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Charleston Area Regional Transportation Authority

MEMORANDUM

TO: Member Governments  
FROM: Robin W. Mitchum, Deputy Director of Finance and Administration  
SUBJECT: FY20/21 Proposed Budget  
DATE: June 17, 2020

The CARTA Board of Directors approved the Fiscal Year 20/21 Proposed Budget today. This proposed budget is based on actual and projected revenue and expenditures for the upcoming fiscal year. Because of these uncertain times and unknown factors, this budget will be revised during the fiscal year to reflect actual changes to revenues and expenses. The BCDCOG staff monitors all activities monthly and makes decision based on those activities. Below is a brief overview on the budgeted line items for your consideration.

**Revenues**

A detailed explanation of line item changes are as follows:

- Fare and contract revenues have been estimated based on the prior year's revenue.
- The City of Charleston HOP contribution is unlikely at this time, so we have removed it from the budget.
- 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.
- State Mass Transit Funds are operating funds used as match to 5307 Urban funds.
- Sales Tax – Charleston County capital matching requirements are reflected in the capital revenues budget line item.
- Interest, Insurance Proceeds, Sale of Assets, and Miscellaneous are unknown amounts that are not added as revenue until received or anticipated to be received.

**Expenditures**

A detailed explanation of line item changes are as follows:

- The reduction reflects actual the cost of Retiree Insurance only as a result of staff and management services now being provided by BCDCOG through the IGA Agreement.
- Postage increased to align the budget with average and estimated expenditures.
- Equipment rental increased by the addition of the Electric Bus Battery Lease agreements.

- Office Equipment Maintenance includes IT services (managed server services, email hosting, website management, and other general IT services), Camera system maintenance, and Automatic Vehicle Locator (AVL) software maintenance.
- Rent increased to reflect the rental agreement with Dorchester Village Shopping for the park and ride facility.
- Communications increased for the monthly digital radio frequency cost which is a per radio fee.
- Utilities increased for the new charging stations. Utilities include electric and water at the Superstop, Melnick Park and Ride, Leeds Avenue, and the charging stations at Leeds Avenue.
- Professional services increased with the addition of custodial services at Melnick Park and Ride and custodial sanitization services at the Super Stop to address COVID-19. Audit services provided include the annual audit and additional audit reporting requirements.
- We are estimating a reduction in Shelter Engineering services, an increase in Transit service, and the implementation of the Pilot Ride Program service.
- Insurance expenses increased as a result of the addition of new shelters, buses, and charging stations.
- Fuel increased due to the reinstatement of operational services, which were previously reduced due to decreased service and fuel costs as a result of COVID-19 during FY20.
- Paratransit increased based on the reinstatement of services.
- Interest was reduced to reflect the reduction of principal payments on the BB&T Melnick property loan.
- Non Capitalized assets include the purchase of security equipment including cameras, lighting, shelter panels, driver safety barriers, COVID-19 PPE, and radio equipment.
- Rolling Stock is increased to the amount of buses CARTA anticipates receiving next fiscal year.
- Bus Facilities/Charging stations are for the purchase and installation of charging stations for electric buses.
- Bus Shelter Construction/Bench Install is for the installation of new bus shelters.
- Land is for the purchase of the property at Leeds Avenue from Dominion Energy for additional parking and charging station needs.
- HOP Lot Construction/Leeds Avenue is for the construction of the HOP Lot as well as facility upgrades at Leeds Avenue.
- Security Cameras and Equipment are funds available to purchase security equipment at our facilities and on buses.
- ITS System is for the 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 insure revenues and expenditure remain aligned and we will recommend revisions to the Board as necessary.

If you have any questions, please contact me at 843-529-2126 or [robinm@bcdcog.com](mailto:robinm@bcdcog.com)

**CARTA**  
**Proposed FY2021 Budget**

	<b>Budget</b>	<b>Proposed</b>	
	<b><u>FY 2020</u></b>	<b><u>FY 2021</u></b>	<b><u>Variance</u></b>
<b><u>Revenues</u></b>			
Farebox	1,326,542	1,873,328	546,786
Passes	341,948	516,573	174,625
HOP Lot Parking Fees	20,211	30,643	10,432
COC Shuttle	274,579	420,859	146,280
MUSC	551,778	741,699	189,921
City of Charleston - DASH	580,944	609,992	29,048
City of Charleston - HOP	250,000	-	(250,000)
Federal	6,798,922	12,295,361	5,496,439
State Mass Transit Funds	-	570,953	570,953
Sales Tax - Charleston County	10,878,851	5,667,195	(5,211,656)
Advertising	650,000	700,000	50,000
Interest	152	-	(152)
Insurance Proceeds	108,015	-	(108,015)
Sale of Asset	9,300	-	(9,300)
Miscellaneous	400	-	(400)
<b>TOTAL REVENUES</b>	<b><u>21,791,642</u></b>	<b><u>23,426,603</u></b>	<b><u>1,634,961</u></b>
<b><u>Expenditures</u></b>			
Staff Salaries & Benefits	62,853	8,286	(54,567)
Supplies	61,650	61,650	-
Printing	47,500	47,500	-
Marketing	10,000	10,000	-
Automotive	650	650	-
Postage	1,750	1,850	100
Dues/Memberships	513	513	-
Office Equipment Rental	53,955	263,955	210,000
Office Equipment Maintenance	221,265	221,265	-
Rent	27,350	33,200	5,850
Communications	173,351	179,624	6,273
Utilities	43,420	46,523	3,103
Advertising	5,000	5,000	-
Professional Services			
Auditing	21,000	24,300	3,300
Legal	7,500	7,500	-
Custodial	47,102	72,404	25,302
Other	96,820	96,820	-
Contract Services			
Shared Services - IGA	2,302,387	2,302,387	-
Shelter/Bench Contract Services	226,481	100,000	(126,481)

**CARTA**  
**Proposed FY2021 Budget**

	<b>Budget</b> <b><u>FY 2020</u></b>	<b>Proposed</b> <b>Budget</b> <b><u>FY 2021</u></b>	<b><u>Variance</u></b>
Fixed Route	13,169,604	14,019,132	849,528
Money Transport	7,500	7,500	-
Pilot Ride Program	-	80,000	80,000
Vehicle Maintenance	250,000	250,000	-
Facility Repair & Maintenance	21,375	21,375	-
Operating Fees & Licenses	34,768	34,768	-
Insurance	760,500	780,865	20,365
Fuel	1,205,156	1,524,623	319,467
Paratransit	2,506,749	2,907,056	400,307
Miscellaneous	7,741	7,741	-
Interest	64,080	60,116	(3,964)
Non-Capitalized Assets	353,622	250,000	(103,622)
<b>TOTAL EXPENDITURES</b>	<b><u>21,791,642</u></b>	<b><u>23,426,603</u></b>	<b><u>1,634,961</u></b>
 Excess (Deficit) of Revenues Over (Under) Expenditures	 <u>-</u>	 <u>-</u>	 <u>-</u>

**Capital Revenues**

Rolling Stock	1,615,219	10,279,699	8,664,480
Bus Facilities/Charging Stations	491,123	405,500	(85,623)
Bus Shelter Construction/Bench Install	-	-	-
Security Cameras/Equipment	69,990	247,937	177,947
Capital (IT, Facility Repairs/Maint)	56,012	56,012	-
ITS System	-	1,300,000	1,300,000
HOP Lot Construction	-	2,800,000	-
Sales Tax - Charleston County	1,560,399	5,180,555	3,620,156
<b>TOTAL CAPITAL EXPENDITURES</b>	<b><u>3,792,743</u></b>	<b><u>20,269,703</u></b>	<b><u>13,676,960</u></b>

**Capital Expenditures**

Rolling Stock	2,123,014	12,895,746	10,772,732
Bus Facilities/Charging Stations	1,111,723	1,769,019	657,296
Bus Shelter Construction/Bench Install	400,504	200,000	(200,504)
Land	-	600,000	600,000
HOP Lot Construction/Leeds Ave.	-	2,800,000	-
Security Cameras/Equipment	87,487	309,923	222,436
Capital (IT, Facility Repairs/Maint)	70,015	70,015	-
ITS System	-	1,625,000	1,625,000
<b>TOTAL CAPITAL EXPENDITURES</b>	<b><u>3,792,743</u></b>	<b><u>20,269,703</u></b>	<b><u>13,676,960</u></b>

**CARTA**  
**PROPOSED DETAILED BUDGETED EXPENDITURES**  
**FY 2021/2022**

		<b>Budget FY 2020</b>	<b>Proposed Budget FY 2021</b>	<b>Increase (Decrease)</b>
SALARIES & BENEFITS	Salaries	41,553	-	(41,553)
	Retirement	6,466	-	(6,466)
	FICA	3,059	-	(3,059)
	SUTA	-	-	-
	Workers Comp	121	-	(121)
	Insurance	3,530	-	(3,530)
	Retiree Insurance	8,124	8,286	162
		<u>62,853</u>	<u>8,286</u>	<u>(54,567)</u>
SUPPLIES	Admin/Operations	61,450	61,450	-
	Supplies - HOP LOT	200	200	-
	Total	<u>61,650</u>	<u>61,650</u>	<u>-</u>
PRINTING	Printing	45,000	45,000	-
	Printing - HOP LOT	2,500	2,500	-
	Total	<u>47,500</u>	<u>47,500</u>	<u>-</u>
MARKETING	Promotional	10,000	10,000	-
	Total	<u>10,000</u>	<u>10,000</u>	<u>-</u>
AUTOMOTIVE	Parking/Mileage/Service	650	650	-
	Total	<u>650</u>	<u>650</u>	<u>-</u>
POSTAGE	John Street	1,750	1,850	100
	Total	<u>1,750</u>	<u>1,850</u>	<u>100</u>
DUES & MEMBERSHIPS	Metro Chamber	513	513	-
	Total	<u>513</u>	<u>513</u>	<u>-</u>
EQUIPMENT RENTAL	Portable Toilet Rental - HOP LOT	780	780	-
	Electric Bus Battery Lease	52,500	262,500	210,000
	Miscellaneous Equipment	675	675	-
	Total	<u>53,955</u>	<u>263,955</u>	<u>210,000</u>
OFFICE EQUIPMENT MAINTENANCE	IT	50,000	50,000	-
	Money Counting Equipment	2,000	2,000	-
	Super Stop Cameras	2,450	2,450	-
	AVL Cloud Manager	25,810	25,810	-
	AVL	141,005	141,005	-
	Total	<u>221,265</u>	<u>221,265</u>	<u>-</u>
RENT	Land	6,000	6,000	-
	Park & Ride	12,850	18,700	5,850
	Document Storage	2,500	2,500	-
	SC Works Charleston Center	6,000	6,000	-
	Total	<u>27,350</u>	<u>33,200</u>	<u>5,850</u>

**CARTA**  
**PROPOSED DETAILED BUDGETED EXPENDITURES**  
**FY 2021/2022**

		<b>Budget FY 2020</b>	<b>Proposed Budget FY 2021</b>	<b>Increase (Decrease)</b>
COMMUNICATIONS	Telephone/Internet	13,740	14,015	275
	Tablets - Buses	80,609	80,609	-
	Radios	79,002	85,000	5,998
	Total	<u>173,351</u>	<u>179,624</u>	<u>6,273</u>
UTILITIES	Electricity	32,580	35,683	3,103
	Water	10,840	10,840	-
	Total	<u>43,420</u>	<u>46,523</u>	<u>3,103</u>
ADVERTISING	ALL	5,000	5,000	-
	Total	<u>5,000</u>	<u>5,000</u>	<u>-</u>
PROFESSIONAL SERVICES	Audit	21,000	24,300	3,300
	Legal	7,500	7,500	-
	Custodial	47,102	72,404	25,302
	Other	96,820	96,820	-
	Total	<u>172,422</u>	<u>201,024</u>	<u>28,602</u>
CONTRACT SERVICES	Management Services	75,000	75,000	-
	Shared Services (IGA)	2,227,387	2,227,387	-
	Shelter/Bench Engineering (IGA)	226,481	100,000	(126,481)
	Fixed Route - Transdev	12,411,868	13,029,120	617,252
	Hop Lot - Transdev	757,736	990,012	232,276
	Money Transport	7,500	7,500	-
	Pilot Ride Program	-	80,000	80,000
	Total	<u>15,705,972</u>	<u>16,509,019</u>	<u>803,047</u>
VEHICLE MAINTENANCE		250,000	250,000	-
	Total	<u>250,000</u>	<u>250,000</u>	<u>-</u>
FACILITY REPAIR & MAINTENANCE	Facility Repair Misc	20,000	16,425	(3,575)
	Bus Wash Inspection	1,375	4,950	3,575
	Total	<u>21,375</u>	<u>21,375</u>	<u>-</u>
OPERATING FEES & LICENSES		34,768	34,768	-
	Total	<u>34,768</u>	<u>34,768</u>	<u>-</u>
INSURANCE	Administration	15,500	15,500	-
	Operating	745,000	765,365	20,365
	Total	<u>760,500</u>	<u>780,865</u>	<u>20,365</u>
FUEL	Fuel	1,165,156	1,463,541	298,385
	Fuel - HOP LOT	40,000	61,082	21,082
	Total	<u>1,205,156</u>	<u>1,524,623</u>	<u>319,467</u>

**CARTA**  
**PROPOSED DETAILED BUDGETED EXPENDITURES**  
**FY 2021/2022**

		<b>Budget FY 2020</b>	<b>Proposed Budget FY 2021</b>	<b>Increase (Decrease)</b>
PARATRANSIT	TRANSDEV	2,506,749	2,907,056	400,307
		<u>2,506,749</u>	<u>2,907,056</u>	<u>400,307</u>
MISCELLANEOUS	MISC	7,500	7,500	-
	MISC - HOP LOT	241	241	-
		<u>7,741</u>	<u>7,741</u>	<u>-</u>
INTEREST	BB&T - Melnick Property	64,080	60,116	(3,964)
		<u>64,080</u>	<u>60,116</u>	<u>(3,964)</u>
NON-CAPITALIZED ASSETS	Non-Capitalized Assets	353,622	250,000	(103,622)
		<u>353,622</u>	<u>250,000</u>	<u>(103,622)</u>
CAPITAL				
	Rolling Stock/Fleet Repair	2,123,014	12,895,746	10,772,732
	Bus Facilities/Charging Stations	1,111,723	1,769,019	657,296
	Shelter Project - Wildwood	400,504	200,000	(200,504)
	Land	-	600,000	600,000
	HOP Lot Constuction/Leeds Ave.	-	2,800,000	2,800,000
	Security/Cameras	87,487	309,923	222,436
	Signage	70,015	70,015	-
	ITS System	-	1,625,000	1,625,000
		<u>3,792,743</u>	<u>20,269,703</u>	<u>16,476,960</u>