

Huntingdon Bedford Fulton Area Agency on Aging

CART

HBFAAA Representatives

- Alan Smith—Executive Director
- Michael Clapper—Fiscal Officer III
- Jane Ziegler---Administrative Officer II

HBFAAA Financial Reporting

- The transportation cost center is closed out monthly. The Agency holds contracts with PennDot, HSDF, MATP, Department of Aging and other entities which allows and provides for reimbursement of shared ride transportation to different age and user groups. Expenses are originally posted according to the Department of Aging chart of accounts. The methodology for determining the chargeable amount of each funding stream is based on the contractual agreement and the approved fare structure. The Agency also credits the transportation cost centers for expenses incurred in the delivery of HDMs. This is done through a factor to ensure that these costs are not reflected in expenses incurred to transport passengers as authorized and funded by specific revenue sources.
- The Agency, on a monthly basis determines monthly expenses and deducts from these the costs that are reimbursed by the HSDF and MATP program for passengers who are determined eligible to participate in these programs. The Agency deducts the cost of HDMs and other costs not related to the transportation system.
- The Shared Ride program recognizes seniors 65 and over. The Agency determines the reimbursement earned from PennDot based on a fare system and credits the transportation cost center for that amount. The remaining costs of transporting riders age 60 -64 is borne by the Aging Services Block Grant through the Department of Aging.
- This methodology requires appropriate documentation of mileage and one way passenger trip information which is available for review.
- PennDot requires quarterly and yearly reporting. Each quarter, data is exported from the accounting system into excel. The excel spreadsheet has tables built in to help reallocate the expenses to meet PennDot specifications. The same process is also done yearly. The revenue data is obtained from spreadsheets that include trips, mileage and trip types. The spreadsheet accumulates the revenue from each source of revenue. The accounting package tracks all accounts receivable for the contracted services mentioned above.

Transit Agency Status

FY 2011-12

- Current Financial Position
- Current Operations
- Service Statistics/Trends
- Funding Statistics/Trends
- Other Information/Assumptions
- Capital Status Review

Current Financial Position:

- Reserves/Retained Earnings

Source	Balance
Lottery	
MATP	
MH/MR	
Area Agency on Aging	
Other State \$	
Other Local \$	\$6404.98

Current Financial Position:

- Level of Short-Term Debt/Loans—Identify each line of credit (excludes long-term bond financing)

Name of Financial Institution	Amount of Available Credit	Interest Rate	Current Credit in Use
Susquehanna Bank	\$750,000	3.25%	0

Current Financial Position:

- Accounts Payable – Past due 90 days and over

Vendor	Amount Past Due	Estimated Pay Date
	0	

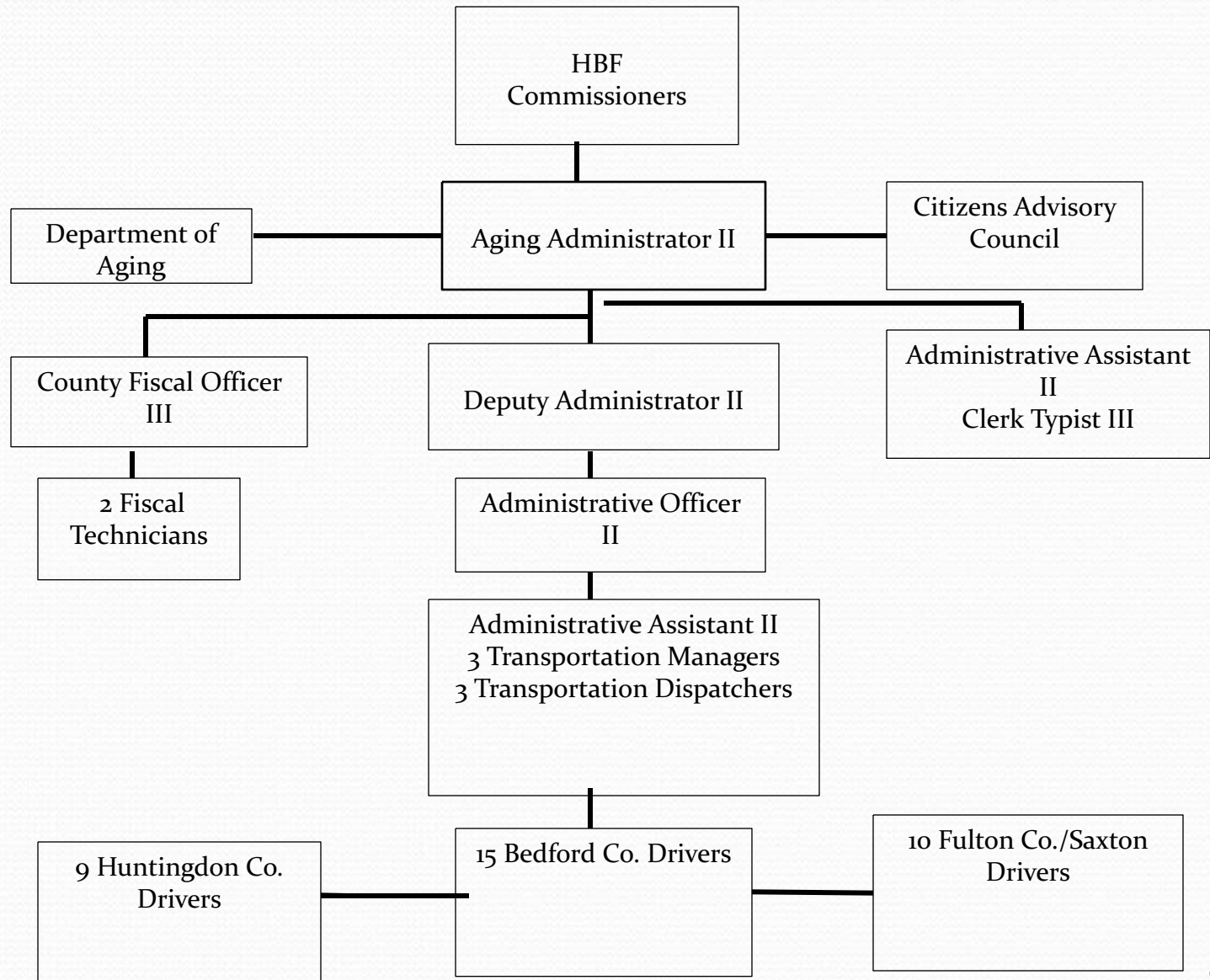
- Accounts Receivable – Past due 90 days and over

Program/Agency	Amount Past Due	Date Requisitioned	Estimated Pay Date
	0		

Current Operations:

- Staffing Level
- Contract Provisions
- Healthcare
- Pension
- Fuel
- Fares
- Other major factors producing cost increases above inflation
- Cost Savings Initiatives

Staffing Level/Organizational Chart



Labor Provisions

- Term of current union contract **Non Union**

Drivers	Current	2012-13
Starting wage	\$9.44	\$9.72
Top wage	\$15.42	\$15.88
Average wage	\$9.92	\$10.22
Contract wage increase		

Job Classification	Number- Full Time	Number-Part Time
Drivers	28	7
Mechanics	0	0
Transportation Managers	3	0
Dispatchers	2	1
Administrative Officer	1	0
Administrative Assistant	1	0

Important Labor Provisions

- Use of part-time employees
7 part time drivers
- Number/percent of “split shift” drivers
No split shifts.
- Overtime
No overtime pay. Comp time calculated at “time & ½” over 40 hours.
- Outsourcing
All vehicle maintenance and repair.
- Other-- Volunteers -4312 volunteer driver hours FY10/11

Healthcare

		Union	Non-Union
Basic Coverage	Current		\$550.26
	FY 2012-13		\$605.29 (10%)
Employee Contributions	Current		0
	FY 2012-13		0
Co-Payment	Current		\$3,000 deductible paid by Agency
	FY 2012-13		No change

financial impacts.

Pension

		Union	Non-Union
Employee Contributions	Current		457b plan
	FY 2012-13		Voluntary contributions
Minimum Age to Qualify for Retirement	Current		18
	FY 2012-13		No change as per plan agreement
	Current		Quarterly enrollment
	FY 2012-13		No change
	Current		2 years
	FY 2012-13		No change

Pension:

- Describe any proposed changes and the estimated financial impacts.

457b governmental plan with employees holding individual accounts but under supervision of Agency. The Agency pays into each employee's individual account 7% of gross wages.

- Provide a status of the degree to which the pension funding is funded. If not fully funded please provide your strategy to fully fund pension.

Since the 457b plan is not a qualified plan like state, county and school employees, the requirement to fully fund the pension/retirement is not an issue and payment of the Agency's contribution is not binding. The plan is administered by Lincoln Financial through Susquehanna Wealth Management.

Fuel:

- Current Cost per Gallon
 - Contract rate or market rate?
 - **Market rate--\$3.06/average per gallon (no taxes)**
 - Terms of contract (if applicable)

- Projected Cost per Gallon and Basis for Projection
 - Contract rate or market rate?
 - **Market rate--\$3.26/based on analysts prediction.**
 - Terms of contract (if applicable)

Key Operating Statistics and Trends for the Past 5 years.

	06/07	07/08	08/09	09/10	10/11
Total Operating Expense	\$1,519,528	\$1,580,574	\$1,643,574	\$1,636,156	\$1,825,805
Total trips	105,104	106,519	104,449	100,585	109,299
Total Vehicle Miles	1,015,205	1,037,641	1,067,921	1,066,241	1,127,282
Total Gasoline use/gal	85,310	89,666	89,647	92,751	99,784
Average Miles per gallon	11.90	11.57	11.91	11.50	11.30
Cost per trip	\$14.46	\$14.84	\$15.74	\$16.27	\$16.70

Shared Ride Fares:

- Date of Last Fare Increase

November 1, 2011

- Current
 - Average fare--**\$16.29**
 - Sponsorship arrangements

Area Agency on Aging

- Planned Changes
 - Date of planned increase
 - Estimated average fare
 - Sponsorship arrangements
- Describe Fare Policy

FARE POLICY

- Zone 1-\$15.00 Zone 1 is the 3 county service area.
- Zone 2-\$30.00 Zone 2 is the contiguous counties to Huntingdon-Bedford-Fulton Counties.

- Co-pays:
 - 65+ \$1.75/trip Zone 1. \$4.00/trip Zone 2.
 - 60-64 & HSDF–same as 65+
 - PwD- Zone 1 \$2.25 Zone 2 \$4.50
 - MATP-full fare
 - Agency sponsors trips to senior centers. No co-pay.

Zone 2 Schedule

Altoona Bedford Chambersburg Cumberland Hagerstown Huntingdon Johnstown Lewistown State College.

Huntingdon T TH M W

Bedford MW TH T

Fulton MWF T TH

Saxton T Daily MWF

Other Major Factors Producing Cost Increases Beyond Inflation:

Factors	Current Amount	Projected Future Amount	Explanation
Workers Compensation	\$84,799	\$101,500	Claims and settlements
Health Insurance	\$211,299/year for transportation employees	\$242,993	If increased by 15% as in previous years.
Vehicle Maintenance		\$10,000-\$15,000 increase	Older high mileage vehicles.
Gasoline prices	\$3.06/gallon	\$3.26/gallon	Analysts prediction.

Cost Savings Initiatives:

Initiative	Current Cost	Planned Action and Implementation Date	Projected Savings
Expanding use of volunteers.	4,312 volunteer driver hours FY 10/11	Maintain ongoing effort to recruit volunteer drivers	\$40,700 per year
Purchasing software through CTC and terminating lease of current CTS software.	\$825/month	FY 12/13	\$9,900 per year
New software with GPS, etc. for better coordination.		FY 12/13	
Reduced maintenance costs by identifying "new shops".		On going	
Continued restriction on Zone 2 destinations. Not filling 4 driver vacancies on the staff compliment as authorized by civil service		On going	
Reduced clerk typist hours assigned to transportation.		FY 11/12	\$7,500
Purchasing "reminder" software or use volunteers to call passengers prior day to reservation.		FY 12/13	

Shared Ride Funding

	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15
Operating Expense	1825804	1875562	1924763	1956149	2028187
Passenger Revenue	181618	206758	206758	206758	206758
Lottery	850093	967124	1040000	1040000	1040000
MATP	279575	327000	349000	349000	349000
Other Act 44, HSDF, AAA, PwD	367621	250850	257850	257850	257850
Balance	146897	123830	71555	102541	174579

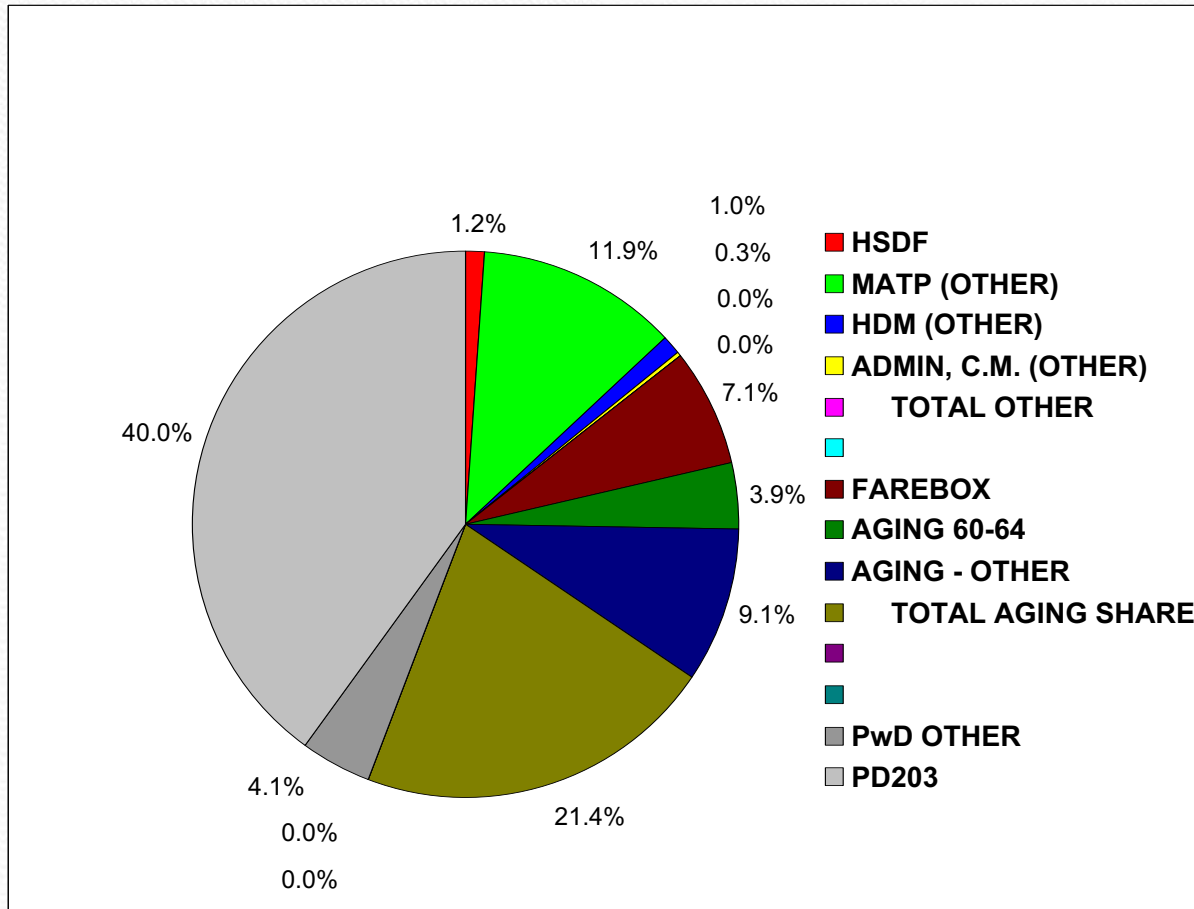
2011/12 Current Expenses

<u>Source of Expense</u>	<u>JULY</u>	<u>AUG</u>	<u>SEPT</u>	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>	<u>TOTALS</u>	<u>% of Total Exp</u>
HSDf			7449	\$978.50	\$767.50	\$5,022.25	\$14,217.50	<u>1.56%</u>
MATP (OTHER)	20956	22516	22095	23735	22236	25950	\$137,488.00	<u>15.12%</u>
HDM (OTHER)	1924	1512	2065	2252	2851	1393	\$11,997.09	<u>1.32%</u>
ADMIN, C.M. (OTHER)	664	673	540	594	520	351	\$3,341.70	<u>0.37%</u>
TOTAL OTHER	\$23,544	\$24,702	\$32,149	\$27,559	\$26,374	\$32,717	\$167,044	
FAREBOX	11119	12715	11075	13169	18499	15077	\$81,653.89	<u>8.98%</u>
AGING 60-64	8952	9864	8244	6720	6072	5124	\$44,976.00	<u>4.95%</u>
AGING - OTHER	30471	20955	16082	19128	9451	9388	\$105,475.11	<u>11.60%</u>
TOTAL AGING SHARE	\$50,543	\$43,533	\$35,402	\$39,017	\$34,022	\$29,589	\$232,105	<u>27.21%</u>
PwD OTHER	6384	7996	7629.6	7276.85	8797.5	9180	\$47,264	<u>5.20%</u>
PD203	\$75,256	\$86,170	\$78,719	\$71,272	\$76,411	\$74,983	\$462,810	<u>50.90%</u>
GRAND TOTAL ALL EXPENSES	\$155,727	\$162,401	\$153,899	\$145,124	\$145,604	\$146,469	\$909,223	<u>\$909,223</u>
MILES DRIVEN PER MONTH	91617	105880	96295	91448	83616	88621	557477	
TOTAL EXPENSE PER MILE	1.70	1.53	1.60	1.59	1.74	1.65	1.63	
PD203 REVENUE TO TOTAL EXP	48.33%	53.06%	51.15%	49.11%	52.48%	51.19%	50.90%	

2011/12 Current Revenue

Trips	July	August	September	October	November	December	TOTAL
AMBUL. 1&2	5556	6334	5887	5110	4606	4637	32130
AMBUL. 3&4							0
NON-AMBU. 1&2	521	632	524	533	495	506	3211
NON-AMBU. 3&4	0						0
Eligible	6077	6966	6411	5643	5101	5143	35341
Ineligible	746	822	687	560	506	427	3748
HSDF & MATP	1677	1816	1807	1882	1559	1627	10368
PwD	562	668	631	604	582	617	3664
FAREBOX	11119.27	12714.74	11075.08	13168.6	18499.19	15077.01	81653.89
PHILA.							0
ALLEG.							0
General Public	260	345	302	308	275	277	1767
							0
TOTAL ALL TRIPS	9322	10617	9838	8997	8023	8091	54888
TOTAL PER TRIP COST	16.71	15.30	15.64	16.13	18.15	18.10	16.57
Hsdf & Matp per trip REIMBURSE	12.50	12.40	12.23	12.61	14.26	15.95	13.26
Shared Ride per trip cost	12.38	12.37	12.28	12.63	14.98	14.58	13.10
Ineligibles per trip cost	-49.95	-34.46	-31.31	-47.21	-40.59	-38.31	-40.14
Average Miles per trip - Total All	9.83	9.97	9.79	10.16	10.42	10.95	10.16
Per Mile Cost	1.70	1.53	1.60	1.59	1.74	1.65	1.63

Shared Ride Funding by Source



Shared Ride Statistics/Trends

Shared-Ride	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15
Total Veh. Miles	1,127,282	1,114,954	1,128,596	1,128,596	1,128,596
Cost per Mile	\$1.65	\$1.68	\$1.71	\$1.73	\$1.80
Total Veh. Hours	29,437	28,808	29,122	29,122	29,122
Cost per Hour	\$63.23	65.11	\$66.81	\$67.90	\$70.40
Total Pass. Trips	109,636	109,780	110,000	110,000	110,000
Cost per Trip	\$16.98	\$17.08	\$17.50	\$17.50	\$17.50
Rev. per Trip	\$14.59	\$15.96	\$16.85	\$16.85	\$16.85
Trips per Hour	3.72	3.81	3.78	3.78	3.78

Other Information/Assumptions:

- The Commissioners of Huntingdon, Bedford & Fulton Counties have been supportive of the shared ride program which allows for block grant monies to support transportation.
- Needs assessment continues to indicate that transportation is most important service for independence of older persons.
- MATP has increased rider ship and enhanced revenue, but concerns arise with decrease in budget for MATP.
- Workers compensation has increased by \$44,229 in last two years.
- Possibility of unionization always exists with possible financial impact.
- HBFAAA is under the Civil Service Commission and is mandated to hire older persons with an average age of driver at 65.3 years.
- Cost of gasoline is predicted to be over \$4.00 by Memorial Day. The Agency purchases approximately 100,000 gallons of gasoline per year with a possible .40 increase per gallon or \$40,000 in additional costs.

Capital Status Review

Fiscal Year	Budget	STB	Vans	MV	Radios	Mobile Data Computers	Computers/software	Project Description
10/11	\$361,000	3	3					
11/12	\$423,000	3	7					(3)15 passenger vans (4)Vans with 3 w /c positions
12/13	\$418,000	6				New software with mobile data, etc. \$55,000	6 computers \$3,000	
13/14	\$420,000	3		6				
14/15	\$475,000	7			37			
15/16	\$360,000			8				