



Central Midlands Regional Transit Authority



Fiscal Year 2020-2021 Operations & Capital Budget

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June 8, 2020

Dear Honorable Members of the Board of Directors,

South Carolina Code of Law Chapter 25, Section 58-25-70 requires The COMET, as a regional transportation authority, to submit to the member municipalities and counties the annual operating and capital budget proposed for each fiscal year, at least sixty days (60) prior to the beginning of the fiscal year. This proposed operating and capital budget document is to achieve the intent of this section. It is my pleasure to present the Fiscal Year 2020-2021 budget for Central Midlands Regional Transit Authority.

This budget document is my second since becoming Executive Director/CEO of the Central Midlands Regional Transit Authority (The COMET). The previous fiscal year had its successes and challenges as The COMET continues to manage its public transit system throughout Richland and Lexington Counties. From the past year, there was continued increase ridership growth, continued community partnerships and increased marketing efforts to encourage people to use The COMET. Some of our new initiatives that we did last year are:

- Added more passenger amenities, including shelters, benches and bus stop seating.
- Added libraries on buses, as well as a "Free Little Library" and Short Story Reader to promote literacy in partnership with Richland Library.
- We sell fresh produce at COMET Central every Tuesday in partnership with FoodShare.
- Soda Cap Connector has been redesigned to better serve entertainment facilities, as well Cayce and West Columbia for purposes of employment access and for visitors.
- Expanded the network of schedules to be available at more public locations including West Columbia, Cayce, Amazon, Nephron and Northeast Richland.
- Formed partnerships to allow all students, employees and facility to ride The COMET services from Richland One and Richland Two, Lexington Richland Five, Columbia College, Allen University and Nephron Pharmaceuticals.
- Helped connect low income residents in food-desert areas through partnerships with Lyft and Uber.
- Expanded nighttime transit from 9 p.m. to 3 a.m. in partnership with Lyft and Uber to help get people to and from nighttime jobs.
- Worked with Lyft and Uber to help people without smartphones or in a wheelchair access to using Lyft and Uber.
- Added Columbia and Cayce Police and Richland County Sheriff protection on all of The COMET buses, bus stops and transit centers through random rides.
- Created door to door services in Denny Terrace and Hopkins.

- Built more bikeshare stations and allowing The COMET users free access to bicycles through Blue Bike
- Continued The COMET Academy to teach people on how to understand The COMET better and created The COMET Community Leaders Program to show community leaders the value of The COMET.
- Started a vanpool program to connect people to jobs and combat congestion with ECM Support Services as the first vanpool.
- Designed a new website in conjunction with South Carolina Interactive for roll out in FY 2020.
- Implemented a new customer call center to centralize all telephone calls at one location.
- Improved the level of oversight of Transdev in the operations and maintenance of The COMET's transit services.
- Restructured the organization with new positions to provide additional management of marketing, customer service, mobility management and transit operations.

This budget continues the endeavor to maintain our current operations, however there is will be a significant change in operations and costs. With a new contractor to operate and maintain the transit system, the costs are increasing approximately 15% over previous years. The COMET may need to evaluate some service reductions due to increased costs, low performing routes and weathering impacts related to COVID-19 that occurred in the latter quarter of FY 2019-2020.

With new discretionary grant funding, The COMET will be able to try out pilot services related to subsidized taxi, volunteer transportation, microtransit, health care access, low income pass program in Lexington County and address ways to stop human trafficking.

The budget assumes that approximately 175,000 vehicle hours for fixed route, 15,000 revenue hours for flex routes and 35,000 revenue hours for DART paratransit services will be provided in fiscal year 2020-2021. There will need to be a 17,000 reduction in vehicle hours to prepare for FY 2021-2022. The Federal Transit Administration (FTA) will provide a one-time Coronavirus Aid, Relief, and Economic Security (CARES) Act funding to support The COMET's operations due to an expected decline in Richland County Transportation Sales Tax revenue. Should sales tax revenue level off by FY 2021-2022 and the expected service reduction, The COMET should be able to not face a potential deficit in the future years.

The new operations and maintenance contract shift several costs of services such as building maintenance, customer service, pest control, landscaping, security, non-revenue vehicles and fuel and paratransit scheduling to The COMET which will directly increase The COMET's overall cost. There will be a one-time transition cost, as well as some capital expenses related to the providing the necessary capital for the new contractor to be able to provide for services.

There still a continues use of FTA funding in the amount of \$1,500,000 to cover operational costs. No new routes are planned for this fiscal year; however, staff is recommending the extension of pilot routes 1, 2, 3, 44X, 92X, 93X and 97 for another year to see how services perform post COVID-19. In addition, FTA funding will cover 10% of the DART ADA paratransit expenses. This offset allows for transportation services in Richland and Lexington Counties to be funded appropriately, and the building of a reserve of the Richland County Transportation Penny. Beyond the service levels of fiscal year 2019-2020, there are no additional funds to expand service unless another source of operational funds are provided to The COMET or lower productive routes are discontinued.

The budget is based on known revenue amounts that have been committed. Revenue amounts are always subject to change and staff will keep the Board of Directors apprised on any changes based on decisions made by local, state and Federal agencies. Known revenue amounts include FTA, member agency contributions from the municipalities, miscellaneous revenues, based on memorandum of understandings exercised with various businesses, social service agencies and educational institutions. This budget assumes a one-year fare free pilot to rebuild ridership lost from COVID-19.

There will be a 5% increase in local match revenues from Lexington County and its jurisdictions, as well as a \$2,500 contribution from Newberry County to support transit operations due to an increase in the new transit operations and maintenance contractor. Staffing would grow to 13 full time employees from 11 full time employees, plus one employee contracted to a social service agency and will be funded through FTA Section 5310 funding. This is from a reorganization last fiscal year to ensure all areas of the administering agency, such as The COMET is covered. Many duplicative functions provided by The COMET and its contractors or consultants have been eliminated. Professional services will slightly decline due to many contracts being re-procured in the prior fiscal year with defined pricing.

All these efforts are contained within a budget that maintains a stable financial footing for this fiscal year. Given our heavy reliance upon member agency contributions, this budget assumes limited growth in member agency contributions by CPI and continues to seek additional funding from external partners, other educational institutions and employers.

The COMET staffing is proposed to increase by 6 to add the following new positions:

- Lead Customer Experience Representative (full time)
- Customer Experience Representative (4 full time and 1 part time)
- Procurement and Contracts Specialist or Manager (full time; to be filled later in FY2021)
- Reclassification of Transit Operations Specialist to Customer Experience & Contract Compliance Manager

The additional positions are needed due to assuming the customer service role from the contractor and to have a better handle on customer service. Two contracted positions include the Mobility Management Specialist to Able-SC funded by FTA Section 5310 grants and the IT Manager contracted to iT1 Solutions that will support The COMET's team.

All of these efforts are contained within a budget that maintains a stable financial footing for this fiscal year. Given our heavy reliance upon member agency contributions, this budget assumes limited growth in member agency contributions by CPI and continues to seek additional funding from external partners, other educational institutions and employers. With COVID-19, some of the proposed partnerships that The COMET was seeking to coordinate may be on an indefinite deferral and as a result those revenues are not reflective in the budget.

As The COMET moves into the future, this budget will take into consideration the overall review of how The COMET does business. While there is ample funding for today's operations, the largest funding source, the Richland County Transportation Penny is capped at \$300,991,000 or 22 years (2035). The COMET projects that the funding cap will be reached in the start of fiscal year 2028-2029 with reserves to last through the end of that fiscal year.

The COMET will continue to spend the next upcoming fiscal year to engage the community and build support for the transit system. This will involve increased marketing and community awareness, study of The COMET's business practices and routes through a comprehensive operational analysis, development of mobility management strategies, adding passenger amenities and discussions on addressing future funding and governance of the regional transportation authority. There will be a renewed effort to make the transit system fast, fun, friendly and frequent by redirecting existing resources.

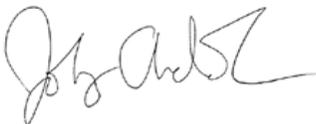
While there are unmet transit needs in Richland and Lexington Counties, The COMET does not have the resources to implement these needs at this time and it is very prudent that the resources available are utilized in the appropriate manner consistent with the Vision 2020 and Compass Strategic Plan to ensure that the promise has been delivered to Richland County taxpayers. This will ensure creditability should The COMET be successful in requesting Richland County to consider a seven-year extension of the Penny Program. These documents will require updates as they are at the end of their life span.

For a third year in a row, The COMET's financial successes and complex grant management successes goes to Rosalyn Andrews, The COMET's Director of Finance/CFO and Michelle Ransom, the Grants & Regional Coordination Manager in being able to manage The COMET's finances in a manner to allow for our continued fiscal sustainability and to The COMET's Finance Committee, including its current Chair, Dr. Robert Morris and its members, Joyce Dickerson, Leon Howard and Andy Smith. in ensuring the limited funds needed to operate The COMET is managed in the most prudent possible way.

Being 19 years old as a government agency and The COMET transit system being around for 129 years through its predecessors together, we will continue to experience a much smoother road and clearer skies in fiscal year 2020-2021 as we continue to encourage Central Midlands residents and visitors to Catch The COMET!

Should you have any questions regarding this budget report, please contact me at (803) 255-7087 or email me at jandoh@TheCometSC.gov or Rosalyn Andrews, Director of Finance/CFO at (803) 255-7135 or email randrews@TheCometSC.gov.

Sincerely,



John C. Andoh, CCTM
Executive Director/CEO/CEO

Introduction

Per the South Carolina Code of Laws - Chapter 25 - Regional Transportation Authority Law, Central Midlands Regional Transit Authority (The COMET) is required to present and seek concurrence of annual budget by the member governments, at least 60 days prior to the beginning of the fiscal year.

SECTION 58-25-70. Recordkeeping and reporting; proposal and approval of budgets.

The authority must keep books of account, which must be independently audited at least once in each calendar year. A copy of the audit report must be provided to the member municipalities and counties. The authority must make an annual report of its activities to the member municipalities and counties. The authority must submit to the member municipalities and counties the annual operating and capital budget proposed for each fiscal year, at least sixty days prior to the beginning of the fiscal year. In the event a member municipality or county disagrees with the proposed budget, it may set forth points of disagreement and transmit its statement to the authority and other governing bodies of the member municipalities and counties within thirty days of the receipt of the proposed budget. Budgets must be adopted by a majority of the member governments. In the event a majority of the governing bodies of the member municipalities and counties do not agree with the proposed budget, the authority must convene a meeting of chief elected and administrative officials of member governments to develop a budget which may be acceptable to a majority of the member governments; a majority, for the purposes of this section, includes the governing bodies of the member municipalities and counties representing more than one-half of the service area population. In the event a budget acceptable to a majority of the member governments is not developed prior to the beginning of its fiscal year, the authority shall continue to operate at the budget levels of the previously approved budget. Any budget changes requiring an increase in local funds in excess of ten percent during the budget year must be approved as provided above for annual budgets.

HISTORY: 1962 Code Section 59-127; 1973 (58) 726; 1985 Act No. 169, Section 2, eff July 1, 1985; 1997 Act No. 43, Section 6, eff May 21, 1997.

About The COMET

The Central Midlands Regional Transit Authority, operating under the brand name “The COMET” is a regional transportation Authority established pursuant to S.C. Code Ann. § 58-25-10, et seq. The governmental members of The COMET are Richland County, the City of Columbia, the City of Forest Acres, and Lexington County. It is governed by a 16-member Board of Directors, directly appointed by its member governments and the South Carolina Legislative Delegation of Richland County. Advisory members represent the City of Cayce, City of West Columbia, Town of Springdale, Town of Eastover, Town of Chapin, Town of Irmo and Lexington County Legislative Delegation.

The COMET is subject to an intergovernmental Contract amongst the members that outlines procedural aspects of terms, membership, responsibility and interaction. The Board directly hires an Executive Director/CEO, responsible for the all aspects of the organization with the exceptions of those duties held by the members of the Board (motions, votes, etc.). The Executive Director/CEO directly hires and supervises all The COMET employees and the transit operator contractor activities.

The COMET plans routes and services, establishes span of service and frequency and directs fleet types use, where necessary. The COMET holds and staff public hearings, reports on findings, and makes technical adjustments to routes based on feedback from passengers, the community, its stakeholders and its Contractors. The COMET performs all public outreach, marketing, promotion and information campaigns for passengers. Timely and effective feedback and suggestions from stakeholders is always valued. The COMET also performs all procurements for contracts and services. It performs its own grant applications, management and documentation. It performs all short- term and long-range capital planning, selects all vehicles, technology and capital items and has final approval of all items directly related to fleet, facilities and amenities. The COMET operates its own financial department including accounts payable and financial reporting. The COMET staff all committee and Board meetings.

Transdev Services, Inc presently operates The COMET fixed route, flex route and ADA paratransit services. The COMET operates approximately 175,000 vehicle hours on the fixed route system, 15,000 revenue hours on the flex route system and 35,000 revenue hours on the flex route and paratransit system. Transit services is provided throughout Richland and Lexington Counties on 35 fixed routes, five (5) rural flex routes, and an ADA complementary paratransit services. Transit services are provided throughout 1,225 square miles within Richland and Lexington Counties currently. They operate a “turn-key” operations and maintenance contract with the contractor having the responsibility to provide for all transit operations and maintenance personnel, maintenance parts and insurance. The COMET provides all assets, equipment, fuel, facility and facility utilities.

The COMET is planning to reimagining its transit system, including a new brand, newly designed routes and creation of new services which may include flexible fixed routes, general public flex route and paratransit services, microtransit and additional mobility management strategies to reduce the cost of providing flex route and paratransit services, which may include the use of taxis, vouchers and partnerships with Transportation Network Companies.



Motto, Mission, Vision Statement

Motto

Catch The COMET.....We Will Get You There!

Mission Statement

The COMET provides safe, reliable, efficient, and customer-friendly mobility services throughout the Midlands region and stimulates economic development and enhances quality of life.

Vision Statement

A high-quality public transit service that contributes to economic development, environmental sustainability and mobility solutions throughout the Midlands.

The Organization

The COMET is a regional transportation authority formed by Richland County, City of Columbia and Lexington County on April 24, 2000 by the Central Midlands Council of Governments. In May 2001, The COMET Board of Directors held its first meeting. On October 16, 2002, The COMET assumed operations of the bus services provided by South Carolina Electric and Gas Company whom was utilizing a private contractor.

The COMET consists of an intergovernmental agreement signed by Richland County, City of Columbia, City of Forest Acres and Lexington County to fund, operate and maintain public transit services in the Central Midlands area. The intergovernmental agreement took effect in July of 2013 based on receipt of new funding from Richland County for 22 years or \$300,991,000, whichever comes first.

The COMET Board of Directors sets overall policy and direction for the transit system. 11 voting Board Members representing the City of Columbia (3), Richland County (3), City of Forest Acres (1), Lexington County (1) and Richland County Delegation (3). Non-voting members include one (1) representative each from the City of Cayce, City of West Columbia, Town of Springdale, Town of Irmo, Town of Chapin, Town of Eastover, Lexington County Legislative Delegation and Lexington County. Board meetings are held the 4th Wednesday of each month. Committee meetings are held on the 2nd Wednesday of each month.

The COMET has 12 employees overseen by an Executive Director/CEO with support from staff in the Finance, Regulatory Compliance & Civil Rights, Operations & Administration and Planning and Development departments.

Board Members

Ron Anderson - Chair
Robert Morris -Treasurer
Joyce Dickerson
Carolyn Gleaton
Col (R) Roger Leaks Jr.
Skip Jenkins*
Debbie Summers*
Barry Walker*
William (B.J.) Unthank*

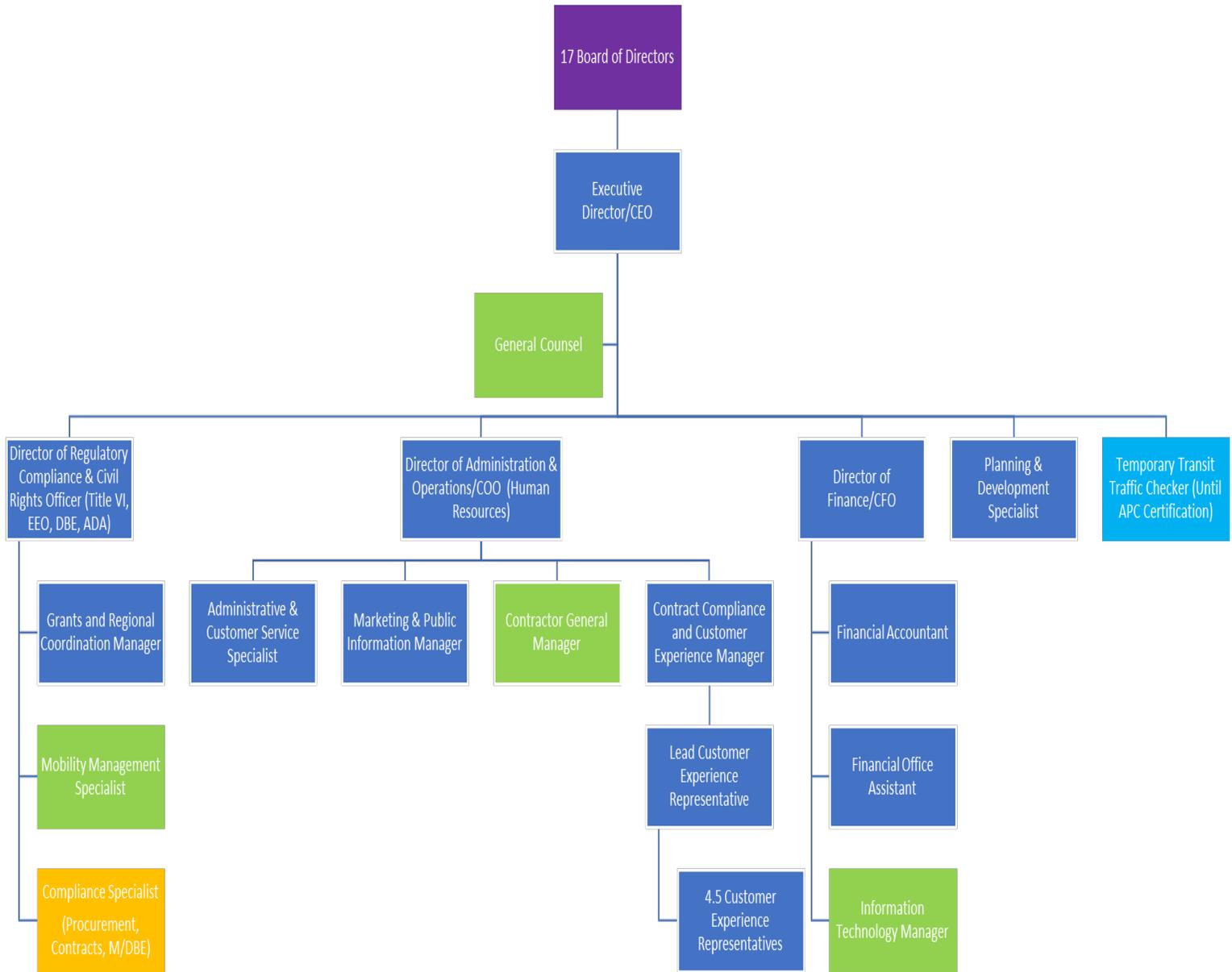
John V. Furgess, Sr. – Vice Chair
Andy Smith - Secretary
Leon Howard
Derrick Huggins
Lill Mood
Mike Green*
Al Koon*
Geraldine Robinson*

(*Advisory members)

Executive & Management Staff

John C. Andoh III - Executive Director/CEO
Roselyn Andrews - Director of Finance/CFO
LeRoy DesChamps - Director of Administration & Operations/COO
Dr. Arlene Prince – Director of Regulatory Compliance & Civil Rights Officer
Michelle Ransom – Grants & Regional Coordination Manager
Pamela Bynoe-Reed – Marketing & Public Information Manager

Organization Chart



- Blue are The COMET employees.
- Green are Contracted employees.
- Yellow is proposed to be filled later in the fiscal year.
- Light Blue is temporary for 2 years (second year of authorization).
- The organizational chart does not reflect any interns that may be hired from time to time.

Departmental Information

Board of Directors

The Board of Directors has the authority to execute any policies it deems to be in the best interest of CMRTA within the parameters of the Regional Transportation Authority Law, the Plan of Service, the articles creating CMRTA, bylaws, or Federal, state, and local laws. Within the Board of Directors there is a Chair, Vice Chair, Secretary and Treasurer. The Board also has three standing committees, which includes the Executive Committee, Service Committee and Finance Committee. The Chair has also established three ad-hoc committees which includes the Executive Director Review Ad-Hoc Committee. The Chair previously had a COVID-19 and Transit Operations RFP Ad-Hoc Committees.

Executive Director/CEO

The Executive Director/CEO has whatever authority as may be designated by the Board of Directors – which includes being responsible for the administration of CMRTA under an approved annual budget by the Board of Directors. Any obligations outside the budget shall be made only upon Board of Directors approval and shall; employ and terminate employees; determine salary levels; create and amend operating procedures and controls; make decisions regarding the duties and accountabilities of employees and the delegation of decision-making authority and enter into contractual agreements within Board of Directors designated parameters. Within the Executive Director/CEO's Office includes General Counsel and oversight to the four departments.

Position	FY 2019	FY 2020	FY 2021	Change from FY 2020
Executive Director/CEO	1	1	1	0
Executive Assistant	1	0	0	0
Totals	2	1	1	0

Finance Department

The Director of Finance/CFD has whatever authority as may be designated by the Executive Director/CEO in regard to financial management, usually has CMRTA to design the accounting system; make spending decisions within the parameters of the approved budget; make decisions regarding the disposition of investments within the parameters of the investment policy; make fixed asset purchase decisions within a specified cost range; make decisions regarding the allocation of expenses. The Finance Department is responsible for accounts receivable, accounts payable, asset management, insurance processing,

procurement processing, budget preparation and monitoring, information technology and act as staff to the Finance Committee as well as performs functions on behalf of the Treasurer of the Board.

Position	FY 2019	FY 2020	FY 2021	Change from FY 2020
Director of Finance/CFD	1	1	1	0
Procurement & Contract Specialist	1	0	0	0
Financial Accountant	1	1	1	0
Financial Office Assistant	0	1	1	0
Totals	3	3	3	0

Administration & Operations Department

The Director of Administration & Operations/COO has whatever authority as may be designated by the Executive Director/CEO in regard to the oversight administrative activities and customer facing activities such as oversight of all customer facing activities such as transit operations, security, landscaping and facility maintenance contracts. Additionally, this department handles customer service, administrative tasks, human resources, office management, acts as the Board Secretary and provides support to the Board of Directors, manage records, handles marketing and public information, including community outreach and public relations and performs the duties required by the Secretary of the Board.

Position	FY 2019	FY 2020	FY 2021	Change from FY 2020
Director of Administration & Operations/COO	1	1	1	0
Transit Operations Specialist	1	0	0	0
Administrative & Customer Service Specialist	1	1	1	0
Marketing & Public Information Specialist	0	1	1	0
Community & Public Relations Specialist	1	0	0	0
Administrative Coordinator	1	0	0	0
Contract Compliance & Customer Experience Manager	0	0	1	1
Lead Customer Experience Representative	0	0	1	1
Customer Experience Representative	0	0	5.5	5.5
Totals	5	3	10.5	7.5

Planning and Development Department

The Executive Director/CEO is presently the lead person that oversees the Planning and Development Department. This department is responsible for managing all planning, implementation and analysis of transit service delivery for The COMET, which may include, but not limited to, fixed route, demand response, and innovative mobility services, develop operational service planning studies, analyze performance data and key performance indicators and coordinate programs related to bus stops and transit center shelters.

This position will also ensure compliance with applicable Federal and State rules and regulations regarding public transportation and the Americans with Disabilities Act (ADA) Standards for Transportation Facilities. The department oversees the Service Planning Committee in partnership with the transit operations contractor, as well as manages the civil engineer which manages The COMET's larger scale capital projects.

Position	FY 2019	FY 2020	FY 2021	Change from FY 2020
Director of Planning & Development	1	0	0	0
Planner II	1	0	0	0
Planning & Development Specialist	0	1	1	0
Temporary Transit Traffic Checker	0	1	1	0
Totals	2	2	2	0

Regulatory Compliance Department

The Director of Regulatory Compliance and Civil Rights Officer is to plan, organize, manage, coordinate and direct compliance activities involved with contractual oversight, contract disputes and deficiencies. The department also ensures adherence of The COMET policies and procedures, as well as the required local, state and federal guidelines and regulations. In addition, this department oversees grants, procurement, regional coordination and mobility management activities and acts as the Civil Rights Officer of The COMET regarding Title VI, Americans With Disabilities Act, Equal Employment Opportunity, Environmental Justice and Disadvantaged Business Enterprise. The department also ensures The COMET's compliance other FTA programs related to the National Transit Database, drug and alcohol testing, safety, fixed assets and security. This position is responsible to prevent unethical, illegal or improper conduct within The COMET, and among its contractual entities.

*This position was contracted out to Able-SC and is now known as the Mobility Management Specialist.

Position	FY 2019	FY 2020	FY 2021	Change from FY 2020
Director of Regulatory Compliance & Civil Rights Officer	1	1	1	0
Grants & Regional Coordination Manager	1	1	1	0
Travel Trainer*	1	0	0	0
Procurement & Contracts Manager	0	0	1	1
Totals	3	2	3	1

Employee Salary & Benefits Breakdown

Salary Analysis								
Employee Title	Current Salary (FY 2019-2020)	Cost of Living 2%	Pay for Performance (up to 2%)	Total Increase	Projected Salary FY2020- 2021	% Change	Executive Director Incentive (up to 10%)	Executive Director Grand Total (with incentive pay)
Executive Director/CEO (salary less incentive)	145,625	2,912	2,912	5,825	151,449	4%	14,562	166,012
Planning & Development Specialist	54,250	1,085	1,085	2,170	56,420	4%	-	
Traffic Transit Checker	27,300	546	546	1,092	28,392	4%	-	
Director of Administration & Operations/COO	91,563	1,831	1,831	3,663	95,225	4%	-	
Marketing & Public Information Manager	68,682	1,374	1,374	2,747	71,429	4%	-	
Administrative & Customer Service Specialist	52,000	1,040	1,040	2,080	54,080	4%	-	
PT Intern #1	24,520	490	490	981	25,501	4%	-	
PT Intern #2	24,520	490	490	981	25,501	4%	-	
Transit Operations Specialist	50,441	-	-	-	-	0%		
Customer Experience & Contract Compliance Specialist/Manager	18,333	367	-	367	55,000	0%	-	
Customer Experience Representative Team Lead	-	-	-	-	42,900	0%	-	
Customer Experience Representative #1	-	-	-	-	31,200	0%	-	
Customer Experience Representative #2	-	-	-	-	31,200	0%	-	
Customer Experience Representative #3	-	-	-	-	31,200	0%	-	
Customer Experience Representative #4	-	-	-	-	31,200	0%	-	
Customer Experience Representative #5	-	-	-	-	15,600	0%	-	
Director of Finance/CFD	87,975	1,760	1,760	3,519	91,494	4%	-	
Financial Accountant	55,185	1,104	1,104	2,207	57,393	4%	-	
Financial Office Assistant	31,200	624	624	1,248	32,448	4%	-	
Director of Regulatory Compliance & Civil Rights Officer	87,975	1,760	1,760	3,519	91,494	4%	-	
Grants and Regional Coordination Manager	86,608	1,732	1,732	3,464	90,072	4%	-	
Contract Compliance Specialist/Manager	-	-	-	-	55,000	0%	-	
Total	\$906,177	\$17,115	\$16,748	\$33,863	\$1,164,199		\$14,562	\$166,012
New Positions for FY 2021 Budget year							Grand Total	\$ 1,178,761

Current Salary for Executive Director is \$159,695. This is based on fiscal year end 2019. Any merit increases have yet to be determined.

Executive Director Pay Chart						
Fiscal Year	Base Salary (excludes incentive pay)	COLA (2%)	PPF (up to 2%)	Year End Salary (pre incentive)	Incentive (up to 10%)	Year End Salary (with incentive)
FY17-18	140,000	700	-	140,700	-	140,700
FY18-19	140,700	2,814	2,111	145,625	14,070	159,695
FY19-20	145,625	2,912	2,912	151,449	14,562	166,012
FY20-21	151,449	3,029	3,029	157,507	15,145	172,652

Employee Health Coverage Rate Chart

Position/Title	Dental Insurance	Health Insurance	SC Unemployment (~5.50%)	FICA 6.2% & Medicare 1.45% [Total 7.65%]	SC Retirement [16.56% of salaries]	Workers Comp
Executive Director/CEO <i>(less incentive)</i>	15	403	8,330	11,586	25,080	867
Planning & Development Specialist [†]	15	403	3,103	4,316	9,343	867
Temporary Transit Traffic Checker [†]	15	403	1,562	2,172	4,702	867
Director of Administration & Operations/COO	15	403	5,237	7,285	15,769	867
Marketing & Public Information Manager	15	403	3,929	5,464	11,829	867
Administrative & Customer Service Specialist	15	618	2,974	4,137	8,956	867
PT Interns (2)	-	-	2,805	3,902	-	2,600
Customer Experience & Contract Compliance Manager	15	618	3,025	4,208	9,108	867
Customer Experience Representative Lead	15	618	2,360	3,282	7,104	867
Customer Experience Representative #1	15	618	1,716	2,387	5,167	867
Customer Experience Representative #2	15	618	1,716	2,387	5,167	867
Customer Experience Representative #3	15	618	1,716	2,387	5,167	867
Customer Experience Representative #4	15	618	1,716	2,387	5,167	867
PT Customer Experience Representative #5	-	-	858	1,193	-	867
Director of Finance/CFO	15	618	5,032	6,999	15,151	867
Financial Accountant	15	403	3,157	4,391	9,504	867
Office/Financial Assistant	15	-	1,785	2,482	5,373	867
Director of Regulatory Compliance & Civil Rights	15	403	5,032	6,999	15,151	867
Contract Compliance Specialist/Manager	15	403	3,025	4,208	9,108	867
Grants and Regional Coordination Manager	15	403	4,954	6,891	14,916	867
Total	3,240	102,821	64,031	89,061	181,762	19,067
[†] FTA funded @ 100%						
New Positions for FY20-21						

Strategic Objectives

The COMET adopted its Vision 2020 in the Summer of 2012 and its COMPASS Strategic Plan in Summer of 2015. The Core Values which translated to Strategic Objectives are listed below and guide the budgeting process. The COMPASS - A Five Year Guide To Transit In the Midlands can be viewed in its entire here at www.CatchTheCOMET.org.

The responsibility for these core values is demonstrated through:

- respect for each other, the environment, and ourselves;
- accountability for what we do and the results we achieve;
- continuous dedication to growth of our knowledge and skills;
- dedication to diversity and inclusivity in our work team;
- ethical decisions as individuals and as a business.

We demonstrate our respect for each other in how we talk and listen, striving to understand and be understood. We demonstrate our respect for the environment by maintaining our buses and equipment, by repairing existing damage to our environment, and avoiding future environmental contamination. We respect ourselves when we work in a way of which we can be proud.

By holding high ethical standards, we demonstrate honesty and integrity in all aspects of our work. A transparent environment enables us to recognize our successes, as well as our shortcomings, and create a better personal and business environment.

We hold ourselves accountable by planning effectively, managing productively, measuring and reporting accurately and by internal and external audits, reviews, and evaluation. By correcting errors and adopting appropriate innovations, we identify and implement the best route to our success.

To fulfill our mission, we must grow personally and professionally. We seek new ways to do our work, we learn new skills, and we take pride in what we know.

SAFETY

Safety truly comes first, as you cannot be reliable, friendly, etc. if you are unsafe. The COMET's most important obligation is a safe experience from the moment a passenger arrives at The COMET's transit stop until reaching the final transit destination. This includes safe driving from our employees, safe behavior for and from our many passengers, and safe infrastructure at our stops. Our community partners should know we are invested in their safety and security.

RELIABILITY

A community that moves on transit must have confidence in the service. Once a potential passenger decides to ride The COMET must fulfill its obligation to provide the right vehicle, at the right time and the right place. Technology helps to provide accurate and reliable information to support and evaluate service. Customers must be able to depend on The COMET.

FRIENDLINESS

Once a system is safe and reliable, a friendly experience is essential. Easy-to-understand information and a great personal experience becomes increasingly important. Friendly and informed bus drivers, with expert support from mechanics and supervisors, will retain customers and create loyalty to transit services.

CLEANLINESS & COMFORT

A complete experience is achieved for the rider when the vehicle, the amenities, and the transit-oriented components are clean and comfortable. Convenient bus stops with benches and shelters are essential along with trash cans to mitigate waste and keep a neat and clean appearance on the street. Vehicles should be kept clean, smelling fresh, free of debris with working HVAC and an interior that is calm and restful allowing a relaxed passenger trip.

COST EFFECTIVENESS

When the first four values are achieved, true cost-effectiveness for the system can occur. Passengers are able to make an ongoing commitment to use the system as a supplement to or instead of personal vehicles. Passengers who cannot drive a car for economic, medical, or personal choice reasons can rely on services to meet their travel needs. Transit stops are accessible by walking, wheelchairs, or biking and racks are provided to allow bike use from transit stops to other destinations. The system begins to replace automobile trips and citizens become riders. Rider fares may increase but are reasonable and sustainable. Deeper investment from business, governments and taxpayers occur because the benefits and results for the community can be seen.

Potential Future Impacts

Stakeholders broadly recognized that transit is important for Richland County, the City of Columbia, Lexington County, and surrounding rural areas in terms of connection to jobs, health care, leisure activities and education. Authority stakeholders recognized the need for stable and reliable funding to support Authority operations as they improve existing services, reform and grow services based on a vision for regional transit services in the future. The Vision for the Central Midlands Regional Transit Authority proposes a new direction and approach to public transportation in the Midlands that will create a more innovative, connected and accessible system to facilitate a better quality of life for all Richland County and City of Columbia citizens. The Authority will be a partner for improving mobility in the region to many public and private agencies, in addition to many local jurisdictions. As the Authority entered into 2020, a new vision and strategic plan was set to guide the Authority's operations for future years.

There are a few significant activities impacting the financial aspects of the organization.

- I. There has been an ongoing review of the transportation penny sales tax, passed by Richland County voters in November 2012, by the Department of Revenue (DOR) of the State of South Carolina. This review of the county funding and expenditures was initiated in April 2015 and by December 2015 had outlined key concerns by DOR with county expenditures. By April 2017, DOR had notified Richland County it would withhold funds until the county complied with DOR requests, which threatened the funding stream for The COMET. A June 2017 court hearing and a written order mandated that the Department of Revenue would release funds; DOR, however, has since appealed the decision and sought an administrative ruling that would prevent the Penny Sales Tax funds from being spent on any purchase that was not capital, or a hard asset. On October 25th an administrative law hearing occurred to explain the impact on The COMET should such a rule be enacted in that such a rule would prevent The COMET from using Penny funds for operating expenses. At least 90% of all revenues to The COMET are directly generated by the Penny or from transit services. There remains an ongoing concern that the Penny sales tax may have its use restricted despite what was voted on in the 2012 referendum. A preliminary audit has been issued and potentially \$1.4 million in funding could need to be reallocated to other funding sources depending on the outcome of the review by the county.
- II. The Central Midlands Council of Governments conducted a transit center site selection study. This was a required first step to evaluate current and future operations needs for the system as well as identifies the types of infrastructure and amenities required for a growing transit system. Transit centers range in price from \$10-\$15 million, which means the organization needs to be prepared for a 5- to 7-year process with available capital match of as much as \$4 million and the ability to expand a significant portion of future grant dollars on acquisition of property and construction of a facility. The City of Columbia, the Authority and CMCOG has worked together to de-federalize the Sumter Street and Assembly Street transit centers. While the Authority has a 30-year lease for these facilities, there are some operational changes that the City of Columbia intends to make which will result in a significant operational impact to the Authority's operations. The Board of Directors has created an Intermodal ad-hoc Committee to study the issue and present direction to the Board of Directors within the next five years.
- III. Legal. A lawsuit has been filed by a private citizen that claims the 2012 Richland County

Transportation Sales Tax referendum and the Richland County Transportation Ordinance does not comply with South Carolina legislation governing Title 4, Chapter 37, "Optional Methods for Financing Transportation Facilities Act." The lawsuit questions whether the transit funding for the operation of mass transit services is permitted within the scope of the law. The Authority has intervened in that action to join Richland County in the defense of the action. That lawsuit is still pending in the Court of Common Pleas for Richland County before the Honorable G. Thomas Cooper, Judge. There are also additional lawsuits pending with South Carolina Human Affairs Commission ("SHAC"). The South Carolina Department of Revenue has created an advisory opinion which is guidelines on their expectation on how these funds are to be spent. Those guidelines are available here: <https://dor.sc.gov/resourcessite/lawandpolicy/Advisory%20Opinions/IL18-10.pdf>.

- IV. Grant Opportunities. Available grants will be sought by the Authority to increase and/or improve transit service for the Central Midlands area. These grants usually include but are not limited to 5307 (Urbanized Area Formula Program), 5310 (Enhanced Mobility of Seniors & Individuals with Disabilities), 5339 (Bus and Bus Facilities Program) as well as Community Development Block Grants, Hospitality and Accommodations Tax Grants and/or Older American Act Grants. With the passage of the Richland County Transportation Penny Sales Tax, funds are being held in capital and operating reserves strictly for use as local matching dollars for Federal grants.
- V. Funding Sustainability. The Authority receives a significant amount of revenues from Richland County to support public transit services. This is capped at 22 years or \$300,991,000 whichever comes first. As a result, if revenues coming in faster than anticipated, it is expected that The COMET will reach its cap sooner than 22 years. This means that another referendum would be needed, or the Authority will need to slow down spending to extend the available funds to 22 years to support operational and capital needs of the Authority. Lexington County is also considering a transportation penny sales tax and a committee will be formed to discuss what projects should be considered. This is an opportunity for the Authority to get additional funding for mass transit operations.
- VI. Governance. The Authority presently has membership from the City of Columbia, Richland County, City of Forest Acres, Lexington County and Richland County Legislative Delegation. In addition, there are advisory members from the Lexington County Legislative Delegation, City of Cayce, City of West Columbia, Town of Springdale and Town of Eastover. The Authority also serves other jurisdictions within The COMET service area, and there have been requests for voting representation from jurisdictions such as the Town of Eastover and jurisdictions within Lexington County that currently receive service, including the Lexington County Legislative Delegation. The Authority may also receive requests from other jurisdictions in the future should those jurisdictions provide a financial contribution. The Authority will need to work towards addressing governance, as well as a review of the intergovernmental agreement between the jurisdictions that created the Authority.
- VII. Enhanced Services Types. Public transportation is evolving and as a result, the Authority will need to diversify its services to ensure that the mobility needs of the Central Midlands are being met. This may result in a restructure of public transit services throughout the service area. In FY 2018, The Authority was successful with obtaining funding from the Central Midlands Council of

Governments to fund a Short-Range Transit Plan (S RTP) and Comprehensive Operational Analysis (COA). The last COA was in completed in 2010 and the new COA took place in FY 2019. This S RTP and COA will provide The Authority the necessary tools to enhance transit services, develop additional mobility options to better serve the residents and visitors of the Central Midlands.

- VIII. Marketing and Customer Information. The Authority will be focusing on greater visibility and marketing of Authority transit services, which is essential to attracting and retaining customers as well as generating support within the community. Some strategies include keeping media outlets updated and engaged, redesigning the website as an information tool with trip planning information along with schedules and maps. The COMET has also initiated a class led program called The COMET Transit Leadership Academy and Community Leaders Program gives individuals a behind the scenes look at transit operations. The COMET has also partnered with Flock & Rally for high level marketing and advertisement exposure, Chernoff Newman for community and public relations and WIS TV to produce a commercial for the agency to highlight the advantage of transit services and other marketing/advertising for media exposure via billboards and local magazines. A new Marketing Plan for The COMET and Soda Cap Connector was completed in FY 2019 and is the first since 2005.

Accomplishments

THE COMET IS CATCHING ON!



The COMET has been in existence in one way or another since the first streetcars rolled in 1892 — approximately 127 years ago — through various elements of South Carolina Electric & Gas and The Authority.

In November 2012, with new funds, Richland County and The City of Columbia are continuing to provide to their citizens modern and cost-efficient transportation needs. In 2018, we added updated fuel-efficient buses to our fleet, increased service and expanded route areas, among other things.

WWW.CATCHTHECOMETSC.GOV

BLUE BIKE PROGRAM

The COMET and Blue Bike SC partnered to open 8 fully functional, docking stations this year as a pilot to provide a “first mile, last mile” connection specifically for The COMET riders. A \$250,000 Federal Transit Administration grant funded the expansion and \$70,000 is allocated to provide free access to riders.

TRANSIT FLEET

Improved air quality in the Midlands by using a B5 biodiesel blend in 39 buses and a hydrogen fueled bus and two trolleys for use on Soda Cap Connector.

TRANSIT LEADERSHIP ACADEMY

Community leaders, elected officials and riders have graduated from The COMET Transit Academy where they were trained on how to ride the bus, how The COMET funding works, how to plan their trip and how to be informative ambassadors to the community for transit.

ROUTE SERVICE ENHANCEMENTS

- Added frequency on popular routes
- Reduced service on non-popular routes
- Added more ReFlex services
- Created a pulse system in Downtown Columbia to reduce waiting times
- Restructured Express Routes to better connect people to employment sites in the area

\$24,748,810

FUNDS ADDED THROUGH FEDERAL MATCHING SINCE 2012

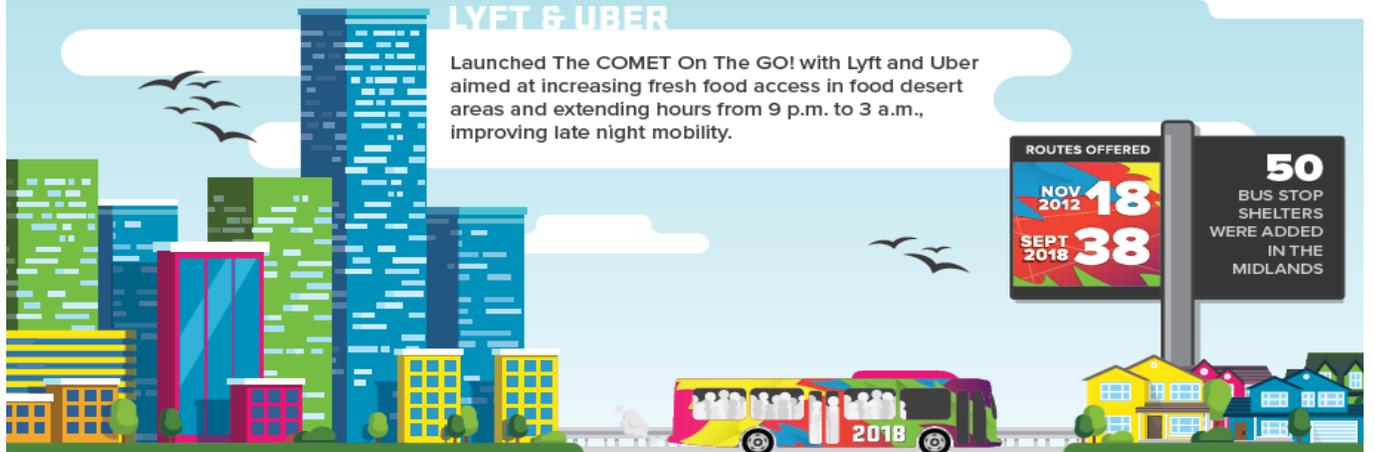
LYFT & UBER

Launched The COMET On The GO! with Lyft and Uber aimed at increasing fresh food access in food desert areas and extending hours from 9 p.m. to 3 a.m., improving late night mobility.

ROUTES OFFERED

NOV 2012	18
SEPT 2018	38

50 BUS STOP SHELTERS WERE ADDED IN THE MIDLANDS



MAJOR INITIATIVES



NEW SERVICES

- Began selling fresh produce at COMET Central every Tuesday in partnership with Foodshare
- Created door to door services in Denny Terrace, Hopkins, Lower Richland and Eastover/Gadsden called ReFlex
- Started a vanpool program to connect people to jobs and combat congestion
- Added libraries on buses to promote literacy in partnership with Richland Library
- Added Columbia Police Department, Cayce Police Department and Richland County Sheriff protection on all of The COMET buses, bus stops and transit centers



CUSTOMER CARE

- Implemented a new customer call center
- Held Community Listening Sessions at 26 locations throughout the service area
- Restructured fares for the first time since June 2014
- Formed partnerships to allow all students, employees and faculty rider services from Richland One and Richland Two, Lexington Richland Five, Columbia College, Allen University and Nephron Pharmaceuticals



IMPROVEMENTS

- Expanded the network of schedules to be available at more public locations including West Columbia, Cayce, Amazon, Nephron and Northeast Richland
- Restructured policies and procedures for effective governance of The Authority
- Added shelters, benches and bus stop seating
- Redesigned Soda Cap Connector to better serve entertainment facilities, as well connect Cayce and West Columbia with a trolley service
- Renovated COMET Central and collaborated with City Center Partnership for additional yellow shirt ambassador service



THE COMET FIXED ROUTE FARES

DESCRIPTION	BASIC	DISCOUNT	COMMUTER EXPRESS
	<ul style="list-style-type: none"> • Any passenger not eligible for discount fare with qualifying ID 	<ul style="list-style-type: none"> • Seniors age 65 & older • Persons with Disabilities • Veterans • Medicare Card Holders • Youth 16-18 y.o. with The COMET Half Fare ID Card 	<ul style="list-style-type: none"> • All customers riding peak-period express routes only
ONE WAY	\$2.00	\$1.00	\$4.00
ALL ACCESS DAYPASS	\$4.00	\$2.00	\$6.00
7-DAY ALL ACCESS DAYPASS	\$14.00	\$7.00	\$28.00
31-DAY ALL ACCESS DAYPASS	\$40.00	\$20.00	\$80.00
ROUTE DEVIATION FARE ON FLEX ROUTES	+\$2.00	+\$1.00	N/A
TRANSFER <i>(60 minutes only) Requires COMETCard</i>	FREE	FREE	FREE

- The COMET employees, Board Members & Transit Operations Contractor employees ride free.
- Children through 15 years old ride free. Children taller than 39 inches through 15 years old must have a The COMET Half Fare ID Card to ride free

**Qualifying identification for Discount Fare includes: The COMET Half Fare ID Card, Medicare Card, Senior Driver's License/State ID Card, Military ID Card or VA Veterans ID Card.*

DART FARES

Description	Within the ADA fixed route zone of 3/4 mile on either side of the COMET route
One Way	\$4.00
10-Ride Pass	\$40.00
Buddy Fare <i>(5 or more fare paying eligible passengers traveling from/to same location)</i>	\$2.00 per person

ID's are issued by appointment at the Lowell C. Spires, Jr. Regional Transit Facility (3613 Lucius Road, Route 6), or at the Transit Center, 1745 Sumter Street, Columbia, SC 29201.



CATCH THE COMET WITH YOUR SMARTPHONE

It's easier than ever to Catch The COMET. Choose a route, track your bus in real time and pay your fare – all on your smartphone.



WWW.CATCHTHECOMETSC.GOV

Operational & Capital Projects

The COMET's expected capital projects for FY 2020-2021 are:

- New Intelligent Transportation System (ITS) with automatic passenger counters.
- Final payment of 8 bikeshare stations in Downtown Columbia.
- Passenger amenities, including bus shelters, benches and bike racks.
- Website redesign.
- Mobility management.
- Training and development of staff.
- Computer hardware and software.
- Planning Department staff and software.
- Trapeze paratransit software servers, passenger portal, passenger notification and upgrade to PASS v.20.
- Replacement of Lucius Road HVAC system and repaving of the parking lot due to cracking.
- Engineering and design support.

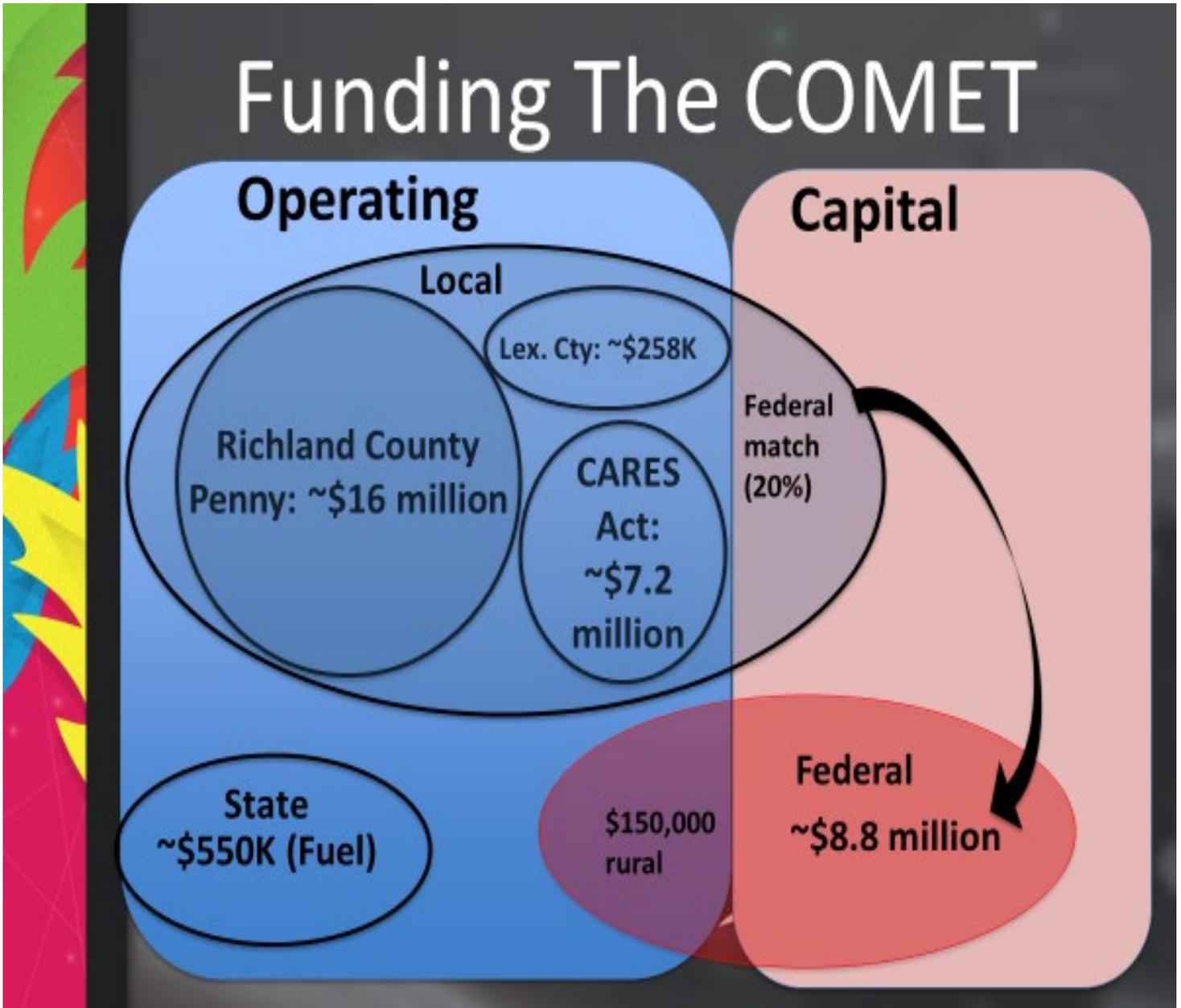
The COMET's expected operations projects for FY 2020-2021 are:

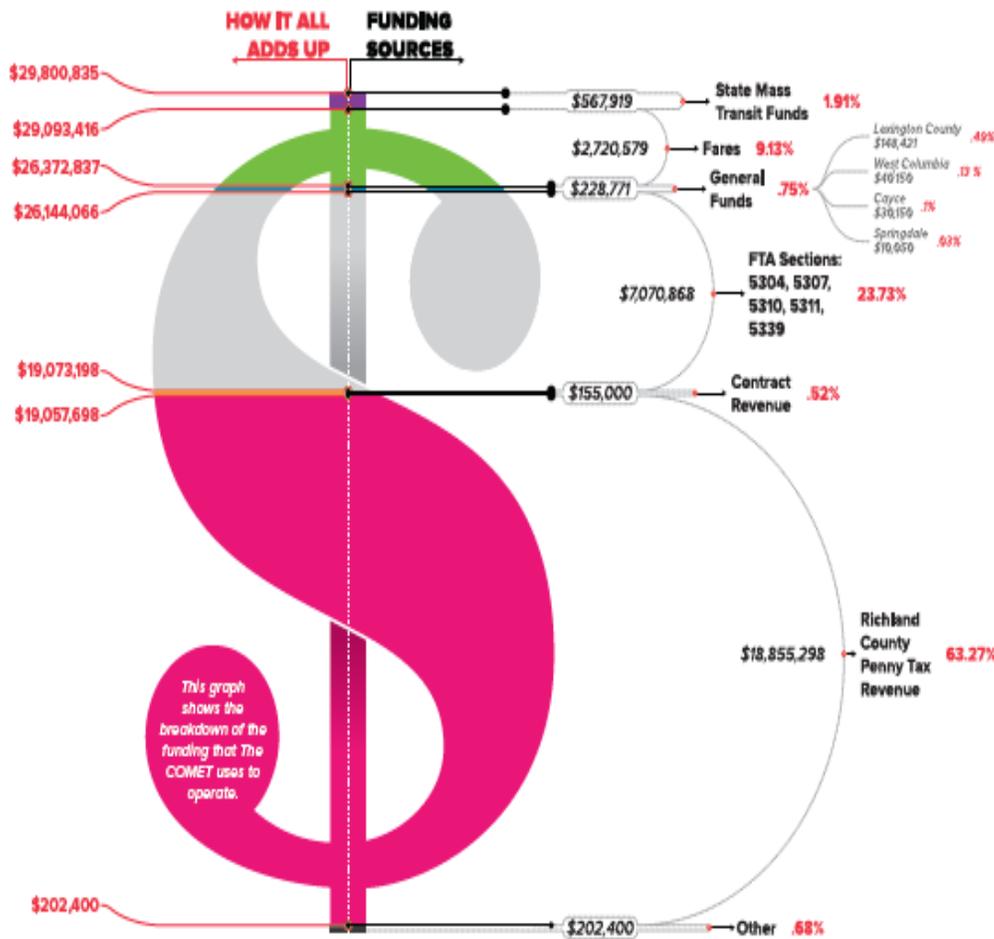
- Transit operations, marketing and administration in Richland and Lexington Counties.
- Security on buses, transit center and bus stops.
- Vanpool program.
- Preventative maintenance of transit buses and facilities.
- Lyft/Uber subsidy, Blue Bike, volunteer transportation, microtransit, carshare pilot, health care access shuttle and subsidized taxi scrip program.
- Free rides for all passengers.
- Free rides for seniors ages 60 years old and older.

Highlights of the Operational & Capital Budget

Key budget highlights in FY 2020-2021 are defined below:

- Richland County Sales Tax revenue is intended to decline due to slower sales countywide.
- FTA CARES Act funding added as a onetime stop gap measure from FTA Sections 5307 and 5311 programs.
- Lexington County's revenue is anticipated to increase 5% due to increase costs in the Operations and Maintenance Contractor.
- Newberry County revenue may be realized for Route 93X in the amount of \$2,500.
- Nephron has agreed to fund another year of Route 92X in the amount of \$22,000.
- Advertising revenue for vehicles, bus benches and shelters are intended to increase due to new contractor in place whom will install 100 new benches and seven shelters.
- University of South Carolina (UofSC) revenue is unknown for funding 5 trips on Route 91 and that agreement expired in September 2019.
- Some contractual revenues may change due to repercussions of COVID-19.
- The COMET staffing will experience a full year of 20 full time employees and 5 part time staff which will result in increased salaries, benefits and cost of living/pay for performance increases.
- The Transit Operations and Maintenance Contractor costs are anticipated to overall increase 15% over Transdev's costs, not counting customer service, facility maintenance, pest control, security, landscaping and paratransit software costs.
- Marketing costs would be 1% of the operating budget to increase ridership.
- There may be a need to fine tune and reduce service on non-productive trips and/or eliminate routes that do not meet productivity measures. Routes struggling include Routes 22, 46, 53X, 57L and 76.
- Security costs to be re-analyzed to ensure the right mix of security and law enforcement is available for maximum safety of The COMET passengers and assets.
- Review of professional services, including termination of some services.
- Additional information technology costs.
- Addition of costs associated with the use of two (2) hydrogen buses.





HOW MUCH DOES IT COST TO OPERATE THE COMET ANNUALLY?

The operation budget for FY 2019-2020 is \$29,800,835. That amount includes the operating budget of \$23,270,916 and the capital budget of \$6,529,919.

WHERE DOES FUNDING COME FROM TO OPERATE THE COMET?

Using the FY 2019/2020 budget numbers, The COMET receives about 63.27% from Richland County Penny Tax, 23.73% from Federal Transit Administration Sections 5304, 5307, 5310, 5311, and 5339, 9.13% from fare revenue, .52% from contract revenues, .49% from the Lexington County General Fund, .13% from the West Columbia General Fund, .1% from the Cayce General Fund, .03% from the Springdale General Fund, 1.91% from State Mass Transit Funds allocated to Richland and Lexington County, and the remaining .68% comes from rental income, advertising, miscellaneous, CDBG, Older American Act, and Hospitality Tax funds.

HOW MUCH DOES IT COST TO RUN ONE ROUTE PER MONTH/PER YEAR?

Approximately \$350,000 per year based on 363 day operation at a rate of \$75.00 per hour.

HOW MUCH DOES IT COST TO PURCHASE A BUS?

It costs approximately \$450,000 for a diesel bus and \$100,000 for a propane bus.

HOW MUCH DOES IT COST TO BUILD A SHELTER?

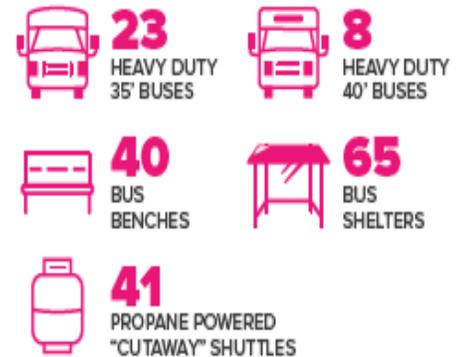
It costs approximately \$14,460 - \$25,785.

HOW MUCH DOES IT COST TO INSTALL A BENCH?

It costs approximately \$1,505 - \$1,615.

PENNY TAX EXPENDITURES SINCE JULY 1, 2013

NEW BUSES AND MORE



NEW TECHNOLOGIES



SERVICES



- The 2013 Richland County Penny Tax allocates 29% of the revenue to fund transit over the next 25 years.
- The COMET's operating budget has grown by 190% since 2002; however, state funding has remained flat.
- Federal Funds make up approximately 24% of The COMET's operating budget; yet, like state funding, federal funds available for operations have remained flat despite rising costs.
- The COMET will receive Richland County penny tax funding until 2035 or \$300,991,000, whichever comes first.

The Penny Financial Model

The COMET receives 29% of the Transportation Penny revenues which translates to \$300,991,000 or 22 years from July 1, 2013, whichever comes first. This means that the funds would potentially expire on June 30, 2035. Based on a robust economy, the sales tax revenues have been coming in faster than estimated, which means that The COMET will expend the fully allocated amount faster than 22 years.

As the needs continue to grow for transportation needs in the Central Midlands, The COMET is faced with the challenges of meeting those needs with a limited funding stream. Costs will continue to increase, and political pressure will continue to exist to ensure all areas of Richland County is receiving good transit service. At the present time, beyond what has been approved by the Board of Directors, The COMET is not in a state to grow its family of services unless more revenues are received outside of the Penny.

The revised Penny Model will take into consideration a more defined look at determining what is the appropriate service level that must remain fixed until new funding can come to The COMET. It includes the following:

- Revised service projection of fixed route service hours
- Separates DART and capital expenses
- Determines the appropriate amount to set aside for capital
- Uses all available Federal, State, and other miscellaneous funding to support the operational and capital needs
- Takes into consideration an operating reserve, capital reserve and emergency reserve which is used to support extension of the Penny funding.

Going forward, the Penny model will be the financial plan for The COMET and will be the baseline for the budget development in future years. For a view of the comprehensive plan click here: <http://catchthecometsc.gov/whats-new/financialtransparency/>.

While The COMET is striving to be strong fiscal stewards of revenues that it receives, discussions need to occur with Richland County to discuss how to place on the ballot in 2024, 2026 and/or 2028, another tax, perhaps half cent, separate from the 2013 Penny to fund The COMET current activities, as well as expansion activities that makes sense to Richland County residents. Other funding sources could include a vehicle/road registration fee, that previously was charged to support public transit activities.

At the present time, the fiscal cliff for The COMET will be in 2031. Full Penny Tax collections will end in 2028 and the final receipt will occur in 2029, which is half to get to the final \$300,991,000.

Our neighbor to the east, Charleston Area Regional Transportation Authority (CARTA) receives its funding from the following:

- *The 2005 Charleston County Half Cent Sales Tax allocates 18% of revenue to fund transit through 2025.*

- *The 2016 Charleston County Second Half Cent sales tax (Complete the Penny) allocates \$600M in revenue to fund transit over the next 25 years. \$250M of the \$600M is allocated to funding bus rapid transit service.*

In perspective, CARTA will receive \$14,000,000 a year to support its general operations through 2041 and \$10,000,000 a year to support its new bus rapid transit service from the 2016 half cent tax. In addition, they receive 18% of the revenues generated from the 2005 half penny tax through 2025. CARTA would need to Charleston County to request placement of the continuation of the half cent tax in either 2020, 2022 or 2024, if they want to continue to receive both funding sources to support public transit.

Title 4 – Counties, Chapter 37 - Optional Methods for Financing Transportation Facilities, Section 4-37-30. Sales and use taxes or tolls as revenue for transportation facilities states the following:

(4)(a) If a county has imposed a tax pursuant to this chapter for less than the maximum twenty-five year term allowed and the tax remains in effect, the governing body of the county at any time may call for a referendum to extend the term of the tax for up to seven years, and thereafter call for referendums to extend the term of the tax for up to seven years, for an aggregate total not to exceed twenty-five years. The referendum to extend the term of the tax must be held at the general election. A separate question must be included on the referendum ballot for each purpose which purpose, as determined by the governing body of a county, may be set forth as a single question relating to several of the projects and the question must indicate whether the project is an existing project or new project. A new project or projects only may be listed on the ballot to the extent that the county has, or will, complete existing projects. The question must read substantially as follows:

"I approve the extension of a special sales and use tax in the amount of (fractional amount of one percent) (one percent) to be imposed in (county) not to exceed ___ years to fund the completion of the following existing project or projects and/or to fund the following new project or projects:

Project (1) for _____ \$ _____ (new or existing)

Yes ___

No ___

Project (2), etc."

(b) All qualified electors desiring to vote in favor of imposing the tax for a particular purpose shall vote "yes" and all qualified electors opposed to levying the tax for a particular purpose shall vote "no". If a majority of the votes cast are in favor of imposing the tax for one or more of the specified purposes, then the tax is imposed as provided in this section; otherwise, the tax is not imposed. The election commission shall conduct the referendum pursuant to the election laws of this State, mutatis mutandis, and shall certify the result no later than November thirtieth after the date of the referendum to the appropriate governing body and to the Department of Revenue. Included in the certification must be the maximum cost of the project or projects or facilities to be funded in whole or in part from proceeds of the tax, the maximum time specified for the imposition of the tax, and the principal amount of bonds to be supported by the tax receiving a favorable vote. Expenses of the referendum must be paid by the jurisdiction conducting the

referendum. If the tax is approved in the referendum, the tax is imposed effective the first day of May following the date of the referendum. If the imposition of the tax pursuant to this article is approved in the referendum, the new or existing tax must be imposed, extended, or renewed immediately following the termination of the earlier imposed tax. If the certification is not made timely to the Department of Revenue, the imposition is postponed for twelve months.

This means that The COMET could request to Richland County to extend the sales tax solely for The COMET project an additional seven years beyond 2028 or \$95,769,863 (assuming \$13,689,409) per year as long as 1% of the overall funding is not exceeded, since the overall Richland County Penny would sunset in 2035 and the roadway and greenway projects would continue beyond the end of the \$300,991,000 that The COMET is due to receive. That would get The COMET to 2035 when the overall Penny sunsets.

More details on the law is here: <https://www.scstatehouse.gov/code/t04c037.php>

Operating & Capital Revenues & Expenditures Summary

The following is an overview of the revenues and expenses for The COMET for its 2020-2021 fiscal year.

The Authority's fiscal year encompasses the period from July 01, 2020 through June 30, 2021. Current fiscal year (FY19-20) operating budget is approximately (~) \$30.33 million. The total proposed budget for Fiscal Year 2020-2021 is ~\$34.02 million, increasing \$3.69 million or 13% from \$30.30 million in FY 2019-2020. The table below provides the budgets major revenue categories and comparison of FY 2019-2020 to FY 2020-2021 and percent of revenue.

Account Description	Approved Budget FY2020	Proposed Budget FY 2021	Variance "%"	% of Revenue
Passenger Fares Revenue	2,496,522	-	-100%	0.00%
CDBG Grants	100,000	-	-100%	0.00%
SCDOT: OPT Rural 5339	180,000	-	-100%	0.00%
Insurance Claim	10,000	-	-100%	0.00%
Management Fee Revenue	10,400	-	-100%	0.00%
Gain (Loss) Sale/Disposal of Asset	500	600	20%	0.00%
RTAP Revenue	3,700	3,000	-19%	0.01%
Rental Income	9,620	9,720	1%	0.03%
Miscellaneous Income	30,000	30,000	0%	0.09%
Hospitality Tax	21,000	44,167	110%	0.13%
Fuel Tax Refunds	50,000	55,000	10%	0.16%
SCDOT-OPT Planning	-	54,519	0%	0.16%
Advertising Revenue	15,000	111,850	646%	0.33%
Interest Income	180,000	189,000	5%	0.56%
Contractual Service Revenue	275,000	297,622	8%	0.87%
Local Revenue: County of Lexington	351,391	267,520	-24%	0.79%
OPT Rural Program 5311 Revenue / CARES	146,536	359,716	145%	1.06%
Urban and Rural State Mass Transit Funds	567,919	565,917	0%	1.66%
Federal Revenue	7,026,466	16,031,003	128%	47.12%
1% Sales Taxes Revenue Earned	18,855,298	16,000,000	-15%	47.03%
TOTAL REVENUES	30,329,352	34,019,634	12%	100%

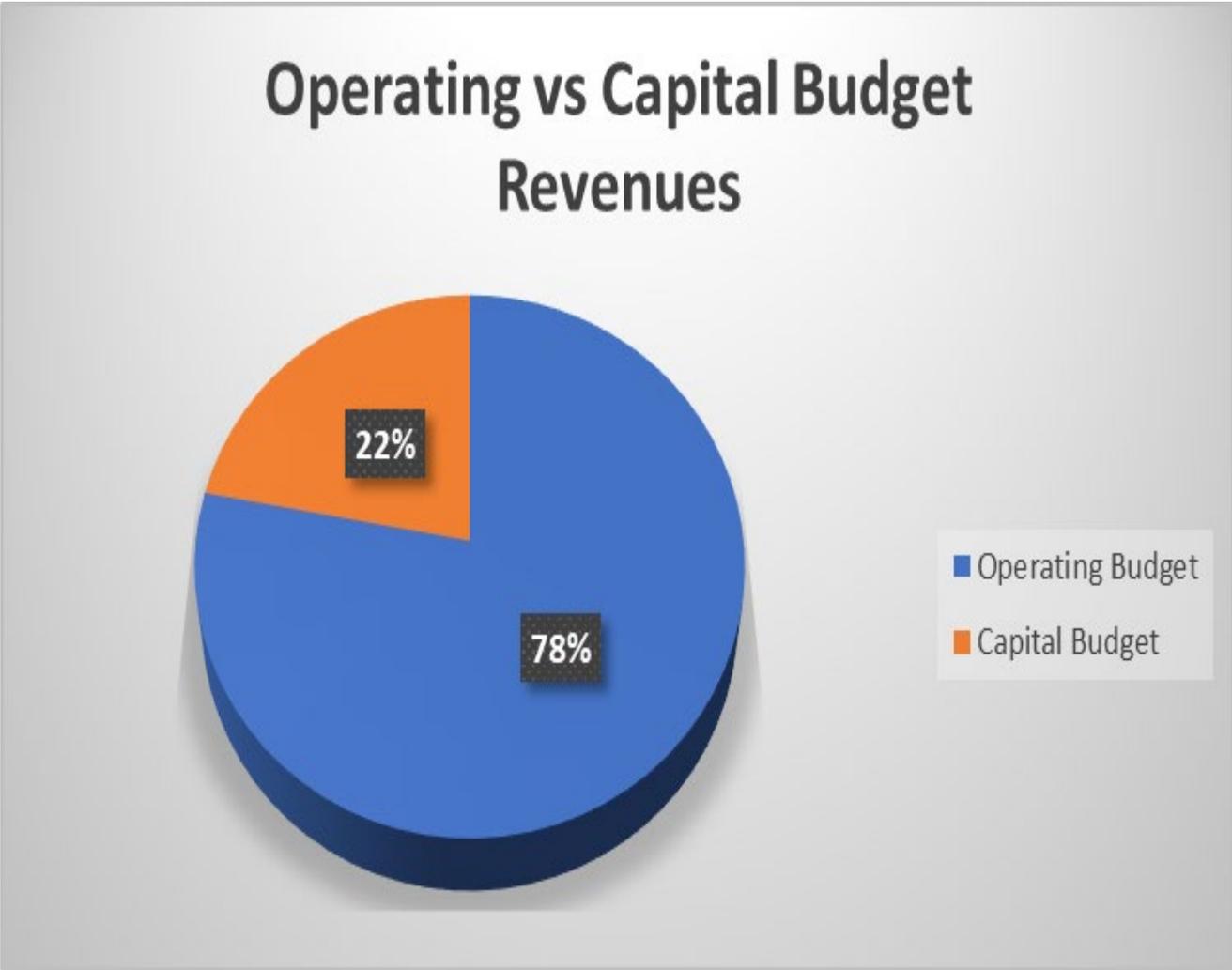
Contributions from the CARES Act added an additional funding of ~\$13.76 million. The COMET allocated ~\$6.60 million for use in the FY2019-2020 budget year changing the approved budget from ~\$30.33 million to ~\$37.14 million and ~\$7.17 million in FY 2020-2021. The funding sources are FTA and SC Department of Transportation.

Total budgeted operating & capital revenues (including CARES Act funding) decreased by 8% and expenditures increased by 10% from the FY 2018-2019 adopted budget. Specific details regarding the increase in the operating budget are outlined later in this publication.

Funding for The COMET's operation and capital cost are generated from several funding sources. The COMET's main sources are: Federal Transit Administration (FTA) grants at a cumulative total of \$16,031,003 (47.12%), Richland County Penny tax revenue at an estimated \$16,000,000 (47.03%) and miscellaneous revenues (Lexington County, State, advertising, CDBG, rental, etc.) are combined total \$1,988,631 (5.85%) of the total proposed budgeted revenue anticipated to be received in FY 2020-2021. Due to CARES Act funding, The COMET will institute a fare free pilot in FY 2020-2021. As a result of this change, no monies were budgeted for passenger fares revenue line item or related expenses.

FY 2021 Projected Operating & Capital Revenues: ~\$34.02M

The COMET's total revenues operating budget represents 78% of total budget for fiscal year 2021 and the capital budget represents 22%.

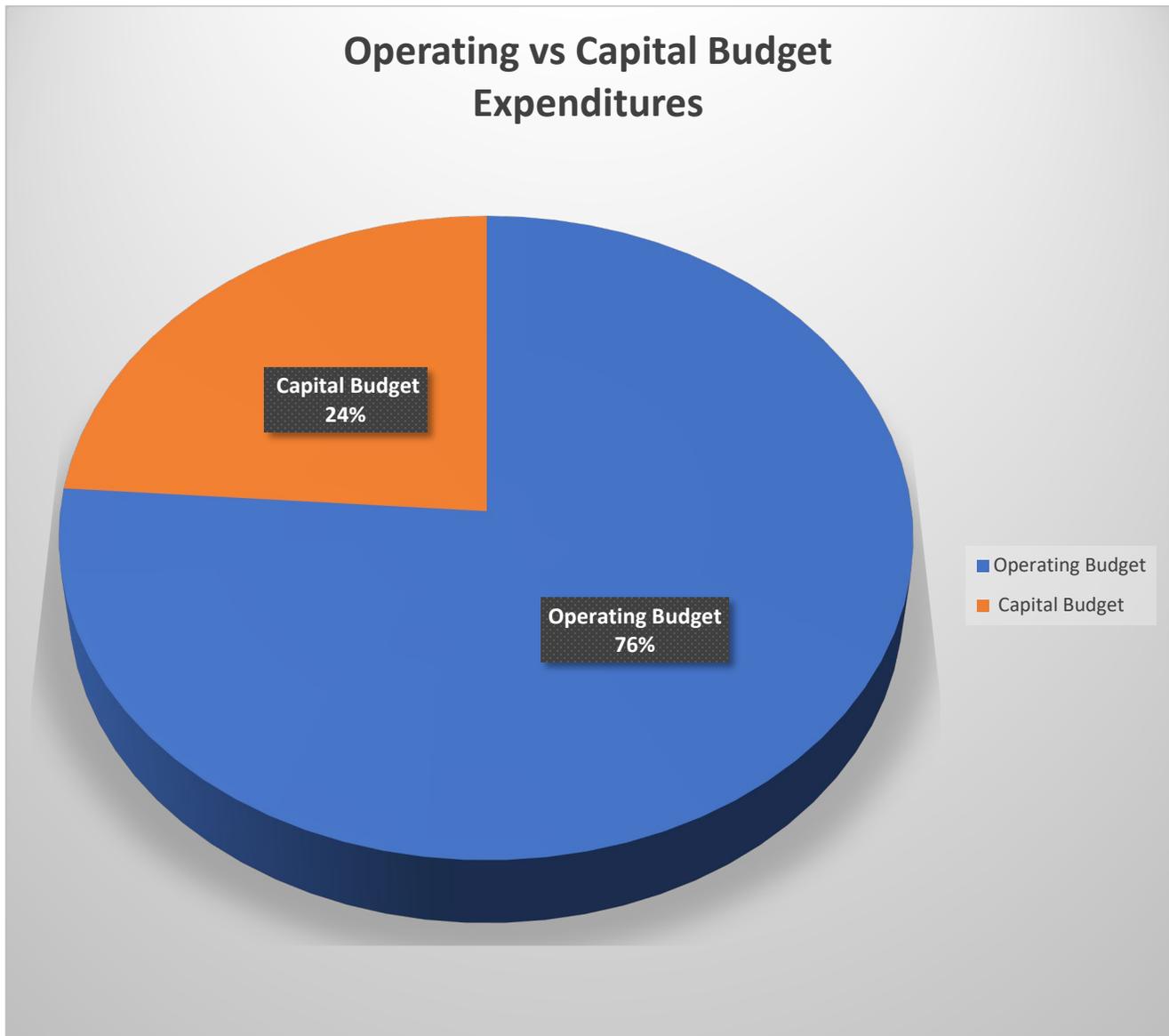


Current fiscal year (FY19-20) operating and capital expenditures budget is approximately (~) \$29.77 million. The total proposed budget for Fiscal Year 2020-2021 is ~\$34.02 million, increasing \$4.25 million or 10%. The table below provides the budgets major expense categories and comparison of FY 2019-2020.

Expense Account Description	Approved Budget FY2020	Proposed Budget FY 2021	Variance "\$"	Variance "%"	% of Total Expense
Purchased Transportation	16,560,072	17,230,008	669,936	4%	52.06%
Vanpool Operation	120,000	120,000	-	0%	0.36%
Bike Program	250,000	200,000	(50,000)	-25%	0.60%
Fuel	1,915,000	1,551,583	(363,417)	-23%	4.69%
Salaries & Benefits	1,082,129	1,624,180	542,051	33%	4.91%
Professional Contracted Services	963,260	1,250,787	287,527	23%	3.78%
Utilities	261,828	286,300	24,472	9%	0.86%
Software/Hardware or related	380,000	1,486,500	1,106,500	74%	4.49%
Other Admin & Operational Expenses (Non Federal)	1,667,598	1,827,686	160,088	9%	5.52%
Other Admin & Operational Expenses (Federal)	6,564,260	7,522,224	957,964	13%	22.73%
	29,764,147	33,099,269	3,335,122	10%	100%

FY 2021 Projected Operating & Capital Expenditures: ~\$33.13M

The COMET's total operating expenditures budget represents 76% and capital expenditures are 24% of total budget for fiscal year 2021.



Items that cost more than \$5000 and have a useful life greater than one year are considered capital items. Vehicles are generally replaced when the mileage is over 200,000. Computers as a general rule are replaced every three to four years. Other assets are replaced on an 'as needed' basis.

A 20-year capital improvements program (CIP) is included in the Penny Model Budget Plan. Although the CIP identifies rolling stock to be replaced by year and capital projects, The COMET expects that some of the capital projects may be postponed or accelerated depending upon need and priority. As service level may increase, it is expected that the operating costs will increase.

Proposed Operating & Capital Budget

Account Description	Approved Budget FY2020	Proposed Budget FY 2021	Variance "\$"	Variance "%"	Operating Budget	Capital Budget
Revenue						
Passenger Fares Revenue	2,496,522	-	(2,496,522)	-100%	-	-
Advertising Revenue	15,000	111,850	96,850	646%	111,850	-
Contractual Service Revenue	275,000	297,622	66,622	8%	297,622	-
Local Revenue: County of Lexington	351,391	267,520	(83,871)	-24%	267,520	-
Interest Income	180,000	189,000	9,000	5%	189,000	-
1% Sales Taxes Revenue Earned	18,855,298	16,000,000	(2,855,298)	-15%	14,000,000	2,000,000
RTAP Revenue	3,700	3,000	(700)	-19%	3,000	-
Fuel Tax Refunds	50,000	55,000	5,000	10%	55,000	-
Urban and Rural State Mass Transit Funds	567,919	565,917	(2,002)	0%	565,917	-
OPT Rural Program 5311 Revenue / CARES Funding	359,716	359,716	-	0%	359,716	-
Hospitality Tax	21,000	44,167	23,167	110%	44,167	-
CDBG Grants	100,000	-	(100,000)	-100%	-	-
Rental Income	9,620	9,720	100	1%	9,720	-
Federal Revenue: Planning	144,000	144,000	-	0%	144,000	-
Federal Revenue: SCDDOT-OPT Planning	5,000	54,519	49,519	990%	54,519	-
Federal Revenue: Human Trafficking Awareness & Public Safety Initiative Grant	-	151,776	151,776	#DIV/0!	151,776	-
Federal Revenue: Health Care Access	-	249,912	249,912	#DIV/0!	249,912	-
Federal Revenue: Non-Preventative Maintenance	891,191	732,912	(158,279)	-18%	-	732,912
Federal Revenue: Preventative Maintenance	800,000	324,220	(475,780)	-59%	324,220	-
Federal Revenue: Capital Expense	274,016	-	(274,016)	-100%	-	-
Federal Revenue: Salaried Positions	57,200	-	(57,200)	-100%	-	-
Federal Revenue: ADP Software	80,000	250,000	170,000	213%	-	250,000
Federal Revenue: ADP Hardware	80,000	880,000	800,000	1000%	-	880,000

Account Description	Approved Budget FY2020	Proposed Budget FY 2021	Variance "\$"	Variance "%"	Operating Budget	Capital Budget
Revenue cont'd						
Federal Revenue: Operations Assistance	1,500,000	1,500,000	-	0%	1,500,000	-
Federal Revenue: ADA Paratransit	455,572	550,000	94,428	21%	550,000	-
Federal Revenue: CARES Act - FTA 5307 Operations	6,597,251	7,168,923	571,672	9%	7,168,923	-
Federal Revenue: Older American Act	-	50,000	50,000	#DIV/0!	50,000	-
Federal Revenue: Training	27,265	25,000	(2,265)	-8%	25,000	-
Federal Revenue: Mobility 5310	8,854	79,600	70,746	799%	79,600	-
Federal Revenue: 3rd Party Contractual	16,000	15,000	(1,000)	-6%	15,000	-
Federal Revenue: APC	319,230	399,037	79,807	25%	-	399,037
Federal Revenue: Safety & Security	130,557	130,557	(5,000)	-4%	130,557	-
Federal Revenue: Vanpool	120,000	120,000	-	0%	120,000	-
Federal Revenue: Bike Program	256,000	202,500	(76,000)	-30%	-	202,500
Federal Revenue: Shelter E&D, ACQ & Install	1,866,581	3,057,566	1,190,985	64%	-	3,057,566
SCDOT: OPT Rural 5339	180,000	-	(180,000)	-100%	-	-
Gain (Loss) Sale/Disposal of Asset	500	600	100	20%	600	-
Insurance Claim	10,000	-	(10,000)	-100%	-	-
Management Fee Revenue	10,400	-	(10,400)	-100%	-	-
Miscellaneous Income	30,000	30,000	-	0%	30,000	-
TOTAL REVENUES	37,144,783	34,019,634	(3,125,149)	-8%	26,497,619	7,522,015

Account Description	Approved Budget FY2020	Proposed Budget FY 2021	Variance "\$"	Variance "%"	Operating Budget	Capital Budget
Expenses						
Salaries	807,954	1,188,412	380,458	47%	1,188,412	-
SC Retirement: Employer Portion	125,095	185,772	60,677	49%	185,772	-
FICA & Medicare	61,502	90,914	29,412	48%	90,914	-
Health Insurance Employer Portion	47,000	106,061	59,061	126%	106,061	-
SC Unemployment Insurance	24,119	65,363	41,244	171%	65,363	-
Workers Compensation	16,459	19,067	2,608	16%	19,067	-
Membership Fees, Dues & Subscriptions	20,000	20,270	270	1%	20,270	-
Tuition Reimbursement	12,000	10,500	(1,500)	-13%	10,500	-
Marketing/Advertising/Promotion	300,000	331,521	31,521	11%	331,521	-
Facility Repairs & Maintenance Expense (PM)	1,000,000	445,000	(555,000)	-56%	445,000	-
Office Expense	15,000	18,000	3,000	20%	18,000	-
Charitable Donations (passes)	30,400	-	(30,400)	-100%	-	-
Postage & Shipping	8,725	10,000	1,275	15%	10,000	-
Printing	140,000	150,000	10,000	7%	150,000	-
Board/Committee Expense	10,000	10,000	-	0%	10,000	-
Transit Academy	3,000	3,000	-	0%	3,000	-
Contractor: Fixed Route	10,473,375	10,790,969	317,594	3%	10,790,969	-
Contractor: DART	2,816,697	2,578,852	(237,845)	-8%	2,578,852	-
Contractor: Special Enhancements	270,000	454,912	184,912	68%	454,912	-
Contractor: Preventative Maintenance	-	405,275	405,275	0%	405,275	-
5311: Rural Expenses	-	506,252	213,180	73%	506,252	-

Account Description	Approved Budget FY2020	Proposed Budget FY 2021	Variance "\$"	Variance "%"	Operating Budget	Capital Budget
Expenses cont'd						
Vehicle Fuel: Propane	900,000	900,000	-	0%	900,000	-
Vehicle Fuel: Diesel/Unleaded	1,015,000	449,083	(565,917)	-56%	449,083	-
Vehicle Fuel: Hydrogen	-	202,500	202,500	0%	202,500	-
RTAP Expense	3,700	3,000	(700)	-19%	3,000	-
OPT: SMTF (Urban+Rural) Expenses	519,078	565,917	46,839	9%	565,917	-
SCDOT: OPT Rural 5339 Exp	290,595	-	(290,595)	-100%	-	-
Insurance - Vehicle	95,000	626	(94,374)	-99%	626	-
Insurance - Facility	25,000	29,500	4,500	18%	29,500	-
Insurance - Tort	25,000	35,000	10,000	40%	35,000	-
Insurance - Officers & Directors	6,500	15,000	8,500	131%	15,000	-
Professional Services	963,260	1,250,787	287,527	30%	1,250,787	-
Fare Collection Related Costs	25,000	-	(25,000)	-100%	-	-
Tickets	30,000	-	(30,000)	-100%	-	-
Natural Gas	9,600	16,800	7,200	75%	16,800	-
Electricity	122,228	132,000	9,772	8%	132,000	-
Water & Sewer	40,000	30,000	(10,000)	-25%	30,000	-
Telecommunications	90,000	107,500	17,500	19%	107,500	-
Misc. Administrative Expenses	34,000	35,000	1,000	3%	35,000	-
Bank Services Fees	31,000	34,100	3,100	10%	34,100	-
Payroll Processing Fees	3,500	5,000	1,500	43%	5,000	-
Leases/Rentals	33,000	35,000	2,000	6%	35,000	-
Fixed Furniture & Equipment <\$5000	7,100	10,000	2,900	41%	10,000	-

Account Description	Approved Budget FY2020	Proposed Budget FY 2021	Variance "\$"	Variance "%"	Operating Budget	Capital Budget
Expenses cont'd						
Federal Expense: Shelter EGD, ACQ & Install	1,801,160	3,821,958	2,020,798	112%	-	3,821,958
Federal Expense: Capital Expense	328,801	-	(328,801)	-100%	-	-
Federal Expense: Capital Non-Preventative Maintenance	1,573,377	916,140	(657,237)	-42%	-	916,140
Federal Expense: 3rd party Contractual (Website)	25,000	18,750	(6,250)	-25%	18,750	-
Federal Expense: APC	500,000	498,796	(1,204)	0%	-	498,796
Federal Expense: Safety/Security	609,695	980,830	371,135	61%	-	980,830
Federal Expense: ADP Software ACQ/Maintenance	200,000	312,500	112,500	56%	-	312,500
Federal Expense: ADP H/W ACQ/Maintenance	180,000	1,174,000	994,000	552%	-	1,174,000
Federal Expense: Vanpool Operations	120,000	120,000	-	0%	120,000	-
Federal Expense: Bike Program	250,000	200,000	(50,000)	-20%	-	200,000
Federal Expense: ADA Paratransit	569,465	687,500	118,035	21%	687,500	-
Federal Expense: Training & Development (Staff)	70,000	31,250	(38,750)	-55%	31,250	-
Federal Expense: Transit Operations	3,000,000	3,000,000	-	0%	3,000,000	-
Federal Expense: 5310 Mobility Management	86,762	122,000	35,238	41%	122,000	-
TOTAL EXPENSES	29,764,147	33,130,677	3,366,530	10%	25,226,453	7,904,224
Net Income (Loss) Before Reserve Requirements	7,380,636	888,957	(6,198,607)		1,271,166	(382,209)
Less Deposits to Reserve Fund Accounts:						
Operating Reserve - OPTUS	-	444,478	*			
Capital Reserve - OPTUS	-	-				
Emergency Reserve 1 - LGIP	1,500,000	444,478	*			
Emergency Reserve 2 - LGIP	1,500,000	-				
TOTAL RESERVE	3,000,000	888,957				
Net Income	\$4,380,636	\$ -				

*Per policy, when budget results in a surplus, balance will be deposited into reserve accounts.

Budget Line Items Description

Account Description	Description
Passenger Fares Revenue	Use CARES Act funding to cover fares for a one-year pilot.
Advertising Revenue	Minimum guarantee advertising Revenue from contractor for bus shelters, bus benches, and on buses with contracts with Gateway Advertising (\$110,000) and Creative Outdoor Advertising (\$1,850) January 2, 2021.
Contractual Service Revenue	UofSC (Route 28 & Gamecock Express), Newberry County, Nephron (1/2 year), Richland School Districts 1, 2, MTC, Lexington-Richland 5, McEntire, Prisma Health, Snack Time, Allen University, Columbia College & future programs.
Local Revenue: County of Lexington	Revenue for transit services in Lexington County (West Columbia, Cayce, Springdale, Lexington Medical Center, Lexington County) + additional \$11,000 from West Columbia Soda Cap Connector and Route 92X from Lexington County.
Interest Income	Income derived from deposits in Local Government Investment Pool & OPTUS Bank.
1% Sales Taxes Revenue Earned	Estimated revenues from Richland County per Transportation Ordinance of 2013. Due to COVID-19 and declining sales, staff is projecting a lesser amount (Richland County projects 1% increase in Transportation Tax)
RTAP Revenue	Reimbursement from SCDOT Office of Public Transit for trainings.
Fuel Tax Refunds	Refunds on excise taxes paid on fuel purchases, as well as alternative fuel tax credit from use of Propane and Bio Diesel from IRS. (Credit For Federal Tax Paid On Fuels)
Urban and Rural State Mass Transit Funds (SMTF)	SCDOT Estimates for Urban and Rural SMTF.
OPT Rural Program 5311 Revenue / CARES	SCDOT Estimates for FTA 5311 funding. SCDOT Phase II Estimates (assumes Phase 1 is used in FY 19-20 @ \$213,180) No match required.
Hospitality Tax	Richland County (\$4,167), Cayce (\$40,000). Applied for Forest Acres and Columbia.
CDBG Grants	Applied for Lexington County (for free bus passes only).
Rental Income	Megabus @ \$750/month; Richland County Library @ \$60/month. Megabus may increase with hiring of ambassador (\$20,800 @ \$400 per week reimbursed by Megabus)
Federal Revenue: Planning	FY2018 FTA 5307 - Planning Department activities (\$16,421), salaries (\$112,579), Remix (\$15,000).
Federal Revenue: SCDOT-OPT Planning	FTA 5304 for Safety Plan Development (no match). <i>PT-20M404-46</i>
Federal Revenue: Human Trafficking Awareness & Public Safety Initiative Grant	Funding to develop pamphlets, posters and other materials about rider safety and human trafficking awareness to be displayed in the transit system and to conduct public safety awareness events to educate the community about human trafficking and crime on buses. Funds are available for the year of allocation plus 2 years. Funds allocated must be obligated in a grant by September 30, 2022. (No match).

Account Description	Description
Federal Revenue: Health Care Access	FTA 5310 - Increase access to coordinated healthcare services in Columbia, helping clients schedule and book trips, plan ahead for picking-up prescriptions, follow-up appointments, and other vital appointments via computer, phone call or app (80/20 as ICAM). Funds allocated must be obligated in a grant by September 30, 2021.
Federal Revenue: Non-Preventative Maintenance	FTA 5307 funds allocated to the Columbia Urbanized Area for capital needs, such as capital purchases and associated transit enhancements etc. FY2017 FTA 5307 - \$466,140 Parking Lot @ Bus Yard; FY2018 5307 - \$450,000 HVAC Replacement.
Federal Revenue: Preventative Maintenance	FY2018 FTA 5307 funds to include reimbursement for expenses such as incidental repairs and maintenance of assets that do not add to the value or appreciably prolong its life; waste collection; maintenance on office equip, monthly fees for software/hardware cost, bus stop maintenance, vehicle maintenance with contractor, pass-through facility and vehicle maintenance costs.
Federal Revenue: Capital Expense	No vehicle purchases anticipated in FY2021.
Federal Revenue: ADP Software	SC-2019-008 - FTA 5307 grant revenue for purchase of computer software (80/20). Trapeze (\$210,071)
Federal Revenue: ADP Hardware	SC-2019-008 - FTA 5307 grant revenue for purchase of computer hardware, Servers and tablets (80/20). Strategic Mapping (\$60,465). ITS is \$1,068,175.
Federal Revenue: Operations Assistance	FY2018 - FTA 5307 grant revenue for transit operations in Richland and Lexington Counties (50/50).
Federal Revenue: ADA Paratransit	FY2019 - FTA 5307 grant revenue for DART ADA paratransit (80/20).
Federal Revenue: CARES Act - FTA 5307 Operations	FY2020 - FTA CARES Act funding. Assumes \$2,294,362 will go to Kershaw County and CMCOG or 2.7% of the UZA. \$15,295,748 allocated to Columbia UZA. \$13,766,173.20 would come to The COMET.
Federal Revenue: Older American Act	Funds allocated from CMCOG for free fares for seniors age 60 years old or older on The COMET. Requires a change in fare policy.
Federal Revenue: Training	SC-2019-008 - FTA 5307 grant Revenue for staff training/conferences attendance (80/20).
Federal Revenue: Mobility 5310	FTA 5310 - Includes Mobility Management Specialist (\$28,000 @ 80/20), Taxi/Volunteer Program (\$30,000 @ 50/50), Marketing Materials (\$21,600 @ 80/20).
Federal Revenue: 3rd Party Contractual	SC-2019-008; Website design/maintenance with NIC South Carolina - FTA 5307 grant Revenue website redesign/updates (80/20).
Federal Revenue: APC	FTA 5307 grant Revenue for APC counters (80/20). APC is \$381,263.
Federal Revenue: Safety & Security	FY2017 5307 - \$45,557 in operating funds for officers (50/50); SC-2018-008 - \$30,000 capital funds (80/20). FTA 5307 grant Revenue for funding of security (private and police) at transit center, cameras & surveillance equipment & installation, etc. (80/20 or 50/50) based on 1% required security. FY 2019 - \$55,000 in operating funds for officers (50/50).

Account Description	Description
Federal Revenue: Vanpool	FY2017 5307 FTA 5307 JARC grant Revenue reimbursement (use vehicles as match).
Federal Revenue: Bike Program	FY2017 5307 - FTA 5307 grant Revenue for construction of 8 BlueBike stations in Columbia and operational service to Blue Bike Contractor, Bewegen. (90/10) - no bicycles.
Federal Revenue: Shelter Engineer & Design, ACQ & Install	SC 2019-027 (\$175,000) + FY 2018 FTA 5339 - Engineering & Design only (\$790,720); CMCOG X257 & X274 - shelters (\$1,500,000). Add FY 2019 (\$731,237) & FY 2020 (\$625,000) 5339 Apportionments
Gain (Loss) Sale/Disposal of Asset	Sale of assets not needed by The COMET.
Insurance Claim	No insurance claims anticipated.
Miscellaneous Income	Sale of assets, generation of additional income to support The COMET operations.
Expenses	
Salaries	Salaries and benefits for FTE; see attached listing for breakdown.
SC Retirement: Employer Portion	
FICA & Medicare	
Health Insurance Employer Portion	
SC Unemployment Insurance	
Workers Compensation	
Membership Fees, Dues & Subscriptions	Subscriptions and membership dues for civic, service, professional, trade organizations - See attachment "A" for details.
Tuition Reimbursement	Expense to reimburse employee for expenses up \$3,500 per year per employee (3).
Marketing/Advertising/Promotion	This account covers all advertising, marketing and promotion fees paid in the course of marketing, advertising and promotion of events and services, etc. It includes all printing relating to promotional material and website maintenance, design, content (not capitalized) It includes merchandising and uniforms provided by the organization for any specific event/promotion/campaign etc. (includes Flock & Rally consulting). Community Leaders Program included (\$3,500). 1% of overall operating budget plus targeted marketing in West Columbia, Cayce (\$40,000), Forest Acres, Richland County due to use of H-Tax and Human Trafficking Grant (\$75,888). 1% of the operating budget is charged to marketing consistent with industry standards.
Facility Repairs & Maintenance Expense (PM)	Pest control (Palmetto Exterminators), janitorial, landscape at DM Facility & COMET Central and other facility related repairs/maintenance. Also includes expenses such as incidental repairs and maintenance of assets that do not add to the value or appreciably prolong its life; waste collection; maintenance on office equip, monthly fees for software/hardware cost, bus stop maintenance, vehicle maintenance with Transdev, pass-through facility and vehicle maintenance costs.

Account Description	Description
Office Expense	Paper, ink and other office materials.
Charitable Donations (passes)	No fares for one year.
Postage & Shipping	Freight, postage, stamps and courier costs incurred.
Printing	Route maps, schedules, rack cards, DART manuals and other printed related materials.
Board/Committee Expense	Workshop, board members expenses - see attachment "A" for details.
Transit Academy	Expenses related to The COMET Transit Academy (meals, supplies), once a year.
Contractor: Fixed Route	The COMET Fixed Route and Soda Cap Connector operations based on 175,000 annual service hours @ \$54.12 per vehicle hour and \$365,515.45 per month fixed cost.
Contractor: DART	DART and ReFlex operations based on 50,000 annual service hours @ \$44.63 per Revenue hour and \$128,415.14 per month fixed cost; 35,000 for regular DART paratransit hours and 15,000 hours for Routes 31, 46, 47, 62, & 97.
Contractor: Special Enhancements	Uber (\$75,000), Lyft (\$75,000), Microtransit (\$50,000), BikeShare (\$5,000), Health Care Shuttle (\$249,912).
5311: Rural Expenses	Combined with DART operations for Routes 46, 47, 62 and 97, as well The COMET Route 44X and 92X. CARES Act funding requires no match, 5311 requires 50% match.
Vehicle Fuel: Propane	Fuel used in 40 propane fixed route and paratransit vehicles based on average \$2.17/gallon; Total gallons consumed thru 03 2020 ~296,000.
Vehicle Fuel: Diesel/Unleaded	Includes diesel and regular unleaded fuel: 40 diesel buses, 2 trolleys; 3 unleaded gas for The COMET staff cars, 7 unleaded gas for The COMET relief vehicles, 2 DART minivans, 3 shop vehicles used by Contractor and 2 DART cutaways based on average of \$2.42 per gallon. Total gallons consumed thru 03 2020 ~ 330,000.
Vehicle Fuel: Hydrogen	Fuel for 2 hydrogen buses @ \$15 per kg, assumes 30 kg per day times 250 days times 2 buses.
RTAP Expense	Rural training expense reimbursed by SCDOT.
OPT: SMTF (Urban+Rural) Expenses	Fuel expenses for The COMET and ReFlex vehicles.
SCDOT: OPT Rural 5339 Exp	No expense.
Insurance - Vehicle	Current fleet comprehensive & collision coverage for 3 administrative vehicles with 18% increase.
Insurance - Facility	Property Insurance (Lucius Rd, Transit Center, Bus Wash, Fuel Island, Boom Lift).
Insurance - Tort	Insurance coverage for injury or related.
Insurance - Officers & Directors	Professional indemnity insurance for Directors and Officers.
Professional Services	See Attachment "A" for breakdown
Fare Collection Related Costs	Implementing fare free. No fare collections.
Tickets	Implementing fare free. No fare collections.

Account Description	Description
Natural Gas	Utility for Admin Bldg. and COMET Central.
Electricity	Utility for Admin Bldg. and COMET Central.
Water & Sewer	Utility for Admin Bldg. and COMET Central.
Telecommunications	Wi-fi on buses, Administration & Transit Center, The COMET issued cellphones & iPads - See attachment "A" for details.
Misc. Administrative Expenses	Expenses related to storm water fees, employee morale events (food, gifts, incentives), community projects (supplies & food) and vehicle registration fees.
Bank Services Fees	Fees associated with Wells Fargo and OPTUS Bank.
Payroll Processing Fees	Payroll fees expense with payroll services (currently Palmetto Payroll).
Leases/Rentals	Acquisitions of capital assets through lease/rental purchase agreements: postage machine, copier, exercise equipment and bus leases.
Fixed Furniture & Equipment <\$5000	The amount of \$5,000 is arbitrary and reliant on The COMET's asset policy This account shows all assets purchased by The COMET that have an individual value of less than \$5,000.
Federal Expense: Shelter E&D, ACQ & Install	FTA grant eligible expenses related to purchase and install of new shelters and amenities.
Federal Expense: Capital Expense	No vehicles to replace.
Federal Expense: Capital Non-Preventative Maintenance	FTA 5307 funds allocated to the Columbia Urbanized Area for capital needs, such as capital purchases and associated transit enhancements etc. FY2017 FTA 5307 - \$466,140 Parking Lot @ Bus Yard; FY2018 5307 - \$450,000 HVAC Replacement.
Federal Expense: 3rd party Contractual (Website)	FTA grant SC-2019-008 - eligible expenses related to redesign/update of website.
Federal Expense: APC	FTA grant eligible expenses related to purchase of automatic passenger counter for buses. APC is \$381,263.
Federal Expense: Safety/Security	See attachment "A" for details.
Federal Expense: ADP Software ACQ/Maintenance	FTA grant eligible expenses for purchase of computer software & maintenance. Trapeze ((\$210,071), Remix Planning (\$15,000)
Federal Expense: ADP Hardware ACQ/Maintenance	FTA grant eligible expenses for purchase of computer hardware. Strategic Mapping (\$60,465) and ITS is \$1,068,175.
Federal Expense: Vanpool Operations	FTA grant eligible expenses related to Vanpool: 20 vans @ \$500.00 per month for 12 months.
Federal Expense: Bike Program	FTA grant eligible expenses for purchase of 8 bike stations.
Federal Expense: ADA Paratransit	FTA grant expense for DART ADA paratransit.
Federal Expense: Travel, Training & Development (Staff)	FTA grant eligible expenses related to employee training not reimbursed under tuition reimbursement.
Federal Expense: Transit Operations	FTA grant eligible expense for transit operations in Richland and Lexington Counties.
Federal Expense: 5310 Mobility Management	FTA grant eligible expense for Mobility Manager, voucher program, mobility guides & brochures.

Select Expense Breakdown

Attachment "A"

General Ledger Line Item	Expected Amounts
Membership, Dues, Subscriptions - 4201	
APTA	1,084
GFOA	570
CTAA (Community Transportation Association of America)	300
CTE (Center for Transportation & the Environment)	3,000
ACT, SHRM, Sam's Club, Costco, Chamber, COMTO, Procurement, Vista, Five Points, North Columbia, River District, Earlewood Neighborhood, Youth in Transportation, other organizations that benefit The COMET	15,316
Total	\$ 20,270
Board Member Expenses - 4210	
Board Member training & monthly luncheon for board meetings	
Total	\$ 10,000
Professional Contract Services - 4361	
Legal (Currently Burr Forman McNair) \$4,000 per month, plus special projects	63,000
Extra Attorneys (Currently Robinson Gray, Riley-Pope-Laney Attorneys)	75,000
AC Transit Hydrogen Training	10,000
Engineering and Design	350,000
Central Midlands Council of Governments Planning Projects	100,000
Public Relations (Chernoff) \$225.00 per hour	85,000
CTE Hydrogen Project Management	25,000
Financial Audit	21,250
EPC Hydrogen Station Development	25,000
IT Manager (Currently iT1 Solutions)	66,000
Lobbyist for State	60,000
ADA Eligibility	48,660
Mobility Management Program (Able-SC) includes Mobility Management Specialist	73,358
Community Outreach Consultant	60,000
Safety Plan Consultant - RLS & Associates	54,519
Triennial Review Consultant Support	50,000
TransLoc Microtransit App Support	25,000
Other contractors for special projects	50,000
Total	\$ 1,238,649

Telecommunications - 4383	
VZW: 1 Cellphone & 10 iPads w/ data plan	8,000
AT&T: cell phones (8 employees); wi-fi (Administration, Transit Center, Buses)	84,000
Direct TV	600
Spirit Communications : Admin Internet Provider	14,400
Miscellaneous	500
Total	\$ 107,500
Security - 4509	
Columbia Police Department – 6 a.m. to 10 p.m., 363 days times \$35.00 per hour (16 hours a day + 12 hours a day)	355,740
City Center Partnership- Yellow Shirt Ambassador	25,000
Contracted Security for Facility - 9 p.m. to 5 a.m. times \$30.00 per hour (8 hours a day) 365 days a year and COMET Central - 4:30 a.m. to 11:30 p.m. times \$30.00 per hour (19 hours a day) 363 days a year.	294,510
Homeless Outreach	30,000
Richland County Sheriff – 6 a.m. to 6 p.m., 363 days times \$45.00 per hour (12 hours a day)	196,020
Cayce Police Department – 9 a.m. to 6 p.m., 104 days \$42.50 per hours (3 hours a day, four days a week)	79,560
Total	\$ 980,830
Transit Operations Contractor (combined)	
Fixed Route Fixed - Monthly	4,279,449
Fixed Route Variable (175,000)	9,471,075
DART Fixed - Monthly	1,523,065
DART Variable (35,000 ADA & 15,000 Flex Route)	2,231,623
Contingency for incentives, etc.	463,636
Total	\$17,968,848

Notes to Budget Line Items

These notes represent variances of +/- \$5,000 (10%) or more (less) on budget line items on preceding pages.

Operating & Capital Revenue: Capital revenue sources continue to be quite diverse and reflect The COMET's ability to be successful in seeking grant funding as well as entering into partnerships with numerous local partners. Sections 5337 and 5339 were created when MAP-21, the previous transit funding legislation, was passed and signed by President Obama, and both programs are expected to be available until 2021 under the FAST Act. Section 5337 formula funds are budgeted to receive an increase of 1.7 percent annually. The FAST Act provides for a 2 percent increase in Section 5339 formula funds. The funding formula 5339 funds are based off of National Transit Database (NTD) metrics, including bus revenue vehicle miles, bus passenger miles, service area population and service area population density, among other metrics. Overall budgeted operating revenues decreased by (-8%). This is inclusive of the CARES Act funding spread between current fiscal year and upcoming fiscal year. Other factors include:

- *Decreased Budgeted items:*
 - Passenger revenue: decreased 100%. The COMET will remain fare free to help stimulate the economy and make use of CARES Act funds.
 - Local Revenue: County of Lexington: 24% decrease; due to service reduction to the area and removal of contribution from Amazon (a major employer in Lexington County)
 - 1% Sales Taxes Revenue Earned: 15% decrease; to do COVID19 pandemic, sales are projected to decrease in much of calendar year 2020, therefor influencing the amount receive from sales tax revenue received from Richland County Penny Program.
 - CDBG Grants (free bus passes): 100% decrease; The COMET will be fare free in FY2021 therefor eliminating the need for this grant.
 - Federal Revenue - Non-Preventative Maintenance: 18% decrease; the amount represents the finds to be allocated by FTA for reimbursement on capital expenditures.
 - Federal Revenue: Preventative Maintenance: 59% decrease; The COMET shifted some responsibility for this line resulting under expenses to create a better management of budget.
 - Federal Revenue - Capital Expense: 100% decrease; this line items was to recognize FTA reimbursed funds for purchase of any capital expenditures related to buses. No eligible vehicle replacement or purchases anticipated for FY2021.
 - Federal Revenue - Salaried Positions: 100% decrease; this position has been transitioned to ABLE SC.
 - Federal Revenue - Bike Program: 21% decrease; number of stations to be constructed in FY 2021 down from FY2020.
 - SCDOT - OPT Rural 5339: 100% decrease; this funding in not applicable in FY2021.
 - Insurance Claim: 100% decrease. No anticipated revenue. Majority of insurance responsibility has been shifted to contract operator.
 - Management Fee Revenue: 100% decrease. This was a reimbursed revenue. Not applicable in FY2021.

- *Anticipated Increase Budgeted Items*
 - Advertising revenue: increase 646%; new advertising contractor to aggressively seek external advertising on COMET vehicles, shelters and benches.
 - Fuel Tax Refunds revenue: increase 10%. Regional Transportation Authorities can apply for refund tax on motor fuel user fees. Refund is based on diesel/biodiesel gallons purchased.
 - Hospitality Tax revenue: increased by 110%. The hospitality tax is a uniform tax of 2% on the gross proceeds derived from the sales of prepared meals, food, and beverages sold in or by establishments, or those licensed for on-premises consumption of alcoholic beverages, beer, or wine. The COMET seeks funding from Richland County, Cayce, West Columbia, and are applying to Forest Acres and City of Columbia.
 - SCDOT OPT Planning revenue: increased by 990%. Funding is given to agencies to develop transportation plans and programs, plan, design and evaluate a public transportation project, and conduct technical studies related to public transportation.
 - Federal Revenue: ADP Software: increased by 213%; Under new contract operator The COMET will assume all cost to upgrade current software. Trapeze being one of the larger contributors to cost.
 - Federal Revenue: ADP Hardware: increased by 1000%; Under new contract operator The COMET will assume all cost to upgrade current electronic and computer hardware. Paratransit revenue vehicles will be upfitted with new tablets, a new ITS system to be integrated and Strategic Mapping.
 - Federal Revenue: ADA Paratransit: increased by 21%; FY2019 - FTA 5307 grant revenue for DART ADA paratransit (80/20).
 - Federal Revenue: Mobility 5310: increased by 799%; The COMET sets to improve mobility for seniors and individuals with disabilities and expand transportation mobility options. <https://www.transit.dot.gov/funding/grants/enhanced-mobility-seniors-people-disabilities-fact-sheet-section-5310>
 - Federal Revenue: Automatic Passenger Counter: increased by 25%; The COMET will purchase a new Automated Passenger Counter with an anticipated 80/20 reimbursement match from FTA.
 - Federal Revenue: Shelter Engineer & Design, Acquisition & Install: increased by 64%; The COMET expects to build more shelters in the upcoming fiscal year.

Operating and Capital Expenses: some major capital projects include an upgrade to the phone system, HVAC/Plumbing renovations, an upgrade to the existing intelligent transportation system, and a flooring and parts room renovation that will modernize the maintenance parts room. The COMET also assumes associated capital expenditures will increase over the next few years due to the expected rise in the cost of associated capital parts (engines, transmissions, alternators, etc.) Another significant budget assumption is that The COMET will spend more funds on passenger shelters and amenities. Going forward, The COMET budgeted increases for associated capital expenditures each year in line with CPI index.

- *Anticipated Increase Budgeted Items*
 - Salaries & Benefits: an overall average increase of 88%. The increase is due to an anticipated growth in staff to add up to 7 full time positions; one part time position.

- Contractor - Special Enhancements: increased by 68%; increase attributed to rate change cost per contract with Uber, Lyft, Microtransit, Bikeshare, and Health Care Shuttle.
 - 5311 - Rural Expenses: increased by 73%; this is a new line item from FY2021.
 - Insurance (property): overall average increased by 22%; State Fiscal Accountability Authority rates increased by 18%, also include more coverage for new shelters.
 - Professional Services: increased by 30%; see breakdown under attachment "A".
 - Utilities: increased by 75%; to reflect rate increase with Dominion Energy
 - Telecommunications: increased by 19%; new tablets for DART paratransit vehicles and data plans.
 - Federal Expense - Shelter Engineer & Design, Acquisition & Install: increased by 112%
 - Federal Expense - Safety/Security: increased by 61%
 - Federal Expense - ADP Software Acquisition & Maintenance: increased by 56%. Software and hardware costs are traditionally drivers of budget increases. Computer software costs will continue to increase each year. Many software licenses make up this line item, including annual license fees. In FY2021, The COMET will purchase a needed software from Trapeze and Remix. Both will incur annual maintenance cost. We intend to continue to monitor new software purchases and look for ways to minimize cost by relying on internal IT support as much as possible.
 - Federal Expense: ADP Hardware Acquisition & Maintenance: increased by 552%. Software and hardware costs are traditionally drivers of budget increases. In FY2021, The COMET will purchase new hardware from Strategic Mapping, ITS and update our server backup through new contract with IT1 Solutions. We intend to continue to consolidate and monitor new hardware purchases and look for ways to minimize cost.
 - Federal Expense - ADA Paratransit: increased by 21%; DART ADA paratransit expenses and routes being serviced by paratransit vehicles to save on cost to fixed route services.
 - Federal Expense - 5310 Mobility Management: increased by 41%; FTA grant eligible expense for Mobility Management Specialist, voucher program, mobility guides & brochures (Able-SC).
 - Professional Services: Services primarily consist of contracted support services used by The COMET. For FY2021, contracted services were increase by \$278,527 (29%). For more details please refer to Attachment "A".
- Anticipated Decrease Budgeted Items
 - Facility Repairs & Maintenance: Expected decrease by 56%. This is due to change in contractor obligations. The COMET will now directly pay for services related to pest control, janitorial, landscape at OM Facility & COMET Central and other facility related repairs/maintenance. Also includes expenses such as incidental repairs and maintenance of assets that do not add to the value or appreciably prolong its life; waste collection; maintenance on office equip, and bus stop maintenance.
 - Charitable Donations (passes): decrease by 100%; this line represented a noncash donation to approved nonprofit agencies. The COMET will implement fare free in FY 2021, no agency applications will be accepted.
 - Vehicle Fuel: Diesel/Unleaded: decrease by 56%; expenses for this line item were split to cover under OPT: SMTF (Urban+Rural) Expenses.
 - SCDOT: OPT Rural 5339 Expense: decrease by 100%; there is no expected expense in FY 2021.

- Fare Collection Related Costs: decrease by 100%; The COMET will implement fare free in FY 2021; no expenses to be recognized.
- Tickets: decrease by 100%; The COMET will implement fare free in FY 2021; no expenses to be recognized.
- Federal Expense: Capital Expense: decrease by 100%; this expense to recognize any purchases of eligible rolling stock. Under current replacement plan there are no vehicles to replace in FY2021.
- Federal Expense: Capital Non-Preventive Maintenance: decrease by 42%
- Federal Expense: 3rd party Contractual (Website): decrease by 25%; cost associated with design of new website. Expense is amount remaining to be paid from FY2020.
- Federal Expense: Bike Program: decrease by 20%; cost associated with sponsorship of eight (8) bike stations.
- Federal Expense: Training & Development (Staff): decrease by 55%; COVID19 expected to have an impact on in person employee training and development to a more virtual makeup.

About the Transit System

The COMET began on October 16, 2002 after the City of Columbia entered into a conveyance Contract to transfer the transit system assets from South Carolina Electric and Gas Company to them and then worked with the Central Midlands Council of Governments to create The COMET. The COMET is the only public transportation operator in Richland and Lexington Counties. The COMET operates Monday-Wednesday from 4:36 a.m. to approximately 11:25 p.m. with headways every 30-180 minutes, Thursday & Friday from 4:36 a.m. to approximately 12:00 a.m. with headways every 30-180 minutes, Saturday service is available from 5:45 a.m. to 11:25 p.m. with headways every 30-180 minutes. Sunday service is available from 5:45 a.m. to 11:25 p.m. with headways every 30-180 minutes.

No service is provided on Thanksgiving Day or Christmas Day. A Saturday level of service is provided on Day after Thanksgiving, Christmas Eve and New Year's Eve. A Sunday level of service is provided on New Year's Day, Dr. Martin Luther King Jr. Day, Presidents Day, Memorial Day, Independence Day, Labor Day and Veterans Day.

Seasonally, a service for the Columbia Fireflies baseball team and South Carolina Gamecocks college football team operates. The COMET has provided specialized shuttles to address transportation needs in the community throughout the year as well.

The COMET operates 87 buses. 62 buses are assigned to the fixed route system ranging in size from 25 feet to 40 feet. 25 buses are assigned to the flex route and paratransit system which are 20 feet to 25 feet long. In addition, The COMET has three service vehicles and seven support vehicles and were purchased with Federal Transit Administration (FTA) funding. In addition, The COMET provides a bus maintenance facility fully furnished, limited parts inventory with diesel, propane and hydrogen fuel located at 3613 Lucius Road, Columbia, SC 29201. In addition, The COMET operates a customer service office at COMET Central, 1745 Sumter Street, Columbia, SC 29201 where there is a furnished customer service office for pass sales and transit information.

The Transit Operations Contractor through the use of its own personnel and the support of a number of subcontractors, provides the personnel of bus operators, maintenance and administrative personnel to assure a safe and reliable transit operations for Richland and Lexington Counties.

About the Counties and Largest City The COMET Serves

Richland County: Richland County is part of the Columbia, South Carolina Metropolitan Statistical Area and is the second most populous County in South Carolina. With 390,000 residents and 772 square miles, it is generally a mid-to-low density area. Mainly a suburban county there are several pockets of density, in particular four areas—a downtown followed by three suburban enclaves, each about 7-10 miles from the city center of Columbia. The distance from other areas creates these somewhat isolated residential, employment and retail districts. As such, a large county footprint with mid-level density and four distinct economic and residential centers creates a very diffused and resource-intensive operational service area. The COMET serves the Richland County communities has the Cities of Columbia, Forest Acres and the Town of Eastover. A portion of the City of Cayce and the Town of Irmo is in Richland County. The COMET does not presently serve the Towns of Arcadia Lakes and Blythewood presently.

Lexington County: Lexington County is the neighbor to the west of Richland County with 290,000 residents and 758 square miles. Mainly rural and suburban with no urban core, it has a growing retail corridor along the confluence of two main highways that provides the majority of economic investment, mainly in the way of retail stores and service economy jobs. New industrial parks have opened and attracted major employers such as Amazon.com and Nephron Pharmaceuticals. As Lexington County grows, new opportunities for transportation, especially mass transit may become more critical. Lexington County is the greatest growth opportunity for The COMET, as it may have ample demand for park-and-ride into the metro core of the City of Columbia and has tremendous opportunity to grow rural transportation services. It is expected both will develop as Lexington County continues to grow. The COMET serves the Cities of West Columbia and Cayce, as well as the Towns of Batesburg-Leesville, Chapin, Lexington and Springdale. A portion of the City of Columbia and the Town of Irmo is in Lexington County. The COMET does not presently serve the Towns of Gaston, Gilbert, Pelion, Pine Ridge, South Congaree, Summit and Swansea.

Both counties have extensive rural areas; The COMET's ability to deliver low-cost and highly flexible transportation services in these areas will be of critical importance over the next five years. The COMET has already deployed flex zones in rural areas and established distinct service models that can be used across the Central Midlands region.

City of Columbia: The City of Columbia straddles the two counties, with only a very small portion of the city in Lexington County. As the capital city of South Carolina with approximately 134,000 residents and home to the University of South Carolina ("UofSC"), Allen University, Benedict College, Columbia College, Midlands Technical College and Columbia International University. Columbia's primary employers are health care providers, financial and legal services, economic development, government, and education and research facilities. Columbia has re-positioned as a cultural community, revitalized its downtown and attract new development. A substantial number of residential developments opened in the downtown core, which is supported by UofSC housing complexes. The new influx of residents will increase downtown employment and retail and spur increased density for the downtown area. Millennial-age residents are gravitating to downtown due the low cost of living, proximity to campus and growing availability of downtown activities. The COMET has most of its services and ridership within the City of Columbia.

A copy of the current system map and route schedules is available at The COMET website at www.CatchTheCOMET.org.

The COMET's system is primarily a radial network, with nearly all of its routes starting/ending at COMET Central. COMET Central is located at the north end of downtown Columbia, with most major trip generators 8-15 Columbia city blocks away. As such, The COMET has struggled to generate ridership from commuters because all routes access COMET Central but: a) only a few routes transport passengers southbound toward the major employment destinations; and b) they are infrequent. The limited facilities and long waits for transfers reduce the "benefits" of transit travel. Coupled with available, close-by and inexpensive parking, transit is not often seen as a friendly option for non-transit dependent citizens. As a result, The COMET is conducting a study to "Reimagine The COMET" may result in cost neutral, service hour, service mile neutral changes to the transit system operated by The COMET in 2021.

The transit system fixed routes as of February 3, 2020 are described below:

- Soda Cap Connector Route 1 – West Columbia/Cayce to Main Street via Vista
- Soda Cap Connector Route 2 – Main Street to Five Points & UofSC
- Soda Cap Connector Route 3 – Fireflies to Main Street (Seasonal)
- Soda Cap Connector Route 4 – The Orbit
- The 101 – North Main
- The 301 – Farrow
- The 401 – Devine
- The 501 – Two Notch
- The 701 – Forest
- The 801 – Broad River
- Route 6 – Eau Claire
- Route 7 – IWC Shuttle (Seasonal)
- Route 11 – Fairfield
- Route 12 – Edgewood
- Route 21 – Rosewood
- Route 22 – Harden
- Route 32 – North Main/Hardscrabble
- Route 42 – Millwood
- Route 45 – Leesburg / Hazelwood
- Route 53X – Killian Express
- Route 55 – Sandhills
- Route 57L – Killian / Clemson Local
- Route 61 – Shop
- Route 74 – Harrison / Trenholm
- Route 75 – Decker/Parklane
- Route 76 – Fort Jackson
- Route 77 – Polo
- Route 83L – St. Andrews Local
- Route 84 – Dutch Square
- Route 88 – Beltline Crosstown
- Route 91 – Springdale/Cayce
- Route 92X – 12th Street Extension Express

- Route 93X – I-26 Express
- Route 96L – West Columbia/Cayce Local
- Route 2001: Gamecock Express (Seasonal)

Most routes originate at COMET Central in downtown Columbia. Please see bus schedules for details at www.CatchTheCOMET.org.

The transit system flex route and paratransit services are described below:

- DART ADA Complementary Paratransit - ADA complementary paratransit service for persons with disabilities unable to ride The COMET buses or access to bus stops due to a disability. This is an origin to destination service.
- ReFlex deviated flexible fixed route services for the general public.
 - Route 31 – Denny Terrace ReFlex
 - Route 46 – Lower Richland ReFlex
 - Route 47 – Eastover/Gadsden Flex
 - Route 62 – Hopkins ReFlex
 - Route 97 – Batesburg-Leesville ReFlex

Contractor Performance Measures

On-Time Performance

An on-time trip is one that departs zero (0) minutes early and no more than five (5) minutes late. Metric is reported by AUTHORITY'S AVL system for fixed route and Trapeze for flex route and paratransit.

- GOAL is an 85% on time performance for fixed route.
- GOAL is an 90% on time performance for flex route and paratransit.

Miles Between Road Calls

The calculation of this metric only considers mechanical failures; however, all road calls are tracked to identify trends which indicate failures that can be prevented. The definition of a "road call" is any failure of any component or system on a vehicle that causes the vehicle to be unable to complete its scheduled service without repair. A road call exists whether the vehicle is returned to the shop for repair, a Mechanic or Supervisor is sent to the vehicle for repair, or the vehicle is towed back to the shop for repair once the vehicle has left the gate.

- GOAL is 15,000 miles between road calls.

Customer Complaints

This measured by customer complaints per 10,000 customers carried for the month. Ridership data will be provided by CONTRACTOR. All complaints logged in The COMET customer service database regarding CONTRACTOR'S service will

- GOAL is 6 customer complaints per 10,000 customers.

Preventable Accidents Per 10,000 Vehicle Miles

An accident is any contact with an object, vehicle or person which results in property damage or injury. A preventable accident is one in which the bus operator failed to do everything that reasonably could have been done to avoid the crash, as defined by the National Safety Council's Guide to Determine Motor Vehicle Accident Preventability which would include any passenger injuries caused as a result of the accident. Final determination of preventability is at the sole discretion of The COMET.

- GOAL is 2 preventable accidents per 10,000 miles.

Bus Shelters & Amenities

- Construct 175 bus shelters (5%) of the bus stops by June 30, 2023

Fare Policy

Effective September 1, 2019

The COMET Fixed Route Fares

Description	Basic	Discount*	Commuter Express (44X, 92X, 93X)
	<ul style="list-style-type: none"> Any passenger not eligible for discount fare with qualifying ID 	<ul style="list-style-type: none"> Seniors age 65 & older Persons with Disabilities Veterans Medicare Card Holders Youth 16 to 18 years old with The COMET Half Fare ID Card 	<ul style="list-style-type: none"> All customers riding peak- period Express routes only
One Way	\$2.00	\$1.00	\$4.00
All Access Day Pass	\$4.00	\$2.00	\$6.00
7-All Access Day Pass	\$14.00 (\$2.00 per day)	\$7.00 (\$1.00 per day)	\$28.00 (\$4.00 per day)
31-Day All Access Day Pass	\$40.00 (\$2.00 per day)	\$20.00 (\$1.00 per day)	\$80.00 (\$4.00 per day)
10-Ride Pass	N/A	N/A	\$40.00 (\$4.00 per ride)
Express Upcharge	N/A	N/A	\$40.00 (\$4.00 per ride)
Route Deviation Fare on Flex Routes	+\$2.00	+\$1.00	N/A
Transfer (60 minutes only) With The COMET Card	FREE	FREE	FREE

- DART eligible customers ride free with DART ADA ID Card.
- Interlined routes do not require an additional fare.
- The COMET employees, Board Members and Transit Operations CONTRACTOR employees ride free.
- Children through 15 years old ride free. Children taller than 39 inches through 15 years old must have a The COMET Half Fare ID Card to ride free.
- SWRTA and Fairfield County Transit System customers with a transfer receive one free transfer on The COMET. The COMET customers with a Day Pass or Transfer receive on free transfer on SWRTA and Fairfield County Transit System at joint stops only.
- Children age 10 years old or older can ride unattended. Children under 10 years old must have a fare paying passenger age 16 years old or older.
- Class Pass - \$45.00 (Up to 5 adults and 40 students @ \$1.00 per ride). Purchase in advance.
- The COMET Half Fare ID Card and The COMET Card – first card is free, lost card fee is \$5.00.
- Those riding Routes 1, 2, 3, 4, 7 and 2001 can ride free.

**Qualifying identification for Discount fare includes: The COMET Half Fare ID Card, Medicare Card, Senior Driver's License/State ID Card, Military ID Card or VA Veterans ID Card.*

Authorized organizations whom their employees, students and/or faculty that can ride free on The COMET only:

- Richland School District 1
- Richland School District 2
- Lexington Richland School District 5
- Columbia College
- Allen University
- Prisma Health
- Lexington Medical Center
- McEntire Produce
- Nephron Pharmaceuticals
- Midlands Technical College
- Riverbanks Zoo and Garden Members to and from the zoo and garden only

U-Pass Pricing

U-Passes are available:

- Spring (January 1 to May 31)
- Summer (May 1 to August 31)
- Fall (August 1 to December 31)

Spring and Fall U-Passes are \$80.00 and decrease \$20.00 each month.
 Summer U-Passes are \$60.00 and decrease \$20.00 each month.

DART Fares

Description	Within the ADA fixed route zone of 3/4 mile on either side of The COMET route
One Way	\$4.00
10-RidePass	\$40.00 (\$4.00 per ride)
Buddy Fare (5 or more fare paying passengers traveling from/to same location)	\$2.00 per person

- Passengers must be ADA certified or a companion to ride DART.
- DART ADA ID Card - First card free, lost card fee - \$5.00.
- One Personal Care Attendant (PCA) rides free. All other companions pay same fare as eligible passenger.

Summary of Service

The NTD report for 2018-2019 indicate the following parameters of service:

NTD DATA FOR FY 2018-2019	THE COMET Fixed & Flex Routes	The COMET Vanpool	The COMET On The Go!	DART Paratransit
Number of Routes	39	2	2	1
Maximum Peak Vehicles	46 Fixed Route 4 Flex Routes	2 Vans	32	19
Annual Vehicle Miles	2,648,355	2,388	24,794	746,412
Total Unlinked Passenger Trips	2,654,874	1,121	6,211	71,283
Total Vehicle Hours	199,031	241	980	37,943

Source: National Transit Database (NTD)

The NTD Report for FY 2013 through FY 2018 are available on The COMET’s website at www.CatchTheCOMET.org.

Member Contributions

Match Contributions - FY 2020-2021									
Agency	Membership	Votes	Population	%	Routes as of 2/3/20	%	Funding	%	Cumulative %
Richland County (Less Forest Acres, Eastover, Irmo & Columbia)	Public	3	232,961	34.04%	12.15	29.64%	\$ 16,000,000	95.23%	52.97%
Forest Acres	Public	1	10,361	1.51%	0.48	1.16%	\$ -	0.00%	0.89%
Columbia	Public	3	129,272	18.89%	22.76	55.51%	\$ -	0.00%	24.80%
Eastover	Advisory	0	813	0.12%	0.10	0.24%	\$ -	0.00%	0.12%
Lexington County (Less Cayce, West Columbia, Batesburg/Leesville, Chapin, Cayce)	Public	1	207,562	30.33%	1.47	3.59%	\$ 163,078	0.97%	11.63%
Cayce	Advisory	0	12,528	1.83%	1.27	3.10%	\$ 33,165	0.20%	1.71%
West Columbia	Advisory	0	14,988	2.19%	1.06	2.58%	\$ 44,220	0.26%	1.68%
Springdale	Advisory	0	2,636	0.39%	0.55	1.33%	\$ 11,055	0.07%	0.59%
Batesburg/Leesville	None	0	5,362	0.78%	0.35	0.85%	\$ -	0.00%	0.55%
Chapin	Advisory	0	1,445	0.21%	0.02	0.05%	\$ -	0.00%	0.09%
Irmo	Advisory	0	11,097	1.62%	0.18	0.44%	\$ -	0.00%	0.69%
Lexington	None	0	17,870	2.61%	0.25	0.61%	\$ -	0.00%	1.07%
Little Mountain	None	0	291	0.04%	0.01	0.02%	\$ -	0.00%	0.02%
Newberry	None	0	10,277	1.50%	0.10	0.24%	\$ -	0.00%	0.58%
Newberry County (Less Newberry and Little Mountain)	None	0	26,940	3.94%	0.26	0.63%	\$ -	0.00%	1.52%
Lexington County Delegation	Public	0	-	0.00%	-	0.00%	\$ 220,166	1.31%	0.44%
Richland County Delegation	Public	3	-	0.00%	-	0.00%	\$ 330,239	1.97%	0.66%
TOTAL		11	684,403	100.00%	41.00	100.00%	\$ 16,801,923	100.00%	100.00%

Service Area As Compared to Contributions	
Jurisdiction	Service Miles
Richland County	29.64%
Lexington County	3.59%
Forest Acres	1.16%
Columbia	55.51%
Eastover	0.24%
Batesburg/Leesville	0.85%
Chapin	0.05%
Little Mountain	0.02%
Lexington	0.61%
Irmo	0.44%
Newberry	0.24%
Newberry County	0.63%
Cayce	3.10%
West Columbia	2.58%
Springdale	1.33%
Lexington County Delegation	0.00%
Richland County Delegation	0.00%
TOTAL	100%

Local Contributions		
Agency	Annual Funding	%
Richland County	\$ 16,000,000	98.39%
Columbia	\$ -	0.00%
Eastover	\$ -	0.00%
Batesburg/Leesville	\$ 4,548	0.03%
Chapin	\$ 454	0.00%
Lexington	\$ 2,128	0.01%
Irmo	\$ -	0.00%
Little Mountain	\$ -	0.00%
Newberry	\$ -	0.00%
Newberry County	\$ 2,500	0.02%
West Columbia	\$ 44,220	0.27%
Cayce	\$ 33,165	0.20%
Springdale	\$ 11,055	0.07%
Lexington County	\$ 163,078	1.00%
TOTAL	\$ 16,261,148	100.00%



Lexington County Split of Funding		
Lexington Medical Center <i>(in West Columbia)</i>	11,055	5%
Cayce	33,165	14%
West Columbia	33,165	14%
Springdale	11,055	5%
Lexington County	140,250	59%
Lexington	2,128	1%
Batesburg-Leesville	4,548	2%
Chapin	454	0%
Lexington County	22,828	
TOTAL	235,820	100.00%
TOTAL with 92X	258,648	100.00%

FTA Unallocated Funding Split Based off Population				
Description	Allocation	Richland County Split	Lexington County Split	Other Urban Split
FTA 5307 FFY 17	\$ 4,555,743.00	\$ 2,708,269.67	\$ 1,710,803.61	\$ 136,672.29
FTA 5307 FFY 18	\$ 5,043,759.00	\$ 2,998,382.37	\$ 1,894,066.70	\$ 151,312.77
FTA 5307 FFY 19	\$ 5,154,206.00	\$ 3,064,040.22	\$ 1,935,542.51	\$ 154,626.18
FTA 5339 FFY 17	\$ 425,653.00	\$ 253,039.54	\$ 159,844.11	\$ 12,769.59
FTA 5339 FFY 18	\$ 632,576.00	\$ 376,049.83	\$ 237,549.24	\$ 18,977.28
FTA 5339 FFY 19	\$ 584,990.00	\$ 347,761.20	\$ 219,679.43	\$ 17,549.70
FTA 5307 FFY 20	\$ 5,399,496.00	\$ 3,209,858.69	\$ 2,027,655.48	\$ 161,984.88
FTA 5339 FFY 20	\$ 626,271.00	\$ 372,301.68	\$ 235,181.55	\$ 18,788.13
FTA 5307 FFY 20 CARES	\$ 15,295,748.00	\$ 9,092,920.82	\$ 5,743,963.37	\$ 458,872.44
Total	\$ 37,718,442.00	\$ 22,422,624.01	\$ 14,164,286.00	\$ 1,131,553.26

*Other Urban includes Kershaw County and Calhoun County.

Urban/Rural Split							
County	Population	Percent	Urban	Percent	Rural	Percent	Urban for STMF Purposes
Richland County	384,504	59.44%	326,828	59.45%	57,676	46.79%	61.29%
Lexington County	262,391	40.56%	206,456	37.55%	65,938	53.21%	38.71%
Total	646,895	100.00%	533,284	97.00%	123,274	100.00%	100.00%
Balance of Urban Area			16,493	3.00%			
Total Urbanized Area			549,777	100.00%			

Regional Allocations					
County	Population (2010 Census)	Percent of Population	Federal Funds	State Mass Transit Funds	Service Hours Projected based off Transdev's Rate
Richland County Urban	326,828	85.00%	\$ 9,175,889	\$ 307,388	
Richland	57,676	15.00%	\$ 168,300	\$ 22,851	1,362.24
Total Richland	384,504	100.00%	\$ 9,344,189	\$ 330,239	
Lexington County Urban	196,793	75.00%	\$ 5,796,374	\$ 194,176	
Lexington County Rural	65,598	25.00%	\$ 191,416	\$ 25,990	1,549.36
Total Lexington	262,391	100.00%	\$ 5,987,790	\$ 220,166	
Service Area	646,895				

DART Breakdown by Square Miles	Actual Square Miles	DART Service Area Square Miles	Percentage of DART Service Area
Richland County	624.65	477.29	71.01%
Lexington County	721.10	21.00	3.12%
Columbia	134.90	134.90	20.07%
Eastover	1.20	-	0.00%
Forest Acres	5.00	5.00	0.74%
Batesburg/Leesville	7.40	-	0.00%
Chapin	1.80	-	0.00%
Little Mountain	1.10	-	0.00%
Irmo	6.26	6.26	0.93%
Lexington	8.80	-	0.00%
Newberry	6.60	-	0.00%
Newberry County	639.30	-	0.00%
West Columbia	6.30	6.30	0.94%
Cayce	17.40	17.40	2.59%
Springdale	4.00	4.00	0.60%
Total	2,185.80	672.15	100.00%

Contractor Fixed Route Cost per Hour	\$ 54.12
DART Cost Per Hour	\$ 44.63
Fully Allocated Cost Per Hour Fixed Route*	\$ 78.57
Fully Allocated Cost Per Hour DART*	\$ 75.09
Fully Allocated Cost Per Hour without depreciation & capital*	\$ 112.12

Fixed Route Service Hours	175,000
DART Service Hours	50,000
Total Service Hours	225,000

Route Allocation FY 20-21

Route or Service	Richland County	Columbia	Eastover	Forest Acres	West Columbia	Cayce	Springdale	Batesburg/Leesville	Lexington County	Chapin	Irmo	Lexington	Little Mountain	Newberry	Newberry County	Total
6		1.00														1.00
7 - Contracted		1.00														1.00
11		1.00														1.00
12		1.00														1.00
21	0.01	0.99														1.00
31	0.95	0.05														1.00
32	0.35	0.65														1.00
42	0.05	0.95														1.00
44X - Pilot	0.75	0.20	0.05													1.00
45	0.10	0.90														1.00
46	0.98	0.02														1.00
47	0.93	0.02	0.05													1.00
53X	0.70	0.30														1.00
55	1.00	-														1.00
57L	1.00	-														1.00
61	0.55	0.45														1.00
62	0.98	0.02														1.00
74		0.95		0.05												1.00
75	0.94	0.05		0.01												1.00
76		1.00														1.00
77	0.98	0.02														1.00
83L	0.05	0.10							0.70		0.15					1.00
84	0.05	0.95														1.00
88	0.05	0.85		0.10												1.00
91		0.05			0.25	0.15	0.54		0.01							1.00
92X - Pilot		0.15			0.10	0.50			0.25							1.00
93X - Pilot	0.16	0.15							0.29	0.02	0.01		0.01	0.10	0.26	1.00
96L		0.09			0.45	0.45			0.01							1.00
97 - Pilot					0.15	0.05		0.35	0.20			0.25				1.00
101	0.01	0.99														1.00
301		1.00														1.00
401		1.00														1.00
501	0.25	0.74		0.01												1.00
701		0.70		0.30												1.00
801	0.50	0.50														1.00
Gamecock Express		0.05	0.95													1.00
Soda Cap Connector		0.80			0.10	0.10										1.00
Soda Cap Connector		1.00														1.00
Soda Cap Connector		1.00														1.00
Soda Cap Connector		1.00														1.00
DART	0.76	0.17	-	0.01	0.01	0.02	0.01	-	0.01		0.02					1.00
Total By Jurisdiction	12.15	22.76	0.10	0.48	1.06	1.27	0.55	0.35	1.47	0.02	0.18	0.25	0.01	0.10	0.26	41.00
Percentage of Service Allocation	29.64%	55.51%	0.24%	1.16%	2.58%	3.10%	1.33%	0.85%	3.59%	0.05%	0.44%	0.61%	0.02%	0.24%	0.63%	100.00%

The Budget Process

What Is a Budget? A budget is an estimation of revenue and expenses over a specified future period of time and is usually compiled and re-evaluated on a periodic basis. Budgets can be made for a person, a group of people, a business, a government, or just about anything else that makes and spends money. Budgets are an integral part of running any business efficiently and effectively.

An operating budget is a formal, written plan that aligns the operating requirements with the funding sources of an organization. An operating budget reflects the missions and specific command objectives of the organization, as well as any limitations and controls (e.g., constraining targets, available funds) imposed upon it. An operating budget provides the means to control obligations and expenditures against approved funding levels.

The objective of the operating budget is to provide managers with the ability to plan, organize, staff, and control the operations to accomplish the mission for the fiscal year.

Capital budgeting is the process that a business uses to determine which proposed fixed asset purchases it should accept, and which should be declined. This process is used to create a quantitative view of each proposed fixed asset investment, thereby giving a rational basis for making a judgment.

The COMET adopts a flexible annual operating and capital budget. The operating budget is adopted on a basis, which approximates Generally Accepted Accounting Principles (GAAP).

This administrative procedure identifies the steps for creation, submission, approval and review of an annual budget. The fiscal year for The COMET shall be July 1st through June 30th in accordance with the by-laws.

In mid-March of each year, the Executive Director/CEO shall develop and submit a draft budget request to the Finance Committee for the next fiscal year based on the needs of The COMET. Such request shall include an itemized estimate of the anticipated revenues and expenditures for the next fiscal year. Methodologies and notes related to each line item accompany the budget request where appropriate and necessary. The proposed annual budget is structured based on historic and projected levels of available funding (revenues) and expenditures, with consideration given to the requirements of any of the organization's funding partners.

At the regularly scheduled April meeting of the Board of Directors, the COMET's Executive Director/CEO will submit a draft budget request to the Board of Directors to support the annual operations, administration and capital needs of The COMET for the ensuing fiscal year. Presentation of the proposed budget at the annual April meeting provides up to 60 days for Board review, revision, and approval, prior to the beginning of the new fiscal year and prior to submission to funding sources. All Board of Directors members will be given the opportunity to review the draft budget and present any questions or concerns for discussion.

No later than May 30th of each year The COMET's Executive Director/CEO shall prepare a proposed final and complete budget including all approved Board of Directors requested revisions. The methodologies and notes related to each line item accompany the budget request where appropriate and necessary. The budget plan shall include a narrative explaining any major changes from the current fiscal year revenue and expenditures.

The budget plan shall be adopted annually by the Finance Committee and Board of Directors no later than June 30th of each year. Should the Board of Directors not adopt a new budget prior to the start of a fiscal year, The COMET will operate under the funding levels and constraints of the previous fiscal year, until a new budget is adopted by the Board of Directors. This process would be like the “continuing resolution” process used at the Federal level.

Amendments: The Finance team will conduct reviews monthly to identify any variances and notify the Executive Director/CEO. The COMET adopts a flexible (within bottom line figure) annual operating, administrative and capital budget, which provides the Executive Director/CEO with the flexibility to make transfers between approved line items at his/her discretion if the bottom line total expenditure amount remains the same as was originally approved by the Board of Directors. In the event of a significant adjustment being required within the approved budget, the Executive Director/CEO will revise the budget as appropriate and provide copies of the revised budget to the Finance Committee and Board of Directors.

The operating and capital budget process consists of the following six phases:

Phase 1. Formulation

This is the draft and proposed phase of the operating budget process by the Executive Director/CEO.

Phase 2. Review and Analysis

The Executive Director/CEO prepares a proposed budget, identifies the impact of alternatives to the proposed budget, makes recommendations, and presents the proposed budget to the Executive Committee and Board of Directors.

Phase 3. The COMET Review and Consensus

The Finance Committee and full Board of Directors will review the proposed budget and alternatives and will determine a recommended budget for submission to the Board of Directors for final approval.

Phase 4. Approval

The Executive Director/CEO submits the recommended budget and alternatives for final board approval. Approval includes any capital improvement plan, cost recovery fee schedule, class and compensation schedule, service improvement plan, and disadvantaged business enterprise (DBE) goal. Budget approval requires 1/2 plus 1 majority which represents a quorum of the Board of Directors.

Phase 5. Monitoring

Quarterly Budget Analysis and monthly Financial Statements reports are available to Board of Directors for monitoring actual performance compared to budgeted amounts.

Phase 6. Adjustments

Significant operating budget changes identified during the fiscal year will be summarized by Director of Finance/CFO and presented to the Executive Director/CEO and Board of Directors for approval.

Financial Policies

Operating Reserve Policy

Purpose

To establish policies and procedures to be followed relating to the creation and maintenance of a reserve fund balance policy.

The purpose of the Operating Reserve policy for The COMET is to ensure the stability of the mission, programs, employment, and ongoing operations of the organization.

Background

The Central Midlands Regional Transit Authority (CMRTA) has been advised that as a best practice relating to its budgeting and fiscal management, the Board of Directors should approve a policy establishing an adequate reserve fund to assure cash flow needs of The COMET can be met. Adequate reserves enable organizations to support strategic business practices; manage resources effectively to meet community and organizational needs; minimize the need for working capital borrowing; and provide flexibility for organizational expansion and/or new organizational priorities.

Accounting for Reserves

The Operating Reserves Fund will be recorded in the financial records as Operating Reserve. The Fund will be funded and available in cash or cash equivalent funds. Operating Reserves funds for The COMET will be maintained in a segregated bank account or investment fund, in accordance with an investment policy approved by the Board of Directors.

Policy

The CMRTA Board of Directors hereby establishes an Operating Reserve Fund balance policy pursuant to which The COMET shall have a goal to establish an unrestricted, Board designated Operating Reserve Fund balance in an amount equivalent to the average of four and a half months expenditures excluding what is held within the Capital Reserve Fund.

It is the Board of Directors intention to have the appropriate amount of the reserve fund balance fully funded by the end of fiscal year 2018-2019 and maintained beyond.

In addition, the Board of Directors shall create an additional Reserve Fund to address the following needs: an Emergency Reserve Fund balance in an amount equivalent to the average four and half month's expenditures excluding what is held in the Operating Reserve Fund and Capital Reserve Fund to address unforeseen emergencies and natural disasters.

When the Emergency Reserve is fully funded and the Operating Reserve is funded with the equivalent of at least four and a half months of operations funds, The COMET may fund a Capital Reserve through the budgeting process. The Capital Reserve is available to provide resources for high priority capital projects or grant matching funds. The Capital Reserve is designed to reduce The COMET's future needs for borrowing

or bonding for large capital projects. With Board of Directors approval, Capital Reserve funds can be transferred to the Operating or Emergency Reserve if these funds fall below the target levels.

If, for a prolonged period, the total reserve balance held in emergency and contingency reserves exceeds nine months of operating expenditures, The COMET will consider options such as but not limited to: expanding transit service or decreasing fares in an effort to provide the optimal level of transit service and benefits to Richland and Lexington Counties.

Any of the Reserve Fund balance may be used only as approved by the Board of Directors. The Executive Director/CEO and Director of Finance/CFO will submit a request to use any one of the Reserve Funds to the Board of Directors. The request will include the analysis and determination of the use of funds and plans for replenishment. The COMET's goal is to replenish the funds used within twelve months to restore any of the Reserve Fund to the target as explained in this policy, if the Board of Directors approve the use of any of the Reserve Funds.

Investment Reserves Policy

It is the policy of CMRTA to invest its funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow needs of the Authority and comply with all State, and other legal requirement and statutes governing the investment of public funds.

The Executive Director is authorized to invest any surplus funds of CMRTA in either U.S. Treasury obligations or time deposits in insured banks or saving institutions.

Permissible investments include direct obligations of the U.S. Government and agency securities, general obligation of the State of South Carolina or any of its political units, certificates of deposit, saving accounts or certificates of savings and loans associations, and repurchase agreements. Collateral is required for demand deposits, certificates of deposit and repurchase agreements in excess of amounts covered by federal deposit insurance.

Funds and Banking

Operating funds of the CMRTA shall be deposited in the Authority's bank accounts as they are designated by the Executive Committee. The Director of Finance/CFO shall closely monitor the balances of the accounts to ensure FDIC insurance compliance. At times, such deposits may be in excess of FDIC insurance limits if approved by the Executive Committee.

Scope

The Investment Policy for The COMET is to provide for increased public confidence in the procedures used for the investment of public funds; to provide a supplemental source of revenue to help offset costs of providing public services while maintaining reasonable financial reserves; and to provide prudent objectives for the investment process.

This Investment Policy is intended to comply with S.C. Code Ann. Sections 6-5-10, *et seq.* Investment of Funds by Political Subdivisions.

Delegation of Authority

In accordance with the S.C. Code Ann. Section 6-5-20 the Board of Directors delegate the investment authority provided by S. C. Code Ann. Section 6-5-10 to the Executive Director/CEO in conjunction within the Finance Committee. Furthermore, the full responsibility for conducting investment transactions shall reside with the Executive Director/CEO until the delegation of authority terminates or is revoked by action of Board of Directors. The Executive Director/CEO may rely on the advice of the Director of Finance/CFO, Finance Committee and/or investment advisors to ensure that the intent of the Investment Policy is followed.

The Executive Director/CEO shall maintain internal control procedures to provide a satisfactory level of accountability based upon records incorporating the description and amount of investments, the fund(s) in which they are held, the place(s) where kept, and other relevant information, including dates of sale or other dispositions and amounts realized.

The Executive Director/CEO shall maintain internal control procedures to provide for the receipt and review of the service provider's audited opinion in consideration to its internal control over financial reporting in relation to Rule 17A of the Securities and Exchange Commission (SEC).

The records of investment transactions made by or on behalf of The COMET are public records and are the property of The COMET whether in custody of The COMET or in custody of a fiduciary or other third party.

OBJECTIVES

The primary objectives of all investment activities involving financial assets of The COMET shall be prioritized as follows:

- **Safety:** Safety and preservation of principal in the overall portfolio is the foremost investment objective.
- **Liquidity:** Maintaining the necessary liquidity to match the expected liabilities is the second investment objective.
- **Return:** Obtaining a reasonable return is the third investment objective.

PRUDENCE

The Executive Director/CEO or his/her designee, when investing public funds, shall exercise the care, prudence, and diligence under the circumstances then prevailing that a person acting in a like capacity of The COMET and familiar with such matters would use to attain the stated objectives of investment activities. When making investment decisions, the Executive Director/CEO shall consider the role that the investment or deposit makes within the portfolio of The COMET assets and the investment objectives as stated in the Objectives of Investment Policy section.

INSTRUMENTS ELIGIBLE FOR INVESTMENT

Assets of The COMET may be invested in accordance with S. C. Code Ann. Section 6-5-10 as follows:

- Obligations of the United States and its agencies.
- Obligations of the State of South Carolina and its political units.
- Interest bearing savings accounts, interest bearing money market accounts, and interest-bearing checking accounts at any bank, savings and loan association or credit union in South Carolina.
- Certificates of deposit and other evidences of deposit at South Carolina depository institutions.
- Repurchase agreements.
- No load open-end or closed-end management type investment companies or investment trusts that invest strictly in the above listed items.
- South Carolina Pooled Investment Fund (S. C. Code Ann. Sections 6-6-10, *et seq.*).

All instruments eligible for investment are further governed by all other provisions of this Investment Policy.

SECURING DEPOSITS OF FUNDS

Qualified public depositories must secure deposits made by The COMET to the extent that the deposits exceed the amount of insurance coverage provided by the Federal Deposit Insurance Corporation (FDIC) in accordance with S. C. Code Ann. Section 6-5-15 as follows:

- Furnish an indemnity bond in a responsible surety company authorized to do business in South Carolina; or
- Pledge as collateral:
 - obligations of the United States;
 - obligations fully guaranteed both as to principal and interest by the United States;
 - general obligations of the State of South Carolina or any political subdivision of this State;
 - obligations of the Federal National Mortgage Association, the Federal Home Loan Bank, Federal Farm Credit Bank, or the Federal Home Loan Mortgage Corporation; or
- Provide as an irrevocable letter of credit issued by the Federal National Mortgage Association, the Federal Home Loan Bank, Federal Farm Credit Bank, or the Federal Home Loan Mortgage Corporation, in which The COMET is named as beneficiary.

The COMET shall exercise prudence in accepting collateral securities or other forms of deposit security.

COLLATERALIZATION AND SAFEKEEPING

Eligible securities used for collateralizing deposits by The COMET shall be held by the depository's trust department and/or a third-party bank or trust company subject to security and custodial agreements.

The security agreement shall provide that eligible securities are being pledged to secure The COMET's deposits together with agreed upon interest, if any, and any costs or expenses arising out of the collection of such deposits upon default. It shall also provide the conditions under which the securities may be sold, presented for payment, substituted or released and the events which will enable The COMET to exercise its rights against the pledged securities.

In the event that the pledged securities are not registered or inscribed in the name of The COMET, such securities shall be delivered in a form suitable for transfer or with an assignment in blank to The COMET or the custodial bank or trust company. Whenever eligible securities delivered to the custodial bank or trust company are transferred by entries on the books of a federal reserve bank or other book-entry system operated by a federally regulated entity without physical delivery of the evidence of the obligations, then the records of the custodial bank or trust company shall be required to show, at all times, the interest of the government in the securities as set forth in the security agreement.

The custodial agreement shall provide that pledged securities held by the bank or trust company as agent of, and custodian for, The COMET will be kept separate and apart from the general assets of the custodial bank or trust company and will not be commingled with or become part of the backing of any other deposit or other bank liability. The agreement shall also describe how the custodian shall confirm the receipt, substitution, or release of the collateral and it shall provide for the frequency of reevaluation of collateral by the custodial bank or trust company and for the substitution of collateral when a change in the rating of

a security causes ineligibility. The security and custodial agreements shall also include all other provisions necessary to provide The COMET with a perfected security interest in the eligible securities and to otherwise secure The COMET's interest in the collateral and may contain other provisions that The COMET Board of Directors deem necessary.

INVESTMENT MATURITY LIMITATIONS

Operating Funds must be identified and distinguished from all other funds available for investment. Operating Funds are defined as those funds that are reasonably expected to be expended during a current budget year or within twelve months of receipt.

All investments are subject to the following maturity limitations:

The Executive Director/CEO may invest funds of The COMET that are not identified as Operating Funds in investments that have maturities that are consistent with the needs and use of The COMET.

DIVERSIFICATION REQUIREMENTS

The investment portfolio of The COMET shall be diversified to eliminate risk of loss resulting from overconcentration of assets in a specific maturity, a specific institution, or a specific instrument. Assets of The COMET shall be diversified as follows:

- Portfolio maturities shall be staggered in a way that avoid undue concentration of assets in a specific maturity sector.
- Maximum amounts of funds to be invested in any one type of instrument or with any one financial institution shall be established by The COMET Board of Directors with recommendation from the Finance Committee and evaluated annually.

REPORTING

The Executive Director/CEO shall submit an investment report to The COMET Board of Directors and Finance Committee at a regularly scheduled meeting on a monthly basis. The investment report shall set out the current portfolio in terms of maturity, rates of return and other features and summarize all investment transactions that have occurred during the reporting period. The investment report shall also include names of each financial institution holding The COMET deposit and the type of account.

INVESTMENT POLICY REVIEW AND AMENDMENT

The COMET Board of Directors shall establish the Investment Policy and any subsequent amendments.

Summary of Significant Accounting Policies

Reporting Entity: The Central Midlands Regional Transit Authority (the “Authority”), is a public entity created in May 2000 under Section 58-25 of the South Carolina Code of Laws, Regional Transit Authority Enabling Act. The Authority officially took over transit operations October 16, 2002. The primary purpose of the Authority is to administer, manage, and operate fixed route bus service and demand-response paratransit service, in and around the Columbia, South Carolina urbanized area. The Authority is governed by an 11-member Board of Directors and consists of representatives of the following jurisdictions: City of Columbia, Forest Acres, Lexington County, and Richland County. In addition, there are advisory board members from the Cities of West Columbia and Cayce, the Towns of Eastover, Chapin, Springdale and Irmo as well as the Lexington County Legislative Delegation. With receipt of mass transit funds, the Richland County Delegation makes appointments to the Board of Directors. The Authority has separate legal standing from all other units of government and is fiscally independent of all other units of local government. The Authority's Board of Directors has the sole authority to determine financial programs, establish fare, and issue bonded debt.

In evaluating how to define the government, for financial reporting purposes, management has considered all potential component units. Potential component units are legally separate organizations for which the elected officials of the Authority might be considered to be financially accountable. The decision to include a potential component unit in the reporting entity was made by applying the criteria set forth in GAAP, based on Statement No. 39 of the Governmental Accounting Standards Board. The concept underlying the definition of the financial reporting entity is that elected officials are accountable to their constituents; it follows that an accountability perspective should provide the basis for defining the financial reporting entity. In accordance with that concept, the Central Midlands Regional Transit Authority financial reporting entity consists only of the funds of the Authority, the primary government; no other separate entities have been included in the reporting entity (and these financial statements) because the Authority is not financially accountable for any other separate organizations, and there are no other organizations for which the nature and significance of their relationship with the Authority is such that exclusion would cause the financial statements to be misleading or incomplete.

Financial Statements: The financial statement presentation for the Authority meets the requirements of Governmental Accounting Standards Board (“GASB”) Statement No. 34, *Basic Financial Statements and Management's Discussion and Analysis for State and Local Governments*. The financial statement presentation provides a comprehensive, entity-wide perspective of the Authority's net position, revenues, expenses and changes in net position and cash flows that replaces the fund-group perspective previously required.

During the current year, the Authority implemented the provisions of GASB Statement No. 88, *Certain Disclosures Related to Debt, including Direct Borrowings and Direct Placements*. This statement improves financial reporting by providing users of financial statements with essential information that was not previously consistently provided. In addition, information about resources to liquidate debt and risk associated with changes in terms associated with debt will be disclosed.

Basis of Accounting: The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. Proprietary funds are accounted for on the flow of economic resources measurement focus and use the accrual basis of accounting. With this measurement focus, all assets and

liabilities associated with the operation of these funds are included in the Statement of Net Position. Net position is segregated into net investment in capital assets and restricted and unrestricted net position components. Proprietary fund operating statements present increases (revenues) and decreases (expenses) in total net position. Under this method, revenues are recorded when earned and expenses are recorded at the time liabilities are incurred.

Fund Accounting: The Authority uses one fund to report on its financial position and the results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain government functions and activities.

A fund is a separate accounting entity with a self-balancing set of accounts. The fund presented in this report is a Proprietary Fund Type – Enterprise Fund. Enterprise Funds are used to account for those operations that are financed and operated in a manner similar to private business or where the Board has decided that the determination of revenues earned, costs incurred and/or net income is necessary of management accountability.

Cash and Cash Equivalents: For purposes of the statement of cash flows, the Authority considers all highly liquid investments with an original maturity of three months or less to be cash equivalents.

Accounts Receivable: Accounts receivable consist mainly of the 1% transportation sales tax and grants receivable from other governments and are reported net of any allowance for bad debts. Such allowances are estimated based upon such factors as length of delinquency, historical analysis, and available means for collection enforcement.

Estimates: The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amount of assets, liabilities and deferred outflows and inflows of resources at the date of the financial statements and revenues, expenditures/expenses, and other sources and uses recognized during the reporting period. Actual results could differ from those amounts.

Investments: Deposits and investments for the Authority are governed by the South Carolina Code of Laws, Title 6, Chapter 5, “Investments of Funds by Political Subdivisions”. The Authority has implemented GASB Statement No. 40, *Deposits and Investment Risk Disclosures - an amendment to GASB Statement No. 3*. This statement requires disclosures related to deposit risks, such as custodial credit risk, and investment risks, such as credit risk (including custodial credit risk and concentrations of credit risks) and interest rate risk. The Authority accounts for its investments at fair value in accordance with GASB Statement No. 72, *Fair Value Measurement and Application*.

Changes in unrealized gain (loss) on the carrying value of investments are reported as a component of investment income in the statement of revenues, expenses and changes in net position. State statutes authorize the Authority to invest in obligations of the United States and its agencies, general obligations (not revenue obligations) of the State of South Carolina and its subdivisions, savings and loan associations to the extent of federal insurance, certificates of deposit collaterally secured, and repurchase agreements secured by the foregoing obligations.

The Authority has certain funds invested with the South Carolina State Treasurer's Office, which established the South Carolina Local Government Investment Pool Fund (the "Pool") pursuant to Section 6-610 of the South Carolina Code. The Pool is an investment trust fund, in which public monies in excess of current needs, which are under the custody of any city treasurer or any governing body of a political subdivision of the State, may be deposited. The Pool is a 2a7-like pool which is not registered with the Securities and Exchange Commission ("SEC") as an investment company but has a policy that it will operate in a manner consistent with the SEC's Rule 2a7 of the Investment Company Act of 1940. The total fair value of the Pool is apportioned to the entities with funds invested on an equal basis for each share owned, which are acquired at a cost of \$1.00.

Fair Value: The fair value measurement and disclosure framework provides for a three-tier fair value hierarchy that gives highest priority to quoted prices in active markets for identical assets or liabilities (Level 1 measurements) and the lowest priority to unobservable inputs (Level 3 measurements). The three levels of fair value hierarchy are described below:

Level 1 – Inputs to the valuation methodology are unadjusted quoted prices for identical assets or liabilities in active markets that the Authority can access at the measurement date.

Level 2 – Inputs to the valuation methodology, other than quoted prices included in Level 1, that are observable for an asset or liability either directly or indirectly and include:

- Quoted prices for similar assets and liabilities in active markets.
- Quoted prices for identical or similar assets or liabilities in inactive markets.
- Inputs other than quoted market prices that are observable for the asset or liability.
- Inputs that are derived principally from or corroborated by observable market data by correlation or other means.

Level 3 – Inputs to the valuation methodology that are unobservable for an asset or liability and include:

- Fair value is often based on developed models in which there are few, if any, observable inputs. The asset's or liability's fair value measurement level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement. Valuation techniques used should maximize the use of observable inputs and minimize the use of unobservable inputs.

The valuation methodologies described above may produce a fair value calculation that may not be indicative of future net realizable values or reflective of future fair values. The Authority believes that the valuation methods used are appropriate and consistent with GAAP. The use of different methodologies or assumptions to determine the fair value of certain financial instruments could result in a different fair value measurement at the reporting date. There have been no significant changes from the prior year in the methodologies used to measure fair value.

Prepaid Expenses: Payments made to vendors for services that will benefit periods beyond June 30, 2021, are recorded as prepaid expenses.

Inventory: Inventory, which is comprised of all-day passes, 10 ride passes, 5 day passes, 7 day passes, 31 day passes, all-day half fare passes, 5 day half fare passes, 7 day half fare passes, 31 day half fare passes, agency passes, DART single ride, DART 10-ride, reloaded SMART Cards and "U" passes are valued at cost, using an average cost method. The Authority utilizes the consumption method to recognize inventory

usage. Under the consumption method, inventories are recorded as expenses when used rather than when purchased.

Restricted Assets: The Authority's policy is to first apply restricted resources when an expense is incurred for which both restricted and unrestricted net position are available.

Capital Assets: Capital assets are carried at cost. Donated capital assets are recorded at acquisition value at the date of donation. Capital assets are capitalized if their cost exceeds \$5,000 and useful lives are expected to exceed one year. These assets are depreciated over the estimated useful lives using the straight-line method as follows:

Assets	Years
Furniture and Fixtures	3-15
Machinery and Equipment	3-15
Trolleys	12-14
Cutaway Buses	8-10
Buildings	7-40
Fixed Route Buses	12-14
Non-Revenue Vehicles	5-7
Minivans	8-10

Maintenance and repairs of capital assets are charged to operations and major improvements are capitalized. Upon retirement, sale or other disposition of capital assets, the cost and accumulated depreciation are eliminated from the accounts, and a gain or loss is recognized. The Authority follows the guidelines of the Federal Transit Administration.

Compensated Absences: It is the Authority's policy to permit employees to accumulate earned but unused vacation and sick pay benefits. Employees of the Authority may carry over a maximum of 240 hours of vacation to the next year, which may be taken either as time off or as pay upon termination. There is no liability for non-vesting accumulated rights to receive sick pay benefits. All vacation pay is accrued when incurred in the financial statements.

Deferred Outflows/Inflows of Resources: In addition to assets, the statement of net position and/or balance sheet will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until that time. In addition to liabilities, the statement of net position and/or balance sheet will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time.

Pensions: For purpose of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the pension plan's fiduciary net position and additions to/deductions from the plan's fiduciary net position have been determined on the same basis as they are reported by the plan. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

Postemployment Benefits Other Than Pensions (OPEB): For purposes of measuring the Authority's OPEB liability, deferred outflows of resources and deferred inflows of resources related to OPEB, and OPEB expense, information about the fiduciary net position of the South Carolina Long-Term Disability Insurance Trust Fund (SCLTDITF) and additions to/deductions from the SCLTDITF net position have been determined on the same basis as they are reported by the SCLTDITF Plan. For this purpose, the SCLTDITF recognize benefit payments when due and payable in accordance with the benefit terms. Investments are reported at fair value, except for money market investments and participating interest earning investment contracts that have a maturity at the time of purchase of one year or less, which are reported at cost.

Net Position: Net position is classified and displayed in three components within the Statement of Net Position. These three classifications are as follows:

Net investment in capital assets: This consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvements of those assets.

Restricted net position: Restricted net position consists of net position with constraints placed on the use either by (1) external groups such as creditors, grantors, contributors, or laws and regulations of other governments; or (2) law through constitutional provisions or enabling legislation.

Unrestricted net position: It consists of all other net position that does not meet the definition of "restricted" or "investment in capital assets."

Capital Contributions: Capital contributions consist of capital grants or contributions typically from other governments.

Operating and Non-operating Revenues and Expenses: Operating revenues and expenses in the financial statements are those that result from providing services and producing and delivering goods and/or services. Also included are all revenues and expenses not related to capital and related financing, non-capital financing, or investing activities. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

Outstanding Debt by Type

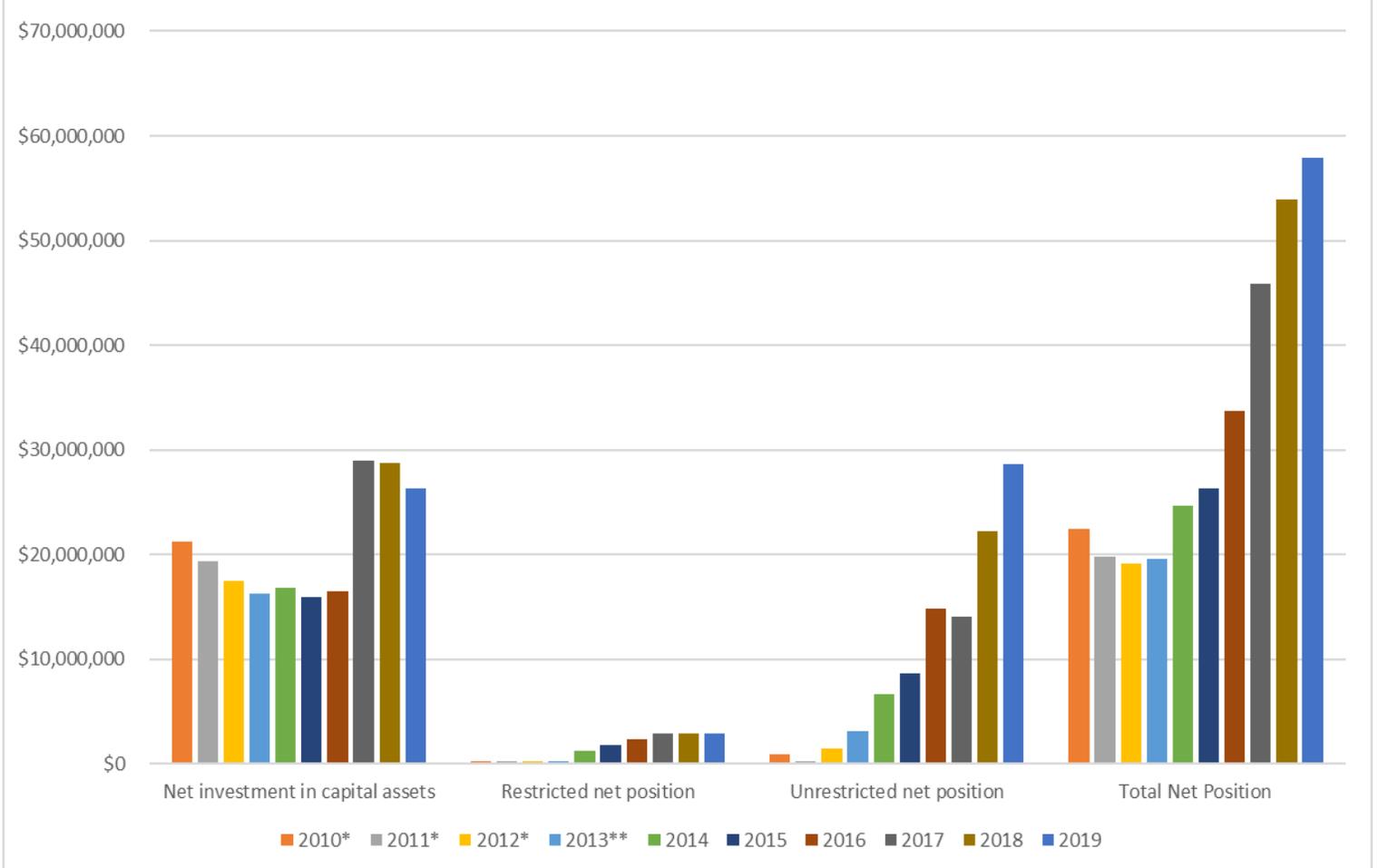
Debt Administration: The Authority purchased equipment under a capital lease agreement during the year. The balance of capital lease obligations outstanding at June 30, 2019 totaled \$19,638 as compared to no outstanding capital leases at June 30, 2018.

RATIO OF OUTSTANDING DEBT BY TYPE					
LAST TEN FISCAL YEARS					
Business-Type Activities					
Fiscal Year	General Obligation Bonds	Revenue Bonds	Capital Lease	Total Primary Government	Percentage of Total Expenditures
2010	-	-	-	-	-
2011	-	-	-	-	-
2012	-	-	-	-	-
2013	-	-	-	-	-
2014	-	-	-	-	-
2015	-	-	-	-	-
2016	-	-	-	-	-
2017	-	-	-	-	-
2018	-	-	-	-	-
2019	-	-	19,638.00	19,638.00	0.08%

Schedule of Net Position by Component

Fiscal Year End	2010*	2011*	2012*	2013**	2014	2015	2016	2017	2018	2019
Net investment in capital assets	\$21,214,714	\$19,392,883	\$17,438,159	\$16,225,285	\$16,800,380	\$15,950,016	\$16,499,460	\$28,980,008	\$28,736,564	\$26,268,843
Restricted net position	224,808	224,808	224,808	224,808	1,224,808	1,772,795	2,330,382	2,864,791	2,904,401	2,944,614
Unrestricted net position	952,953	188,231	1,494,163	3,159,910	6,634,440	8,587,752	14,851,145	14,036,968	22,233,089	28,646,849
Total Net Position	\$22,392,475	\$19,805,922	\$19,157,130	\$19,610,003	\$24,659,628	\$26,310,563	\$33,680,987	\$45,881,767	\$53,874,054	\$57,860,306
*Fiscal year ending Sept 30										
** Fiscal year changed to Jun 30 (9 mo reporting period)										

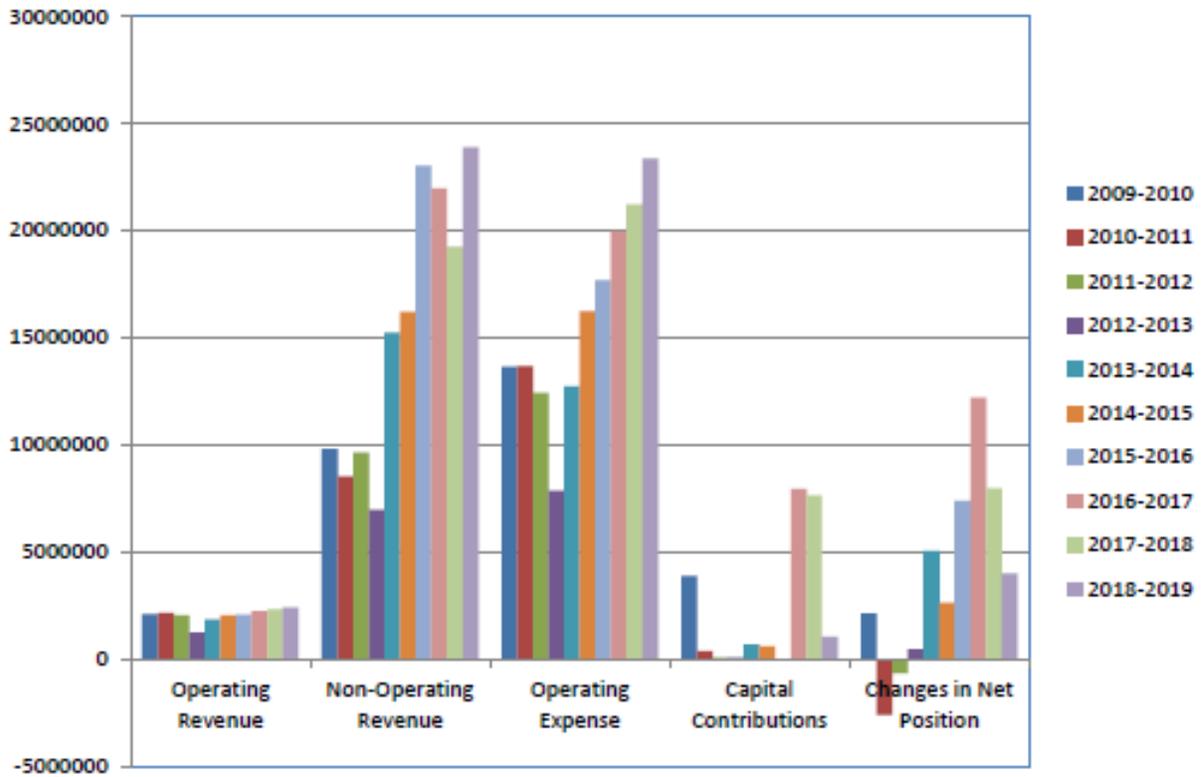
10 year** Net Position



Changes in Net Position Previous Fiscal Years

Fiscal Year	Operating Revenue	Non-Operating Revenue	Operating Expense	Capital Contributions	Changes in Net Position
2009-2010*	\$ 2,098,095	\$ 9,807,085	\$ 13,655,869	\$ 3,884,122	\$ 2,133,433
2010-2011*	2,174,645	8,543,290	13,677,440	372,952	(2,586,553)
2011-2012*	2,065,914	9,642,606	12,440,384	83,072	(648,792)
2012-2013**	1,260,341	6,979,109	7,861,298	74,721	452,873
2013-2014	1,875,794	15,224,931	12,732,048	680,948	5,049,625
2014-2015	2,060,156	16,200,928	16,231,667	606,631	2,636,048
2015-2016	2,068,390	23,012,370	17,700,198	29,472	7,410,034
2016-2017	2,240,310	21,985,597	19,970,959	7,945,832	12,200,780
2017-2018	2,313,608	19,248,259	21,216,317	7,634,541	7,980,091
2018-2019	2,411,817	23,900,110	23,360,316	1,034,408	3,986,019

CHANGE IN NET POSITION



Source: Central Midlands Regional Transit Authority Audited Financial Statements

*Fiscal year ending September 30th.

**Fiscal year changed to June 30, 2013 – nine months reported.

Summary Revenues Previous Fiscal Years

	Fiscal Year									
	2009-2010*	2010-2011*	2011-2012*	2012-2013**	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
Passenger Fare Revenue	\$1,947,573	\$1,987,693	\$1,827,733	\$1,169,487	1,858,549	\$2,051,733	\$1,994,336	\$2,080,855	\$2,169,462	\$2,243,669
Other Operating Revenue	150,522	186,952	238,181	90,854	17,245	8,423	74,054	159,455	144,146	168,943
Intergovernmental Revenue	9,771,974	8,434,511	9,448,038	4,657,274	172,650	887,101	5,227,178	2,438,480	941,225	2,209,401
Richland County 1% Sales Tax Revenue	-	-	-	2,233,691	15,110,853	15,161,645	17,621,058	19,312,215	18,019,620	22,136,456
Lexington County Revenue	24,000	100,800	112,385	87,649	125,066	142,970	142,017	179,281	180,858	223,271
Other Non-operating Revenue	11,111	7,959	82,183	495	(183,638)	9,212	22,117	55,621	106,556	74,648
Total Revenue	\$11,905,180	\$10,717,915	\$11,708,520	\$8,239,450	\$17,100,725	\$18,261,084	\$25,080,760	\$24,225,907	\$21,561,867	\$27,056,388
Capital Contributions	\$3,884,122	\$372,952	\$83,072.00	\$74,721	\$680,948	\$606,631	\$29,472	\$7,945,832	\$7,634,541	\$1,034,408
Source: Central Midlands Regional Transit Authority Audited Financial Statements										
*Fiscal year ending September 30th.										
** Fiscal year changed to June 30, 2013- nine months reported.										
Fares are charged in a variety of ways including the following;										
\$1.50- standard one way										
\$0.75- standard one way for senior citizens and medicare recipients										
\$3.00- all day pass										
\$12.00- 5 day pass										
\$14.00- 7 day pass										
\$40.00- 31 day pass										
\$12.00- 10 rides pass										
Children 10 and under- free with paying adult										
Children 15 and under- free with valid COMET identification										

Summary Expenses Previous Fiscal Years

	Fiscal Year									
	2009-2010*	2010-2011*	2011-2012*	2012-2013**	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
Operations and Maintenance										
Contracted Services	\$8,815,162	\$8,754,686	\$7,965,160	\$5,097,941	\$7,562,622	\$10,103,967	\$12,608,631	\$13,593,636	\$13,936,607	\$14,287,953
Fuel	1,046,651	1,317,518	1,129,779	643,840	1,160,967	1,181,673	989,677	1,252,073	1,560,327	1,717,656
Other Operating and Maintenance(1)	492,193	506,524	376,108	324,682	779,637	800,419	357,183	1,174,746	746,361	716,446
	\$10,354,006	\$10,578,728	\$9,471,047	\$6,066,463	\$9,503,226	\$12,086,059	\$13,955,491	\$16,020,455	\$16,243,295	\$16,722,055
Administrative										
Staffing and Fringe Benefits	319,247	338,925	255,782	191,241	882,150	974,446	1,109,939	1,026,612	1,077,952	1,218,397
Custodial and Other Services	171,938	237,337	95,080	74,263	225,398	718,098	343,257	269,600	181,804	126,395
Other Administrative Costs	221,501	44,226	64,193	49,641	189,282	480,582	151,322	167,842	184,388	336,150
Total Administrative	712,686	620,488	415,055	315,145	1,296,830	2,173,126	1,604,518	1,464,054	1,444,144	1,680,942
Depreciation Expense	\$1,834,374	\$2,033,448	\$2,042,761	\$1,083,878	\$1,156,888	\$1,219,555	\$1,444,265	\$1,553,623	\$2,620,822	\$2,877,739
Insurance	91,978	72,242	63,121	44,118	58,855	65,113	64,898	97,429	104,641	112,442
Technical Services	508,058	209,569	283,208	221,565	540,698	472,275	407,022	564,167	546,639	886,837
Utilities	151,691	157,068	156,296	119,179	160,537	194,519	199,489	246,775	237,079	245,419
Other Expenses (2)	3,076	5,897	8,896	10,950	15,014	21,020	24,515	24,456	19,697	834,882
Total Expenses	13,655,869	13,677,440	12,440,384	7,861,298	12,732,048	16,231,667	17,700,198	19,970,959	21,216,317	23,360,316
Source: Central Midlands Transit Authority Audited Financial Statements										
*Fiscal year ending September 30th.										
**Fiscal year changed to June 30, 2013- nine months reported.										
(1) Includes non-capitalized capital expense from budgetary schedules										
(2) includes Expendable Capital Expense										

Economic and Demographic Statistics

Richland County - Last Ten Fiscal Years

Fiscal Year	Estimated Population ^(a)	Total Personal Income ^(b) (amounts in thousands)	Per Capita Personal Income (b)	Public School Enrollment ^(c)	Private School Enrollment ^(c)	Unemployment Rate ^(d)
2009	366,432	13,493,400	36,824	47,134	4,407	10.1%
2010	372,023	13,505,246	36,302	49,404	4,107	9.9%
2011	384,504	13,601,563	35,374	48,188	4,107	10.6%
2012	389,116	14,143,021	36,347	49,909	3,986	9.8%
2013	393,830	15,042,310	38,195	50,748	3,864	8.4%
2014	399,256	15,309,987	38,346	51,178	*	6.0%
2015	401,566	15,585,058	38,811	51,842	*	6.6%
2016	407,051	17,301,207	42,245	51,885	*	5.4%
2017	409,549	18,053,813	43,863	51,793	*	4.2%
2018	411,592	*	*	52,210	*	3.6%

Notes:

(a) All years based on estimated population by US Census Bureau

(b) South Carolina Office of Research and Statistics

(c) South Carolina Department of Education (2008 and 2012 calculated using 2-year estimate)

(d) South Carolina Employment Security Commission

* Information not available at this time

Principal Employers _ Richland County

Previous Fiscal Years

Employer	Fiscal Year 2018			Fiscal Year 2019		
	Employees	Rank	Percentage of Total County Employment	Employees	Rank	Percentage of Total County Employment
Palmetto Health Alliance	14,000-16,000	1	7.84%	9,000-10,000	1	4.23%
Blue Cross Blue Shield	10,000-11,000	2	5.49%	6,000-7,000	2	3.63%
University of South Carolina	8,000-9,000	3	4.45%	4,000-5,000	3	2.51%
Richland County School District 1	4,000-5,000	4	2.35%	4,000-5,000	4	2.51%
Richland County School District 2	3,000-4,000	5	1.83%	3,000-4,000	6	1.96%
City of Columbia	2,000-3,000	6	1.31%	2,000-3,000	10	
SC Department of Corrections	2,000-3,000	7	1.31%	*		
SC Department of Mental Health	2,000-3,000	8	1.31%	*		
AT&T (BellSouth)	2,000-3,000	9	1.31%	2,000-3,000	7	1.40%
Richland County	1,500-2,000	10	0.92%	*		
Department of Defense	*			3,000-4,000	5	1.96%
SCANA	*			2,000-3,000	8	1.40%
Humana/TriCare	*			2,000-3,000	9	1.40%
Totals	48,500-59,000		28.12%	37,000-47,000		21.00%

Sources:

- (a) Central South Carolina Alliance
- (b) South Carolina Department of Employment & Workforce
- (c) Central Midlands Council of Governments, Central SC Alliance, The State Newspaper & Richland County Finance

Note:

Percentage of total County employment is based on the midpoints in the ranges given.

* Information not available at this time.

Summary of Capital Assets – Previous Ten Fiscal Years

Fiscal Year End	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Number of buses owned										
Fixed Route	39	39	39	39	39	39	48	58	58	58
DART	21	21	21	21	21	23	23	23	23	23
Cost of assets: Work in progress	180,099	-	-	-	-	-	-	-	-	-
Land Improvements	-	-	-	-	-	-	-	-	-	30,000
Buildings	13,250,779	13,250,779	13,250,779	13,250,779	13,250,779	13,994,268	13,994,268	13,994,268	13,994,268	14,244,042
DART Vehicles	9,839,642	13,243,773	13,243,773	11,088,341	11,088,341	11,497,221	11,497,221	25,149,926	1,865,680	1,802,347
Fixed Route Buses	1,029,777	1,029,777	1,029,777	1,029,777	1,029,777	974,577	2,776,924	2,776,924	19,160,065	18,705,242
Trolleys	810,000	810,000	810,000	-	-	-	-	-	-	-
Vehicles (Automobiles)	75,179	75,179	75,179	75,179	75,179	111,115	111,115	111,115	119,623	151,265
Machinery and Equipment	2,320,226	2,728,883	2,813,083	2,874,310	2,874,310	2,932,918	3,124,280	3,266,418	5,366,965	5,453,747
Furniture and Fixtures	52,942	52,942	52,942	68,639	68,639	222,903	222,903	222,903	222,903	222,903
Total cost	\$27,378,545	\$31,191,333	\$31,275,533	\$28,387,025	\$28,387,025	\$29,733,002	\$31,726,711	\$45,521,554	\$40,729,504	\$40,609,545
Less: accumulated depreciation	11,503,045	13,536,493	15,579,254	13,904,262	13,904,262	15,525,508	16,969,773	18,284,068	13,735,462	16,059,734
Net capital assets	\$15,875,500	\$17,654,840	\$15,696,279	\$14,482,763	\$14,482,763	\$14,207,494	\$14,756,938	\$27,237,486	\$26,994,042	\$24,549,811
Source: CMRTA Audited Financial Statements										

Source: CMRTA Audited Financial Statements

The Authority implemented the Transit Asset Management (TAM) program for compliance, which is also a better tool for capital planning. The Authority will continue to research funding options and continuously evaluate the effectiveness of each route to meet the growing demand for transit services while maintaining sustainable service levels. The Authority will continue to pursue public and private support toward increased transit use, and funding support to achieve our primary mission to provide a safe, reliable, and efficient transportation system for the Central Midlands region.

Relevant Terms and Glossary

Accounting System – The COMET uses the accrual method of accounting. Under this method of accounting, revenues are recorded when earned and expenses are recorded as soon as they result in liabilities for benefits received.

Accrual Accounting - A basis of accounting in which revenues and expenditures are allocated to the year in which they are incurred, as opposed to when cash is actually received or spent.

Actual-to Budget Variance - A budgetary tool used to evaluate the performance between budgeted amounts and actual amounts. Generally, the CFO must explain any variance greater than 10 percent to the Board of Directors.

ADA - The Americans with Disabilities Act (ADA) became law in 1990. The ADA is a civil rights law that prohibits discrimination against individuals with disabilities in all areas of public life, including jobs, schools, transportation, and all public and private places that are open to the general public. The purpose of the law is to make sure that people with disabilities have the same rights and opportunities as everyone else.

Alternative Fuels – Fuels other than traditional gasoline/diesel such as compressed natural gas (CNG), liquefied natural gas (LNG), hybrid electric, propane, biodiesel, electric, bio or soy fuel, and hydrogen.

Asset Maintenance: Refers to the departments and activities focused on maintaining assets currently owned by The COMET.

Automatic Passenger Counters (APC)- Allows The COMET to gather critical information that shows where and when people are riding the bus system.

Automatic Vehicle Location (AVL) – Is a means for automatically determining and transmitting geographic location of a vehicle using Global Positioning System (GPS) technology, cellular communications, street-level mapping, and an intuitive user interface, with the goal of improving fleet management and customer service.

Bond - Long- or short-term debt issued by an Authority to help finance new acquisitions of property, facilities, and equipment.

Balanced Budget - A financial plan that matches all planned revenues and expenditures with proposed service levels.

Budget Message - The opening section of the budget document, which provides The COMET Board members and the public with a general summary of the most important aspects of the budget and changes from current and previous fiscal years.

Budget Document – A formal plan of action for a specified time period that is expressed in monetary terms.

Capital Assets - Land, improvements to land, easements, buildings, building improvements, vehicles, machinery, equipment, works of art and historical treasures, infrastructure, and all other tangible or intangible assets that are used in operations and that have initial useful lives extending beyond a single reporting period.

Capital Budget - A portion of the annual operating budget that appropriates funds for the purchase of capital equipment items. These expenditures are separated from regular operating items such as salaries, supplies, services, and utilities.

The capital budget includes funds for capital equipment purchases such as vehicles, construction of new facilities, office equipment, maintenance machinery, microcomputers, and off-site improvements. They are distinguished from operating items by their value (greater than \$5,000) and projected useful life (greater than one year).

Capital Costs - Costs of long-term assets of a public transit system such as property, buildings, and vehicles.

Capital expenditure (CapEx)- amount spent to acquire or significantly improve the capacity or capabilities of a long-term asset such as equipment or buildings. Typically recorded, or capitalized, on the balance sheet instead of expensed on the income statement. CapEx spending is important for companies to maintain existing property, plant & equipment, and invest in new technology and other assets for growth.

DBE - Disadvantaged Business Enterprises are for-profit small business concerns where socially and economically disadvantaged individuals own at least a 51% interest and also control management and daily business operations.

Debt - The amount of money required to pay interest and principal on the Authority's borrowed funds.

Depreciation - In accountancy, depreciation refers to two aspects of the same concept: (1) The decrease in value of assets and (2) the allocation of the cost of assets to periods in which the assets are used. Depreciation is a method of reallocating the cost of a tangible asset over its useful life span of it being in motion.

Demand Response - A service where passengers, or their agents, contact The COMET to schedule door to door transportation services. A demand response (DR) operation is characterized by the following: the vehicles do not operate over a fixed route or on a fixed schedule except, on a temporary basis to satisfy a special need, and the vehicle may be dispatched to pick-up several passengers at different pick-up points before taking them to their respective destinations and may even be interrupted in route to these destinations to pick up other passengers. The COMET's paratransit program is demand response.

Department - An organizational unit responsible for carrying out major Authority functions, such as operations, finance, administration, and community relations.

Discretionary Funding - One-time funding or annual funding allocations, which distributed on a competitive basis, must be specifically applied for and not guaranteed like a Formula Funds.

Enterprise Fund - A fund that gives the flexibility to account separately for all financial activities associated with a broad range of municipal services. It establishes a separate accounting and financial reporting mechanism for municipal services for which a fee is charged in exchange for goods or services. Revenues and expenses of the service are segregated into a fund with financial statements separate from all other governmental activities.

Expenditures - Decrease in net financial resources other than through inter fund transfers.

Expenses - Outflows of assets or occurrences of liabilities from delivering or producing goods or rendering services.

Farebox (Passenger) Revenues - All revenues gained from the sale of bulk agency passes, passenger tickets, passes, tokens, or other instruments of fare payment.

Fiscal Year - Annual schedule for keeping financial records and for budgeting transportation funds The COMET's fiscal year runs from Jul. 1 through Jun. 30, while the federal fiscal year runs from Oct. 1 through Sept. 30.

Formula Funds - Funds specifically allocated to different agencies by the federal government to pay for transportation, transit, and other programs. Funds are allocated annually based on population and other demographic information.

Fringe Benefits - Benefits provided to the employee such as FICA, Pension, Medical & Dental insurance, Life, Short- and Long-Term Disability insurance, Unemployment insurance, Tool and Uniform allowance and Educational reimbursement.

FTA - Federal Transit Administration - Formerly the Urban Mass Transportation Administration (UMTA), the FTA is an agency within the U.S. Department of Transportation that provides financial and technical assistance to local public transit systems.

FTE - Full Time Equivalent Positions - A part-time position converted to a decimal equivalent of a full-time position based on 1,950 hours per year. For example, a part-time position working 20 hours per week would be the equivalent of .5 of a full-time position.

Fund Balance - Generally defined as the difference between a fund's assets and liabilities. An adequate fund balance is necessary for numerous reasons, such as to have funds available in case of an emergency or unexpected event, to maintain or enhance the Authority's position and related bond ratings, to provide cash for operations prior to receipt of revenues, and to maximize investment earnings.

GAAP - Generally Accepted Accounting Principles - The common set of accounting principles, standards, and procedures that companies use to compile their financial statements.

GASB - General Accounting Standards Board - An independent, professional body to establish standards of accounting and financial reporting applicable to state and local governmental entities.

Goal - A statement of broad direction, purpose or intent.

Grants - A contribution by a government or other organization to support a particular function. Grants may be classified as either operational or capital.

Internal Controls - Methods and measures implemented to safeguard assets, provide for accuracy of accounting data, and encourage compliance with policies.

Investments - Securities purchased for the generation of income in the form of interest.

ITS - Intelligent Transportation System. Advanced applications that aim to provide innovative services to different modes of transport and enable users to be better informed.

Local Match - The portion of funding provided by The COME or other contributors (as opposed to funding provided at the federal level) towards purchase of capital items.

MPO – Metropolitan Planning Organization - Local group that selects highway and transit projects to which funds will be granted. The governor designates an MPO in every urbanized area with a population of over 50,000. The primary MPOs in The COMET's transit district Central Midlands Council of Governments (CMCOG).

Net Assets - The difference between assets and liabilities accounts.

Operating Budget - A plan outlining expenditures and proposed sources of financing current service. The operating budget does not include capital or reserve monies. The principle sources of revenue are operating income, sales tax, investment income, and federal grants. All departments are financed through this budget.

Operating Revenue - Funds the Authority receives as income to pay for ongoing operations. It includes such items as sales taxes, fares, interest earnings, and grant revenues. Operating revenues are used to pay for day-to-day services.

Operation Expenses - This term refers to expenditures paid to obtain goods or services including items such as payroll, services, supplies, fuel, utilities, insurance, etc. Capital expenditures are not included.

Paratransit - Transportation service, comparable to fixed-route service, required by the Americans with Disabilities Act (ADA) of 1990 for individuals with disabilities who are unable to use fixed-route transportation systems.

Passengers – The number of transit vehicle boarding's, including special trips. Each passenger is counted each time that person boards a vehicle.

Passenger Miles – Total number of miles traveled by passengers on a vehicle. (One bus with 10 passengers traveling 10 miles equals 100 passenger miles.)

Peak Hours - Refers to weekday a.m. and p.m. service during commute hours to carry a maximum number of passengers.

An example of commute or peak hours could be defined as time between 6 and 9 a.m. in the morning, and between 3 and 5 p.m. at night.

Performance Measures – Data collected to determine how effective or efficient a program is in achieving its objectives.

Personnel – This item includes the cost of all salaries, wages, overtime, and benefits associated with the Authority staff.

PM – Preventative Maintenance Funds – Funding provided by the Federal Transit Administration for preventative maintenance of The COMET's fleet and facility.

Policy Document – A statement of organization-wide financial and programmatic policies and goals that address long-term concerns and issues.

Reserve – An account used to indicate the purpose (insurance or capital) for which the Agency’s year-end balances may be used.

Revenue – Receipts from the sale of a product or provision of service.

Revenue Hours – Hours a transit vehicle travels while in revenue service. A transit vehicle is in revenue service only when the vehicle is available to the public.

Revenue Miles – Miles a transit vehicle travels while in revenue service. A transit vehicle is in revenue service only when the vehicle is available to the public.

RFP – Request for proposal.

Ridership - The number of passengers using a particular mode of transit.

Rideshare - Transportation, other than public transit, in which more than one person shares in the use of the vehicle, such as a van or car, to make a trip. Rideshare assistance is offered by The COMET to promote carpooling and company-sponsored van sharing.

Sales Tax – This tax is levied by the State within the service district for the Authority.

SCDOT – South Carolina Department of Transportation

Scheduled Miles – Total service scheduled. It is computed from internal planning documents and includes the whole trip (e.g., deadhead, layover/recovery, and actual picking up and discharging of passengers).

Section 5307 - The annual apportionment makes federal resources available to urbanized areas for transit capital and operating assistance.

Section 5337 - State of Good Repair Grants Program providing capital assistance for maintenance, replacement, and rehabilitation of high-intensity fixed guideway (streetcar, in METRO’s case) systems maintain assets in a state of good repair.

Section 5339 - Bus and Bus Facilities. Makes federal resources available to replace, rehabilitate and purchase buses and related equipment and to construct bus-related facilities.

STIP – State Transportation Improvement Program - Federally mandated state program covering a four-year span and updated every year. The STIP determines when and if transportation projects will be funded by the state. Projects included in the STIP must be consistent with the long-range transportation plan.

Strategic Plan: The COMET’s long-term plan for providing transit services to the communities served by the agency. Identifies key elements and strategies to be used in providing such services.

Vanpool – A service provided by The COMET where Enterprise Vanpool provides the van and a group of 7-15 people with a similar commuting route provide the driver, bookkeeper, and passengers.



Contact Information

Questions, concerns or for additional information about this publication or any of the services provided by The COMET, please contact:

John Andoh
Executive Director/CEO
O: 803.255.7087 | C: 803.629.1631 | F: 803.255.7113
JAndoh@TheCOMETSC.gov

Rosalyn Andrews
Director of Finance/CFO
O: 803.255.7135 | C: 803.834.2517 | F: 803.255.7113
RAndrews@TheCOMETSC.gov

Mailing Address:
The COMET
3613 Lucius Rd | Columbia SC 29201
O: 803.255.7133 | F: 803.255.7113
info@TheCOMETSC.gov

www.TheCOMETSC.gov

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