



CHARLESTON AREA REGIONAL TRANSPORTATION AUTHORITY

CARTA BOARD MEETING

May 17, 2017
1:00 PM

Lonnie Hamilton III Public Service Building
4045 Bridgeview Drive, Room B-225
North Charleston, SC 29405

AGENDA

1. Public Hearing – State Mass Transit Funds Application
2. Call to Order
3. Consideration of Board Minutes –April 19, 2017 Meeting
4. Development of Board Minutes – Discussion
5. FY17 Budget Revision – Request for Approval – Robin Mitchum
6. Financial Status Report – Robin Mitchum
7. Automatic Vehicle Locator (AVL) App RFP – Request for Approval
8. Executive Session – Operational Contractual Matters
9. Action related to matters discussed in Executive Session, if required
10. CARTA 2017-2020 Financial Plan – Request for Approval
11. Intermodal Facility Project Update – Sharon Hollis
12. North Charleston Park-N-Ride Facilities Plan – Request for Approval
13. Marketing/Outreach Report
14. Executive Director's Report
15. Other Business, If Any
16. Public Comments, If Any
17. Board Comments, If Any
18. Adjournment

*Please note that the next **regularly scheduled** meeting of the CARTA Board will be WEDNESDAY, June 21, 2017 in Room B-225 of the Lonnie Hamilton III Public Service Building, 4045 Bridgeview Drive, North Charleston, SC 29405. Notice, including agenda documentation, will be sent to Board Members in advance of the meeting, as well as posted on www.ridecarta.com.*

CHARLESTON AREA REGIONAL TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING
April 19, 2017

The Charleston Area Regional Transportation Authority (CARTA) Board of Directors met on Wednesday, April 19, 2017, at the Lonnie Hamilton III Public Service Building located at 4045 Bridgeview Drive, Room B-225 in North Charleston, South Carolina.

MEMBERSHIP: Ed Astle; Mary Beth Berry; Marty Bettelli; Michael Brown; Alfred Harrison; James Lewis; Brad Morrison; Minnie Newman; Pat O'Neil; Linda Page; Vic Rawl; Dickie Schweers; Michael Seekings; Elliott Summey; Keith Summey; John Tecklenburg; Craig Weaver

MEMBERSHIP PRESENT: Ed Astle; Mary Beth Berry; Marty Bettelli; Michael Brown; Alfred Harrison; James Lewis; Brad Morrison; Linda Page; Vic Rawl; Michael Seekings

PROXIES: Michael Mathis for John Tecklenburg; Warwick Jones for Dickie Schweers; Jerry Lahm for Elliott Summey

STAFF PRESENT: Ron Mitchum; Andrea Kozloski; Robin Mitchum; Michelle Emerson; Rainee Kearney; Sharon Hollis; Jeff Burns; Kim Coleman

OTHERS PRESENT: Amy Jenkins (MGC); Jeff Webster (Rawle Murdy Associates); Kelsey McGee (Rawle Murdy Associates); Ginger Stevens (Transdev); Jim Frierson (SCDOT); Steve Dudash (Thomas & Hutton); William Hamilton (Public); Julia Hamilton (Public); Dave Crossley (Public) Mary Smith (Public); Master P. Bines

1. Public Hearing - FTA Section 5307 Funds Application

Chairman Seekings called the Public Hearing regarding FTA Section 5307 Funds Application to order at 1:05 p.m. followed by a moment of silence. Executive Director, Ron Mitchum, read the Notice regarding the Public Hearing to the Board of Directors. One public comment was heard and was noted for the record.

2. Call to Order

Chairman Seekings called the CARTA Board Meeting to order at 1:10 p.m.

3. Consideration of Board Minutes – March 15, 2017 Meeting

Ed Astle made a motion to approve the March 15, 2017 Meeting Notes as presented and Marty Bettelli seconded the motion. The motion was approved with one nay vote.

4. Financial Status Report – Robin Mitchum

Robin Mitchum, Deputy Director of Finance & Administration, presented the financial status report for the period ending March 31, 2017. Ms. Mitchum noted that the budget to actual revenues were below projections. She reviewed the following: farebox revenue fell short of projections (due primarily to Hurricane Matthew); the actual federal revenue includes operating and capital for the year to date; the Charleston County EOC revenue is for services provided for Hurricane Matthew evacuations; insurance proceeds are a result of accidents; sale of assets reflect the proceeds of the sale of five Cut-a-Way buses and two 40-foot express buses on GovDeals; this line item also includes the scrap bus sold to Transdev for

\$3,601. Ms. Mitchum also noted that budget to actual expenditures were mostly on target with projections with the exception of the following: accounting (auditing) exceeded the projections by 6% - this increase is due to additional work required for GASB 68 pension plan schedules; office equipment rental exceeded the budget due to the buyout (return) of the Ricoh copier at the John Street office; OEM is over budget by 48% due to unexpected maintenance on the mobile radios – we will adjust the budget in the first budget revision; advertising is over budget by 160% due to promotion of the DASH and refurbished bike giveaways – we will adjust the budget in the first budget revision if necessary; contract services (IGA & Management) is over budget by 37% primarily due to the extensive services provided to CARTA – we will adjust the budget in the first budget revision if necessary; operating fees & licenses is 34% over budget due to annual Stormwater management fees; insurance includes the cost of liability insurance provided by the Insurance Reserve Fund; the miscellaneous category includes bank/credit card fees, bad debt, solid waste fee and other items; security/cameras include installation of security cameras on buses and at the facilities. In addition to installing cameras at the Super Stop, CARTA has purchased AngleTrax Digital Video Recording Systems for installation on the fleet. This purchase reflects in the percentage overage for this line item since it was a one-time large purchase. These items are expected to come back into line since some of these expenses do not occur consistently every month. We will continue to monitor line items and recommend changes through budget revisions as deemed necessary. Overall, the agency ended the month with an excess of revenue of \$1,854,337. The Board received the financial status report as information.

5. Agreement with Partners for Shelters – Request for Approval

A Memorandum of Understanding (MOU) for the Construction of CARTA Bus Shelters in draft format was presented to the Board. Once the MOU is finalized and executed by all parties, it will become effective.

Marty Bettelli made a motion to approve the Agreement with Partners for Shelters as presented and Michael Brown seconded the motion. The motion was unanimously approved.

6. Subrecipient Monitoring Procedures – Request for Approval – Jeff Burns

Jeff Burns, Senior Planner, presented the Subrecipient Monitoring Procedures for Federal Awards to the Board. Mr. Burns reviewed the purpose of the procedures, the summary and program overview.

Ed Astle made a motion to approve the Subrecipient Monitoring Procedures as presented and James Lewis seconded the motion. The motion was unanimously approved.

7. Policies and Procedures Amendments – Request for Approval – Andrea Kozloski

Andrea Kozloski, Deputy Director of Operations and Support, presented the Policies and Procedures Amendments to the Board. Ms. Kozloski reviewed the revisions of the following three policies and addressed questions and comments:

- **Reduced Fare Program:** This policy is being amended to state that those persons deemed permanently disabled only have to renew their IDs every three years. (The current policy states IDs need to be renewed annually.)
- **Transit Services/Complimentary Pass:** This policy is being amended to reflect that Crossing Guards ride free of charge.
- **Transfer Policy:** This policy is being amended to remove the list of approved transfer points.

Ed Astle made a motion to approve the Policies and Procedures Amendments as presented and James Lewis seconded the motion. The motion was unanimously approved.

8. Resolution Authorizing the Submission of Applications for FTA Funds – Request for Approval

Ron Mitchum, Executive Director, presented the Resolution Authorizing the Submission of Applications for FTA Funds to the Board. The Resolution states that the Board of Directors of the Charleston Area Regional Transportation Authority (CARTA) is aware of the provisions of Federal Transit Administration (FTA) program fund requirements for each application it makes to the Berkeley-Charleston-Dorchester Council of Governments (BCDCOG) for Federal and/or State funding and hereby authorizes Ronald E. Mitchum of CARTA to file applications with the BCDCOG on behalf of CARTA for federal and/or state funding to assist in providing community and/or human services transportation services. If this application is approved: (1) The Board resolves that CARTA will provide the required match for the capital, operations and administrative charges, the necessary insurance coverage as required under the agreement, and all necessary local match for operating losses; and (2) The Board agrees to comply with all FTA and SCDOT Program statutes and regulations, directives, certifications and assurances to carry out the project as described in the application.

Linda Page made a motion to approve the Resolution Authorizing the Submission of Applications for FTA Funds as presented and Marty Bettelli seconded the motion. The motion was unanimously approved.

9. Resolution Authorizing the Submission of an Application to SCDOT for State Mass Transit Funds – Request for Approval

Ron Mitchum, Executive Director, presented the Resolution Authorizing the Submission of an Application to SCDOT for State Mass Transit Funds. The Resolution states that the Board of Directors of the Charleston Area Regional Transportation Authority (CARTA) is aware of the provisions of Federal Transit Administration (FTA) program fund requirements for each application it makes to the state of South Carolina for Federal and/or State funding and hereby authorizes Ronald E. Mitchum of CARTA to file applications with the South Carolina Department of Transportation (SCDOT) on behalf of CARTA for federal and/or state funding to assist in providing community and/or human services transportation services. If this application is approved: (1) The Board resolves that CARTA will provide the required match for the capital, operations and administrative charges, the necessary insurance coverage as required under the agreement, and all necessary local match for operating losses; and (2) The Board agrees to comply with all FTA and SCDOT Program statutes and regulations, directives, certifications and assurances to carry out the project as described in the application.

Linda Page made a motion to approve the Resolution Authorizing the Submission of an Application to SCDOT for State Mass Transit Funds as presented and Marty Bettelli seconded the motion. The motion was unanimously approved.

10. Intermodal Facility Project Update – Sharon Hollis

Sharon Hollis, Principal Planner, updated the Board on the Intermodal Facility Project. Ms. Hollis highlighted completed activities since the last Board meeting held on March 15th and noted upcoming activities, impacts to the project schedule and any issues or concerns. The Board received the Intermodal Facility Project Update as information.

11. Park-N-Ride Locations – Discussion

Ron Mitchum, Executive Director, discussed the Park-N-Ride issue CARTA is currently experiencing due to the closure of the Rivers Avenue Super K-Mart. Mr. Mitchum has met with Mayor Summey regarding potential sites. Locating available land for possibilities has been extremely challenging.

Vic Rawl made a motion that CARTA revisit negotiations regarding the current lot lease terms or purchase option, with due diligence; Executive Director to send Secretary Hall a letter requesting assistance with properties identified during CARTA Board discussions; and request that Charleston County, the City of Charleston, the City of North Charleston and the Town of Mt. Pleasant collaboratively endorse a proposal for the SCDOT to take to the legislature to propose funding for interchange properties which may be utilized for future transportation use. Warwick Jones seconded the motion. The motion was unanimously approved.

12. Marketing/Outreach Report

Jeff Webster, with Rawle Murdy & Associates, presented the Marketing/Outreach Report. Mr. Webster reported on various outreach and upcoming events, and media and social media highlights. The Board received the Marketing/Outreach Report as information.

13. Executive Director's Report

Mr. Mitchum highlighted the following matters:

- The app for the bus tracker system is in a pilot stage.
- Additional Tel-A-Ride and support vehicle deliveries are scheduled to be made in the next couple of weeks.
- We are anticipating grant awards in the next few weeks for vehicle acquisitions to replace commuter buses.
- We will pursue three additional cut-a-way vehicles through the 5310 funding process.
- Mr. Mitchum summarized the March Monthly Performance Snapshot on Fixed Route and Paratransit Performance that was distributed to the Board.
- A survey targeted at Hospitality workers in the Town of Mt. Pleasant will take place next month.
- Mr. Mitchum met with individuals in the hospitality industry from Kiawah and Seabrook Islands to discuss the possibility of Park-N-Ride facilities in that area.
- WiFi has been installed or enhanced in all vehicles.

The Board received the Executive Director's report as information.

14. Other Business, If Any

- Mr. Jones inquired about beach routes. It was discussed that there were beach routes in the past and a trial run was recently made to the Isle of Palms that was not successful.
- Ginger Stevens, Transdev General Manager, introduced Gloria Fulton. Ms. Fulton is a 38-year employee and recently won Bus Operator of the Year for the State of South Carolina. Ms. Fulton is well on her way of reaching the 3 million mile mark by November. Ms. Stevens also announced that Jamel Thomas won 1st Place in the cut-a-way division and Bernard Sumter won 2nd Place in the 35-foot and 40-foot divisions at the recent Bus Rodeo. On behalf of the Board of Directors, Chairman Seekings congratulated and thanked the Bus Operators for their outstanding service and achievements.

There was no other business discussed.

15. Public Comments, If Any

Four public comments were made regarding route schedules, water coming through the flooring of a bus during a rainstorm, beach routes, transportation alternative solutions, food & beverage industry workers, additional buses/routes and upcoming demonstrations. The public comments were noted for the record.

16. Board Comments, If Any

- Mayor Page encouraged attendance to the upcoming 30th Annual Blessing of the Fleet to be held on April 30th.
- Mr. Jones inquired about the ½ cent sales tax and plans regarding capital budget review.
- Chairman Seekings introduced Charleston City Councilmember Rodney Williams.
- Chairman Seekings then recognized Board Member Alfred Harrison’s years of service to CARTA and being named Transit Board Member of the Year. A celebration of Mr. Harrison was held immediately following the Board Meeting.

There were no additional Board comments.

17. Adjourn

The meeting adjourned at 2:15 p.m.

Respectfully submitted,
Kim Coleman

DRAFT



CHARLESTON AREA REGIONAL TRANSPORTATION AUTHORITY

MEMORANDUM

TO: Board of Directors

FROM: Robin W. Mitchum, Deputy Director of Finance & Administration

SUBJECT: FY17 Budget Revision #1

DATE: May 11, 2017

Please find attached the proposed budget revision for FY17. Below is a brief overview of changes in the budget detail.

Revenues

- The farebox revenue decreased by \$326,636 based on actual revenues received to date and projected for the remainder of the fiscal year.
- The City of North Charleston, Federal Grants, and Charleston County – Intermodal decreased by \$3,697,500 based on the projections for Intermodal construction. These funds will carry over in to FY18.
- State Mass Transit funds decreased by \$44,196 due to advance funds received in the prior year.
- The Charleston County EOC, Advertising, Insurance proceeds, and Sale of Asset increased based on the actual and projected revenue for the remainder of the fiscal year.

Expenditures

- Printing decreased by \$40,000 based on projections for the remainder of the fiscal year.
- Accounting (Auditing) increased \$1,250 due to additional work required for GASB 68 pension plan schedules.
- Training/Travel decreased by \$2,000. We do not anticipate the need for CARTA staff to travel.
- Office Equipment Rental increased \$16,878 due to the buyout (return) of the Ricoh copier at John Street office.
- Office Equipment Maintenance (OEM) increased \$17,174 for maintenance on the mobile radios.
- Rent increased \$9,147 for the Festival Center Park & Ride lot and document storage.
- Communications increased \$2,667 based on actual costs incurred to date.
- Advertising increased \$17,588 due to promotion of the “DASH” and refurbished bike giveaways.



CHARLESTON AREA REGIONAL TRANSPORTATION AUTHORITY

- Public Notices decreased \$3,500. These costs have been moved to the advertising line item.
- Professional Services decreased \$14,480 based on reduction in legal services.
- Contract Services (IGA & Management) increased \$634,511 primarily due to the extensive services provided to CARTA. The COG hired Sharon Hollis to assist in planning and analyzing data to assist CARTA in decision-making.
- Paratransit Certification decreased \$31,000. These costs are included in the Paratransit contract line item.
- Vehicle Maintenance decreased \$189,628 based on actual expenditures to date and projections for the remainder of the fiscal year.
- Operating Fees & Licenses increased \$11,706 due to annual Stormwater management fees and new vehicles.
- Insurance increased \$22,853 to cover the purchase of new vehicles.
- Fuel decreased \$194,660 due to savings on Paratransit vehicles and reduced per gallon cost.
- Miscellaneous increased \$25,756 for bank/credit card fees, bad debt, solid waste fee and other items.
- Intermodal Construction decreased \$3,597,500 due to the anticipated timeline for construction. These expenditures will carry over to FY18.
- Engineering decreased \$50,000 due to actual & projected needs for the remainder of the fiscal year.
- Intermodal Facility Payback decreased \$411,804. The FTA payback is reflected on the balance sheet under liabilities. This payment was made in April 2017. The annual payment of \$411,804 is due in April for the next three (3) years.

The changes listed above are made based on actual revenues and expenditures through April 30, 2017 and the projections for the remainder of the fiscal year. The total budget decreased \$3,825,042.

If you have any questions, please contact me at 843-529-0400 ext. 213 or robinm@bcdcog.com.

**CARTA
FY2017 Budget**

	<u>Original FY 17 Budget</u>	<u>Revision #1 FY 17 Budget</u>	<u>Variance</u>
<u>Revenues</u>			
Farebox	2,696,890	2,370,254	(326,636)
Passes	585,388	585,388	-
COC Shuttle	452,580	452,580	-
MUSC	807,000	807,000	-
City of Charleston - DASH	516,600	516,600	-
City of North Charleston	1,151,630	552,623	(599,007)
Federal Grants	18,279,154	15,401,154	(2,878,000)
State Mass Transit Funds	661,636	617,440	(44,196)
Sales Tax - Charleston County	8,147,000	8,147,000	-
Charleston County - Intermodal	1,241,870	1,021,377	(220,493)
Charleston County EOC	-	47,316	47,316
Advertising	825,000	896,000	71,000
Interest	300	124	(176)
Insurance Proceeds	-	75,000	75,000
Sale of Asset	-	50,000	50,000
Miscellaneous	-	150	150
TOTAL REVENUES	<u>35,365,048</u>	<u>31,540,006</u>	<u>(3,825,042)</u>
<u>Expenditures</u>			
Staff Salaries & Benefits	147,327	147,327	-
Supplies	15,000	15,000	-
Printing	100,000	60,000	(40,000)
Marketing	70,000	70,000	-
Automotive	2,880	2,880	-
Accounting (Auditing)	20,000	21,250	1,250
Postage	2,500	2,500	-
Dues/Memberships	1,100	1,100	-
Training/Travel	2,000	-	(2,000)
Office Equipment Rental	17,496	34,374	16,878
Office Equipment Maintenance	18,000	35,174	17,174
Rent	11,963	21,110	9,147
Communications	105,500	108,167	2,667
Utilities	10,500	10,500	-
Advertising	5,500	23,088	17,588
Public Notices	3,500	-	(3,500)
Money Counting	6,000	6,000	-
Professional Services	36,000	21,520	(14,480)
Contract Services	850,000	1,434,511	584,511
Paratransit Certification	31,000	-	(31,000)
Vehicle Maintenance	376,000	186,372	(189,628)
Operating Fees & Licenses	17,000	28,706	11,706
Insurance	538,147	561,000	22,853

**CARTA
FY2017 Budget**

	<u>Original FY 17 Budget</u>	<u>Revision #1 FY 17 Budget</u>	<u>Variance</u>
Fuel	1,300,000	1,105,340	(194,660)
Fixed Route	12,084,000	12,084,000	-
Paratransit	2,282,343	2,282,343	-
Miscellaneous	12,500	38,256	25,756
Intermodal Infrastructure - Construction	11,467,500	7,870,000	(3,597,500)
Rolling Stock	1,866,627	1,866,627	-
Support Vehicles	250,661	250,661	-
Bus Shelter Construction/Bench Install	668,864	668,864	-
Security Cameras	344,084	344,084	-
Fareboxes	1,000,000	1,000,000	-
Signage	70,015	70,015	-
Automated Vehicle Locator	919,237	919,237	-
Capital (IT, Facility Repairs/Maint)	250,000	250,000	-
Engineering	50,000	-	(50,000)
Intermodal Facility (FTA Payback)	411,804	-	(411,804)
TOTAL EXPENDITURES	<u>35,365,048</u>	<u>31,540,006</u>	<u>(3,825,042)</u>
 Excess (Deficit) of Revenues Over (Under) Expenditures	 <u>-</u>	 <u>-</u>	 <u>-</u>

CARTA
 FY16/17 Budget **Revision #1** Detail

	Administration	Operating	Capital	TOTAL
EXPENDITURES:				
Salaries & Benefits	-	147,327	-	147,327
Total Direct Personnel	-	147,327	-	147,327
Supplies	2,500	12,500		15,000
Printing		60,000		60,000
Marketing	70,000			70,000
Automotive	2,880			2,880
Accounting (Auditing)	21,250			21,250
Postage	2,500			2,500
Dues/Memberships	1,100			1,100
Training/Travel	-			-
Equipment Rental	34,374			34,374
Office Equipment Maintenance	33,174	2,000		35,174
Rent	3,600	17,510		21,110
Communications	6,067	102,100		108,167
Utilities		10,500		10,500
Advertising	23,088			23,088
Public Notices	-			-
Money Counting		6,000		6,000
Professional Services	21,520			21,520
Contract Services	75,000	1,359,511		1,434,511
Paratransit Certification		-		-
Vehicle Maintenance		186,372		186,372
Operating Fees & Licenses		28,706		28,706
Insurance	11,000	550,000		561,000
Fuel		1,105,340		1,105,340
Fixed Route		12,084,000		12,084,000
Paratransit		2,282,343		2,282,343
Miscellaneous	38,256			38,256
Intermodal Infrastructure - Construction			7,870,000	7,870,000
Rolling Stock			1,866,627	1,866,627
Support Vehicles			250,661	250,661
Bus Shelter Construction/Bench Install			668,864	668,864
Security Equipment			344,084	344,084
Fareboxes			1,000,000	1,000,000
Automated Vehicle Locator			919,237	919,237
Facility Repairs			250,000	250,000
Signage			70,015	70,015
Engineering		-		-
Intermodal Facility (FTA Payback)	-		-	-
TOTAL EXPENDITURES	346,309	17,954,209	13,239,488	31,540,006

CARTA
 FY16/17 Budget **Revision #1** Detail

	Administration	Operating	Capital	TOTAL
REVENUE				
Farebox		2,370,254		2,370,254
Passes		585,388		585,388
COC Shuttle		452,580		452,580
MUSC		807,000		807,000
City of Charleston - DASH		516,600		516,600
City of North Charleston			552,623	552,623
Federal - Intermodal			6,296,000	6,296,000
Federal - Operating		5,961,964	1,089,888	7,051,852
Federal - Bus & Bus Facilities			586,694	586,694
Federal passed through COG			1,466,608	1,466,608
SCDOT - OPT			617,440	617,440
Sales Tax - Charleston County	-	6,538,142	1,608,858	8,147,000
Charleston County - Intermodal			1,021,377	1,021,377
Charleston County EOC		47,316		47,316
Advertising	346,035	549,965		896,000
Interest	124			124
Insurance Proceeds		75,000		75,000
Sale of Assets		50,000		50,000
Miscellaneous	150			150
TOTAL REVENUES	346,309	17,954,209	13,239,488	31,540,006
EXCESS OF REVENUES OVER EXPENDITURES	-	-	-	-

CARTA
BUDGETED EXPENDITURES DETAIL
FY 2016/2017
October 1, 2016 to September 30, 2017

		Original Budget FY 2017	Revision #1 Budget FY 2017	Increase (Decrease)
SALARIES & BENEFITS	Salaries	106,347	106,347	-
	Retirement	12,294	12,294	-
	FICA	7,154	7,154	-
	Insurance	12,832	12,832	-
	Retiree Insurance	8,700	8,700	-
		<u>147,327</u>	<u>147,327</u>	<u>-</u>
SUPPLIES	Admin/Operations	15,000	15,000	-
	Total	<u>15,000</u>	<u>15,000</u>	<u>-</u>
MARKETING	Promotional	10,000	10,000	-
	Contractual (Website)	60,000	60,000	-
	Total	<u>70,000</u>	<u>70,000</u>	<u>-</u>
AUTOMOTIVE	Parking/Mileage/Service	2,880	2,880	-
	Total	<u>2,880</u>	<u>2,880</u>	<u>-</u>
ACCOUNTING	Contractual	-	-	-
	Audit	20,000	21,250	1,250
	Total	<u>20,000</u>	<u>21,250</u>	<u>1,250</u>
POSTAGE	John Street	2,500	2,500	-
	Total	<u>2,500</u>	<u>2,500</u>	<u>-</u>
DUES & MEMBERSHIPS	Metro Chamber	500	500	-
	SCAMI	600	600	-
	Total	<u>1,100</u>	<u>1,100</u>	<u>-</u>
TRAINING & TRAVEL	SCAMI	1,000	-	(1,000)
	FTA	1,000	-	(1,000)
	Total	<u>2,000</u>	<u>-</u>	<u>(2,000)</u>
EQUIPMENT RENTAL	Copier	16,996	33,773	16,777
	Repair (Service Call)	500	-	(500)
	Miscellaneous Equipment	-	601	601
	Total	<u>17,496</u>	<u>34,374</u>	<u>16,878</u>
OFFICE EQUIPMENT MAINTENANCE	IT	16,000	33,174	17,174
	Money Counting Equipment	2,000	2,000	-
	Total	<u>18,000</u>	<u>35,174</u>	<u>17,174</u>
RENT	Land	6,000	6,000	-
	Park n Ride Lot	-	7,875	7,875
	Document Storage	2,400	3,600	1,200
	SC Works Charleston Center	3,563	3,635	72

CARTA
BUDGETED EXPENDITURES DETAIL
FY 2016/2017
October 1, 2016 to September 30, 2017

		Original Budget FY 2017	Revision #1 Budget FY 2017	Increase (Decrease)
		11,963	21,110	9,147
COMMUNICATIONS	Telephone/Internet	7,400	6,067	(1,333)
	Mobile	1,500	27,500	26,000
	Tablets - Buses	22,000	-	(22,000)
	Radios	74,600	74,600	0
	Total	105,500	108,167	2,667
UTILITIES	Electricity	8,000	8,000	-
	Water	2,500	2,500	-
		10,500	10,500	-
ADVERTISING	ALL	-	23,088	23,088
	Creative	2,000	-	(2,000)
	Miscellaneous	3,500	-	(3,500)
	Public/Legal	3,500	-	(3,500)
		9,000	23,088	14,088
PROFESSIONAL SERVICES	Legal	20,000	4,800	(15,200)
	Other	16,000	16,000	-
	Payroll	-	720	720
		36,000	21,520	(14,480)
CONTRACT SERVICES	Management Services	100,000	75,000	(25,000)
	Shared Services (IGA)	750,000	1,359,511	609,511
		850,000	1,434,511	584,511
PARATRANSIT CERTIFICATION		31,000	-	(31,000)
		31,000	-	(31,000)
LOW INCOME FARE DETERMINATION		-	-	-
		-	-	-
BUS SHELTER CLEANING		-	-	-
		-	-	-
PRINTING		100,000	60,000	(40,000)
		100,000	60,000	(40,000)

CARTA
BUDGETED EXPENDITURES DETAIL
FY 2016/2017
October 1, 2016 to September 30, 2017

		Original Budget FY 2017	Revision #1 Budget FY 2017	Increase (Decrease)
MONEY COUNTING		6,000	6,000	-
		<u>6,000</u>	<u>6,000</u>	<u>-</u>
VEHCILE MAINTENANCE		376,000	186,372	(189,628)
		<u>376,000</u>	<u>186,372</u>	<u>(189,628)</u>
OPERATING FEES & LICENSES		17,000	28,706	11,706
		<u>17,000</u>	<u>28,706</u>	<u>11,706</u>
INSURANCE	Administration	11,000	11,000	-
	Operating	527,147	550,000	22,853
		<u>538,147</u>	<u>561,000</u>	<u>22,853</u>
FUEL		1,300,000	1,105,340	(194,660)
		<u>1,300,000</u>	<u>1,105,340</u>	<u>(194,660)</u>
FIXED ROUTE		12,084,000	12,084,000	-
		<u>12,084,000</u>	<u>12,084,000</u>	<u>-</u>
PARATRANSIT		2,282,343	2,282,343	-
		<u>2,282,343</u>	<u>2,282,343</u>	<u>-</u>
MISCELLANEOUS		12,500	38,256	25,756
		<u>12,500</u>	<u>38,256</u>	<u>25,756</u>
CAPITAL				
	Intermodal 5 year payback (Yr 2)	411,804	-	(411,804)
	Trolley payback	-	-	-
	Intermodal Facility	11,467,500	7,870,000	(3,597,500)
	Rolling Stock/Fleet Repair	1,866,627	1,866,627	-
	Support Vehicles	250,661	250,661	-
	Security/Cameras	344,084	344,084	-
	Bus Shelters/Benches	668,864	668,864	-
	Signage	70,015	70,015	-
	Fareboxes	1,000,000	1,000,000	-
	Automated Vehicle Locator (AVL)	919,237	919,237	-
	Facility Maintenance	250,000	250,000	-
	Miscellaneous Engineering	50,000	-	(50,000)
		<u>17,298,792</u>	<u>13,239,488</u>	<u>(4,059,304)</u>



CHARLESTON AREA REGIONAL TRANSPORTATION AUTHORITY

MEMORANDUM

TO: Board of Directors

FROM: Robin W. Mitchum, Deputy Director of Finance & Administration

SUBJECT: April 30, 2017 Financial Report Overview

DATE: May 11, 2017

Please find attached the April 30, 2017 Financial Report. Below is a brief overview of the activities for FY17.

Revenues

The budget to actual revenues for the month were below our projections.

- The farebox revenue fell short of projections.
- The actual federal revenue includes operating and capital for the year to date.
- The Charleston County EOC revenue is for services provided for Hurricane Matthew evacuations.
- Insurance proceeds are a result of accidents.
- Sale of Assets reflects the proceeds of the sale of five Cut-a-Way buses and two 40-foot express buses on GovDeals. This line item also includes the scrap bus sold to TransDev for \$3,601.

Expenditures

The budget to actual expenditures for the month were mostly on target with our projections with the exception of a few items.

- Accounting (Auditing) exceeded the projections by 6%. This increase is due to additional work required for GASB 68 pension plan schedules.
- Office Equipment Rental exceeded the budget due to the buyout (return) of the Ricoh copier at John Street office.
- Office Equipment Maintenance (OEM) is over budget by 45%. We had maintenance on the mobile radios that was unexpected. We will adjust the budget in the first revision.



CHARLESTON AREA REGIONAL TRANSPORTATION AUTHORITY

- Advertising is over budget by 170% due to promotion of the “DASH” and refurbished bike giveaways. We will adjust the budget in the first revision as necessary.
- Contract Services (IGA & Management) is over budget by 43%. The overage is primarily due to the extensive services provided to CARTA. We will adjust the budget in the first revision as necessary.
- Operating Fees & Licenses is 55% over budget. This overage is due to annual Stormwater management fees.
- Insurance includes the cost of liability insurance provided by the Insurance Reserve Fund. The amount reflected is the bulk once a year renewal invoice. While we will receive premium adjustments throughout the year as we add and remove assets, this amount reflects the bulk of the expenditure for the year.
- Miscellaneous includes bank/credit card fees, bad debt, solid waste fee and other items.
- Security/Cameras include the installation of security cameras on buses & at our facilities. In addition to installing cameras at the super stop, CARTA has purchased AngelTrax Digital Video Recording Systems for installation on the fleet. This purchase reflects in the percentage overage for this line item since it was a one-time large purchase.

We expect these items to come back into line since some of these expenses do not occur consistently every month. We will continue to monitor our line item budget and recommend changes through budget revisions as deemed necessary.

Overall, the agency ended the month with an excess of revenue of \$2,094,859

If you have any questions, please contact me at 843-529-0400 ext. 213 or robinm@bcdcog.com.

Amount owed to Transdev as of 4/30/17 is \$1,140,895.59.

CARTA
Statement of Revenues & Expenditures
For the Month Ending April 30, 2017

Time elapsed:
58%

	<u>FY17 Budget</u>	<u>Actual</u>	<u>% of Budget</u>
<u>Revenues</u>			
Farebox	2,696,890	1,374,518	51%
Passes	585,388	330,705	56%
COC Shuttle	452,580	271,439	60%
MUSC	807,000	458,466	57%
City of Charleston - DASH	516,600	292,740	57%
City of North Charleston	1,151,630	-	0%
Federal	18,279,154	5,407,835	30%
State Mass Transit Funds	661,636	617,440	93%
Sales Tax - Charleston County	8,147,000	4,752,417	58%
Charleston County EOC	-	47,316	N/A
Charleston County Intermodal	1,241,870	-	0%
Advertising	825,000	479,618	58%
Interest	300	72	24%
Insurance Proceeds	-	65,301	N/A
Sale of Assets	-	17,207	N/A
Miscellaneous	-	150	N/A
TOTAL REVENUES	<u><u>35,365,048.00</u></u>	<u><u>14,115,224</u></u>	40%
<u>Expenditures</u>			
Staff Salaries	147,327	83,739	57%
Supplies	15,000	8,270	55%
Printing	100,000	25,249	25%
Marketing	70,000	14,466	21%
Automotive	2,880	1,487	52%
Accounting (Auditing)	20,000	21,250	106%
Postage	2,500	1,652	66%
Dues/Publications	1,100	500	45%
Training/Travel	2,000	-	0%
Office Equipment Rental	17,496	36,199	207%
Office Equipment Maintenance	18,000	18,557	103%
Rent	11,963	7,499	63%
Communications	105,500	27,545	26%
Utilities	10,500	5,580	53%
Advertising	5,500	12,550	228%
Public Notices	3,500	365	10%
Money Counting	6,000	2,979	50%

CARTA
Statement of Revenues & Expenditures
For the Month Ending April 30, 2017

Time elapsed:
58%

	<u>FY17 Budget</u>	<u>Actual</u>	<u>% of Budget</u>
Professional Services	36,000	6,945	19%
Contract Services	850,000	859,715	101%
Paratransit Certification	31,000	-	0%
Vehicle Maintenance	376,000	116,807	31%
Operating Fees & Licenses	17,000	18,002	106%
Insurance	538,147	511,393	95%
Fuel	1,300,000	649,699	50%
Fixed Route	12,084,000	6,592,088	55%
Paratransit	2,282,343	1,254,966	55%
Miscellaneous	12,500	19,198	154%
Intermodal Infrastructure - Construction	11,467,500	721,237	6%
Rolling Stock	1,866,627	475,600	25%
Support Vehicles	250,661	-	0%
Bus Shelter Construction/Bench Install	668,864	28,252	4%
Security/Cameras	344,084	234,394	68%
Fareboxes	1,000,000	-	0%
Signage	70,015	30,651	44%
Automated Vehicle Locator	919,237	87,878	10%
Capital (IT, Facility Repairs/Maint)	250,000	145,653	58%
Engineering	50,000	-	0%
Leeds Ave. (FTA Payback)	411,804	-	0%
TOTAL EXPENDITURES	<u>35,365,048</u>	<u>12,020,365</u>	34%
 Excess (Deficit) of Revenues Over (Under) Expenditures	 <u>-</u>	 <u>2,094,859</u>	

CARTA
Statement of Revenues & Expenditures
For the Month Ending April 30, 2017

	Administration	Operating	Capital	TOTAL
EXPENDITURES:				
Salaries & Benefits	38,379	45,360		83,739
Total Direct Personnel	38,379	45,360	-	83,739
Supplies	5,217	3,053		8,270
Printing	49	25,200		25,249
Marketing	14,466			14,466
Automotive	1,487			1,487
Accounting (Outside Services & Auditing)	21,250			21,250
Postage	1,598	54		1,652
Dues/Publications	500	-		500
Training/Travel	-	-		-
Office Equipment Rental	36,199			36,199
Office Equipment Maintenance	18,557			18,557
Rent	3,999	3,500		7,499
Telephone/Communications	3,077	24,468		27,545
Utilities		5,580		5,580
Advertising	2,900	9,650		12,550
Public Notices	-	365		365
Money Counting		2,979		2,979
Other Professional Services	4,195	2,750		6,945
Contract Services		859,715		859,715
Paratransit Certification				-
Low Income Fare Determination		-		-
Bus Shelter Cleaning		-		-
Consultant Fees - Vehicles				-
Vehicle Maintenance		116,807		116,807
Operating Fees & Licenses	2,211	15,791		18,002
Insurance	9,732	501,661		511,393
Fuel		649,699		649,699
Fixed Route		6,592,088		6,592,088
Paratransit		1,254,966		1,254,966
Miscellaneous	19,198			19,198
Intermodal Infrastructure - Construction			721,237	721,237
Rolling Stock			475,600	475,600
Support Vehicles				-
Bus Shelter Construction/Bench Install		28,252		28,252
Security Cameras		10,574	223,820	234,394
Fareboxes				-
Signage		30,651	-	30,651
Automated Vehicle Locator			87,878	87,878
Capital (IT, Facility Repairs/Maint)	7,164	138,489		145,653
Engineering		-		-
Leeds Ave. (FTA Payback)				-
TOTAL EXPENDITURES	190,178	10,321,652	1,508,535	12,020,365

CARTA
Statement of Revenues & Expenditures
For the Month Ending April 30, 2017

	Administration	Operating	Capital	TOTAL
<u>REVENUE</u>				
Farebox		1,374,518		1,374,518
Passes		330,705		330,705
COC Shuttle		271,439		271,439
MUSC		458,466		458,466
City of Charleston - DASH		292,740		292,740
City of North Charleston				-
Federal		4,157,309		4,157,309
Federal SC-90-X307			60,222	60,222
Federal SC-04-0010			576,990	576,990
Federal SC-90-X259	1,893			1,893
Federal SC-90-X287		1,801	57,006	58,807
Federal SC-16-X010		43,519		43,519
Federal SC-16-X013		49,815		49,815
Federal SC-90-X246			34,506	34,506
Federal SC-90-X279			35,797	35,797
Federal SC-2016-001-00			8,497	8,497
Federal SC-2016-016-00			380,480	380,480
State Mass Transit Funds		617,440		617,440
Sales Tax - Charleston County	2,283,072	2,114,308	355,037	4,752,417
Charleston County Intermodal				-
Charleston County EOC		47,316		47,316
Advertising		479,618		479,618
Interest	72			72
Insurance Proceeds		65,301		65,301
Sale of Assets		17,207		17,207
Miscellaneous		150		150
TOTAL REVENUES	2,285,037	10,321,652	1,508,535	14,115,224
EXCESS OF REVENUES OVER EXPENDITURES	2,094,859	-	-	2,094,859

**CARTA
BALANCE SHEET
4/30/2017**

ASSETS

ASSETS

GENERAL OPERATING (BB&T)	2,517,952.01
SAVINGS (BB&T)	1,241,983.41
INTERMODAL (BB&T)	4,700,000.50
CAPITAL (BB&T)	661,260.00
PETTY CASH	380.60
ACCOUNTS RECEIVABLE	3,855,859.54
HEALTH INS ADVANCE DEPOSIT	3,362.60
INVENTORY - FUEL	29,104.31
DEFERRED OUTFLOWS: ER CONTR	144,620.00
LAND	539,509.00
IDLE VEHICLES	2,343,698.77
CIP	1,555,789.00
VEHICLES	23,298,310.33
EQUIPMENT	1,203,236.00
FAREBOXES	875,095.84
SHELTERS	2,301,692.43
BUS SIGNAGE	62,555.32
FACILITIES	8,918,112.77
ACCUMULATED DEPRECIATION	(29,220,872.49)
PREPAID EXPENSES	128,233.92
UNRESTRICTED NET POSITION	6,295,325.00
RESTRICTED NET POSITION	(5,941,682.00)
TOTAL ASSETS	<u>25,513,526.86</u>

LIABILITIES & EQUITY

LIABILITIES

PAYROLL	1,211.73
ACCOUNTS PAYABLE	1,667,859.22
COMPENSATED ABSENCES	21,829.67
UNEARNED REVENUE	651,000.00
DUE TO FEDERAL GOVERNMENT	1,235,412.00
OPEB LIABILITY	12,600.00
DEFERRED INFLOWS: PENSION INVEST	329,480.00
PENSION PLAN	1,101,528.00
TOTAL LIABILITIES	<u>5,020,920.62</u>

EQUITY

CURRENT YEAR FUND BALANCE	2,094,859.20
INVEST IN CAPITAL ASSETS	10,867,655.53
FUND BALANCE	7,530,091.51
TOTAL EQUITY	<u>20,492,606.24</u>

TOTAL LIABILITIES & FUND EQUITY 25,513,526.86

0.00

CARTA

Charleston Area Regional Transportation Authority

MEMORANDUM

TO: Ronald E. Mitchum, CARTA Executive Director
FROM: Sharon Hollis, Principal Planner
DATE: May 5, 2017
SUBJECT: Intermodal Center Project Update
CC: file

The following presents an update on the Intermodal Center project to include completed activities since the last Board meeting on April 19, 2017. This update also includes any relevant upcoming activities, impacts to the project schedule, and issues or concerns.

Completed Activities

- The City received three construction bids on Thursday, April 13, 2017.
- Upon review of the bids, the City began negotiations with the apparent low bidder.
- The lowest bid came in approximately \$2M over budget.

Planned Activities

- Due to the funding shortfall, the City and CARTA are working to identify a solution.

Project Schedule

- Overall, the project is tracking fifteen months behind the original schedule.
- Current scheduled project completion date is **summer 2018**.

Anticipated Issues or Concerns

- There is a budget shortfall of approximately \$2. The City and CARTA are working to identify a solution.
- Staff continues to communicate with FTA regarding our progress.

Please feel free to contact me with any questions or for further information.