA4010 - Operator	3/3/2014	Archibald	Carolyn	\$13.25
RA4010 - Operator	3/3/2014	Fuller	Kimberly	\$16.41
RA4010 - Operator	3/3/2014	Monroe	Marline	\$16.41
RA4010 - Operator	3/3/2014	Perry	Brian	\$16.41
RA4010 - Operator	3/3/2014	Rose	Michelle	\$16.41
RA4010 - Operator	3/3/2014	Vaughn	RoShanda	\$16.41
RA4010 - Operator	4/21/2014	Alexander	Ronald	\$16.41
RA4010 - Operator	4/21/2014	James	Kenan	\$16.41
RA4010 - Operator	4/21/2014	Pulley	Keisha	\$16.41
RA4010 - Operator	4/21/2014	Young	Yudesca	\$16.41
RA4010 - Operator	5/12/2014	Cook	Kimishia	\$16.41
RA4010 - Operator	5/12/2014	Dry	Darryl	\$16.41
RA4010 - Operator	5/12/2014	Holden	Robert	\$16.41
RA4010 - Operator	5/12/2014	Strozier	Terri	\$16.41
RA4010 - Operator	7/7/2014	Franklin	Latoya	\$16.41
RA4010 - Operator	7/7/2014	Hinton	Marissa	\$16.41
RA4010 - Operator	7/7/2014	Johnson	Sitra	\$16.41
RA4010 - Operator	7/7/2014	Lynn	Gary	\$16.41
RA4010 - Operator	7/7/2014	Pharr	Latonya	\$16.41
RA4010 - Operator	7/7/2014	Wright	Robert	\$16.41
RA4010 - Operator	7/29/2014	Mangum	James	\$14.61
RA4010 - Operator	9/8/2014	Sanders-Baldwin	Annette	\$14.61
RA4010 - Operator	9/8/2014	Williams	Ollie	\$14.61
RA4010 - Operator	12/1/2014	Almontaser	Mahmood	\$14.61
RA4010 - Operator	12/1/2014	Copeland-Allen	Sharyene	\$14.61
RA4010 - Operator	12/1/2014	Steward	Erskena	\$14.61
RA4010 - Operator	1/5/2015	McLean	Margaret	\$14.61
RA4010 - Operator	1/5/2015	Perkins	Sherrelldine	\$14.61
RA4010 - Operator	3/16/2015	Gresham	Archibald	\$14.61
RA4010 - Operator	3/16/2015	Woodard	Kesha	\$14.61
RA4010 - Operator	4/20/2015	Avery	Janice	\$14.61
RA4010 - Operator	4/20/2015	Randolph	Sheryl	\$14.61
RA4010 - Operator	6/1/2015	Banks	Marcia	\$14.61
RA4010 - Operator	6/1/2015	Partin	Katrina	\$14.61
RA4010 - Operator	7/27/2015	Gilbert	Sharon	\$14.61
RA4010 - Operator	7/27/2015	Jenkins	Jamal	\$14.61
RA4010 - Operator	7/27/2015	Perry	Nakisha	\$14.61

RA4010 - Operator	9/14/2015	Champaign	Joseph	\$13.91
RA4010 - Operator	9/28/2015	Amos	Demonica	\$13.91
RA4010 - Operator	9/28/2015	Gause	Kenderick	\$13.25
RA4010 - Operator	9/28/2015	Harris	Neco	\$13.25
RA4010 - Operator	9/28/2015	Walker	George	\$14.91
RA4010 - Operator	9/28/2015	Wells	Pamela	\$13.91
RA4010 - Operator	1/19/2016	Pullen	Donald	\$13.91
RA4010 - Operator	3/14/2016	Brown	Kymeka	\$13.25
RA4010 - Operator	3/14/2016	Davis	Laquisha	\$13.25
RA4010 - Operator	3/14/2016	Horne	Chovia	\$13.25
RA4010 - Operator	3/14/2016	Lopez	Terry	\$13.25
RA4010 - Operator	3/14/2016	Louis	Garfield	\$13.25
RA4010 - Operator	3/14/2016	Palmer	Bashara	\$13.25
RA4010 - Operator	3/14/2016	Soussi	Zine	\$13.25
RA4010 - Operator	3/14/2016	Spinks	Joseph	\$13.25
RA4010 - Operator	3/14/2016	Taiwo	Abayomi	\$13.25
RA4010 - Operator	3/15/2016	Bond-Watkins	Tammy	\$13.25
RA4010 - Operator	5/23/2016	Satterwhite	Robert	\$13.25
RA4010 - Operator	7/11/2016	Jones	Reta	\$13.25
RA4010 - Operator	8/29/2016	Cobb	Leslie	\$16.41

RA5020 - Mechanic	3/20/1995	Hornbuckle	James	\$27.72
RA5020 - Mechanic	10/8/2001	Duff	Marc	\$23.94
RA5020 - Mechanic	9/16/2002	Hodge	William	\$22.69
RA5020 - Mechanic	7/14/2003	Hicks	Willie	\$20.44
RA5020 - Mechanic	3/14/2005	Lacy	Keldric	\$27.72
RA5020 - Mechanic	8/16/2005	Hanks	Reginald	\$22.14
RA5020 - Mechanic	7/22/2008	Branch	Brandon	\$20.44
RA5020 - Mechanic	10/20/2008	Graves	Jermaine	\$27.48
RA5020 - Mechanic	6/21/2010	Wells	Christopher	\$20.44
RA5020 - Mechanic	8/30/2010	Pulley	Jonathan	\$20.44
RA5020 - Mechanic	3/28/2011	Bell	Jeramiah	\$27.72
RA5020 - Mechanic	4/11/2011	Page	Patrick	\$22.14
RA5020 - Mechanic	9/26/2011	Chavis	Luther	\$23.59
RA5020 - Mechanic	12/11/2015	Robertson	Vernon	\$24.47
RA5020 - Mechanic	12/30/2015	Rodriguez	Milton	\$27.72
RA5020 - Mechanic	2/22/2016	Johnson	Christian	\$18.50

RA5025 - Paint & Body	6/21/2005	Moore	Daniel	\$22.49
RA5025 - Paint & Body	5/25/2011	Lee	Edward	\$20.44

RA5025 - Utility	6/8/1999	Roberson	Steven	\$17.70
RA5025 - Utility	4/2/2001	Morrison	Jerry	\$17.70
RA5025 - Utility	6/11/2007	Edwards	Randy	\$17.70

RA5025 - Utility	8/25/2008	Rivera	Michael	\$17.70
RA5025 - Utility	7/27/2009	Torres	Jose	\$17.70
RA5025 - Utility	4/12/2011	Rojas	Juan	\$17.90
RA5025 - Utility	11/5/2012	Stroman	Clinton	\$17.70
RA5025 - Utility	11/27/2012	Harvey	Timothy	\$17.70
RA5025 - Utility	7/27/2015	Morris	Joshua	\$14.05
RA5025 - Utility	8/10/2015	Pulley	Christopher	\$13.60
RA5025 - Utility	4/11/2016	Duff	Joseph	\$13.10
RA5025 - Utility	5/16/2016	Lawson	Kevin	\$12.65
RA5025 - Utility	7/5/2016	Campbell	Jaylen	\$12.65
RA5025 - Utility	7/5/2016	Richardson	Timothy	\$12.65
RA5025 - Utility	8/29/2016	Limehouse	James	\$13.25

Non Revenue Vehicles

Shuttle Vehicles (S) Denotes Supervisor Vehicles

1	008	2009 Toyota Camry (Hybrid)
2	445	2012 Ford E350 Van (Gas)
3	449	2012 Ford E350 Van (Gas)
4	521	2012 Ford E350 Van (Gas)
5	6029 (S)	2010 Dodge Journey (Gas)
6	6030	2011 Ford Fusion (Gas)
7	6031	2011 Ford Fusion (Gas)
8	6032	2012 Nissan Leaf (Electric)
9	6033	2012 Nissan Leaf (Electric)
10	6034 (S)	2012 Toyota Camry (Hybrid)
11	6035 (S)	2012 Toyota Camry (Hybrid)
12	6036	2012 Toyota Camry (Hybrid)
13	6037 (S)	2012 Dodge Caravan (Gas)
14	6038 (S)	2016 Dodge Caravan (Gas)
15	6039 (S)	2016 Dodge Caravan (Gas)
16	6040	2017 Ford Fusion (Gas)
17	6041	2017 Ford Fusion (Gas)

Service Vehicles

18	007 (S)	2005 Chevy Silverado (Gas)
19	450	2012 Ford E350 Van (Gas)
20	6020	2004 Chevy DuraMax 2500 (D2)
21	6024	2008 Ford F-150 (Gas)

MEDICAL CONTRIBUTION-ACTIVE

<u>MEDICAL INSURANCE</u>		10/1/2015 to 10/1/2016				
PLAN "A"		<u>BIWEEKLY</u>	<u>EMPLOYEES</u>	<u>CITY'S</u>	<u>CITY'S</u>	<u>TOTAL</u>
<u>COVERAGE TYPE</u>	<u>Tier</u>	<u>AMOUNT</u>	<u>SHARE PER</u>	<u>COST PER</u>	<u>COST PER</u>	<u>MONTHLY</u>
		<u>DEDUCTED</u>	<u>MONTH</u>	<u>MONTH</u>	<u>BIWKLY</u>	<u>PREMIUM</u>
Family	Compliant	\$249.50	\$499.00	\$1,501.00	\$750.50	\$2,000.00
	No HRA	\$269.50	\$539.00	\$1,461.00	\$730.50	\$2,000.00
	Uses Tobacco	\$269.50	\$539.00	\$1,461.00	\$730.50	\$2,000.00
	No HRA & Uses Tobacco	\$289.50	\$579.00	\$1,421.00	\$710.50	\$2,000.00
Emp/Spouse	Compliant	\$165.00	\$330.00	\$1,035.00	\$517.50	\$1,365.00
	No HRA	\$185.00	\$370.00	\$995.00	\$497.50	\$1,365.00
	Uses Tobacco	\$185.00	\$370.00	\$995.00	\$497.50	\$1,365.00
	No HRA & Uses Tobacco	\$205.00	\$410.00	\$955.00	\$477.50	\$1,365.00
Parent/Child	Compliant	\$80.63	\$161.25	\$971.75	\$485.88	\$1,133.00
	No HRA	\$100.63	\$201.25	\$931.75	\$465.88	\$1,133.00
	Uses Tobacco	\$100.63	\$201.25	\$931.75	\$465.88	\$1,133.00
	No HRA & Uses Tobacco	\$120.63	\$241.25	\$891.75	\$445.88	\$1,133.00
Parent/Children	Compliant	\$107.50	\$215.00	\$918.00	\$459.00	\$1,133.00
	No HRA	\$127.50	\$255.00	\$878.00	\$439.00	\$1,133.00
	Uses Tobacco	\$127.50	\$255.00	\$878.00	\$439.00	\$1,133.00
	No HRA & Uses Tobacco	\$147.50	\$295.00	\$838.00	\$419.00	\$1,133.00
Individual	Compliant	\$21.50	\$43.00	\$595.00	\$297.50	\$638.00
	No HRA	\$41.50	\$83.00	\$555.00	\$277.50	\$638.00
	Uses Tobacco	\$41.50	\$83.00	\$555.00	\$277.50	\$638.00
	No HRA & Uses Tobacco	\$61.50	\$123.00	\$515.00	\$257.50	\$638.00

MEDICAL INSURANCE

10/1/2015 to 10/1/2016

PLAN "B"

<u>COVERAGE TYPE</u>	<u>Tier</u>	<u>BIWEEKLY AMOUNT DEDUCTED</u>	<u>EMPLOYEES SHARE PER MONTH</u>	<u>CITY'S COST PER MONTH</u>	<u>CITY'S COST PER BIWKLY</u>	<u>TOTAL MONTHLY PREMIUM</u>
Family	Compliant	\$175.50	\$351.00	\$847.00	\$423.50	\$1,198.00
	No HRA	\$193.00	\$386.00	\$812.00	\$406.00	\$1,198.00
	Uses Tobacco	\$193.00	\$386.00	\$812.00	\$406.00	\$1,198.00
	No HRA & Uses Tobacco	\$210.50	\$421.00	\$777.00	\$388.50	\$1,198.00
Emp/Spouse	Compliant	\$114.50	\$229.00	\$588.00	\$294.00	\$817.00
	No HRA	\$132.00	\$264.00	\$553.00	\$276.50	\$817.00
	Uses Tobacco	\$132.00	\$264.00	\$553.00	\$276.50	\$817.00
	No HRA & Uses Tobacco	\$149.50	\$299.00	\$518.00	\$259.00	\$817.00
Parent/Child	Compliant	\$50.63	\$101.25	\$576.75	\$288.38	\$678.00
	No HRA	\$68.13	\$136.25	\$541.75	\$270.88	\$678.00
	Uses Tobacco	\$68.13	\$136.25	\$541.75	\$270.88	\$678.00
	No HRA & Uses Tobacco	\$85.63	\$171.25	\$506.75	\$253.38	\$678.00
Parent/Child(ren)	Compliant	\$67.50	\$135.00	\$543.00	\$271.50	\$678.00
	No HRA	\$85.00	\$170.00	\$508.00	\$254.00	\$678.00
	Uses Tobacco	\$85.00	\$170.00	\$508.00	\$254.00	\$678.00
	No HRA & Uses Tobacco	\$102.50	\$205.00	\$473.00	\$236.50	\$678.00
Individual	Compliant	\$0.00	\$0.00	\$382.00	\$191.00	\$382.00
	No HRA	\$17.50	\$35.00	\$347.00	\$173.50	\$382.00
	Uses Tobacco	\$17.50	\$35.00	\$347.00	\$173.50	\$382.00
	No HRA & Uses Tobacco	\$35.00	\$70.00	\$312.00	\$156.00	\$382.00

2016

Plan A

HRA	\$40
TOBACCO	\$40

Non Bargaining Unit employees	Hire Date	Hourly Rate
RA4015 - Operations Assistant	4/21/2016	\$16.22
RA4015 - Operations Assistant (Part Time)	7/11/2016	\$11.00
RA4040 - Dispatch	7/26/2010	\$19.50
RA4040 - Dispatch	9/26/2011	\$21.83
RA4040 - Dispatch	9/23/2013	\$18.65
RA4040 - Dispatch	2/1/2016	\$17.33
RA4040 - Dispatch	5/16/2016	\$17.33
RA4060 - Safety	8/2/2010	\$23.65
RA4060 - Safety	5/29/2012	\$18.17
RA4080 - Road Supervisor	8/26/1991	\$26.14
RA4080 - Road Supervisor	4/21/1998	\$25.75
RA4080 - Road Supervisor	6/10/1999	\$23.93
RA4080 - Road Supervisor	5/18/2009	\$22.00
RA4080 - Road Supervisor	2/21/2011	\$21.36
RA4080 - Road Supervisor	9/6/2011	\$21.36
RA4080 - Road Supervisor	7/23/2012	\$31.25
RA4080 - Road Supervisor	9/9/2013	\$20.74
RA4080 - Road Supervisor	4/21/2014	\$18.71
RA4080 - Road Supervisor	11/10/2014	\$18.71
RA4080 - Road Supervisor	12/1/2014	\$20.13
RA4080 - Road Supervisor	3/16/2015	\$18.71
RA4080 - Road Supervisor	5/18/2015	\$25.96
RA4991 - Customer Service Representative	10/25/2010	\$15.14
RA4991 - Customer Service Representative	2/5/2014	\$14.27
RA5010 - Mechanic Supervisor	5/10/1994	\$26.44
RA5010 - Mechanic Supervisor	10/16/2000	\$25.48
RA5010 - Mechanic Supervisor	7/1/2004	\$31.13
RA5010 - Mechanic Supervisor	7/25/2016	\$25.00
RA5010 - Mechanic Supervisor	8/29/2016	\$18.51
RA5105 - Maintenance Administrative Assistant	2/7/2005	\$18.16
RA5032 - Maintenance Parts	6/27/2005	\$23.93
RA5032 - Maintenance Parts	9/12/2007	\$15.59
RA5032 - Maintenance Parts	7/13/2015	\$13.79
RA6105 - Human Resources	2/22/2016	\$23.08

RA6105 - Human Resources	4/7/2014	\$17.31
RA6105 - General & Administrative	12/4/2012	\$23.69
RA6105 - General & Administrative	2/4/2013	\$19.55
RA6105 - General & Administrative	3/16/2015	\$13.27
RA6105 - General & Administrative	7/27/2015	\$26.46
RA6105 - General & Administrative	6/13/2016	\$13.26
RA6105 - General & Administrative	6/13/2016	\$15.07
RA6105 - General & Administrative (Part Time)	10/15/2012	\$10.00
RA6105 - General & Administrative (Part Time)	9/14/2015	\$10.00

HR Department ID	Hire Date	Last Name	First Name
RA4010 - Operator	11/14/1969	Giles	John
RA4010 - Operator	6/17/1977	Wilson	Ronald
RA4010 - Operator	7/25/1981	Watson	Milton
RA4010 - Operator	7/30/1988	McCullers	Reginald
RA4010 - Operator	7/15/1992	Webb	Wilton
RA4010 - Operator	6/13/1994	McCotter	Sondra
RA4010 - Operator	9/21/1994	Alston	Tammi
RA4010 - Operator	9/21/1994	McCullers	Sherita
RA4010 - Operator	9/3/1996	Brown	Aldonia
RA4010 - Operator	11/18/1996	Gorham	Dennis
RA4010 - Operator	11/18/1996	Shepherd Jr	Iziah
RA4010 - Operator	8/18/1997	Young	James
RA4010 - Operator	12/1/1997	Dawson	James
RA4010 - Operator	12/1/1997	Gill	Robert
RA4010 - Operator	11/30/1998	Bauerle	Bonnie
RA4010 - Operator	4/26/1999	Blaylock	Eric
RA4010 - Operator	6/10/1999	Jones	Rosalind
RA4010 - Operator	6/10/1999	Perry	Melinda
RA4010 - Operator	12/29/1999	Rowe	Shirley
RA4010 - Operator	6/19/2000	Lara	Barbara
RA4010 - Operator	1/22/2001	Garner	Teresa
RA4010 - Operator	3/12/2001	Holloman	Donald
RA4010 - Operator	5/14/2001	Byrd	James
RA4010 - Operator	7/16/2001	Perry	Ronald
RA4010 - Operator	4/15/2002	Best	Brian
RA4010 - Operator	8/5/2002	Brown	Blair
RA4010 - Operator	10/7/2002	McAlister	Shawn
RA4010 - Operator	1/13/2003	Daye	George
RA4010 - Operator	2/24/2003	Clark	Norman
RA4010 - Operator	2/24/2003	Richardson	Vickie
RA4010 - Operator	1/28/2004	Smith	Regina
RA4010 - Operator	4/5/2004	Shepherd	Eddie
RA4010 - Operator	9/27/2004	Partin	Dorothy
RA4010 - Operator	9/27/2004	Powell	Pauline
RA4010 - Operator	4/18/2005	Williams	Joleatha
RA4010 - Operator	6/20/2005	Ratliff	Yasmin
RA4010 - Operator	7/11/2005	Mayers	Cecelia
RA4010 - Operator	7/25/2005	Holloway	Deonna
RA4010 - Operator	9/12/2005	Goode	Felicia
RA4010 - Operator	11/14/2005	Finney	Ronnie
RA4010 - Operator	12/12/2005	Jackson	Michael
RA4010 - Operator	2/6/2006	Gray	Vanessa
RA4010 - Operator	3/13/2006	Young	Maurice
RA4010 - Operator	7/5/2006	Williams	Melisa
RA4010 - Operator	8/8/2006	Yow	Anthony

RA4010 - Operator	10/2/2006	Fuller	Tymica
RA4010 - Operator	11/20/2006	Williams	Carol
RA4010 - Operator	2/19/2007	Cruz	Henry
RA4010 - Operator	2/19/2007	Price	Vincent
RA4010 - Operator	3/26/2007	McKinnie	Beverly
RA4010 - Operator	3/26/2007	Moore	Voceria
RA4010 - Operator	4/30/2007	Remeliik	Corianne
RA4010 - Operator	7/2/2007	Fisher	Mike
RA4010 - Operator	3/10/2008	McKinnon	Clayton
RA4010 - Operator	6/16/2008	Walker	Vickie
RA4010 - Operator	8/18/2008	O'Neal	Bernice
RA4010 - Operator	9/22/2008	Miller	Damon
RA4010 - Operator	11/3/2008	Engels	Phelton
RA4010 - Operator	11/3/2008	Holder	Johnny
RA4010 - Operator	11/3/2008	Scott	Rose Marie
RA4010 - Operator	1/20/2009	Fortune-Green	Jasmin
RA4010 - Operator	4/20/2009	Dewberry	Terrence
RA4010 - Operator	4/20/2009	Milhouse	Gregory
RA4010 - Operator	8/31/2009	Bullock	Vickie
RA4010 - Operator	8/31/2009	James	Walter
RA4010 - Operator	8/31/2009	Riles	Roosevelt
RA4010 - Operator	8/31/2009	Smith	Elgin
RA4010 - Operator	1/19/2010	Marshall	Jason
RA4010 - Operator	4/19/2010	Bryant	Dion
RA4010 - Operator	4/19/2010	Hargrove	Steven
RA4010 - Operator	4/19/2010	Horne	Stephanie
RA4010 - Operator	6/7/2010	Turrentine	Rodney
RA4010 - Operator	7/1/2010	Toney Sr	Leroy
RA4010 - Operator	8/23/2010	Asaminew	Daniel
RA4010 - Operator	8/23/2010	Fulton	William
RA4010 - Operator	8/23/2010	Harris	Jermaine
RA4010 - Operator	8/23/2010	Powell	Ronald
RA4010 - Operator	11/29/2010	Kearney	Patricia
RA4010 - Operator	11/29/2010	Miller	Vicky
RA4010 - Operator	2/21/2011	Bell	Sim
RA4010 - Operator	2/21/2011	Davis	David
RA4010 - Operator	4/11/2011	Farris	Allen
RA4010 - Operator	9/12/2011	Givens	Robert
RA4010 - Operator	9/12/2011	Rivera	Michael
RA4010 - Operator	9/12/2011	Weems	Valerie
RA4010 - Operator	10/13/2011	Golding	Robert
RA4010 - Operator	10/13/2011	James	Anthony
RA4010 - Operator	12/12/2011	Mitchener	Larry
RA4010 - Operator	11/19/2012	Kershaw	Nettie
RA4010 - Operator	11/26/2012	Palmer	Terrance
RA4010 - Operator	2/25/2013	Flegler	Dennis
RA4010 - Operator	4/23/2013	Gwarnicki	Remigiusz

RA4010 - Operator	7/1/2013	Martin	Kendrick
RA4010 - Operator	7/1/2013	Tate	Joseph
RA4010 - Operator	7/1/2013	Varvir	Cassandra
RA4010 - Operator	8/12/2013	Barbosa	Juan
RA4010 - Operator	11/4/2013	Hannah	Douglas
RA4010 - Operator	11/4/2013	Moore	Tanisha
RA4010 - Operator	1/6/2014	Cotton	Cleopatra
RA4010 - Operator	1/6/2014	High	Rhonda
RA4010 - Operator	1/6/2014	Miller	Priscilla
RA4010 - Operator	1/6/2014	Walker	Duane
RA4010 - Operator	3/3/2014	Archibald	Carolyn
RA4010 - Operator	3/3/2014	Fuller	Kimberly
RA4010 - Operator	3/3/2014	Monroe	Marline
RA4010 - Operator	3/3/2014	Perry	Brian
RA4010 - Operator	3/3/2014	Rose	Michelle
RA4010 - Operator	3/3/2014	Vaughn	RoShanda
RA4010 - Operator	4/21/2014	Alexander	Ronald
RA4010 - Operator	4/21/2014	James	Kenan
RA4010 - Operator	4/21/2014	Pulley	Keisha
RA4010 - Operator	4/21/2014	Young	Yudesca
RA4010 - Operator	5/12/2014	Cook	Kimishia
RA4010 - Operator	5/12/2014	Dry	Darryl
RA4010 - Operator	5/12/2014	Holden	Robert
RA4010 - Operator	5/12/2014	Strozier	Terri
RA4010 - Operator	7/7/2014	Franklin	Latoya
RA4010 - Operator	7/7/2014	Hinton	Marissa
RA4010 - Operator	7/7/2014	Johnson	Sitra
RA4010 - Operator	7/7/2014	Lynn	Gary
RA4010 - Operator	7/7/2014	Pharr	Latonya
RA4010 - Operator	7/7/2014	Wright	Robert
RA4010 - Operator	7/29/2014	Mangum	James
RA4010 - Operator	9/8/2014	Sanders-Baldwin	Annette
RA4010 - Operator	9/8/2014	Williams	Ollie
RA4010 - Operator	12/1/2014	Almontaser	Mahmood
RA4010 - Operator	12/1/2014	Copeland-Allen	Sharyene
RA4010 - Operator	12/1/2014	Steward	Erskena
RA4010 - Operator	1/5/2015	McLean	Margaret
RA4010 - Operator	1/5/2015	Perkins	Sherrelldine
RA4010 - Operator	3/16/2015	Gresham	Archibald
RA4010 - Operator	3/16/2015	Woodard	Kesha
RA4010 - Operator	4/20/2015	Avery	Janice
RA4010 - Operator	4/20/2015	Randolph	Sheryl
RA4010 - Operator	6/1/2015	Banks	Marcia
RA4010 - Operator	6/1/2015	Partin	Katrina
RA4010 - Operator	7/27/2015	Gilbert	Sharon
RA4010 - Operator	7/27/2015	Jenkins	Jamal
RA4010 - Operator	7/27/2015	Perry	Nakisha

RA4010 - Operator	9/14/2015	Champaign	Joseph
RA4010 - Operator	9/28/2015	Amos	Demonica
RA4010 - Operator	9/28/2015	Gause	Kenderick
RA4010 - Operator	9/28/2015	Harris	Neco
RA4010 - Operator	9/28/2015	Walker	George
RA4010 - Operator	9/28/2015	Wells	Pamela
RA4010 - Operator	1/19/2016	Pullen	Donald
RA4010 - Operator	3/14/2016	Brown	Kymeka
RA4010 - Operator	3/14/2016	Davis	Laquisha
RA4010 - Operator	3/14/2016	Horne	Chovia
RA4010 - Operator	3/14/2016	Lopez	Terry
RA4010 - Operator	3/14/2016	Louis	Garfield
RA4010 - Operator	3/14/2016	Palmer	Bashara
RA4010 - Operator	3/14/2016	Soussi	Zine
RA4010 - Operator	3/14/2016	Spinks	Joseph
RA4010 - Operator	3/14/2016	Taiwo	Abayomi
RA4010 - Operator	3/15/2016	Bond-Watkins	Tammy
RA4010 - Operator	5/23/2016	Satterwhite	Robert
RA4010 - Operator	7/11/2016	Jones	Reta
RA4010 - Operator	8/29/2016	Cobb	Leslie

RA5020 - Mechanic	3/20/1995	Hornbuckle	James
RA5020 - Mechanic	10/8/2001	Duff	Marc
RA5020 - Mechanic	9/16/2002	Hodge	William
RA5020 - Mechanic	7/14/2003	Hicks	Willie
RA5020 - Mechanic	3/14/2005	Lacy	Keldric
RA5020 - Mechanic	8/16/2005	Hanks	Reginald
RA5020 - Mechanic	7/22/2008	Branch	Brandon
RA5020 - Mechanic	10/20/2008	Graves	Jermaine
RA5020 - Mechanic	6/21/2010	Wells	Christopher
RA5020 - Mechanic	8/30/2010	Pulley	Jonathan
RA5020 - Mechanic	3/28/2011	Bell	Jeramiah
RA5020 - Mechanic	4/11/2011	Page	Patrick
RA5020 - Mechanic	9/26/2011	Chavis	Luther
RA5020 - Mechanic	12/11/2015	Robertson	Vernon
RA5020 - Mechanic	12/30/2015	Rodriguez	Milton
RA5020 - Mechanic	2/22/2016	Johnson	Christian

RA5025 - Paint & Body	6/21/2005	Moore	Daniel
RA5025 - Paint & Body	5/25/2011	Lee	Edward

RA5025 - Utility	6/8/1999	Roberson	Steven
RA5025 - Utility	4/2/2001	Morrison	Jerry
RA5025 - Utility	6/11/2007	Edwards	Randy

RA5025 - Utility	8/25/2008	Rivera	Michael
RA5025 - Utility	7/27/2009	Torres	Jose
RA5025 - Utility	4/12/2011	Rojas	Juan
RA5025 - Utility	11/5/2012	Stroman	Clinton
RA5025 - Utility	11/27/2012	Harvey	Timothy
RA5025 - Utility	7/27/2015	Morris	Joshua
RA5025 - Utility	8/10/2015	Pulley	Christopher
RA5025 - Utility	4/11/2016	Duff	Joseph
RA5025 - Utility	5/16/2016	Lawson	Kevin
RA5025 - Utility	7/5/2016	Campbell	Jaylen
RA5025 - Utility	7/5/2016	Richardson	Timothy
RA5025 - Utility	8/29/2016	Limehouse	James

Go Raleigh
Revenue/Deadhead Hrs and Miles

	Total Daily Rev. Miles	Total Trips	Daily Deadhead Miles	Total Daily Miles	Total Daily Rev. Hours	Deadhead Hours	Meal Break	Pre-trip Insp.	Total Daily Hours (Platform, MB, DH, Pre-trip)	Platform Hours wo/MB (MR20)
Weekday City	9,221.1	678.5	1,539.2	10,760.3	715.8	67.8	39.5	23.6	846.7	783.6
Weekday Express	1557	46.5	575.5	2132.5	67.43	20.65	0	7.5	95.58	88.08
Downtown Circulator M-F Day	165.7	46	35	200.7	23	1.75	1.5	1.08	27.33	24.75
Downtown Circulator M-F Night	70.2	19	22	92.2	9.5	1.25	0.77	0	11.52	10.75
Downtown Circulator Nite Ext. Th/F	44.4	12	11	55.4	6	0.99	0	0	6.99	6.99
Saturday City	6,061.2	460.0	774.4	6,835.6	460.0	35.2	36.9	12.5	544.6	495.2
Saturday Circular	277.0	76.0	46.0	323.0	38.0	2.4	3.0	0.7	44.1	40.4
Sunday	2,370.3	174.5	263.2	2,633.5	177.62	13.05	1.40	6.56	198.63	190.67
Sunday Circular	101.4	21	25.0	126.4	14.00	1.25	1.50	0.75	17.50	15.25

GoRaleigh
Mechanic/Staff Classifications

Employees

Mechanics:

Class A	4
Class B	5
Class C	4

Paint & Body

Class B	1
Class C	1

Electronics:

Class A	2
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Vehicle Service Technicians:

3

Utility/Cleaner:

11



ELECTRONIC CONTRACT TRANSMITTAL FORM

To be completed by the City Clerk's Office for Construction Contracts > \$300,000 and Professional Services Contracts > \$150,000

City Council Approved on 11/15/11 Agenda Page Pg 12 item E 1
Administrative Approval _____

TO BE COMPLETED BY DEPARTMENT HEAD

Originating Department PW - Transp Operations Contact Person Kelli Yeager
Telephone # 996-4089 E-Mail Address kelli.yeager@raleighnc.gov
Project Description CAT Management Contract
Contractors Name Veolia Transportation Services Inc
Contractors Address: Attn Scott McClellan General Manager 720 E Butterfield Rd Suite 300 Lombard IL 60148 (919) 996-3875 scott.mcclellan@raleighnc.gov
Work Order # _____ Requisition # _____ PO # monthly fee paid by wire

Attached for your review, approval and signature are 3 copies of subject contract

City Attorney Contract Pre-View

Date _____ Name of Attorney _____

Room	Addresses	Date Reviewed	Pre-Review
400	Carl Dawson Department Head	<i>[Signature]</i> 1/9/12	
502	N/A Information Technology (if required)		<input type="checkbox"/> Pre review Complete
512	Accounting Approved smithr 02/09/12 Accounting Division		
508	Finance Approved PooleH 01/30/12 Purchasing Division		
O E P 1020	City Attorney		<input checked="" type="checkbox"/> Pre review Complete H Poole & P Seabrocks
228	City Manager		
O E P 1020	City Clerk	2-10-12	TO 1
207	City Attorney <u>DE</u>	2-10-12	
207	Return to City Clerk	2-15-12	

Clerk will retain the original contract, routing slip and purchase order copy. If not indicated otherwise, Clerk will send one copy to contractor and one copy to the originating department. If you desire to have routing of the executed contract handled differently (such as picking up and doing distribution), please provide instructions on the following lines

Kelli Yeager will pick-up after execution please contact @ ext 4089 or kelli.yeager@raleighnc.gov

received
1-17-12 *[Signature]*



TO1

ELECTRONIC CONTRACT TRANSMITTAL FORM

To be completed by the City Clerk's Office for Construction Contracts > \$300,000 and Professional Services Contracts > \$150,000

City Council Approved on 11/15/11 Agenda Page Pg 12 item E 1

Administrative Approval _____

TO BE COMPLETED BY DEPARTMENT HEAD

Originating Department PW - Transp Operations Contact Person Kelli Yeager

Telephone # 996-4089 E-Mail Address kelli.yeager@raleighnc.gov

Project Description CAT Management Contract

Contractors Name Veolia Transportation Services, Inc

Contractors Address: Attn Scott McClellan General Manager 720 E Butterfield Rd Suite 300 Lombard. IL 60148 (919) 996-3875 scott.mcclellan@raleighnc.gov

Work Order # _____ Requisition # _____ PO # monthly fee paid by wire

Attached for your review, approval and signature are 3 copies of subject contract

City Attorney Contract Pre-View

Date _____ Name of Attorney _____

Room	Addresses	Date Reviewed	Pre-Review
<u>400</u>	<u>Carl Dawson</u> Department Head	<u>1/9/12</u>	
<u>502</u>	Information Technology (if required)		<input type="checkbox"/> Pre-review Complete
<u>512</u>	Accounting Division		
<u>508</u>	Purchasing Division		
<u>1020</u>	City Attorney		<input checked="" type="checkbox"/> Pre-review Complete H Poole & P Seabrooks
<u>228</u>	City Manager		
<u>207</u>	City Clerk		
<u>1020</u>	City Attorney		
<u>207</u>	Return to City Clerk		

TO1

Clerk will retain the original contract, routing slip and purchase order copy. If not indicated otherwise, Clerk will send one copy to contractor and one copy to the originating department. If you desire to have routing of the executed contract handled differently (such as picking up and doing distribution), please provide instructions on the following lines

Kelli Yeager will pick-up after execution. please contact @ ext 4089 or kelli.yeager@raleighnc.gov

received
1-9-12 *she*

ACCOUNTING/PURCHASING COMMENTS

Date 12/2/11

(No contract will be processed without this form completed)

COPIES 3

THIS IS AN Service CONTRACT
(Service Construction or Agreement)

Complete appropriate sections No contract will be processed without all data completed The Department Head shall be responsible for assuring that the attached contract has been properly executed by the contractor prior to routing If resolution is required please attach the appropriate form

CONSTRUCTION/REPAIR CONTRACTS

- Substantive Provision
 - Scope of Services
 - Specification
 - Compensation/Payment Schedule
- Performance Bond (with the Power of Attorney)
- Payment Bond (with the Power of Attorney)
- Insurance Certificate
- Nondiscrimination Provision
- Sales Tax Reporting Form
- Requisition
- Reference to Arbitration removed (In AIA Construction Contract especially see 2 2 12, 2 2 19. 6 2 5 7 9 1, 7 9 3, 11 3 7. 11 3 8 in Engineer's Construction Contract. See 16)

SERVICE CONTRACTS

- Substantive Provision
 - Scope of Services
 - Specification
- Insurance Certificate (if applicable)
- Nondiscrimination Provision
- Sales Tax Reporting Form (if applicable)
- Requisition No **(monthly fee paid by wire)**
- Reference to Arbitration removed

LEASE PURCHASE AGREEMENT

- Substantive Provision
 - Description of goods
 - Termination Provision
 - Time of Delivery
- Performance Bond (if applicable with attached Power of Attorney)
- Nondiscrimination Provision
- Sales Tax Reporting Form
- Requisition

OTHER (Intergovernmental, Encroachment, Concession, Developer Security)

- Substantive Provision
 - Scope of Obligation
 - Time of Completion
 - Nondiscrimination Provision (if applicable)
- Termination Provision
- Compensation
- Other

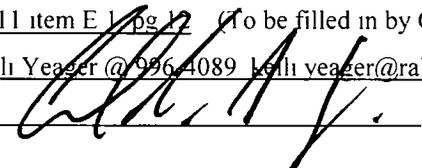
Amount of Contract \$329,190 (Jan 12'-Dec 12)

Funds available in Account Code 410-2260-708020-580

Contract Submitted to City Council on 11/1/11. page 7 item 12 1

Contract approved by Council 11/15/11 item E 1 pg 1 (To be filled in by Clerk)

Appropriate contact person in City Kelli Yeager @ 996-4089 kelli.yeager@raleighnc.gov

Signature of Department Head  11/9/12

NORTH CAROLINA
WAKE COUNTY

CONTRACT FOR SERVICES

THIS CONTRACT is entered into this 10 day of Feb, 2012, by and between Veolia Transportation Services Inc., hereinafter referred to as the "Contractor", and the City of Raleigh, a North Carolina municipal corporation hereinafter referred to as the "City"

WITNESSETH

WHEREAS the City desires to procure a contractor to perform services and

WHEREAS the City has completed necessary steps for retention of professional and other services under applicable City policies and

WHEREAS, the City has agreed to engage the Contractor, and the Contractor has agreed to contract with the City, for performance of services as described, and according to the further terms and conditions, set forth herein

NOW THEREFORE in consideration of sums to be paid to the Contractor and other good and valuable consideration, the Contractor and City do contract and agree as follows

Employment

The City does hereby engage and retain Contractor to manage and supervise the conduct and operation of a city mass transit system owned by the city on the terms and conditions set forth herein. The Contractor's management proposal dated August 8 2011, shall serve as the basis for this contract and is herein incorporated by reference along with the City's Request for Proposals issued June 27 2011

1 Scope of Services

The Contractor shall perform for the City the following described services

In consideration of the compensation hereinafter provided for in this agreement, Contractor does hereby agree to furnish to City full and complete management and supervisory services reasonably required and necessary for the efficient operation of the transit system

Resident Manager

Contractor agrees to employ and furnish a full-time qualified person who will be known as the Resident Manager

Contractor shall also employ during the terms of this agreement other sufficient personnel (hereinafter called Staff), including but not limited to drivers, mechanics, supervisors, maintenance and other shop personnel, office and administrative key employees shall be approved by the City, and the City will be advised prior to any change in key personnel. Any change in such personnel shall be approved by the City. The cost of and compensation payable to all such personnel, excluding the Resident Manager and the Director of Maintenance, shall be an obligation of the City as an Operating Expense of the transit system.

The Resident Manager and Staff will handle the day-to-day operational matters of the transit system, including labor relations, personnel, driver supervision, equipment maintenance, purchasing, communications, safety and training, preparation, submission and administration of the Contractor's operating budget, payroll processing, revenue accounting, pension administration and monthly performance reporting. Said local Staff will provide assistance as requested by City in marketing, public relations/information, and grant preparation, filing and administration.

The Resident Manager and Staff will maintain employment records, administer labor contract, verify and calculate pay rates, process and maintain all records required for payroll, including the proper accounting for all payroll deductions and preparing and filing all withholding forms. Manager and Staff will provide for the issuance of all payroll checks. The payroll checks shall be issued on a Raleigh operating bank account set up for the transit system and will be reimbursed as an Operating Expense by the City.

Consulting and Technical Assistance

Contractor will furnish to City such consulting and technical assistance as may be reasonably required to assist the Resident Manager and the City in operation to the transit system. Said consulting and technical assistance will include, but not necessarily be limited to the following areas:

- 1 General operations
- 2 Safety-employment-training
- 3 Scheduling
- 4 Route planning
- 5 Fare structure, zone fares
- 6 Budget preparation and analysis
- 7 Financial management and reporting
(including the FTA required transit financial and operating data)
- 8 Accounting and office management
- 9 Insurance and claims
- 10 Legal and regulatory
- 11 Equipment and maintenance
- 12 Garage and shop layout
- 13 Fare box and security procedures
- 14 Sales promotion and marketing
- 15 Stores and purchasing

- 16 Selection of new equipment
- 17 Performance audit and evaluation
- 18 Public relations, employee relations, labor negotiations and assistance in federal grant applications

In addition to the above consulting and technical assistance, for the day-to-day operations, Contractor agrees to employ other specialized personnel for services in conjunction with special projects detailed routing and scheduling surveys or any emergency situations. The employment of such specialized personnel shall be at the direction of the Resident Manager with the prior written consent of City and shall be paid for by the City at such rate and fees as approved by the City at the time said personnel are so hired or assigned.

2 Time of Performance

This agreement shall become effective on January 1, 2012, and shall remain in effect for the three year period ending December 31, 2014. This agreement shall be renewable for up to two (2) one (1) year options upon mutual agreement by both parties.

3 Compensation, Time of Payment

Management Fee For services to be performed hereunder, the City shall pay the Contractor according to the following table. Requests for payment(s) and payment(s) shall be made on or before the 5th day of the month.

Year 1	Year 2	Year 3	Year 4	Year 5
\$329,190	\$345,662	\$362,956	\$377,488	\$392,605

The standard City of Raleigh payment term is NET 30 days from the date of invoice.

All payments shall be made monthly and in the following manner. The City shall pay to Contractor on or about January 1, 2012, an amount equal to 1/12 of the annual operating deficit of the transit system and 1/12 of the management fee. Thereafter, Contractor shall submit by the 20th of each month an invoice for 1/12 of the current management fee and the estimated operating deficit for the next month. The difference between actual and estimated deficits will be reconciled in the request within sixty days. The City will issue payments to the Contractor on the first day of each month for deposit to the Raleigh operating bank account. The account shall earn interest on available funds with such interest being recorded as non-operating revenue of the system.

Expenses for Non-Resident Personnel

Employees of Veolia Transportation Services, Inc shall not receive salaries from the transit system. All travel, lodging, food and other expenses incurred by them on routine visits and attributable to services performed for the transit system are included in the management fee above. Additional on site services by non-corporate personnel shall be paid for by the City at such rate and fees as approved by the City at the time services are

requested. Additional on site services by corporate personnel shall be provided as requested by the City, with travel, lodging and per diem expenses paid for by the City.

Employer Status

Except to the extent as may otherwise be provided herein, Contractor will become the employer of all employees necessary for the efficient and economical operation of the transit system and subject to the provisions hereinafter stated will assume all labor and other employee contractual obligations directly related to the operations of the transit system.

Materials, Equipment and Facilities

The City will provide and furnish by lease or ownership the real estate, office, garage and storage facilities, motor coaches, inventory of motor parts and supplies, shop and garage equipment and all other properties, assets and facilities necessary or appropriate for the operation of the transit system.

Control of Service

All services to be rendered by Contractor under this agreement shall be subject to the reasonable supervision and control of the City. Contractor shall advise the City on matters of importance and make recommendations when appropriate, however, final authority as to the scope of transit services shall rest with the City.

Purchase of Equipment and Supplies

City and Contractor shall establish purchasing procedures for Contractor which shall be in accord with sound business purchasing policies and procedures and consistent with City, State, and Federal purchasing policies. Purchases and acquisitions shall be taken and held in the name of the City.

Fares, Routes, and Service

Contractor agrees to make recommendations when requested by City, concerning the schedules or classifications of fares required and any deletions, additions, or changes in the service and routes of the transit system.

will prepare all necessary documentation and provide advice to the City in the event that same is needed to accomplish any change in schedule or classifications of fares or in any deletions, additions or changes in the service and routes which shall be subject to the approval of the City.

Budgets and Recommendations

Contractor agrees to prepare projections (including multi-year Pro-forma Operating Statements) as are or may be required by City for operating and/or capital budget purposes and to assist City in the preparation of an annual report of operations. Contractor will also furnish periodic reports and recommendations to City relating to service extensions, route planning and service policies.

Accounting

Accounting will be performed by the central accounting office Manager. The accounting services furnished by Contractor include statistical and bookkeeping services and the preparation of monthly financial operating statements showing a variety of data so that the transit system operation may be easily compared with its own past performance and with the performance of other transit operations. These services include the provision of monthly statistical reports, financial and operating statements, general ledgers with all subsidiary records including accounts payable, cash disbursements and receipts, journal entries, payrolls and, at the discretion of the City, prepaid and accrual schedules and depreciation schedules, and the filing, reporting and paying of payroll taxes to State and Federal agencies.

Revenues and Expenses

As used herein, the term "Operating Revenues" shall mean and include all revenues derived from the operation of the transit system, including but not limited to all passenger fares, transportation contracts, local charter payments, advertising fees, interest earned on City funds and proceeds from outside sales and maintenance. Contractor shall deposit all Operating Revenues in the designated bank account of the City for the purpose of paying costs of operating the transit system or as otherwise determined by the City. All Operating Revenues shall be received, collected, deposited and retained until disbursed in the manner directed by the City. Contractor shall properly account for such revenues in accordance with standard accounting procedures and as provided in Section 3 and 12 of this Agreement.

As used herein, the term "Operating Expenses" of the transit system shall mean and include (without limitation) all wages and compensation of all personnel excluding the Resident Manager and Director of Maintenance of the transit system, all payroll, social security, property and all other taxes pertaining to the operation of the transit system, advertisements, all rentals, utilities, association dues, insurance premiums, cost of fuel, materials, supplies and parts, repairs, pension liabilities, uninsured losses, judgments, settlements, awards and all other charges, costs and expenses of a usual and customary nature incident to the operation of the transit system. Operating Expenses shall be an obligation of the City and City shall pay Contractor for Operating Expenses to be paid by Contractor.

Working Capital

City shall make available to Contractor sufficient working capital to cover the cost of payroll, purchases and all other Operating Expenses of the transportation system. In no event shall Contractor be obliged to lend or advance funds to the City to meet any obligations under this agreement.

Audit and Inspection of Records

The City or its designated accountant or auditor shall have the right of access to and the inspection of all books and records of Contractor at any and all reasonable times in order to verify and ascertain Operating Revenues and expenses incurred in the operation and maintenance of the transit system. Such books and records of Contractor at the Raleigh office and Chicago office shall be available at each respective location for inspection by

City Following the completion of each and every calendar month of operation. the Contractor shall submit to the city a statement of Operating Revenues and Operating Expenses of the transit system If requested by City, Contractor will furnish and annual audit prepared by an independent certified public accountant approved by the City, certifying annual Operating Revenues and Operating Expenses for any past year and certifying such other financial statements as may be required by generally accepted accounting principles The cost of such audit will be an obligation of the City as an Operating Expense of the transit system

4 Workmanship and Quality of Services

All work performed under this Contract shall be performed in a workmanlike and professional manner, to the reasonable satisfaction of the City, and shall conform to all prevailing industry and professional standards

5 Notices

All notices, requests for payment, or other communications arising hereunder shall be sent to the following

City of Raleigh
Attn David Eatman,
Transit Administrator
Telephone 919-996-4040
P O Box 590
Raleigh, NC 27602

Contractor
General Manager – Raleigh CAT
Veolia Transportation Services, Inc
720 E Butterfield Road Suite 300
Lombard, IL 60148

Or to such address as may from time to time be designated in a notice to the other party for that purpose Day to day communications between the Contractor and the City concerning the administration of this agreement, management of the transit system and the interpretation of City and Contractor policies shall be by and between the Transit Administrator of the City and the Resident Manager or their designees

6 Non-discrimination

In consideration of the signing of this Contract, the parties hereto for themselves, their agents, officials, employees and servants agree not to discriminate in any manner on the basis of race, color, creed, national origin, sex, age, handicap, or sexual orientation with reference to the subject matter of this Contract no matter how remote The parties further agree in all respects to conform with the provisions and intent of City of Raleigh Ordinance 1969-889, as amended This provision is hereby incorporated into this Contract for the benefit of the City of Raleigh and its residents, and may be enforced by action for specific performance, injunctive relief, or other remedy as provided by law This provision shall be binding on the successors and assigns of the parties with reference to the subject matter of this Contract

Contractor shall, within 120 days after commencement of the term of this contract, operate under terms of an Affirmative Action plan and a comprehensive hiring policy manual setting forth employment practices for all employees of Contractor, both of which are consistent with all applicable Federal, State and local laws governing the hiring of

employees Contractor shall comply with the City's non-discrimination and Federal and City required "Small Disadvantaged Minority and Women Owned Business" goals

7 Small Disadvantaged Minority and Women Owned Bus (SDMWOB)

The City of Raleigh prohibits discrimination in any manner on the basis of race, color, creed, national origin, sex, age or handicap or sexual orientation and will pursue an affirmative policy of fostering, promoting and conducting business with women and minority owned business enterprises The City of Raleigh has adopted a goal of 15% for participation by minority or women-owned businesses in order to reach the above stated goal

The percentage of MWBE business participation engaged in this contract based on total contract amount is proposed to be 0% Any variation from this amount is to be immediately conveyed to the City by written notice, Attention Luther Williams, Business Assistance Coordinator, PO BOX 590 Raleigh, NC 27602, with a copy to the City of Raleigh contact listed in the 'Notices' section of this Contract

8 Assignment

This Contract may not be assigned without the express written consent of the City Such consent shall not be unreasonably withheld

9 Applicable Law

All matters relating to this Contract shall be governed by the laws of the State of North Carolina, without regard to its choice of law provisions, and venue for any action relating to this Contract shall be Wake County Civil Superior Court or the United States District Court for the Eastern District of North Carolina, Western Division

10 Insurance

Contractor shall obtain or assist City in obtaining appropriate forms of insurance coverage to be in effect during the term of this agreement and specific to the related risk exposures included in this agreement The City and Contractor shall be protected as their interest may appear by the following types of liability insurance covering all claims with the following minimum coverage to be in force and effect during the term of this agreement

- a) Automobile Liability insurance covering bodily injury and property damage in the amount of \$5,000,000 combined single limit
- b) Excess liability insurance coverage of \$5,000,000 over the above primary limits
- c) General Liability coverage of \$5,000,000 bodily injury and property damage combined single limit Coverage shall not contain any endorsement(s) excluding nor limiting Product/Completed Operations, Contractual Liability or Cross Liability

- d) Worker's Compensation & Employers Liability – Contractor agrees to maintain Worker's Compensation Insurance in accordance with North Carolina General Statute Chapter 97 and with limits of no less than \$1 000.000 each accident, each employee and policy limit
- e) Comprehensive fire, theft and collision coverage in the amount of the depreciated value, as determined by the Federal Transit Administration, of each motor vehicle in the Transit System
- f) The liability coverage s provided hereunder shall be on an occurrence basis. A claims made policy is not acceptable
- g) Employer fidelity bond. During the period of time this Agreement shall be in effect, Manager shall cause its Resident Manager and other appropriate employees to be covered under a fidelity bond protecting City from theft or other losses up to an amount of \$500 000 00 with a deductible amount of \$5,000 00. with respect to any one occurrence, the cost of same to be an obligation of the City as an operating expense of the transit system. Contractor shall be responsible for the deductible and the City of Raleigh shall be included as a Loss Payee under the policy

All insurance policies for the benefit of Capital Area Transit shall list the Named Insured as follows: City of Raleigh, DBA Capital Area Transit. Insurance policies for the benefit of the Contractor should list City of Raleigh as an additional insured as their interest may appear. All premiums payable with respect to any such insurance policy obtained as required herein which is specifically and exclusively for the benefit of City of Raleigh, DBA Capital Area Transit shall be deemed an operating expense of the transit system.

Certificate of Insurance – Contractor agrees to provide COR a Certificate of Insurance evidencing that all coverages, limits and endorsements required herein are maintained and in full force and effect, and Certificates of Insurance shall provide a minimum thirty (30) day endeavor to notify, when available, by Contractor's insurer. If Contractor receives a non-renewal or cancellation notice from an insurance carrier affording coverage required herein, or receives notice that coverage no longer complies with the insurance requirements herein, Contractor agrees to notify the City within five (5) business days with a copy of the non-renewal or cancellation notice, or written specifics as to which coverage is no longer in compliance. The Certificate Holder address should read:

City of Raleigh
City-Manager
Post Office Box 590
Raleigh, NC 27602-0590

All insurance companies must be authorized to do business in North Carolina and be acceptable to the City of Raleigh's Risk Manager

11 Indemnity

Except to the extent caused by the sole negligence or willful misconduct of the City, the Contractor shall indemnify and hold and save the City, its officers, agents and employees, harmless from claims, costs (including defense) and losses accruing or resulting to any person, firm, or corporation that may be injured or damaged in the performance of this Contract which arise out of or are due to the sole negligence or intentional misconduct of the Resident Manager and / or Maintenance Director. This indemnification shall survive the termination or expiration of this Contract and the claims, costs or losses indemnified hereunder will not be deemed operating expenses or uninsured losses under this agreement.

12 Intellectual Property

Any information, data, instruments, documents, studies, reports or deliverables given to, exposed to, or prepared or assembled by the Contractor under this Contract shall be kept as confidential proprietary information of the City and not divulged or made available to any individual or organization without the prior written approval of the City. Such information, data, instruments, documents, studies, reports or deliverables will be the sole property of the City and not the Contractor.

All intellectual property, including, but not limited to, patentable inventions, patentable plans, copyrightable works, mask works, trademarks, service marks and trade secrets invented, developed, created or discovered in performance of this Contract shall be the property of the City.

Copyright in and to any copyrightable work, including, but not limited to, copy, art, negatives, photographs, designs, text, software, or documentation created as part of the Contractor's performance of this project shall vest in the City. Works of authorship and contributions to works of authorship created by the Contractor's performance of this project are hereby agreed to be 'works made for hire' within the meaning of 17 U.S.C. 201.

13 Force Majeure

Except as otherwise provided in any environmental laws, rules, regulations or ordinances applicable to the parties and the services performed under this Contract, neither party shall be deemed to be in default of its obligations hereunder if and so long as it is prevented from performing such obligations by an act of war, hostile foreign actions, nuclear explosion, earthquake, hurricane, tornado, or other catastrophic natural event or act of God. Either party to the Contract must take reasonable measures and implement reasonable protections when a weather event otherwise defined as a force majeure event is forecast to be eligible to be excused from the performance otherwise required under this Contract by this provision.

Contractor shall not be liable to City for any failure, delay or interruption of service or for any failure or delay in the performance of any obligation under this agreement due to strikes, walkouts, acts of God, governmental restriction, enemy action, civil commotion, unavoidable casualty, unavailability of fuel or parts, or other similar acts beyond the reasonable control of Contractor

14 Advertising

The Contractor shall not use the existence of this Contract, or the name of the City of Raleigh, as part of any advertising

15 Cancellation

The City may terminate this Contract at any time by providing ninety (90) days written notice to the Contractor. In addition, if Contractor shall fail to fulfill the obligations under this Contract for voluntary or involuntary declaration of bankruptcy, the City shall have the right to terminate this Contract by giving written notice to the Contractor and termination will be effective upon receipt. Contractor shall cease performance immediately upon receipt of such notice

Except as provided in Force Majeure, either party may upon the giving of 90 days advance written notice terminate this agreement if the other fails to cure a default within 30 days of receipt of written notice being given by the other party. If more than 30 days is required to cure such default, a reasonable time in excess of 30 days may be established in substitution for the 30 days, provided both parties agree in writing as to the time period to be substituted. Default as used herein means failure to comply and fulfill material terms, obligations and conditions of this contract. The City may terminate this agreement upon receipt of any notice that effectively terminates or denies operating assistance funds from the Federal Transit Administration or other cognizant Federal Agency, provided, however, that any such termination due to grant denial shall not affect the City's obligations under the terms of the agreement from January 1, 2012, to the date of such termination

In the event of early termination, Contractor shall be entitled to receive just and equitable compensation for costs incurred prior to receipt of notice of termination and for the satisfactory work completed as of the date of termination and delivered to the City. Notwithstanding the foregoing, in no event will the total amount due to Contractor under this section exceed the total amount due Contractor under this Contract. The Contractor shall not be relieved of liability to the City for damages sustained by the City by virtue of any breach of this Contract, and the City may withhold any payment due to the Contractor for the purpose of setoff until such time as the City can determine the exact amount of damages due the City because of the breach

Payment of compensation specified in this Contract, its continuation or any renewal thereof, is dependent upon and subject to the allocation or appropriation of funds to the City for the purpose set forth in this Contract

16 Laws/Safety Standards

The Contractor shall comply with all laws, ordinances, codes, rules, regulations, safety standards and licensing requirements that are applicable to the conduct of its business, including those of Federal, State and local agencies having jurisdiction and/or authority

All manufactured items and/or fabricated assemblies subject to operation under pressure, operation by connection to an electric source, or operation involving a connection to a manufactured, natural, or LP gas source shall be constructed and approved in a manner acceptable to the appropriate state inspector which customarily requires the label or re-examination listing or identification marking of the appropriate safety standard organization, such as the American Society of Mechanical Electrical Engineers for pressure vessels, the Underwriters' Laboratories and/or National Electrical Manufacturers' Association for electrically operated assemblies, or the American Gas Association for gas operated assemblies, where such approvals of listings have been established for the type(s) of devices offered and furnished. Further, all items furnished by the Contractor shall meet all requirements of the Occupational Safety and Health Act (OSHA), and state and federal requirements relating to clean air and water pollution. Contractor must comply with *North Carolina Occupational Safety and Health Standards for General Industry, 29CFR 1910*. In addition, Contractor shall comply with all applicable occupational health and safety and environmental rules and regulations.

Contractor shall effectively manage their safety and health responsibilities including

A Accident Prevention

Prevent injuries and illnesses to their employees and others on or near their job site. Contractor managers and supervisors shall ensure personnel safety by strict adherence to established safety rules and procedures.

B Environmental Protection

Protect the environment on, near, and around their work site by compliance with all applicable environmental regulations.

C Employee Education and Training

Provide education and training to all contractors employees before they are exposed to potential workplace or other hazards as required by specific OSHA Standards.

17 Applicability of North Carolina Public Records Law

Notwithstanding any other provisions of this Contract, this Contract and all materials submitted to the City by the Contractor are subject to the public records laws of the State of North Carolina and it is the responsibility of the Contractor to properly designate materials that may be protected from disclosure as trade secrets under North Carolina law as such and in the form required by law prior to the submission of such materials to the City. Contractor understands and agrees that the City may take any and all actions necessary to comply with federal, state and local laws and/or judicial orders and such actions will not constitute a breach of the terms of this Contract. To the extent that any

other provisions of this Contract conflict with this paragraph. the provisions of this section shall control

18 Miscellaneous

The Contractor shall be responsible for the proper custody and care of any property furnished or purchased by the City for use in connection with the performance of this Contract, and will reimburse the City for its loss or damage. The contractor is required to obtain insurance coverage for such property as an expense of the system as outlined in Section 10 of this contract

The Contractor shall be considered to be an Independent Contractor and as such shall be wholly responsible for the work to be performed and for the supervision of its employees. Nothing herein is intended or will be construed to establish any agency, partnership, or joint venture. Contractor represents that it has, or will secure all personnel required in performing the services under this Contract. Such employees shall not be employees of or have any individual contractual relationship with the City. The recruitment and subsequent training of employees will be treated as an expense of the system.

This Contract may be amended only by written agreement of the parties executed by their authorized representatives.

The City of Raleigh Internal Audit Office may conduct an audit of Contractor's financial, performance and compliance records maintained in connection with the operations and services performed under this Contract. In the event of such an audit, Contractor agrees to provide the Internal Audit Office with reasonable access to Contractor's employees and make all such financial, performance and compliance records available to the Internal Audit Office. The Internal Audit Office agrees to provide the Contractor with an opportunity to discuss and respond to any findings before a final audit report is issued. Records shall be made available for three (3) years after the final payment.

Continuing Obligations

The City and Contractor acknowledge that all of the assets and facilities of the transit system, to be managed and supervised by Contractor in the City of Raleigh have previously been leased or purchased by the City. It is further acknowledged that all agreements, contracts, indebtedness (including unfunded pension liabilities) and other similar obligations of the transit system existing prior to the effective date of this agreement, has not been and shall not be the responsibility of the Contractor, except to such extent as Contractor may assume any administrative responsibilities with respect thereto under this agreement. It is understood that all contracts entered into by Contractor during this agreement shall be responsible and prudent and shall be for the benefit of the transit system. It is understood and agreed that upon the expiration or other termination of this agreement Contractor shall be relieved of any and all liability, financial or otherwise, relating to all agreements, contractual obligations and the like which have been administratively controlled by Contractor or entered into by Contractor under this agreement provided such obligations were reasonable and prudent at the time of execution, were exercised in good faith, were not created as the result of the sole

negligence on the part of the Contractor, and the Contractor and its subsidiaries shall have no financial interest. Subject to the above provisions, Contractor will assume or otherwise negotiate with the collective bargaining unit a Labor contract, Pension Plan and any federally required employee protection agreement. Contractor will undertake to establish or continue a pension or similar benefit plan for all full time non-union employees, the costs and obligations of which shall be an Operating Expense of the transit system.

Legal Counsel

Contractor agrees, subject to the direction of the City, to retain competent attorneys to handle all legal matters, including but not limited to the prosecution and defense of all claims, suits and actions for damages, by or against the City, its members or Contractor, individually or jointly, arising out of the operation of the public transportation system, provided, however that the City retains the right to deny and defend any claim against itself. Costs associated with such legal matters shall be deemed an obligation of the City as an Operating Expense of the transit system.

Continuing Effect

This agreement shall not be assigned, transferred, or pledged by either party without the prior written consent of the other party. Such consent shall not be unreasonably withheld.

Severability

If any provision of this agreement is or becomes void or unenforceable by Force of Law, other provisions shall remain valid and enforceable.

Caption

The caption headings of each paragraph hereof are intended for ease of reference only and do not constitute a part of this agreement. Likewise, the captions shall not be deemed to indicate the intentions of the parties hereto.

Waiver

The failure to enforce at any time any of the provisions of this agreement or to require at any time performance by any party of any of the provisions hereof shall in no way be construed to be a waiver of such provisions or to affect either the validity of this agreement, or any part hereof, of the right of each party thereafter to enforce each and every provision in accordance with the terms of this agreement.

Performance Bond

Veolia Transportation Services, Inc. will provide the City with a performance bond in the amount of 5% of the yearly contract within ten (10) days of execution of the contract. The cost of said bond shall be an Expense of the Contractor.

19 Incorporation of Documents/Complete Agreement

This Contract, and any documents incorporated below, represent the entire Contract between the parties and suspend all prior oral or written statements, agreements or Contracts

Specifically incorporated into this Contract are the following attachments, or if not physically attached, are incorporated fully herein by reference

City of Raleigh / Capital Area Transit Request for Proposals. Transit Management Services, June 27, 2011

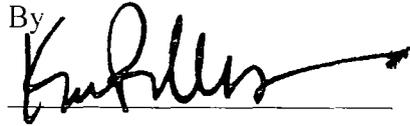
Proposal to Provide Transit Management Services for Capital Area Transit, Veolia Transportation, August 8, 2011

In cases of conflict between this Contract and any of the above incorporated attachments or references, the terms of this Contract shall prevail

IN WITNESS WHEREOF, the Contractor has executed the foregoing with the signature(s) of its duly authorized officer(s) under seal, and the City has executed with the signature of its City Manager attested by its (Assistant/Deputy) Clerk-Treasurer, with the official seal affixed the day and year first above written

CONTRACTOR

CITY OF RALEIGH

By 

By 
City Manager

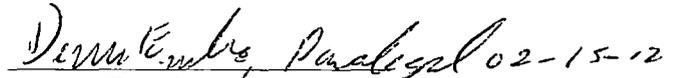
Kenneth P. Westbrook, President & COO
Printed Name/Title

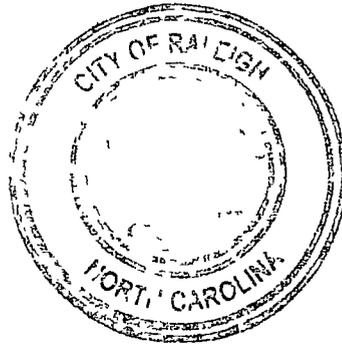
(If corporate)
ATTEST 

ATTEST 
By Deirdre B. Smith
(Deputy) Clerk-Treasurer

Alan B. Moldawer
Printed Name/Title ^{EVP}
(Affix Seal) General Counsel (Affix Seal)

THIS INSTRUMENT APPROVED
AS TO FORM

 02-15-12
City Attorney





CERTIFICATE OF LIABILITY INSURANCE

OP ID SK

DATE (MM/DD/YYYY)

01/05/12

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER

IMPORTANT If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s)

PRODUCER SE Specialty Underwriters, Inc 4625 Alexander Dr , Suite 140 Alpharetta, GA 30022 James Mark Allison	770-242-8494	CONTACT NAME	
	770-242-8595	PHONE (A/C, No, Ext)	FAX (A/C, No)
		E MAIL ADDRESS	
		PRODUCER CUSTOMER ID #	CAPIT-1
		INSURER(S) AFFORDING COVERAGE	NAIC #
INSURED Capital Area Transit 4104 Poole Road Raleigh, NC 27610	INSURER A		Travelers Indemnity Company
	INSURER B		General Star Indemnity
	INSURER C		
	INSURER D		
	INSURER E		
	INSURER F		

COVERAGES CERTIFICATE NUMBER REVISION NUMBER

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED NOTWITHSTANDING ANY REQUIREMENT TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS EXCLUSIONS AND CONDITIONS OF SUCH POLICIES LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY		6603320R448	07/01/11	07/01/12	EACH OCCURRENCE	\$ 5,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY					DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
	<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR					MED EXP (Any one person)	\$
						PERSONAL & ADV INJURY	\$ 5,000,000
						GENERAL AGGREGATE	\$ 5,000,000
	GEN L AGGREGATE LIMIT APPLIES PER					PRODUCTS- COMP/OP AGG	\$ 5,000,000
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO JECT <input type="checkbox"/> LOC						\$
A	AUTOMOBILE LIABILITY		BA-2885R449	07/01/11	07/01/12	COMBINED SINGLE LIMIT (Ea accident)	\$ 5,000,000
	<input type="checkbox"/> ANY AUTO					BODILY INJURY (Per person)	\$
	<input type="checkbox"/> ALL OWNED AUTOS					BODILY INJURY (Per accident)	\$
	<input checked="" type="checkbox"/> SCHEDULED AUTOS					PROPERTY DAMAGE (Per accident)	\$
	<input checked="" type="checkbox"/> HIRED AUTOS						\$
A	<input checked="" type="checkbox"/> NON-OWNED AUTOS						\$
B	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR		IXG407468C	07/01/11	07/01/12	EACH OCCURRENCE	\$ 5,000,000
	EXCESS LIAB <input type="checkbox"/> CLAIMS MADE					AGGREGATE	\$ 5 000 000.
	DEDUCTIBLE						\$
	RETENTION \$						\$
A	WORKERS COMPENSATION AND EMPLOYERS LIABILITY		HJUB-7447L56-1-11	12/31/11	12/31/12	WC STATUTORY LIMITS	OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y/N				E L EACH ACCIDENT	\$ 1,000,000
	If yes describe under DESCRIPTION OF OPERATIONS below	N/A				E L DISEASE EA EMPLOYEE	\$ 1,000,000
						E L DISEASE POLICY LIMIT	\$ 1,000,000
A	Physical Damage Spec P & Coll		BA-2285R449	07/01/11	07/01/12	10,000Ded	ACV

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101 Additional Remarks Schedule if more space is required)
Certificate holder is an additional insured as their interest may appear

CERTIFICATE HOLDER

CANCELLATION

CITYRAL City of Raleigh City Manager P O Box 590 Raleigh, NC 27602	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS
	AUTHORIZED REPRESENTATIVE 

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Insurance Certificate:

Excerpt from Contract

Liability Insurance

Contractor shall obtain or assist City in obtaining appropriate forms of insurance coverage to be in effect during the term of this agreement and specific to the related risk exposures included in this agreement. The City and Contractor shall be protected as their interest may appear by the following types of liability insurance covering all claims with the following minimum coverage to be in force and effect during the term of this agreement

- a) Automobile Liability insurance covering bodily injury and property damage in the amount of \$5,000,000 combined single limit
- b) Excess liability insurance coverage of \$5,000,000 over the above primary limits
- c) General Liability coverage of \$5,000,000 bodily injury and property damage combined single limit. Coverage shall not contain any endorsement(s) excluding nor limiting Product/Completed Operations, Contractual Liability or Cross Liability
- d) Worker's Compensation & Employers Liability – Contractor agrees to maintain Worker's Compensation Insurance in accordance with North Carolina General Statute Chapter 97 and with limits of no less than \$1,000,000 each accident, each employee and policy limit
- e) Comprehensive fire, theft and collision coverage in the amount of the depreciated value as determined by the Federal Transit Administration, of each motor vehicle in the Transit System
- f) The liability coverage's provided hereunder shall be on an occurrence basis. A claims made policy is not acceptable



CERTIFICATE OF LIABILITY INSURANCE

OP ID SK

DATE (MM/DD/YYYY)

01/05/12

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s)

PRODUCER SE Specialty Underwriters, Inc 4625 Alexander Dr., Suite 140 Alpharetta, GA 30022 James Mark Allison	770-242-8494	CONTACT NAME	
	770-242-8595	PHONE (A/C, No, Ext)	FAX (A/C No)
		E MAIL ADDRESS	
		PRODUCER CUSTOMER ID #	CAPIT-1
		INSURER(S) AFFORDING COVERAGE	NAIC #
INSURED Capital Area Transit 4104 Poole Road Raleigh, NC 27610	INSURER A	Travelers Indemnity Company	
	INSURER B	General Star Indemnity	
	INSURER C		
	INSURER D		
	INSURER E		
	INSURER F		

COVERAGES CERTIFICATE NUMBER REVISION NUMBER

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED NOTWITHSTANDING ANY REQUIREMENT TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS EXCLUSIONS AND CONDITIONS OF SUCH POLICIES LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY		6603320R448	07/01/11	07/01/12	EACH OCCURRENCE \$ 5,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY					DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR					MED EXP (Any one person) \$
						PERSONAL & ADV INJURY \$ 5,000,000
						GENERAL AGGREGATE \$ 5,000,000
						PRODUCTS COMP/CP AGG \$ 5,000,000
						\$
A	AUTOMOBILE LIABILITY		BA-2885R449	07/01/11	07/01/12	COMBINED SINGLE LIMIT (Ea accident) \$ 5,000,000
	<input type="checkbox"/> ANY AUTO					BODILY INJURY* (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS					BODILY INJURY (Per accident) \$
	<input checked="" type="checkbox"/> SCHEDULED AUTOS					PROPERTY DAMAGE (Per accident) \$
	<input checked="" type="checkbox"/> HIRED AUTOS					\$
A	<input checked="" type="checkbox"/> NON-OWNED AUTOS				\$	
B	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR		IXG407468C	07/01/11	07/01/12	EACH OCCURRENCE \$ 5,000,000
	EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE					AGGREGATE \$ 5,000,000
	DEDUCTIBLE					\$
	RETENTION \$					\$
A	WORKERS COMPENSATION AND EMPLOYERS LIABILITY		HJUB-7447L56-1-11	12/31/11	12/31/12	WC STATUTORY LIMITS OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y/N				E L EACH ACC'DENT \$ 1,000,000
	If yes describe under DESCRIPTION OF OPERATIONS below	N/A				E L DISEASE EA EMPLOYEE \$ 1,000,000
						E L DISEASE POLICY LIMIT \$ 1,000,000
A	Physical Damage Spec P & Coll		BA-2285R449	07/01/11	07/01/12	10,000Ded ACV

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD #01 Additional Remarks Schedule if more space is required)
Certificate holder is an additional insured as their interest may appear

CERTIFICATE HOLDER CITYRAL City of Raleigh City Manager P O Box 590 Raleigh, NC 27602	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS
	AUTHORIZED REPRESENTATIVE 

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
01/10/2012

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER

IMPORTANT If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s)

PRODUCER Marsh USA Inc Two Logan Square Philadelphia PA 19103 Attn philadelphia certs@marsh.com / F 212 948 0360 390631 All Crime-11 12	CONTACT NAME _____	
	PHONE (A/C, No, Ext) _____	FAX (A/C, No) _____
E MAIL ADDRESS _____		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A National Union Fire Ins Co Pittsburgh PA	19445	
INSURER B		
INSURER C		
INSURER D		
INSURER E		
INSURER F		

COVERAGES	CERTIFICATE NUMBER CLE 003744670-02	REVISION NUMBER 7
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THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED NOTWITHSTANDING ANY REQUIREMENT TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR GEN L AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS COMP/OP AGG \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS MADE DED <input type="checkbox"/> RETENTIONS					EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y <input checked="" type="checkbox"/> N (Mandatory in NH) If yes describe under DESCRIPTION OF OPERATIONS below					WC STATUTORY LIMITS <input type="checkbox"/> OTH ER <input type="checkbox"/> E L EACH ACCIDENT \$ E L DISEASE EA EMPLOYEE \$ E L DISEASE POLICY LIMIT \$
A	Crime Employee Theft		023060685	07/01/2011	07/01/2012	Per Occurrence 500 000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101 Additional Remarks Schedule if more space is required)

The City of Raleigh is included as loss payee with respect to the Crime policy where required by written contract

CERTIFICATE HOLDER City of Raleigh P O Box 590 Raleigh NC 24602 0590	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS AUTHORIZED REPRESENTATIVE of Marsh USA Inc Manashi Mukherjee <i>Manashi Mukherjee</i>
--	---

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5% Performance Bond

Excerpt from Contract

Performance Bond

Veolia Transportation Services, Inc will provide the City with a performance bond in the amount of 5% of the yearly contract within ten (10) days of execution of the contract
The cost of said bond shall be an Expense of the Contractor



Fidelity and Deposit Companies
1400 American Lane
Schaumburg, IL 60196

CONTINUATION CERTIFICATE

(to be filed with Obligee)

In consideration of the premium charged, Bond number 8779726 issued on behalf of Veolia Transportation Services, Inc., as Principal, in favor of City of Raleigh, NC, as Obligee in connection with Fixed Route Service Contract, is hereby

- Bond extended for an additional 15 months, from October 1, 2011 to December 31, 2012

and, subject to all covenants and conditions of said bond

PROVIDED that the liability of FIDELITY AND DEPOSIT COMPANY OF MARYLAND shall not exceed in the aggregate the amount above written, whether the loss shall have occurred during the term of said bond or during any continuation or continuations thereof, or partly during said term and partly during any continuation or continuations thereof

Signed, sealed and dated December 21, 2011

FIDELITY AND DEPOSIT COMPANY OF MARYLAND (Surety)

By

Handwritten signature of Irene Lau and a large, dense scribble of ink.

Irene Lau, Attorney-in-Fact

Power of Attorney
FIDELITY AND DEPOSIT COMPANY OF MARYLAND

KNOW ALL MEN BY THESE PRESENTS That the FIDELITY AND DEPOSIT COMPANY OF MARYLAND, a corporation of the State of Maryland, by PAUL C ROGERS, Vice President, and T E SMITH, Assistant Secretary, in pursuance of authority granted by Article VI, Section 2, of the By-Laws of said Company, which are set forth on the reverse side hereof and are hereby certified to be in full force and effect on the date hereof, does hereby nominate, constitute and appoint Irene LAU, of Newport Beach, California, its true and lawful agent and Attorney-in-Fact to make, execute, seal and deliver, for, and on its behalf as surety, and as its act and deed, ~~any and all bonds and undertakings~~, and the execution of such bonds or undertakings in pursuance of these presents, shall be as binding upon said Company, as fully and amply, to all intents and purposes, as if they had been duly executed and acknowledged by the regularly elected officers of the Company at its office in Baltimore, Md., in their own proper persons. This power of attorney revokes that issued on behalf of Irene LAU dated July 29, 1999.

The said Assistant Secretary does hereby certify that the extract set forth on the reverse side hereof is a true copy of Article VI, Section 2. of the By-Laws of said Company, and is now in force

IN WITNESS WHEREOF, the said Vice-President and Assistant Secretary have hereunto subscribed their names and affixed the Corporate Seal of the said FIDELITY AND DEPOSIT COMPANY OF MARYLAND, this 16th day of June, A D 2003

ATTEST

FIDELITY AND DEPOSIT COMPANY OF MARYLAND



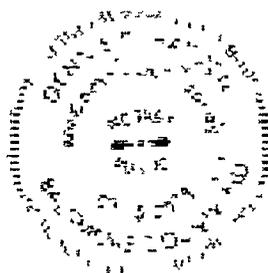
T E Smith Assistant Secretary

By *Paul C Rogers* Vice President

State of Maryland }
Baltimore County } ss

On this 16th day of June, A D 2003, before the subscriber, a Notary Public of the State of Maryland, duly commissioned and qualified, came PAUL C ROGERS, Vice President, and T E SMITH, Assistant Secretary of the FIDELITY AND DEPOSIT COMPANY OF MARYLAND, to me personally known to be the individuals and officers described in and who executed the preceding instrument and they each acknowledged the execution of the same, and being by me duly sworn, severally and each for himself deposed and saith, that they are the said officers of the Company aforesaid, and that the seal affixed to the preceding instrument is the Corporate Seal of said Company, and that the said Corporate Seal and their signatures as such officers were duly affixed and subscribed to the said instrument by the authority and direction of the said Corporation

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my Official Seal the day and year first above written



Dennis R Hayden Notary Public
My Commission Expires February 15, 2013

EXTRACT FROM BY-LAWS OF FIDELITY AND DEPOSIT COMPANY OF MARYLAND

"Article VI, Section 2 The Chairman of the Board, or the President, or any Executive Vice-President, or any of the Senior Vice-Presidents or Vice-Presidents specially authorized so to do by the Board of Directors or by the Executive Committee, shall have power, by and with the concurrence of the Secretary or any one of the Assistant Secretaries, to appoint Resident Vice-Presidents. Assistant Vice-Presidents and Attorneys-in-Fact as the business of the Company may require, or to authorize any person or persons to execute on behalf of the Company any bonds, undertaking, recognizances, stipulations, policies, contracts, agreements, deeds, and releases and assignments of judgements, decrees, mortgages and instruments in the nature of mortgages, and to affix the seal of the Company thereto "

CERTIFICATE

I, the undersigned, Assistant Secretary of the FIDELITY AND DEPOSIT COMPANY OF MARYLAND, do hereby certify that the foregoing Power of Attorney is still in full force and effect on the date of this certificate, and I do further certify that the Vice-President who executed the said Power of Attorney was one of the additional Vice-Presidents specially authorized by the Board of Directors to appoint any Attorney-in-Fact as provided in Article VI, Section 2, of the By-Laws of the FIDELITY AND DEPOSIT COMPANY OF MARYLAND

This Power of Attorney and Certificate may be signed by facsimile under and by authority of the following resolution of the Board of Directors of the FIDELITY AND DEPOSIT COMPANY OF MARYLAND at a meeting duly called and held on the 10th day of May, 1990

RESOLVED "That the facsimile or mechanically reproduced seal of the company and facsimile or mechanically reproduced signature of any Vice-President, Secretary, or Assistant Secretary of the Company, whether made heretofore or hereafter, wherever appearing upon a certified copy of any power of attorney issued by the Company, shall be valid and binding upon the Company with the same force and effect as though manually affixed "

IN TESTIMONY WHEREOF, I have hereunto subscribed my name and affixed the corporate seal of the said Company,

this _____ day of DEC 21 2011, _____



Ad Sanchez

Assistant Secretary



Fidelity and Deposit Companies

RIDER # 2

To be attached to and form a part of

Bond No 8779726
Type of Bond Performance bond

Executed by VEOLIA TRANSPORTATION SERVICES, INC, as Principal, and by Fidelity and Deposit Company of Maryland, as Surety, in favor of City of Raleigh, NC, as Oblige

In consideration of the premium charged, it is hereby understood and agreed that subject bond be amended as follows

- bond penal sum is **decreased** from \$18,156 21 to \$16,460 00

This rider is effective January 1, 2012

This rider is executed upon the express condition that the Surety's liability under said bond shall not be cumulative and shall in no event exceed the amount specifically set forth in said bond or any existing certificate changing the amount of said bond. The referenced bond shall be subject to all its agreements, limitations and conditions except as herein expressly modified

SIGNED, SEALED AND DATED this 21st day of December, 2011

Fidelity and Deposit Company of Maryland
(Surety)

Veolia Transportation Services, Inc
(Principal)

By [Signature]
Ilrene Lau, Attorney-in-Fact

By [Signature]
authorized signing officer



Power of Attorney
FIDELITY AND DEPOSIT COMPANY OF MARYLAND

KNOW ALL MEN BY THESE PRESENTS That the FIDELITY AND DEPOSIT COMPANY OF MARYLAND, a corporation of the State of Maryland, by PAUL C ROGERS, Vice President, and T E SMITH, Assistant Secretary, in pursuance of authority granted by Article VI, Section 2, of the By-Laws of said Company, which are set forth on the reverse side hereof and are hereby certified to be in full force and effect on the date hereof, does hereby nominate, constitute and appoint Irene LAU, of Newport Beach, California, its true and lawful agent and Attorney-in-Fact to make, execute, seal and deliver, for, and on its behalf as surety, and as its act and deed, ~~any and all bonds and undertakings~~, and the execution of such bonds or undertakings in pursuance of these presents, shall be as binding upon said Company, as fully and amply, to all intents and purposes, as if they had been duly executed and acknowledged by the regularly elected officers of the Company at its office in Baltimore, Md., in their own proper persons. This power of attorney revokes that issued on behalf of Irene LAU, dated July 29, 1999.

The said Assistant Secretary does hereby certify that the extract set forth on the reverse side hereof is a true copy of Article VI, Section 2, of the By-Laws of said Company, and is now in force

IN WITNESS WHEREOF, the said Vice-President and Assistant Secretary have hereunto subscribed their names and affixed the Corporate Seal of the said FIDELITY AND DEPOSIT COMPANY OF MARYLAND, this 16th day of June, A D 2003

ATTEST

FIDELITY AND DEPOSIT COMPANY OF MARYLAND



T E Smith

T E Smith Assistant Secretary

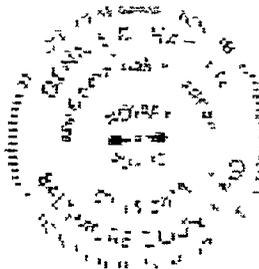
Paul C Rogers

By *Paul C Rogers* Vice President

State of Maryland }
Baltimore County } ss

On this 16th day of June, A D 2003, before the subscriber, a Notary Public of the State of Maryland duly commissioned and qualified, came PAUL C ROGERS, Vice President, and T E SMITH, Assistant Secretary of the FIDELITY AND DEPOSIT COMPANY OF MARYLAND, to me personally known to be the individuals and officers described in and who executed the preceding instrument, and they each acknowledged the execution of the same, and being by me duly sworn, severally and each for himself depose and saith, that they are the said officers of the Company aforesaid, and that the seal affixed to the preceding instrument is the Corporate Seal of said Company, and that the said Corporate Seal and their signatures as such officers were duly affixed and subscribed to the said instrument by the authority and direction of the said Corporation

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my Official Seal the day and year first above written



Dennis R Hayden

Dennis R Hayden Notary Public
My Commission Expires February 15, 2013

EXTRACT FROM BY-LAWS OF FIDELITY AND DEPOSIT COMPANY OF MARYLAND

Article VI, Section 2 The Chairman of the Board, or the President, or any Executive Vice-President, or any of the Senior Vice-Presidents or Vice-Presidents specially authorized so to do by the Board of Directors or by the Executive Committee, shall have power, by and with the concurrence of the Secretary or any one of the Assistant Secretaries, to appoint Resident Vice-Presidents, Assistant Vice-Presidents and Attorneys-in-Fact as the business of the Company may require, or to authorize any person or persons to execute on behalf of the Company any bonds, undertakings, recognizances, stipulations, policies, contracts, agreements, deeds, and releases and assignments of judgements, decrees, mortgages and instruments in the nature of mortgages, and to affix the seal of the Company thereto "

CERTIFICATE

I, the undersigned, Assistant Secretary of the FIDELITY AND DEPOSIT COMPANY OF MARYLAND, do hereby certify that the foregoing Power of Attorney is still in full force and effect on the date of this certificate, and I do further certify that the Vice-President who executed the said Power of Attorney was one of the additional Vice-Presidents specially authorized by the Board of Directors to appoint any Attorney-in-Fact as provided in Article VI, Section 2, of the By-Laws of the FIDELITY AND DEPOSIT COMPANY OF MARYLAND

This Power of Attorney and Certificate may be signed by facsimile under and by authority of the following resolution of the Board of Directors of the FIDELITY AND DEPOSIT COMPANY OF MARYLAND at a meeting duly called and held on the 10th day of May, 1990

RESOLVED "That the facsimile or mechanically reproduced seal of the company and facsimile or mechanically reproduced signature of any Vice-President, Secretary, or Assistant Secretary of the Company, whether made heretofore or hereafter, wherever appearing upon a certified copy of any power of attorney issued by the Company, shall be valid and binding upon the Company with the same force and effect as though manually affixed "

IN TESTIMONY WHEREOF, I have hereunto subscribed my name and affixed the corporate seal of the said Company,

this _____ day of DEC 21 2011, _____



D. Sanchez

Assistant Secretary

ENCUMBERED

PROVISIONS FOR THE PAYMENT OF THE MONEYS
TO FALL DUE UNDER THIS AGREEMENT HAVE BEEN
MADE BY AN APPROPRIATION DULY MADE, OR BY
BONDS OR NOTES DULY AUTHORIZED, AS RE-
QUIRED BY THE LOCAL GOVERNMENT ACT

CITY ACCOUNTANT

DATE

CODE _____

\$ _____

INVOICE



**Transdev Services, Inc.
Capital Area Transit**

4104 Poole Rd
Raleigh, NC 27610
919.996.3900

INVOICE # 4477
August 12, 2016

Marie Parker
General Manager

To invoice for September advance and July operating costs/management fee:

	Operating Costs	Preventive Maintenance	Management Fee	Inventory Adjustments	Total Costs
September 2016 Budgeted Advance	\$ 795,934.33	\$ 341,666.67	\$ -	\$ -	\$ 1,137,601.00
Actual Net Operating Costs - July 2016	1,267,197.83	381,895.00	32,717.08	-	1,681,809.91
** Adjustments - August adv. correction	90,205.00	-	-	-	90,205.00
** Adjustments - Monthly Inventory Changes	-	-	-	361,103.21	361,103.21
Subtotal	2,153,337.16	723,561.67	32,717.08	361,103.21	3,270,719.12
Less: July 2016 Budgeted Advance	(955,250.33)	(341,666.67)	-	-	(1,296,917.00)
Total Amount Due September 5, 2016	\$ 1,198,086.83	\$ 381,895.00	\$ 32,717.08	\$ 361,103.21	\$ 1,973,802.12

410-7470-712100-580	\$ 1,198,086.83
410-7470-712100-580	\$ 361,103.21
415-2211-714060-93316-GRT02-74130101	381,895.00
410-7470-708020-580	32,717.08
	<u>\$ 1,973,802.12</u>



**Transdev Services, Inc.
GoRaleigh**

4104 Poole Rd
Raleigh, NC 27610
919.996.3900

INVOICE # 4459
July 15, 2016

Marie Parker
General Manager

To invoice for August advance and June operating costs/management fee:

	Operating Costs	Preventive Maintenance	Management Fee	Inventory Adjustments	Total Costs
August 2016 Budgeted Advance	\$ 955,250.33	\$ 341,666.67	\$ -	\$ -	\$ 1,296,917.00
Actual Net Operating Costs - June 2016	881,250.61	362,962.00	46,317.08		1,290,529.69
** Adjustments - Monthly Inventory Changes		-	-	124,912.18	124,912.18
Subtotal	1,836,500.94	704,628.67	46,317.08	124,912.18	2,712,358.87
Less: June 2016 Budgeted Advance	(955,250.33)	(341,666.67)	-	-	(1,296,917.00)
Total Amount Due August 5, 2016	\$ 881,250.61	\$ 362,962.00	\$ 46,317.08	\$ 124,912.18	\$ 1,415,441.87

410-7470-712100-580	\$ 881,250.61
410-7470-712100-580	\$ 124,912.18
415-2211-714060-93316-GRT02-74130101	362,962.00
410-7470-708020-580	46,317.08
	<u>\$ 1,415,441.87</u>

INVOICE



Transdev Services, Inc.

4104 Poole Rd
Raleigh, NC 27610
919.996.3900

INVOICE # 4443
June 20, 2016

Marie Parker
General Manager

To invoice for July advance and May operating costs/management fee:

	Operating Costs	Preventive Maintenance	Management Fee	Inventory Adjustments	Total Costs
July 2016 Budgeted Advance	\$ 955,250.33	\$ 341,666.67	\$ -	\$ -	\$ 1,296,917.00
Actual Net Operating Costs - May2016	719,279.06	286,133.65	32,717.08	-	1,038,129.79
** Adjustments - Monthly Inventory Changes	-	-	-	124,953.29	124,953.29
Subtotal	1,674,529.39	627,800.32	32,717.08	124,953.29	2,460,000.08
Less: May2016 Budgeted Advance	(907,932.33)	(341,666.67)	-	-	(1,249,599.00)
Total Amount Due July 5, 2016	\$ 766,597.06	\$ 286,133.65	\$ 32,717.08	\$ 124,953.29	\$ 1,210,401.08

410-7470-712100-580	\$ 766,597.06
410-7470-712100-580	\$ 124,953.29
415-2211-714060-93316-GRT02-74130101	286,133.65
410-7470-708020-580	32,717.08
	<hr/>
	\$ 1,210,401.08

GoRaleigh
 Grounds and Services - Actual Costs
 RFP - Additional Information
 FYE 2016

	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	FYTD
Janitorial/Landscaping/Trash	2,418	3,894	3,745	3,399	498	6,641	3,893	3,818	2,542	1,323	1,260	511	33,942
Utilities	18,005	26,874	20,287	26,818	19,170	19,868	22,980	23,203	23,692	19,295	17,797	35,243	273,232
Building & Grounds	11,290	39,550	26,005	15,539	11,189	16,937	21,044	9,402	15,742	24,723	23,473	34,032	248,926
Total Building Expenses	31,713	70,318	50,037	45,756	30,857	43,446	47,917	36,423	41,976	45,341	42,530	69,786	556,100

These are the purchased building costs of operating the buiding at Poole Road. It does not include staff time to manage and perform some of the maintenance functions. Management of the building maintenance falls under the responsibility of the maintenance staff. In the past year the janitorial duties and repair work was split between maintenance staff and contractors.

Utilities include electric, telephone, internet and natural gas.

Building and Grounds includes landscaping, contract maintenance work and all other building costs. Landscaping includes the care of the ponds in addition to taking care of the land and lot cleaning. The service calls include pest control, electricians, plumbers, locksmith, restroom supplies, janitorial equipment, etc.

GoRaleigh OTP

Month	On Time Performance
Sep-15	80%
Oct-15	81%
Nov-15	80%
Dec-15	79%
Jan-16	85%
Feb-16	84%
Mar-16	82%
Apr-16	79%
May-16	81%
Jun-16	83%
Jul-16	83%
Aug-16	80%



TheStandard®

**Raleigh Division of ATC/Vancom
Management Services
Limited Partnership ATU Local 1328
Pension Plan**

**Actuarial Valuation
January 1, 2016**

Contract #: 802635
EIN: 52-1493194
PN: 011

Prepared by
Standard Retirement Services, Inc.

**Raleigh Division of ATC/Vancom Management Services
Limited Partnership ATU Local 1328 Pension Plan**

Summary of Valuation Results

	<u>2016</u>	<u>2015</u>
Active Participants	184	175
Vested Terminated	105	91
Disabled	10	10
Retired & Beneficiaries	56	55
Total Participants	<u>355</u>	<u>331</u>
Total Plan Compensation	\$9,394,387	\$8,636,977
Average Plan Compensation	\$51,056	\$49,354
Minimum Required Contribution as of January 1	\$0	\$0
Maximum Deductible Contribution	\$8,674,440	\$7,694,018
Actual Contribution – Cash Amount	TBD	\$490,190
– Discounted Amount	TBD	\$474,214
Market Value of Assets (MVA)	\$9,986,137	\$9,752,901
MVA Rate of Return	(0.85%)	4.27%
Actuarial Value of Assets (AVA)	\$9,986,137	\$9,752,901
Carryover Balance	\$24,300	\$24,508
Prefunding Balance	\$0	\$0
Funding Target Segment Rates		
Years 1 to 5	4.43%	4.72%
Years 6 to 20	5.91%	6.11%
Years 21+	6.65%	6.81%
Funding Target Effective Rate	6.14%	6.33%
Funding Target Normal Cost	\$76,526	\$72,502
Funding Target	\$9,875,956	\$9,067,700
Funding Target Attainment Percentage (FTAP)	100.86%	107.28%
Adjusted Funding Target Attainment Percentage (AFTAP)	101.11%	107.55%
PBGC Segment Rates		
Years 1 to 5	1.34%	1.15%
Years 6 to 20	4.03%	4.06%
Years 21+	5.06%	5.15%

**Raleigh Division of ATC/Vancom Management Services
Limited Partnership ATU Local 1328 Pension Plan**

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**Raleigh Division of ATC/Vancom Management Services
Limited Partnership ATU Local 1328 Pension Plan**

Summary of Valuation

Funding Requirements

The cash funding levels for the plan year beginning January 1, 2016 are as follows:

ERISA Minimum Required	\$0
IRS Maximum Tax Deductible	\$8,674,440

The ERISA minimum, with interest, must be contributed to the plan's trust on a quarterly basis during the 2016 plan year as shown on the next page with the final payment due on or before July 31, 2017 (September 15, 2017 if the Form 5500 filing is extended). The ERISA minimum required contribution for the prior year was \$0.

Note that the plan had a Funding Standard Carryover Balance of \$24,300 and a Prefunding Balance of \$0 as of December 31, 2015.

The amount deducted on the corporate tax return must be contributed to the plan's trust by the due date of the corporate tax return, including extensions.

The Adjusted Funding Target Attainment Percentage (AFTAP) at January 1, 2016 was 101.11%.

Quarterly Contributions

Employers may be required to make quarterly payments on minimum funding requirements. Generally, the payment is the lesser of 100% of the prior year Minimum Required Contribution and 90% of the current year Minimum Required Contribution, both unadjusted by the carryover and prefunding balances. The employer is exempt from this requirement if the Funding Target Attainment Percentage (FTAP) is at least 100% for the prior year.

Since the 2016 Minimum Required Contribution is zero, quarterly contributions are not required for 2016 and 2017 Plan Years.

**Raleigh Division of ATC/Vancom Management Services
Limited Partnership ATU Local 1328 Pension Plan**

Summary of Valuation (cont.)

2015 Plan Year		2016 Plan Year ¹		Preliminary 2017 Plan Year ²	
Date Paid	Amount	Date Due	Amount	Date Due	Amount
2/3/2015	\$19,941	4/15/2016	\$0	4/15/2017	\$0
2/11/2015	21,935	7/15/2016	0	7/15/2017	0
2/26/2015	19,462	10/15/2016	0	10/15/2017	0
3/17/2015	18,579	1/15/2017	0	1/15/2018	0
Various	\$234,444	9/15/2017	\$0	9/15/2018	TBD

Changes Since Prior Year

Plan Provisions: None.

Assumptions: The mortality table and segment rates were updated per IRS regulations.

Methods: None.

¹ This schedule could change if actual payments are more or less than the amounts shown, or if payments are made on dates other than those shown.

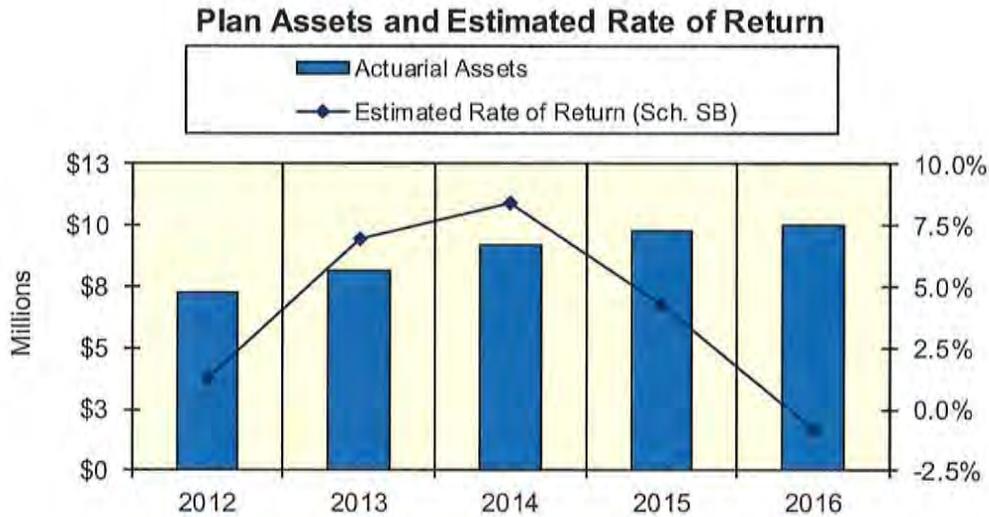
² The 2017 plan year quarterly contribution schedule will be finalized after all 2016 contributions have been paid and after the 2017 actuarial valuation has been completed.

**Raleigh Division of ATC/Vancom Management Services
Limited Partnership ATU Local 1328 Pension Plan**

Summary of Valuation (cont.)

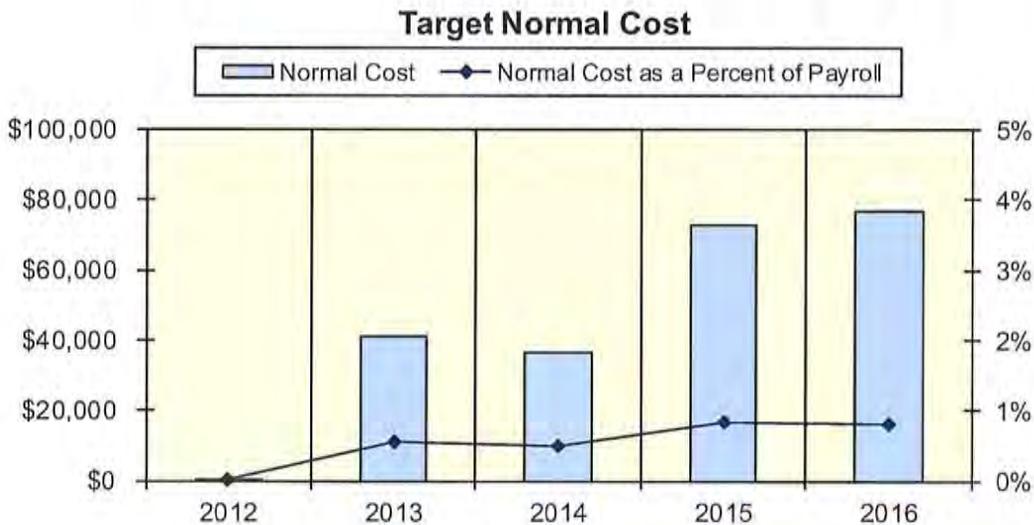
Asset Summary

Between January 1, 2015 and January 1, 2016, the actuarial value of plan assets increased by \$233,235, from \$9,752,901 to \$9,986,137.



Normal Cost

The funding target normal cost for the plan year beginning on January 1, 2016 is \$76,526 compared to \$72,502 on January 1, 2015. As a percentage of payroll, normal cost decreased from 0.84% to 0.81%. The recent trend of normal cost is charted below.



**Raleigh Division of ATC/Vancom Management Services
Limited Partnership ATU Local 1328 Pension Plan**

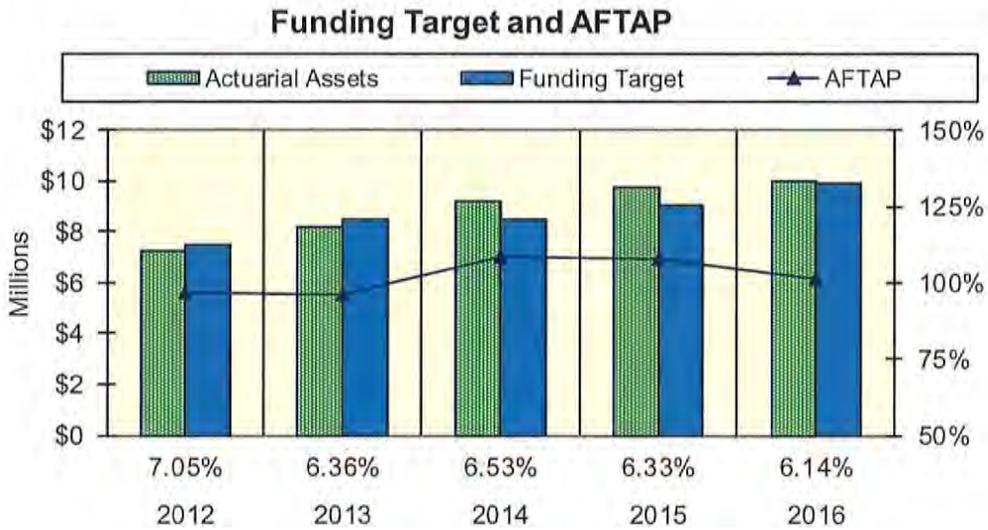
Summary of Valuation (cont.)

Funding Target

The Funding Target for the plan year beginning on January 1, 2016 is \$9,875,956 compared to \$9,067,700 for the preceding year. The Adjusted Funding Target Attainment Percentage (AFTAP) decreased from 107.55% to 101.11%.

The Funding Target will vary from year to year based on the plan's demographics, such as new entrants, terminations more or less than expected, pay increases greater than expected, etc. However, annual fluctuations in the Funding Target are generally driven by IRS mandated assumptions used to calculate the value (particularly the interest rates). The effective interest rate for 2016 for your plan is 6.14%, compared to 6.33% for 2015.

The recent trend of the Funding Target and the AFTAP is charted below. The effective interest rate used to calculate the Funding Target appears below each bar.



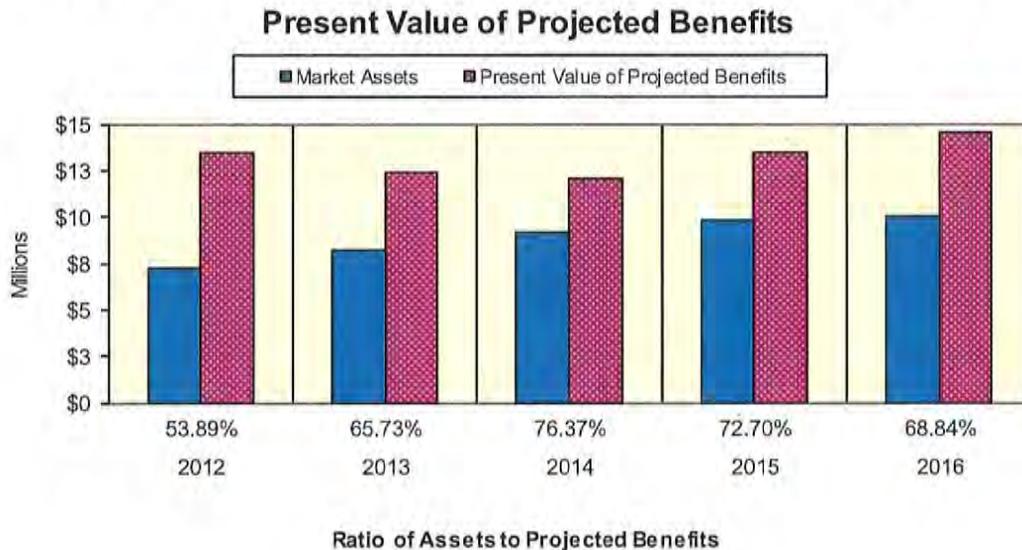
Raleigh Division of ATC/Vancom Management Services
Limited Partnership ATU Local 1328 Pension Plan

Summary of Valuation (cont.)

Plan Funded Status

When we mention the plan's funded status, we are referring to the ability of current plan assets to support projected benefit obligations. The plan's present value of projected benefits is the actuary's best guess at the discounted value of paying all promised benefits from the plan. Prefunding to the present value of projected benefits is similar to pre-paying all the promised benefits from the plan assuming all demographic and investment assumptions are met.

As of January 1, 2016, the present value of projected benefits was \$14,506,716. The market value of assets as of that date was \$9,986,137, showing that you have funded 68.84% of the plan's projected benefits. The following is a chart of historical percentages of the present value of assets:



If the plan funded the original present value of projected benefits at the plan's inception and all assumptions were met, this percentage should theoretically always equal 100%. The two pieces that can easily be carved out are asset investment return and the present value for new plan participants. Please note the previous section detailing asset performance.

**Raleigh Division of ATC/Vancom Management Services
Limited Partnership ATU Local 1328 Pension Plan**

Summary of Valuation (cont.)

2015 Plan Year		2016 Plan Year ¹		Preliminary 2017 Plan Year ²	
Date Paid	Amount	Date Due	Amount	Date Due	Amount
2/3/2015	\$19,941	4/15/2016	\$0	4/15/2017	\$0
2/11/2015	21,935	7/15/2016	0	7/15/2017	0
2/26/2015	19,462	10/15/2016	0	10/15/2017	0
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Various	\$234,444	9/15/2017	\$0	9/15/2018	TBD

Changes Since Prior Year

Plan Provisions: None.

Assumptions: The mortality table and segment rates were updated per IRS regulations.

Methods: None.

¹ This schedule could change if actual payments are more or less than the amounts shown, or if payments are made on dates other than those shown.

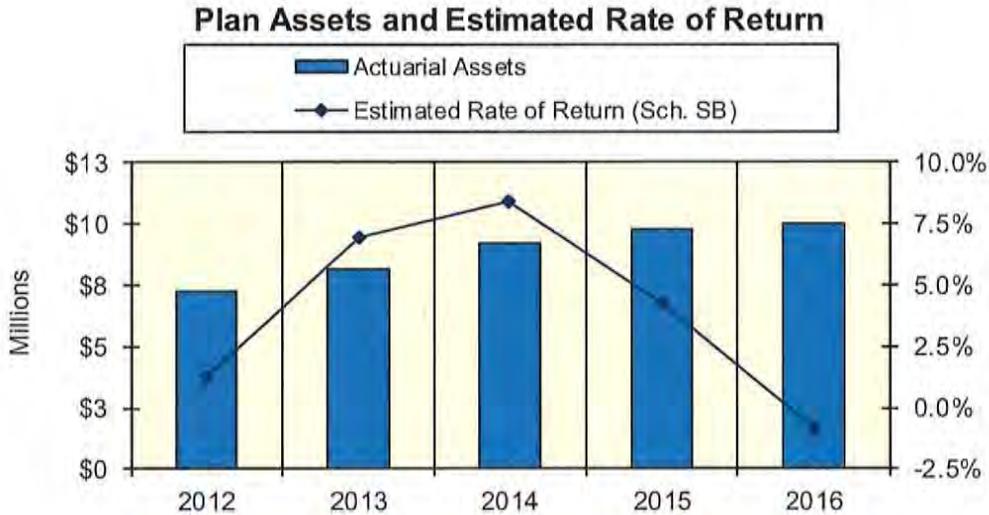
² The 2017 plan year quarterly contribution schedule will be finalized after all 2016 contributions have been paid and after the 2017 actuarial valuation has been completed.

**Raleigh Division of ATC/Vancom Management Services
Limited Partnership ATU Local 1328 Pension Plan**

Summary of Valuation (cont.)

Asset Summary

Between January 1, 2015 and January 1, 2016, the actuarial value of plan assets increased by \$233,235, from \$9,752,901 to \$9,986,137.



Normal Cost

The funding target normal cost for the plan year beginning on January 1, 2016 is \$76,526 compared to \$72,502 on January 1, 2015. As a percentage of payroll, normal cost decreased from 0.84% to 0.81%. The recent trend of normal cost is charted below.



**Raleigh Division of ATC/Vancom Management Services
Limited Partnership ATU Local 1328 Pension Plan**

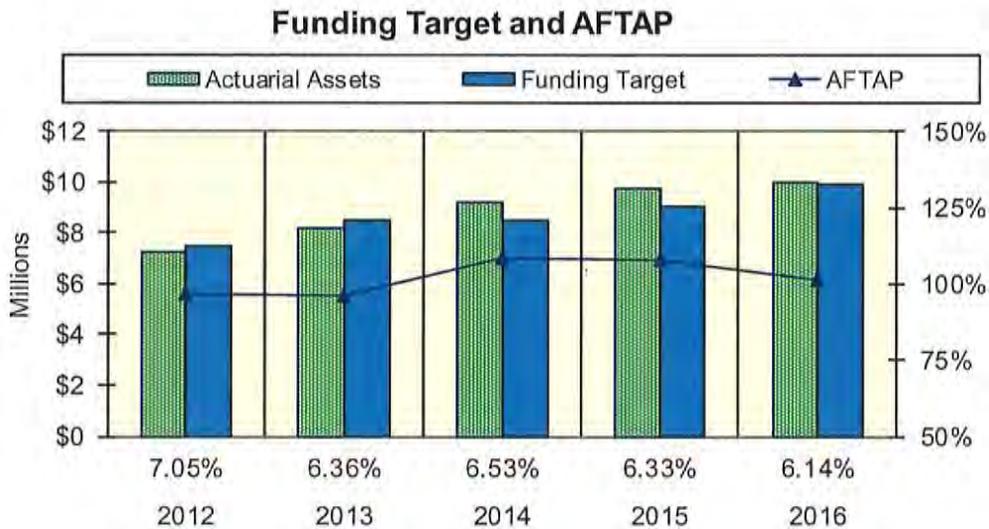
Summary of Valuation (cont.)

Funding Target

The Funding Target for the plan year beginning on January 1, 2016 is \$9,875,956 compared to \$9,067,700 for the preceding year. The Adjusted Funding Target Attainment Percentage (AFTAP) decreased from 107.55% to 101.11%.

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The recent trend of the Funding Target and the AFTAP is charted below. The effective interest rate used to calculate the Funding Target appears below each bar.



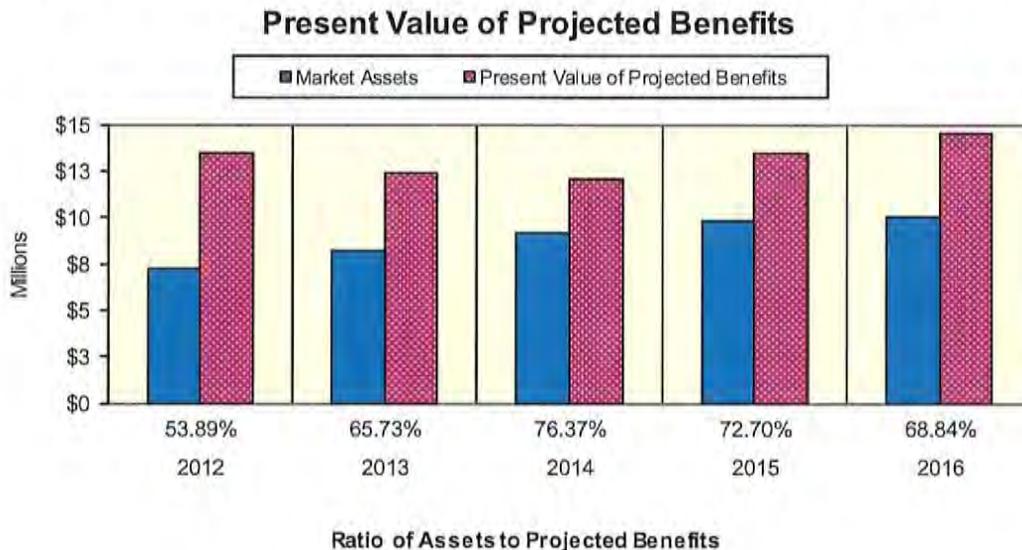
Raleigh Division of ATC/Vancom Management Services
Limited Partnership ATU Local 1328 Pension Plan

Summary of Valuation (cont.)

Plan Funded Status

When we mention the plan's funded status, we are referring to the ability of current plan assets to support projected benefit obligations. The plan's present value of projected benefits is the actuary's best guess at the discounted value of paying all promised benefits from the plan. Prefunding to the present value of projected benefits is similar to pre-paying all the promised benefits from the plan assuming all demographic and investment assumptions are met.

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**Raleigh Division of ATC/Vancom Management Services
Limited Partnership ATU Local 1328 Pension Plan**

Summary of Valuation (cont.)

Liquidity Requirement

Liquid plan assets of \$9,986,137 exceed 3 times the annual rate of disbursements (the anticipated annual benefit payments plus expenses total approximately \$475,524). Hence, no additional liquidity requirement payment is due.

PBGC Premium information for 2016

The PBGC Premium due for 2016 is \$85,060, payable by October 15, 2016.

**Raleigh Division of ATC/Vancom Management Services
Limited Partnership ATU Local 1328 Pension Plan**

Schedule of Action Items for 2016

Event	Date	Plan Year
Start Minimum Distribution Payments	N/A	2016
Send Funding Notices to participants	4/30/2016	2015
Send Limitation on Forms of Distribution Notice to participants (if necessary)	4/30/2016	2016
File Form 5500 or extension	7/31/2016	2015
File Form 5500 (if Form 5558 extension filed)	10/15/2016	2015
File PBGC Form 1	10/15/2016	2016

**Raleigh Division of ATC/Vancom Management Services
Limited Partnership ATU Local 1328 Pension Plan**

Actuarial Certification

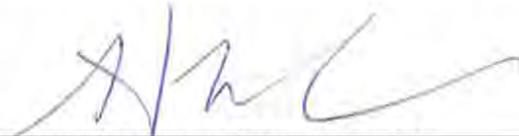
This report presents the actuarial valuation of the Raleigh Division of ATC/Vancom Management Services Limited Partnership ATU Local 1328 Pension Plan as of January 1, 2016, for the plan year beginning January 1, 2016. Standard Retirement Services, Inc. has prepared this report for Capital Area Transit.

This valuation is based on the participant data as of January 1, 2016 provided to Standard Retirement Services, Inc. by Go Raleigh. This participant data has not been audited by Standard Retirement Services, Inc., but appears to be sufficient for purposes of the valuation. The information provided by Capital Area Transit is summarized in this report.

This valuation has been prepared in accordance with generally accepted actuarial principles and practices. The actuarial assumptions and methods employed in the development of the contribution limits have been selected by Standard Retirement Services, Inc. with the concurrence of the plan sponsor. ERISA and the Internal Revenue Code require the use of assumptions "each of which is reasonable (taking into account the experience of the plan and reasonable expectations) and which, in combination, offer the actuary's best estimate of anticipated experience under the plan."

The undersigned Enrolled Actuary is a Member of the American Academy of Actuaries and/or the Society of Actuaries, and meets the Qualification Standards of the American Academy of Actuaries to render the actuarial opinions contained in this report. We are not aware of any relationship between Standard Retirement Services, Inc. and Capital Area Transit that would impact our objectivity.

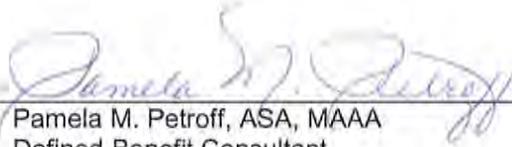
We are available to answer any questions or provide further explanations regarding this valuation.



Stephen M. Coleman, FSA, EA, MAAA
Defined Benefit Actuary

8-22-2016

Date



Pamela M. Petroff, ASA, MAAA
Defined Benefit Consultant

8-22-2016

Date

**Raleigh Division of ATC/Vancom Management Services
Limited Partnership ATU Local 1328 Pension Plan**

Reconciliation of Market Value of Assets

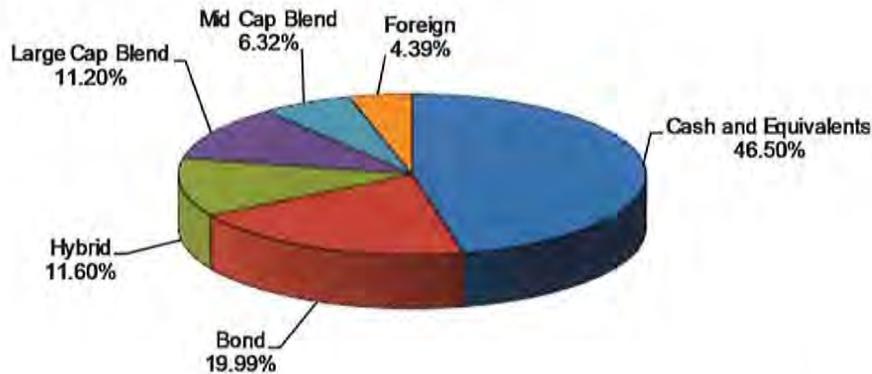
1. Market value of assets, January 1, 2015	\$9,752,901
2. Less contributions receivable	(36,966)
3. Market value of assets without receivable contributions	<u>\$9,715,935</u>
4. Cash flow items:	
(a) Employer contributions	508,742
(b) Benefit payments	(580,411)
(c) Employee contributions	508,742
(d) PBGC premiums	(55,659)
(e) Administrative expenses	(27,178)
(f) 420 transfers	0
(g) Investment return	(84,034)
5. Total cash flow (sum of (4))	<u>\$270,201</u>
6. Market value of assets, without receivable contributions (3)+(5)	<u>\$9,986,137</u>
7. Contributions receivable (discounted under PPA)	0
8. Market value of assets, December 31, 2015 (6)+(7)	<u>\$9,986,137</u>
9. Investment rate of return	(0.85%)

**Raleigh Division of ATC/Vancom Management Services
Limited Partnership ATU Local 1328 Pension Plan**

Assets by Investment Class

Asset Class	2016	2015
Cash and Equivalents	\$4,643,059	\$4,374,888
Bond	1,996,168	1,952,051
Hybrid	1,158,476	1,140,862
Large Cap Blend	1,118,764	1,131,939
Mid Cap Blend	631,322	637,187
Foreign	438,348	479,009
Total per Asset Statement	\$9,986,137	\$9,715,935
Receivable Contributions		36,966
Total Plan Assets	\$9,986,137	\$9,752,901

Assets Allocation as of Valuation Date



Development of Actuarial Assets (Market Value Method)

1.	Market value of assets, January 1, 2016	\$9,986,137
2.	Actuarial Assets, January 1, 2016	\$9,986,137

**Raleigh Division of ATC/Vancom Management Services
Limited Partnership ATU Local 1328 Pension Plan**

Development of Funding Target

1.	More than 500 participants in controlled group in prior year?	No
2.	Prior year funding target attainment percentage	
	(a) Not-at-risk	107.28%
	(b) At-risk	107.28%
3.	Funding target benchmark percentage	80.00%
4.	At-risk status	
	(a) Current year: If (1) and (2)(a)<(3) and (2)(b)<70%	No
	(b) Year-1	No
	(c) Year-2	No
	(d) Year-3	No
	(e) Year-4	No
	(f) At-risk current year and 2 of preceding 4 years? (If yes, loads apply)	No
5.	Funding not-at-risk liability	
	(a) Funding liability	
	(i) Retirees and beneficiaries receiving payments	\$3,293,074
	(ii) Terminated vested participants	994,872
	(iii) Active participants, vested liability	5,451,131
	(iv) Active participants, total liability	5,588,010
	(v) Total liability: (i)+(ii)+(iv)	\$9,875,956
	(b) Normal cost before adjustments	(35,734)
	(c) Expenses included in Normal Cost	112,260
	(d) Normal cost: (b)+(c)	\$76,526
6.	Funding at-risk liability	
	(a) Funding at-risk liability	
	(i) Retirees and beneficiaries receiving payments	\$3,293,074
	(ii) Terminated vested participants	994,872
	(iii) Active participants, vested liability	5,451,131
	(iv) Active participants, total liability	5,588,010
	(v) Total liability: (i)+(ii)+(iv)	\$9,875,956
	(b) Number of plan participants	355
	(c) Per-participant load: \$700 x (b)	N/A
	(d) Liability load: 4% of (5)(a)(v)	N/A
	(e) Funding loaded at-risk liability: (a)(v)+(c)+(d), not less than (5)(a)(v)	\$9,875,956
	(f) Preliminary at-risk normal cost (adj. for expenses)	76,526
	(g) Normal cost load: 4% of (5)(b)	N/A
	(h) Loaded at-risk normal cost: (f)+(g), not less than (5)(d)	\$76,526
7.	Funding target	
	(a) Number of consecutive years at-risk (max 5)	0
	(b) Transition percentage: 20% of (a)	0.00%
	(c) Funding target: (5)(a)(v)+[(b)x((6)(e)-(5)(a)(v))]	\$9,875,956
	(d) Target normal cost: (5)(d)+[(b)x((6)(h)-(5)(d))]	\$76,526
8.	Funding target attainment percentages	

**Raleigh Division of ATC/Vancom Management Services
Limited Partnership ATU Local 1328 Pension Plan**

(a)	Actuarial assets	\$9,986,137
(b)	Funding Standard Carryover Balance	\$24,300
(c)	Prefunding Balance	0
(d)	Funding not-at-risk: $((a)-(b)-(c))/(5)(a)(v)$	100.86%
(e)	Funding at-risk: $((a)-(b)-(c))/(6)(a)(v)$, min (d)	100.86%
(f)	Non-HCE annuity purchases in last 2 years	0
(g)	Not-at-risk funded ratio: $(a)/(5)(a)(v)$	101.11%
(h)	AFTAP: $((a)+(f)-((b)+(c) \text{ if } (g)<100\%))/((5)(a)(v)+(f))$	101.11%

**Raleigh Division of ATC/Vancom Management Services
Limited Partnership ATU Local 1328 Pension Plan**

Development of Shortfall Amortization Charge

1.	1st segment rate	4.43%
	2nd segment rate	5.91%
2.	Funding target	\$9,875,956
3.	Adjusted plan assets	
	(a) Actuarial assets	\$9,986,137
	(b) Funding Standard Carryover Balance	\$24,300
	(c) Prefunding Balance (PFB)	\$0
	(d) Adjusted assets: (a)-(b)-(c), min 0	\$9,961,837
4.	Funding shortfall: (2)-(3)(d), min 0	0
5.	Current shortfall amortization installments	
	(a) Annual installments	
	(i) 6 years remaining	0
	(ii) 5 years remaining	0
	(iii) 4 years remaining	0
	(iv) 3 years remaining	0
	(v) 2 years remaining	0
	(vi) 1 year remaining	0
	(b) Total annual installments	\$0
	(c) Present value of annual installments	
	(i) 6 years remaining	0
	(ii) 5 years remaining	0
	(iii) 4 years remaining	0
	(iv) 3 years remaining	0
	(v) 2 years remaining	0
	(vi) 1 year remaining	0
	(d) Total present value of annual installments	\$0
6.	Exemption from new shortfall amortization base	
	(a) Target liability percentage	100.00%
	(b) Shortfall funding target: (2)x(a)	\$9,875,956
	(c) Prefunding Balance if used to reduce the Minimum Required Contribution, else 0	0
	(d) Exempt?: [(3)(a)-(c)]>=(b)	Yes
7.	Shortfall amortization base	
	(a) Adjusted funding shortfall: (6)(b)-(3)(d), min 0	\$0
	(b) New current year base: (a)-(5)(d), or 0 if exempt	0
	(c) New 7-year installment amount	0
8.	Shortfall amortization charge: (5)(b)+(7)(c), min 0	\$0

**Raleigh Division of ATC/Vancom Management Services
Limited Partnership ATU Local 1328 Pension Plan**

Summary of Minimum Required Contribution

1.	Effective interest rate	6.14%
2.	Target normal cost	\$76,526
3.	Shortfall amortization charge	0
4.	Credit for excess assets	
	(a) Adjusted Assets	\$9,961,837
	(b) Funding Target	9,875,956
	(c) Excess assets: (a)-(b), not less than 0	\$85,881
5.	Preliminary minimum required contribution (MRC): (2)+(3)-(4)(c), not less than 0	\$0
6.	Credit balances	
	(a) Eligible to apply against MRC?: Yes if prior year funded ratio >= 80%	Yes
	(b) Funding Standard Carryover Balance (FSCB)	\$24,300
	(c) Elected to apply FSCB against MRC?	No
	(d) Prefunding Balance (PFB)	\$0
	(e) Elected to apply PFB against MRC?	No
	(f) Balances eligible to apply against MRC: (b)+(d) if eligible and elected	\$0
7.	MRC adjusted for credit balances, if applied: (5)-(6)(f), not less than 0	\$0
8.	Required quarterly contributions	
	(a) Quarterlies required?: Yes if prior year funding shortfall	No
	(b) Prior year applicable MRC	0
	(c) Current year MRC: (5)	0
	(d) Required annual payment: lesser of (b) and 90% of (c), if applicable	0
	(e) Required installment: 25% of (d)	\$0
9.	Employer contributions	
	(a) Contributions in schedule, if any, through January 1, 2016	0
	(b) Other contributions	0
	(c) Total employer contributions: (a)+(b)	\$0
	(d) Total contributions discounted to January 1, 2016	\$0

**Raleigh Division of ATC/Vancom Management Services
Limited Partnership ATU Local 1328 Pension Plan**

Summary of Maximum Tax Deductible Contribution

1.	Max tax UC funding target	\$12,248,379
2.	Max tax UC target normal cost	\$269,902
3.	Cushion amount	
	(a) 50% of funding target: 50% of (1)	\$6,124,190
	(b) Expected benefit increases	
	(i) Max tax PUC not-at-risk liability	\$12,266,485
	(ii) Max tax PUC at-risk liability	12,266,485
	(iii) Per-participant load	N/A
	(iv) Liability load: 4% of (i)	N/A
	(v) Max tax PUC loaded at-risk liability: (ii)+(iii)+(iv), not less than (i)	12,266,485
	(vi) Transition percentage	0.00%
	(vii) Max tax PUC funding target: (i)+[(vi)x((v)-(i))]	\$12,266,485
	(c) Cushion amount: (a)+(b)(vii)-(1)	\$6,142,296
4.	Actuarial value of assets	\$9,986,137
5.	Preliminary limit: (1)+(2)+(3)(c)-(4), not less than 0	\$8,674,440
6.	Maximum if not at-risk	
	(a) Max tax UC at-risk liability	\$12,248,379
	(b) Max tax UC at-risk normal cost (incl. expenses)	269,902
	(c) Maximum if not at-risk: (a)+(b)-(4), not less than 0	\$2,532,144
7.	Minimum required contribution	\$0
8.	Maximum tax deductible contribution: max of (5),(6) and (7)	\$8,674,440

**Raleigh Division of ATC/Vancom Management Services
Limited Partnership ATU Local 1328 Pension Plan**

Development of Credit Balances

1.	Funding Standard Carryover Balance	
(a)	FSCB at January 1, 2016	\$24,300
(b)	Waived FSCB balance	0
(c)	FSCB after waivers: (a)-(b)	24,300
(d)	FSCB applied to minimum required contributions	0
(e)	FSCB at December 31, 2016 before investment return: (c)-(d)	\$24,300
2.	Prefunding Balance	
(a)	PFB at January 1, 2016	\$0
(b)	Waived PFB balance	0
(c)	PFB after waivers: (a)-(b)	0
(d)	PFB applied to minimum required contributions	0
(e)	Excess contributions (Excess)	
(i)	Employer contributions discounted to BOY	0
(ii)	Preliminary minimum required contribution (MRC)	0
(iii)	Credit balances applied to MRC	0
(iv)	Add excess contributions to PFB?	No
(v)	Excess: (i)-(ii)+(iii), min zero	N/A
(vi)	Excess above MRC: (i)-(ii), min zero	N/A
(vii)	Excess due to use of credit balances: (v)-(vi)	N/A
(f)	Effective rate	6.14%
(g)	Interest on Excess before investment return: (e)(vi) x (f)	N/A
(h)	PFB at December 31, 2016 before investment return: (c)-(d)+(e)(v)+(g)	\$0

**Raleigh Division of ATC/Vancom Management Services
Limited Partnership ATU Local 1328 Pension Plan**

AFTAP Certification for 2016

The Pension Protection Act of 2006 (PPA) and Section 436 of the Internal Revenue Code require the calculation of a funding ratio called the Adjusted Funding Target Attainment Percentage (AFTAP) in order to determine whether the Plan is subject to limits on plan amendments, lump-sum distributions and benefit accruals.

1.	Actuarial Value of Assets as of January 1, 2016	\$9,986,137
2.	Funding Target	
	(a) Retired participant and beneficiaries receiving payment	\$3,293,073
	(b) Terminated vested participants	994,872
	(c) Active participants	
	(i) Non-vested benefits	136,879
	(ii) Vested benefits	5,451,131
	(iii) Total active	5,588,010
	(d) Total Funding target as of January 1, 2016	\$9,875,956
3.	Funded percentage [(1) / (2d)]	101.11%
4.	Credit Balances	
	(a) Carryover Balance	\$24,300
	(b) Prefunding Balance	0
	(c) Total Credit Balance	\$24,300
5.	Annuity purchases for non-highly compensated employees for the two prior plan years	0
6.	Adjusted Funding Target Attainment Percentage (AFTAP)	101.11%
	If (3) >= 100.00%, AFTAP = [(1) + (5)] / [(2d) + (5)]	
	If (3) < 100.00%, AFTAP = [(1) - (4c) + (5)] / [(2d) + (5)]	

I certify that the AFTAP above is accurate based upon my understanding of applicable laws and regulations and that I am qualified to make such a certification based on the standards defined by the American Academy of Actuaries and by my enrollment under the Joint Board of Actuaries.



Stephen M. Coleman, FSA, EA, MAAA
Defined Benefit Actuary

8-22-2016

Date

**Raleigh Division of ATC/Vancom Management Services
Limited Partnership ATU Local 1328 Pension Plan**

Development of PBGC Premium

1.	Premium funding target	
	(a) Method	Alternate
	(b) 1st segment rate	1.34%
	2nd segment rate	4.03%
	3rd segment rate	5.06%
2.	Flat rate premium	
	(a) Base flat rate	\$64
	(b) National Average Wage (NAW), 2 years prior	\$46,482
	(c) 2014 NAW, if applicable	N/A
	(d) Adjusted flat rate: (a) x (b)/(c), rounded, not less than prior year	\$64
	(e) Participant count	355
	(f) Flat rate premium: (d) x (e)	\$22,720
3.	Variable rate premium	
	(a) Not-at-risk PBGC liability	
	(i) Retirees and beneficiaries receiving payments	\$3,826,740
	(ii) Terminated vested participants	1,268,999
	(iii) Active Participants	6,967,672
	(iv) Total liability: (i)+(ii)+(iii)	\$12,063,411
	(b) At-risk PBGC liability	
	(i) Retirees and beneficiaries receiving payments	\$3,826,740
	(ii) Terminated vested participants	1,268,999
	(iii) Active Participants	6,967,672
	(iv) Total liability: (i)+(ii)+(iii)	\$12,063,411
	(c) PBGC funding target	
	(i) Per-participant load	N/A
	(ii) Liability load: 4% x (a)(iv)	N/A
	(iii) At-risk PBGC target: (b)(iv)+(i)+(ii), not less than (a)(iv)	\$12,063,411
	(iv) Transition percentage	0.00%
	(v) PBGC funding target: (a)(iv)+[(iv)x((iii)-(a)(iv))]	\$12,063,411
	(d) Market value of plan assets	\$9,986,137
	(e) Unfunded vested benefits: (c)(v)-(d), min zero, rounded up to \$1,000	\$2,078,000
	(f) Base Premium	\$24
	(g) NAW in Base Year	\$44,888
	(h) Applicable dollar amount, rounded: (f)x(2)(b)/(g)+add'l increase if appl., not less than prior year	\$30
	(i) Variable rate premium before cap: (h)x.001x(e)	\$62,340
	(j) Variable rate premium cap	
	(i) Per-participant cap	\$500
	(ii) Variable rate premium cap: (i)x(2)(e)	\$177,500
	(k) Variable rate premium: lesser of (i) and (j)(ii)	\$62,340
4.	PBGC Premium: (2)(f)+(3)(k)	\$85,060

**Raleigh Division of ATC/Vancom Management Services
Limited Partnership ATU Local 1328 Pension Plan**

Statement of PVAB and Reconciliation from Prior Year

1.	Actuarial present value of accrued plan benefits	
	(a) Actuarial present value of vested benefits	
	(i) Participants currently receiving benefits	\$3,101,064
	(ii) Participants entitled to deferred benefits	941,541
	(iii) Other participants	5,187,654
	(iv) Total	<u>\$9,230,259</u>
	(b) Actuarial present value of nonvested benefits	<u>130,749</u>
	(c) Actuarial present value of accrued plan benefits: (a)(iv)+(b)	\$9,361,008
	(d) ASC 960 discount rate for accrued plan benefits	6.50%
2.	ASC 960 market value of assets	\$9,986,137
3.	Unfunded PVAB (Surplus assets): (1)(c)-(2)	<u>(\$625,129)</u>
4.	Funded percentage: (2)/(1)(c)	107%
5.	Changes in present value	
	(a) PVAB as of January 1, 2015	\$8,800,956
	(b) Changes due to:	
	(i) Decrease in discount period at 6.50%	\$553,496
	(ii) Benefits paid	(580,411)
	(iii) Assumption changes	0
	(iv) Plan amendments	0
	(v) Additional benefits earned, including experience gains and losses	<u>586,967</u>
	(vi) Total change	\$560,052
	(c) PVAB as of January 1, 2016: (a)+(b)(vi)	\$9,361,008

**Raleigh Division of ATC/Vancom Management Services
Limited Partnership ATU Local 1328 Pension Plan**

Participant Statistics

	<u>2016</u>	<u>2015</u>
Active Participants		
Number	184	175
Average Age	48.53	48.58
Average Service	7.48	7.42
Average Annual Compensation	\$51,056	\$49,354
Inactive Participants		
Retired and Beneficiary		
Number	56	55
Average Age	72.18	71.35
Average Annual Benefit	\$5,088	\$5,090
Disabled		
Number	10	10
Average Age	69.30	68.30
Average Annual Benefit	\$4,494	\$44,941
Terminated with Vesting		
Number	105	91
Average Age	52.85	56.04
Average Annual Benefit	\$1,311	\$1,226

Plan Census Reconciliation

	Active	Vested Terminated	Disabled	Retiree	Beneficiary	Total
Number as of 1/1/2015	175	91	10	43	12	331
Terminated, non-vested	(21)	21	-	-	-	0
Terminated, vested	(6)	6	-	-	-	0
Retired	(1)	-	-	1	-	0
Disabled	-	-	-	-	-	0
Deceased	-	-	-	-	-	0
Paid Lump Sum	-	(15)	-	-	-	(15)
New Entrants	39	-	-	-	-	39
Rehired	-	-	-	-	-	0
Transferred to Non-Union	(2)	2	-	-	-	0
Net Change	9	14	0	1	0	24
Number as of 1/1/2016	184	105	10	44	12	355

Raleigh Division of ATC/Mancom Management Services
 Limited Partnership ATU Local 1328 Pension Plan

Schedule SB, line 26 - Schedule of Active Participant Data

Attained Age	Years of credited service:														Total		
	Under 1	1 to 4	5 to 9	10 to 14	15 to 19	20 to 24	25 to 29	30 to 34	35 to 39	40 & up							
	No.	Avg. Comp.	No.	Avg. Comp.	No.	Avg. Comp.	No.	Avg. Comp.	No.	Avg. Comp.	No.	Avg. Comp.	No.	Avg. Comp.	No.	Avg. Comp.	
Under 25	0		0		0		0		0		0		0		0		0
25 to 29	5		0		0		0		0		0		0		0		10
30 to 34	1		6		4		0		0		0		0		0		11
35 to 39	4		6		5		0		0		0		0		0		20
40 to 44	8		12		7		1		1		0		0		0		30
45 to 49	0		10		8		3		2		0		0		0		24
50 to 54	9		11		7		2		2		1		0		0		32
55 to 59	0		5		11		7		6		2		1		0		33
60 to 64	1		2		6		2		0		0		0		0		18
65 to 69	0		0		1		2		0		0		0		0		4
70 & up	0		0		0		0		1		0		0		0		2
Total	28		57		49		26		14		6		1		1		184

Note: Average compensation is not shown for groupings that contain fewer than 20 participants. This table includes only those participants accruing benefits under the plan.

Raleigh Division of ATC/Mancam Management Services
 Limited Partnership ATU Local 1328 Pension Plan

Discounted Employer Contributions

Effective Rate: 6.33%

Due Date	Date Paid	Contribution Amount	Discounted to 1/1/2015			12/31/2015 Disc. Receivable Contribution	Late Contributions Penalty
			Contribution	Carryover Balance	Prefunding Balance		
04/15/2015	02/03/2015	19,941	19,830	0	0	0	0
04/15/2015	02/11/2015	21,935	21,784	0	0	0	0
04/15/2015	02/26/2015	19,462	19,280	0	0	0	0
04/15/2015	03/17/2015	18,579	18,346	0	0	0	0
04/15/2015	03/25/2015	18,691	18,432	0	0	0	0
04/15/2015	04/10/2015	19,013	18,699	0	0	0	0
07/15/2015	4/22/2015	19,554	19,193	0	0	0	0
07/15/2015	5/5/2015	20,492	20,069	0	0	0	0
07/15/2015	6/1/2015	19,885	19,386	0	0	0	0
07/15/2015	6/1/2015	19,446	18,958	0	0	0	0
07/15/2015	6/30/2015	20,579	19,966	0	0	0	0
07/15/2015	06/30/2015	19,624	19,039	0	0	0	0
07/15/2015	07/14/2015	18,546	17,951	0	0	0	0
09/15/2015	07/28/2015	19,886	19,202	0	0	0	0
09/15/2015	08/12/2015	19,746	19,019	0	0	0	0
09/15/2015	08/25/2015	18,527	17,807	0	0	0	0
09/15/2015	09/08/2015	19,254	18,461	0	0	0	0
01/15/2016	09/24/2015	19,139	18,302	0	0	0	0
01/15/2016	10/14/2015	19,296	18,390	0	0	0	0
01/15/2016	11/03/2015	18,992	18,040	0	0	0	0
01/15/2016	11/11/2015	20,067	19,035	0	0	0	0
01/15/2016	11/17/2015	21,266	20,152	0	0	0	0
01/15/2016	12/22/2015	20,027	18,867	0	0	0	0
01/15/2016	12/22/2015	19,191	18,079	0	0	0	0
01/15/2016	12/29/2015	19,053	17,927	0	0	0	0
Total:			\$490,190	\$0	\$0	\$474,214	\$0

**Raleigh Division of ATC/Vancom Management Services
Limited Partnership ATU Local 1328 Pension Plan**

Calculation of Estimated Retirement Age

Assumed Retirement Age	Estimated Plan Participants	Percentage Expected to Retire	Number Expected to Retire	Weighted Factor
60	100.00	0%	0.00	0.00
61	100.00	0%	0.00	0.00
62	125.8972	86.95%	112.0741	3948.595
63	18.4769	40.06%	704018	466.3163
64	13.8268	25.59%	3,5795	229.0868
65	13.9991	100%	13.9991	909.9447
			137.0545	8553.943
Weighted Average Retirement Age:				62

**Raleigh Division of ATC/Vancom Management Services
Limited Partnership ATU Local 1328 Pension Plan**

Appendix A – Summary of Principal Plan Provisions

Original Effective Date:	Restated Effective January 1, 2012							
Employee:	Any person who is employed by the employer as a bona fide, common law employee whose wages are subject to laws requiring withholding by the employer of income and Social Security taxes, and who is compensated on an hourly basis, including union members, but excluding any part-time person who works less than 1,000 hours during a plan year. Effective January 1, 1998, an Employee does not include any other common law employee or an individual not treated as a common law employee on the employer's payroll records.							
Participation:	Effective January 1, 2000, each Employee will become a Participant in the plan on the first day of the first pay period following the completion of 120 days of employment.							
Vesting Service:	The number of full years of employment							
Benefit Service:	The number of years and fractions of a year beginning on an Employee's latest employment date, and ending on the first to occur of his date of termination of employment, retirement date, death, disability or transfer to an uncovered division. For each calendar month in which the Employee works at least one day, one-twelfth of a year shall be credited.							
Normal Retirement Date:	The first day of the calendar month coincident with or next following the later of age 65 and the effective date of participation.							
Early Retirement Date:	Any participant who has attained age 62 and completed 10 years of vesting service may elect early retirement on the first day of any calendar month following the termination of service.							
Total and Permanent Disability	A physical or mental condition which renders a participant disabled to the extent that he is eligible for and receives payments under the Social Security Act.							
Vesting Schedule:	<table><thead><tr><th><u>Years of Vesting Service</u></th><th><u>Vested Interest</u></th></tr></thead><tbody><tr><td>Less than 5</td><td>0%</td></tr><tr><td>5 or more</td><td>100%</td></tr></tbody></table>	<u>Years of Vesting Service</u>	<u>Vested Interest</u>	Less than 5	0%	5 or more	100%	
<u>Years of Vesting Service</u>	<u>Vested Interest</u>							
Less than 5	0%							
5 or more	100%							
Normal Retirement Benefit:	For each year of Benefit Service on and after January 1, 2001, a participant accrues an annual benefit of \$630. Lesser dollar multipliers apply to Benefit Service earned before January 1, 2001.							
Early Retirement Benefit:	The amount of the benefit accrued as of Normal Retirement Date, without actuarial reduction for early commencement.							

**Raleigh Division of ATC/Vancom Management Services
Limited Partnership ATU Local 1328 Pension Plan**

Appendix A - Summary of Plan Provisions (cont.)

<i>Disability Benefit:</i>	A participant who retires because of Total and Permanent Disability and who has at least 10 years of vesting service shall be eligible to commence receipt of their benefit regardless of age. The disability benefit is the amount of the benefit accrued as of Normal Retirement Date, without actuarial reduction for early commencement.
<i>Other Termination Benefits:</i>	A terminated participant is entitled to the value of his employee contributions with interest at any time. Otherwise, if retirement has not been reached, no benefit is payable unless the lump sum amount of the participant's total benefit is less than \$5,000.
<i>Normal Form of Benefit:</i>	The normal form of benefit is a monthly annuity payable for the participant's life. If the participant dies before receiving the full amount of his employee contributions account with interest, his beneficiary will receive the difference.
<i>Optional Benefit Forms:</i>	100% or 50% Joint and Survivor Annuity, Ten-year Certain and Life Annuity.
<i>Death Benefits (Pre-Retirement):</i>	If the participant is married, his spouse is entitled to the standard statutory survivor's benefit equal to one-half of the benefit that would have been payable in the form of a 50% joint and survivor annuity. If the participant is not married, the death benefit is the value of his employee contributions with interest.
<i>Death Benefits (Post-Retirement):</i>	None except as provided by the annuity form elected.
<i>Employee Contributions:</i>	Prior to February 20, 2009, employee contributions were made at the rate of 5% of compensation. The contribution rate was increase to 5.5% on February 20, and is schedule to rise to 6% on January 1, 2010.
<i>Changes Since Prior Year:</i>	None

**Raleigh Division of ATC/Vancom Management Services
Limited Partnership ATU Local 1328 Pension Plan**

Appendix B – Summary of Actuarial Assumptions and Methods

Actuarial Value of Assets:	Market Value Method	
Turnover:	<u>Age</u>	<u>Rate</u>
	25	7.84%
	30	6.24%
	35	4.83%
	40	3.60%
	45	2.42%
	50	1.19%
	55 or more	0.00%
Disability Incidence:	<u>Age</u>	<u>Rate</u>
	30	0.08%
	35	0.11%
	40	0.16%
	45	0.30%
	50	0.51%
	55	0.87%
	60 or more	1.29%
Retirement:	Age 65 or Age 62 with 10 Years of Vesting Service	
Salary Scale (compounded annually):	4.00% (4.00% for accounting calculations)	
Marital Status:	90% of males and 70% of females are assumed to be married. Males are assumed to be three years older than their spouses.	
Assumed Form of Payment:	Participants are assumed to elect the normal form under the Plan.	
Expenses:	Estimated non-investment expenses are included in Normal Cost.	
Plan Benefits Not Considered:	None.	
Changes Since Prior Year	The mortality table and segment rates were updated per IRS regulations.	

Funding Assumptions

For Minimum Funding and AFTAP (MAP-21 Rates)

Funding Target Discount Rates:

<i>Years 0 to 5:</i>	4.43%
<i>Years 6 to 20:</i>	5.91%
<i>Years 21 on:</i>	6.65%

Mortality Table: 2008+ Small Plan Combined Static Mortality Table (dynamic)

**Raleigh Division of ATC/Vancom Management Services
Limited Partnership ATU Local 1328 Pension Plan**

For Maximum Deductible Contribution and PBGC Premiums (PPA Rates)

Funding Target Discount Rates:

<i>Years 0 to 5:</i>	1.34%
<i>Years 6 to 20:</i>	4.03%
<i>Years 21 on:</i>	5.06%

Mortality Table: 2008+ Small Plan Combined Static Mortality Table (dynamic)

ASC 960 Assumptions

ASC 960 Discount Rate: 6.50%

Mortality Table: RP 2000 Table, Projected to 2010

Changes Since Prior Year: The mortality table and segment rates were updated per IRS regulations.

**Raleigh Division of ATC/Vancom Management Services
Limited Partnership ATU Local 1328 Pension Plan**

Appendix C – Glossary

<i>AFTAP (Adjusted Funding Target Attainment Percentage):</i>	<p>AFTAP is used to determine whether distribution and accrual limitations need to be put into place (see "Limitations on Forms of Distributions Notice").</p> <p>If the plan's unadjusted assets divided by funding target is greater than 100% (or the phase in percentages prior to 2010), the plan is not subject to benefit restrictions during that year.</p> <p>Otherwise, the AFTAP is calculated the same way that FTAP is, except that both the Funding Target and the assets are increased by annuity purchases for non-highly compensated employees in the past two years. This adjustment is made in order to avoid penalizing plans that purchase annuities for their participants.</p>
<i>At-Risk Funding Liability:</i>	<p>Certain underfunded plans with more than 500 participants are labeled "At-Risk" and are required to measure their funding target a second time, using more conservative assumptions. At-Risk plans may be subject to increased funding requirements.</p>
<i>ERISA (Employee Retirement Income Security Act of 1974):</i>	<p>ERISA is a comprehensive set of laws relating to employee benefit plans. While many of its original provisions are still in place today, its minimum funding provisions for defined benefit plans were significantly modified by the Pension Protection Act of 2006 (see "PPA").</p>
<i>FAS (Financial Accounting Standard):</i>	<p>The Financial Accounting Standards Board (FASB) is responsible for defining standards for accountants practicing GAAP (Generally Accepted Accounting Principles). The Financial Accounting Standards prescribe methods used to report financial activity, liabilities and assets on a company's financial statement.</p>
<i>ASC 960 PVAB (Present Value of Accrued Benefits):</i>	<p>ASC 960 describes the method used to summarize plan liabilities for the annual audit of the plan.</p>
<i>ASC 715:</i>	<p>ASC 715 describes the calculation of the annual expense of maintaining a defined benefit plan. ASC 715 describes the method used to disclose pension obligations that a plan sponsor would use on financial statements. ASC 715 require a plan sponsor to measure liabilities and calculate annual pension expense using a prescribed funding method and a discount rate that reflects current bond rates.</p>
<i>ASC 715 Service Cost:</i>	<p>Service cost is the value attributable to benefits that are accruing during the coming year under ASC 715. (see "Projected Benefit Obligation")</p>
<i>FTAP (Funding Target Attainment Percentage):</i>	<p>FTAP is the ratio of assets to the Funding Target. Assets are adjusted by subtracting the amount of any Funding Standard Carryover Balance or Prefunding Balance.</p>

**Raleigh Division of ATC/Vancom Management Services
Limited Partnership ATU Local 1328 Pension Plan**

Appendix C – Glossary (cont.)

<i>Funding Notices:</i>	After the end of the first plan year beginning in 2008, all qualified defined benefit plans are required to issue Funding Notices to plan participants on an annual basis. The Funding Notice includes information regarding the funded status of the plan.
<i>Funding Shortfall:</i>	<p>The Funding Shortfall is the difference between the plan's liabilities (Funding Target) and the assets. In general, the goal of PPA funding requirements is to bring the Funding Shortfall to zero within seven years.</p> <p>If the Funding Standard Carryover Balance and/or the Prefunding Balance are maintained to pay future contribution requirements, they would be excluded from the assets when calculating a Funding Shortfall.</p>
<i>Funding Standard Account:</i>	The Funding Standard Account is reported to the IRS annually. It describes the funding requirements of the plan for a given year and the amount actually funded. It also is used to maintain the Funding Standard Carryover Balance and the Prefunding Balance.
<i>Funding Standard Carryover Balance:</i>	<p>Prior to 2008, contributions in excess of the funding requirements accumulated in the Funding Standard Account. The Carryover Balance is the remaining portion as of the beginning of the plan year.</p> <p>In the calculation of the Funding Shortfall, credit balances are excluded from assets. In certain situations, the plan sponsor has the option to reduce the Funding Shortfall or increase the AFTAP by eliminating or "burning" some or all of the credit balance (thereby increasing the amount of plan asset used in the calculation).</p>
<i>Funding Target:</i>	The Funding Target is a liability measure of the plan. It is the value of benefits accrued under the plan at the valuation date using interest rates and mortality prescribed by law. The funding target is approximately equal to the amount it would cost to buy a series of corporate bonds that would have the same expected payout as the liabilities of the plan if the plan were to freeze today.
<i>Funding Target Interest Rates:</i>	The Funding Target Interest Rates are prescribed by law. The Funding Target is calculated using the interest rates to discount expected future benefit payments (based on benefits accrued to date) back to a "today's dollar" basis.

**Raleigh Division of ATC/Vancom Management Services
Limited Partnership ATU Local 1328 Pension Plan**

Appendix C – Glossary (cont.)

***Funding Target Interest Rates
(cont.):***

Usually, a three-tier segment rate structure is applied where the first interest rate is used to discount benefit payments expected to be made over the next 5 years, the second rate is used to discount benefit payments made in years 5 through 20 and the third interest rate is used to discount benefit payments expected to be made further than 20 years out.

The three-tier Funding Target Interest Rates are based on a 24-month average of the current yields on high quality corporate bonds.

Funding Target Normal Cost:

The Funding Target Normal Cost is calculated using the same assumptions used to calculate the Funding Target. It is the value of benefits that are expected to accrue during the year.

***Interest Penalty for Late
Quarterly Contributions:***

Plan sponsors are generally required to make quarterly contributions to their plans. If those contributions are not timely made, an interest penalty is assessed based on how late the contribution was made. The interest penalty is accounted for separately and, while paid into the plan and available to pay benefits, is not available to satisfy future contribution requirements. Note that the interest penalty is not an excise tax and is fully tax-deductible.

***Limitations on Forms of
Distributions Notice:***

Plans are expected to remain funded to some minimum levels. If the AFTAP falls under 80%, plans are generally not allowed to amend the plan to increase benefits and limitations are applied to lump sum benefits (if available). If the AFTAP falls under 60%, benefit accruals cease and no lump sums can be paid out (note that no lump sum restrictions are applicable to plans that froze benefit accruals prior to September 1, 2005).

If the AFTAP falls under 80% and participant's rights are limited, a Limitation on Forms of Distributions Notice must be issued to all plan participants, notifying them of the limitations on their plan benefits.

However, there is an overriding reasonability check on this process. If assets (before subtracting the credit balances) are greater than the Funding Target, the restrictions don't apply and a Limitation on Forms of Distributions Notice is not necessary.

Liquidity Requirement:

Plans are required to maintain sufficient liquid assets to pay expected plan benefits over the next three years.

Net Periodic Pension Cost:

See ASC 715 Expense.

***PBGC (Pension Benefit Guaranty
Corporation):***

The PBGC is a non-profit corporation within the Department of Labor created by the ERISA. It insures pension benefits through the collection of premiums from covered defined benefit plans.

Appendix C – Glossary (cont.)

<i>PBGC Premium:</i>	PBGC Premiums are used by the PBGC to fund the payment of retirement benefits from terminated, underfunded plans. The PBGC charges a flat dollar premium based on the number of participants and a variable premium based on the funded status of the plan (using a measure of vested benefits that's analogous to the Funding Shortfall).
<i>PPA (Pension Protection Act of 2006):</i>	The Pension Protection Act produced the most dramatic changes to minimum funding requirements since ERISA. Under PPA, the most significant funding assumptions and methods are dictated by law. This normalizes the minimum funding calculation among similarly situated plans and reduces the variability based on actuarial judgment (replacing it with variability from the use of current market interest rates).
<i>Prefunding Balance:</i>	<p>The plan sponsor may elect to apply contributions in excess of the funding requirements to pay future requirements. These amounts are accounted for in the Prefunding Balance for contributions made for the plan year commencing in 2008 and after.</p> <p>In the calculation of the Funding Shortfall, credit balances are excluded from assets. In certain situations, the plan sponsor has the option to reduce the Funding Shortfall or increase the AFTAP by eliminating or "burning" some or all of the credit balance (thereby increasing the amount of plan assets used in the calculation).</p>
<i>Present Value of Projected Benefits:</i>	The Present Value of Projected Benefits measures the liability of all benefits expected to be paid to current plan participants, including the accrual of future benefit service and salary/benefit level increases.
<i>Prior Service Cost:</i>	Under ASC 715, the Prior Service Cost is the change to Projected Benefit Obligation due to a plan amendment. The Prior Service Cost is amortized over the future service of the participants that are expected to receive benefits, and the amortization is included in the calculation of Net Periodic Pension Cost.
<i>Projected Benefit Obligation:</i>	The Projected Benefit Obligation ("PBO") is the liability measure for the plan under ASC 715 and ASC 715. Using a current discount rate indicative of high quality bond yields, liability is measured using the Projected Unit Credit method. Under that method, PBO is calculated by assuming that years of service remain constant, but that benefits increase with future salary increases (or planned benefit improvements for flat dollar benefit formulas). Service Cost measures the additional liability attributable to one more year of benefit service.

**Raleigh Division of ATC/Vancom Management Services
Limited Partnership ATU Local 1328 Pension Plan**

Appendix C – Glossary (cont.)

***Projected Benefit Obligation
(cont.):***

PBO often will be higher than the Funding Target, so the plan will appear to be better funded on a minimum funding basis than it will on a FAS accounting basis.

Shortfall Amortization:

PPA generally requires differences between liabilities and assets to be amortized over a seven year period. Therefore, if a Funding Shortfall exists, the amount of any unamortized shortfall bases from prior years is subtracted from the Funding Shortfall to produce a new funding Shortfall Amortization base, which is then amortized over seven years.

If assets (subtracting any of the Prefunding Balance that is being used to satisfy the contribution requirements for the year but not the Funding Standard Carryover Balance) are greater than the Funding Target, a Shortfall Amortization base for the current year need not be created.

The minimum funding requirement is equal to the sum of all the shortfall amortization bases plus the Funding Target Normal Cost.

Transition Obligation/Asset:

Upon transitioning to ASC 715 accounting methods, a Transition Obligation/Asset may be set up equal to the amount of all previously unrecognized amounts on the balance sheet. The Transition Obligation/Asset is amortized and recognized over time in the Net Periodic Pension Cost.

1. OVERVIEW: RALEIGH - CAT (231)

URBAN OP STATS

FY2016

A

B

C

System Information

1	CTP Grantee's Legal Name	RALEIGH - CAT (231)		
		First Name	Middle Initial	Last Name
2	Transit's Contact Person	Henry		Moore
2a	Contact Email	Henry.Moore@raleighnc.gov		
3	Transit's Telephone Number	919-996-3870		
4	Transit's Fax Number			
5	Date	5/13/16		

Operating Modes

		Operating Modes	
6	Fixed Route	<input checked="" type="checkbox"/>	
7	Dial-A-Ride	<input checked="" type="checkbox"/>	
8	Light Rail	<input type="checkbox"/>	
9	Street Car	<input type="checkbox"/>	

Operating Hours

		Begin Time	End Time	# of Peak Period Routes
10	Weekday	4:00	0:20	29
11	Saturday (if applicable)	4:30	2:31	27
12	Sunday (if applicable)	7:15	20:40	15

Methods Used for Allocating Finances to Modes

13	Proportional based on Hours, uncheck to enter actual data by mode	<input checked="" type="checkbox"/>
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Management/Operations Contractor

14	Contractor Name	Transdev		
----	-----------------	----------	--	--

A

B

C

3. SATURDAY: RALEIGH - CAT (231)

	A	B	C	D	E	F	G	H	I	J	K	L						
FY2016	July	August	September	October	November	December	January	February	March	April	May	June	Quarter 1	Quarter 2	Quarter 3	Quarter 4	YTD Totals	
36 Operating Days	3	5	4	5	4	4	6	4	4	5	5	4	12	13	14	14	53	
Fixed Route																		
37 AM/PM Peak Period Vehicles	43	43	43	43	43	43	43	43	43	43	43	43	129	129	129	129	516	
38 Middy Vehicles	43	43	43	43	43	43	43	43	43	43	43	43	129	129	129	129	516	
39 Total Unlinked Passenger Trips	36949	61637	44959	81799	44328	43049	45570	41444	41526	50325	40374	39457	143545	169176	128540	130156	571417	
40 Vehicle Revenue Miles	19221	32023	25466	38415	25501	25501	34186	25046	25186	31560	31630	25343	76709.9	89417.38	84418.4	88533	339078.68	
41 Vehicle Revenue Hours	1495	2490	1985	2982	1989	1989	2701	1983	1992	2480	2482	1991	5969.91	6959.32	6676.25	6953.56	26559.04	
Dial-A-Ride																		
42 AM/PM Peak Period Vehicles	224	224	224	224	224	224	224	224	224	224	224	224	672	672	672	672	2688	
43 Middy Vehicles	224	224	224	224	224	224	224	224	224	224	224	224	672	672	672	672	2688	
44 Total Unlinked Passenger Trips	3785	3551	3609	3770	3375	3626	3552	3749	4010	3823	3757	3828	10944.5	10771.7	11310.9	11408	44435.1	
45 Vehicle Revenue Miles	34536	36515	39956	44072	38800	40664	40784	42846	46200	44278	35341	43952	111007.7	123535.5	129829.7	123571.6	487944.5	
46 Vehicle Revenue Hours	3316	3505	3836	4231	3725	3904	3915	4113	4435	4251	3393	4219	10656.75	11859.37	12463.66	11862.88	46842.66	
Light Rail																		
47 AM/PM Peak Period Cars													0	0	0	0	0	
48 Middy Cars													0	0	0	0	0	
49 Total Unlinked Passenger Trips													0	0	0	0	0	
50 Train Revenue Miles													0	0	0	0	0	
51 Train Revenue Hours													0	0	0	0	0	
Street Car																		
52 AM/PM Peak Period Cars													0	0	0	0	0	
53 Middy Cars													0	0	0	0	0	
54 Total Unlinked Passenger Trips													0	0	0	0	0	
55 Train Revenue Miles													0	0	0	0	0	
56 Train Revenue Hours													0	0	0	0	0	

4. SUNDAY: RALEIGH - CAT (231)

	A	B	C	D	E	F	G	H	I	J	K	L						
FY2016	July	August	September	October	November	December	January	February	March	April	May	June	Quarter 1	Quarter 2	Quarter 3	Quarter 4	YTD Totals	
57 Operating Days	5	5	5	4	5	4	6	4	4	4	5	4	15	13	14	13	55	
Fixed Route																		
58 AM/PM Peak Period Vehicles	12	12	12	12	12	12	12	12	12	12	12	12	36	36	36	36	144	
59 Midday Vehicles	12	12	12	12	12	12	12	12	12	12	12	12	36	36	36	36	144	
60 Total Unlinked Passenger Trips	16396	23945	19018	33046	22082	17243	20559	16141	15246	15822	19800	15650	59359	72371	51946	51272	234948	
61 Vehicle Revenue Miles	12303	12249	12213	14767	12213	9770	14613	9718	9774	9837	12353	9887	36764.9	36749.18	34105.3	32077.1	139696.48	
62 Vehicle Revenue Hours	965	958	958	1114	958	766	1145	759	763	762	957	766	2880.99	2838.85	2667.68	2485.81	10873.33	
Dial-A-Ride																		
63 AM/PM Peak Period Vehicles	224	224	224	224	224	224	224	224	224	224	224	224	672	672	672	672	2688	
64 Midday Vehicles	224	224	224	224	224	224	224	224	224	224	224	224	672	672	672	672	2688	
65 Total Unlinked Passenger Trips	1893	1775	1804	1885	1688	1813	1776	1875	2005	1911	1879	1914	5472.25	5385.85	5655.45	5704	22217.55	
66 Vehicle Revenue Miles	17268	18258	19978	22036	19400	20332	20392	21423	23100	22139	17671	21976	55503.85	61767.6	64914.85	61785.8	243972.1	
67 Vehicle Revenue Hours	1658	1753	1918	2115	1862	1952	1958	2057	2218	2125	1696	2110	5328.37	5929.74	6231.82	5931.43	23421.36	
Light Rail																		
68 AM/PM Peak Period Cars													0	0	0	0	0	
69 Midday Cars													0	0	0	0	0	
70 Total Unlinked Passenger Trips													0	0	0	0	0	
71 Train Revenue Miles													0	0	0	0	0	
72 Train Revenue Hours													0	0	0	0	0	
Street Car																		
73 AM/PM Peak Period Cars													0	0	0	0	0	
74 Midday Cars													0	0	0	0	0	
75 Total Unlinked Passenger Trips													0	0	0	0	0	
76 Train Revenue Miles													0	0	0	0	0	
77 Train Revenue Hours													0	0	0	0	0	

2. WEEKDAY: RALEIGH - CAT (231)

	A	B	C	D	E	F	G	H	I	J	K	L					
FY2016	July	August	September	October	November	December	January	February	March	April	May	June	Quarter 1	Quarter 2	Quarter 3	Quarter 4	YTD Totals
15 Operating Days	23	21	21	22	20	22	19	21	23	21	21	22	65	64	63	64	256
Fixed Route																	
16 AM/PM Peak Period Vehicles	65	65	65	65	65	65	65	65	65	65	65	65	195	195	195	195	780
17 Midday Vehicles	65	65	65	65	65	65	65	65	65	65	65	65	195	195	195	195	780
18 Total Unlinked Passenger Trips	401686	404448	412378	454636	358725	369974	332894	355735	401158	357112	354805	360405	1218512	1183335	1089787	1072322	4563956
19 Vehicle Revenue Miles	225274	208896	209985	232794	197634	214649	185038	205468	224814	209061	204011	212593	644154.1	645076.84	615319.8	625664.9	2530215.64
20 Vehicle Revenue Hours	17619	16238	16249	17864	15337	16754	14494	16099	17630	16209	15996	16707	50106.45	49955.76	48222.66	48911.6	197196.47
Dial-A-Ride																	
21 AM/PM Peak Period Vehicles	224	224	224	224	224	224	224	224	224	224	224	224	672	672	672	672	2688
22 Midday Vehicles	224	224	224	224	224	224	224	224	224	224	224	224	672	672	672	672	2688
23 Total Unlinked Passenger Trips	32175	30181	30672	32044	28691	30824	30189	31869	34084	32494	31935	32539	93028.25	91559.45	96142.65	96968	377698.35
24 Vehicle Revenue Miles	293559	310380	339626	374612	329797	345641	346660	364188	392703	376366	300401	373591	943565.4	1050049.2	1103551.51	1050358.6	4147524.71
25 Vehicle Revenue Hours	28182	29796	32604	35963	31660	33182	33279	34962	37700	36131	28839	35865	90582.29	100804.72	105941.04	100834.42	398162.47
Light Rail																	
26 AM/PM Peak Period Cars													0	0	0	0	0
27 Midday Cars													0	0	0	0	0
28 Total Unlinked Passenger Trips													0	0	0	0	0
29 Train Revenue Miles													0	0	0	0	0
30 Train Revenue Hours													0	0	0	0	0
Street Car																	
31 AM/PM Peak Period Cars													0	0	0	0	0
32 Midday Cars													0	0	0	0	0
33 Total Unlinked Passenger Trips													0	0	0	0	0
34 Train Revenue Miles													0	0	0	0	0
35 Train Revenue Hours													0	0	0	0	0

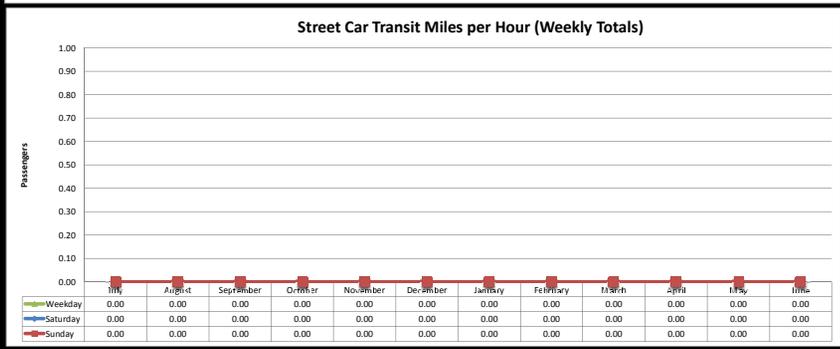
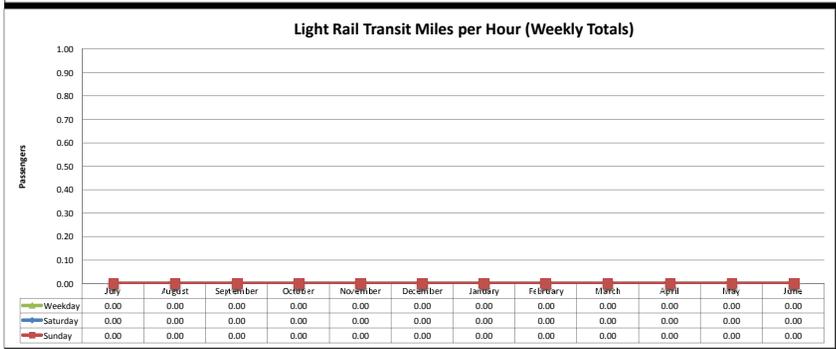
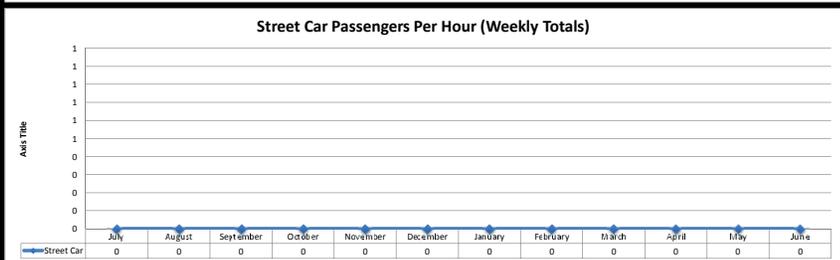
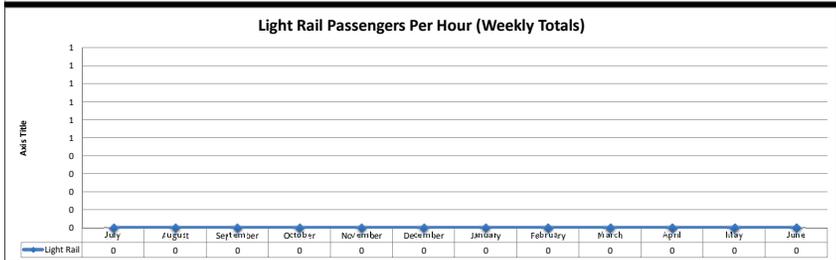
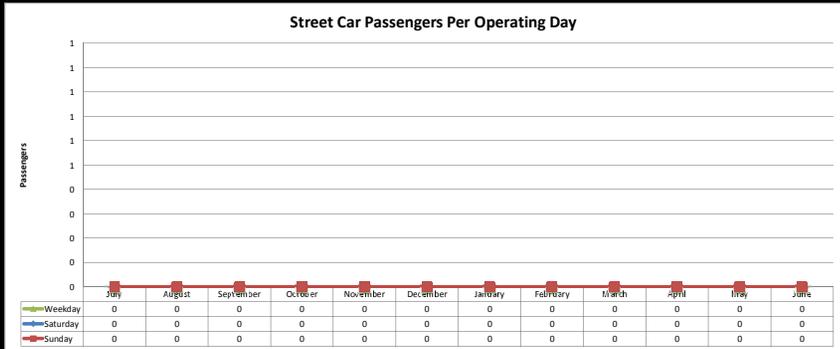
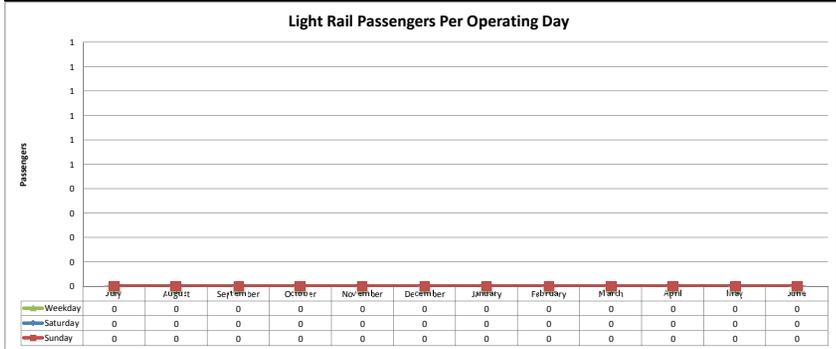
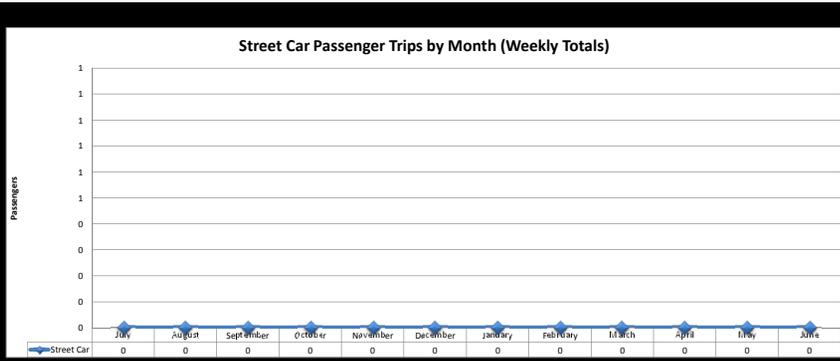
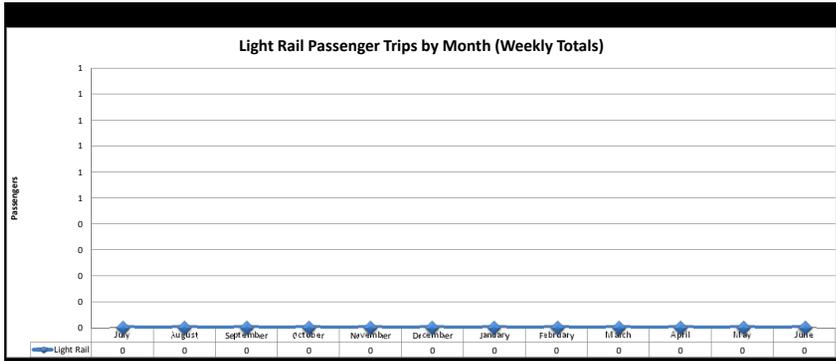
Quarter 2	Quarter 3	Quarter 4	YTD Totals
90	91	91	364

65	65	65	65
65	65	65	65
1424882	1270273	1253750	5370321
771243.4	733843.5	746275	3008990.8
59753.93	57566.59	58350.97	234628.84

224	224	224	224
224	224	224	224
107717	113109	114080	444351
1235352.3	1298296.06	1235716	4879441.31
118593.83	124636.52	118628.73	468426.49

0	0	0	0
0	0	0	0
0	0	0	0
0	0	0	0
0	0	0	0

0	0	0	0
0	0	0	0
0	0	0	0
0	0	0	0
0	0	0	0





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

REGION IV
Alabama, Florida, Georgia,
Kentucky, Mississippi,
North Carolina, Puerto
Rico, South Carolina,
Tennessee

230 Peachtree St., N.W.
Suite 1400
Atlanta, GA 30303
404-865-5600
404-865-5605 (fax)

September 7, 2016

Mr. Jason Horne
Chairman
Raleigh Transit Authority
222 W. Hargett St.
4th Floor
Raleigh, NC 27601

Re: Federal Transit Administration FY 2015 Triennial Review

Dear Mr. Horne:

The Federal Transit Administration (FTA) has completed its review of Raleigh Transit Authority (CAT) responses and related documentation to findings presented in the Triennial Review Report dated October 2015. The corrective actions that have been taken satisfactorily resolve these findings. The report is now considered closed. No further response is necessary.

Thank you for the assistance and cooperation provided by you and your staff. Ms. Lauren Pessoa is available to assist you further if you have any questions. She can be reached at (404) 865-5488 or Lauren.Pessoa@dot.gov.

Sincerely,

A handwritten signature in cursive script that reads "Yvette G. Taylor".

Yvette G. Taylor, Ph.D.
Regional Administrator

Cc: Lauren Pessoa, FTA, Transportation Program Specialist
Guanying Lei, FTA, Program Manager
David Eatman, City of Raleigh, Transit Administrator



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

REGION IV
Alabama, Florida, Georgia,
Kentucky, Mississippi,
North Carolina, Puerto
Rico, South Carolina,
Tennessee, Virgin Islands

230 Peachtree St., N.W.,
Suite 1400
Atlanta, GA 30303
404-865-5600
404-865-5605 (fax)

Mr. Jason Horne
Chairman
Raleigh Transit Authority
222 W. Hargett St.
4th Floor
Raleigh, NC 27601

OCT 19 2015

Re: Federal Transit Administration FY 2015 Triennial Review – Final Report

Dear Mr. Horne:

The enclosed final report documents the Federal Transit Administration's (FTA) Triennial Review of City of Raleigh (CAT) in Raleigh, North Carolina. This review is required by Chapter 53 of Title 49, United States Code, Section 5307. Although not an audit, the Triennial Review is the FTA's assessment of CAT's compliance with federal requirements, determined by examining a sample of grant management and program implementation practices. As such, the Triennial Review is not intended as, nor does it constitute, a comprehensive and final review of compliance with grant requirements.

The Triennial Review focused on CAT's compliance in 17 areas. No deficiencies were found with the FTA requirements in 13 areas. Deficiencies were found in four areas: Technical Capacity, Procurement, DBE, and Planning/POP. CAT had no repeat deficiencies from the 2012 Triennial Review.

Thank you for your cooperation and assistance during this Triennial Review. If you need any technical assistance or have any questions, please do not hesitate to contact Lauren Pessoa at (404) 865-5488 or lauren.pessoa@dot.gov.

Sincerely,

(for) Yvette G. Taylor, Ph.D.
Regional Administrator

cc: Lauren Pessoa, FTA, Transportation Program Specialist
Guanying Lei, FTA, Program Manager
David Eatman, City of Raleigh, Transit Administrator

FINAL REPORT

FY 2015 TRIENNIAL REVIEW

of the

**City of Raleigh
(CAT)
Raleigh, NC
Recipient ID: 1065**

Performed for:

**U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL TRANSIT ADMINISTRATION
REGION IV**

Prepared by:

**Reid Consulting, LLC.
under subcontract to CDI/DCI, JV**

**Scoping Meeting Date: January 22, 2015
Site Visit Dates: August 4-5, 2015
Draft Report Date: September 14, 2015
Final Report Date: October 19, 2015**

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I. Executive Summary

This report documents the Federal Transit Administration’s (FTA) Triennial Review of the City of Raleigh (CAT). The review was performed by Grace Stegall, Reid Consulting, LLC, under subcontract to CDI/DCI, JV. During the site visit, administrative and statutory requirements were discussed and documents were reviewed. CAT’s transit facilities were toured to provide an overview of activities related to FTA-funded projects.

As part of this year’s Triennial Review of CAT, FTA incorporated an Enhanced Review Module (ERM) in the Disadvantage Business Enterprise (DBE) area. The purpose of an ERM is to conduct a more comprehensive review of underlying or contributing issues identified during the pre-assessment stage of the Triennial Review.

The Triennial Review focused on CAT’s compliance in 17 areas. Deficiencies were found in the areas listed below.

Review Area	Deficiencies	
	Code	Description
Technical Capacity	D-122	Incorrect FFR Reporting
	D-175	FFATA Reporting Deficiencies
	D-208	Inadequate oversight of subrecipient/third-party contractor/lessees
Procurement	D-183	No verification that excluded parties are not participating
	D-271	Lacking required cost/price analysis
	D-340	Lacking independent cost estimate
DBE	D-303	Inadequate staff to administer DBE program
	D-365	DBE policy statement not circulated in organization and to the DBE and non-DBE business community
	D-654	Inadequate good faith efforts determination
	D-656	Inadequate implementation of race-neutral measures
	D-312	Small business element not submitted and/or implemented
Planning/POP	D-55	Elements missing in POP public participation procedures

II. Review Background and Process

1. Background

The United States Code, Chapter 53 of Title 49, requires the FTA of the United States Department of Transportation (USDOT) to perform reviews and evaluations of Urbanized Area Formula Grant activities at least every three years. This requirement is contained in 49 U.S.C. 5307(f)(2). This review was performed in accordance with FTA procedures (published in FTA Order 9010.1B, April 5, 1993). At least once every three years, the Secretary shall review and evaluate completely the performance of a grantee in carrying out its program, specifically referring to compliance with statutory and administrative requirements.

The Triennial Review includes a review of the grantee's compliance in 17 areas. The basic requirements for each of these areas are summarized in Section IV.

This report presents the findings from the Triennial Review of the City of Raleigh (CAT). The review concentrated on procedures and practices employed during the past three years; however, coverage was extended to earlier periods as needed to assess the policies in place and the management of grants. The specific documents reviewed are referenced in this report and are available at FTA's regional office or at the grantee's office.

2. Process

The Triennial Review process includes a pre-review assessment, a review scoping meeting with the FTA regional office, and an on-site visit to the grantee's location. The review scoping meeting was conducted with the Region IV Office on January 22, 2015. Necessary files retained by the regional office were sent to the reviewer electronically. A grantee information request and review package was sent to CAT advising it of the site visit and indicating information that would be needed and issues that would be discussed. The site visit to CAT occurred on August 12-13, 2015.

The onsite portion of the review began with an entrance conference, at which the purpose of the Triennial Review and the review process were discussed. The remaining time was spent discussing administrative and statutory requirements and reviewing documents. A tour of CAT's transit facilities was conducted to provide an overview of activities related to FTA-funded projects. Reviewers visited the Moore Square Transit Center and the Bus Garage. A sample of maintenance records for FTA-funded vehicles and equipment was also examined during the site visit. Upon completion of the review, a summary of preliminary findings was provided to CAT at an exit conference. The individuals participating in the review are listed in Section VI of this report.

3. Metrics

The metrics used to evaluate whether a grantee is meeting the requirements for each of the areas reviewed are:

- *Not Deficient*: An area is considered not deficient if, during the review, no findings were noted with the grantee's implementation of the requirements.
- *Deficient*: An area is considered deficient if any of the requirements within the area reviewed were not met.
- *Not Applicable*: An area can be deemed not applicable if, after an initial assessment, the grantee does not conduct activities for which the requirements of the respective area would be applicable.

III. Grantee Description

Organization

The City of Raleigh provides transit service in the Raleigh area, serving all of the City of Raleigh. The service is known locally as Capital Area Transit (CAT). The transit program is a division of the Public Works Department. The City contracts for all services, and the current contract is with Transdev, Inc. for management and operations. MV Transportation provides paratransit services. The population of its service area is approximately 347,000.

Services

CAT operates 31 fixed routes on weekdays from 4:30 a.m. to 2:15 a.m. Saturday service is from 5:00 a.m. to 2:15 am, and services on Sunday are from 8:00 a.m. to 8:30 p.m. ADA paratransit service is provided during the same hours and days as fixed-route service. The base fare is \$1.25. CAT offers the elderly, Medicare cardholders, and persons with disabilities a half fare of \$0.75 during all hours of operation. A photo ID card is required for a CAT half-fare ID, and a Medicare card is considered sufficient proof of eligibility. The ADA paratransit fare is \$2.50.

CAT operates a fleet of 79 buses for fixed-route service, all of which are FTA-funded. The fixed-route fleet includes 40-foot low floor buses. Peak service requirements are 66 buses for a spare ratio of 20%. Its fleet also includes 16 FTA-funded cutaway buses used in the delivery of paratransit service.

CAT headquarters are located in the Administration Building, 222 W. Hargett St., Raleigh, NC. The Bus Garage is located at 4104 Poole Road, Raleigh, NC. CAT has one transit center in downtown Raleigh and Paratransit Administration is also located in Raleigh, NC. FTA has interest in all of CAT's facilities.

CAT's FY2014 National Transit Database Report was not accepted during the Triennial Review. CAT's National Transit Database Report for FY2013 provided the following financial and operating statistics for its fixed-route and paratransit service:

	Fixed-Route Service	Paratransit Service
Unlinked Passengers	6,393,635	402,081
Revenue Hours	212,023	208,690
Operating Expenses	\$20,559,128	\$7,926,610

Grant Activity

Below is a list of CAT's open grants at the time of the review.

Grant Number	Grant Amount	Year Executed	Description
NC-37-X031	\$653,897	2014	FFY 2012 Job Access Reverse Commute
NC-57-X016	\$396,911	2014	FFY 2012 New Freedom
NC-90-X559	\$7,356,831	2014	FFY 2014 Capital and Planning
NC-95-X043	\$1,344,000	2012	FFY 2010 STPDA
NC-95-X072	\$684,982	2014	FFY 2013 STPDA Moore Square Station
NC-95-X084	\$2,255,182	2015	FFY 14-15 STPDA Moore Square Station & ADA

Completed Projects

Since the last Triennial Review, 21 new Gillig low-floor transit buses have been delivered to CAT.

Projects Underway

CAT is currently designing for a renovation of the Downtown Bus Facility at Moore Square.

Future Projects

In the next three to five years, CAT plans to construct the Union Station Bus component and renovate the Paratransit Operations Facility.

IV. Results of the Review

1. Financial Management and Financial Capacity

Basic Requirement: The grantee must demonstrate the ability to match and manage FTA grant funds, cover cost increases and operating deficits, cover maintenance and operational costs for FTA-funded facilities and equipment, as well as conduct and respond to applicable audits.

Finding: During this Triennial Review of CAT, no deficiencies were found with the FTA requirements for Financial Management and Financial Capacity.

2. Technical Capacity

Basic Requirement: The grantee must be able to implement FTA-funded projects in accordance with the grant application, Master Agreement, and all applicable laws and regulations, using sound management practices.

Finding: During this Triennial Review of CAT, deficiencies were found with the FTA requirements for Technical Capacity.

Unliquidated obligations are not entered correctly. CAT is not recording any unliquidated obligations into TEAM. Although CAT's accounting system is able to collect the necessary information to complete the unliquidated obligations section in TEAM, the person responsible for completing the FFRs was unaware of this requirement.

CAT has subrecipients who receive pass-through funding but is not reporting subawards over \$25,000 in the month following the award. According to CAT, they did not know that this was a requirement.

CAT has developed checklists in order to monitor subrecipients but has not conducted any subrecipient site visits. Therefore, no monitoring of subrecipients has occurred in compliance with FTA requirements.

Corrective Actions and Schedule:

By January 30, 2016, CAT shall submit to the FTA Regional Office reports that include the missing information in future FFR submissions and submit procedures for including all required information in future reports.

By January 11, 2016, CAT shall submit to the FTA Regional Office procedures for reporting sub-awards to FSRS by the end of the month following the sub-award.

By January 11, 2016, CAT shall submit to the FTA Regional Office procedures and a staffing plan to monitor other entities with responsibility for meeting FTA requirements.

3. Maintenance

Basic Requirement: Grantees and subrecipients must keep federally funded vehicles, equipment and facilities in good operating condition. Grantees and subrecipients must keep ADA accessibility features on all vehicles, equipment and facilities in good operating order.

Finding: During this Triennial Review of CAT, no deficiencies were found with the FTA requirements for Maintenance.

4. Americans with Disabilities Act

Basic Requirement: Titles II and III of the Americans with Disabilities Act of 1990 (ADA) provide that no entity shall discriminate against an individual with a disability in connection with the provision of transportation service. The law sets forth specific requirements for vehicle and facility accessibility and the provision of service, including complementary paratransit service.

Finding: During this Triennial Review of CAT, no deficiencies were found with the USDOT requirements for ADA.

5. Title VI

Basic Requirement: The grantee must ensure that no person shall, on the grounds of race, color, or national origin, be excluded from participating in, or be denied the benefits of, or be subject to discrimination under any program or activity receiving federal financial assistance without regard to whether specific projects or services are federally funded. The grantee must ensure that federally supported transit services and related benefits are distributed in an equitable manner.

Note: The 2014 Triennial Review covers a three-year period in which the FTA issued a revised circular for Title VI, which provided more information on how to comply and changed requirements for some grantees with populations over 200,000 persons. As of October 1, 2012, grantees must comply with the requirements of FTA C 4702.1B. The Triennial Review will look at compliance with the requirement of FTA C 4702.1A for the period prior to October 1, 2012, and compliance with the revised circular for activities after this date.

Finding: During this Triennial Review of CAT, no deficiencies were found with the FTA requirements for Title VI.

6. Procurement

Basic Requirement: Grantees use their own procurement procedures that reflect applicable state and local laws and regulations, provided that the process ensures competitive procurement and the procedures conform to applicable federal law, including 49 CFR Part 18 (specifically Section 18.36) and FTA Circular 4220.1F, “Third Party Contracting Guidance.”

Finding: During this Triennial Review of CAT, deficiencies were found with the FTA requirements for Procurement.

Of the four procurements reviewed, there was no verification that the excluded parties search was conducted. Although CAT believed that the process was followed, there was no supporting documentation in the files. All of the procurements reviewed lacked documentation demonstrating that either the required independent cost estimate or cost/price analysis was performed.

Goods/Services Procured	Date Awarded	Amount	Comments
CAT Bus Amenity Project Set 5	4/24/13	\$112,968.00	No ICE, cost/price analysis, SAM.gov search
Transit bus replacement (11)	12/11/13	\$4,384,840.00	No ICE, cost/price analysis, SAM.gov search
Shared Transit Resources Routed ILA TO27-14	4/23/14	\$349,482.00	No ICE, cost/price analysis, SAM.gov search
FY15 yr 4 of 5 yr contract (also Amendment 5 to add FY15) Janatorial Services	7/21/14	\$174,740.00	No ICE, cost/price analysis, SAM.gov search

Corrective Action and Schedule: By January 11, 2016, CAT shall submit to the FTA Regional Office procurement procedures that conform to applicable Federal law, including: 49 CFR Part 18; FTA C 4220.1F, “Third Party Contracting Guidance” and the Master Agreement. The submission shall include checklists or other tools that will ensure FTA requirements are met.

7. Disadvantaged Business Enterprise

Basic Requirement: The grantee must comply with 49 CFR Part 26 to ensure nondiscrimination in the award and administration of DOT-assisted contracts. Grantees also must create a level playing field on which DBEs can compete fairly for DOT-assisted contracts.

Findings: During this Triennial Review of CAT, deficiencies were found with the USDOT requirements for DBE.

There is a requirement for job responsibilities of the DBE Liaison Officer (DBELO) and staff who are responsible for implementing all aspects of the DBE program. The current job description of the DBELO is Business Assistance Program Manager. This job description does not outline the responsibilities of the DBELO provided in the DBE program.

The DBE policy statement was not circulated throughout the organization and to DBE and non-DBE business communities that perform work on DOT assisted contracts, as per the 49 CFR Part 26.30 requirement.

Deficiencies were found in the contract with Scotia for the award of the Blount Street Upgrades. The contract was awarded where the DBE goal of 8% was not met and good faith efforts were not evidenced in accordance with the requirements outlined in the program plan.

Deficiencies were found in the review of a race neutral contract where there was no documentation of the value of work performed or the amount of the goal attained by the DBE contractor.

CAT is not implementing small business strategies as described in its program.

Corrective Actions and Schedule: By January 11, 2016, CAT shall submit to the FTA Regional Civil Rights Officer (RCRO) a position description that properly incorporates the DBELO roles and responsibilities into the named DBELO's day-to-day job functions. .

By January 11, 2016, CAT shall submit to the RCRO a timeline for circulating the DBE policy throughout the organization and to DBE and non-DBE business communities that perform work on DOT assisted contracts.

By January 11, 2016, CAT shall submit to the RCRO a process for collecting and assessing "good faith efforts" in accordance with Appendix A of the DBE regulations and evidence that it has included "good faith efforts" clauses in federally-assisted contracts, where appropriate. CAT must also submit documentation that good faith efforts determinations are included in the procurement files.

By January 11, 2016, CAT shall submit to the RCRO an implementation plan for race-neutral measures and evidence that these measures have been implemented.

By January 11, 2016, CAT shall submit to the RCRO evidence of implementing its small business participation strategies.

8. Legal

Basic Requirement: The grantee must be eligible and authorized under state and local law to request, receive, and dispense FTA funds and to execute and administer FTA-funded projects. The authority to take actions and responsibility on behalf of the grantee must be properly delegated and executed. Grantees must comply with Restrictions on Lobbying requirements.

Finding: During this Triennial Review of CAT, no deficiencies were found with the FTA requirements for Legal.

9. Satisfactory Continuing Control

Basic Requirement: The grantee must ensure that FTA-funded property will remain available to be used for its originally authorized purpose throughout its useful life until disposition.

Finding: During this Triennial Review of CAT, no deficiencies were found with the FTA requirements for Satisfactory Continuing Control.

10. Planning/Program of Projects

Basic Requirement: The grantee must participate in the transportation planning process in accordance with FTA requirements, MAP-21, and the metropolitan and statewide planning regulations. Grantees must participate in a coordinated public transit-human services transportation planning process that identifies the transportation needs of individuals with disabilities, older adults, and people with low incomes; provides strategies for meeting those local needs; and prioritizes transportation services for funding and implementation. Each recipient of a Section 5307 grant shall develop, publish, afford an opportunity for a public hearing on, and submit for approval, a POP.

Finding: During this Triennial Review of CAT, deficiencies were found with the FTA requirements for Planning/POP.

The MPO's public participation plan does not state that the MPO's public participation process was used to satisfy the grantee's public participation process for the POP.

Corrective Action and Schedule: By January 11, 2016, CAT shall work with the MPO to develop and submit to the FTA Regional Office a revised public participation plan for the TIP and include the required language in the TIP notice.

11. Public Comment on Fare Increases and Major Service Reductions

Basic Requirement: Section 5307 grantees are expected to have a written, locally developed process for soliciting and considering public comment before raising a fare or carrying out a major transportation service reduction.

Finding: During this Triennial Review of CAT, no deficiencies were found with the FTA requirements for Public Comment on Fare Increases and Major Service Reductions.

12. Half Fare

Basic Requirement: For service supported with Section 5307 assistance, fares charged elderly persons, persons with disabilities or an individual presenting a Medicare card during off peak hours will not be more than one half the peak hour fares.

Finding: During this Triennial Review of CAT, no deficiencies were found with the FTA requirements for Half Fare.

13. Charter Bus

Basic Requirement: Grantees are prohibited from using federally funded equipment and facilities to provide charter service if a registered private charter operator expresses interest in providing the service. Grantees are allowed to operate community based charter services excepted under the regulations.

Finding: During this Triennial Review of CAT, no deficiencies were found with the FTA requirements for Charter Bus.

14. School Bus

Basic Requirement: Grantees are prohibited from providing exclusive school bus service unless the service qualifies and is approved by the FTA Administrator under an allowable exemption. Federally funded equipment or facilities cannot be used to provide exclusive school bus service. School tripper service that operates and looks like all other regular service is allowed.

Finding: During this Triennial Review of CAT, no deficiencies were found with the FTA requirements for School Bus.

15. Security

Basic Requirement: As recipients of Section 5307 funds, grantees must annually certify that they are spending at least one percent of such funds for transit security projects or that such expenditures for security systems are not necessary.

Finding: During this Triennial Review of CAT, no deficiencies were found with the FTA requirements for Security.

16. Drug Free Workplace and Drug and Alcohol Program

Basic Requirement: All grantees are required to maintain a drug-free workplace for all employees and to have an ongoing drug-free awareness program. Grantees receiving Section 5307, 5309 or 5311 funds that have safety-sensitive employees must have a drug and alcohol testing program in place for such employees.

Finding: During this Triennial Review of CAT, no deficiencies were found with the FTA requirements for Drug-Free Workplace and Drug and Alcohol Program.

17. Equal Employment Opportunities

Basic Requirement: The grantee must ensure that no person in the United States shall on the grounds of race, color, religion, national origin, sex, age, or disability be excluded from participating in, or denied the benefits of, or be subject to discrimination in employment under any project, program, or activity receiving federal financial assistance under the federal transit laws. (Note: EEOC's regulation only identifies/recognizes religion and not creed as one of the protected groups.)

Finding: During this Triennial Review of CAT, no deficiencies were found with the FTA requirements for Equal Employment Opportunity (EEO).

V. Summary of Findings

Review Area	Finding	Deficiency	Corrective Action	Response Date	Date Closed
1. Financial Management and Capacity	ND				
2. Technical Capacity	D-122	Incorrect FFR Reporting	CAT shall submit to the FTA Regional Office reports that include the missing information in future FFR submissions and submit procedures for including all required information in future reports.	1/30/2016	
	D-175	FFATA Reporting Deficiencies	CAT shall submit to the FTA Regional Office procedures for reporting sub-awards to FSRS by the end of the month following the sub-award.	1/11/2016	
	D-208	Inadequate oversight of subrecipient/third-party contractor/lessees	CAT shall submit to the FTA Regional Office procedures and a staffing plan to monitor other entities with responsibility for meeting FTA requirements.	1/11/2016	
3. Maintenance	ND				
4. ADA	ND				
5. Title VI	ND				
6. Procurement	D-183	No verification that excluded parties are not participating	CAT shall submit to the FTA Regional Office procurement procedures that conform to applicable Federal law, including: 49 CFR Part 18; FTA C 4220.1F, "Third Party Contracting Guidance"; and the Master Agreement. The submission shall include checklists or other tools that will ensure FTA requirements are met.	1/11/2016	
	D-271	Lacking required cost/price analysis			
	D-340	Lacking independent cost estimate			
7. DBE	D-303	Inadequate staff to administer DBE program	CAT shall submit to the FTA Regional Civil Rights Officer (RCRO) a position description that properly incorporates the DBELO roles and responsibilities into the named DBELO's day-to-day job functions..	1/11/2016	

Review Area	Finding	Deficiency	Corrective Action	Response Date	Date Closed
	D-365	DBE policy statement not circulated in organization and to the DBE and non-DBE business community	CAT shall submit to the RCRO a timeline for circulating the DBE policy throughout the organization and to DBE and non-DBE business communities that perform work on DOT assisted contracts.	1/11/2016	
	D-654	Inadequate good faith efforts determination	CAT shall submit to the RCRO a process for collecting and assessing "good faith efforts" in accordance with Appendix A of the DBE regulations and evidence that it has included "good faith efforts" clauses in federally-assisted contracts, where appropriate. CAT must also submit documentation that good faith efforts determinations are included in the procurement files.	1/11/2016	
	D-656	Inadequate implementation of race-neutral measures	CAT shall submit to the RCRO an implementation plan for race-neutral measures and evidence that these measures have been implemented.	1/11/2016	
	D-312	Small business element not submitted and/or implemented	CAT shall submit to the RCRO evidence of implementing its small business participation strategies.	1/11/2016	
8. Legal	ND				
9. Satisfactory Continuing Control	ND				
10. Planning/POP	D-55	Elements missing in POP public participation procedures	CAT shall work with the MPO to develop and submit to the FTA Regional Office a revised public participation plan for the TIP and include the required language in the TIP notice.	1/11/2016	
11. Public Comment on Fare Increase and Major Service Reductions	ND				
12. Half Fare	ND				
13. Charter Bus	ND				
14. School Bus	ND				
15. Security	ND				

Review Area	Finding	Deficiency	Corrective Action	Response Date	Date Closed
16. Drug-Free Workplace/Drug and Alcohol Program	ND				
17. EEO	ND				

VI. Attendees

Name	Title	Phone Number	E-mail Address
<i>City of Raleigh</i>			
David Eatman	Transit Administrator	919-996-3030	david.eatman@raleighnc.gov
Mike Kennon	Transportation Operations Manager	919-996-4037	mike.kennon@raleighnc.gov
Kelli G. Yeager	Planner	919-996-4089	kelli.yeager@raleighnc.gov
Gil Johnson	Project Manager	919-744-9363	gil.johnson@raleighnc.gov
Kathryn Riedl	Accountant/Auditor	919-996-4968	kathryn.riedl@raleighnc.gov
Richard Vinson	Senior Transit Planner	919-996-4087	richard.vinson@raleighnc.gov
Perry Clinton	Maintenance Manager	919-725-1130	perry.clinton@raleighnc.gov
Scot Campbell	Assistant Director of Maintenance	919-996-3899	scot.campbell@raleighnc.gov
Matthew Franklin	Director of Maintenance	919-996-3898	matthew.franklin@raleighnc.gov
<i>FTA</i>			
Lauren Pessoa	Transportation Program Specialist	404-865-5488	lauren.pessoa@dot.gov
<i>Reviewer</i>			
Grace Stegall	Reid Consulting, LLC	347-528-6912	stegall@reidconsult.com
Ann Geter	CDI/DCI, JV	614-258-5145	ggeter5@aol.com

VII. Appendices

No appendices included in this report.



GoRaleigh
4104 Poole Road
Raleigh, NC 27610

General & Administrative Employee Handbook

Revised January 2016



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SECTION 1

GENERAL INFORMATION

WELCOME TO GORALEIGH

Welcome to GoRaleigh. You are a member of a team of approximately 235 employees dedicated to providing outstanding public transportation service to our community.

This handbook has been prepared to help you better understand your job with its benefits and working conditions. If you have any questions that are not answered in this handbook, please ask your supervisor who will be glad to help you.

It is the policy of GoRaleigh to provide all citizens of Raleigh with cost effective, safe, reliable and efficient transportation service performed in a courteous and pleasant manner. Your cooperation in observing the suggestions and policies in this handbook will help us to continue this practice.

I look forward to working with you. Best wishes for a long and successful public transit career with GoRaleigh.

Jim Cromer
General Manager

VISION STATEMENT

The employees of GoRaleigh are our most valuable asset. GoRaleigh acknowledges their rights and responsibilities as capable, independent and caring human beings.

Our employees value frankness, honesty, loyalty and outstanding customer service.

We recognize that mistakes are an opportunity for challenge and improvement.

We enjoy each other and the citizens we serve. Our goal is to enjoy our work in an environment that is harmonious and safe.

We strive for excellence in all our endeavors.

In order to realize our vision we are committed to:

- Providing a fair working wage and good working conditions.
- Treating all people with dignity and respect.
- Providing opportunities for personal growth, for assuming responsibilities, and for asking questions.
- Having an open door policy.
- Providing meaningful standards for professional behavior and performance of duties.
- Providing the necessary resources to meet our goals
- Providing effective communication.
- Providing recognition for personal and professional achievements as well as recognition of the individual in all circumstances.

“WE ARE CUSTOMERS TO EACH OTHER”

HISTORY AND FACTS

Transit Authority

The Raleigh Transit Authority was formed in 1975 by an ordinance of the City of Raleigh to set and establish transit policy. The Raleigh City Council maintains budgetary control. The power to establish the Authority was by special legislation from the General Assembly. The Authority has 11 members and its purpose is to set policy associated with a safe, adequate and convenient public transportation system to and for the City of Raleigh and its urban population. The dates, times and locations of all Authority meetings are publicized, (normally held 3:30 pm on second Thursday of the month) and open to the public.

Brief History

Public transportation has been available to Raleigh's citizens for over 100 years. The first transit trip on its brand-new streetcar line was taken Christmas day, 1886. Streetcars served the city for 40 years, until 1926, when buses, operating on a rapidly expanding road network, replaced the trolley lines with more flexibly routed, rubber-tired transit service.

Throughout most of Raleigh's public transportation history, the system was owned and operated by Carolina Power and Light Corporation (CP&L). After World War II, CP&L sold the bus system to White Transportation, which retained ownership for approximately 12 years before selling it to City Coach Lines. None of these companies could generate enough income to replace their equipment as buses and maintenance facilities wore out. Raleigh's experience was hardly unusual. Every transit system in the United States faced the same difficulties.

In response, Congress enacted the Urban Mass Transportation Act of 1964, the first real federal effort to provide assistance to urban transit. The act authorized federal capital grants for up to two-thirds of the cost of construction, reconstruction, or acquisition of mass transportation facilities and equipment. Within five years most cities in the United States bought their local transit systems and began operating buses themselves. In 1975, Raleigh City Coach Lines, unable to purchase buses to replace its aging fleet and facing the possibility of bankruptcy, sold the bus system to the City of Raleigh.

Since the public takeover, the ridership on the transit systems has steadily grown. As a result, the Authority ventured into other areas of public transportation with the establishment of the Demand Response bus service and the Accessible Raleigh Transportation (ART) program in late 1989. The ART program is administered by the City.

Raleigh's Public Transportation Services

GoRaleigh is the urban transit system that serves the City of Raleigh. GoRaleigh consists of a fixed-route, radial bus system and a system of link routes that connect to the radial routes. The City owns the buses and support vehicles used by the system as well as the bus maintenance and operations facility. The City contracts with a private company to operate transit services.

All GoRaleigh services are general-purpose transportation services, available to the general public. In addition to GoRaleigh services, the City of Raleigh provides separate, special service for people with transportation-related disabilities through the City's Accessible Raleigh Transportation (ART) Program. The ART Program is a subsidized use of privately operated taxi and contracted van service. It meets the City's federal requirements for ADA paratransit service

as mandated by the Americans with Disabilities Act and U.S. Department of Transportation regulations.

Employees and Management

In 1988, the City of Raleigh entered into a contract with ATC/Vancom Management Services, Inc. for the management and operations of GoRaleigh, a division of ATC/Vancom. In 2005 ATC/Vancom was acquired by Transdev. Currently, 235 employees are employed by GoRaleigh, 40 of which are support staff. All bus operators and maintenance employees are represented by the Amalgamated Transit Union, Local Union Number 1328. All general and administrative employees are non-union staff.

Service Design and Vehicles

GoRaleigh currently operates 82 peak hour transit buses on 38 fixed routes. GoRaleigh provides service from 4:30AM – 12:00AM (midnight) Monday-Wednesday, 4:30AM-2:30AM Thursday-Saturday and 8:00AM-8:00PM Sunday. Service is provided on all major holidays, except Thanksgiving Day and Christmas Day.

Upwards of 17,000 transit passengers are carried each weekday on 100 buses for a total of over 3 million riders annually. The GoRaleigh passenger fare is \$1.50 (one-way). GoRaleigh provides special transit services in times of emergency, major planned events such as the N.C. State Fair, and access to/from the Amtrak station downtown through route deviations.

100% of the transit buses are wheelchair-lift equipped and offers service to passengers with limited mobility.

Other Public Providers - GoRaleigh is partnered with providing service to its general public by the following providers of services:

Accessible Raleigh Transportation (ART) – GoRaleigh’s American’s With Disabilities Act (ADA) complementary paratransit services are provided through the ART Program utilizing vouchers for taxi services and contracted van service.

GoTriangle – GoTriangle provides regional transit, ridesharing, and vanpooling service in the Triangle region. GoTriangle provides central passenger transfers at GoRaleigh Station and at various connection points with GoRaleigh routes. GoRaleigh and GoTriangle have a regional agreement that allows passengers to use regional passes on all routes from both systems for system-transferring passengers.

WCTS – Wake County Coordinated Transportation Services (TRACS) provides on-call human services transportation throughout Wake County.

Wolfline – The N.C. State University (NCSU) Wolfline services are a fixed route university community only, with fixed route transit services offered in southwest and west Raleigh. Wolfline services are contracted, free, and open to the public.

Wake Tech – Transit services are provided by Wake Technical Community College (Wake Tech), under contract with GoRaleigh from GoRaleigh Station to/from the main campus. Service is provided on weekdays based on the campus calendar. The main campus is located 12 miles south of downtown Raleigh in Wake County. Services are also currently provided to satellite locations of Wake Tech.

Town of Cary – Their demand response public transit services began in August 2001, for residents who are senior citizens and persons with disabilities. Currently, fixed route and door to door service is provided through a private contractor for all trips.

Grants and Financing

GoRaleigh receives its funding from passenger revenues and grants from local, state and federal governments. For fiscal year 2015, GoRaleigh received 17.4% of its operating expenses from passenger revenue. The remaining was provided from local and federal grants (operating and capital maintenance).

The capital resources provided are: 80% by the Federal Transit Administration (FTA), 10% by the North Carolina Department of Transportation (NCDOT) and 10% by the City of Raleigh.

ORGANIZATION DESCRIPTION

GoRaleigh is headed by a General Manager. However, the company is made up of three departments (described below), each having a distinct purpose and function. Each department is headed by a Director who reports to the General Manager (GM). The General Manager in turn, reports to a Regional Vice President of Transdev North America, and the City's Transit Department.

Operations - this department has responsibility for Fixed Route Service. This department carries out the actual function of transporting people along established fixed routes.

Maintenance – this department is responsible for maintaining all the rolling stock used in or by the system, including the various types of buses, company cars, vans, service trucks, etc. The vehicles travel over 300,000 miles per month. The inspection, preventive maintenance and repair of these vehicles are a continuous operation. Maintenance is also responsible for maintaining the facilities and grounds.

Another function of this department is purchasing. Purchasing maintains parts, fuels, and equipment inventories whereby repairs to the vehicles and equipment can be undertaken upon discovery and the vehicle can be returned to safe, reliable service as soon as possible.

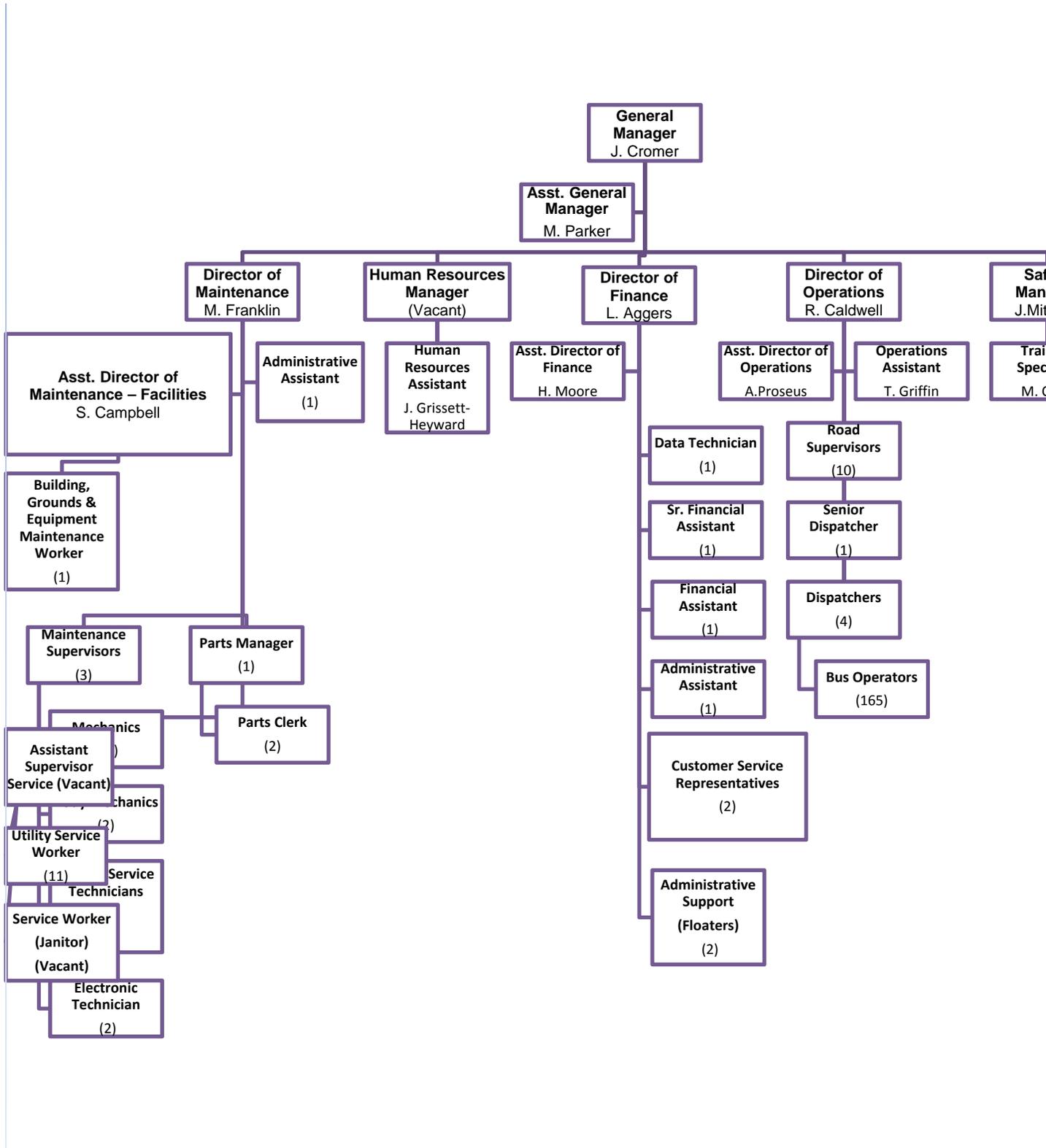
Administration – this area is divided into (1) Finance, (2) Human Resources, and (3) Safety & Training.

Finance - performs or oversees all the necessary accounting and payroll functions for the company. It also maintains mileage, revenue and a host of other recordkeeping functions required by the company, Transdev, the City, the State and the Federal Government.

Human Resources - performs or oversees all the necessary functions associated with hiring, terminating and employee (health, life, pension, etc.) benefits. This department is the liaison between the various benefit agencies to ensure that all plan invoices and forms are timely and accurately filed.

Safety –Safety not only oversees training, but also management of accidents and injuries either to passengers, personnel, property and/or equipment.

GoRaleigh 2016 Organizational Chart



EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

It is the policy of GoRaleigh, to at all times adhere to the spirit and letter of federal, state, and local laws, rules and regulations promulgated there under guaranteeing equal employment opportunities to all persons without regard to race, creed, color, sex, disability, age or national origin.

Individuals will receive impartial consideration for initial employment and promotions; will possess equal standing and security as employees; and will have equal opportunity to receive training, develop skills and opportunities to advance. Such opportunities shall be limited only by the individual's abilities and requirements of the work force.

All activities, facilities, services and training operated, sponsored or participated in by GoRaleigh shall be available to employees without any segregation or discrimination based on race, creed, color, sex, disability age or national origin.

Individuals who believe they have been subject to discrimination shall be entitled as a matter of right to use any and all existing complaint procedures without fear or coercion or reprisal.

EMPLOYER/EMPLOYEE RESPONSIBILITIES

Employer's Responsibilities

As an employee, you may expect from GoRaleigh:

- Fair and impartial treatment at all times
- Adequate and competitive pay
- Safe working conditions
- Safe and reliable equipment and materials
- Informed and open-minded supervision

Employee's Responsibilities

As an employee, you are expected to be:

- Fair and courteous in meeting the public and working with your fellow employees
- Industrious
- Neat in your work, environment and personal appearance
- Prompt in reporting for work and in completing assignments
- Economical in the use of supplies and equipment;
- Cooperative with the public and with fellow employees in getting the job done well
- Observant of all policies and procedures
- Safety first work habits

NEW EMPLOYEE ORIENTATION

Your first day of employment will include orientation. The purpose of this new employee orientation is to insure that all new employees have an opportunity to gain a better understanding of their job responsibilities and privileges.

Once the employee reports to work, the Human Resources Manager in conjunction with the Payroll Administrator, is responsible for assisting the new employee with completion of all tax withholding forms and submission of payroll information to assure enrollment into the HR system. In addition, new employees will be oriented to departmental procedures and specific job assignments by their department head or supervisor.

At the end of orientation, each employee will:

- Be properly enrolled into the Time & Attendance and HR systems;
- Have completed the necessary withholding forms;
- Be familiar with departmental procedures;
- Have been informed regarding benefits privileges, options and responsibilities;
- Have gained a basic understanding of professional ethics and job expectations;
- Be able to demonstrate an understanding of the services that he/she is rendering for GoRaleigh;
- Have been given a copy of the Employee Handbook.

SECTION 2

Classification and Compensation

CLASSIFICATION PLAN

In order to operate effectively and efficiently, GoRaleigh has established a position classification plan. In this plan, positions which are similar are grouped into “classes” of *Exempt* and *Non-Exempt* employees based on their similarity of duties and responsibilities.

Job descriptions, given their class, title definition, examples of work to be performed, required knowledge, skills and abilities, desirable experience and training can be discussed with either Human Resources or your department head. Your position is evaluated during December of each year.

DEFINITIONS OF POSITION CLASSIFICATIONS

- *Permanent* – Employees in this class have employment in classified positions authorized and budgeted, preceded by a six (6) month period of probationary employment.
- *Temporary* – Employees in this class have employment of limited duration or for a specific assignment or project, position requiring a varying number of hours per work week.
- *Full-Time* - Employees in this class have employment requiring a forty (40) hour work week.
- *Part -Time* Employees in this class have employment normally requiring less than thirty (30) hours per work week.
- *Exempt* - Employees in this class are exempt from overtime pay.
- *Non-Exempt* – Employees in this class will receive their regular rate of pay, plus ½ pay thereof, for all hours worked in excess of forty (40) hours per work week. Overtime hours require prior approval by the employee’s supervisor.

No fringe benefits will be provided to the following classifications:

- *Part-Time* - Employees in this class have employment normally requiring less than thirty (30) hours per work week.
- *Temporary* - Employees in this class have employment of limited duration or for a specific assignment or project possibly requiring a varying number of hours per work week.

From time to time GoRaleigh hires *part-time employees*; the following are the rules governing their employment:

- A. Part-time employees are those employees who work less than thirty (30) hours per week, on a regular schedule.
- B. Part-time employees are not eligible for any Company benefits, such as paid vacation, sick leave accrual, insurance benefits, or any other benefits currently in force or that may come into force in the future.

- C. Part time employees may be eligible for the same holidays as other General and Administrative employees, but without pay.
- D. Part-time employees will be allowed to take unpaid time off up to two (2) weeks per year at a time directed by the Company. Requests for more than two weeks will be considered on a case by case basis at management's discretion.

PAY PLAN

GoRaleigh has an established pay plan. This pay plan allows us to reward employees for performance. Each job class is assigned a pay range with a minimum and maximum rate which applies to every position within the class.

Normally, an employee will start and remain at the minimum rate of pay for six months. If the employee's performance during this time is considered satisfactory, the employee will be granted a percentage increase based on their overall performance rating.

PROBATIONARY PERIOD

New Employees – If you are hired in a full-time permanent position, during your first six months of employment, you must prove your ability to perform your work, accept additional duties, develop a desirable attitude toward your job, and work well with the public and your fellow employees. At the end of the first six months, you are eligible to be considered for an increase based on performance.

Should your work need improvement at the end of the initial six (6) months of employment, your supervisor may consider a probationary extension based upon anticipated improvement. This extended period of time will be determined by your supervisor.

At the end of your second six (6) months or your first full year you become eligible to be considered for an increase based on performance. Thereafter, you will be reviewed annually in December.

New Positions – An employee accepting a new position within the Company will automatically be placed on six (6) months' probation similar to those of new hires. At the end of the first six months, you are eligible to be considered for an increase based on performance.

At the end of your second six (6) months or your first full year you become eligible to be considered for an increase based on performance. Thereafter, you will be reviewed annually in December.

PERFORMANCE EVALUATIONS

It is the policy of GoRaleigh for each employee and their supervisor, at minimum on an annual basis, to discuss the employee's work performance and future development.

Each employee will be given a performance evaluation on a form designated for that purpose according to the following schedule:

- ❖ All pay increases will be based on performance.
- ❖ Reviews will be done at six months and one year in a new position, and every December 1st following.
- ❖ Performance will be evaluated based on quantity and quality of work, work habits, and personal conduct.
- ❖ All staff will also be required to provide goals for the upcoming year following their annual review. The goals must be measurable and obtainable. Staff will have until December 31st to provide this information to the department head or manager. This documentation will be utilized in conjunction with the above to complete the evaluation.

On the review, a rating will be assigned for each category and the overall evaluation rating will determine the percentage increase. The following is an outline of the increase amount and the associated performance level.

Increase: Performance Level

- Up to 1%:Doesn't Meet Expectations
- *Significant improvement is required within a specified time frame. A Performance Improvement Plan and a six month Re-evaluation will be required.
- Up to 2% :Needs Improvement
 - Up to 3% :Meets Expectations
 - +3% :Exceeds Expectations (with approval)

Pay ranges are established for each General and Administrative position within the organization. Each new employee is eligible to receive a pay increase in conjunction with a six (6) month, one (1) year, or annual Performance Evaluation. Such wage adjustments are based on performance. Outstanding job performance will earn the full allotment.

The employee's Supervisor will determine any increase at the time of the Performance Evaluation.

PAY PERIOD

All employees are paid on a bi-weekly basis on Friday. Paystubs will be available after 5:00PM on Thursday.

Should a regular payday fall on a holiday, you will receive your stub the last working day prior to the holiday at 3:00PM. If the holiday falls on a Friday, your stub will be available Thursday at 5:00PM.

It's recommended that everyone take full advantage of the Direct Deposit options available. For more information regarding the available options, contact the Human Resources Manager or the Payroll Administrator for information. Concerns about your paycheck, such as underpayment, overpayment or deductions should be discussed immediately with your supervisor.

OVERTIME PAY

GoRaleigh complies with The Fair Labor Standards Act (FLSA) provisions governing overtime compensation for eligible employees. FLSA regulations, shall determine which jobs are “non-exempt” and are therefore subject to the Act in areas such as hours of work and work periods, rates of overtime compensation, and other provisions. The FLSA lists the criteria which determine the overtime for exempt or non-exempt status of employees:

Nonexempt – Employees in this class will receive their regular rate of pay, plus ½ time (time and a half) thereof, for all hours worked in excess of forty (40) hours per weekly pay period. Such 40 hours to consist of time actually worked not including lunch, vacation, sick, holiday, etc.

For example: If an employee actually works forty five (45) hours in a week he/she receive overtime compensation for five (5) hours worked over the forty (40) hours. If an employee actually works thirty seven (37) hours, uses sick time for four (4) hours, will only receive straight time for forty one (41) hours.

Any hours over forty (40) hours actually worked in any given week will be paid at the rate of time and one-half the employee's regular hourly rate of pay for such hours, excluding holidays, (refer to the holiday provisions of this manual).

Exempt Staff – This policy applies to following General and Administrative positions with GoRaleigh:

Assistant General Manager, Director of Operations, Director of Finance, Human Resources Manager, Assistant Director of Operations, Assistant Director of Maintenance, Assistant Director of Finance, and Safety Manager.

It is expected that duties and responsibilities for the positions listed above can be regularly completed in a forty hour work week. The core office hours of 8:00 – 5:00, Monday –Friday are expected to meet most needs. Individuals in these positions may modify their schedules, as needed, to ensure the duties, tasks and responsibilities under their supervision are completed in a timely manner.

From time to time, special needs will arise (e.g. State Fair) that will add to routine duties and responsibilities and could require more time to accomplish assigned tasks. With the consent of the General Manager, time can be earned on an hour for hour basis. All time earned must be taken as time off within the pay period it is earned. Time will not accumulate.

§ 95-25.4. Overtime. (a) Every employer shall pay each employee who works longer than 40 hours in any workweek at a rate of not less than time and one half of the regular rate of pay of the employee for those hours in excess of 40 per week; provided that employers of seasonal amusement or recreational establishment employees are required to pay those employees the overtime rate only for hours in excess of 45 per workweek. (b) Repealed by Session Laws 1991, c. 330, s. 2. (1973, c. 685, s. 1; 1979, c. 839, s. 1; 1991, c. 330, s. 2, c. 492, s. 1.)

PAYROLL TIME CARDS

The hours worked and the leave taken for each day of the week will be recorded by proximity cards. *It's the employee's responsibility to ensure that his/her time is accounted for.*

All authorized leave with or without pay must be noted and approved by the department head or supervisor on one of the authorized forms available (paper or electronic). All documents are to be signed in ink by the supervisor or the employee must receive electronic approval. Failure to have approval may result in the employee's pay being delayed.

DEDUCTIONS FROM PAY

The following standard deductions are required by law to be deducted from your pay:

- Social Security and Medicare
- Federal Income Tax
- State Income Tax
- Garnishments

The following are other deductions that only you may authorize:

- 401k Contributions
- Various medical and life insurances deductions, which benefit all GoRaleigh staff

From time to time, GoRaleigh will consider other deductions. They must however, benefit individually and collectively all GoRaleigh employees.

SECTION 3

Time Off & Benefits

EMPLOYEE BENEFITS

The Company's goal is to provide an Employee Benefits package that provides employee benefits at a reasonable cost. GoRaleigh negotiates with each provider to obtain the optimum benefits at the lowest price. Rates are set each year for the employees share in the cost of these benefits. The rates set are considered part of the overall General and Administrative Wage and Benefits package.

Employees become eligible for participation in the company sick leave program on the 1st calendar day of the following month of employment. Life and Health benefits begin the first month following thirty (30) days of employment, or as defined by the existing group insurance policy.

A new employee is eligible to join the 401K plan on the first day of a new quarter on (*January 1st, April 1st, July 1st, & October 1st*).

A new employee who does not enroll when eligible, or a current employee who drops coverage, may not enroll again until open enrollment season, which is set by the insurance companies on a yearly basis unless there is a qualifying event.

All benefits will terminate on the last day of employment. In the case of medical coverage, individual coverage will be offered pursuant to *COBRA* regulations.

PAID HOLIDAYS

GoRaleigh grants full-time permanent employees 10 days per year. Listed below are the paid holidays. The Holidays are subject to change as deemed necessary by the Company. The following are the holidays that are generally given to General and Administrative employees:

- New Year's Day
- Martin Luther King Jr's Birthday
- Employee's Birthday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day
- Two (2) Personal days – to begin following the probationary period and taken during that calendar year.

Employees required to work on any of these holidays shall be paid for the time actually worked at one and one half, (1½), times their hourly rate of pay and shall also be entitled to the holiday pay. Full time non-exempt employees shall receive the equivalent of one day's pay for each of these holidays.

All unused floating holidays must be used during the calendar year. They cannot be "cashed in" or carried over from year to year.

VACATION

An employee's annual paid vacation leave depends on the length of service they have with GoRaleigh. Vacations will be scheduled so as to accommodate the operational needs of GoRaleigh, and insofar as possible, the preference of the employee. In order to qualify for, and become entitled to, vacation an employee must have completed the required probationary period. General and Administrative Employees, who are in the continuous service of the company, shall have forty hours vacation after the first six (6) months of hire.

For Example: If the employee is hired on March 14th, the employee will receive forty hours of vacation time on September 14th. Any employee hired from August through December *will not receive* vacation until January 1st and then they will receive *two weeks* on January 1st and every January 1st for the next four years, until they reach five (5) years then it continues as indicated below:

Thereafter vacation shall be earned each year on January 1st on a calendar year basis and *must be taken within the calendar year*. Department heads will establish vacation approval process for employee vacation requests based on seniority.

- | | | |
|--------------------------|---------|---|
| • 6 months | 1 week | (granted after the full 6 months of service) |
| • 1 year through 4 years | 2 weeks | (granted after the employee has completed their 1 st year, on the 1 st of the new year they will receive 2 weeks vacation) |
| • years 5 through 9 | 3 weeks | (granted after the employee has completed their 5 th year, on the 1 st of the new year they will receive 3 weeks vacation) |
| • years 10 through 19 | 4 weeks | (granted after the employee has completed their 10 th year, on the 1 st of the new year they will receive 4 weeks vacation) |
| • 20+ years | 5 weeks | (granted after the employee has completed their 20 th year, on the 1 st of the new year they will receive 5 weeks vacation) |

Nonexempt Employees who are on vacation at the time a regularly scheduled paid holiday occurs, may choose to be paid just the holiday or the holiday and vacation. It is up to the individual to notify department head in advance.

Employees may, at their option, split vacation into periods of not less than one half days, (4 hours), at a time.

Vacations must be taken during the 12 month period immediately following the year anniversary date that the vacation is received and cannot be carried over to the next year.

Employees who, for any reason, leave the employment of GoRaleigh with less than 12 months of continuous active service are *not eligible* to be paid for unused vacation benefits.

Employees, in good standing, who separate from the company, are eligible for vacation payout on a prorated basis, depending on their length of service and date they separate.

For Example: An employee that has been with the company 7 years (earned 120 hours) and leaves July 1st will receive 60 hours vacation pay.

An employee that leaves the company and has taken more vacation than they have earned will have that amount deducted from their final check or will be required to reimburse the company.

SICK LEAVE

One day (8 hours) is earned per month. Sick leave begins the first day of the following month hired, (Example: If an employee begins work on January 14th, they will begin earning sick leave on February 1st).

Sick pay begins on the first day of illness. Sick leave will be earned at the rate of (8) eight hours on the first of each month, to a maximum accumulation of 120 days, or 960 hours, and can be taken in any increment.

After any absence due to illness or injury that exceeds 5 working days, a verified doctor's note will be required. However, a Department Head may request a doctor's note after 24 hours. All accumulated sick leave must be used before weekly benefits covered by group insurance (Long Term Disability) are paid. Insured benefits will begin on the first full week not covered by sick leave.

Any abuse of this policy is subject to discipline by the Department Head.

Sick leave is designed to be taken by the employee who has a short term illness. For serious or long term illnesses or to care for a family member, *FMLA* is available.

Upon separation from the company (other than terminations), half of your accumulated sick leave will be paid to you, for a maximum of 60 days, or 480 hours.

PERSONAL PAID TIME OFF

Any employee who has completed at least (1) year of service and has more than sixty (60) days or 480 hours of unused sick time may use five (5) sick days or 40 hours as Personal Paid Time Off (PPT) per year. Personal time off must be requested and approved by the Department Head in advance.

LEAVE OF ABSENCE/EXCUSED TIME OFF

Due to the nature of work performed by each General and Administrative employee, and the necessity that this work be accomplished daily, a leave of absence will only be considered by the Department Head and the General Manager, in cases involving bona fide hardships or emergencies. Each request will be considered on an individual basis. Any leave of absence is time off *without* pay and *will not* accumulate benefits.

Employees may request excused time off and such requests will be granted whenever reasonably possible. Explanation of such excused time off, (ex: vacation, sick, floating holiday), must be requested in advance and entered on the payroll records.

FAMILY MEDICAL LEAVE ACT (FMLA)

The Family and Medical Leave Act (FMLA) provides an entitlement of up to 12 weeks of job-protected, unpaid leave during any 12-month period to eligible, covered employees for the following reasons: 1) birth and care of the eligible employee's child, or placement for adoption or foster care of a child with the employee; 2) care of an immediate family member (spouse, child, parent) who has a serious health condition; or 3) care of the employee's own serious health condition. It also requires that employee's group health benefits be maintained during the leave. The FMLA is administered by the Employment Standards Administration's Wage and Hour Division within the U.S. Department of Labor.

See Human Resources for information on *FMLA* leave and forms.
<http://www.dol.gov/compliance/laws/comp-fmla.htm>

BEREAVEMENT

Employees shall be eligible for 3 days bereavement with pay, providing authentic verification of death (published notice of death in newspaper or public journal) for up to three working days absence. An employee may be eligible for a fourth day if the employee is required to travel more than 300 miles one way.

Bereavement eligibility is generally limited to members of the employee's immediate family. Immediate Family shall be defined as employee's present spouse, son, daughter, father, mother, brother, sister, grandchild, half-sibling, step-parent, step-child, step-sibling, grandparent, mother-in-law, father-in-law, brother-in-law, daughter-in-law, son-in-law and sister-in-law. Exceptions and additional time off may be granted on a case by case basis.

MILITARY LEAVE

An employee who is a member of a Reserve of the Armed Forces or the National Guard will be granted 15 days of Military Leave per calendar year for required active duty, active duty training and inactive duty training. This leave is not charged as annual leave, but will be leave without pay.

In addition, GoRaleigh will pay Basic Life Insurance premiums for employees on "active duty" for *one year*, at no cost to the employee. All other benefits, if the employee wishes to maintain them, will be at the employees expense. While on Military Leave, an employee will maintain his or her seniority.

JURY DUTY

Any full-time permanent employee who is summoned for jury duty or subpoenaed as a government witness shall be granted leave with jury pay for the period of time served. The employee must provide his or her supervisor with proof of summons and, subsequently, proof of having served as juror.

Any full-time employee meeting these requirements shall be paid their full pay for the time served, with the understanding that any compensation received for serving as a juror will be turned over to the company to offset hours paid and not earned by the employee while serving as a juror.

An employee called for jury duty must work on any day he or she serves as juror, if the jury duty is less than four (4) hours and the employee still can work four or more hours of his or her regular duty schedule. For example, if an employee works as a juror from 8:00am to 12:00pm, the employee must report to work after serving as a juror until 5:00pm.

SECTION 4

Group Benefits, COBRA, 401K & Other Benefits

INSURANCE COVERAGE

It is GoRaleigh's intent to provide each employee with quality insurance at a reasonable cost for employees and their family members. GoRaleigh's management reviews insurance coverage and premiums on an annual basis. Employee satisfaction is as equally important as cost of services.

Periodically, GoRaleigh may change insurance carriers in order to provide an optimum balance between service and cost. Cost to the employee may vary depending on the carrier and type of coverage, (Single, Employee plus Child, or Family). Each employee will be notified as soon as the company has information on changes.

All full-time permanent employees are eligible for the various types of insurance coverages on the first day of the month, following thirty (30) days of employment. Premiums for coverage are deducted one (1) month in advance for all classifications.

BASIC LIFE INSURANCE/AD&D

GoRaleigh pays the full premium for \$30,000 of individual term life insurance and accidental death or dismemberment insurance. This coverage is provided by the company for all permanent full-time employees. See Human Resources for additional information.

GROUP HEALTH INSURANCE & COBRA

Group Health insurance – is provided by the company at no cost for all permanent full-time employees for single status only. All other levels of coverage require premium payments by the employee, via payroll deductions one month in advance. See Human Resources for additional information.

Consolidate Omnibus Budget Reconciliation Act (COBRA) – Under the provisions of this Federal law, any employee who terminates employment with the Company is eligible to continue in the Company's Group Health Insurance Plan for a period not to exceed 18 months. However, the terminated employee must pay the full cost of coverage.

This law provides that dependents that lose dependency status, widows of employees and divorced spouses are eligible to continue coverage with the group plan for up to 36 months. Again, the dependent or spouse must pay the full cost of coverage.

Materials are available in the Human Resources Department that explains in greater detail the extent of coverage and the limitations and exclusions.

GROUP DENTAL INSURANCE

The Dental Insurance Plan is designed to assist the employee by sharing the financial burden of good dental health. The dental plan pays 100% of usual, customary and reasonable charges for preventive dentistry. Some other services are paid at a lesser amount. Dental Insurance is available to all full-time employees at a cost based on the coverage provider's scheduled premiums.

Materials are available in the Human Resources Department that explains in greater detail the extent of coverage and the limitations and exclusions.

SHORT/LONG TERM DISABILITY INSURANCE

Short Term Disability Insurance is not offered by GoRaleigh. Short term illnesses are funded by the employees various leave time allowances, (sick, holiday and vacation time).

Long Term Disability Insurance – As of May 15, 1993, all General and Administrative employees are covered for Long-Term Disability. This insurance is entirely employer funded. Benefits for Long-Term Disability will begin on the ninety-first (91st) day of total disability and will continue for both accident and sickness during that total disability period or to age sixty-five (65).

To qualify for weekly disability payments, you must comply with the following conditions:

- All sick leave must be exhausted;
- You must be under the regular care of a legally qualified medical physician during the period for which benefits are claimed and have been hospitalized;
- A written statement from this physician must be presented to Human Resources stating probable length of disability or illness when eligible to receive disability payments.

The Long-Term Disability coverage provides for 66-2/3% of an employee's pre-disability earnings. Materials are available in the Human Resources Department that explains in greater detail the extent of coverage and the limitations and exclusions.

Employees are eligible for this benefit at the beginning of the month following 60 days of employment.

WORKERS' COMPENSATION

In cases of absence because of injury to an employee which is compensable under Workers' Compensation Act:

- All injuries occurring in connection with the job, no matter how slight, must be reported to your supervisor immediately. Failure to do so may result in loss of benefits.
- Benefits for certain injuries and disabilities that happen on the job are covered under the North Carolina Worker's Compensation Law. Approved medical bills will be paid after 7 calendar days. Compensation will be paid at the rate of two thirds (2/3) of the employee's average weekly earnings up to a weekly maximum until returning to work.
- Certain on-the- job injuries are covered by Workers' Compensation. Off the job injuries are covered by your Group Health Insurance Plan.

SOCIAL SECURITY

All employees of the Company are covered by Social Security. Social Security Taxes (part of FICA) are automatically deducted from the employee's pay. GoRaleigh matches the employee's contribution to Social Security at 7.65%.

RETIREMENT (401k) PLAN

GoRaleigh has established a Defined Contribution Plan (401k Plan) with Principal Financial Group for its General and Administrative employees. Employees, at their option, may contribute a percentage of their wages, calculated in whole percentages. Participants in the Plan will be matched 100% up to the first 5% of contributions.

The percentage of your earnings that you elect to contribute will be deducted by Payroll bi-weekly. Employees are eligible to participate during enrollment periods on January 1st, April 1st, July 1st and October 1st.

Materials are available in the Human Resources Department that explains in greater detail the extent of the Plan and the limitations and exclusions.

Vesting Schedule

- 1 Year- 20%
- 2 years- 40%
- 3 Years-60%
- 4 Years- 80%
- 5 Years-100%

EMPLOYEE AND DEPENDENT BUS PASS PROGRAM

GoRaleigh will allow each employee, to use current GoRaleigh ID to permit free bus transportation on all GoRaleigh vehicles. Employees must request a pass for their spouse. A \$10.00 fee is charged to replace a lost, stolen or mutilated pass.

Children of employees will not receive a bus pass. Any abuse of this privilege by the employee or member of his or her family will result in the loss of the privilege and possible further discipline by the Department Head.

TUITION AID

GoRaleigh's policy is to support and encourage its employees to further their education with selected curriculum and programs at the Department Head's discretion. Therefore, certain criteria must be met for reimbursement.

Any participation will be determined on a case by case basis, including available budget dollars and number of participants in the program. The Tuition Aid Program includes undergraduate and graduate courses, trade, technical and vocational. This provision provides full or partial reimbursement of tuition costs for courses taken during an employee's non-working hours which improves abilities to perform current job or which helps prepare for promotion. Assistance is limited to \$600 per semester. Materials are available in the Human Resources Department that explain in greater detail the extent the program and the limitations and exclusions.

EMPLOYEE ASSISTANCE PROGRAM

An Employee Assistance Program (EAP) has been established by GoRaleigh to provide "confidential assistance to all employees". This service provides free, absolutely confidential counseling (for a limited number of visits) and referrals for employees and their families after that, on a co-pay status. Counseling or assistance is not limited to specific areas: it may include family, drug or alcohol abuse, health, money, personal problems, etc. Employees may contact the Employee Assistance Program provider for assistance with a wide variety of problems and situations. The contact information for EAP is 800.326.3864 or fhahelps.com.

Materials are available in the Human Resources Department that explains in greater detail the extent of the program and the limitations and exclusions.

LONGEVITY PAY

Effective August 1, 2004, GoRaleigh began recognizing *Length of Service* with a longevity bonus payment in the 1st payroll of December of each year, in which the employee is currently employed. Each employee will receive \$50 for each service year, not to exceed \$1250.00

These bonus payments are presented to employees who have completed five years or more of continuous service and they will be presented each succeeding year based on the following schedule:

<u>Years of Service</u>	<u>Longevity Payment</u>
Years 5 to 9.99	\$250-450
Years 10 to 14.99	500-700
Years 15 to 19.99	750-950
Years 20 to 24.99	1000-1200
Years 25 and thereafter	1250

Please note that these bonuses may be discontinued at any time.

SECTION 5

Employment Policies

WORK HOURS

Because of the continuous nature of the services performed by GoRaleigh, individual hours of work may differ depending upon your particular classification and the nature of your work.

ATTENDANCE AND PUNCTUALITY

Attendance and punctuality are very important responsibilities you have as a GoRaleigh employee. Services performed by GoRaleigh are continuous and require your complete cooperation in avoiding unnecessary absences or tardiness. When you are absent or late for work, your own work, as well as your department is affected.

Excessive absences and tardiness may be important consideration which may affect the continuation of your employment. If you are absent without excuse, you will be subject to progressive discipline up to and including termination.

When you are unable to report to work, it is your obligation to notify your supervisor by telephone each day of your absence. Reporting your absence is your responsibility. Do not depend on a fellow employee to relay the message for you. You should call as soon as it is apparent that you will be unable to work. Explain the reason and the estimated length of your absence. This will enable your supervisor to plan coverage. Your supervisor may require evidence justifying your absence such as a doctor's certification in the case of illness.

EMPLOYEE ATTIRE AND APPEARANCE

All General and Administrative employees, as part of their job duties, meet the public, and serve as representatives of management. Therefore, it is important that each employee dress appropriately every day.

Each employee has been selected with care and the assumption has been made that each employee will use discretion in their attire and appearance. At the discretion of the General Manager, Fridays may be designated as "Casual Day".

Our dress code is Business Casual or Formal Professional.

Clothing that reveals too much cleavage, your back, your chest, your stomach or undergarments is not appropriate. Clothing should be pressed. Torn, dirty, or frayed clothing is unacceptable. All seams must be finished. Any clothing that has words, terms, or pictures that may be offensive to other employees is unacceptable. Clothing that has the company logo is encouraged.

Pants - Inappropriate slacks or pants include jeans (unless worn on casual day), sweatpants, exercise pants, shorts, leggings, and any spandex.

Skirts/Dresses - Mini-skirts, skorts, sun dresses, beach dresses, and spaghetti-strap dresses are inappropriate for the office.

Shirts/Tops - Inappropriate attire for work includes tank top, midriff tops, shirts with potentially offensive words, terms, logos, pictures, cartoons, or slogans, halter-tops, sweatshirts, and t-shirts (unless worn under another blouse, shirt, jacket, or dress).

Jewelry, Makeup, Perfume, and Cologne - Should be in good taste.

Hats and Head Covering - Hats are not appropriate in the office. Head covers that are required for religious purposes or cultural tradition are allowed.

Friday is a declared dress down day. On this day, jeans and other more casual clothing is allowed. Any of the above, with the exception of jeans, are not acceptable.

All General and Administrative employees who are required to wear a uniform will be entitled to an initial issue after the completion of ninety (90) days. Employees requiring uniforms only part-time will receive a prorated amount based on their average hours in the department requiring a uniform. The uniform allowance is \$325, effective January 1, 2001 and is paid directly to the supplier.

EMPLOYMENT OF RELATIVES

In no instance will the employment of relatives or significant others be permitted within any department where relationship influence, or location could create conflicts, difficulties, or misunderstandings. The review of such relationships for potential conflicts, difficulties, or misunderstandings shall be performed by the General Manager or designee.

EMPLOYEE RECOGNITION

Effective August 1, 2004, in recognition of its appreciation, GoRaleigh will present to its General and Administrative employees "*Length of Service Awards*". These awards will be presented to each employee who has completed five years of continuous service on their anniversary date. These awards will also be presented on each of the succeeding five-year periods until retirement. These awards are presented by the General Manager in the form of:

5 Years	5 year pin and certificate
10 Years	10 year pin, certificate and a gift from the General Manager
15 Years	15 year pin, certificate and a gift from the General Manager
20 Years +	succeeding 5 year pin, certificate and a gift from the General Manager

TELEPHONE PHILOSOPHY

Personal:

All General and Administrative employees must have a working telephone in his or her home to enable the management of GoRaleigh to reach the employee in case of emergency.

- Personal use of the Company's telephones must be kept to an absolute minimum. Employees guilty of excessive use of the Company's telephones for personal use will be subject to disciplinary action.
- Absolutely no long distance personal calls are to be charged to the Company telephone.

The use of cell phones shall be kept to absolute minimum and must not interfere with the performance of your duties. Employees working directly with the public must never use their cell phone in the presence of a customer. Employees must never wear Bluetooth devices unless the duty requires it.

Business Communication:

For many citizens and transit patrons, the first contact with GoRaleigh is by telephone. The GoRaleigh telephone philosophy is that each employee has the job of providing prompt, professional service to telephone callers, inside and outside of the Company. Carrying out this basic philosophy creates opportunity for positive citizen impressions.

To ensure consistency in our telephone communication, please carryout the following guidelines.

Answer a primary call within your office in this manner:

- All telephones must be answered promptly and courteously by the third (3rd) ring

Example: "GoRaleigh, (your name), how may I help you?"

(1) If the call is for someone else in the office that is unavailable, tell the caller that the person they have asked for is unavailable, and notify them you will be transferring them to their voicemail.

(2) If you must leave the line, ask permission to put the caller on hold and wait for an answer. Always explain the purpose for leaving the line.

Say and do the following:

- *"May I please put you on hold?"*
- *Wait for an answer!*
- *If the caller does not wish to be placed on hold, ask for a telephone number so that you may return the call, as soon as possible.*
- *If you put someone on hold, check back with them every one minute – ask if they want to continue to hold.)*

(3) If the call is for the General Manager, and you must transfer the call, ask permission to put the caller on hold and wait for an answer.

Say and do the following:

- *"May I please put you on hold and ask him/her who may I say is calling?"*

- Wait for an answer!
 - *If the caller does not wish to be placed on hold, or gives his/her name, make every effort to handle the call.*
 - *Ask for a telephone number so that you may return the call as soon as possible.*
- (If you put someone on hold, check back with them frequently –to see if they want to continue to hold.)***
- If all efforts fail, direct the call to the General Manager.

Using these telephone courtesies consistently will enhance our image as professional service providers.

In addition to the above, telephones are for providing good communication for the Company and their use is subject to the following:

- If information is requested, such information must be given accurately and correctly.
- ***All questions from media will be referred to the General Manager, or if not available, Department Head.***

CONDUCT

Appropriate conduct of employee while on the job insures that the workplace is safe, productive and pleasant. GoRaleigh will not permit conduct which is improper and will provide discipline in cases of improper conduct. The following rules of conduct may require disciplinary action in relative degrees of severity:

On-the-job misconduct which is considered inexcusable and may result in immediate discharge, include but are not limited to:

- Deliberate damage to GoRaleigh property, City or private property, or to the property of other employee while on the job;
- Stealing;
- Fighting or other physical assault;
- Carrying a concealed weapon (weapons are not allowed on City property at any time);
- Immoral or indecent conduct;
- Interference with work schedules;
- Misrepresentation and/or falsification of records or attendance reports;
- Insubordination;
- Misappropriation of GoRaleigh property or funds;
- Violation of the Company's policy concerning partisan political activity;
- Gambling;
- Reporting to work under the influence of intoxicants or having un-prescribed or illegal drugs on the property;
- Sleeping on the job;
- Knowledge of and not reporting theft of GoRaleigh property;

- Making false, misleading or detrimental statements to the public or to the media about GoRaleigh, or employees.
- Sexual Harassment.

The following lesser types of on the job misconduct, while offenses, will not be tolerated and may result in suspension without pay. Subsequent acts of such misconduct may result in discharge:

- Careless waste of materials and equipment;
- Violation of established safety rules;
- Carelessness and negligence in performing work duties;
- Harassment or “horse-play” on Company property, during work hours;
- Disorderly conduct of any kind;
- Lack of fairness or courtesy in meeting and dealing with the public and working with fellow employees;
- Repeated absence from work area without permission or excusable reason;
- Leaving the job or work area without permission before the end of the regular work period;
- Uncooperative with the public and/or with fellow employees;
- Being quarrelsome or an annoyance to fellow employees;
- Excessive foul language;
- Poor housekeeping;
- Practical joking;
- Excessive personal telephone calls.

These rules of misconduct are illustrative only and do not constitute the only misconduct which might result in immediate discharge, suspension without pay, discharge upon happening of subsequent acts, or reprimands which might lead to subsequent suspensions or discharge.

SUSPENSION

A Director/Manager may, for just cause, suspend an employee for a period not to exceed five (5) workdays. Documentation of such action will be forwarded to the General Manager immediately.

An employee may be suspended without pay pending the outcome of criminal charges or the completion of an investigation of alleged criminal conduct on the part of the employee.

JOB VACANCIES

Wherever possible, it is GoRaleigh’s policy to fill vacancies from within the Company first. All vacancies will be posted internally for five (5) days to allow all possible applicants to apply.

PROMOTIONS

An employee's capacity to assume greater responsibility through promotion is best shown by their willingness to learn to accept additional duties, to get along with others, to work with enthusiasm and efficiency and to be dependable.

To carry out this policy, GoRaleigh has developed a "promotion from within" program. Whenever a position becomes vacant, the HR Manager sends to all departments an announcement advertising the position. This announcement, which is posted on department bulletin boards, contains the title and a description of the duties of the vacant position, its salary range, and the required qualifications.

Employees who are interested have five (5) working days to respond by completing and submitting an application. Internal and external applicants will compete and be considered simultaneously for the vacancy. From this group of internal and external applicants, the employing supervisor will make a recommendation for promotion or employment.

Employees who are promoted and whose pay prior to promotion is not in the new range, will receive a sufficient percentage increase to place the salary at least at the minimum step of the new pay range. Promoted employee will be scheduled for evaluation and possible pay increase consideration six (6) months from the date of promotion.

DEMOTIONS

An employee, for good cause such as inadequate job performance, may be demoted. The employee will be given a statement of the reason for the action. A demoted employee's pay will be adjusted to a rate within the salary range of the new position.

LATERAL TRANSFERS

Lateral (same level) transfers between and within operating departments may be authorized by the General Manager only.

- To promote better morale, job performance, and facilitate individual career development;
- To match current employees with available work or funds; and
- To meet other organizational needs.

In the case of lateral transfers, the employee's pay rate will remain unchanged at the time of transfer, and the anniversary date will be retained.

UPGRADE IN JOB RECLASSIFICATION

Reclassification of positions is necessary when significant changes in job content occur. Reclassification requests must be submitted by the Department Manager.

Employees who are reclassified to a higher range or whose pay range has been increased will receive a sufficient percentage increase to place their salary at least at a minimum step of the new range. Reclassified employees will retain their current anniversary dates.

REDUCTION IN JOB/RECLASSIFICATION

Reduction in assigned classification initiated by management may be exercised when such action will promote morale or serve budgetary, manpower, or general organizational needs.

Such reductions do not represent disciplinary action. Employees reduced in this manner will be notified by the General Manager, in writing. Such employees will be paid within the authorized salary range of the position to which they are moved. If the employee's current salary is above the regular maximum of the new range, the original salary will be maintained for one month after the change for each full year of prior full-time service by the employee, after which the salary will be moved to the regular maximum of the new range.

If work performance in the new job class is satisfactory, employees reduced in classification will be eligible for a possible pay increase one year from the time of the action.

LAYOFF

The General Manager may lay off any employee for lack of work, reduction in work force, elimination of position or budgeted funds without reflection on standing. When possible, at least ten (10) workdays notice of the effective date of the layoff is given each employee affected.

In a recall or in case of another position coming open for which the laid-off employee may be qualified, laid-off employees will be given a maximum of ten (10) workdays after the notification of same to return to duty.

Failure of an employee to return as notified herein will absolve GoRaleigh of any further responsibility to the employee, and said employee will no longer be considered in layoff status.

RESIGNATION & FINAL PAY

If it becomes necessary for an employee to resign, the employee should give their supervisor two weeks' advance notice, in writing. This time is necessary, not only for GoRaleigh to locate and train a replacement but provides official notice so that the employee can be paid on the scheduled payday.

Failure to comply with this policy will create difficulties in processing the employee's final pay and also may result in the employee being ineligible for re-employment.

EXIT INTERVIEW

In order to ensure that all employees who leave our employment be sufficiently informed as to their final pay, continuation of fringe benefits under “COBRA” and rights and conditions of separation, exit interviews are conducted by the Human Resources Manager.

If you leave GoRaleigh for any reason, you must schedule an exit interview.

RE-EMPLOYMENT

A former employee may be re-employed providing his previous employment record had been satisfactory. Individuals re-employed are subject to the conditions of employment in effect at the time of re-employment.

A former employee re-employed in a new classification will normally begin at the minimum pay range for the classification, without accrued benefits. (The exception to this is covered in the employee pension program. This including returning from military leave.)

Re-employment in the same classification, and at the same rate of pay from which the employee was separated, can only be granted at the request of the employing department manager, without accrued benefits, except vested interest described in the pension plan. Individuals re-employed on this basis would establish a new employment date.

POLITICAL ACTIVITY

GoRaleigh employees' will not engage in any of the following during business hours:

- Engage in any political activity while on duty;
- Be required as a duty of office or employment or as condition of employment, promotion or tenure of office, to contribute funds for political or partisan purpose;
- Coerce or compel contributions for political or partisan purpose by any other employee, or use official authority or influence to coerce the political action of any person or party;
- Use any supplies or equipment of GoRaleigh for political purposes;
- Be a candidate for political or partisan elective office, unless on unpaid leave of absence authorized by the General Manager for such purpose.

It is improper for any employee of GoRaleigh to file and/or campaign for a public elective office while actively serving as an employee of GoRaleigh.

Any GoRaleigh employee, who wishes to run for public elective Federal, State, County or City office, may request permission from the General Manager to be placed on unpaid leave of absence status for the duration of the campaign.

Violations of any of these prohibitions may result in loss of employment. Persons holding federally funded positions may be subject to the provisions of The Hatch Act of 1939.

CONFLICT OF INTERESTS

Purchasing in the name of GoRaleigh or for the City of Raleigh is authorized only with the express approval of the General Manager or the General Manager's designee.

No employee will participate in selection or in the award of a contract if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when:

- An employee, employee's immediate family member, employee's partner or and organization which employs, or is about to employ any of the above or has a financial or other interest in the form about to be selected for award.

It is unlawful for a contractor, subcontractor or supplier who; with respect to GoRaleigh,

- Has a current contract;
- Has performed under a contract within the past year; or
- Anticipates bidding on future contract to make gifts or favors to any officer or employee who is charged with the duty of:
 - Preparing plans, specifications or estimates;
 - Awarding or administering contracts;
 - Inspecting or supervising construction. It is also unlawful for the officer or employee to accept any gifts or favor.

Exempted from the prohibition are "...honorariums for participating in meeting, advertising items or souvenirs of nominal value or meals furnished by banquets." Also exempted are "...customary gifts or favors between employees or officers and their friends or relatives..." But officers and employees must report to the General Manager gifts and favors from friends and relatives if made by a covered contractor, subcontractor or supplier. (NC GS 133-29)

OUTSIDE ACTIVITIES

The work of GoRaleigh shall have precedence over all activities. No time during GoRaleigh working hours will be used to promote or carryout outside activities.

Outside activities are defined as employment, school work or any other activity which interferes with GoRaleigh business resulting in any conflict of interest or which impairs the efficiency of GoRaleigh services.

No employee will engage in the preparation of any work as professional, contractor, or subcontractor for any outside employer, whose work will be submitted to any City or City/County agency for review, approval or inspection.

No employee will use any equipment, supplies or office space owned by GoRaleigh in conjunction with outside activities.

Any hours accumulated by a GoRaleigh employee through outside activities shall be excluded by GoRaleigh in the calculations of hours for which the employee is entitled to overtime compensation in accordance with the Fair Labor Standard Act.

An employee must submit information regarding outside activities for approval by the employee's department head who must determine if the requested activities violates any of the terms of this policy. This approval or disapproval will be placed in the employee's personnel file. Employees may appeal the department head's decision to the General Manager or representative.

With approval, an employee may be allowed to alter his or her regular work schedule to attend classes if this attendance is not detrimental to the operation of the Company or to the morale of the work force. This policy shall be applied on a case-by-case basis and at the total discretion of management. Classes pertaining to your employment here at GoRaleigh may be reimbursable by way of our education program. Please see your department head or human resources for details.

Violation of this policy on outside activities may be grounds for disciplinary action or dismissal.

EMPLOYEE RIGHT TO PRIVACY

GoRaleigh believes that its employee's private, personal activities are not properly the concern of GoRaleigh so long as they do not adversely affect attendance, job performance, working relationships with fellow employees, or the public image of GoRaleigh.

- Non-business related information will not be included in personnel files unless submitted or authorized in writing by the employee.
- Personnel files and information will be treated with strict confidentiality.
- Employees may examine their own personnel records.
- All written information about employees is to be recorded and maintained accurately, factually and objectively.
- Personnel information will be released outside of GoRaleigh only as authorized by the employee or to comply with applicable laws or regulations.
- All verbal communication between a supervisor and an employee is considered strictly confidential and may only be relayed to other appropriate supervisory personnel and only for a business-related reason.

POLICY FOR PRESCRIPTION DRUGS

If an employee's doctor prescribes any drugs for the employee it is the employee's responsibility to discuss with the doctor or pharmacist whether it is safe to work while taking the medication. It is also the responsibility of the employee to notify the department manager or supervisor, if they are taking such drugs or if there is any doubt about working while using the drug.

GoRaleigh reserves the right to delay the scheduling of any employee who is taking a prescribed drug which may affect concentration, alertness, coordination, judgment and other skills related to their specific job.

VEHICLE REGULATIONS

Section I. The Use of GoRaleigh Vehicles

Introduction

It is necessary for many employees to have GoRaleigh vehicles at their disposal to properly perform their assigned duties. In order for us to provide the best possible service at the least cost, these vehicles must be used with the utmost care and discretion at all times. Management does not wish to curtail any required use of these vehicles for efficient service delivery.

a. Permitted Use of Vehicles

- Authorized vehicles may be used for official business only.
- Each vehicle displays the official logo and/or vehicle number for identification purpose.
- Only GoRaleigh employees may drive or operate GoRaleigh vehicles and other equipment.

b. Qualification of Drivers

- Each driver of a GoRaleigh vehicle must have a valid NC Operator's License or a CDL.

c. Taking Vehicles Home

- No vehicle will be driven from the employee's home to work station and return without the General Manager's approval.
- No employee living outside of Wake County will be authorized to drive a vehicle home without approval.
- Before a vehicle is assigned to be taken home regularly, the General Manager must approve it.
- An employee's title or position will not be regarded as justification for taking a vehicle home; rather this use is to be based on the above criteria without regard to official capacity.

d. Use of Company Vehicles

- Employees who do not have GoRaleigh vehicles assigned to them, but who occasionally have need for transportation in the performance of official business, will have access to a pool vehicle. An employee may obtain one of the pool vehicles by checking out the key and logging the trip with the Dispatcher.
- Any and all mechanical failures or damage sustained by the car while in the employee's use must be reported immediately to the Dispatcher and their supervisor.

Section II. Use of Private Vehicles for GoRaleigh Business

Introduction

Certain employees may be designated by the General Manager to use their private cars for conducting business. The following regulations govern the use of personal vehicles by employees on GoRaleigh business. The responsibility for reporting such use accurately and honestly rests on the individual employee.

a. Procedures for General and Administrative employees

- All General and Administrative employees required to use their personal vehicles after normal work hours to attend meetings or travel in job-related activities will be eligible for round-trip mileages reimbursement from 4104 Poole Road to the meeting or from their residence upon request.

- All General and Administrative employees needing transportation occasionally for GoRaleigh business during normal work hours will be expected to use a pool vehicle. If vehicles are not available and with approval of supervisor, mileage reimbursement will be permitted.
- b. Rate of Reimbursement
- All employees will be reimbursed for private car mileage driven on GoRaleigh business at the rate set by current federal mileage guidelines.

SECTION 6

Employment Procedures

CONFLICT RESOLUTION

The complaint procedure assists an employee and the supervisor in solving work-related problems by working together. GoRaleigh wants employees to understand the complaint procedure and to feel free to use it if the employee believes a problem has not been settled in a fair and satisfactory manner. GoRaleigh's policy is that all employees are treated fairly and with respect.

The proper procedure for a salaried employee to follow when experiencing a work related problem is to attempt to resolve the problem with the supervisor. If not resolved, the employee must then contact the next appropriate supervisor. If still dissatisfied, the employee may contact the General Manager. The complaint procedure is as follows:

1. Employee files a verbal complaint at the Supervisor level and if not satisfied with the answer, proceed to *step two*.
2. Employee files a written complaint at the Department Managers' level and if not satisfied with the answer, proceeds to *step three*.
3. Employee files a written complaint to the General Manager. The General Manager has the final authority in the matter.

SEXUAL HARASSMENT COMPLAINT

As part of the Company's continuing affirmative action efforts, and pursuant to sex discrimination guidelines issued by the Federal Equal Employment Opportunity Commission and court decisions, the Company's policy is as follows:

It is illegal and against the policies of this Company for any employee, male or female, to sexually harass another employee by:

1. Making unwelcome sexual advances or requests for sexual favors or other verbal or physical conduct of a sexual nature, and requiring it as a condition of an employee's continued employment; or
2. Making submission to, or rejections of such conduct the basis for employment decisions affecting the employee; or
3. Creating an intimidating, hostile or unfriendly working environment by such conduct.

Any employee who believes he or she has been subject to sexual harassment should report the alleged act immediately to his or her Manager, Department Head or General Manager. An investigation of all complaints will be undertaken.

Any supervisor, agent or other employee who has been found, after appropriate investigation, to have sexually harassed another employee will be subject to appropriate sanctions depending on the circumstances. The discipline will range from a written warning up to and including suspension or termination.

The Company recognizes that the question of whether a particular action or incident is the product of a purely personal, social relationship, without a discriminatory employment effect, requires a factual determination. Given the nature of this type of discrimination, the Company also recognizes that false accusations of sexual harassment can have serious effects on innocent persons. We trust that all Company employees will continue to act responsibly to establish a pleasant working environment free of discrimination. The Company encourages any employee to raise questions he or she may have regarding discrimination of affirmative action with the General Manager or supervisor.

EMPLOYEE RELATIONS

GoRaleigh is committed to providing the best possible working conditions for its employees including a proper, safe and healthy environment in which to carry out the employee's duties. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion or question is answered quickly and accurately by appropriate management personnel.

1. Each employee has the right to express his or her views concerning Company policies and practices to management. Each employee is responsible, however, for expressing those views in a fair and honest manner. Every employee should be committed to giving positive and constructive criticism.
2. Each employee is responsible for following Company rules of conduct, policies and practices. Should an employee disagree with a Company policy or practice, the employee is invited to express that disagreement through the Company's problem solving procedures. An employee is expected, however, to comply with the disputed policy or practice until the disagreement is resolved.
3. No employee shall be penalized, formally or informally, for expressing a reasonable difference with the Company or using the problem solving procedure.
4. Every reasonable complaint, question, problem or suggestion shall be considered and answered as quickly as possible.
5. Each employee shall have the opportunity to present his or her own case. The desire of management is to always find a fair and reasonable resolution.

To fulfill this commitment, the following standards should be met:

- A. It is the Company's intent to provide fair and honest treatment in all aspects of employment.
- B. Supervisors and managers shall treat each employee with respect, shall not show personal prejudice, or grant unfair advantage of one employee over another.

Following its overall employee relations policy, the Company shall enforce its rules of conduct in a fair, consistent and uniform manner. The aim of the rules is to provide each employee a proper, safe and healthy atmosphere in which to carry out the employee's duties.

1. The Company is charged with maintaining a safe, healthful and productive working environment for each employee. If an employee through their behavior should impair

this environment, management should correct the employee's behavior in a manner consistent with the seriousness of the employee's action.

2. If an employee abuses Company rules or mistreats a fellow employee, the supervisor may, as circumstances dictate, reprimand the concerned employee. A reprimand may be verbal and then noted in the employee's personnel file. All supervisory personnel shall be guided by discretion and good judgment before issuing a reprimand in any circumstance. If a supervisor is in doubt, he or she shall consult the proper department director or the general manager.
3. In cases where an employee is issued a written reprimand for abuse of rules or improper behavior, the department director and other appropriate officials shall discuss the matter with the employee and provide counseling concerning the consequences, past, present and future of the employee's action. In all cases, the supervisory personnel shall maintain a helpful, non-condemnatory attitude toward the employee.
6. Although the primary purpose of disciplinary action and corrective counseling is to correct improper behavior with the ultimate goal of improving the abilities and productivity of each employee, gross or repeated misconduct cannot and will not be tolerated. In such cases, an employee may be terminated with the best interest of other employees and the Company in mind.

Each employee should use the following steps to express and resolve problems, or concerns and disagreements.

1. First, an employee should discuss the issue with his or her immediate supervisor.
2. If the problem concerns the employee's immediate supervisor, and the employee has been unable to resolve the issue with that supervisor, the employee should politely and respectfully inform the supervisor that the employee wishes to discuss the matter with the department director, or the supervisor may wish to refer the employee to the department director.
3. Whether the investigation of the matter is conducted by a supervisor or a department director, that person shall investigate the issue, gather all relevant facts and opinions, review Company policies, and render an opinion within three work days. If additional time is required, the employee shall be notified in writing of the delay and be given an accurate indication of when an answer will be forthcoming.
4. If there is no satisfactory resolution at the department level, the matter shall be referred to the General Manager, who shall do his best to decide an appropriate and final response to the issue.
5. The employee should understand that the Company is dedicated to working with the employee to make a fair, honest, prompt and objective determination regarding this issue. Unless there are extraordinary circumstances, the procedure should take no longer than thirty (30) days.
6. The employee also has the right to request a delay if more time is needed to gather or present additional information about the issue.

SHORTAGES, THEFT AND/OR EMBEZZLEMENT

Purpose / General Statement

The following is designed to outline the policies and procedures for the various types of shortages including Theft/Larceny and Embezzlement. This document will enumerate levels of procedures, processes and responsibility as they relate to:

- Shortage (common errors)
- Theft/Larceny
- Embezzlement

Shortages – A shortage is defined as when money and/or property is missing and no “*intent*” is evident resulting from human error.

The difference between Theft (Larceny) and Embezzlement:

The major difference between the two is the way in which the “*asset or property*” changes hands and the amount.

- Theft or larceny - is the stealing of the company’s property with the *intent* to deprive the company of that property or its use. Larceny/theft is generally in amounts of less than \$500.
- Embezzlement - is the crime of misappropriating money or other assets held in trust from the company.

Policy

As a position or task is identified as requiring “*impress funds*” (funds issued to someone for a specific purpose) this function is incorporated into the job description. The assignment of impress funds to an individual is done with instructions as to the level of accountability and responsibility.

The custodian of any asset is ultimately responsible for the accountability and safekeeping of that asset; for cash related funds (cash and/or pass stock) to the level of its issuance.

Process/Procedure

As “funds” are issued or assigned they must be documented, verified and signed off on by two individuals, the individual issuing the funds and the receiver of the funds. This documentation is kept in an audit file for future reference and auditing. All funds are required to be at their issuance level at the time of audit.

If theft/larceny or embezzlement is suspected in any area of the company’s asset management areas (cash, payroll, inventory management, etc.) a full audit and investigation will be launched to determine if material defects can be found in the records. In the event that an unfavorable opinion results from the investigation, then in addition to restitution being a requirement, termination of employment and/or criminal charges may follow.

Allowed Taken
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Dept	AL File Nbr - \Name - Personal Dta	Hire Date	VAC-V SIC-S PE	Allowed	Taken	Balance
RA4010	001742	Alexander,Ronald	VAC	80.00	40.00	40.00
RA4010	001742	Alexander,Ronald	SIC	120.00	72.00	48.00
RA4010	001742	Alexander,Ronald	PER	24.00	24.00	0.00
RA4010	001791	Almontaser,Mahmood	VAC	86.70	78.70	8.00
RA4010	001791	Almontaser,Mahmood	SIC	158.00	24.00	134.00
RA4010	001791	Almontaser,Mahmood	PER	28.00	28.00	0.00
RA4010	000140	Alston,Tammi W	VAC	211.87	87.87	124.00
RA4010	000140	Alston,Tammi W	SIC	72.00	52.00	20.00
RA4010	000140	Alston,Tammi W	PER	24.00	24.00	0.00
RA4010	001848	Amos,Demonica	VAC	20.58	0.00	20.58
RA4010	001848	Amos,Demonica	SIC	88.00	68.00	20.00
RA4010	001848	Amos,Demonica	PER	8.00	8.00	0.00
RA4010	001896	Archibald,Carolyn	VAC	0.00	0.00	0.00
RA4010	001896	Archibald,Carolyn	SIC	24.00	0.00	24.00
RA4010	001896	Archibald,Carolyn	PER	0.00	0.00	0.00
RA4010	001589	Asaminew,Daniel	VAC	125.65	125.65	0.00
RA4010	001589	Asaminew,Daniel	SIC	387.00	36.00	351.00
RA4010	001589	Asaminew,Daniel	PER	24.00	16.00	8.00
RA4010	001811	Avery,Janice	VAC	55.83	0.00	55.83
RA4010	001811	Avery,Janice	SIC	120.00	69.00	51.00
RA4010	001811	Avery,Janice	PER	24.00	16.00	8.00
RA4010	001823	Banks,Marcia	VAC	46.64	40.97	5.67
RA4010	001823	Banks,Marcia	SIC	104.00	16.00	88.00
RA4010	001823	Banks,Marcia	PER	24.00	8.00	16.00
RA4010	001692	Barbosa,Juan A	VAC	80.00	0.00	80.00
RA4010	001692	Barbosa,Juan A	SIC	130.00	80.00	50.00
RA4010	001692	Barbosa,Juan A	PER	24.00	8.00	16.00
RA4010	000221	Bauerle,Bonnie L	VAC	160.00	80.00	80.00
RA4010	000221	Bauerle,Bonnie L	SIC	384.00	48.00	336.00
RA4010	000221	Bauerle,Bonnie L	PER	24.00	24.00	0.00
RA4010	001609	Bell,Sim	VAC	125.90	45.90	80.00
RA4010	001609	Bell,Sim	SIC	96.00	56.00	40.00
RA4010	001609	Bell,Sim	PER	24.00	16.00	8.00
RA4010	001207	Best,Brian L	VAC	163.54	123.54	40.00
RA4010	001207	Best,Brian L	SIC	614.00	80.00	534.00
RA4010	001207	Best,Brian L	PER	26.00	10.00	16.00
RA4010	000131	Blaylock,Eric L	VAC	160.80	56.80	104.00
RA4010	000131	Blaylock,Eric L	SIC	357.00	56.00	301.00
RA4010	000131	Blaylock,Eric L	PER	24.00	16.00	8.00
RA4010	001883	Bond-Watkins,Tammy D	VAC	0.00	0.00	0.00
RA4010	001883	Bond-Watkins,Tammy D	SIC	40.00	0.00	40.00
RA4010	001883	Bond-Watkins,Tammy D	PER	0.00	0.00	0.00
RA4010	000149	Brown,Aldonia T	VAC	203.84	83.84	120.00
RA4010	000149	Brown,Aldonia T	SIC	536.00	64.00	472.00
RA4010	000149	Brown,Aldonia T	PER	24.00	16.00	8.00
RA4010	001219	Brown,Blair	VAC	159.14	71.34	87.80
RA4010	001219	Brown,Blair	SIC	197.00	44.00	153.00
RA4010	001219	Brown,Blair	PER	24.00	16.00	8.00
RA4010	001874	Brown,Kymeka A	VAC	0.00	0.00	0.00
RA4010	001874	Brown,Kymeka A	SIC	40.00	16.00	24.00
RA4010	001874	Brown,Kymeka A	PER	0.00	0.00	0.00
RA4010	001573	Bryant,Dion	VAC	126.34	86.34	40.00

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Dept	AL File Nbr - \Name - Personal Dta	Hire Date	VAC-V SIC-S PE	Allowed	Taken	Balance
RA4010	001573	Bryant,Dion	SIC	255.00	40.00	215.00
RA4010	001573	Bryant,Dion	PER	24.00	16.00	8.00
RA4010	001551	Bullock,Vickie P	VAC	122.76	122.76	0.00
RA4010	001551	Bullock,Vickie P	SIC	91.00	46.00	45.00
RA4010	001551	Bullock,Vickie P	PER	26.00	26.00	0.00
RA4010	001473	Byrd,James	VAC	121.59	89.59	32.00
RA4010	001473	Byrd,James	SIC	72.00	32.00	40.00
RA4010	001473	Byrd,James	PER	24.00	24.00	0.00
RA4010	001840	Champaign,Joseph	VAC	23.65	16.00	7.65
RA4010	001840	Champaign,Joseph	SIC	68.05	36.00	32.05
RA4010	001840	Champaign,Joseph	PER	8.00	0.00	8.00
RA4010	001239	Clark,Norman F	VAC	160.00	40.00	120.00
RA4010	001239	Clark,Norman F	SIC	80.00	72.00	8.00
RA4010	001239	Clark,Norman F	PER	24.00	0.00	24.00
RA4010	001744	Cook,Kimishia	VAC	80.00	80.00	0.00
RA4010	001744	Cook,Kimishia	SIC	88.00	88.00	0.00
RA4010	001744	Cook,Kimishia	PER	24.00	24.00	0.00
RA4010	001790	Copeland-Allen,Sharyene	VAC	80.00	40.00	40.00
RA4010	001790	Copeland-Allen,Sharyene	SIC	76.00	60.00	16.00
RA4010	001790	Copeland-Allen,Sharyene	PER	24.00	8.00	16.00
RA4010	001717	Cotton,Cleopatra	VAC	80.00	0.00	80.00
RA4010	001717	Cotton,Cleopatra	SIC	196.00	16.00	180.00
RA4010	001717	Cotton,Cleopatra	PER	24.00	8.00	16.00
RA4010	001451	Cruz,Henry	VAC	125.33	85.33	40.00
RA4010	001451	Cruz,Henry	SIC	64.00	64.00	0.00
RA4010	001451	Cruz,Henry	PER	24.00	24.00	0.00
RA4010	001610	Davis,David	VAC	80.00	80.00	0.00
RA4010	001610	Davis,David	SIC	292.00	194.00	98.00
RA4010	001610	Davis,David	PER	24.00	8.00	16.00
RA4010	001884	Davis,Laquisha M	VAC	0.00	0.00	0.00
RA4010	001884	Davis,Laquisha M	SIC	40.00	24.00	16.00
RA4010	001884	Davis,Laquisha M	PER	0.00	0.00	0.00
RA4010	000179	Dawson,James E	VAC	160.00	80.00	80.00
RA4010	000179	Dawson,James E	SIC	341.00	92.00	249.00
RA4010	000179	Dawson,James E	PER	24.00	0.00	24.00
RA4010	001232	Daye,George H	VAC	160.00	80.00	80.00
RA4010	001232	Daye,George H	SIC	111.00	48.00	63.00
RA4010	001232	Daye,George H	PER	24.00	8.00	16.00
RA4010	001543	Dewberry, Terrence	VAC	120.00	40.00	80.00
RA4010	001543	Dewberry, Terrence	SIC	388.00	88.00	300.00
RA4010	001543	Dewberry, Terrence	PER	24.00	0.00	24.00
RA4010	001745	Dry,Darryl	VAC	81.93	41.93	40.00
RA4010	001745	Dry,Darryl	SIC	88.00	48.00	40.00
RA4010	001745	Dry,Darryl	PER	24.00	8.00	16.00
RA4010	001526	Engels,Phelton L	VAC	120.92	40.92	80.00
RA4010	001526	Engels,Phelton L	SIC	668.00	16.00	652.00
RA4010	001526	Engels,Phelton L	PER	24.00	8.00	16.00
RA4010	001613	Farris,Allen L	VAC	120.00	0.00	120.00
RA4010	001613	Farris,Allen L	SIC	100.00	72.00	28.00
RA4010	001613	Farris,Allen L	PER	24.00	16.00	8.00
RA4010	001377	Finney,Ronnie L	VAC	159.95	127.95	32.00
RA4010	001377	Finney,Ronnie L	SIC	368.00	12.00	356.00

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Dept	AL File Nbr - \Name - Personal Dta	Hire Date	VAC-V SIC-S PE	Allowed	Taken	Balance
RA4010	001377	Finney,Ronnie L	PER	24.00	24.00	0.00
RA4010	001462	Fisher,Mike M	VAC	126.14	86.14	40.00
RA4010	001462	Fisher,Mike M	SIC	570.00	56.00	514.00
RA4010	001462	Fisher,Mike M	PER	24.00	24.00	0.00
RA4010	001674	Flegler,Dennis	VAC	83.08	83.08	0.00
RA4010	001674	Flegler,Dennis	SIC	168.00	92.00	76.00
RA4010	001674	Flegler,Dennis	PER	24.00	0.00	24.00
RA4010	001531	Fortune-Green,Jasmin	VAC	122.50	82.50	40.00
RA4010	001531	Fortune-Green,Jasmin	SIC	243.00	18.00	225.00
RA4010	001531	Fortune-Green,Jasmin	PER	26.00	18.00	8.00
RA4010	001762	Franklin,Latoya	VAC	80.00	80.00	0.00
RA4010	001762	Franklin,Latoya	SIC	76.00	76.00	0.00
RA4010	001762	Franklin,Latoya	PER	24.00	28.00	(4.00)
RA4010	001728	Fuller,Kimberly	VAC	40.00	40.00	0.00
RA4010	001728	Fuller,Kimberly	SIC	64.00	64.00	0.00
RA4010	001728	Fuller,Kimberly	PER	24.00	24.00	0.00
RA4010	001425	Fuller,Tymica C	VAC	161.83	129.83	32.00
RA4010	001425	Fuller,Tymica C	SIC	104.00	72.00	32.00
RA4010	001425	Fuller,Tymica C	PER	24.00	24.00	0.00
RA4010	001584	Fulton,William	VAC	120.00	80.00	40.00
RA4010	001584	Fulton,William	SIC	415.00	20.00	395.00
RA4010	001584	Fulton,William	PER	26.00	10.00	16.00
RA4010	001146	Garner,Teresa L	VAC	161.00	81.00	80.00
RA4010	001146	Garner,Teresa L	SIC	72.00	72.00	0.00
RA4010	001146	Garner,Teresa L	PER	24.00	0.00	24.00
RA4010	001842	Gause,Kenderick	VAC	0.00	0.00	0.00
RA4010	001842	Gause,Kenderick	SIC	8.00	4.00	4.00
RA4010	001842	Gause,Kenderick	PER	0.00	0.00	0.00
RA4010	001833	Gilbert,Sharon	VAC	40.83	40.83	0.00
RA4010	001833	Gilbert,Sharon	SIC	88.00	40.00	48.00
RA4010	001833	Gilbert,Sharon	PER	24.00	0.00	24.00
RA4010	000208	Giles,John O	VAC	240.00	240.00	0.00
RA4010	000208	Giles,John O	SIC	1280.00	16.00	1264.00
RA4010	000208	Giles,John O	PER	24.00	8.00	16.00
RA4010	000178	Gill,Robert L	VAC	180.74	100.74	80.00
RA4010	000178	Gill,Robert L	SIC	579.00	75.00	504.00
RA4010	000178	Gill,Robert L	PER	24.00	0.00	24.00
RA4010	001625	Givens,Robert	VAC	119.84	79.84	40.00
RA4010	001625	Givens,Robert	SIC	96.00	72.00	24.00
RA4010	001625	Givens,Robert	PER	24.00	0.00	24.00
RA4010	001750	Golding,Robert J	VAC	91.20	91.20	0.00
RA4010	001750	Golding,Robert J	SIC	176.00	44.00	132.00
RA4010	001750	Golding,Robert J	PER	24.00	16.00	8.00
RA4010	001361	Goode,Felicia J	VAC	164.47	140.47	24.00
RA4010	001361	Goode,Felicia J	SIC	40.00	24.00	16.00
RA4010	001361	Goode,Felicia J	PER	28.00	30.00	(2.00)
RA4010	000165	Gorham,Dennis Ray	VAC	200.00	80.00	120.00
RA4010	000165	Gorham,Dennis Ray	SIC	1140.00	64.00	1076.00
RA4010	000165	Gorham,Dennis Ray	PER	24.00	24.00	0.00
RA4010	001386	Gray,Vanessa F	VAC	166.32	126.32	40.00
RA4010	001386	Gray,Vanessa F	SIC	415.00	104.00	311.00
RA4010	001386	Gray,Vanessa F	PER	30.00	30.00	0.00

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RA4010	001806 Gresham,Archibald	03/16/2015	VAC	82.76	58.76	24.00
RA4010	001806 Gresham,Archibald	03/16/2015	SIC	88.00	52.00	36.00
RA4010	001806 Gresham,Archibald	03/16/2015	PER	24.00	0.00	24.00
RA4010	001676 Gwarnicki,Remigiusz	04/23/2013	VAC	90.00	90.00	0.00
RA4010	001676 Gwarnicki,Remigiusz	04/23/2013	SIC	138.00	96.00	42.00
RA4010	001676 Gwarnicki,Remigiusz	04/23/2013	PER	24.00	16.00	8.00
RA4010	001711 Hannah,Douglas	11/04/2013	VAC	81.37	41.37	40.00
RA4010	001711 Hannah,Douglas	11/04/2013	SIC	148.00	84.00	64.00
RA4010	001711 Hannah,Douglas	11/04/2013	PER	24.00	24.00	0.00
RA4010	001569 Hargrove,Steven	04/19/2010	VAC	120.55	80.55	40.00
RA4010	001569 Hargrove,Steven	04/19/2010	SIC	236.00	44.00	192.00
RA4010	001569 Hargrove,Steven	04/19/2010	PER	24.00	0.00	24.00
RA4010	001586 Harris,Jermaine	08/23/2010	VAC	120.00	120.00	0.00
RA4010	001586 Harris,Jermaine	08/23/2010	SIC	245.00	196.00	49.00
RA4010	001586 Harris,Jermaine	08/23/2010	PER	24.00	16.00	8.00
RA4010	001850 Harris,Neco	09/28/2015	VAC	0.00	0.00	0.00
RA4010	001850 Harris,Neco	09/28/2015	SIC	8.00	0.00	8.00
RA4010	001850 Harris,Neco	09/28/2015	PER	0.00	0.00	0.00
RA4010	001721 High,Rhonda	01/06/2014	VAC	80.00	40.00	40.00
RA4010	001721 High,Rhonda	01/06/2014	SIC	64.00	64.00	0.00
RA4010	001721 High,Rhonda	01/06/2014	PER	24.00	24.00	0.00
RA4010	001756 Hinton,Marissa	07/07/2014	VAC	80.00	80.00	0.00
RA4010	001756 Hinton,Marissa	07/07/2014	SIC	92.00	92.00	0.00
RA4010	001756 Hinton,Marissa	07/07/2014	PER	24.00	16.00	8.00
RA4010	001746 Holden,Robert	05/12/2014	VAC	81.47	41.47	40.00
RA4010	001746 Holden,Robert	05/12/2014	SIC	168.00	40.00	128.00
RA4010	001746 Holden,Robert	05/12/2014	PER	24.00	16.00	8.00
RA4010	001528 Holder,Johnny W	11/03/2008	VAC	120.00	80.00	40.00
RA4010	001528 Holder,Johnny W	11/03/2008	SIC	118.00	68.00	50.00
RA4010	001528 Holder,Johnny W	11/03/2008	PER	24.00	16.00	8.00
RA4010	001157 Holloman,Donald Earl	03/12/2001	VAC	160.07	80.07	80.00
RA4010	001157 Holloman,Donald Earl	03/12/2001	SIC	435.00	56.00	379.00
RA4010	001157 Holloman,Donald Earl	03/12/2001	PER	24.00	16.00	8.00
RA4010	000272 Holloway,Bruce M	07/22/1991	VAC	200.00	120.00	80.00
RA4010	000272 Holloway,Bruce M	07/22/1991	SIC	121.00	64.00	57.00
RA4010	000272 Holloway,Bruce M	07/22/1991	PER	24.00	8.00	16.00
RA4010	001487 Holloway,Daries L	03/10/2008	VAC	120.00	120.00	0.00
RA4010	001487 Holloway,Daries L	03/10/2008	SIC	366.00	300.00	66.00
RA4010	001487 Holloway,Daries L	03/10/2008	PER	26.00	10.00	16.00
RA4010	001351 Holloway,Deonna F	07/25/2005	VAC	160.81	88.81	72.00
RA4010	001351 Holloway,Deonna F	07/25/2005	SIC	76.00	56.00	20.00
RA4010	001351 Holloway,Deonna F	07/25/2005	PER	24.00	0.00	24.00
RA4010	001880 Horne,Chovia A	03/14/2016	VAC	0.00	0.00	0.00
RA4010	001880 Horne,Chovia A	03/14/2016	SIC	40.00	8.00	32.00
RA4010	001880 Horne,Chovia A	03/14/2016	PER	0.00	0.00	0.00
RA4010	001837 Horne,Stephanie	04/19/2010	VAC	34.38	40.00	(5.62)
RA4010	001837 Horne,Stephanie	04/19/2010	SIC	64.00	64.00	0.00
RA4010	001837 Horne,Stephanie	04/19/2010	PER	26.00	28.00	(2.00)
RA4010	001380 Jackson,Michael	12/12/2005	VAC	163.12	103.22	59.90
RA4010	001380 Jackson,Michael	12/12/2005	SIC	264.00	59.00	205.00
RA4010	001380 Jackson,Michael	12/12/2005	PER	26.00	18.00	8.00
RA4010	001825 James,Anthony T	10/13/2011	VAC	46.64	0.00	46.64

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RA4010	001825 James,Anthony T	10/13/2011	SIC	88.00	48.00	40.00
RA4010	001825 James,Anthony T	10/13/2011	PER	24.00	8.00	16.00
RA4010	001741 James,Kenan	04/21/2014	VAC	80.00	0.00	80.00
RA4010	001741 James,Kenan	04/21/2014	SIC	156.00	89.00	67.00
RA4010	001741 James,Kenan	04/21/2014	PER	24.00	24.00	0.00
RA4010	001555 James,Walter	08/31/2009	VAC	121.50	121.50	0.00
RA4010	001555 James,Walter	08/31/2009	SIC	104.00	72.00	32.00
RA4010	001555 James,Walter	08/31/2009	PER	24.00	16.00	8.00
RA4010	001831 Jenkins,Jamal	07/27/2015	VAC	34.38	41.03	(6.65)
RA4010	001831 Jenkins,Jamal	07/27/2015	SIC	88.00	72.00	16.00
RA4010	001831 Jenkins,Jamal	07/27/2015	PER	24.00	16.00	8.00
RA4010	001759 Johnson,Sitra	07/07/2014	VAC	82.96	82.96	0.00
RA4010	001759 Johnson,Sitra	07/07/2014	SIC	100.00	72.00	28.00
RA4010	001759 Johnson,Sitra	07/07/2014	PER	24.00	16.00	8.00
RA4010	001902 Jones,Reta	07/11/2016	VAC	0.00	0.00	0.00
RA4010	001902 Jones,Reta	07/11/2016	SIC	8.00	0.00	8.00
RA4010	001902 Jones,Reta	07/11/2016	PER	0.00	0.00	0.00
RA4010	001017 Jones,Rosalind M	06/10/1999	VAC	160.00	80.00	80.00
RA4010	001017 Jones,Rosalind M	06/10/1999	SIC	363.00	24.00	339.00
RA4010	001017 Jones,Rosalind M	06/10/1999	PER	24.00	8.00	16.00
RA4010	001607 Kearney,Patricia	11/29/2010	VAC	120.16	120.16	0.00
RA4010	001607 Kearney,Patricia	11/29/2010	SIC	72.00	64.00	8.00
RA4010	001607 Kearney,Patricia	11/29/2010	PER	24.00	16.00	8.00
RA4010	001669 Kershaw,Nettie D	11/19/2012	VAC	80.00	40.00	40.00
RA4010	001669 Kershaw,Nettie D	11/19/2012	SIC	89.00	32.00	57.00
RA4010	001669 Kershaw,Nettie D	11/19/2012	PER	24.00	0.00	24.00
RA4010	001111 Lara,Barbara C	06/19/2000	VAC	163.25	107.25	56.00
RA4010	001111 Lara,Barbara C	06/19/2000	SIC	554.00	92.00	462.00
RA4010	001111 Lara,Barbara C	06/19/2000	PER	24.00	8.00	16.00
RA4010	001875 Lopez,Terry L	03/14/2016	VAC	0.00	0.00	0.00
RA4010	001875 Lopez,Terry L	03/14/2016	SIC	40.00	24.00	16.00
RA4010	001875 Lopez,Terry L	03/14/2016	PER	0.00	0.00	0.00
RA4010	001879 Louis,Garfield O	03/14/2016	VAC	0.00	0.00	0.00
RA4010	001879 Louis,Garfield O	03/14/2016	SIC	40.00	16.00	24.00
RA4010	001879 Louis,Garfield O	03/14/2016	PER	0.00	0.00	0.00
RA4010	001760 Lynn,Gary	07/07/2014	VAC	83.20	51.20	32.00
RA4010	001760 Lynn,Gary	07/07/2014	SIC	64.00	40.00	24.00
RA4010	001760 Lynn,Gary	07/07/2014	PER	24.00	24.00	0.00
RA4010	001763 Mangum,James	07/29/2014	VAC	80.78	40.78	40.00
RA4010	001763 Mangum,James	07/29/2014	SIC	89.00	54.00	35.00
RA4010	001763 Mangum,James	07/29/2014	PER	24.00	24.00	0.00
RA4010	001563 Marshall,Jason	01/19/2010	VAC	122.16	82.16	40.00
RA4010	001563 Marshall,Jason	01/19/2010	SIC	170.00	112.00	58.00
RA4010	001563 Marshall,Jason	01/19/2010	PER	24.00	16.00	8.00
RA4010	001685 Martin,Kendrick	07/01/2013	VAC	80.00	40.00	40.00
RA4010	001685 Martin,Kendrick	07/01/2013	SIC	120.00	48.00	72.00
RA4010	001685 Martin,Kendrick	07/01/2013	PER	26.00	10.00	16.00
RA4010	001349 Mayers,Cecelia F	07/11/2005	VAC	160.46	144.46	16.00
RA4010	001349 Mayers,Cecelia F	07/11/2005	SIC	75.00	59.00	16.00
RA4010	001349 Mayers,Cecelia F	07/11/2005	PER	24.00	16.00	8.00
RA4010	001894 McAlister,Shawn Laverne	10/07/2002	VAC	0.00	0.00	0.00
RA4010	001894 McAlister,Shawn Laverne	10/07/2002	SIC	8.00	6.75	1.25

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RA4010	001894	McAlister, Shawn Laverne	10/07/2002	PER	0.00	0.00	0.00
RA4010	000136	McCotter, Sondra Y	06/13/1994	VAC	207.58	47.58	160.00
RA4010	000136	McCotter, Sondra Y	06/13/1994	SIC	144.00	36.00	108.00
RA4010	000136	McCotter, Sondra Y	06/13/1994	PER	24.00	8.00	16.00
RA4010	000229	McCullers, Reginald	07/30/1988	VAC	201.46	81.46	120.00
RA4010	000229	McCullers, Reginald	07/30/1988	SIC	108.00	48.00	60.00
RA4010	000229	McCullers, Reginald	07/30/1988	PER	24.00	8.00	16.00
RA4010	000139	McCullers, Sherita R	09/21/1994	VAC	200.00	0.00	200.00
RA4010	000139	McCullers, Sherita R	09/21/1994	SIC	160.00	75.00	85.00
RA4010	000139	McCullers, Sherita R	09/21/1994	PER	26.00	10.00	16.00
RA4010	001455	McKinnie, Beverly A	03/26/2007	VAC	123.91	83.91	40.00
RA4010	001455	McKinnie, Beverly A	03/26/2007	SIC	120.00	80.00	40.00
RA4010	001455	McKinnie, Beverly A	03/26/2007	PER	24.00	24.00	0.00
RA4010	001488	McKinnon, Clayton A	03/10/2008	VAC	122.92	82.92	40.00
RA4010	001488	McKinnon, Clayton A	03/10/2008	SIC	212.00	60.00	152.00
RA4010	001488	McKinnon, Clayton A	03/10/2008	PER	24.00	8.00	16.00
RA4010	001797	McLean, Margaret	01/05/2015	VAC	80.00	40.00	40.00
RA4010	001797	McLean, Margaret	01/05/2015	SIC	108.00	43.00	65.00
RA4010	001797	McLean, Margaret	01/05/2015	PER	24.00	24.00	0.00
RA4010	001540	Milhouse, Gregory	04/20/2009	VAC	120.00	80.00	40.00
RA4010	001540	Milhouse, Gregory	04/20/2009	SIC	500.00	120.00	380.00
RA4010	001540	Milhouse, Gregory	04/20/2009	PER	28.00	20.00	8.00
RA4010	001517	Miller, Damon O	09/22/2008	VAC	130.33	130.33	0.00
RA4010	001517	Miller, Damon O	09/22/2008	SIC	80.00	48.00	32.00
RA4010	001517	Miller, Damon O	09/22/2008	PER	24.00	24.00	0.00
RA4010	001722	Miller, Priscilla R	01/06/2014	VAC	80.00	40.00	40.00
RA4010	001722	Miller, Priscilla R	01/06/2014	SIC	188.00	56.00	132.00
RA4010	001722	Miller, Priscilla R	01/06/2014	PER	24.00	8.00	16.00
RA4010	001604	Miller, Vicky M	11/29/2010	VAC	120.00	44.00	76.00
RA4010	001604	Miller, Vicky M	11/29/2010	SIC	146.00	56.00	90.00
RA4010	001604	Miller, Vicky M	11/29/2010	PER	24.00	8.00	16.00
RA4010	001897	Mitchener, Larry	12/12/2011	VAC	82.25	42.25	40.00
RA4010	001897	Mitchener, Larry	12/12/2011	SIC	264.00	40.00	224.00
RA4010	001897	Mitchener, Larry	12/12/2011	PER	24.00	16.00	8.00
RA4010	001731	Monroe, Marline	03/03/2014	VAC	80.00	40.00	40.00
RA4010	001731	Monroe, Marline	03/03/2014	SIC	181.00	93.00	88.00
RA4010	001731	Monroe, Marline	03/03/2014	PER	30.00	30.00	0.00
RA4010	001715	Moore, Tanisha S	11/04/2013	VAC	80.00	40.00	40.00
RA4010	001715	Moore, Tanisha S	11/04/2013	SIC	88.00	64.00	24.00
RA4010	001715	Moore, Tanisha S	11/04/2013	PER	24.00	16.00	8.00
RA4010	001453	Moore, Voceria M	03/26/2007	VAC	120.00	120.00	0.00
RA4010	001453	Moore, Voceria M	03/26/2007	SIC	64.00	56.00	8.00
RA4010	001453	Moore, Voceria M	03/26/2007	PER	24.00	24.00	0.00
RA4010	001511	O'Neal, Bernice T	08/18/2008	VAC	121.25	41.25	80.00
RA4010	001511	O'Neal, Bernice T	08/18/2008	SIC	104.00	72.00	32.00
RA4010	001511	O'Neal, Bernice T	08/18/2008	PER	24.00	24.00	0.00
RA4010	001885	Palmer, Bashara I	03/14/2016	VAC	0.00	0.00	0.00
RA4010	001885	Palmer, Bashara I	03/14/2016	SIC	40.00	32.00	8.00
RA4010	001885	Palmer, Bashara I	03/14/2016	PER	0.00	0.00	0.00
RA4010	001693	Palmer, Terrance	11/26/2012	VAC	80.00	40.00	40.00
RA4010	001693	Palmer, Terrance	11/26/2012	SIC	104.00	80.00	24.00
RA4010	001693	Palmer, Terrance	11/26/2012	PER	24.00	16.00	8.00

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RA4010	001308	Partin,Dorothy L	VAC	160.00	160.00	0.00
RA4010	001308	Partin,Dorothy L	SIC	68.00	60.00	8.00
RA4010	001308	Partin,Dorothy L	PER	24.00	8.00	16.00
RA4010	001819	Partin,Katrina	VAC	46.64	40.00	6.64
RA4010	001819	Partin,Katrina	SIC	104.00	32.00	72.00
RA4010	001819	Partin,Katrina	PER	24.00	0.00	24.00
RA4010	001800	Perkins,Sherrelldine	VAC	80.00	40.00	40.00
RA4010	001800	Perkins,Sherrelldine	SIC	64.00	32.00	32.00
RA4010	001800	Perkins,Sherrelldine	PER	24.00	16.00	8.00
RA4010	001732	Perry,Brian	VAC	80.00	40.00	40.00
RA4010	001732	Perry,Brian	SIC	64.00	52.00	12.00
RA4010	001732	Perry,Brian	PER	24.00	16.00	8.00
RA4010	001004	Perry,Melinda A	VAC	161.73	105.73	56.00
RA4010	001004	Perry,Melinda A	SIC	219.00	48.00	171.00
RA4010	001004	Perry,Melinda A	PER	24.00	8.00	16.00
RA4010	001829	Perry,Nakisha	VAC	40.00	40.00	0.00
RA4010	001829	Perry,Nakisha	SIC	72.00	48.00	24.00
RA4010	001829	Perry,Nakisha	PER	24.00	16.00	8.00
RA4010	001181	Perry,Ronald B	VAC	162.50	82.50	80.00
RA4010	001181	Perry,Ronald B	SIC	179.00	176.00	3.00
RA4010	001181	Perry,Ronald B	PER	24.00	16.00	8.00
RA4010	001761	Pharr,Latonya	VAC	80.00	80.00	0.00
RA4010	001761	Pharr,Latonya	SIC	125.00	16.00	109.00
RA4010	001761	Pharr,Latonya	PER	24.00	8.00	16.00
RA4010	001309	Powell,Pauline C	VAC	160.00	80.00	80.00
RA4010	001309	Powell,Pauline C	SIC	64.00	60.00	4.00
RA4010	001309	Powell,Pauline C	PER	26.00	10.00	16.00
RA4010	001587	Powell,Ronald	VAC	121.85	81.85	40.00
RA4010	001587	Powell,Ronald	SIC	117.00	83.00	34.00
RA4010	001587	Powell,Ronald	PER	24.00	16.00	8.00
RA4010	001449	Price,Vincent	VAC	131.50	131.50	0.00
RA4010	001449	Price,Vincent	SIC	164.00	56.00	108.00
RA4010	001449	Price,Vincent	PER	24.00	16.00	8.00
RA4010	001865	Pullen,Donald	VAC	0.00	0.00	0.00
RA4010	001865	Pullen,Donald	SIC	56.00	28.00	28.00
RA4010	001865	Pullen,Donald	PER	0.00	0.00	0.00
RA4010	001740	Pulley,Keisha	VAC	33.30	33.30	0.00
RA4010	001740	Pulley,Keisha	SIC	72.00	48.00	24.00
RA4010	001740	Pulley,Keisha	PER	24.00	16.00	8.00
RA4010	001812	Randolph,Sheryl	VAC	55.83	40.00	15.83
RA4010	001812	Randolph,Sheryl	SIC	96.00	56.00	40.00
RA4010	001812	Randolph,Sheryl	PER	24.00	16.00	8.00
RA4010	001340	Ratliff,Yasmin Y	VAC	163.50	131.50	32.00
RA4010	001340	Ratliff,Yasmin Y	SIC	88.00	68.00	20.00
RA4010	001340	Ratliff,Yasmin Y	PER	24.00	24.00	0.00
RA4010	001459	Remeliik,Corianne L	VAC	120.00	40.00	80.00
RA4010	001459	Remeliik,Corianne L	SIC	532.00	200.00	332.00
RA4010	001459	Remeliik,Corianne L	PER	30.00	30.00	0.00
RA4010	001238	Richardson,Vickie B	VAC	160.00	135.00	25.00
RA4010	001238	Richardson,Vickie B	SIC	108.00	88.00	20.00
RA4010	001238	Richardson,Vickie B	PER	24.00	16.00	8.00
RA4010	001558	Riles,Roosevelt	VAC	120.00	0.00	120.00

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RA4010	001558	Riles,Roosevelt	SIC	564.00	40.00	524.00
RA4010	001558	Riles,Roosevelt	PER	24.00	8.00	16.00
RA4010	001626	Rivera,Michael I	VAC	120.00	120.00	0.00
RA4010	001626	Rivera,Michael I	SIC	116.00	52.00	64.00
RA4010	001626	Rivera,Michael I	PER	24.00	24.00	0.00
RA4010	001730	Rose,Michelle	VAC	82.52	42.52	40.00
RA4010	001730	Rose,Michelle	SIC	132.00	76.00	56.00
RA4010	001730	Rose,Michelle	PER	24.00	16.00	8.00
RA4010	001077	Rowe,Shirley J	VAC	159.75	143.25	16.50
RA4010	001077	Rowe,Shirley J	SIC	150.00	124.00	26.00
RA4010	001077	Rowe,Shirley J	PER	24.00	24.00	0.00
RA4010	001769	Sanders-Baldwin,Annette	VAC	80.00	80.00	0.00
RA4010	001769	Sanders-Baldwin,Annette	SIC	82.00	60.00	22.00
RA4010	001769	Sanders-Baldwin,Annette	PER	28.00	20.00	8.00
RA4010	001893	Satterwhite,Robert	VAC	0.00	0.00	0.00
RA4010	001893	Satterwhite,Robert	SIC	24.00	0.00	24.00
RA4010	001893	Satterwhite,Robert	PER	0.00	0.00	0.00
RA4010	001527	Scott,Rose Marie M	VAC	124.00	84.00	40.00
RA4010	001527	Scott,Rose Marie M	SIC	113.00	46.00	67.00
RA4010	001527	Scott,Rose Marie M	PER	24.00	24.00	0.00
RA4010	000167	Shepherd Jr,Iziah	VAC	207.42	127.42	80.00
RA4010	000167	Shepherd Jr,Iziah	SIC	620.00	52.00	568.00
RA4010	000167	Shepherd Jr,Iziah	PER	24.00	16.00	8.00
RA4010	001285	Shepherd,Eddie J	VAC	162.17	90.17	72.00
RA4010	001285	Shepherd,Eddie J	SIC	855.00	12.00	843.00
RA4010	001285	Shepherd,Eddie J	PER	24.00	8.00	16.00
RA4010	001556	Smith,Elgin T	VAC	121.93	81.93	40.00
RA4010	001556	Smith,Elgin T	SIC	284.00	84.00	200.00
RA4010	001556	Smith,Elgin T	PER	24.00	8.00	16.00
RA4010	001278	Smith,Regina	VAC	162.00	82.00	80.00
RA4010	001278	Smith,Regina	SIC	128.00	68.00	60.00
RA4010	001278	Smith,Regina	PER	24.00	8.00	16.00
RA4010	001876	Soussi,Zine E	VAC	0.00	0.00	0.00
RA4010	001876	Soussi,Zine E	SIC	40.00	16.00	24.00
RA4010	001876	Soussi,Zine E	PER	8.00	8.00	0.00
RA4010	001877	Spinks,Joseph E	VAC	0.00	0.00	0.00
RA4010	001877	Spinks,Joseph E	SIC	40.00	16.00	24.00
RA4010	001877	Spinks,Joseph E	PER	8.00	8.00	0.00
RA4010	001788	Steward,Erskena	VAC	80.00	72.00	8.00
RA4010	001788	Steward,Erskena	SIC	76.00	76.00	0.00
RA4010	001788	Steward,Erskena	PER	24.00	24.00	0.00
RA4010	001749	Strozier,Terri	VAC	80.00	0.00	80.00
RA4010	001749	Strozier,Terri	SIC	64.00	44.00	20.00
RA4010	001749	Strozier,Terri	PER	24.00	24.00	0.00
RA4010	001882	Taiwo,Abayomi T	VAC	0.00	0.00	0.00
RA4010	001882	Taiwo,Abayomi T	SIC	40.00	8.00	32.00
RA4010	001882	Taiwo,Abayomi T	PER	0.00	0.00	0.00
RA4010	001904	Tate,Joseph	VAC	0.00	0.00	0.00
RA4010	001904	Tate,Joseph	SIC	8.00	0.00	8.00
RA4010	001904	Tate,Joseph	PER	0.00	0.00	0.00
RA4010	001816	Toney Sr,Leroy	VAC	57.83	41.83	16.00
RA4010	001816	Toney Sr,Leroy	SIC	120.00	64.00	56.00

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RA4010	001816	Toney Sr,Leroy	PER	24.00	16.00	8.00
RA4010	001577	Turrentine,Rodney H	VAC	120.00	80.00	40.00
RA4010	001577	Turrentine,Rodney H	SIC	367.00	162.00	205.00
RA4010	001577	Turrentine,Rodney H	PER	26.00	18.00	8.00
RA4010	001684	Varvir,Cassandra	VAC	80.00	40.00	40.00
RA4010	001684	Varvir,Cassandra	SIC	228.00	24.00	204.00
RA4010	001684	Varvir,Cassandra	PER	24.00	8.00	16.00
RA4010	001729	Vaughn,RoShanda	VAC	96.17	88.17	8.00
RA4010	001729	Vaughn,RoShanda	SIC	130.00	70.00	60.00
RA4010	001729	Vaughn,RoShanda	PER	26.00	26.00	0.00
RA4010	001533	Walker,Carlisa S	VAC	120.00	120.00	0.00
RA4010	001533	Walker,Carlisa S	SIC	40.00	24.00	16.00
RA4010	001533	Walker,Carlisa S	PER	24.00	24.00	0.00
RA4010	001725	Walker,Duane	VAC	82.25	82.25	0.00
RA4010	001725	Walker,Duane	SIC	180.00	36.00	144.00
RA4010	001725	Walker,Duane	PER	24.00	8.00	16.00
RA4010	001845	Walker,George	VAC	20.58	8.42	12.16
RA4010	001845	Walker,George	SIC	88.00	24.00	64.00
RA4010	001845	Walker,George	PER	8.00	8.00	0.00
RA4010	001498	Walker,Vickie	VAC	130.00	130.00	0.00
RA4010	001498	Walker,Vickie	SIC	64.00	64.00	0.00
RA4010	001498	Walker,Vickie	PER	24.00	16.00	8.00
RA4010	000155	Watson,Milton M	VAC	242.00	122.00	120.00
RA4010	000155	Watson,Milton M	SIC	185.00	32.00	153.00
RA4010	000155	Watson,Milton M	PER	24.00	8.00	16.00
RA4010	000292	Webb,Wilton C	VAC	200.00	80.00	120.00
RA4010	000292	Webb,Wilton C	SIC	1332.00	72.00	1260.00
RA4010	000292	Webb,Wilton C	PER	24.00	8.00	16.00
RA4010	001627	Weems,Valerie	VAC	120.00	40.00	80.00
RA4010	001627	Weems,Valerie	SIC	100.00	64.00	36.00
RA4010	001627	Weems,Valerie	PER	24.00	16.00	8.00
RA4010	001843	Wells,Pamela	VAC	20.58	0.00	20.58
RA4010	001843	Wells,Pamela	SIC	88.00	54.00	34.00
RA4010	001843	Wells,Pamela	PER	8.00	8.00	0.00
RA4010	001432	Williams,Carol T	VAC	169.83	89.83	80.00
RA4010	001432	Williams,Carol T	SIC	104.00	88.00	16.00
RA4010	001432	Williams,Carol T	PER	24.00	16.00	8.00
RA4010	001328	Williams,Joleatha L	VAC	163.73	163.73	0.00
RA4010	001328	Williams,Joleatha L	SIC	64.00	56.00	8.00
RA4010	001328	Williams,Joleatha L	PER	24.00	24.00	0.00
RA4010	001413	Williams,Melisa H	VAC	160.08	88.08	72.00
RA4010	001413	Williams,Melisa H	SIC	68.00	48.00	20.00
RA4010	001413	Williams,Melisa H	PER	24.00	16.00	8.00
RA4010	001767	Williams,Ollie	VAC	80.00	0.00	80.00
RA4010	001767	Williams,Ollie	SIC	132.00	72.00	60.00
RA4010	001767	Williams,Ollie	PER	24.00	8.00	16.00
RA4010	000110	Wilson,Ronald T	VAC	240.24	120.24	120.00
RA4010	000110	Wilson,Ronald T	SIC	844.00	80.00	764.00
RA4010	000110	Wilson,Ronald T	PER	24.00	16.00	8.00
RA4010	001808	Woodard,Kesha T	VAC	80.00	40.00	40.00
RA4010	001808	Woodard,Kesha T	SIC	112.00	48.00	64.00
RA4010	001808	Woodard,Kesha T	PER	24.00	16.00	8.00

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RA4010	001757	Wright,Robert	07/07/2014	VAC	80.78	80.78	0.00
RA4010	001757	Wright,Robert	07/07/2014	SIC	138.00	112.00	26.00
RA4010	001757	Wright,Robert	07/07/2014	PER	24.00	24.00	0.00
RA4010	000174	Young,James E	08/18/1997	VAC	162.50	82.50	80.00
RA4010	000174	Young,James E	08/18/1997	SIC	833.00	68.00	765.00
RA4010	000174	Young,James E	08/18/1997	PER	24.00	24.00	0.00
RA4010	001391	Young,Maurice H	03/13/2006	VAC	160.00	40.00	120.00
RA4010	001391	Young,Maurice H	03/13/2006	SIC	361.00	40.00	321.00
RA4010	001391	Young,Maurice H	03/13/2006	PER	24.00	16.00	8.00
RA4010	001738	Young,Yudesca	04/21/2014	VAC	80.00	80.00	0.00
RA4010	001738	Young,Yudesca	04/21/2014	SIC	84.00	28.00	56.00
RA4010	001738	Young,Yudesca	04/21/2014	PER	24.00	16.00	8.00
RA4010	001421	Yow,Anthony	08/08/2006	VAC	161.83	81.83	80.00
RA4010	001421	Yow,Anthony	08/08/2006	SIC	102.00	72.00	30.00
RA4010	001421	Yow,Anthony	08/08/2006	PER	24.00	0.00	24.00
RA4015	001889	Dingle,Shirley	04/21/2016	VAC	0.00	0.00	0.00
RA4015	001889	Dingle,Shirley	04/21/2016	SIC	32.00	0.00	32.00
RA4015	001889	Dingle,Shirley	04/21/2016	PER	0.00	0.00	0.00
RA4015	001903	Wlse,James	07/11/2016	VAC	0.00	0.00	0.00
RA4015	001903	Wlse,James	07/11/2016	SIC	0.00	0.00	0.00
RA4015	001903	Wlse,James	07/11/2016	PER	0.00	0.00	0.00
RA4040	001697	Clarke,Anderson	09/23/2013	VAC	80.00	56.00	24.00
RA4040	001697	Clarke,Anderson	09/23/2013	SIC	176.00	8.00	168.00
RA4040	001697	Clarke,Anderson	09/23/2013	PER	24.00	8.00	16.00
RA4040	001870	Fogle,Kimberly B	02/01/2016	VAC	0.00	0.00	0.00
RA4040	001870	Fogle,Kimberly B	02/01/2016	SIC	48.00	32.00	16.00
RA4040	001870	Fogle,Kimberly B	02/01/2016	PER	0.00	0.00	0.00
RA4040	001580	Horner,Arvester	07/26/2010	VAC	120.00	0.00	120.00
RA4040	001580	Horner,Arvester	07/26/2010	SIC	550.00	40.00	510.00
RA4040	001580	Horner,Arvester	07/26/2010	PER	24.00	8.00	16.00
RA4040	001630	Hughes,Catherine	09/26/2011	VAC	120.00	96.00	24.00
RA4040	001630	Hughes,Catherine	09/26/2011	SIC	88.00	64.00	24.00
RA4040	001630	Hughes,Catherine	09/26/2011	PER	24.00	16.00	8.00
RA4040	001890	Pelzer,Angela M	05/16/2016	VAC	0.00	0.00	0.00
RA4040	001890	Pelzer,Angela M	05/16/2016	SIC	24.00	0.00	24.00
RA4040	001890	Pelzer,Angela M	05/16/2016	PER	0.00	0.00	0.00
RA4060	001644	Cook,Morris	05/29/2012	VAC	80.00	0.00	80.00
RA4060	001644	Cook,Morris	05/29/2012	SIC	120.00	24.50	95.50
RA4060	001644	Cook,Morris	05/29/2012	PER	24.00	0.00	24.00
RA4060	001868	Mitchell,Jacqueline Y	08/02/2010	VAC	0.00	0.00	0.00
RA4060	001868	Mitchell,Jacqueline Y	08/02/2010	SIC	56.00	14.00	42.00
RA4060	001868	Mitchell,Jacqueline Y	08/02/2010	PER	0.00	0.00	0.00
RA4080	001624	Ashley,Patricia	09/06/2011	VAC	120.00	64.00	56.00
RA4080	001624	Ashley,Patricia	09/06/2011	SIC	359.97	4.00	355.97
RA4080	001624	Ashley,Patricia	09/06/2011	PER	24.00	0.00	24.00
RA4080	001649	Caldwell,Reginald	07/23/2012	VAC	80.00	48.00	32.00
RA4080	001649	Caldwell,Reginald	07/23/2012	SIC	284.00	40.00	244.00
RA4080	001649	Caldwell,Reginald	07/23/2012	PER	24.00	16.00	8.00
RA4080	001807	Curtis,Derrick V	03/16/2015	VAC	88.32	16.00	72.32
RA4080	001807	Curtis,Derrick V	03/16/2015	SIC	136.00	0.00	136.00
RA4080	001807	Curtis,Derrick V	03/16/2015	PER	24.00	8.00	16.00
RA4080	000276	Dockery,Lewis D	08/26/1991	VAC	248.00	64.00	184.00

Allowed Taken
PPE 08.20.16

Dept	AL File Nbr - \Name - Personal Dta	Hire Date	VAC-V SIC-S PE	Allowed	Taken	Balance
RA4080	000276 Dockery,Lewis D	08/26/1991	SIC	90.68	32.00	58.68
RA4080	000276 Dockery,Lewis D	08/26/1991	PER	24.00	24.00	0.00
RA4080	001743 Fall,Charles	04/21/2014	VAC	129.25	120.00	9.25
RA4080	001743 Fall,Charles	04/21/2014	SIC	128.00	109.68	18.32
RA4080	001743 Fall,Charles	04/21/2014	PER	24.00	0.00	24.00
RA4080	001009 Pierce,Shelly A	06/10/1999	VAC	160.00	48.00	112.00
RA4080	001009 Pierce,Shelly A	06/10/1999	SIC	712.09	90.50	621.59
RA4080	001009 Pierce,Shelly A	06/10/1999	PER	24.00	0.00	24.00
RA4080	001818 Proseus,Amy	05/18/2015	VAC	80.00	0.00	80.00
RA4080	001818 Proseus,Amy	05/18/2015	SIC	120.00	0.00	120.00
RA4080	001818 Proseus,Amy	05/18/2015	PER	24.00	8.00	16.00
RA4080	001785 Riddick,Kendell	11/10/2014	VAC	97.52	48.00	49.52
RA4080	001785 Riddick,Kendell	11/10/2014	SIC	100.00	40.00	60.00
RA4080	001785 Riddick,Kendell	11/10/2014	PER	24.00	16.00	8.00
RA4080	001608 Shabazz,Abdul	02/21/2011	VAC	120.00	95.00	25.00
RA4080	001608 Shabazz,Abdul	02/21/2011	SIC	115.91	66.00	49.91
RA4080	001608 Shabazz,Abdul	02/21/2011	PER	24.00	8.00	16.00
RA4080	001696 Sills,Ardarion B	09/09/2013	VAC	80.00	58.45	21.55
RA4080	001696 Sills,Ardarion B	09/09/2013	SIC	181.28	80.00	101.28
RA4080	001696 Sills,Ardarion B	09/09/2013	PER	24.00	0.00	24.00
RA4080	001544 Tillery,Horace	05/18/2009	VAC	120.00	49.00	71.00
RA4080	001544 Tillery,Horace	05/18/2009	SIC	428.62	22.00	406.62
RA4080	001544 Tillery,Horace	05/18/2009	PER	24.00	0.00	24.00
RA4080	000189 Waby,Craig D	04/21/1998	VAC	160.00	0.00	160.00
RA4080	000189 Waby,Craig D	04/21/1998	SIC	709.57	20.00	689.57
RA4080	000189 Waby,Craig D	04/21/1998	PER	24.00	0.00	24.00
RA4080	001787 Wilson,Michael	12/01/2014	VAC	80.00	79.00	1.00
RA4080	001787 Wilson,Michael	12/01/2014	SIC	152.00	64.75	87.25
RA4080	001787 Wilson,Michael	12/01/2014	PER	24.00	8.00	16.00

Allowed Taken
PPE 08.20.16

Dept	AL File Nbr -	Name - Personal Dta	Hire Date	VAC-V SIC- Allowed	Taken	Balance	
RA5010	001266	Avent,Michael A	05/10/1994	VAC	160.00	88.00	72.00
RA5010	001266	Avent,Michael A	05/10/1994	SIC	605.66	50.00	555.66
RA5010	001266	Avent,Michael A	05/10/1994	PER	24.00	8.00	16.00
RA5010	001290	Campbell,Scot V	07/01/2004	VAC	160.00	112.00	48.00
RA5010	001290	Campbell,Scot V	07/01/2004	SIC	355.50	32.00	323.50
RA5010	001290	Campbell,Scot V	07/01/2004	PER	24.00	8.00	16.00
RA5010	001127	Gonzalez,Larry	10/16/2000	VAC	160.00	40.00	120.00
RA5010	001127	Gonzalez,Larry	10/16/2000	SIC	278.50	40.00	238.50
RA5010	001127	Gonzalez,Larry	10/16/2000	PER	24.00	0.00	24.00
RA5010	001905	Holliday,Morris	07/25/2016	VAC	0.00	0.00	0.00
RA5010	001905	Holliday,Morris	07/25/2016	SIC	8.00	0.00	8.00
RA5010	001905	Holliday,Morris	07/25/2016	PER	0.00	0.00	0.00
RA5020	001611	Bell,Jeremiah	03/28/2011	VAC	120.00	120.00	0.00
RA5020	001611	Bell,Jeremiah	03/28/2011	SIC	176.10	88.00	88.10
RA5020	001611	Bell,Jeremiah	03/28/2011	PER	24.00	8.00	16.00
RA5020	001506	Branch,Brandon D	07/22/2008	VAC	120.00	80.00	40.00
RA5020	001506	Branch,Brandon D	07/22/2008	SIC	118.33	63.58	54.75
RA5020	001506	Branch,Brandon D	07/22/2008	PER	24.00	8.00	16.00
RA5020	001629	Chavis,Luther	09/26/2011	VAC	120.00	40.00	80.00
RA5020	001629	Chavis,Luther	09/26/2011	SIC	348.05	16.00	332.05
RA5020	001629	Chavis,Luther	09/26/2011	PER	24.00	8.00	16.00
RA5020	001714	Duff,Marc	10/08/2001	VAC	80.00	40.00	40.00
RA5020	001714	Duff,Marc	10/08/2001	SIC	120.00	43.78	76.22
RA5020	001714	Duff,Marc	10/08/2001	PER	24.00	0.00	24.00
RA5020	001519	Graves,Jermaine	10/20/2008	VAC	120.00	40.00	80.00
RA5020	001519	Graves,Jermaine	10/20/2008	SIC	198.67	123.90	74.77
RA5020	001519	Graves,Jermaine	10/20/2008	PER	24.00	0.00	24.00
RA5020	001356	Hanks,Reginald T	08/16/2005	VAC	172.00	172.00	0.00
RA5020	001356	Hanks,Reginald T	08/16/2005	SIC	128.97	96.00	32.97
RA5020	001356	Hanks,Reginald T	08/16/2005	PER	24.00	0.00	24.00
RA5020	001253	Hicks,Willie D	07/14/2003	VAC	160.00	80.00	80.00
RA5020	001253	Hicks,Willie D	07/14/2003	SIC	106.33	72.00	34.33
RA5020	001253	Hicks,Willie D	07/14/2003	PER	24.00	8.00	16.00
RA5020	001229	Hodge,William T	09/16/2002	VAC	160.00	80.00	80.00
RA5020	001229	Hodge,William T	09/16/2002	SIC	140.59	56.00	84.59
RA5020	001229	Hodge,William T	09/16/2002	PER	24.00	0.00	24.00
RA5020	000107	Hornbuckle,James A	03/20/1995	VAC	200.00	80.00	120.00
RA5020	000107	Hornbuckle,James A	03/20/1995	SIC	800.41	8.00	792.41
RA5020	000107	Hornbuckle,James A	03/20/1995	PER	24.00	8.00	16.00
RA5020	001873	Johnson,Christian J	02/22/2016	VAC	0.00	0.00	0.00
RA5020	001873	Johnson,Christian J	02/22/2016	SIC	48.00	0.00	48.00
RA5020	001873	Johnson,Christian J	02/22/2016	PER	0.00	0.00	0.00
RA5020	001324	Lacy,Keldric B	03/14/2005	VAC	160.00	80.00	80.00
RA5020	001324	Lacy,Keldric B	03/14/2005	SIC	227.23	79.97	147.26
RA5020	001324	Lacy,Keldric B	03/14/2005	PER	24.00	8.00	16.00
RA5020	001616	Page,Patrick D	04/11/2011	VAC	120.00	80.00	40.00
RA5020	001616	Page,Patrick D	04/11/2011	SIC	358.67	49.72	308.95
RA5020	001616	Page,Patrick D	04/11/2011	PER	24.00	8.00	16.00
RA5020	001590	Pulley,Jonathan M	08/30/2010	VAC	120.00	80.00	40.00
RA5020	001590	Pulley,Jonathan M	08/30/2010	SIC	213.52	135.98	77.54
RA5020	001590	Pulley,Jonathan M	08/30/2010	PER	24.00	8.00	16.00
RA5020	001861	Robertson,Vernon	12/11/2015	VAC	4.38	0.00	4.38

Allowed Taken
PPE 08.20.16

Dept	AL File Nbr -	Name - Personal Dta	Hire Date	VAC-V SIC- Allowed	Taken	Balance	
RA5020	001861	Robertson,Vernon	12/11/2015	SIC	64.00	64.00	0.00
RA5020	001861	Robertson,Vernon	12/11/2015	PER	8.00	8.00	0.00
RA5020	001862	Rodriguez,Milton	12/30/2015	VAC	0.00	0.00	0.00
RA5020	001862	Rodriguez,Milton	12/30/2015	SIC	64.00	27.38	36.62
RA5020	001862	Rodriguez,Milton	12/30/2015	PER	0.00	0.00	0.00
RA5020	001578	Wells,Christopher R	06/21/2010	VAC	120.00	80.00	40.00
RA5020	001578	Wells,Christopher R	06/21/2010	SIC	272.95	59.38	213.57
RA5020	001578	Wells,Christopher R	06/21/2010	PER	24.00	16.00	8.00
RA5025	001617	Lee,Edward J	05/25/2011	VAC	120.00	40.00	80.00
RA5025	001617	Lee,Edward J	05/25/2011	SIC	369.92	26.85	343.07
RA5025	001617	Lee,Edward J	05/25/2011	PER	24.00	8.00	16.00
RA5025	001343	Moore,Daniel R	06/21/2005	VAC	160.00	160.00	0.00
RA5025	001343	Moore,Daniel R	06/21/2005	SIC	97.99	85.98	12.01
RA5025	001343	Moore,Daniel R	06/21/2005	PER	24.00	16.00	8.00
RA5030	001900	Campbell,Jaylen	07/05/2016	VAC	0.00	0.00	0.00
RA5030	001900	Campbell,Jaylen	07/05/2016	SIC	0.00	0.00	0.00
RA5030	001900	Campbell,Jaylen	07/05/2016	PER	0.00	0.00	0.00
RA5030	001888	Duff,Joseph T	04/11/2016	VAC	0.00	0.00	0.00
RA5030	001888	Duff,Joseph T	04/11/2016	SIC	32.00	0.00	32.00
RA5030	001888	Duff,Joseph T	04/11/2016	PER	0.00	0.00	0.00
RA5030	001460	Edwards,Randy	06/11/2007	VAC	120.00	80.00	40.00
RA5030	001460	Edwards,Randy	06/11/2007	SIC	88.10	71.98	16.12
RA5030	001460	Edwards,Randy	06/11/2007	PER	24.00	16.00	8.00
RA5030	001670	Harvey,Timothy	11/27/2012	VAC	80.00	40.00	40.00
RA5030	001670	Harvey,Timothy	11/27/2012	SIC	74.21	36.00	38.21
RA5030	001670	Harvey,Timothy	11/27/2012	PER	24.00	8.00	16.00
RA5030	001891	Lawson,Kevin	05/16/2016	VAC	0.00	0.00	0.00
RA5030	001891	Lawson,Kevin	05/16/2016	SIC	24.00	0.00	24.00
RA5030	001891	Lawson,Kevin	05/16/2016	PER	0.00	0.00	0.00
RA5030	001835	Morris,Joshua	07/27/2015	VAC	34.38	0.00	34.38
RA5030	001835	Morris,Joshua	07/27/2015	SIC	104.00	23.82	80.18
RA5030	001835	Morris,Joshua	07/27/2015	PER	24.00	0.00	24.00
RA5030	001162	Morrison,Jerry L	04/02/2001	VAC	160.00	120.00	40.00
RA5030	001162	Morrison,Jerry L	04/02/2001	SIC	522.68	52.00	470.68
RA5030	001162	Morrison,Jerry L	04/02/2001	PER	24.00	16.00	8.00
RA5030	001834	Pulley,Christopher	08/10/2015	VAC	31.31	24.00	7.31
RA5030	001834	Pulley,Christopher	08/10/2015	SIC	64.00	56.00	8.00
RA5030	001834	Pulley,Christopher	08/10/2015	PER	8.00	0.00	8.00
RA5030	001901	Richardson,Timothy	07/05/2016	VAC	0.00	0.00	0.00
RA5030	001901	Richardson,Timothy	07/05/2016	SIC	8.00	0.00	8.00
RA5030	001901	Richardson,Timothy	07/05/2016	PER	0.00	0.00	0.00
RA5030	001510	Rivera,Michael R	08/25/2008	VAC	120.00	80.00	40.00
RA5030	001510	Rivera,Michael R	08/25/2008	SIC	121.90	112.00	9.90
RA5030	001510	Rivera,Michael R	08/25/2008	PER	24.00	8.00	16.00
RA5030	001033	Roberson,Steven R	06/08/1999	VAC	160.00	80.00	80.00
RA5030	001033	Roberson,Steven R	06/08/1999	SIC	265.52	102.67	162.85
RA5030	001033	Roberson,Steven R	06/08/1999	PER	24.00	0.00	24.00
RA5030	001615	Rojas,Juan	04/12/2011	VAC	120.00	120.00	0.00
RA5030	001615	Rojas,Juan	04/12/2011	SIC	314.78	306.78	8.00
RA5030	001615	Rojas,Juan	04/12/2011	PER	24.00	24.00	0.00
RA5030	001668	Stroman,Clinton R	11/05/2012	VAC	80.00	80.00	0.00
RA5030	001668	Stroman,Clinton R	11/05/2012	SIC	156.00	40.00	116.00

Allowed Taken
PPE 08.20.16

Dept	AL File Nbr -	Name - Personal Dta	Hire Date	VAC-V SIC-	Allowed	Taken	Balance
RA5030	001668	Stroman,Clinton R	11/05/2012	PER	24.00	16.00	8.00
RA5032	001344	DePasqua,Lisa A	06/27/2005	VAC	160.00	46.00	114.00
RA5032	001344	DePasqua,Lisa A	06/27/2005	SIC	771.89	44.00	727.89
RA5032	001344	DePasqua,Lisa A	06/27/2005	PER	24.00	4.00	20.00
RA5032	001827	Deans,Daniel	07/13/2015	VAC	80.00	18.00	62.00
RA5032	001827	Deans,Daniel	07/13/2015	SIC	104.00	0.00	104.00
RA5032	001827	Deans,Daniel	07/13/2015	PER	24.00	10.00	14.00
RA5032	001470	Mebane,William D	09/12/2007	VAC	120.00	70.00	50.00
RA5032	001470	Mebane,William D	09/12/2007	SIC	660.29	21.00	639.29
RA5032	001470	Mebane,William D	09/12/2007	PER	24.00	4.00	20.00
RA5034	001548	Torres,Jose	07/27/2009	VAC	120.00	80.00	40.00
RA5034	001548	Torres,Jose	07/27/2009	SIC	257.90	24.00	233.90
RA5034	001548	Torres,Jose	07/27/2009	PER	24.00	16.00	8.00
RA5105	001318	Shaw,Deborah H	02/07/2005	VAC	160.00	68.00	92.00
RA5105	001318	Shaw,Deborah H	02/07/2005	SIC	79.88	47.78	32.10
RA5105	001318	Shaw,Deborah H	02/07/2005	PER	24.00	16.00	8.00

Allowed Taken
PPE 08.20.16

Dept	AL File Nbr -	Name - Personal Dta	Hire Date	VAC-V	SIC-S	PE Allowed	Taken	Balance
RA4991	001602	Grant,Lavonne C	10/25/2010	VAC		80.00	80.00	0.00
RA4991	001602	Grant,Lavonne C	10/25/2010	SIC	64.00		26.50	37.50
RA4991	001602	Grant,Lavonne C	10/25/2010	PER		24.00	8.00	16.00
RA4991	001726	Marion-Spain,Glenda	02/05/2014	VAC		80.00	40.00	40.00
RA4991	001726	Marion-Spain,Glenda	02/05/2014	SIC	91.75		31.23	60.52
RA4991	001726	Marion-Spain,Glenda	02/05/2014	PER		24.00	16.00	8.00
RA6105	001836	Aggers,Larry	07/27/2015	VAC		80.00	40.00	40.00
RA6105	001836	Aggers,Larry	07/27/2015	SIC	96.00		5.50	90.50
RA6105	001836	Aggers,Larry	07/27/2015	PER		24.00	4.00	20.00
RA6105	001872	Bass,Lauralee L	02/22/2016	VAC		0.00	0.00	0.00
RA6105	001872	Bass,Lauralee L	02/22/2016	SIC		48.00	12.00	36.00
RA6105	001872	Bass,Lauralee L	02/22/2016	PER		8.00	8.00	0.00
RA6105	001841	Jarman,Michael	09/14/2015	VAC		0.00	0.00	0.00
RA6105	001841	Jarman,Michael	09/14/2015	SIC		0.00	0.00	0.00
RA6105	001841	Jarman,Michael	09/14/2015	PER		0.00	0.00	0.00
RA6105	001736	Johnson,Roschel	04/07/2014	VAC		80.00	32.00	48.00
RA6105	001736	Johnson,Roschel	04/07/2014	SIC	109.00		41.00	68.00
RA6105	001736	Johnson,Roschel	04/07/2014	PER		24.00	16.00	8.00
RA6105	001809	Kahsay,Yonas	03/16/2015	VAC		80.00	40.00	40.00
RA6105	001809	Kahsay,Yonas	03/16/2015	SIC	120.00		73.00	47.00
RA6105	001809	Kahsay,Yonas	03/16/2015	PER		24.00	20.00	4.00
RA6105	001899	Mebane,Chemae	06/13/2016	VAC		0.00	0.00	0.00
RA6105	001899	Mebane,Chemae	06/13/2016	SIC		16.00	16.00	0.00
RA6105	001899	Mebane,Chemae	06/13/2016	PER		0.00	0.00	0.00
RA6105	001672	Moore,Henry L	12/04/2012	VAC		80.00	64.00	16.00
RA6105	001672	Moore,Henry L	12/04/2012	SIC	224.00		37.80	186.20
RA6105	001672	Moore,Henry L	12/04/2012	PER		24.00	16.00	8.00
RA6105	001673	Outlaw,Terence	02/04/2013	VAC		80.00	8.00	72.00
RA6105	001673	Outlaw,Terence	02/04/2013	SIC	78.28		77.75	.53
RA6105	001673	Outlaw,Terence	02/04/2013	PER		24.00	8.00	16.00
RA6105	001898	Shekmer,Joseph	06/13/2016	VAC		0.00	0.00	0.00
RA6105	001898	Shekmer,Joseph	06/13/2016	SIC		16.00	16.00	0.00
RA6105	001898	Shekmer,Joseph	06/13/2016	PER		0.00	0.00	0.00
RA6105	001666	Wyche,Veronica	10/15/2012	VAC		0.00	0.00	0.00
RA6105	001666	Wyche,Veronica	10/15/2012	SIC		0.00	0.00	0.00
RA6105	001666	Wyche,Veronica	10/15/2012	PER		0.00	0.00	0.00



Monthly Financials

July 2016

- **Balance Sheet**
- **Income Statement**
- **Operating Statistics**
- **Evaluation By Route**
- **Ridership by Time of Day**
- **Variance Analysis, Actual & Budgeted Expenses (Narrative)**
- **Variance Analysis (Detail)**
- **Invoice For Expenses**
- **Preventive Maintenance Report**
- **Inventory Analysis Report**
- **Go Pass and R-line Ridership**

GoRaleigh
BALANCE SHEET
Fiscal Year 17
July-16

Current ratio [A/B]	1.32
Quick ratio [(A-C)/B]	0.78

Working capital [A-B]	315,811.00
Cash ratio [D/B]	0.02

ASSETS

Current assets	
Cash and cash equivalents [D]	\$23,396
Accounts receivable	260,731
Deposits	1,260
Inventories [C]	532,218
Prepaid expenses	488,234
Total current assets [A]	1,305,839

Fixed assets

Land	4,311,388
Building	28,474,148
Parking Lot	210,590
Revenue Transportation	34,924,398
Non-Revenue Transportation	472,033
Fareboxes	1,012,285
Radios & Drivecam	1,053,657
Shop & Garage Equipment	1,514,421
Furniture & Fixtures	51,764
Miscellaneous Equipment	1,310,835
Less accumulated depreciation	(31,757,672)
Total fixed assets	41,577,847

Total assets	\$42,883,686
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LIABILITIES

Current liabilities	
Accounts Payable	\$984,040
Accrued Wages	-
Payroll Taxes Withheld	2
Employee Withholding	5,986
Deferred Income	0
Total current liabilities [B]	990,028.00

Due to/From Inter/Tra Co

Due to City of Raleigh	1,308,965
Grants and Donations	40,584,693
Total Due to/From Inter/Tra Co	41,893,658

Total liabilities	\$42,883,686
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**GoRaleigh
INCOME STATEMENT
Fiscal Year 17
July-16**

Revenue	Current Month	Actual Year to Date	Budget Year to Date	YTD Variance	Annual Budget	% of Ann. Budget
Passenger Revenues	\$ 237,239	\$ 237,239	\$ 309,563	-23.4%	\$ 3,677,651	6.5%
State Fair	\$ -	-	-	0.0%	139,280	0.0%
Interest	-	-	16	0.0%	100	0.0%
Misc Income	195,516	195,516	190,849	2.4%	2,177,785	9.0%
Total Revenue	\$ 432,755	\$ 432,755	\$ 500,428	-13.5%	\$ 5,994,816	7.2%

Expenses						
Salaries & Wages	\$ 1,157,327	\$ 1,157,327	\$ 1,134,151	-2.0%	\$ 10,436,286	11.1%
Fringe Benefits	222,129	222,129	234,190	5.2%	2,056,224	10.8%
Parts, Materials, & Supplies	100,527	100,527	235,150	57.2%	1,725,353	5.8%
Services	88,794	88,794	55,835	-59.0%	784,666	11.3%
Fuel & Lubricants	120,408	120,408	323,666	62.8%	2,828,547	4.3%
Insurance	311,158	311,158	289,119	-7.6%	3,616,368	8.6%
Utilities	1,335	1,335	18,742	92.9%	281,574	0.5%
Taxes	102,844	102,844	103,033	0.2%	960,564	10.7%
Other	10,043	10,043	7,761	-29.4%	395,376	2.5%
Depreciation	292,513	292,513	292,511	0.0%	3,510,141	8.3%
Grants Assets Cons	(292,513)	(292,513)	(292,511)	0.0%	(3,510,141)	8.3%
Total operating expenses	\$ 2,114,565	\$ 2,114,565	\$ 2,401,647	12.0%	\$ 23,084,958	9.2%
Subsidy Required	\$ (1,681,810)	\$ (1,681,810)	\$ (1,901,219)	11.5%	\$ (17,090,142)	9.8%

GoRaleigh
OPERATING STATISTICS
Fiscal Year 17
July-16

	CURRENT PERIOD			YEAR-TO-DATE		
	This Year	Prior Year	Change	This Year	Prior Year	Change
REVENUE:						
PASSENGER REVENUE	\$ 226,229	\$ 272,752	-17.06%	\$ 226,229	\$ 272,752	-17.06%
STATE FAIR	-	-	-	-	-	-
GOPASS REVENUE	2,981	10,239	-70.89%	2,981	10,239	-70.89%
REGIONAL / EXPRESS PASSES	8,030	4,774	68.20%	8,030	4,774	68.20%
CONTRACT REVENUE	195,491	204,509	-4.41%	195,491	204,509	-4.41%
INTEREST INCOME	-	7	-	-	7	-100.00%
OTHER	25	319	-	25	319	-92.16%
TOTAL REVENUE	\$ 432,755	\$ 492,599	-12.15%	\$ 432,755	\$ 492,599	-12.15%
EXPENSES:						
OPERATING EXPENSES	\$ 2,114,565	\$ 2,047,884	3.26%	\$ 2,114,565	\$ 2,047,884	3.26%
STATE FAIR	-	-	-	-	-	-
TOTAL EXPENSES	\$ 2,114,565	\$ 2,047,884	3.26%	\$ 2,114,565	\$ 2,047,884	3.26%
PASSENGERS:						
CASH FARE	30,561	34,784	-12.14%	30,561	34,784	-12.14%
LOCAL DAY PASS	219,305	254,236	-13.74%	219,305	254,236	-13.74%
LOCAL 5 DAY PASS	16,474	17,453	-5.61%	16,474	17,453	-5.61%
LOCAL 31 DAY PASS	34,295	43,103	-20.43%	34,295	43,103	-20.43%
\$25 VALUE PASS	3,063	2,550	20.12%	3,063	2,550	20.12%
REGIONAL / EXPRESS DAY PASS	10,129	12,644	-19.89%	10,129	12,644	-19.89%
REGIONAL / EXPRESS 5 DAY PASS	3,407	3,407	0.00%	3,407	3,407	0.00%
REGIONAL / EXPRESS 31 DAY PASS	2,269	3,972	-42.88%	2,269	3,972	-42.88%
GOPASS (COLLEGE)	15,362	14,706	4.46%	15,362	14,706	4.46%
GOPASS (GVMT EMP)	7,103	9,870	-28.03%	7,103	9,870	-28.03%
GOPASS (OTHER)	1,038	1,038	100.00%	1,038	1,038	100.00%
STATE FAIR	-	-	-	-	-	-
TOTAL REVENUE PASSENGERS	343,006	396,725	-13.54%	343,006	396,725	-13.54%
R-LINE	13,057	15,817	-17.45%	13,057	15,817	-17.45%
WAKE TECH (STAFF/STUDENTS)	1,568	1,743	-10.04%	1,568	1,743	-10.04%
WAKE FOREST LOOP	2,299	2,226	3.28%	2,299	2,226	3.28%
FREE RIDE (65+/12-)	39,623	46,443	-14.68%	39,623	46,443	-14.68%
OTHER	4,509	6,210	-	4,509	6,210	-
STATE FAIR	-	-	-	-	-	-
TOTAL NON-REV PASSENGERS	61,056	72,439	-15.71%	61,056	72,439	-15.71%
GRAND TOTAL PASSENGERS	404,062	469,164	-13.88%	404,062	469,164	-13.88%
TOTAL SYSTEM MILES:						
REGULAR SERVICE	318,194	339,832	-6.37%	318,194	339,832	-6.37%
STATE FAIR	-	-	-	-	-	-
TOTAL MILES	318,194	339,832	-6.37%	318,194	339,832	-6.37%
TOTAL SYSTEM HOURS:						
REGULAR SERVICE	22,304	23,926	-6.78%	22,304	23,926	-6.78%
STATE FAIR	-	-	-	-	-	-
TOTAL HOURS	22,304	23,926	-6.78%	22,304	23,926	-6.78%
RIDERSHIP STATISTICS:						
PSGR REV. PER HOUR	\$ 10.64	\$ 12.03	-11.56%	\$ 10.64	\$ 12.03	-11.56%
PSGR REV. PER MILE	\$ 0.75	\$ 0.85	-11.95%	\$ 0.75	\$ 0.85	-11.95%
REV. PSGR. PER MILE	1.1	1.2	-7.66%	1.1	1.2	-7.66%
REV. PSGR. PER HOUR	15	17	-	15	17	-
EXP. PER HOUR	\$ 94.81	\$ 85.59	10.76%	\$ 94.81	\$ 85.59	10.76%
EXP. PER MILE	\$ 6.65	\$ 6.03	10.28%	\$ 6.65	\$ 6.03	10.28%

GoRaleigh
ROUTE STATISTICS
Fiscal Year 17
July-16

	ROUTE NUMBER/NAME	TOTAL PASSENGERS			TOTAL REVENUE	PASSENGERS PER REVENUE HOUR			FAREBOX RECOVERY
		MONTH	PRIOR MONTH	PRIOR YEAR		WEEKDAY	SATURDAY	SUNDAY	
1	CAPITAL	56,209	60,305	65,131	35,358	32	41	36	20.5%
2	FALLS OF NEUSE	23,708	25,029	27,853	14,734	21	18	16	12.6%
3	GLASCOCK	4,906	5,474	5,760	2,775	13	11	-	8.3%
4	REX HOSPITAL	18,695	19,383	22,608	11,847	15	12	9	8.2%
5	BILTMORE HILLS	16,104	16,778	18,683	9,665	34	29	24	18.7%
6	CRABTREE	17,459	18,267	21,746	10,908	20	23	15	13.2%
7	SOUTH SAUNDERS	34,050	33,282	34,389	20,916	31	38	19	20.8%
7L	CAROLINA PINES	10,429	11,282	12,038	6,296	18	21	-	9.5%
8	SIXFORKS	12,921	12,957	13,618	7,738	16	13	8	8.1%
10	LONGVIEW	4,912	5,772	6,879	3,035	13	10	-	10.1%
11	AVENT FERRY	19,700	20,714	20,564	12,821	27	22	23	17.9%
11L	BUCK JONES	7,640	7,694	7,569	4,759	18	17	-	10.1%
12	METHOD	18,171	18,869	19,056	11,358	25	23	21	19.9%
13	CHAVIS HEIGHTS	5,256	5,896	7,767	2,812	16	12	-	13.4%
15	WAKEMED	45,180	49,133	52,702	27,789	34	36	27	23.5%
15L	TRAWICK	4,843	5,069	8,924	2,983	8	10	-	7.2%
16	OBERLIN	10,112	10,731	10,747	6,244	17	16	-	9.5%
18	WORTHDALE	12,526	13,853	15,198	7,729	21	17	9	15.6%
19	APOLLO HEIGHTS	14,288	14,506	17,249	8,579	22	18	14	14.5%
21	CARALEIGH	8,876	9,819	9,934	5,565	32	31	-	23.3%
22	STATE STREET	8,920	9,205	9,612	5,483	25	16	-	13.7%
23L	MILLBROOK CROSSTOWN	5,740	6,310	6,810	3,571	14	11	-	6.5% ^B
24L	NORTH CROSSTOWN	6,007	6,268	6,692	3,659	14	12	-	8.0%
25L	TRIANGLE TOWN CENTER	6,039	6,653	6,750	3,745	9	6	-	5.0% ^B
31	NEW HOPE COMMONS	721	467	643	437	-	-	10	7.9%
50	R-LINE	13,057	14,257	15,817	-	14	10	11	0.0%
54L	SPRING FOREST ROAD	-	-	2,227	-	-	-	-	-
55X	POOLE ROAD EXPRESS	274	240	286	174	6	2	1	1.7%
70X	BRIER CREEK EXPRESS	2,019	2,119	2,744	1,365	11	11	-	4.4% ^B
		388,762	410,332	449,996	\$ 232,343	526	485	244	13.1%
40X	WAKE TECH EXPRESS	1,568	2,494	2,694	381	10	-	-	1.6%
62	WAKE FOREST LOOP	2,299	2,686	2,226	-	9	-	-	0.0%
		3,867	5,180	4,920	381	18	-	-	0.6%
60X	WAKE FOREST EXPRESS	1,063	1,230	1,692	721	7	-	-	2.0%
63X	KNIGHTDALE EXPRESS	771	754	714	515	7	-	-	2.6%
64X	ZEBULON / WENDELL EXPRESS	1,148	1,331	1,590	762	8	-	-	2.1%
76X	JOHNSTON COUNTY EXPRESS	830	919	1,041	566	3	-	-	1.0%
77X	CLAYTON EXPRESS	841	860	714	569	3	-	-	1.2%
78X	FUQUAY VARINA EXPRESS	1,216	1,322	1,095	774	4	-	-	1.1%
102	GARNER	928	1,072	1,192	609	8	-	-	3.3%
		6,797	7,488	8,038	4,515	40	-	-	1.6%
NC STATE FAIR		-	-	-	-	-	-	-	-
SPECIAL TRANSIT ^A		4,636	1,975	-	195,491	-	-	-	-
OTHER		-	-	6,210	-	-	-	-	-
		404,062	424,975	469,164	\$ 432,730	584	485	244	

Notes: ^A Special Transit included the July 4th and Dix Park events.

^B Does not meet the productivity policy (below 1/2 avg. Farebox recovery).





4104 POOLE RD RALEIGH, NC 27610 (919) 996-3900

To: David Eatman, Transit Administrator
CC: Marie Parker, General Manager
From: Larry Aggers, Director of Finance
Date: August 12, 2016
Re: Variance Analysis for period July 2016

Revenues:

Total revenues were under budget and prior year numbers for July. The ridership was 13.9% less than prior year numbers. The net subsidy needed from the City was \$219,409 less than budget.

Operating Revenue:

Table with 3 columns: Category, Percentage, and Description. Rows include Passenger Fares (23.4%) and Contract Revenue (2.7%).

Non-Operating Revenue:

Table with 3 columns: Category, Percentage, and Description. Row includes Other Income (95.5%).

Expenses:

Total operating expense was less than budget by \$287,082. The major favorable variances for the month occurred in the expense categories of: parts, materials, supplies, and diesel. The major categories exceeding the monthly budget were legal and consulting fees.

Table with 3 columns: Category, Percentage, and Description. Rows include Operations (12.5%) and Maintenance (28.0%).



4104 POOLE RD RALEIGH, NC 27610 (919) 996-3900

<i>Insurance</i>	(7.6)%	Insurance was unfavorable for month in health insurance costs for employees.
<i>General & Administration</i>	(6.6)%	General and Administrative expenses were unfavorable for the month primarily due to legal fees.

GoRaleigh
VARIANCE ANALYSIS
Fiscal Year 17
July-16

	REVENUE:				EXPENSES:			
	Current Month				Year to Date			
	Budget	Actual	Variance		Budget	Actual	Variance	
Operating Income								
Passenger Fares	\$ 309,563	\$ 237,239	\$ (72,324)	-23.4%	\$ 309,563	\$ 237,239	\$ (72,324)	-23.4%
Contract Revenue	\$ 190,315	195,491	5,176	2.7%	\$ 190,315	\$ 195,491	5,176	2.7%
Non-Operating Income	550	25	(525)	-95.5%	\$ 550	\$ 25	(525)	-95.5%
Revenue	<u>\$ 500,428</u>	<u>\$ 432,755</u>	<u>\$ (67,673)</u>	<u>-13.5%</u>	<u>\$ 500,428</u>	<u>\$ 432,755</u>	<u>\$ (67,673)</u>	<u>-13.5%</u>
Operations	\$ 1,516,677	\$ 1,326,705	\$ 189,972	12.5%	\$ 1,516,677	\$ 1,326,705	\$ 189,972	12.5%
Maintenance	457,924	329,654	128,270	28.0%	\$ 457,924	\$ 329,654	128,270	28.0%
Insurance	289,119	311,158	(22,039)	-7.6%	\$ 289,119	\$ 311,158	(22,039)	-7.6%
General & Administration	137,927	147,049	(9,122)	-6.6%	\$ 137,927	\$ 147,049	(9,122)	-6.6%
	<u>\$ 2,401,647</u>	<u>\$ 2,114,565</u>	<u>\$ 287,082</u>	<u>12.0%</u>	<u>\$ 2,401,647</u>	<u>\$ 2,114,565</u>	<u>\$ 287,082</u>	<u>12.0%</u>
YTD Net	<u>\$ (1,901,219)</u>	<u>\$ (1,681,810)</u>	<u>\$ (219,409)</u>	<u>11.5%</u>	<u>\$ (1,901,219)</u>	<u>\$ (1,681,810)</u>	<u>\$ (219,409)</u>	<u>11.5%</u>

INVOICE



**Transdev Services, Inc.
Capital Area Transit**

4104 Poole Rd
Raleigh, NC 27610
919.996.3900

INVOICE # 4477
August 12, 2016

Marie Parker
General Manager

To invoice for September advance and July operating costs/management fee:

	Operating Costs	Preventive Maintenance	Management Fee	Inventory Adjustments	Total Costs
September 2016 Budgeted Advance	\$ 795,934.33	\$ 341,666.67	\$ -	\$ -	\$ 1,137,601.00
Actual Net Operating Costs - July 2016	1,267,197.83	381,895.00	32,717.08	-	1,681,809.91
** Adjustments - August adv. correction		-	-	-	90,205.00
** Adjustments - Monthly Inventory Changes	-	-	-	361,103.21	361,103.21
Subtotal	2,063,132.16	723,561.67	32,717.08	361,103.21	3,180,514.12
Less: July 2016 Budgeted Advance	(955,250.33)	(341,666.67)	-	-	(1,296,917.00)
Total Amount Due September 5, 2016	\$ 1,107,881.83	\$ 381,895.00	\$ 32,717.08	\$ 361,103.21	\$ 1,883,597.12

410-7470-712100-580	\$ 1,107,881.83
410-7470-712100-580	\$ 361,103.21
415-2211-714060-93314-GRT02-74080101	381,895.00
410-7470-708020-580	32,717.08
	<u>\$ 1,883,597.12</u>

**Go Raleigh
PREVENTIVE MAINTENANCE
FY17**

		Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Total
Salaries & Wages														
5010/5013.5010	Supervision Salaries	\$ 19,292	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 19,292
5020/5/5013.XX	Mechanic's Wages	100,970	-	-	-	-	-	-	-	-	-	-	-	100,970
5030/5013.XX	Utility Service Wages	45,350	-	-	-	-	-	-	-	-	-	-	-	45,350
	Total Salaries & Wages	165,611	-	165,611										
Fringe Benefits														
5205.50XX	Vacation	12,928	-	-	-	-	-	-	-	-	-	-	-	12,928
5210.50XX	Sick	7,430	-	-	-	-	-	-	-	-	-	-	-	7,430
5215.50XX	Holiday	6,910	-	-	-	-	-	-	-	-	-	-	-	6,910
5220.50XX	Brvmt/Jury	-	-	-	-	-	-	-	-	-	-	-	-	-
5310/20/30	Payroll Taxes	16,384	-	-	-	-	-	-	-	-	-	-	-	16,384
5350	Emp Pension	10,791	-	-	-	-	-	-	-	-	-	-	-	10,791
5380.445	Allowance - Uniforms	1,610	-	-	-	-	-	-	-	-	-	-	-	1,610
5380.447	Allowance - Tools	-	-	-	-	-	-	-	-	-	-	-	-	-
	Total Fringe Benefits	56,053	-	56,053										
Contracted Labor														
5980	Bus Cleaning - Contracted	-	-	-	-	-	-	-	-	-	-	-	-	-
5111	Purch Maint- Tires	1,028	-	-	-	-	-	-	-	-	-	-	-	1,028
	Total Contracted Labor	1,028	-	1,028										
Insurance														
6050.402	Emp Group Ins	48,284	-	-	-	-	-	-	-	-	-	-	-	48,284
6055.412	Emp WC	4,752	-	-	-	-	-	-	-	-	-	-	-	4,752
	Total Insurance	53,036	-	53,036										
Safety & Training														
5410	Drug Testing	-	-	-	-	-	-	-	-	-	-	-	-	-
5420	Physicals	106	-	-	-	-	-	-	-	-	-	-	-	106
5430	Education/ASE	130	-	-	-	-	-	-	-	-	-	-	-	130
	Total Safety & Training	236	-	236										
Maintenance Fuel & Tires														
5510	Fuel - Service Vehicles	95	-	-	-	-	-	-	-	-	-	-	-	95
5540	ATF, Antifreeze, Other	4,012	-	-	-	-	-	-	-	-	-	-	-	4,012
5570/5580.405	Tires - Service Vehicles	229	-	-	-	-	-	-	-	-	-	-	-	229
	Total Maintenance Fuel & Tires	4,336	-	4,336										
Parts, Materials, & Supplies														
5650-5/5755/5850	Parts (inc ship, core ref, wrnty, & oos rprs)	50,694	-	-	-	-	-	-	-	-	-	-	-	50,694
5855	Towing & Road Calls	4,460	-	-	-	-	-	-	-	-	-	-	-	4,460
5955	Farebox	8,843	-	-	-	-	-	-	-	-	-	-	-	8,843
5960	Shop Eqp, Tools, Repair	1,405	-	-	-	-	-	-	-	-	-	-	-	1,405
5965/70/5	Shop, Bus Cleaning, & Other Supplies	8,041	-	-	-	-	-	-	-	-	-	-	-	8,041
5990	Environmental Cost	6,072	-	-	-	-	-	-	-	-	-	-	-	6,072
	Total Parts, Materials, & Supplies	79,515	-	79,515										
Services														
6610/20	Outside Contract - Janitorial	538	-	-	-	-	-	-	-	-	-	-	-	538
6650	Utilities	-	-	-	-	-	-	-	-	-	-	-	-	-
6680/4993	Repairs - Building & Grounds - Main Office & MSS	13,125	-	-	-	-	-	-	-	-	-	-	-	13,125
8212/8250	Rentals	-	-	-	-	-	-	-	-	-	-	-	-	-
	Total Services	13,663	-	13,663										
Total Expenditures														
		373,479	-	373,479										
Prev. Maint. Allowance														
		341,667	341,667	341,667	341,667	341,667	341,667	341,667	341,667	341,667	341,667	341,667	341,667	4,100,000
Monthly Net Variance														
		\$ (31,812)	\$ 341,667	\$ 3,726,521										

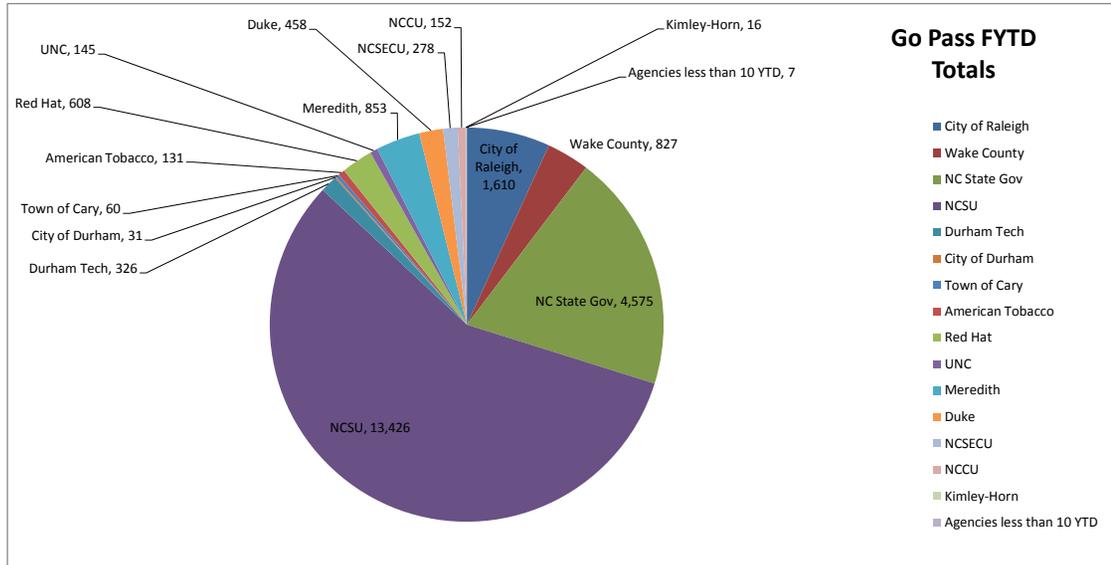
**GORALEIGH
INVENTORY ANALYSIS
FY17**

	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17
Parts - 1202												
Beginning Inventory	\$ 506,083.39											
-Purchased	72,777.54											
-Overages	-											
-Shortages	-											
-Transfers	(182.97)											
-Issued - Regular Svc (5650)	(73,727.25)											
-Issued - Non-Rev Veh (5651)	(161.29)											
-Issued - Non-Veh (5955)	(8,843.31)											
Ending Inventory	495,946.11											
Diesel - 1220												
Beginning Inventory	34,931.31											
-Purchased	107,446.75											
-Consumed - Regular Svc (4510.401)	(130,217.89)											
-Consumed - Svc Vehicles (5510.405)	(95.13)											
Ending Inventory	12,065.04											
Gasoline - 1222												
Beginning Inventory	5,709.42											
-Purchased	-											
-Consumed - Svc Vehicles (5520.405)	(3,344.50)											
-Consumed - Admin Vehicles (5520.406)	(69.90)											
Ending Inventory	2,295.02											
Other Fuel - 1224												
Beginning Inventory	19,780.88											
-Purchased	1,172.42											
-Consumed	(3,607.20)											
Ending Inventory	17,346.10											
Oil - 1228												
Beginning Inventory	6,417.92											
-Purchased	-											
-Consumed - Regular Svc (4550.401)	(3,565.73)											
Ending Inventory	2,852.19											
Total Inventory	\$ 530,504.46	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Inventory Turnover Ratio (Parts)												0.17
Inventory Turnover Ratio (Fuel)												11.12

* Inventory turnover is a measure of the number of times the average inventory is consumed for the cumulative fiscal year

Go Raleigh
Go Pass and R-Line Ridership

Go Pass Agency/Route	Current Month Totals	Fiscal Year to-Date
City of Raleigh	1,610	1,610
Wake County	827	827
NC State Gov	4,575	4,575
NCSU	13,426	13,426
Durham Tech	326	326
City of Durham	31	31
Town of Cary	60	60
American Tobacco	131	131
Red Hat	608	608
UNC	145	145
Meredith	853	853
Duke	458	458
NCSECU	278	278
NCCU	152	152
Kimley-Horn	16	16
Agencies less than 10 YTD	7	7
Other (Unidentified)	0	0
Totals	23,503	23,503



R-Line
Ridership by Month, by Year



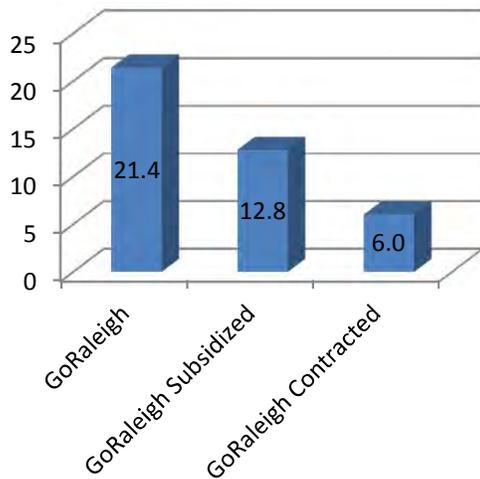


Raleigh

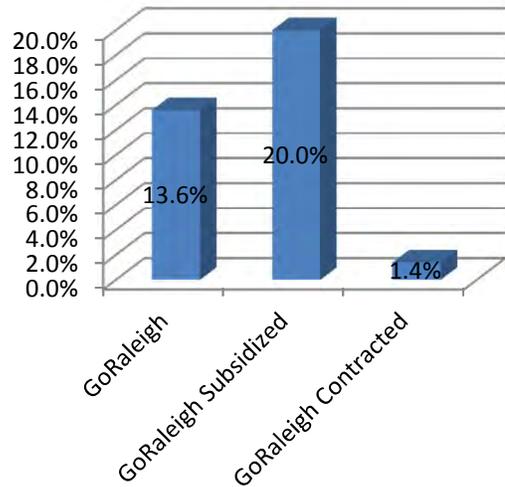
Performance Reports

July 2016

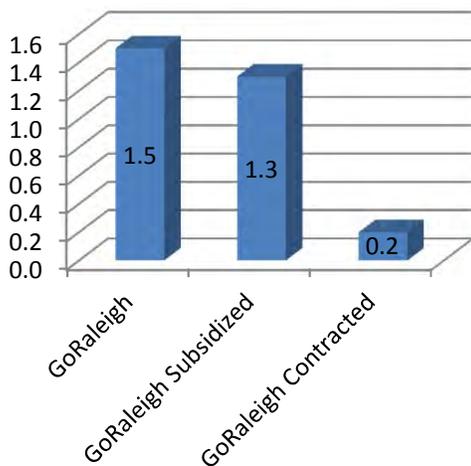
Passengers Per Hour



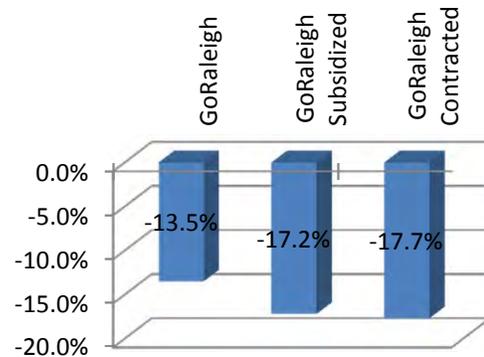
Revenue Recovery %



Passengers Per Mile



Ridership % Change from Prior Year



**GoRaleigh
Ridership Comparison by Route**

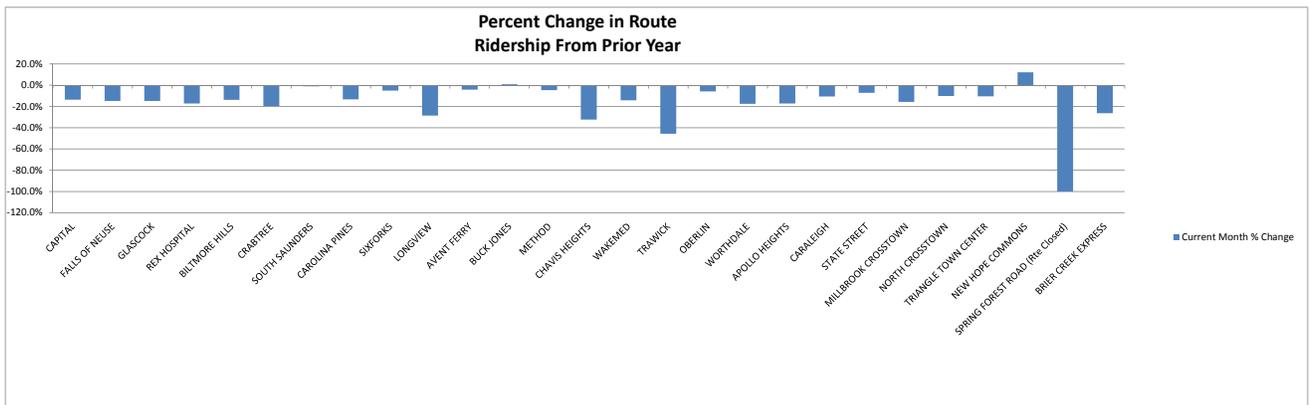
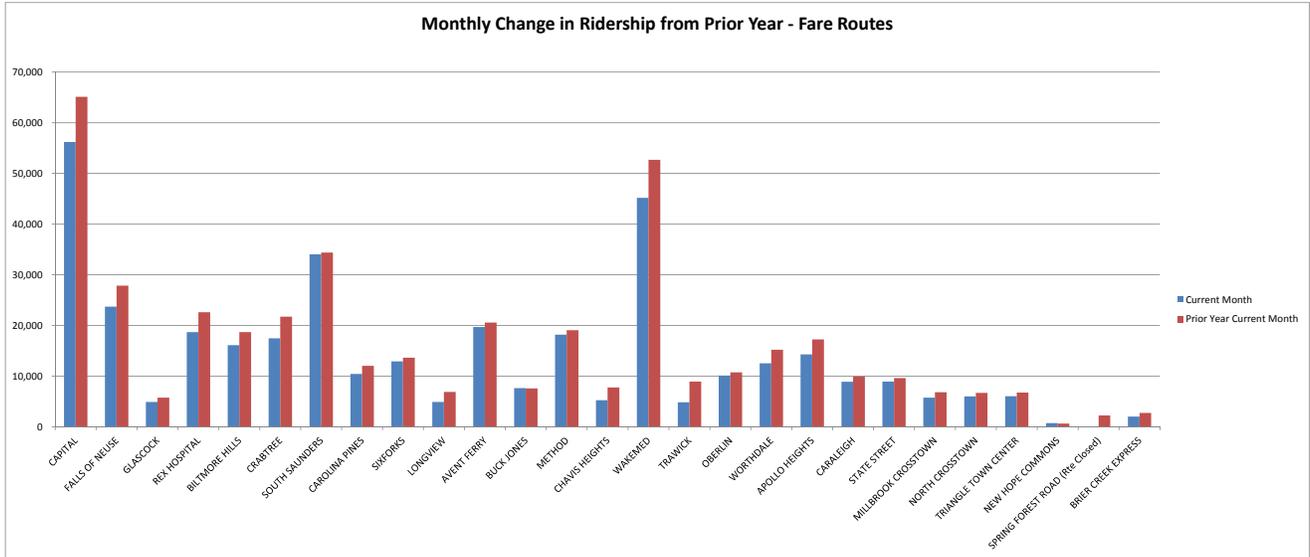
July 2016

Current Month

Fiscal Year-to-Date

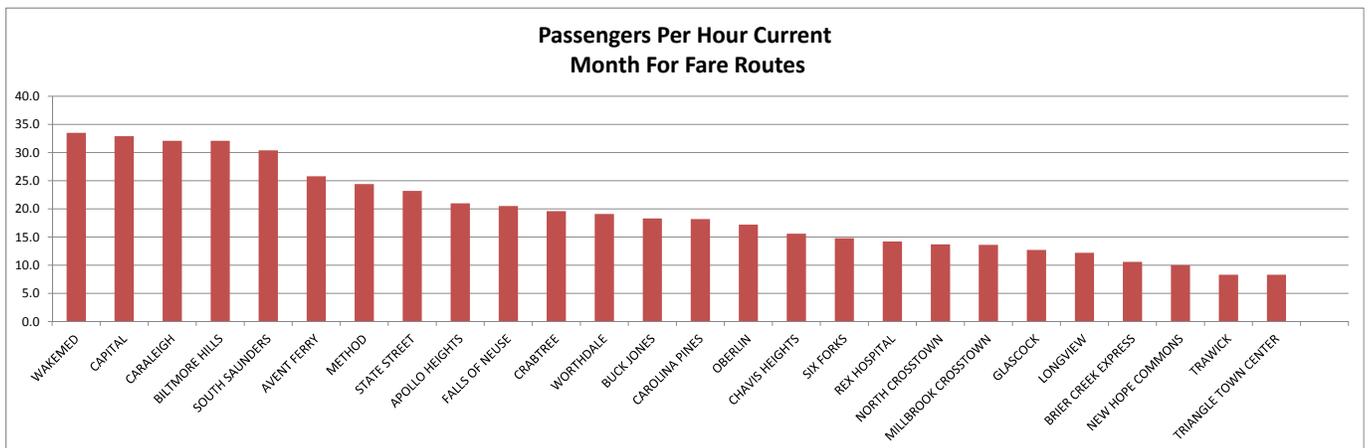
Current Month	Prior Year Current Month	Current Month % Change	Rte #	Route	Current FYTD	Prior FYTD	FYTD % Change
56,209	65,131	-13.7%	1	CAPITAL	56,209	65,131	-13.7%
23,708	27,853	-14.9%	2	FALLS OF NEUSE	23,708	27,853	-14.9%
4,906	5,760	-14.8%	3	GLASCOCK	4,906	5,760	-14.8%
18,695	22,608	-17.3%	4	REX HOSPITAL	18,695	22,608	-17.3%
16,104	18,683	-13.8%	5	BILTMORE HILLS	16,104	18,683	-13.8%
17,459	21,746	-19.7%	6	CRABTREE	17,459	21,746	-19.7%
34,050	34,389	-1.0%	7	SOUTH SAUNDERS	34,050	34,389	-1.0%
10,429	12,038	-13.4%	7L	CAROLINA PINES	10,429	12,038	-13.4%
12,921	13,618	-5.1%	8	SIXFORKS	12,921	13,618	-5.1%
4,912	6,879	-28.6%	10	LONGVIEW	4,912	6,879	-28.6%
19,700	20,564	-4.2%	11	AVENT FERRY	19,700	20,564	-4.2%
7,640	7,569	0.9%	11L	BUCK JONES	7,640	7,569	0.9%
18,171	19,056	-4.6%	12	METHOD	18,171	19,056	-4.6%
5,256	7,767	-32.3%	13	CHAVIS HEIGHTS	5,256	7,767	-32.3%
45,180	52,702	-14.3%	15	WAKEMED	45,180	52,702	-14.3%
4,843	8,924	-45.7%	15L	TRAWICK	4,843	8,924	-45.7%
10,112	10,747	-5.9%	16	OBERLIN	10,112	10,747	-5.9%
12,526	15,198	-17.6%	18	WORTHDALE	12,526	15,198	-17.6%
14,288	17,249	-17.2%	19	APOLLO HEIGHTS	14,288	17,249	-17.2%
8,876	9,934	-10.7%	21	CARALEIGH	8,876	9,934	-10.7%
8,920	9,612	-7.2%	22	STATE STREET	8,920	9,612	-7.2%
5,740	6,810	-15.7%	23L	MILLBROOK CROSSTOWN	5,740	6,810	-15.7%
6,007	6,692	-10.2%	24L	NORTH CROSSTOWN	6,007	6,692	-10.2%
6,039	6,750	-10.5%	25L	TRIANGLE TOWN CENTER	6,039	6,750	-10.5%
721	643	12.1%	31	NEW HOPE COMMONS	721	643	12.1%
0	2,227	-100.0%	54L	SPRING FOREST ROAD (Rte Closed)	0	2,227	-100.0%
2,019	2,744	-26.4%	70X	BRIER CREEK EXPRESS	2,019	2,744	-26.4%
375,431	433,893	-13.5%		Total GoRaleigh Fare Routes	375,431	433,893	-13.5%
13,057	15,817	-17.4%	50	R-LINE	13,057	15,817	-17.4%
274	286	-4.2%	55X	POOLE ROAD EXPRESS	274	286	-4.2%
13,331	16,103	-17.2%		Total GoRaleigh Subsidized Routes	13,331	16,103	-17.2%
1,568	2,694	-41.8%	40X	WAKE TECH EXPRESS	1,568	2,694	-41.8%
2,299	2,226	3.3%	62	WAKE FOREST LOOP	2,299	2,226	3.3%
1,063	1,692	-37.2%	60X	WAKE FOREST EXPRESS	1,063	1,692	-37.2%
771	714	8.0%	63X	KNIGHTDALE EXPRESS	771	714	8.0%
1,148	1,590	-27.8%	64X	ZEBULON / WENDELL EXPRESS	1,148	1,590	-27.8%
830	1,041	-20.3%	76X	JOHNSTON COUNTY EXPRESS	830	1,041	-20.3%
841	714	17.8%	77X	CLAYTON EXPRESS	841	714	17.8%
1,216	1,095	11.1%	78X	FUQUAY VARINA EXPRESS	1,216	1,095	11.1%
928	1,192	-22.1%	102	GARNER	928	1,192	-22.1%
10,664	12,958	-17.7%		Total GoRaleigh Contract Routes	10,664	12,958	-17.7%
4,636	6,210			NC State Fair and Other	4,636	6,210	-25.3%
404,062	469,164	-13.9%		Total	404,062	469,164	-13.9%

GoRaleigh
Ridership Comparison by Route
July 2016



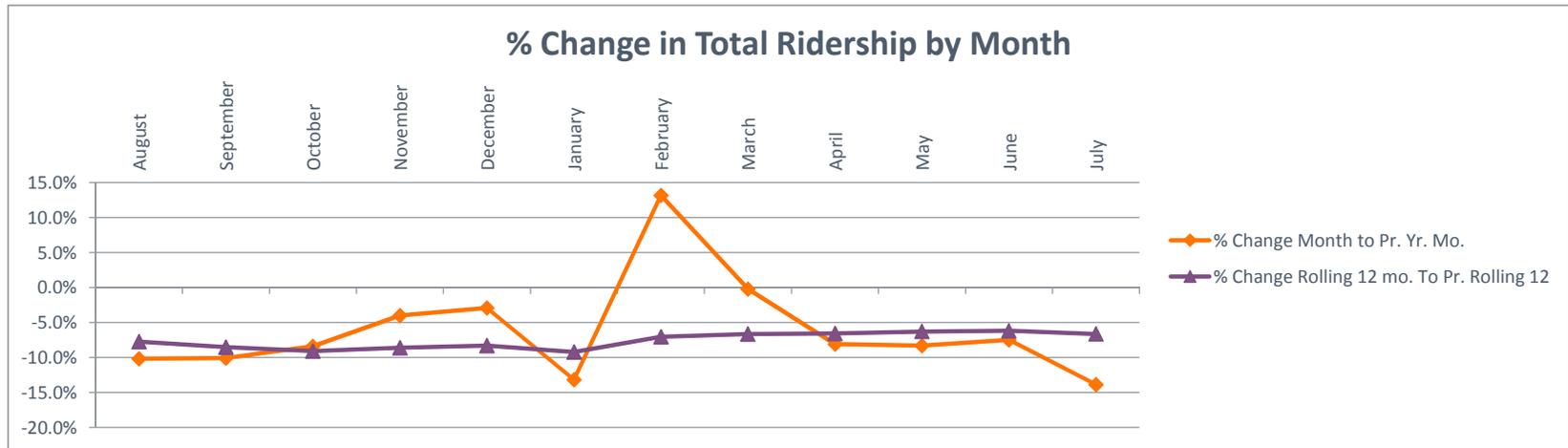
GoRaleigh
 Passenger per Hour by Route
 Month of July 2016

Passengers Per Mile	Rank	Rte #	Route	Revenue Hrs.	Passengers	Passengers Per Hour
2.5	1	15	WAKEMED	1,349	45,180	33.5
2.2	2	1	CAPITAL	1,708	56,209	32.9
2.5	3	21	CARALEIGH	277	8,876	32.1
2.1	4	5	BILTMORE HILLS	501	16,104	32.1
2.2	5	7	SOUTH SAUNDERS	1,120	34,050	30.4
1.8	6	11	AVENT FERRY	765	19,700	25.8
2.1	7	12	METHOD	744	18,171	24.4
1.5	8	22	STATE STREET	384	8,920	23.2
1.6	9	19	APOLLO HEIGHTS	681	14,288	21.0
1.3	10	2	FALLS OF NEUSE	1,157	23,708	20.5
1.4	11	18	CRABTREE	890	17,459	19.6
1.7	12	6	WORTHDALE	656	12,526	19.1
1.1	13	7L	BUCK JONES	418	7,640	18.3
1.0	14	11L	CAROLINA PINES	573	10,429	18.2
1.0	15	16	OBERLIN	588	10,112	17.2
1.7	16	13	CHAVIS HEIGHTS	338	5,256	15.6
0.9	17	8	SIX FORKS	876	12,921	14.8
0.9	18	4	REX HOSPITAL	1,318	18,695	14.2
0.9	19	23L	NORTH CROSSTOWN	438	6,007	13.7
0.7	20	10	MILLBROOK CROSSTOWN	423	5,740	13.6
1.0	21	24L	GLASCOCK	385	4,906	12.7
1.1	22	3	LONGVIEW	402	4,912	12.2
0.4	23	15L	BRIER CREEK EXPRESS	190	2,019	10.6
0.9	24	70X	NEW HOPE COMMONS	72	721	10.0
0.8	25	25L	TRAWICK	581	4,843	8.3
0.5	26	31	TRIANGLE TOWN CENTER	724	6,039	8.3
	27	54L	SPRING FOREST ROAD	0		
1.5			Total GoRaleigh Fare Routes	17,557	375,431	21.4
1.4		50	R-LINE	978	13,057	13.4
0.2		55X	POOLE ROAD EXPRESS	67	274	4.1
1.3			Total GoRaleigh Subsidized Routes	1,045	13,331	12.8
0.4		40X	WAKE TECH EXPRESS	161	1,568	9.8
0.2		64X	ZEBULON / WENDELL EXPRESS	141	1,148	8.1
0.4		62	WAKE FOREST LOOP	268	2,299	8.6
0.2		60X	WAKE FOREST EXPRESS	157	1,063	6.8
0.3		102	GARNER	120	928	7.7
0.1		76X	JOHNSTON COUNTY EXPRESS	280	830	3.0
0.3		63X	KNIGHTDALE EXPRESS	115	771	6.7
0.1		78X	FUQUAY VARINA EXPRESS	287	1,216	4.2
0.1		77X	CLAYTON EXPRESS	250	841	3.4
0.2			Total GoRaleigh Contract Routes	1,777	10,664	6.0
1.2			Total All Routes	20,379	399,426	19.6



**Go Raleigh
Change in Ridership - Rolling 12 Month Total**

	Years 2013/2014	Years 2014/2015	Years 2015/2016	% Change
Month of: July	510,445	469,164	404,062	-13.9%
Prior 12 Month Total Ending: July	6,240,461	5,789,530	5,405,236	-6.6%



**GoRaleigh
Recovery and Cost by Route
July 2016**

Route Rank by Recovery % July 2016				
Rank	Route #	Route	Revenue	Recovery %
Passenger Subsidized Routes				
1	15	WAKEMED	\$27,789	35.5%
2	21	CARALEIGH	\$5,565	33.5%
3	11	AVENT FERRY	\$12,821	31.0%
4	1	CAPITAL	\$35,358	29.6%
5	12	METHOD	\$11,358	29.2%
6	7	SOUTH SAUNDERS	\$20,916	28.3%
7	5	BILTMORE HILLS	\$9,665	27.9%
8	18	WORTHDALE	\$7,729	24.1%
9	13	CHAVIS HEIGHTS	\$2,812	23.9%
10	19	APOLLO HEIGHTS	\$8,579	21.8%
11	6	CRABTREE	\$10,908	20.5%
12	22	STATE STREET	\$5,483	19.7%
13	2	FALLS OF NEUSE	\$14,734	19.7%
14	11L	BUCK JONES	\$4,759	17.4%
15	10	LONGVIEW	\$3,035	16.9%
16	16	OBERLIN	\$6,244	14.0%
17	3	GLASCOCK	\$2,775	13.8%
18	7L	CAROLINA PINES	\$6,296	13.7%
19	31	NEW HOPE COMMONS	\$437	13.3%
20	4	REX HOSPITAL	\$11,847	12.8%
21	8	SIX FORKS	\$7,738	11.8%
22	15L	TRAWICK	\$2,983	11.0%
23	24L	NORTH CROSSTOWN	\$3,659	10.6%
24	23L	MILLBROOK CROSSTOWN	\$3,571	9.8%
25	25L	TRIANGLE TOWN CENTER	\$3,745	7.5%
26	70X	BRIER CREEK EXPRESS	\$1,365	6.2%
27	54L	SPRING FOREST ROAD	\$0	0.0%
		Total GoRaleigh Fare Routes	\$232,169	13.6%
GoRaleigh Subsidized Routes				
	50	R-LINE	\$0	0.0%
	55X	POOLE ROAD EXPRESS	\$174	2.8%
		Total GoRaleigh Subsidized	\$174	0.2%
Contract Routes:				
	78X	FUQUAY VARINA EXPRESS	\$774	1.5%
	76X	JOHNSTON COUNTY EXPRESS	\$566	1.3%
	62	WAKE FOREST LOOP	\$0	0.0%
	77X	CLAYTON EXPRESS	\$569	1.5%
	40X	WAKE TECH EXPRESS	\$381	1.1%
	64X	ZEBULON / WENDELL EXPRESS	\$762	3.6%
	60X	WAKE FOREST EXPRESS	\$721	2.4%
	63X	KNIGHTDALE EXPRESS	\$515	2.8%
	102	GARNER	\$609	4.1%
		Total GoRaleigh Contract	\$4,896	1.4%
		Grand Total	\$237,239	11.2%

^a These routes are below the current productivity target.

^b This route was closed 1/10 due to productivity.

Route Rank by Mileage and Cost July 2016				
Rank	Route #	Route	Allocated Miles	Allocated Costs
Passenger Subsidized Routes				
1	1	CAPITAL	26,013	\$172,868
2	4	REX HOSPITAL	21,795	\$144,841
3	15	WAKEMED	17,826	\$118,464
4	2	FALLS OF NEUSE	17,564	\$116,725
5	7	SOUTH SAUNDERS	15,156	\$100,719
6	8	SIX FORKS	14,451	\$96,034
7	6	CRABTREE	12,426	\$82,574
8	25L	TRIANGLE TOWN CENTER	11,347	\$75,404
9	11	AVENT FERRY	10,775	\$71,603
10	7L	CAROLINA PINES	10,024	\$66,613
11	16	OBERLIN	9,901	\$65,795
12	19	APOLLO HEIGHTS	8,912	\$59,228
13	12	METHOD	8,591	\$57,092
14	23L	MILLBROOK CROSSTOWN	8,244	\$54,788
15	5	BILTMORE HILLS	7,757	\$51,548
16	18	WORTHDALE	7,455	\$49,539
17	11L	BUCK JONES	7,102	\$47,198
18	24L	NORTH CROSSTOWN	6,867	\$45,635
19	15L	TRAWICK	6,253	\$41,554
20	22	STATE STREET	6,021	\$40,011
21	3	GLASCOCK	5,026	\$33,397
22	70X	BRIER CREEK EXPRESS	4,645	\$30,867
23	10	LONGVIEW	4,528	\$30,089
24	21	CARALEIGH	3,602	\$23,934
25	13	CHAVIS HEIGHTS	3,157	\$20,978
26	31	NEW HOPE COMMONS	827	\$5,494
27	54L	SPRING FOREST ROAD	0	\$0
		Total GoRaleigh Fare Routes	256,262	\$1,702,993
GoRaleigh Subsidized Routes				
	50	R-LINE	9,023	\$59,963
	55X	POOLE ROAD EXPRESS	1,523	\$10,122
		Total GoRaleigh Subsidized	10,546	\$70,085
Contract Routes:				
	78X	FUQUAY VARINA EXPRESS	10,316	\$68,556
	76X	JOHNSTON COUNTY EXPRESS	8,345	\$55,454
	62	WAKE FOREST LOOP	5,464	\$36,310
	77X	CLAYTON EXPRESS	7,183	\$47,736
	40X	WAKE TECH EXPRESS	3,584	\$23,815
	64X	ZEBULON / WENDELL EXPRESS	5,392	\$35,835
	60X	WAKE FOREST EXPRESS	5,293	\$35,175
	63X	KNIGHTDALE EXPRESS	3,004	\$19,963
	102	GARNER	2,805	\$18,643
		Total GoRaleigh Contract	51,386	\$341,487
		Grand Total	318,194	\$2,114,565

Please note that total operating costs (without depreciation) are allocated to each route based upon the route mileage times the monthly average cost of \$6.65 per mile.

GoRaleigh

**GILLIG VIN, Engine/Transmission Make, Make, & Serial Number
History of engine and Transmission replacements**

Engine		Spare S/N		46835940		d 1305 11/2015					
Trans		Spare S/N		6510787527 & 6510783328		3328 used in 1258		7527 used 1299			
CAT #	In Svc date	Model Year	Vehicle Identification Number (VIN)	Bus Serial #	A/C System #	ENGINE Serial Number	In Date	TRANS Serial Number	In Date	A/C Compressor	In Date
1274	2/21/2008	2008	15GGD271681078813	78813		46835609	8/13/2013	6510788003		2000002069	
1305	6/19/2009	2009	15GGD271X91176731	176731		46835940	11/01/15	6510872964	4/24/15	2000018423	
1283	2/29/2008	2008	15GGB271781078822	78822		46844922		17427	10/7/15	2000001269	
1319	9/26/2014	2014	15GGD2713E1184728	184728		73714291		6511253721	4/25/16	3000257110	
1315	7/7/2011	2011	15GGB2712B1179306	179306		73236903		6511013239	4/7/16	2000042910	
1291	6/3/2009	2009	15GGD271591176717	176717		46993281		014854	7/16/14	2000017911	
1299	6/9/2009	2009	15GGD271491176725	176725		46994768		6510787527	8/12/10	2000018208	
1306	6/19/2009	2009	15GGD271191176732	176732		46996463		020813	8/29/16	2000018429	

All Gillig Engines are Cummins ISL ; Transmissions are Allison

**ORION: VIN, Engine/Transmission Make, Make, & Serial Number
History of engine and Transmission replacements**

CAT #	Updated	Model Year	Vehicle Identification Number (VIN)	ENGINE Make / Model	ENGINE Serial Number	In Date	Mileage @ change	IN MILES LTD	TRANS Serial Number	In Date	Mileage @ change	MILES LTD or since last change	Updated 7/8/14
1240		2003	1VHAH3A2836501979	Cummins ISC	60316915	3/15/2009	226552	158941	32830	5/10/16		385493	385493
1241		2003	1VHAH3A2636501981	Cummins ISC	60317231	5/12/2009	256323	229416	35844	6-28-13		485739	485739
1242		2003	1VHAH3A2836501982	Cummins ISC	60320034	12/22/2011	376902	126982	45262	7-07-15		503884	503884
1243		2003	1VHAH3A2X36501983	Cummins ISC	60314942	8/19/2008	194307	182306	0024265	4-01-09	214340	162273	376613
1245		2003	1VHAH3A2336501985	Cummins ISC	60319664	9/22/2011	367993	92065	25526	6-03-14		460058	460058
1246		2003	1VHAH3A2536501986	Cummins ISC	60319432	10/26/2011	322542	91586	25533	10-08-09	263782	150346	414128
1247		2003	1VHAH2A2736501987	Cummins ISC	60316848	3/15/2009	200812	148703	25542	3-16-16		349515	349515
1248		2003	1VHAH2A2936501988	Cummins ISC	60319665	10/18/2010	263797	111632	25530	7-20-16		375429	375429
1249		2003	1VHAH3A2036501989	Cummins ISC	60317268	6/4/2009	277125	185410	24305	5-28-10	315493	147042	462535
1251		2003	1VHAH3A2936501991	Cummins ISC	60326900	9/5/2013	339167	29320	83924	3-24-16		368487	368487
1252		2003	1VHAH3A2036501992	Cummins ISC	60327077	8/2/2013	292306	24113	25539	4-30-15		316419	316419
1253		2003	1VHAH3A2236501993	Cummins ISC	60317061	2/26/2009	229273	192041	36693	3-21-11	307593	113721	421314
1254		2003	1VHAH3A2436501994	Cummins ISC	60319267	5/26/2010	223688	139134	24259	2-08-12	276224	86598	362822
1255		2003	1VHAH3A2136501996	Cummins ISC	60317391	6/19/2009	220025	255314	24264	1-28-09	218980	256359	475339
1256		2003	1VHAH3A2X36501997	Cummins ISC	60319300	12/14/2010	238158	122226	25536	4-20-12	290397	69987	360384
1258		2003	1VHAH3A2336501999	Cummins ISC	60317340	4/28/2009	257312	189661	6510783328	12-01-09	266337	180636	446973
1259		2003	1VHAH3A2436502000	Cummins ISC	60333520	2/2/2016	462562	-42713	ZMG893	7-17-15		419849	419849
1260		2004	1VHAH3M2446502396	Cummins ISC	60315207	11/20/2008	145100	186721	210039	8-03-16		331821	331821
1261		2004	1VHAH3M2546502410	Cummins ISC	60327763	10/23/2013	190775	181413	0045263	12-10-04	0	372188	372188
1262		2004	1VHAH3M2946502412	Cummins ISC	60319493	12/5/2011	318534	87688	36010	10-09-13	381705	24517	406222
1263		2004	1VHAH3M2046502413	Cummins ISC	60319299	9/8/2010	201134	133810	25535	10-24-12	261081	73863	334944
1264		2004	1VHAH3M2246502414	Cummins ISC	60324002	11/2/2012	318461	49413	24265	3-09-15		367874	367874
1265		2004	1VHAH3M2446502415	Cummins ISC	60321478	5/2/2012	288308	66490	24302	7-30-09	198365	156433	354798
1266		2004	1VHAH3M2646502416	Cummins ISC	60319323	11/8/2010	248018	103442	24261	11-25-12		351460	351460
1267		2004	1VHAH3M2846502417	Cummins ISC	60318807	1/25/2010	4	135969	45264	5-11-10	8305	127668	135973
1268		2004	1VHAH3M2X46502418	Cummins ISC	60321957	7/30/2012	324065	66170	0036013	12-10-04	0	390235	390235
1269		2004	1VHAH3M2146502419	Cummins ISC	60314031	8/20/2008	99	253350	0045261	12-10-04	0	253449	253449
1270		2004	1VHAH3M2846502420	Cummins ISC	60326899	6/19/2013	316597	38453	00037260	10-28-10	224711	130339	355050
1272		2004	1VHAH3M2146502422	Cummins ISC	60317394	6/29/2009	0	146979	33228	4-12-16		146979	146979

All Orion Engines are Cummins ISC ; Transmissions are ZF



BUS MILEAGE REPORT

August-16

BUS NO.	MPG	MILEAGE	LIFETIME	BUS NO.	MPG	MILEAGE	LIFETIME	BUS NO.	MPG	MILEAGE	LIFETIME	BUS NO.	MPG	MILEAGE	LIFETIME
1240	3.41	3,147	455,470	1278	3.83	3,815	419,086	1317	3.69	4,736	179,931	2821	5.07	3,182	336,769
1241	4.31	3,816	561,391	1279	3.28	3,692	449,966	1318	3.74	3,934	185,493	2822	5.13	3,235	371,241
1242	3.25	3,715	560,119	1280	3.40	3,778	433,836	1319	4.05	4,885	94,067	2824	5.03	3,190	364,528
1243	3.51	2,759	452,468	1281	3.67	4,551	432,667	1320	3.88	3,937	102,297				
1245	3.09	2,921	508,333	1282	3.86	4,112	388,175	1321	4.01	4,007	102,774				
1246	3.40	3,113	473,483	1283	3.28	3,924	385,540	1322	0.00	0	49,066				
1247	3.54	2,951	379,991	1284	3.57	4,652	399,358	1323	4.07	5,034	102,191				
1248	3.18	2,852	448,236	1285	3.55	2,420	396,837	1324	3.79	5,020	98,390				
1249	5.88	1,289	529,591	1286	3.19	4,555	416,635	1325	3.79	4,435	97,009				
1252	3.08	2,463	435,669	1287	3.74	3,321	407,440	1326	3.88	5,005	95,253				
1251	3.61	3,466	382,052	1288	3.64	3,328	250,683	1327	3.88	4,601	86,053				
1253	3.15	3,132	488,941	1289	0.00	0	225,338	1328	4.40	4,473	95,207				
1254	2.84	2,609	422,095	1290	3.45	3,113	262,799	1329	0.00	0	84,315				
1255	3.38	2,742	545,006	1291	3.26	4,002	366,243	1330	4.02	5,058	91,420				
1256	3.37	3,533	432,054	1292	3.43	3,084	372,762	1331	3.95	5,465	83,452				
1258	2.96	352	522,810	1293	3.78	3,830	378,228	1332	4.22	4,069	87,096				
1259	3.48	3,298	481,475	1294	3.46	3,991	381,764	1333	3.62	4,824	87,339				
1260	2.79	2,505	375,305	1295	3.38	4,355	375,633	1334	4.72	4,260	82,526				
1261	3.13	2,857	442,447	1296	3.57	3,714	382,745	1335	4.02	4,301	86,713				
1262	3.41	763	466,991	1297	3.64	4,084	393,507	1336	4.40	3,231	74,740				
1263	2.66	3,136	390,822	1298	3.54	1,793	377,271	1337	3.96	4,580	82,960				
1264	3.49	1,935	437,230	1299	3.25	4,353	380,980	1338	4.31	2,125	83,992				
1265	3.01	1,858	412,701	1300	3.53	5,058	389,157	1339	3.76	4,416	77,298				
1266	3.49	3,680	411,997	1301	3.30	3,812	384,545								
1267	3.17	3,289	407,015	1302	3.76	5,249	364,301								
1268	3.10	2,818	451,434	1303	3.37	3,940	372,956								
1269	1.40	151	287,870	1304	3.49	4,805	366,173								
1270	3.19	2,896	425,835	1305	3.51	5,082	396,216								
1272	2.62	1,844	390,302	1306	3.47	1,680	355,720								
				1307	3.93	5,007	391,806								
				1308	3.59	3,025	377,484								
				1309	3.14	3,813	376,246								
				1310	3.51	4,746	259,793								
				1311	1.94	424	279,224								
				1312	3.15	4,476	227,301								
1273	3.37	3,981	414,634	1313	3.56	5,266	270,747								
1274	3.53	4,482	442,045	1314	3.65	2,742	242,778								
1275	3.43	4,128	415,745	1315	3.42	3,470	245,921								
1276	3.64	4,179	412,234	1316	3.53	4,383	267,929								
1277	3.51	4,286	427,573												

ORION 1240-1272

Total ORION	75,870
Avg. MPG	3.27
Avg. MILEAGE	2,616
Avg. LIFETIME	447,556

GILLIG 1273-1339

Total GILLIG	257,967
Avg. MPG	3.48
Avg. MILEAGE	3,850
Avg. LIFETIME	271,315

LEASED TTA 2821-22,24

Total LEASED TTA	9,607
Avg. MPG	5
Avg. MILEAGE	3,202
Avg. LIFETIME	357,513

TOTAL BUS MILES 343,444

Reviewed by: *Dustin Shaw*

Date: 9/2/16

Approved by: *Mark Bell*

Date: 9/2/16

NTD ID	40007
Reporter Name	Capital Area Transit
Report	2017 (Original Submission)

Ridership Activity (MR-20) - DT PT

Ridership Activity

Form	Unlinked Passenger Trips (UPT)	Vehicle Miles (VRM)	Vehicle Revenue Hours (VRH)	Vehicle Revenue	Vehicles Operated in Maximum Service (VOMS)	First Submission Date	Last Submission Date	Submitted By	Open Issues	Open Issues With Explanation	Status
2016 - July	36943	411280	39483	224	8/31/2016	8/31/2016	Henry Moore	0	0	0	Accepted
2016 - August									0	0	Open

NTD ID	40007
Reporter Name	Capital Area Transit
Report	2017 (Original Submission)

Ridership Activity (MR-20) - MB DO

Ridership Activity

Form	Unlinked Passenger Trips (UPT)	Vehicle Miles (VRM)	Vehicle Revenue Hours (VRH)	Vehicle Hours (VRH)	Vehicles Operated in Maximum Service (VOMS)	First Submission Date	Last Submission Date	Submitted By	Open Issues	Open Issues With Explanation	Status
2016 - July	397639	240300	18982	65	8/31/2016	8/31/2016	Henry Moore	0	0	0	Accepted
2016 - August									0	0	Open