



Charleston Area Regional Transportation Authority

MEMORANDUM

TO: Board of Directors
FROM: Robin W. Mitchum, Deputy Director of Finance and Administration
SUBJECT: FY21/22 Proposed Budget Revision
DATE: June 9, 2021

Please find attached the FY21/22 Proposed FY22 Budget for your consideration.

Revenues

A detailed explanation of line item changes are as follows:

- Fare and contract revenues have been increased based on average and estimated receipts.
- HOP Lot Parking Fees have been reduced. The route has been suspended.
- Armad Hoffer Properties was a contract service for additional HOP route access for their residents. The HOP lot route has been suspended.
- Local contributions is funds received from local organizations for shelter construction. These contributions are recorded as incurred.
- Federal revenue includes estimated 5307 Urban funds, 5310 Enhanced Mobility for Seniors & individuals with disabilities, and 5307 CARES Act funds. CARTA receives funds as a direct recipient from FTA and Pass-Through funds from the BCDCOG. Capital funds are reflected in the capital revenues budget. The increase in Federal funding is a reflection of the timing of expenditures between fiscal years.
- State Mass Transit Funds is operating funds as match to 5307 Urban funds. The decrease between fiscal years is a result of the timing of grant expenditures between fiscal years.
- Sales Tax – Charleston County is the operating funds. The matching requirements for capital are reflected the capital revenues budget line item.
- Advertising revenues have been increased to average and anticipated bus advertising sales.
- Interest is interest received from SC Department of Revenue. CARTA submits for reimbursement of the SC Fuel Excise Tax each month. SCDOR periodically pays interest earned on the funds they have held in the reimbursement process. Interest is recorded as received.
- Insurance proceeds is policy proceeds that are the result of accidents. Insurance is recorded as incurred.
- Sale of Assets is the proceeds from the sale of vehicles. As a result of the purchase of battery electric buses, we anticipate the sale of older rolling stock.

Expenditures

A detailed explanation of line item changes are as follows:

- Staff Salaries & Benefits is the cost of Retiree Insurance. We are estimating a small increase in Employer contribution rates for 2022.
- Supplies includes office and facility maintenance supplies. The increase is for additional PPE supplies and rebranding materials and signage.
- Printing is increased to include rebranding material.
- Marketing is increased for rebranding and marketing services.
- Office Equipment Maintenance includes IT services (managed server services, email hosting, website management, and other general IT services), Camera system maintenance, and AVL software maintenance. The increase is to add the GMV Syncromatics Integrated Technology Solutions software and the Mobile Ticketing app.
- Rent includes the Ashley Phosphate Park & Ride Lot, Dorchester Village Shopping center Park & Ride Lot, Leeds Avenue lot lease from SCE&G, SC Works Trident lease space, and document storage. The increase is the annual lease increase for the Ashley Phosphate Park & Ride lot.
- Communications is increased to include additional internet needs for Mary Street cameras.
- Utilities includes electric and water at the Superstop, Melnick Park and Ride, the Radio Shop at Leeds Avenue, and the charging stations at Leeds Avenue. Utilities is increased for the addition of new charging stations and charging of the electric buses.
- Advertising increased to replace advertising Bus wraps on the new rolling stock fleet as we transition to the new battery electric buses.
- Professional services is increased for bus inspection services and the annual audit. We reduced custodial to remove the extra custodial cleaning services at the super stop.
- Contract Services is increased to include CARES funded demand response emergency and/or Unique trips and bring the contracted Parking Lot expansion, shelter, and Electric Bus Master Plan in line with estimated FY22 expenditures.
- Vehicle maintenance is reduced to average and estimated expenditures.
- Insurance is increased as a result of the addition of new shelters, buses, and charging stations.
- Non Capitalized assets include the purchase of security equipment including cameras, lighting, shelter panels/parts, driver safety barriers, COVID-19 PPE, and radio equipment. The budget line item is increased to purchase an air filtration system to be installed on the rolling stock.

Capital Expenditures (Balance Sheet)

- Rolling Stock is increase to the amount of rolling stock that we anticipate receiving.
- Bus Facilities/Charging stations is increased for the purchase and installation of charging stations to power the battery electric buses.
- Bus Shelter Construction/Bench Install is decreased for the estimated installation of new bus shelters.

- Land is for the purchase of property for additional parking or service route needs.
- HOP Lot Construction/Leeds Avenue is for the construction of the HOP Lot and upgrades at Leeds Avenue.
- Security Cameras and Equipment is funds available to purchase security equipment at our facilities and on rolling stock.
- Capital (IT, Facility Repairs/Maint) is for the facility upgrades or repairs. It includes the purchase of a replacement Fuel Pump.
- ITS System was for the FY21 purchase of the integrated technology solution system that will provide computer-aided dispatching and an automatic vehicle tracking system.

We will continue to monitor the budget to ensure revenues and expenditure remain aligned and we will make recommended revisions as necessary.

If you have any questions, please contact me at 843-529-2126 or robinm@bcdco.com.

CARTA
Proposed FY2022 Budget Revision

	Approved Budget <u>FY 2021</u>	Proposed Budget <u>FY 2022</u>	<u>Variance</u>
<u>Revenues</u>			
Farebox	1,358,019	1,840,925	482,906
Passes	373,913	473,478	99,565
HOP Lot Parking Fees	1,108	-	(1,108)
COC Shuttle	392,022	417,104	25,082
MUSC	704,942	951,364	246,422
City of Charleston - DASH	640,492	640,492	-
Armad Hoffler Properties	45,417	-	(45,417)
Local Contributions	27,971	-	(27,971)
Federal	10,390,305	11,601,438	1,211,133
State Mass Transit Funds	951,588	475,794	(475,794)
Sales Tax - Charleston County	6,790,679	6,658,003	(132,676)
Advertising	622,230	700,000	77,770
Interest	100	-	(100)
Insurance Proceeds	29,804	-	(29,804)
Sale of Asset	10,060	10,000	(60)
Miscellaneous	2,962	-	(2,962)
TOTAL REVENUES	<u>22,341,612</u>	<u>23,768,598</u>	<u>1,426,986</u>
<u>Expenditures</u>			
Staff Salaries & Benefits	8,033	8,334	301
Supplies	86,670	151,670	65,000
Printing	32,500	37,500	5,000
Marketing	5,000	10,000	5,000
Automotive	1,000	1,000	-
Postage	2,900	2,900	-
Dues/Memberships	1,513	1,513	-
Office Equipment Rental	107,877	107,877	-
Office Equipment Maintenance	222,717	1,101,938	879,221
Rent	33,200	33,800	600
Communications	162,353	170,561	8,208
Utilities	56,283	205,674	149,391
Advertising	5,000	58,500	53,500
Professional Services			
Auditing	22,000	24,300	2,300
Legal	7,500	7,500	-
Custodial	70,984	23,220	(47,764)
Pilot Ride Program	40,000	40,000	-
Other	51,120	110,000	58,880
Contract Services			
Shared Services - IGA	2,674,780	2,588,887	(85,893)

CARTA
Proposed FY2022 Budget Revision

	Approved Budget FY 2021	Proposed Budget FY 2022	Variance
Fixed Route	13,490,074	13,690,074	200,000
Money Transport	7,500	7,500	-
Security Services	96,191	96,191	-
Electric Bus Master Plan	200,000	87,595	(112,405)
Vehicle Maintenance	200,000	150,000	(50,000)
Facility Repair & Maintenance	14,950	14,950	-
Operating Fees & Licenses	25,000	25,000	-
Insurance	816,078	832,399	16,321
Fuel	1,065,531	1,065,531	-
Paratransit	2,587,469	2,587,469	-
Miscellaneous	7,741	5,500	(2,241)
Interest	60,116	56,210	(3,906)
Non-Capitalized Assets	179,532	465,005	285,473
TOTAL EXPENDITURES	22,341,612	23,768,598	1,426,986
Excess (Deficit) of Revenues Over (Under) Expenditures	-	-	-

Capital Revenues

Rolling Stock	5,319,710	13,270,970	7,951,260
Bus Facilities/Charging Stations	-	6,553,574	6,553,574
Bus Shelter Construction/Bench Install	159,622	-	(159,622)
Security Cameras/Equipment	147,411	80,097	(67,314)
Capital (IT, Facility Repairs/Maint)	145,796	-	(145,796)
ITS System	-	-	-
Park & Ride Construction/Leeds Ave.	2,200,000	2,800,000	600,000
Sales Tax - Charleston County	4,057,071	6,222,247	2,165,176
TOTAL CAPITAL EXPENDITURES	12,029,610	28,926,888	16,897,278

Capital Expenditures

Rolling Stock	8,175,334	17,747,668	9,572,334
Bus Facilities/Charging Stations	180,000	8,164,494	7,984,494
Bus Shelter Construction/Bench Install	200,000	100,000	(100,000)
Land	600,000	600,000	-
Park & Ride Construction/Leeds Ave.	2,200,000	2,200,000	-
Security Cameras/Equipment	173,541	97,440	(76,101)
Capital (IT, Facility Repairs/Maint)	175,735	17,286	(158,449)
ITS System	325,000	-	(325,000)
TOTAL CAPITAL EXPENDITURES	12,029,610	28,926,888	16,897,278

CARTA
Proposed Detailed Budgeted Expenditures
FY 2021/2022

		Approved Budget FY 2021	Proposed Budget FY 2022	Increase (Decrease)
SALARIES & BENEFITS	Retiree Insurance	8,033	8,334	301
		<u>8,033</u>	<u>8,334</u>	<u>301</u>
SUPPLIES	Admin/Operations	86,470	151,470	65,000
	Supplies - HOP LOT	200	200	-
	Total	<u>86,670</u>	<u>151,670</u>	<u>65,000</u>
PRINTING	Printing	30,000	35,000	5,000
	Printing - HOP LOT	2,500	2,500	-
	Total	<u>32,500</u>	<u>37,500</u>	<u>5,000</u>
MARKETING	Promotional	5,000	10,000	5,000
	Total	<u>5,000</u>	<u>10,000</u>	<u>5,000</u>
AUTOMOTIVE	Parking/Mileage/Service	1,000	1,000	-
	Total	<u>1,000</u>	<u>1,000</u>	<u>-</u>
POSTAGE		2,900	2,900	-
		<u>2,900</u>	<u>2,900</u>	<u>-</u>
DUES & MEMBERSHIPS	Metro Chamber	513	513	-
	TASC (SCAMI)	1,000	1,000	-
	Total	<u>1,513</u>	<u>1,513</u>	<u>-</u>
EQUIPMENT RENTAL	Portable Toilet Rental - HOP LOT	1,320	1,320	-
	Electric Bus Battery Lease	105,012	105,012	-
	Miscellaneous Equipment	1,545	1,545	-
	Total	<u>107,877</u>	<u>107,877</u>	<u>-</u>
OFFICE EQUIPMENT MAINTENANCE	IT	50,000	50,000	-
	Money Counting Equipment	2,000	2,000	-
	Super Stop Cameras	2,577	2,628	51
	AVL Cloud Manager	27,135	27,135	-
	CAD/ITS/AVL	141,005	527,425	386,420
	Mobile Ticketing Application	-	492,750	492,750
		<u>222,717</u>	<u>1,101,938</u>	<u>879,221</u>
RENT	Land	6,000	6,000	-
	Park & Ride	18,700	19,300	600
	Document Storage	2,500	2,500	-
	SC Works Charleston Center	6,000	6,000	-
	Total	<u>33,200</u>	<u>33,800</u>	<u>600</u>

CARTA
Proposed Detailed Budgeted Expenditures
FY 2021/2022

		Approved Budget FY 2021	Proposed Budget FY 2022	Increase (Decrease)
COMMUNICATIONS	Telephone/Internet	29,890	38,098	8,208
	Tablets - Buses	47,463	47,463	-
	Radios	85,000	85,000	-
	Total	162,353	170,561	8,208
UTILITIES	Electricity	15,667	12,849	(2,818)
	Electricity -Charging Stations	36,791	189,000	152,209
	Water	3,825	3,825	-
	Total	56,283	205,674	149,391
ADVERTISING	ALL	5,000	5,000	-
	BUS WRAPS	-	53,500	53,500
	Total	5,000	58,500	53,500
PROFESSIONAL SERVICES	Audit	22,000	24,300	2,300
	Legal	7,500	7,500	-
	Custodial	70,984	23,220	(47,764)
	Pilot Ride Program	40,000	40,000	-
	Other	51,120	110,000	58,880
	Total	191,604	205,020	13,416
CONTRACT SERVICES	Management Services	75,000	75,000	-
	Shared Services (IGA)	2,413,887	2,413,887	-
	Parking Lot Expansion (IGA)	35,893	-	(35,893)
	Shelter/Bench Engineering (IGA)	150,000	100,000	(50,000)
	Fixed Route - Transdev	13,029,120	13,029,120	-
	Hop Lot - Transdev	460,954	460,954	-
	Demand Response Unique Trips	-	200,000	200,000
	Money Transport	7,500	7,500	-
	Super Stop Security Services	96,191	96,191	-
	Electric Bus Master Plan	200,000	87,595	(112,405)
	Total	16,468,545	16,470,247	1,702
VEHICLE MAINTENANCE		200,000	150,000	(50,000)
	Total	200,000	150,000	(50,000)
FACILITY REPAIR & MAINTENANCE	Facility Repair Misc	10,000	10,000	-
	Bus Wash Inspection	4,950	4,950	-
	Total	14,950	14,950	-

CARTA
Proposed Detailed Budgeted Expenditures
FY 2021/2022

		Approved Budget FY 2021	Proposed Budget FY 2022	Increase (Decrease)
OPERATING FEES & LICENSES		25,000	25,000	-
		<u>25,000</u>	<u>25,000</u>	<u>-</u>
INSURANCE	Administration	15,500	15,810	310
	Operating	800,578	816,589	16,011
		<u>816,078</u>	<u>832,399</u>	<u>16,321</u>
FUEL	Fuel	1,044,765	1,042,048	(2,717)
	Fuel - HOP LOT	20,766	23,483	2,717
		<u>1,065,531</u>	<u>1,065,531</u>	<u>-</u>
PARATRANSIT	TRANSDEV	2,587,469	2,587,469	-
		<u>2,587,469</u>	<u>2,587,469</u>	<u>-</u>
MISCELLANEOUS	MISC	7,500	5,000	(2,500)
	MISC - HOP LOT	241	500	259
		<u>7,741</u>	<u>5,500</u>	<u>(2,241)</u>
INTEREST	BB&T - Melnick Property	60,116	56,210	(3,906)
		<u>60,116</u>	<u>56,210</u>	<u>(3,906)</u>
NON-CAPITALIZED ASSETS	Non-Capitalized Assets	179,532	465,005	285,473
		<u>179,532</u>	<u>465,005</u>	<u>285,473</u>
TOTAL OPERATING		<u>22,341,612</u>	<u>23,768,598</u>	<u>1,426,986</u>
CAPITAL				
	Rolling Stock/Fleet Repair	8,175,334	17,747,668	9,572,334
	Bus Facilities/Charging Stations	180,000	8,164,494	7,984,494
	Bus Shelter Construction/Bench	200,000	100,000	(100,000)
	Land	600,000	600,000	-
	HOP Lot Constuction/Leeds Ave.	2,200,000	2,200,000	-
	Security/Cameras	173,541	97,440	(76,101)
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