



Kimball Transit Advisory Board
Regular Meeting
KCTS Training Room
January 21, 8:00am

All agenda items are for discussion and action will be taken when deemed appropriate. Agenda items may be moved up or down on the agenda at the discretion of the board.

Call to Order/Roll Call

Excuse any member's absence.

Acknowledge the Open Meetings Act.

As required by State Law, one current copy of the Open Meetings Act is posted in the meeting room.

Public Comment

The Board will not discuss or act upon unscheduled business. This section is for citizen comments only.

Current Business

- 1) Approve minutes of last meeting
- 2) Review management reports
 - Overview of KCTS Service & Stats
 - Financial reports
 - Fleet & Facilities Report
 - Update on public Relations
 - Update on current projects
 - Updates on work groups
- 3) Discuss Manor Billing
- 4) Discuss TSA Audit
- 5) Discuss and consider recommending cameras for buses
- 6) Discuss and consider recommending Continuity of Operation Plan
- 7) Discuss FY 2025-2027 grant application, documents and hearing requirements

Other Business

- 1) Discuss any recommendations to be sent to the Kimball Board of Commissioners
- 2) Discuss and consider items to be placed on agendas for the next meeting scheduled for

Adjourn



The meeting of the Kimball Transit Advisory Board was convened in open and public session at 8:00 am. November 25, 2024, held at the KCTS training room, 233 S. Chestnut St, Kimball, NE 69145.

Notice of the meeting was given in advance by publication in the Western Nebraska Observer. Availability of the agenda was communicated in advance notice and in the notice to the members. All proceedings hereafter shown were taken while the convened meeting was open to the attendance of the public except as otherwise indicated.

The board vicechair called the meeting to order at 8:00. Roll call was recorded. Members John Moritz, Larry Engstrom, Debra Greenwood, Warren Cico, Kelsey Molina and Brenda Parsons were present. Anthony Armer was absent.

No public comments were made.

The Vicechair asked members to review the previous meeting minutes. The board reviewed the October 28th meeting minutes. Brenda moved and Larry seconded to approve of the minutes. The following votes were recorded. Aye: John Moritz, Larry Engstrom, Debra Greenwood, Warren Cico, Kelsey Molina and Brenda Parsons. Nay: none. Motion carried.

The administrator went over October's statistics, financials and vehicles along with the current projects being worked on. The board did not think it was a good idea for the transit to take on the old sheriff's pickup as part of the fleet. While no formal action was considered the board asked the administrator to let the commissioners know their concern.

Discussion was held on holding Zoom meetings as KCTS meets the state statute. The conversation included in person participation would be best, but it allowed board members to attend if the weather was bad. Kelsey moved and Brenda seconded to approve the use of zoom for meetings. The following votes were recorded. Aye: John Moritz, Larry Engstrom, Debra Greenwood, Warren Cico, Kelsey Molina and Brenda Parsons. Nay: none. Motion carried.

Discussion was held on putting cameras in the busses. The board directed the administrator to come back to the board with additional pricing information at the next meeting where formal action could be taken.

The Administrator explained the grant cycle and how it works. The budget will be discussed at the next meeting along with the transit development plans.

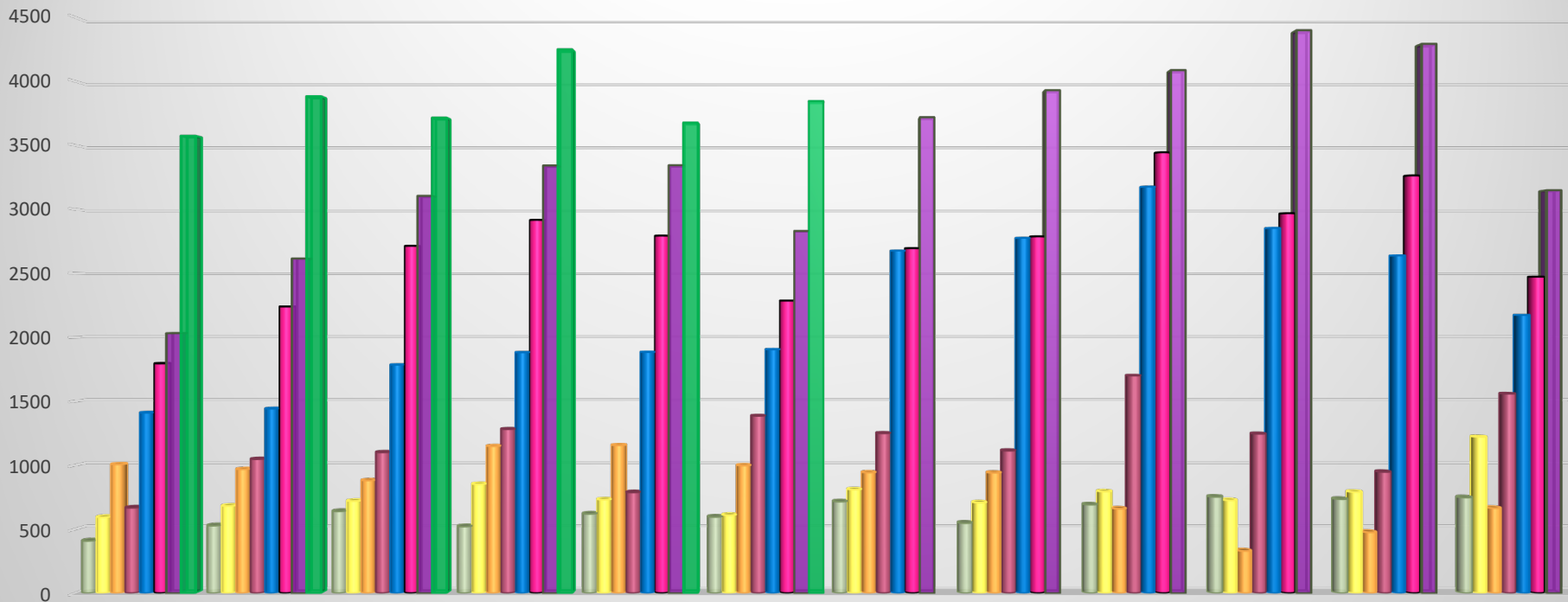
John Moritz explained his vision for the work groups. Discussion was held on the types of things work groups could do and how that would help KCTS. No work groups were formed and members were going to come back with ideas at the next meeting.

There were no recommendations to send to Commissioners at this meeting.

Warren moved and Larry seconded to adjourn at 10:21. The following votes were recorded. The following votes were recorded. Aye: John Moritz, Larry Engstrom, Debra Greenwood, Warren Cico, Kelsey Molina and Brenda Parsons. Nay: none. Motion carried.

Comparison Information

Total Rides



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY 17-18	409	528	640	521	620	596	716	548	692	753	735	748
FY 18-19	594	682	720	852	731	610	810	708	794	726	791	1222
FY 19-20	1007	969	881	1149	1156	998	943	941	660	330	476	665
FY 20-21	668	1048	1101	1282	788	1386	1250	1114	1701	1246	948	1559
FY 21-22	1410	1442	1785	1882	1884	1905	2677	2777	3177	2854	2639	2174
FY 22-23	1795	2240	2714	2917	2794	2286	2696	2788	3445	2969	3264	2473
FY 23-24	2031	2615	3104	3341	3343	2830	3718	3929	4086	4397	4291	3148
FY 24-25	3573	3882	3715	4248	3676	3844						

Kimball
MONTHLY COLLECTION REPORT
Fund # 2200 TRANSIT SERVICE FUND
December 31, 2024

Account		December	Year-To-Date
185-00	DISBURSEMENTS	-297,568.79	-1,730,905.30
339-20	CARES ACT	0.00	21,569.53
339-50	KCTS FEDERAL REIMBURSE	166,931.78	857,113.96
340-55	KCTS STATE REIMBURSE	50,346.78	248,551.94
440-01	ADMINISTRATIVE SERVICES	13,750.00	52,850.00
490-00	DISPLAY ADVERTISEMENTS	40,159.32	104,198.27
505-01	MEDICAID REVENUE	6,103.43	22,765.19
505-02	SPONSORED FEES DHHS	920.20	4,472.60
506-06	TRANSIT FARES	16,745.50	63,705.75
506-07	LAUNDRY SERVICES	0.00	1,750.00
533-01	ONE TIME REVENUE	8,838.52	13,257.78
590-01	LOCAL MATCHING FUNDS	0.00	63,257.78
590-02	TRANSFERS IN	0.00	300,000.00
	Month Total	6,226.74	22,587.50
	Previous Fund Balance	40,227.70	23,866.94
	Current Fund Balance	46,454.44	46,454.44



CINDY RAHMIG
KIMBALL COUNTY TREASURER
114 E 3rd Street, Suite 4
Kimball, NE 69145-1456

Cindy Rahmig
01.06.2025

01/06/2025
11:11 AM

Kimball
REVENUE LISTING BY FUND
12/01/2024 To 12/31/2024
From Account 2200-000-00 To 2200-999-99

Date	ID	Type	Account	Account Name	Description 1/Description 2	Amount	Total
12/05/2024	20240120	Disbursement	2200-185-00	DISBURSEMENTS	12.03.2024 Board Meeting - CK#10765	-122,050.15	
12/05/2024	20240121	Disbursement	2200-185-00	DISBURSEMENTS	KIMBALL COUNTY IMPREST		
12/19/2024	20240127	Disbursement	2200-185-00	DISBURSEMENTS	12.03.2024 Board Meeting - CK#10766	-45,199.41	
12/19/2024	20240128	Disbursement	2200-185-00	DISBURSEMENTS	KIMBALL COUNTY PAYROLL		
12/16/2024	20240703	Miscellaneous	2200-339-50	KCTS FEDERAL REIMBURSE	12.17.2024 Board Meeting - CK#10773	-87,714.37	
12/27/2024	20240718	Miscellaneous	2200-339-50	KCTS FEDERAL REIMBURSE	KIMBALL COUNTY IMPREST		
12/16/2024	20240703	Miscellaneous	2200-340-55	KCTS STATE REIMBURSE	12.17.2024 Board Meeting - CK#10774	-42,604.86	
12/27/2024	20240718	Miscellaneous	2200-340-55	KCTS STATE REIMBURSE	KIMBALL COUNTY PAYROLL		
12/27/2024	20240718	Miscellaneous	2200-440-01	ADMINISTRATIVE SERVICES	September 2024 Fed & State Reimb, Fares,	154,370.00	
12/27/2024	20240718	Miscellaneous	2200-440-01	ADMINISTRATIVE SERVICES	Kimball County Transit Service		
12/27/2024	20240718	Miscellaneous	2200-440-01	ADMINISTRATIVE SERVICES	Fares/VA Trst 10% Mich Van/VA Trst Chppi Bldg	12,561.78	166,931.78
12/27/2024	20240718	Miscellaneous	2200-440-01	ADMINISTRATIVE SERVICES	September 2024 Fed & State Reimb, Fares,	37,785.00	
12/27/2024	20240718	Miscellaneous	2200-440-01	ADMINISTRATIVE SERVICES	Kimball County Transit Service		
12/27/2024	20240718	Miscellaneous	2200-440-01	ADMINISTRATIVE SERVICES	Fares/VA Trst 10% Mich Van/VA Trst Chppi Bldg	12,561.78	50,346.78
12/27/2024	20240718	Miscellaneous	2200-440-01	ADMINISTRATIVE SERVICES	September 2024 Fed & State Reimb, Fares,	1,750.00	
12/27/2024	20240718	Miscellaneous	2200-440-01	ADMINISTRATIVE SERVICES	Kimball County Transit Service		
12/27/2024	20240718	Miscellaneous	2200-440-01	ADMINISTRATIVE SERVICES	Fares/VA Trst 10% Mich Van/VA Trst Chppi Bldg	7,654.00	
12/27/2024	20240718	Miscellaneous	2200-490-00	DISPLAY ADVERTISEMENTS	September 2024 Fed & State Reimb, Fares,	40,159.32	
12/27/2024	20240718	Miscellaneous	2200-505-01	MEDICAID REVENUE	Kimball County Transit Service		
12/27/2024	20240718	Miscellaneous	2200-505-01	MEDICAID REVENUE	Fares/VA Trst 10% Mich Van/VA Trst Chppi Bldg	6,103.43	6,103.43
12/27/2024	20240718	Miscellaneous	2200-505-02	SPONSORED FEES DHHS	September 2024 Fed & State Reimb, Fares,	560.20	
12/27/2024	20240718	Miscellaneous	2200-505-02	SPONSORED FEES DHHS	Kimball County Transit Service		
12/27/2024	20240718	Miscellaneous	2200-506-06	TRANSIT FARES	Fares/VA Trst 10% Mich Van/VA Trst Chppi Bldg	360.00	920.20
12/27/2024	20240718	Miscellaneous	2200-506-06	TRANSIT FARES	September 2024 Fed & State Reimb, Fares,	12,132.50	
12/27/2024	20240718	Miscellaneous	2200-506-06	TRANSIT FARES	Kimball County Transit Service		
12/27/2024	20240718	Miscellaneous	2200-506-06	TRANSIT FARES	Fares/VA Trst 10% Mich Van/VA Trst Chppi Bldg	4,613.00	16,745.50
12/27/2024	20240718	Miscellaneous	2200-533-01	ONE TIME REVENUE	September 2024 Fed & State Reimb, Fares,	4,419.26	
12/27/2024	20240718	Miscellaneous	2200-533-01	ONE TIME REVENUE	Kimball County Transit Service		
12/27/2024	20240718	Miscellaneous	2200-533-01	ONE TIME REVENUE	Fares/VA Trst 10% Mich Van/VA Trst Chppi Bldg	4,419.26	8,838.52
12/27/2024	20240718	Miscellaneous	2200-533-01	ONE TIME REVENUE	Kimball County Transit Service		
TRANSIT SERVICE FUND						6,226.74	
Grand Total						6,226.74	



CINDY RAHMIG
KIMBALL COUNTY TREASURER
114 E 3rd Street, Suite 4
Kimball, NE 69145-1456
Lindy Rahmig 01.06.2025

Kimball
MONTHLY COLLECTION REPORT
Fund # 2255 TRANSIT SERVICE SAVINGS FUND
December 31, 2024

Account		December	Year-To-Date
185-00	DISBURSEMENTS	-192,994.92	-192,994.92
500-04	RENTAL REVENUE-TRANSIT	264,795.72	264,795.72
502-01	RENT INCOME	33,300.00	33,300.00
	Month Total	105,100.80	105,100.80
	Previous Fund Balance	0.00	0.00
	Current Fund Balance	105,100.80	105,100.80



CINDY RAHMIG
KIMBALL COUNTY TREASURER
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Cindy Rahmig

01.06.2025

Kimball
REVENUE LISTING BY FUND
12/01/2024 To 12/31/2024
From Account 2255-000-00 To 2255-999-99

Date	ID	Type	Account	Account Name	Description 1/Description 2	Amount	Total
12/05/2024	20240120	Disbursement	2255-185-00	DISBURSEMENTS	12.03.2024 Board Meeting - CK#10765	-188,575.66	
12/19/2024	20240127	Disbursement	2255-185-00	DISBURSEMENTS	KIMBALL COUNTY IMPREST 12.17.2024 Board Meeting - CK#10773	-4,419.26	-192,994.92
12/05/2024	20240047	JournalEntry	2255-500-04	RENTAL REVENUE-TRANSIT	KIMBALL COUNTY IMPREST July 3, 2024-November 13, 2024 Transfers to KCTS	220,683.10	
12/05/2024	20240684	Miscellaneous	2255-500-04	RENTAL REVENUE-TRANSIT	Rent, Work Comp, Liability-Dec 2024 Lease Kimball County Transit Fund	44,132.62	264,795.72
12/05/2024	20240047	JournalEntry	2255-502-01	RENT INCOME	July 3, 2024-November 13, 2024 Transfers to KCTS	27,750.00	
12/05/2024	20240684	Miscellaneous	2255-502-01	RENT INCOME	Rent, Work Comp, Liability-Dec 2024 Lease Kimball County Transit Fund	5,550.00	33,300.00
TRANSIT SERVICE SAVINGS FUND						105,100.80	
Grand Total						105,100.80	



CINDY RAHMIG
KIMBALL COUNTY TREASURER
114 E 3rd Street, Suite 4
Kimball, NE 69145-1456

Cindy Rahmig
01.06.2025

		Budget Adopted	Expenditures	Year-to-date Expenditures	Budget Remaining	Percent Used

835-00	TRANSIT SERVICE					
1-0301	ADMINISTRATIVE WAGES	186,823.00	11,420.56	70,494.19	116,328.81	38%
1-0305	CLERICAL/SCHEDULER WAGES-FULL TIME	120,710.00	11,856.94	89,189.96	31,520.04	74%
1-0306	CUSTODIAL WAGES (FULL TIME)	68,920.00	6,104.00	26,467.63	42,452.37	38%
1-0318	DISPATCHER WAGES (FULL TIME)	41,430.00	3,195.50	20,429.08	21,000.92	49%
1-0330	TRANSIT DRIVER WAGES - FULL TIME	660,470.00	49,272.59	283,427.44	377,042.56	43%
1-0342	SCHEDULER WAGES (FULL TIME)	158,030.00	8,012.25	56,476.05	101,553.95	36%
1-0405	CLERICAL/SCHEDULER-P/T	27,811.00	2,804.63	12,553.63	15,257.37	45%
1-0406	CUSTODIAL WAGES (PART-TIME)	.00	.00	.00	.00	0%
1-0429	TRANSIT DRIVER WAGES-PERM PART-TIME	133,618.00	5,401.39	38,067.43	95,550.57	28%
1-0430	TRANSIT DRIVER WAGES-SUBSTITUTE(P/T	49,225.00	2,219.89	26,251.14	22,973.86	53%
1-0433	TRANSIT SERVICE WAGES - PART-TIME	9,600.00	.00	.00	9,600.00	0%
1-0500	OVERTIME PAY	151,692.00	13,718.06	84,167.93	67,524.07	55%
1-0801	WORKER'S COMPENSATION	1,400.00	116.42	698.52	701.48	50%
1-0803	GROUP HEALTH	443,424.00	31,066.87	192,331.93	251,092.07	43%
1-0900	RETIREMENT	108,562.00	7,623.78	46,596.78	61,965.22	43%
1-1000	SOCIAL SECURITY - COUNTY SHARE	123,037.00	8,604.29	53,420.03	69,616.97	43%
2-0100	POSTAL SERVICE	125.00	.00	99.99	25.01	80%
2-0200	TELEPHONE SERVICE	27,200.00	2,784.58	16,705.86	10,494.14	61%
2-0500	UTILITIES	20,500.00	1,655.93	8,133.45	12,366.55	40%
2-0601	GENERAL LIABILITY INSURANCE	8,750.00	715.92	4,295.52	4,454.48	49%
2-1012	PRINTING & PUBLISHING	4,000.00	.00	10.99	3,989.01	0%
2-1101	IT SERVICES/COMPUTER EXPENSE	83,900.00	8,077.30	38,768.86	45,131.14	46%
2-1300	BUILDING REPAIR	17,500.00	24.17	2,878.35	14,621.65	16%
2-1610	TRANSIT VAN REPAIRS	150,604.00	10,927.25	59,603.85	91,000.15	40%
2-1700	TRAVEL EXPENSES(MEALS,MILEAGE,LODG)	8,500.00	903.58	3,056.10	5,443.90	36%
2-1704	MILEAGE ALLOWANCE (RTAP REIMB)	2,750.00	.00	.00	2,750.00	0%
2-1751	DUES & SUBSCRIPTIONS	2,750.00	.00	135.00	2,615.00	5%
2-1760	CONVENTION/WORKSHOP EXPENSE (RTAP)	6,500.00	103.64	4,007.36	2,492.64	62%
2-2502	CONTRACT SERVICES	7,500.00	.00	.00	7,500.00	0%
2-2520	LEGAL FEES & COSTS	1,000.00	.00	375.30	624.70	38%
2-2546	JANITORIAL CONTRACT	.00	.00	.00	.00	0%
2-3030	DRUG PROGRAM/BACKGROUND CHECKS-COST	2,000.00	5.00	1,124.12	875.88	56%
2-4430	SNOW REMOVAL & YARD CARE	.00	.00	.00	.00	0%
3-0101	OFFICE SUPPLIES	4,000.00	66.46	959.69	3,040.31	24%
3-0103	JANITORIAL SUPPLIES	5,000.00	.00	1,130.94	3,869.06	23%
3-0104	FACILITY SUPPLIES	5,000.00	683.25	1,270.10	3,729.90	25%
3-0115	TRANSIT VEHICLE SUPPLIES	5,000.00	185.16	3,062.94	1,937.06	61%
3-0120	TRANSIT PROGRAM MARKETING	251,350.00	11,556.20	65,481.46	185,868.54	26%
3-0209	VEHICLE FUEL	284,900.00	18,000.67	119,197.49	165,702.51	42%
4-0301	VEHICLE RENT	529,591.00	44,132.62	264,795.72	264,795.28	50%
4-0500	BUILDING/FACILITIES RENT	148,500.00	11,775.00	71,850.00	76,650.00	48%
5-0301	TRANSIT VAN PURCHASE	27,300.00	22,962.00	22,962.00	4,338.00	84%
5-0303	SAFETY EQUIPMENT	25,000.00	128.72	362.58	24,637.42	1%
5-0313	JANITORIAL EQUIPMENT	1,000.00	.00	73.88	926.12	7%
5-0500	OFFICE EQUIPMENT	6,000.00	455.67	2,562.48	3,437.52	43%
5-0502	DATA PROCESSING SOFTWARE	68,565.00	1,212.50	33,615.78	34,949.22	49%
5-0505	FURNITURE	2,500.00	846.00	3,813.75	1,313.75-	153%

KIMBALL COUNTY
CURRENT EXPENDITURES FOR DECEMBER 17, 2024
(2200) TRANSIT SERVICE

		Budget Adopted	Expenditures	Year-to-date Expenditures	Budget Remaining	Percent Used

7-0200	TRANSFERS OUT	.00	.00	.00	.00	0%

835-00	TRANSIT SERVICE	3,992,037.00	298,618.79	1,730,905.30	2,261,131.70	43%

2200	TRANSIT SERVICE	3,992,037.00	298,618.79	1,730,905.30	2,261,131.70	43%

KIMBALL COUNTY
CURRENT EXPENDITURES FOR JANUARY 21, 2025
(2200) TRANSIT SERVICE

		Budget Adopted	Expenditures	Year-to-date Expenditures	Budget Remaining	Percent Used

835-00	TRANSIT SERVICE					
1-0301	ADMINISTRATIVE WAGES	186,823.00	13,516.31	84,010.50	102,812.50	45%
1-0305	CLERICAL/SCHEDULER WAGES-FULL TIME	120,710.00	14,946.26	104,136.22	16,573.78	86%
1-0306	CUSTODIAL WAGES (FULL TIME)	68,920.00	7,237.88	33,705.51	35,214.49	49%
1-0318	DISPATCHER WAGES (FULL TIME)	41,430.00	4,243.25	24,672.33	16,757.67	60%
1-0330	TRANSIT DRIVER WAGES - FULL TIME	660,470.00	64,497.99	347,925.43	312,544.57	53%
1-0342	SCHEDULER WAGES (FULL TIME)	158,030.00	8,562.26	65,038.31	92,991.69	41%
1-0405	CLERICAL/SCHEDULER-P/T	27,811.00	6,000.07	18,553.70	9,257.30	67%
1-0406	CUSTODIAL WAGES (PART-TIME)	.00	.00	.00	.00	0%
1-0429	TRANSIT DRIVER WAGES-PERM PART-TIME	133,618.00	7,270.89	45,338.32	88,279.68	34%
1-0430	TRANSIT DRIVER WAGES-SUBSTITUTE(P/T	49,225.00	2,418.26	28,669.40	20,555.60	58%
1-0433	TRANSIT SERVICE WAGES - PART-TIME	9,600.00	.00	.00	9,600.00	0%
1-0500	OVERTIME PAY	151,692.00	10,200.03	94,367.96	57,324.04	62%
1-0801	WORKER'S COMPENSATION	1,400.00	116.42	814.94	585.06	58%
1-0803	GROUP HEALTH	443,424.00	35,833.27	228,165.20	215,258.80	51%
1-0900	RETIREMENT	108,562.00	9,214.16	55,810.94	52,751.06	51%
1-1000	SOCIAL SECURITY - COUNTY SHARE	123,037.00	10,491.06	63,911.09	59,125.91	52%
2-0100	POSTAL SERVICE	125.00	.00	99.99	25.01	80%
2-0200	TELEPHONE SERVICE	27,200.00	2,807.98	19,513.84	7,686.16	72%
2-0500	UTILITIES	20,500.00	2,208.73	10,342.18	10,157.82	50%
2-0601	GENERAL LIABILITY INSURANCE	8,750.00	715.92	5,011.44	3,738.56	57%
2-1012	PRINTING & PUBLISHING	4,000.00	.00	10.99	3,989.01	0%
2-1101	IT SERVICES/COMPUTER EXPENSE	83,900.00	6,904.14	45,673.00	38,227.00	54%
2-1300	BUILDING REPAIR	17,500.00	.00	2,878.35	14,621.65	16%
2-1610	TRANSIT VAN REPAIRS	150,604.00	13,094.63	72,698.48	77,905.52	48%
2-1700	TRAVEL EXPENSES(MEALS,MILEAGE,LODG)	8,500.00	847.38	3,903.48	4,596.52	46%
2-1704	MILEAGE ALLOWANCE (RTAP REIMB)	2,750.00	.00	.00	2,750.00	0%
2-1751	DUES & SUBSCRIPTIONS	2,750.00	499.00	634.00	2,116.00	23%
2-1760	CONVENTION/WORKSHOP EXPENSE (RTAP)	6,500.00	299.00	4,306.36	2,193.64	66%
2-2502	CONTRACT SERVICES	7,500.00	.00	.00	7,500.00	0%
2-2520	LEGAL FEES & COSTS	1,000.00	.00	375.30	624.70	38%
2-2546	JANITORIAL CONTRACT	.00	.00	.00	.00	0%
2-3030	DRUG PROGRAM/BACKGROUND CHECKS-COST	2,000.00	316.34	1,440.46	559.54	72%
2-4430	SNOW REMOVAL & YARD CARE	.00	.00	.00	.00	0%
3-0101	OFFICE SUPPLIES	4,000.00	283.61	1,243.30	2,756.70	31%
3-0103	JANITORIAL SUPPLIES	5,000.00	125.96	1,256.90	3,743.10	25%
3-0104	FACILITY SUPPLIES	5,000.00	101.62	1,371.72	3,628.28	27%
3-0115	TRANSIT VEHICLE SUPPLIES	5,000.00	131.79	3,194.73	1,805.27	64%
3-0120	TRANSIT PROGRAM MARKETING	251,350.00	11,729.99	77,211.45	174,138.55	31%
3-0209	VEHICLE FUEL	284,900.00	18,519.38	137,716.87	147,183.13	48%
4-0301	VEHICLE RENT	529,591.00	44,132.62	308,928.34	220,662.66	58%
4-0500	BUILDING/FACILITIES RENT	148,500.00	11,775.00	83,625.00	64,875.00	56%
5-0301	TRANSIT VAN PURCHASE	27,300.00	.00	22,962.00	4,338.00	84%
5-0303	SAFETY EQUIPMENT	25,000.00	879.94	1,242.52	23,757.48	5%
5-0313	JANITORIAL EQUIPMENT	1,000.00	.00	73.88	926.12	7%
5-0500	OFFICE EQUIPMENT	6,000.00	.00	2,562.48	3,437.52	43%
5-0502	DATA PROCESSING SOFTWARE	68,565.00	2,425.00	36,040.78	32,524.22	53%
5-0505	FURNITURE	2,500.00	.00	3,813.75	1,313.75-	153%

APS6070
1/24/25
9:11:37

KIMBALL COUNTY
CURRENT EXPENDITURES FOR JANUARY 21, 2025
(2200) TRANSIT SERVICE

		Budget Adopted	Expenditures	Year-to-date Expenditures	Budget Remaining	Percent Used

7-0200	TRANSFERS OUT	.00	.00	.00	.00	0%

835-00	TRANSIT SERVICE	3,992,037.00	312,346.14	2,043,251.44	1,948,785.56	51%

2200	TRANSIT SERVICE	3,992,037.00	312,346.14	2,043,251.44	1,948,785.56	51%

Vehicle Status as of 1/15/2025:

Currently all vehicles are operational.

K20: Required a new engine. We purchased a rebuilt engine with a 1 year warranty. The first oil change on it will be at 2,500 driven and then will be boosted to intervals of 5,000 miles driven. Bill on the new engine was \$8,042.42 which is 90% reimbursable, which means our cost will be \$804.42. The reason behind replacing the engine is this vehicle is one of our 7 passenger vehicles that currently NDOT is not offering us and we would not be able to sale it with a bad engine.

K25: Required a new engine. We purchased a rebuilt engine with a 1 year warranty. The first oil change on it will be at 2,500 driven and then will be boosted to intervals of 5,000 miles driven. Bill on the new engine was \$6,101.47 which is 90% reimbursable, which means our cost will be \$610.15. The reason behind replacing the engine is this vehicle is one of our only 4-wheel drive vehicle that currently NDOT is not offering us and we would not be able to sale it with a bad engine.

K104: The damage to the front on top and the back corner on the Driver's side have been repaired and van was rewrapped in damaged areas.

K201: Has damage to the front of the vehicle from an incident in Ogallala where a semi and trailer backed into our vehicle. Local vendor has been paid by the company that backed into our unit and the vendor has completed the repairs. Will be scheduling the vehicle into get the wrap replaced on the replaced parts.

K101 and K105: Both vehicles need the additional seat installed by Davey Coach in Sedalia, CO. Since Davey Coach is no longer allowed to go out of State, we will schedule them to get the seat installed there.

K24 and K32: Both units need to go to a Dodge Dealership to have the Seat Belt Warning Light checked out and reset. The **K32** also needs to go to a Dodge Dealership to have the EGR Sensor replaced and the code reset. Will be setting up appointments for both, once we can schedule them to be out of service for several days.

Cost figures are getting higher due to vehicles requiring tires (we are averaging 55,000 to 60,000 miles per tire usage). Also spark plug replacement which is determined by mileage. We've also had a few older vehicles requiring some major work.

All Service work done on the vehicles is determined by their mileage. All Service work done on the vehicles is recorded on paper and is also electronically saved. The paperwork done when any service work is done, includes a breakdown of what work was performed, copies of the invoices, the Maintenance Requirements spreadsheet is updated and the Fiscal Year Maintenance Costs and cost per mile spreadsheet is updated. Examples of all reports are available.

The figures on Page 2 show the actual mileage of each vehicle, the mileage driven so far, this fiscal year, the maintenance costs per vehicle and the total maintenance cost per mile. These figures are as of 1/15/2025.

Total Maintenance Cost per Mile

Unit #:	Beginning Mileage 6/30/2024	Mileage as of 1/15/2025	Total Mileage	Maintenance Costs	Maintenance Cost per Mile
K17	282,285	302,384	20,099	4,818.18	0.24
K18	266,249	296,147	29,898	2,580.54	0.09
K19	268,070	303,735	35,665	3,736.98	0.10
K20	258,843	286,753	27,910	10,684.33	0.38
K21	139,354	153,197	13,843	1,237.84	0.09
K24	235,743	272,093	36,350	4,734.02	0.13
K25	390,896	397,937	7,041	13,965.70	1.98
K26	126,175	135,305	9,130	2,129.43	0.23
K29	114,862	123,987	9,125	3,881.07	0.43
K30	227,758	244,123	16,365	2,453.44	0.15
KC31	199,716	203,563	3,847	0.00	0.00
K32	103,705	115,798	12,093	839.16	0.07
K100	107,109	149,398	42,289	3,818.89	0.09
K101	73,254	124,693	51,439	4,218.50	0.08
K102	63,567	118,812	55,245	2,818.17	0.05
K103	61,939	113,319	51,380	3,756.63	0.07
K104	52,533	99,358	46,825	2,044.58	0.04
K105	68,133	121,939	53,806	3,732.35	0.07
K106	52,285	113,345	61,060	2,966.67	0.05
K200	51,456	66,790	15,334	1,484.92	0.10
K201	58,219	76,989	18,770	217.07	0.01
			617,514	76,118.47	0.12

Building Status as of 1/15/2025:

All buildings are inspected every month, and the inspections are kept on paper and are also electronically saved.

We also inspect and run the Generator monthly, and we run the Building off the Generator semi-annually. These inspections are also kept on paper and electronically saved.

Kimball Main Office:

Had an additional camera installed in the garage for Security.

Kimball Transfer Center:

Looking into a keypad lock on the front door, so the Drivers can enter the building without having to open the garage doors to enter.

Need to get some cost figures on installing cameras inside and outside of the building.

Need to get some cost figures for installing lighting in the parking area where our vehicles are parked.

West Overhead Door on East side has a damaged panel. Driver was backing in before door was all the way up. Door is operational and will wait to replace damaged panel since damage is minor.

Chappell Office Building:

Have a bid for having the roof replaced, since it leaks in places. Since we just rent the building, we need to go to the Senior Center Board of getting this done.

The Back Door of the building needs to have some Weather Stripping installed to block the air and dust coming in.

Need to replace one of the LED Ceiling lights that has burned out. Talked to a Contractor and waiting on his bid.

Need to get some cost figures on installing cameras inside and outside of the building.

Need to get some cost figures for installing lighting in the parking area where our vehicles are parked.



● Software & Service

Payment Plans From Safety Vision



Software and services continue to grow as a percentage of mobile surveillance spending. But as budgetary limitations decrease purchasing power, purchasing and procurement agents are making the difficult decision to scale back software and service investments. Payment plans from Safety Vision can help by making it more affordable to acquire the customized solutions that meet your business' unique needs.

A More Flexible, Affordable Way to Stay Up-to-Date

An installment payment agreement from Safety Vision is different from a traditional lease. Our customized financing minimizes upfront costs, spreads out payments over the licensing term, and offers up to 100% financing for solutions with everything you need to stay up-to-date and competitive in a challenging environment, including:



Maintenance and Warranties



Ongoing Services



Software and Maintenance Renewals



Setup, Training, and More

Three More Reasons to Finance Your Solutions With Safety Vision

Multi- Year Discounts

Take advantage of multi-year discounts while making monthly or annual payments that are spread over an extended term.

Customized Payments

Annual, quarterly, and monthly payments are available, as well as payment deferrals.

Brand Neutral Solutions

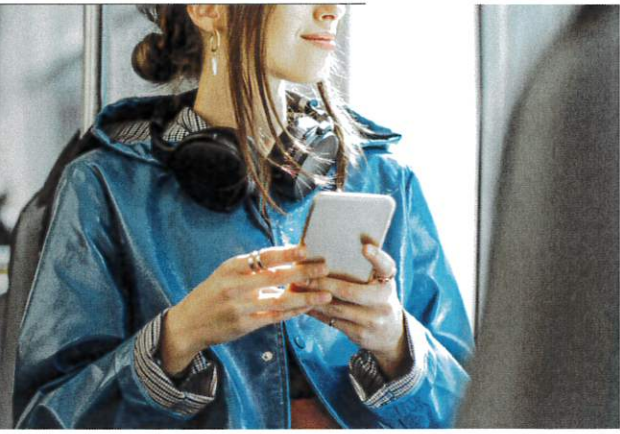
Eligible solutions for payment options are not limited to a single brand or product type.

Make Your Business IT Solutions More Affordable with Safety Vision

For more information on flexible payment options for software and services, contact your Account Executive today!



Discover a More Flexible Way to Acquire Public Transit Technology



Get Better Control of State and Local Budgets With Safety Vision

From networks to mobile, technology is critical to effective, responsive mass transit fleet operations. But keeping up can weigh heavily on your budget.

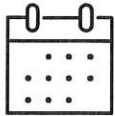
Financing options from Safety Vision offer a more flexible, affordable way to get equipped with the up-to-date technology needed to drive improved operational and fiscal efficiency.

Why Public Transit Agencies Finance Technology With Us



Tech Refresh

Keep your technology up-to-date by easily adding or upgrading equipment at the end of term with our exclusive Tech Refresh program.



90-Day Deferred Payments

Defer payments for up to 90 days and get finance structuring customized to match budget appropriations needs.



Non-Appropriation Compliance

Affordable finance options that meet all non-appropriation regulations with the help of a team that understands the unique requirements of government procurement.



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Control upfront costs with full financing for your entire solution, including hardware, up to 100% software, services, warranties, and more.



Brand Neutral Solutions

Finance solutions that include equipment, software, and services from multiple brands and vendors.

Keeping up is easier with Safety Vision. For flexible finance options that make technology more affordable, contact your Account Executive today.





Safety Vision
 6100 W. Sam Houston Pkwy. N.
 Houston, Texas 77041-5113
[800.880.8855](tel:800.880.8855)
[713.896.6600](tel:713.896.6600)
customerservice@safetyvision.com

Quote Number: Q-11521
Delivery Method: UPS Ground
Primary Contact:
Issued On: 10/30/2024
Expires On: 12/29/2024

Bill To:
 Kimball County Transit Service
 233 South Chestnut Street
 Kimball, NE 69145
 United States

Ship To:
 Kimball County Transit Service
 233 South Chestnut Street
 Kimball NE 69145
 United States

4401 HVR for Ford Cutaway, Driverge Transits, and Chevy Express 9 units
 5 year advance replacement warranty

QTY	PART #	DESCRIPTION	UNIT PRICE	NET TOTAL
9	4401-HVR-KIT	4000HYB-SENSHRN, 41-GPS2, 41-PWRHRNS, 4401-HVR, SV-4CH-AVHRNS	\$519.00	\$4,671.00
9	SD-512GSA	512GB SD Card	\$149.00	\$1,341.00
9	4401-PANIC-KIT	4000HYB-LEDPANC, 41-COMEXT, 41-PANIC	\$89.00	\$801.00
9	AHD-H2.8M-BK	1080 AHD BLACK CAMERA W/OUT IR Camera #1: Windshield Camera	\$99.00	\$891.00
9	41-WS-BRKT	Front Windshield Bracket	\$49.00	\$441.00
9	SVS-5MMF	16ft 4in M/F THREADED CABLE	\$15.00	\$135.00
9	39-2.1IR-AHD	Black 1080 AHD 2.1mm Cam w/ IR Camera #2: Mounted in the front facing the rear	\$149.00	\$1,341.00
9	SVS-5MMF	16ft 4in M/F THREADED CABLE	\$15.00	\$135.00
9	39-2.1IR-AHD	Black 1080 AHD 2.1mm Cam w/ IR Camera #3: Capturing the driver	\$149.00	\$1,341.00
9	SVS-5MMF	16ft 4in M/F THREADED CABLE	\$15.00	\$135.00
2	39-2.1IR-AHD	Black 1080 AHD 2.1mm Cam w/ IR Camera #4: Capturing entryway/wheelchair lift For Super Duty Cutaway vehicles	\$149.00	\$298.00
2	SVS-10MMF	32ft 8in M/F THREADED CABLE	\$19.00	\$38.00
4401 HVR for Ford Cutaway, Driverge Transits, and Chevy Express Total:				\$11,568.00

SafeDrive AI Vans

QTY	PART #	DESCRIPTION	UNIT PRICE	NET TOTAL
12	SAFEDRIVE-AI	Windshield AI Recorder	\$899.00	\$10,788.00
12	SD-MICRO512GBA	512GB Micro SD Card	\$149.00	\$1,788.00
SafeDrive AI Vans Total:				\$12,576.00



Software and Maintenance

One Time Charge For Life Of System

QTY	PART #	DESCRIPTION	UNIT PRICE	NET TOTAL
20	4112/4120	Maintenance & Tech Support	\$50.00	\$1,000.00
Software and Maintenance Total:				\$1,000.00

Installation and Freight

QTY	PART #	DESCRIPTION	UNIT PRICE	NET TOTAL
9	Installation	4112 HVR for Ford Cutaway, Diverge Transits, and Chevy Express	\$700.00	\$6,300.00
1	Freight	Freight	\$221.54	\$221.54
12	Installation	Vans 4401 HVR with 3 Cameras	\$650.00	\$7,800.00
Installation and Freight Total:				\$14,321.54

OPTION LTE WITH CLOUD TO CONNECT TO LIVE LOOKIN

QTY	PART #	DESCRIPTION	UNIT PRICE	NET TOTAL
21	Event Cloud Hosting Storage		\$180.00	\$3,780.00
9	SV-WIFICEL11-KT	73570, 30-160030, A2FICSQ12VDC1.6, SV-MAX-HW3-DC, SV-MAX-HW3MINIW, SV-WIFICELL-5G	\$895.00	\$8,055.00
OPTION LTE WITH CLOUD TO CONNECT TO LIVE LOOKIN Total:				\$11,835.00

Grand Total: \$39,465.54

Evergreen Flexible Payment Estimate**

Number of Vehicles:

Period ->	36 Months	48 Months	60 Months
Total Monthly	\$1,277.89	\$996.11	\$828.78
Total Month/Vehicle			

**This estimate is not final and may change. Interest rates, payments, terms, and availability of the payment program are subject to change without notice. These terms will be finalized once final approval has been received.

When you renew your Evergreen Program, Safety Vision will upgrade your entire video system to the latest technology at no extra cost, including installation and training. Please note, your payments may adjust if you add equipment or services.



For any further information please do not hesitate to reach us

Regards,
Carl Buchner

Carl Buchner

cbuchner@safetyvision.com
713-929-1056



Terms and Conditions

Thank you for considering Safety Vision.

Safety Vision's mission is to enhance the safety and efficiency of transportation and logistics operations. We achieve this through our Mobile Video and Video Connected Operations Platform, which enables businesses that rely on physical operations to utilize video metadata for making data-driven decisions to improve their operations. We are pleased to offer you the Safety Vision products and services outlined in this Quotation and Order Form.

Software Licenses

Safety Vision's video connected solution includes the Products listed in this Order Form. Licenses provide all features included in the respective license, including access to the following as applicable:

- Safety Vision Firmware and Software updates
- Support and maintenance for Safety Vision Products as applicable
- Access to learning resources

Payment Terms

Invoices, less installation, 2% 10/Net 30

Installation to be invoiced on a biweekly basis over the installation period.

All returns are subject to a 25% restocking fee.

All items are warranted for 3 years unless otherwise noted.

Support and Warranty

Safety Vision stands behind its Products. During the applicable contract or warranty period, defective Hardware will be remedied pursuant to our Hardware Warranty Request at <https://www.safetyvision.com/support>. Additional support information can also be found via this link.

Notification of Confidentiality

You agree that the pricing and payment terms specified in this Order Form shall (i) be held in strict confidence; (ii) not be disclosed to any Safety Vision competitor or other entity, except as preapproved in writing by Safety Vision; and (iii) not be used except to evaluate the suitability of the Safety Vision Products for your business. This Order Form is a legally binding agreement between you ("Customer") and Safety Vision, LLC ("Safety Vision"). IN WITNESS WHEREOF, Customer has caused this Order Form to be executed by its duly authorized representative.

Installation

If your proposal includes installation, all installation pricing quoted is valid on the expectation that all vehicles will be made available for the project. Additions to the scope of work will be billable at a standard rate of \$150 per hour. Return trips will be billable at \$150 per hour plus a \$1500 trip fee per additional trip. This is an estimate and may change based on customer requirements and external factors.



If a Purchase Order (PO) is required for invoicing, please provide the PO Number: _____

Confirmation and Acceptance

I confirm acceptance of this Order Form on behalf of the Customer identified herein and represent and warrant that I have full and complete authority to bind the Customer to this Order Form, including all terms and conditions herein. Please confirm acceptance of this Order Form by signing below:

Acceptance Details:

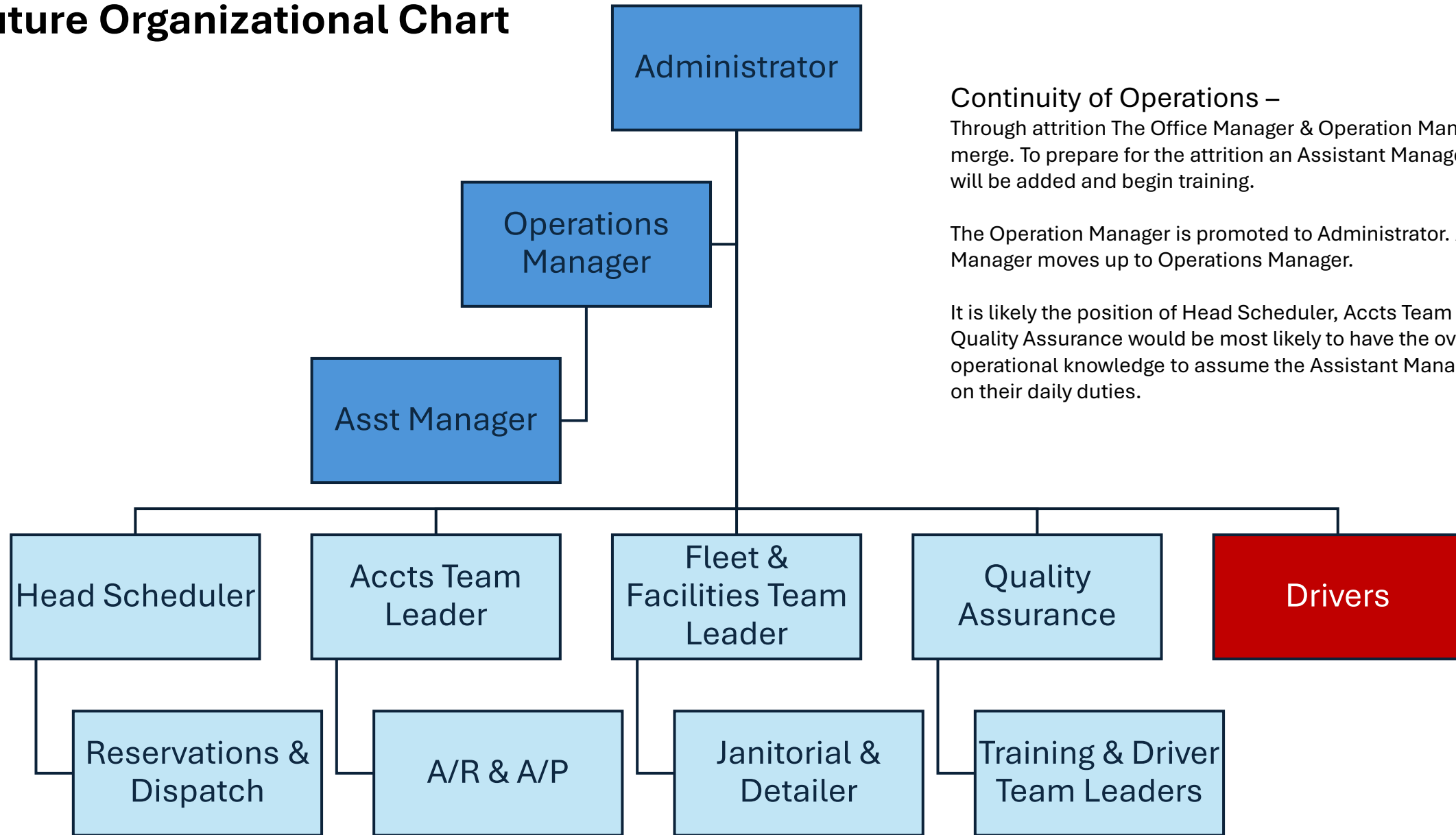
Signature: _____

Name:

Date:

PO Number:

Future Organizational Chart



Continuity of Operations –
Through attrition The Office Manager & Operation Manager will merge. To prepare for the attrition an Assistant Manager position will be added and begin training.

The Operation Manager is promoted to Administrator. Assistant Manager moves up to Operations Manager.

It is likely the position of Head Scheduler, Accts Team Leader or Quality Assurance would be most likely to have the overall operational knowledge to assume the Assistant Manager based on their daily duties.

Succession Planning 1/15/2025

Potential for Advancement

		7+ yrs	3-6 yrs	0-2 yrs
Long-term Performance	High		Kristen Selena Tabatha Tracie	Sarah Dave
	Middle		Diana Anisha	Vycky Jeanette
	Low		Jennifer	

Current Positions:

Dave – Operations Manager
 Sarah – Office Manager
 Vycky – Scheduler
 Jeanette – Accounts Team Leader
 Kristen – Head Scheduler
 Selena – Scheduler
 Tabatha – Accounts Receivable
 Tracie – Fleet & Facilities Specialist
 Diana – Scheduler
 Anisha – Scheduler
 Jennifer – Scheduler

Potential Positions:

Sarah – Director
 Dave – Director
 Jeanette – Assistant Manger
 Kristen – Operations Manager
 Selena – Head Scheduler
 Tabatha – Accounts Team Leader
 Tracie – Fleet & Facilities Admin Asst
 Diana – Quality Control
 Anisha – Head Scheduler

Definitions

Potential for Advancement - Individual has the potential to be promoted one to two levels during the stated period of time.
 Long Term Performance - Relative performance of the individual over the past 3-5 years as compared to their peers.
 Key Performers - Individual who is great in their role but has no upward mobility.
 Additional Employees - Individual who needs improvement, not meeting expectations or on a performance improvement plan.

JOB DESCRIPTION



JOB TITLE: Director
REPORTS TO: Board of Commissioners
GRADE: Leadership **DATE:** March 2025
WORK LOAD: 40+ hours a week with exempt status

JOB SUMMARY

This is a highly responsible position that involves directing the public transit activities and operations including directing staff, ensuring quality performance of the public transit department. Developing and coordinating resources and activities with outside agencies and the general public. Provides highly complex adherence to the requirements for funding the transit program with the Federal Transit Administrations 5311 grant and other funding sources along with established federal, state and local rules, regulations, and laws. Work is performed under minimal direction of the Board of Commissioners. Considerable independent judgement and discretion is used in carrying out daily operations.

CLASS CHARACTERISTICS

This is a high level management position, with full responsibility for managing the activities of the department.

ESSENTIAL DUTIES AND RESPONSIBILITIES Additional duties may be assigned by the Board of Commissioners.

Performance Standard:

- Responsible to the County Board for the daily management and operation of the transit program including but not limited to development and implementation of department goals, policies, accounting, personnel, vehicles, equipment, and facilities consistent with the County Boards intention for this department.
- Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating KCTS's values. Employees are also expected to lead by example and demonstrate the highest level of ethics.
- Maintain a positive work atmosphere by acting and communicating in a respectful and professional manner with customers, the public, employees, management, and other individuals that you encounter during work hours.
- Demonstrate continuous effort to improve operations, streamline work processes, and work cooperatively and jointly to provide quality customer service.
- Work independently and safely, inspiring trust and integrity in the performance of your duties.
- Adhere to and follow established policies and procedures.
- Attendance during regularly scheduled work hours and ability to report for work on time and perform the essential functions of the job for a complete workday.

Duties

- Responsible for communicating, organizing, and working with the Kimball Transit Advisory Board including but not limited to following bylaws, calling meetings, publishing notices, keeping minutes, gathering and presenting the information requested by the board.
- Maintain clear communication with the Board of Commissioners, providing quarterly reports on the program, budget, and action items to the Board of Commissioners with or on behalf of the Kimball Transit Advisory Board.
- Demonstrates a continuous effort to maintain vibrant and successful program. Evaluating and implementing new approaches, policies, and procedures to effect continual improvements in efficiency of department and service performed, ensuring Kimball County's need for public transportation is being met, identifying and allocating resources accordingly.
- Develops, recommends, and implements approved policies and procedures; prepares and long-term operating plan, Transit Development Plan, job descriptions, KCTS employee Handbook and financial policies for the department using industry standards and meeting NDOT & FTA requirements.
- Direct, coordinate and monitor workflow; evaluating methods and procedures; identifying and resolving problems ensuring compliance with federal and state programs, construction, procurement, projects and audits.
- Investigate accidents, incidents, disputes in accordance with policy and in conjunction with the proper agencies and/or departments; document and write reports as needed.
- Select, motivate and evaluate transit personnel; develop and implement staff training, discipline and termination processes. Manage effective resolution of employee and human resource complaints and/or disputes.
- Directly responsible for all necessary personnel records such as vacation, sick leave, absences, performance reviews, and background checks.

- Ensures training for employees on various employment topics such as leadership, ADA, Title VI, harassment, NDOT, Medicaid, etc.; conducting staff, leadership and safety meetings as needed.
- Provides public information such as verifying KCTS employment, KCTS services, etc.
- Respond to the urgent and emergency situations either as directed by the Commissioners or through authorized agencies such as Region 21 Emergency Management
- May serve as a member on various employee or trade association committees as assigned.

Peripheral Duties

- Provides IT support within the scope of knowledge.
- Backup other team members' duties as needed.
- Operates a vehicle to run errands.
- Opens and closes, locks, and unlocks city facilities as needed.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

1. High School diploma or equivalent.
2. A degree in management, public transportation; or
3. Three years of increasingly demanding experience in a public transportation leadership role; or
4. Any equivalent combination of experience and training that provides the required knowledge, skills, and abilities.

Necessary Knowledge, Skills & Abilities:

1. General knowledge of the principles and practices of public transportation.
2. General knowledge of the organizational and operational requirements of government programs.
3. Ability to develop long-term plans and programs and to evaluate work accomplishments.
4. Ability to establish and maintain effective working relationships with other officials, employees, and the public.
5. Ability to present facts and recommendations effectively in oral and written form.

Travel Requirement:

This position has some flexible hours as it is a salary position but must have at least 20 regularly scheduled office hours and be available to work based on the needs of the County. Travel is required to manage multiple locations and take advantage of education or training opportunities.

Special Requirements:

1. Must possess, or be able to obtain by date of hire, a valid Nebraska driver's license with driving history acceptable to our auto insurance carrier.
2. This position may be subject to the Drug and Alcohol Testing Policy which includes: pre-employment testing, random testing, post-accident testing, reasonable suspicion testing, return to duty testing, and follow-up testing. Must be able to pass a pre-employment drug screening test and submit to ongoing random drug testing.
3. Must be able to pass all necessary background checks required to meet related governmental program standards such as operating as a Non-emergency Transportation Provider.

PHYSICAL AND ENVIRONMENTAL DEMANDS

The physical and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk; use hands to finger, handle, or feel; talk or hear. The employee frequently is required to sit and reach with hands and arms. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl, and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

- Vision adequate to operate vehicles and office equipment, read instructions and follow directions.
- Hearing adequate to converse on telephone and in person.
- Body mobility is adequate to drive and perform office duties including reaching and bending for related office items.

- Use of hand and fingers adequate for operating vehicles, writing, typing, computer, copier, and related functions.
- The ability to lift items necessary for the office such as files, binders, small office equipment.

While performing the duties of this job the employee normally works in an office setting. The noise level is usually quiet.

SELECTION GUIDELINES

A formal application, rating of education and experience, oral interview, and reference check; job related tests may be required.

The job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. Kimball County is an At-Will employer which means its employees serve at the will of the Board of Commissioners and may be removed without cause, notice, or right to appeal.

Continuity of Operations



Position: Director
Reports to: Board of Commissioners
Date: March 2025

Position Summary

This is a highly responsible position that involves directing the public transit activities and operations including directing staff, ensuring quality performance of the public transit department. Developing and coordinating resources and activities with outside agencies and the general public. Provides highly complex adherence to the requirements for funding the transit program with the Federal Transit Administrations 5311 grant and other funding sources along with established federal, state and local rules, regulations, and laws. Work is performed under minimal direction of the Board of Commissioners. Considerable independent judgement and discretion is used in carrying out daily operations.

Critical Environmental Significance

KCTS services continue to be in high demand across the Panhandle region. Both the Federal and State are significantly interested in keeping the level of service or increasing services if available. With the recent deployment of routes and checkpoint services, the need for detailed knowledge of how to operate such services while staying in compliance is critical.

In the future, there are a few possible dramatic shifts up or down in ridership. If a large employer such as the Northrup comes into the community or if Clean Harbors finishes building their housing development. There will be a need for the leadership team to be prepared to adjust as necessary. This adjustment will include employees, vehicles and funding.

This position has a high impact on day-to-day operations. While it has a low risk of current vacancy, the low employment pool, housing shortage and current salary would cause a high risk to market this position and find a suitable outside candidate.

Succession Factors

The main factor for internal succession is providing training and mentoring to learn the industry standards as well as the specific details for KCTS. Mentoring and cross training happen on a daily basis due to the setup and workflow of the main office. Currently the managers in place for succession have grown with the company and have done most of the other available jobs to form a well-rounded employee in transit industry.

There are several opportunities to work towards getting specific training.

- **LCCC & WNCC provide the basic Microsoft Office classes if needed.**
- **NDOT provides a manager training session each year which focuses on specific topics.**
- **There is an annual conference which focuses on specific topics.**
- **CTAA provides a manager certification class annually.**

Other factors that help the continuity of operations include:

- **Shared management email.**
- **Shared electronic files with proper access.**
- **Bytes having backups of individual email and files that can be assigned to another person.**

High Potential Employees

For an internal succession to happen smoothly, two levels of employees need to be considered. First, the management level provides 2-3 personnel that should have enough knowledge and specific work experience to be considered for succession. Currently those positions would be Office Manager, Operation Manager and possibly the Head Scheduler or Accounts Team Leader.

The second level is who fills in for the person who gets promoted. KCTS has a good structure setup to allow for upward growth at this level as well. To help prioritize training and mentoring it should be considered to slightly restructure management through attrition to have an Operations Manager and Assistant Manager over having both an Office & Operations Manager. It would allow for a direct line of upward promotion.

Career Development Worksheet



Employee name:

Current position:

Interested in what position:

Date:

Short & Long Term Goals

What are your career goals for the next year or two?

- 1.
- 2.

What would you like to be doing at KCTS in five years?

- 1.
- 2.

Skills & Competency Requirements

What skills do you already have to meet your goals?

- 1.
- 2.

What skills do you need to build to reach your goals?

Skill or Competency to be Developed	Training Activity	Target Date	Associated Costs	Results

The career development plan provides an opportunity to demonstrate your career potential and is not a guarantee of a promotion. The plan should be evaluated annually and adjusted as needed based on the needs of KCTS and/or personal priorities.

Employee Signature

Supervisor Signature