



CHARLESTON AREA REGIONAL TRANSPORTATION AUTHORITY

CARTA BOARD MEETING

June 21, 2017
1:00 PM

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

REVISED AGENDA

1. Call to Order
2. Consideration of Board Minutes –May 17, 2017 Meeting
3. Executive Session – Operational Contractual Matters
4. Action related to matters discussed in Executive Session, if required
5. Financial Status Report – Robin Mitchum
6. FY17/18 Budget – Request for Approval – Robin Mitchum
7. Automatic Vehicle Locator (AVL) App Contract – Request for Approval
8. North Charleston Park-N-Ride Facilities – Request for Approval
 - A. Property Financing/Improvements
 - B. Temporary Short-Term Parking Lease Agreement
9. Bus Rapid Transit (BRT) Project Update – Presentation – Sharon Hollis
10. Intermodal Facility Project Update
11. Marketing/Outreach Report
12. Executive Director's Report
13. Other Business, If Any
14. Public Comments, If Any
15. Board Comments, If Any
16. Adjournment

*Please note that the next **regularly scheduled** meeting of the CARTA Board will be WEDNESDAY, July 19, 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
May 17, 2017

The Charleston Area Regional Transportation Authority (CARTA) Board of Directors met on Wednesday, May 17, 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; Alfred Harrison; James Lewis; Brad Morrison; Vic Rawl; Michael Seekings; Keith Summey

PROXIES: Dennis Turner for Minnie Newman; Michael Mathis for John Tecklenburg; Warwick Jones for Dickie Schweers; Jerry Lahm for Elliott Summey; James Aton for Linda Page

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

OTHERS PRESENT: Amy Jenkins (MGC); Jeff Webster (Rawle Murdy Associates); Kelsey McGee (Rawle Murdy Associates); Ginger Stevens (Transdev); David Bonner (Transdev); Jim Frierson (SCDOT); Bryan Webb (Davis & Floyd); Paul Welborn (Atlantic Electric)

1. Public Hearing – State Mass Transit Funds Application

Chairman Seekings called the Public Hearing regarding State Mass Transit Funds Application to order at 1:00 p.m. followed by a moment of silence. Executive Director, Ron Mitchum, read the Notice regarding the Public Hearing to the Board of Directors. The notice was to inform the public of the opportunity to attend a public hearing on the proposed SFY2017/2018 State Mass Transit Funds Application to be submitted to the South Carolina Department of Transportation. The SMTF Program provides assistance for transportation options and services for the communities operating in the BCD Region. The services are rendered by CARTA. The total estimated amount requested for the period July 1, 2017 through June 30, 2018 is \$653,582. There were no public comments.

2. Call to Order

Chairman Seekings called the CARTA Board Meeting to order at 1:05 p.m.

3. Consideration of Board Minutes – April 19, 2017 Meeting

Mr. Astle made a motion to approve the April 19, 2017 Meeting Notes as presented and Mr. Bettelli seconded the motion. The motion was unanimously approved.

4. Development of Board Minutes – Discussion

Mr. Jones, proxy for Charleston County Councilmember Schweers, noted that presently the agenda item for Board of Directors' comments appear toward the end of the agenda and are not noted in the minutes. He also believes that the practice of recording questions made by Board Members, responses made by the staff and Public Comments should be recorded in the minutes according to Robert's Rules of Order. Mr. Jones also expressed his dissatisfaction with the current CARTA website and stated minutes should be posted on the website.

Mr. Jones made a motion that Board Member Questions and Staff Answers be recorded in the Meeting Minutes. Mr. Astle seconded the motion. The motion was approved with one nay vote.

5. FY17 Budget Revision – Request for Approval – Robin Mitchum

Robin Mitchum, Deputy Director of Finance & Administration, presented the FY17 Budget Revision #1 to the Board. Ms. Mitchum reported on the changes in the budget detail. In the Revenues category: 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 projections for intermodal construction - these funds will carry over to FY18-19; State Mass Transit Funds decreased by \$44,196 due to advance funds received in the prior year; Charleston County EOC, Advertising, Insurance proceeds and Sale of Asset increased based on actual and projected revenue for the remainder of the fiscal year. Ms. Mitchum then noted the following in the Expenditures category: 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 the 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-N-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; 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 years. Ms. Mitchum noted these changes in the budget 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. Ms. Mitchum addressed a comment made by Mr. Jones regarding revenue for farebox passes having declined and being seasonal. She noted that certain aspects can be seasonal but for the most part it is consistent and that the new fareboxes have been ordered. Ms. Mitchum explained how the budget numbers are averaged and noted that CARTA should be on target with projections. Executive Director Ron Mitchum stated he would address the Farebox matter further during Executive Session. Ms. Berry made an inquiry regarding long-term and short-term plans to increase ridership. Mr. Mitchum noted that once all the APCs are installed, more precise data will be collected on actual ridership numbers. Ms. Berry expressed her concern regarding ridership versus dollars. Chairman Seekings noted that accurate ridership numbers cannot be counted until the APCs are installed. He also commented that getting the fleet updated is top priority.

Mr. Astle made a motion to approve the FY17 Budget Revision as presented and Ms. Berry seconded the motion. The motion was unanimously approved.

6. Financial Status Report – Robin Mitchum

Robin Mitchum, Deputy Director of Finance & Administration, presented the financial status report for the period ending April 30, 2017. Ms. Mitchum noted that the budget to actual revenues were below projections. She reviewed the following: Farebox revenue fell short of projections; Actual federal revenue includes operating and capital for the year to date; 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. 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 45% due to unexpected maintenance on the mobile radios – we will adjust the budget in the first budget revision; Advertising is over budget by 170% 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 43% 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 55% over budget 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 annual renewal notice. While we receive premium adjustments throughout the year as we add and remove assets, this amount reflects the bulk of the expenditure for the year. Ms. Mitchum then noted that 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 the 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. The budget will be presented at the next Board Meeting. The Board received the financial status report as information.

7. Automatic Vehicle Locator (AVL) App RFP – Request for Approval

Ron Mitchum, Executive Director, presented the Real Time Location System RFP to the Board. Mr. Mitchum noted the Real Time Location System selection committee met on May 15, 2017 and reviewed five proposals for the Real Time Location System RFP. One additional proposal was received but deemed non-responsive because it did not acknowledge and return one of the required documents in the RFP. Proposals were received from the following vendors: Double Map; Ride Systems; Route Match; Swiftly; Transloc; Ubicabus (non-responsive). The Real Time Location System selection committee recommends that CARTA negotiate a contract with Swiftly, Inc. based on the overall scoresheet rankings. Andrea Kozloski, Deputy Director of Operations and Support, discussed the pilot program. Ms. Kozloski also described various features of the AVL. Chairman Seekings made an inquiry regarding the App allowing rider communication to be sent to the Board; Ms. Kozloski responded that the App will be capable of providing rider feedback to the Board.

Mr. Astle made a motion to approve the Automatic Vehicle Locator (AVL) App RFP as presented and Mr. Bettelli seconded the motion. The motion was unanimously approved.

8. Executive Session – Operational Contractual Matters

Mr. Lewis made a motion that the Board convene to Executive Session and Mr. Astle seconded the motion. The motion was unanimously approved. The Board of Directors held Executive Session in a separate meeting room.

9. Action Related to Matters Discussed in Executive Session, If Required

No action related to matters discussed in Executive Session was required.

Mr. Lewis made a motion that the Board reconvene the Board Meeting and Mr. Bettelli seconded the motion. The motion was unanimously approved.

Mr. Astle made a motion that Executive Director Mitchum is to move forward with Park-N-Ride site negotiations and Mr. Bettelli seconded the motion. The motion was unanimously approved.

10. CARTA 2017-2020 Financial Plan – Request for Approval

Executive Director Mitchum presented the projected 2017-2020 Financial Plan. He reviewed the vehicle replacement plan and timeline in detail. Mr. Jones inquired about the timing of the \$300 million in funds needed for the BRT. Mr. Mitchum noted that the bulk of the funds should be awarded in 2023. Sharon Hollis, BCDCOG Principal Planner, will discuss the timeline in more detail regarding the NEPA process at a future Board Meeting. Mr. Jones then commented that he would have liked to have held a discussion on the DASH Shuttle for MUSC and the College of Charleston regarding the budget projections with the service provided. Mr. Mitchum explained that currently it is challenging to document how many MUSC and College of Charleston riders use the system; however, once the new fareboxes and APCs are installed, not only will it document the rider but it will also indicate if the rider is from MUSC or the College of Charleston. Mr. Jones then inquired about the scheduling of the \$6.3 million in Federal grants. Mr. Mitchum stated that it is based on the formula associated with the current legislation and that since it is a five-year projection, there is the possibility that the amount may fluctuate.

Mr. Jones made a motion to approve the CARTA 2017-2020 Financial Plan as presented and Mr. Lewis seconded the motion. The motion was unanimously approved.

11. Intermodal Facility Project Update – Sharon Hollis

The Intermodal Facility Project Update was deferred until the next Board Meeting to be held June 21, 2017.

12. North Charleston Park-N-Ride Facilities Plan

Based on the conversation during Executive Session, Mr. Mitchum stated that staff will move forward with plans to resolve the matter.

13. Marketing/Outreach Report

The Marketing/Outreach Report was deferred until the next Board Meeting to be held June 21, 2017.

14. Executive Director’s Report

Mr. Mitchum highlighted the following matters:

- The BCDCOG submitted a request for funds to the SCDOT to have a park-n-ride study completed. The COG will be awarded \$125,000 to complete the study.
- FTA Section 5339 formula and 5339 discretionary program funds have been approved. Staff will move forward with the procurement process.

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

15. Other Business, If Any

There was no other business discussed.

16. Public Comments, If Any

There were no public comments.

17. Board Comments, If Any

- Chief Turner announced that the City of Hanahan is holding a public meeting on June 1st, 5-8pm, at the Municipal Complex regarding the City’s Revitalization Project. He encouraged Board Members and members of the public, who were in attendance at the Board Meeting, to attend the public meeting to review the engineers’ plans and provide feedback since there are a couple of CARTA stops located within the project area.
- Mr. Mitchum updated the Board on the status of the shelters for Dorchester/Ashley Phosphate Roads.
- Chairman Seekings thanked the Board for their service and for attending the meeting.

There were no additional Board comments.

18. Adjourn

There being no further business before the Board, Chairman Seekings adjourned the meeting at 2:30 p.m.

Respectfully submitted,
Kim Coleman

DRAFT

CARTA
Statement of Revenues & Expenditures
For the Month Ending May 31, 2017

Time elapsed:
67%

	<u>FY17 Budget</u>	<u>Revision #1 FY17 Budget</u>	<u>Actual</u>	<u>% of Budget</u>
<u>Revenues</u>				
Farebox	2,696,890	2,370,254	1,578,776	67%
Passes	585,388	585,388	381,148	65%
COC Shuttle	452,580	452,580	308,906	68%
MUSC	807,000	807,000	525,531	65%
City of Charleston - DASH	516,600	516,600	334,560	65%
City of North Charleston	1,151,630	552,623	-	0%
Federal	18,279,154	15,401,154	5,591,810	36%
State Mass Transit Funds	661,636	617,440	617,440	100%
Sales Tax - Charleston County	8,147,000	8,147,000	5,431,333	67%
Charleston County EOC	-	47,316	47,316	100%
Charleston County Intermodal	1,241,870	1,021,377	-	0%
Advertising	825,000	896,000	572,691	64%
Interest	300	124	83	67%
Insurance Proceeds	-	75,000	77,336	103%
Sale of Assets	-	50,000	17,207	34%
Miscellaneous	-	150	1,200	800%
TOTAL REVENUES	<u><u>35,365,048</u></u>	<u><u>31,540,006</u></u>	<u><u>15,485,337</u></u>	49%
<u>Expenditures</u>				
Staff Salaries	147,327	147,327	95,287	65%
Supplies	15,000	15,000	9,913	66%
Printing	100,000	60,000	29,141	49%
Marketing	70,000	70,000	36,199	52%
Automotive	2,880	2,880	1,647	57%
Accounting (Auditing)	20,000	21,250	21,250	100%
Postage	2,500	2,500	1,728	69%
Dues/Publications	1,100	1,100	500	45%
Training/Travel	2,000	-	-	N/A
Office Equipment Rental	17,496	34,374	34,214	100%
Office Equipment Maintenance	18,000	35,174	33,924	96%
Rent	11,963	21,110	8,462	40%
Communications	105,500	108,167	29,268	27%
Utilities	10,500	10,500	6,352	60%
Advertising	5,500	23,088	12,478	54%
Public Notices	3,500	-	-	N/A
Money Counting	6,000	6,000	3,527	59%
Professional Services	36,000	21,520	8,720	41%
Contract Services	850,000	1,434,511	981,216	68%
Paratransit Certification	31,000	-	-	N/A
Vehicle Maintenance	376,000	186,372	150,452	81%
Operating Fees & Licenses	17,000	28,706	20,143	70%
Insurance	538,147	561,000	512,033	91%
Fuel	1,300,000	1,105,340	752,762	68%
Fixed Route	12,084,000	12,084,000	7,560,814	63%
Paratransit	2,282,343	2,282,343	1,459,829	64%

CARTA
Statement of Revenues & Expenditures
For the Month Ending May 31, 2017

Time elapsed:
67%

	<u>FY17 Budget</u>	<u>Revision #1 FY17 Budget</u>	<u>Actual</u>	<u>% of Budget</u>
Miscellaneous	12,500	38,256	20,821	54%
Intermodal Infrastructure - Construction	11,467,500	7,870,000	721,237	9%
Rolling Stock	1,866,627	1,866,627	519,380	28%
Support Vehicles	250,661	250,661	161,632	64%
Bus Shelter Construction/Bench Install	668,864	668,864	31,722	5%
Security/Cameras	344,084	344,084	234,394	68%
Fareboxes	1,000,000	1,000,000	-	0%
Signage	70,015	70,015	30,651	44%
Automated Vehicle Locator	919,237	919,237	90,430	10%
Capital (IT, Facility Repairs/Maint)	250,000	250,000	146,949	59%
Engineering	50,000	-	-	N/A
Leeds Ave. (FTA Payback)	411,804	-	-	N/A
TOTAL EXPENDITURES	<u>35,365,048</u>	<u>31,540,006</u>	<u>13,727,075</u>	44%
 Excess (Deficit) of Revenues Over (Under) Expenditures	 <u>-</u>	 <u>-</u>	 <u>1,758,262</u>	

CARTA
Statement of Revenues & Expenditures
For the Month Ending May 31, 2017

	Administration	Operating	Capital	TOTAL
EXPENDITURES:				
Salaries & Benefits	42,154	53,133		95,287
Total Direct Personnel	42,154	53,133	-	95,287
Supplies	6,043	3,870		9,913
Printing	49	29,092		29,141
Marketing	36,199			36,199
Automotive	1,647			1,647
Accounting (Outside Services & Auditing)	21,250			21,250
Postage	1,674	54		1,728
Dues/Publications	500	-		500
Training/Travel	-	-		-
Office Equipment Rental	34,214			34,214
Office Equipment Maintenance	20,067	13,857		33,924
Rent	4,462	4,000		8,462
Telephone/Communications	3,519	25,749		29,268
Utilities		6,352		6,352
Advertising	2,463	10,015		12,478
Public Notices	-	-		-
Money Counting		3,527		3,527
Other Professional Services	5,970	2,750		8,720
Contract Services		981,216		981,216
Paratransit Certification				-
Low Income Fare Determination		-		-
Bus Shelter Cleaning		-		-
Consultant Fees - Vehicles				-
Vehicle Maintenance		150,452		150,452
Operating Fees & Licenses	2,546	17,597		20,143
Insurance	9,732	502,301		512,033
Fuel		752,762		752,762
Fixed Route		7,560,814		7,560,814
Paratransit		1,459,829		1,459,829
Miscellaneous	20,821			20,821
Intermodal Infrastructure - Construction			721,237	721,237
Rolling Stock			519,380	519,380
Support Vehicles			161,632	161,632
Bus Shelter Construction/Bench Install		31,722		31,722
Security Cameras		10,574	223,820	234,394
Fareboxes				-
Signage		30,651	-	30,651
Automated Vehicle Locator			90,430	90,430
Capital (IT, Facility Repairs/Maint)	7,164	139,785		146,949
Engineering		-		-
Leeds Ave. (FTA Payback)				-
TOTAL EXPENDITURES	220,474	11,790,102	1,716,499	13,727,075

CARTA
Statement of Revenues & Expenditures
For the Month Ending May 31, 2017

	Administration	Operating	Capital	TOTAL
REVENUE				
Farebox		1,578,776		1,578,776
Passes		381,148		381,148
COC Shuttle		308,906		308,906
MUSC		525,531		525,531
City of Charleston - DASH		334,560		334,560
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		2,776	34,506	37,282
Federal SC-90-X264			129,306	129,306
Federal SC-90-X279			37,085	37,085
Federal SC-2016-001-00			8,497	8,497
Federal SC-2016-016-00			431,085	431,085
State Mass Transit Funds		617,440		617,440
Sales Tax - Charleston County	1,976,760	3,072,771	381,802	5,431,333
Charleston County Intermodal				-
Charleston County EOC		47,316		47,316
Advertising		572,691		572,691
Interest	83			83
Insurance Proceeds		77,336		77,336
Sale of Assets		17,207		17,207
Miscellaneous		1,200		1,200
TOTAL REVENUES	1,978,736	11,790,102	1,716,499	15,485,337
EXCESS OF REVENUES OVER EXPENDITURES	1,758,262	-	-	1,758,262

**CARTA
BALANCE SHEET
5/31/2017**

ASSETS

ASSETS

GENERAL OPERATING (BB&T)	1,090,596.67
SAVINGS (BB&T)	1,241,993.96
INTERMODAL (BB&T)	4,700,000.50
CAPITAL (BB&T)	661,260.00
PETTY CASH	380.60
ACCOUNTS RECEIVABLE	4,767,073.15
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	128,701.08
UNRESTRICTED NET POSITION	6,295,325.00
RESTRICTED NET POSITION	(5,941,682.00)
TOTAL ASSETS	<u><u>24,997,862.84</u></u>

LIABILITIES & EQUITY

LIABILITIES

PAYROLL	0.21
ACCOUNTS PAYABLE	1,490,003.71
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><u>4,841,853.59</u></u>

EQUITY

CURRENT YEAR FUND BALANCE	1,758,262.21
INVEST IN CAPITAL ASSETS	10,867,655.53
FUND BALANCE	7,530,091.51
TOTAL EQUITY	<u><u>20,156,009.25</u></u>

TOTAL LIABILITIES & FUND EQUITY 24,997,862.84

0.00

CARTA
FY2018 Proposed Budget

	<u>FY17 Budget</u>	<u>Proposed FY 18 Budget</u>	<u>Variance</u>
<u>Revenues</u>			
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	551,623	(1,000)
Federal	15,401,154	22,657,159	7,256,005
State Mass Transit Funds	617,440	963,467	346,027
Sales Tax - Charleston County	8,147,000	10,606,750	2,459,750
Charleston County - Intermodal	1,021,377	1,200,000	178,623
Capital Revenue (On Hand)	-	600,000	600,000
Charleston County EOC	47,316	-	(47,316)
Advertising	896,000	900,000	4,000
Interest	124	-	(124)
Insurance Proceeds	75,000	-	(75,000)
Sale of Asset	50,000	50,000	-
Miscellaneous	150	-	(150)
TOTAL REVENUES	<u><u>31,540,006</u></u>	<u><u>42,260,821</u></u>	<u><u>10,720,815</u></u>
<u>Expenditures</u>			
Staff Salaries & Benefits	147,327	150,718	3,391
Supplies	15,000	15,000	-
Printing	60,000	60,000	-
Marketing	70,000	10,000	(60,000)
Automotive	2,880	1,945	(935)
Accounting (Auditing)	21,250	21,250	-
Postage	2,500	2,500	-
Dues/Memberships	1,100	750	(350)
Training/Travel	-	-	-
Office Equipment Rental	34,374	601	(33,773)
Office Equipment Maintenance	35,174	124,174	89,000
Rent	21,110	21,710	600
Communications	108,167	112,810	4,643
Utilities	10,500	10,500	-
Advertising	23,088	20,000	(3,088)
Money Counting	6,000	6,000	-
Professional Services:	21,520	11,000	(10,520)
Contract Services	1,434,511	1,434,511	-
Vehicle Maintenance	186,372	200,000	13,628
Operating Fees & Licenses	28,706	28,706	-
Insurance	561,000	561,000	-
Fuel	1,105,340	1,105,340	-

CARTA
FY2018 Proposed Budget

	<u>FY17 Budget</u>	<u>Proposed FY 18 Budget</u>	<u>Variance</u>
Fixed Route	12,084,000	12,084,000	-
Paratransit	2,282,343	2,352,486	70,143
Miscellaneous	38,256	12,000	(26,256)
Intermodal Infrastructure - Construction	7,870,000	13,500,000	5,630,000
Rolling Stock	1,866,627	7,902,000	6,035,373
Support Vehicles	250,661	-	(250,661)
Bus Shelter Construction/Bench Install	668,864	605,560	(63,304)
Security Cameras	344,084	120,682	(223,402)
Fareboxes	1,000,000	1,035,027	35,027
Signage	70,015	-	(70,015)
Automated Vehicle Locator	919,237	-	(919,237)
Capital (IT, Facility Repairs/Maint)	250,000	700,551	450,551
Engineering	-	50,000	50,000
TOTAL EXPENDITURES	<u>31,540,006</u>	<u>42,260,821</u>	<u>10,720,815</u>
 Excess (Deficit) of Revenues Over (Under) Expenditures	 <u>-</u>	 <u>-</u>	

CARTA
Proposed FY17/18 Budget Detail

	Administration	Operating	Capital	TOTAL
EXPENDITURES:				
Salaries & Benefits	-	150,718	-	150,718
Total Direct Personnel	-	150,718	-	150,718
Supplies	15,000	-	-	15,000
Printing		60,000		60,000
Marketing	10,000			10,000
Automotive	1,945			1,945
Accounting (Auditing)	21,250			21,250
Postage	2,500			2,500
Dues/Memberships	750			750
Training/Travel	-			-
Equipment Rental	601			601
Office Equipment Maintenance	33,174	91,000		124,174
Rent	4,200	17,510		21,710
Communications	12,890	99,920		112,810
Utilities		10,500		10,500
Advertising	20,000			20,000
Money Counting		6,000		6,000
Professional Services	11,000			11,000
Contract Services	75,000	1,359,511		1,434,511
Vehicle Maintenance		200,000		200,000
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		2,352,486		2,352,486
Miscellaneous	12,000			12,000
Intermodal Infrastructure - Construction			13,500,000	13,500,000
Rolling Stock			7,902,000	7,902,000
Support Vehicles			-	-
Bus Shelter Construction/Bench Install			605,560	605,560
Security Equipment			120,682	120,682
Fareboxes			1,035,027	1,035,027
Automated Vehicle Locator			-	-
Facility Repairs			700,551	700,551
Signage			-	-
Engineering			50,000	50,000
TOTAL EXPENDITURES	231,310	18,115,691	23,913,820	42,260,821

CARTA
Proposed FY17/18 Budget 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			551,623	551,623
Federal - Intermodal			10,124,926	10,124,926
Federal - Operating		5,903,588		5,903,588
Federal - Bus & Bus Facilities			6,153,600	6,153,600
Federal passed through COG		200,000	178,500	378,500
Federal - Safety & Security			96,545	96,545
SCDOT - OPT			963,467	963,467
Sales Tax - Charleston County	-	6,611,591	3,995,159	10,606,750
Charleston County - Intermodal			1,200,000	1,200,000
Capital Revenue (On hand)			600,000	600,000
Advertising	231,310	668,690		900,000
Interest				-
Insurance Proceeds				-
Sale of Asset			50,000	50,000
Miscellaneous				-
TOTAL REVENUES	231,310	18,115,691	23,913,820	42,260,821
EXCESS OF REVENUES OVER EXPENDITURES	-	-	-	-

CARTA
DETAILED BUDGETED EXPENDITURES
FY 2017/2018

		Budget FY 2017	<i>Original</i> Budget FY 2018	Increase (Decrease)
SALARIES & BENEFITS	Salaries	106,347	106,347	-
	Retirement	12,294	14,421	2,127
	FICA	7,154	8,136	982
	Insurance	12,832	13,024	192
	Retiree Insurance	8,700	8,790	90
		<u>147,327</u>	<u>150,718</u>	<u>3,391</u>
SUPPLIES	Admin/Operations	15,000	15,000	-
	Total	<u>15,000</u>	<u>15,000</u>	-
MARKETING	Promotional	10,000	10,000	-
	Contractual	60,000	-	(60,000)
	Total	<u>70,000</u>	<u>10,000</u>	<u>(60,000)</u>
AUTOMOTIVE	Parking/Mileage/Service	2,880	1,945	(935)
	Total	<u>2,880</u>	<u>1,945</u>	<u>(935)</u>
ACCOUNTING	Contractual	-	-	-
	Audit	21,250	21,250	-
	Total	<u>21,250</u>	<u>21,250</u>	-
POSTAGE	John Street	2,500	2,500	-
	Total	<u>2,500</u>	<u>2,500</u>	-
DUES & MEMBERSHIPS	Metro Chamber	500	500	-
	SCAMI/TASC	600	250	(350)
	Total	<u>1,100</u>	<u>750</u>	<u>(350)</u>
TRAINING & TRAVEL	SCAMI	-	-	-
	FTA	-	-	-
	Total	<u>-</u>	<u>-</u>	<u>-</u>
EQUIPMENT RENTAL	Copier	33,773	-	(33,773)
	Repair (Service Call)	-	-	-
	Miscellaneous Equipment	601	601	-
	Total	<u>34,374</u>	<u>601</u>	<u>(33,773)</u>
OFFICE EQUIPMENT MAINTENANCE	IT	33,174	33,174	-
	Money Counting Equipment	2,000	2,000	-
	Trapeze	-	14,000	14,000
	AVL	-	75,000	75,000
	Total	<u>35,174</u>	<u>124,174</u>	<u>89,000</u>

CARTA
DETAILED BUDGETED EXPENDITURES
FY 2017/2018

		Budget FY 2017	<i>Original</i> Budget FY 2018	Increase (Decrease)
RENT	Land	6,000	6,000	-
	Park & Ride	7,875	7,875	-
	Document Storage	3,600	4,200	600
	SC Works Charleston Center	3,635	3,635	-
		<u>21,110</u>	<u>21,710</u>	<u>600</u>
COMMUNICATIONS	Telephone/Internet	6,067	12,890	6,823
	Mobile	27,500	9,600	(17,900)
	Tablets - Buses	-	15,720	15,720
	Radios	74,600	74,600	-
	Total	<u>108,167</u>	<u>112,810</u>	<u>4,643</u>
UTILITIES	Electricity	8,000	8,000	-
	Water	2,500	2,500	-
		<u>10,500</u>	<u>10,500</u>	<u>-</u>
ADVERTISING	ALL	23,088	20,000	(3,088)
		<u>23,088</u>	<u>20,000</u>	<u>(3,088)</u>
PROFESSIONAL SERVICES	Legal	4,800	6,000	1,200
	Other	16,000	5,000	(11,000)
	Payroll	720	-	(720)
		<u>21,520</u>	<u>11,000</u>	<u>(10,520)</u>
CONTRACT SERVICES	Management Services	75,000	75,000	-
	Shared Services (IGA)	1,359,511	1,359,511	-
		<u>1,434,511</u>	<u>1,434,511</u>	<u>-</u>
PRINTING		60,000	60,000	-
		<u>60,000</u>	<u>60,000</u>	<u>-</u>
MONEY COUNTING		6,000	6,000	-
		<u>6,000</u>	<u>6,000</u>	<u>-</u>
VEHICLE MAINTENANCE		186,372	200,000	13,628
		<u>186,372</u>	<u>200,000</u>	<u>13,628</u>
OPERATING FEES & LICENSES		28,706	28,706	-
		<u>28,706</u>	<u>28,706</u>	<u>-</u>
INSURANCE	Administration	11,000	11,000	-
	Operating	550,000	550,000	-
		<u>561,000</u>	<u>561,000</u>	<u>-</u>
FUEL		1,105,340	1,105,340	-
		<u>1,105,340</u>	<u>1,105,340</u>	<u>-</u>

CARTA
DETAILED BUDGETED EXPENDITURES
FY 2017/2018

	Budget FY 2017	<i>Original</i> Budget FY 2018	Increase (Decrease)
FIXED ROUTE	<u>12,084,000</u>	<u>12,084,000</u>	<u>-</u>
	<u>12,084,000</u>	<u>12,084,000</u>	<u>-</u>
PARATRANSIT	<u>2,282,343</u>	<u>2,352,486</u>	<u>70,143</u>
	<u>2,282,343</u>	<u>2,352,486</u>	<u>70,143</u>
MISCELLANEOUS	<u>38,256</u>	<u>12,000</u>	<u>(26,256)</u>
	<u>38,256</u>	<u>12,000</u>	<u>(26,256)</u>
CAPITAL			
Intermodal Facility	7,870,000	13,500,000	5,630,000
Rolling Stock/Fleet Repair	1,866,627	7,902,000	6,035,373
Support Vehicles	250,661	-	(250,661)
Security/Cameras	344,084	120,682	(223,402)
Bus Shelters/Benches	668,864	605,560	(63,304)
Signage	70,015	-	(70,015)
Fareboxes	1,000,000	1,035,027	35,027
Automated Vehicle Locator (AVL)	919,237	-	(919,237)
Facility Maintenance	250,000	700,551	450,551
Miscellaneous Engineering	-	50,000	50,000
	<u>13,239,488</u>	<u>23,913,820</u>	<u>10,674,332</u>




CHARLESTON AREA REGIONAL TRANSPORTATION AUTHORITY

MEMORANDUM

DATE: June 9, 2017

TO: Ron Mitchum, Executive Director

FROM: Jason McGarry, Procurement/Contracts Administrator 

SUBJ: Real Time Location System RFP

The CARTA Board approved the selection committee's recommendation to negotiate a contract with Swiftly Inc. on May 17, 2017. CARTA will issue a one (1) year contract with the option to renew for four (4) consecutive one year terms.

Swiftly Inc. will deliver all services in accordance with CARTA's requirements outlined in the RFP for \$75,000.00 a year.

If you have any questions or need additional information, please let me know.