



CAPITAL AREA TRANSPORTATION AUTHORITY

OPERATING AND CAPITAL BUDGET
FY 2020

COVER PHOTO

A new CATA bus shelter graces the Michigan Avenue Bridge in downtown Lansing. One of several that tests customer preferences for real-time data-delivery options, fossil-fuel power vs. solar energy, high- vs. no-tech solutions and overall shelter design, it features a photo of westbound traffic and the Capitol, which also looms in the background. *Courtesy photo.*

Content Sections

Letter to CATA Board of Directors

About CATA.....	Section 1
Budget Introduction.....	Section 2
Department Descriptions.....	Section 3
Organizational Charts.....	Section 4
Goals and Objectives.....	Section 5
FY 2020 Operating Budget.....	Section 6
FY 2020 Departmental Analysis.....	Section 7
Capital Program.....	Section 8
Five-Year Plan.....	Section 9
References.....	Section 10

CATA Drives Jobs, Economy, Community. CATA Drives You.

June 28, 2019


Dear Board Member:

In accordance with Board Policy No. 202, please find attached your copy of CATA's proposed FY 2020 Operating and Capital Budget.

You'll note that a new "References" section, located at the back of this budget packet, explains changes in various line items. Should you have any questions upon review, feel free to contact me.

On behalf of CATA's Staff, I thank you for your service and valued contributions to the CATA Board of Directors.

Sincerely,

A handwritten signature in cursive script that reads "Bradley T. Funkhouser". The signature is written in black ink and is positioned above the typed name and title.

Bradley T. Funkhouser, AICP
Chief Executive Officer

About CATA

Serving Greater Lansing since 1972, the Capital Area Transportation Authority was formed under Act 55 (Public Act of Michigan 1963). We employed 58 individuals and delivered 733,000 rides throughout our service region.

Today, CATA employs more than 359 individuals; most reside in our funding jurisdictions, which include the cities of Lansing and East Lansing; and Delhi, Lansing and Meridian townships. CATA operates 33 fixed routes and multiple demand-response services, including Spec-Tran – a paratransit demand-response service designed to meet the needs of people with disabilities. Additionally, we maintain approximately 1,360 bus stops and 130 shelters. Our service area comprises 559 square miles in Ingham County, and portions of Eaton and Clinton counties. In fiscal 2018, CATA delivered nearly 10.4 million annual trips. Currently, we provide approximately 51,000 daily trips.

In 1978, we moved into the current Administration Building on Tranter Street, which serves as our headquarters and has since undergone a number of renovations and expansions. In addition, CATA owns and operates three transit facilities:

- The CATA Transportation Center, located in the heart of downtown Lansing, opened its doors in 1997, and serves as a central boarding and transfer hub for 16 of CATA's fixed routes, and Greyhound and Indian Trails' intercity bus services. The downtown CTC features a Customer Experience Center, security and custodial services, and a coffee shop.
- MSU contracted with CATA in 1999, launching campus service. The MSU-CATA Transportation Center at Ramp 1 on Shaw Lane opened in 2004, serving as a main boarding center for campus routes. For the first time ever, MSU contracted with CATA to offer fare-free transportation on campus during the 2019 academic year.
- Finally, the state-of-the-art Capital Area Multimodal Gateway, Operated by CATA, opened in October 2016. The Gateway is served by three CATA fixed routes – one year-round and two during MSU's fall and spring semesters – and offers access to rail; city, regional and national bus lines; and local taxis.

CATA continues to assess the transportation and mobility needs of the region. We are focused on enhancing customer experience and providing transit solutions that reflect the voice of our customers.

CATA Drives Jobs, Economy, Community. CATA Drives You.

Budget Introduction

Staff is pleased to present, for the Board's consideration and approval, CATA's proposed FY 2020 Operating and Capital Budgets.

Operating Budget

The FY 2020 Operating Budget reflects expected operations revenues of \$50.9 million, representing an increase of \$3.1 million (or 6.5 percent) over budgeted FY 2019 operations revenues and an increase of approximately \$2.9 million (or 6.1 percent) over actual FY 2018 operations revenues (CATA's last full fiscal year). The increase in expected FY 2020 revenues is primarily attributed to two items: 1) We anticipate a boost in property taxes as a result of increases in the taxable value of existing properties, coupled with new-construction value being added to the tax rolls; and 2) CATA's reimbursement from Michigan's Comprehensive Transportation Fund will increase in relation to the additional eligible expenditures in CATA's FY 2020 Operating Budget.

The FY 2020 Operating Budget reflects expected operating expenditures of just under \$53.9 million, which is an increase of \$2.9 million (or 5.7 percent) over budgeted FY 2019 operating expenditures, and an increase of approximately \$5.1 million (or 10.5 percent) over actual FY 2018 operating expenditures (CATA's last full fiscal year). The proposed increase in expenditures is attributed to the following four circumstances:

First, CATA engaged a new paratransit contractor during FY 2018 with a mandate to significantly improve service. The contractor has been responsive, dramatically improving on-time performance. To achieve this level of performance, however, the contractor found it necessary to make certain scheduling changes, which resulted in an increase in the cost per trip. Further, as service improved during late FY 2018 and throughout FY 2019, demand for service rose. This resulted in a surge in the number of contracted trips, thereby increasing costs.

Second, just prior to the start of the 2018/'19 academic year, Michigan State University (MSU) requested an additional route on campus and expanded service on four other routes, which resulted in approximately 5,000 additional service hours. In an unprecedented move, MSU also elected to make all campus routes fare-free. As a result, ridership grew by more than 1 million trips (or 40 percent) over the prior academic year, requiring 2,400 additional service hours to meet demand. It should be noted that CATA received additional revenue through its contract with MSU to offset both the increase in costs and loss of farebox revenue.

Third, CATA anticipates hiring six new administrative employees toward the end of FY 2019 or the beginning of FY 2020. The cost of these new employees should run between \$225,000 and \$263,000 annually, excluding fringe benefits and prior to any cost-of-living increases. Further, CATA anticipates pay increases to both union and administrative staff during FY 2020 to maintain its competitive advantage, especially in light of the tight employment market. It should be noted that salaries and wages account for nearly 40 percent of CATA's total expenses.

Lastly, in an effort to ensure the safety of its riders and employees, CATA elected to beef up its security services and police protection at the CATA Transportation Center located in downtown Lansing. The cost of these additional measures is expected to result in an increase of approximately \$270,000 over budgeted FY 2019 security expenses.

The \$3 million difference between budgeted revenues and expenditures for FY 2020 will be covered by a portion of CATA's existing cash and invested funds.

Capital Budget

CATA's Capital Budget for FY 2020 – as previously developed by CATA, submitted to and approved by the Tri-County Regional Planning Commission, and presented within the Capital Program tab of this report – calls for capital expenditures of \$9,067,291. Expected expenditures include Section 5307 (Urbanized Area Formula Funds), Section 5339 (Bus and Bus Facilities), Section 5310 (Enhanced Mobility of Seniors and Individuals with Disabilities) and Congestion Mitigation and Air Quality Improvement Program funding. Capital funding will be received from both federal and State of Michigan (Michigan Department of Transportation) capital funding apportionments.

Our FY 2020 Capital Program of Projects will continue to be governed by the Transportation Improvement Program, the Unified Planning Work Program and the Regional Transportation Plan on file with the Tri-County Regional Planning Commission.

Organizational Structure & Staffing Changes

During FY 2019, Staff implemented changes to the organizational structure, which are expected to carry into FY 2020 and beyond:

- The Planning, System Planning and Grants Administration departments were combined into a single department known as Planning and Development. CATA created a new director position to manage this combined department.

- Management identified six new administrative positions that will be filled during late FY 2019 or early FY 2020. Management believes that these positions are necessary to ensure successful implementation of CATA's customer-focused vision moving forward. These six positions, along with their respective departments, statuses and pay ranges are highlighted below:

Position	Department	Status	Pay Range
Marketing Specialist	Marketing	Full-time	\$40K to \$44K
Marketing Intern	Marketing	Part-time	\$20K to \$22K
Vehicle Technology Coordinator	Information Technology	Full-time	\$48K to \$52K
Customer Experience Representative	Customer Experience	Full-time	\$31K to \$36K
Operations Center Supervisor	Operations	Full-time	\$48K to \$65K
Maintenance Materials Administrator	Maintenance	Full-time	\$38K to \$44K

Five-year Budget Projection

As shown in the five-year budget projection, the revenue budget in FY 2024 is projected at \$55.9 million, while the expense budget is projected to be \$62.4 million, necessitating the use of Cash and Invested Funds of \$2.3 million. The year-end balance in FY 2024 of Cash and Invested Funds is estimated at \$6.6 million, which fails to meet the requirement of CATA Board Policy No. 212 (Policy on Current Operating Funds). That policy requires that CATA maintain a cash balance (cash and invested funds) of at least four months of operating expenses, or \$15.6 million for FY 2024.

In developing the five-year projection, CATA used conservative revenue figures but liberal expense figures in order to produce conservative trend lines. However, CATA leadership understands that this model is not fiscally sustainable. Consequently, over the course of the next few years it is CATA's intent to slowly merge the revenue and expense trend lines, thereby eliminating the need for surplus cash.

Truth in Budgeting – Taxes

In accordance with the Truth in Budgeting Act, it is noted that the projected FY 2020 budget includes revenues from an anticipated levy of ad valorem property taxes at the rate of 3.007 mills. This is the renewal of the base tax rate as approved in August 2014. These taxes are levied to defray expenditures and meet liabilities of the Authority in providing public transportation.


Conclusion

The FY 2020 budget and the five-year projection incorporate assumptions that were previously approved by CATA's Board of Directors. Further, the proposed budget affirms CATA's commitment to its mission, vision and values.

We trust that this introduction addresses any questions that may arise during your review of the proposed budget and related documents.

Thank you for your continued commitment to CATA and to meeting the mobility needs of our region.

Respectfully submitted,


Bradley T. Funkhouser, AICP
Chief Executive Officer

June 28, 2019
Dated

Action Item – FY 2020 Budget Approval

At the August 21, 2019, Board meeting, a public hearing will be held on the FY 2020 budget and the 2019 property tax levy.

Staff recommends that the Board of Directors adopt the following proposed motion.

Proposed Motion

The CATA Board of Directors, as its general appropriations act, adopts the following resolutions:

1. The proposed Operating and Capital Budget for FY 2020, upon which a public hearing was held at a regular meeting of the Board on August 21, 2019, is adopted as the general appropriation of total revenues of the Authority to defray expenditures and meet liabilities in FY 2020 (October 1, 2019, through September 30, 2020).
2. In accordance with the Truth in Budgeting Act, the Board states that the Authority's levy for 2019 of 3.007 mills of ad valorem property taxes as provided for in the Budget and authorized by resolution adopted on August 21, 2019, are for the purpose of defraying the expenditures and meeting the liabilities of the Authority in providing public transportation.
3. The CEO/Executive Director shall have authority within the overall budget to manage operations and the capital program, as well as make transfers to and from invested funds to facilitate daily operations and meet cash-flow needs without requiring further approval by the Board.
4. The annual goals and objectives, and the organization charts, as presented with the budget for FY 2020, are approved.

Action Item - 2019 Property Tax Levy

At the August 21, 2019, Board meeting, a public hearing will be held on the FY 2020 budget and the 2019 property tax levy.

Staff recommends that the Board of Directors adopt the following proposed motion set forth below.

Proposed Motion

The CATA Board of Directors authorizes the levy of ad valorem property taxes for the year 2019 of 3.007 mills. The Board of Directors further directs Staff to file the required Form L-4029 with the appropriate jurisdictions.

Annual Budget & Capital Program, Property Taxes, Goals & Objectives and Organizational Charts

The Board of Directors shall review and approve the annual operating budget and capital program, the annual property tax levy, the Authority's goals and objectives, and the Authority's organization charts for each fiscal year, as follows:

- A. Prior to March 15 each year, the Board, the Executive Director, Department Directors and administrative employees as deemed necessary by the Executive Director will meet to discuss in a public meeting the goals*, objectives* and future direction of the Authority.
- B. The Executive Director shall prepare and submit to the Board:
 - 1. The recommended operating budget and capital program for the ensuing year (together, the "budget");
 - 2. The proposed property tax levy;
 - 3. Goals and objectives;
 - 4. Organization charts with a brief description of each department, listing all administrative positions by title;
 - 5. Suggested language for the general appropriations act;
 - 6. The five-year capital program;
 - 7. A five-year projection of the operating budget (the "Five-year Projection") for background and planning; and
 - 8. Other data relation to fiscal conditions that the Executive Director considers to be useful in considering the financial needs of the Authority.

The above items shall be mailed or delivered to the Board members no later than July 1 of each year with a copy of this policy and shall be the first order of business to be discussed by the Board at its July meeting.

- C. Public hearing(s), with notice as required by law, shall be held at the regular Board meeting in August so that the public input can be heard on the proposed millage rate for ad valorem taxes to be levied and on the proposed Budget. Following the public hearing(s) in the August meeting, the Board shall set the millage tax levy and may also approve the Budget, goals and objectives, organization charts as provided

in paragraph D below, and the five-year capital program. If the tax millage rate is not approved by the Board within 10 days of the public hearing, another public hearing on taxes must be scheduled. If the budget is not approved in the August meeting, it shall be scheduled for action in the September meeting.

- D. In its August or September meeting, after the required public hearing, the Board shall approve the Budget, as well as the goals and objectives, organizational charts, and the five-year capital program, by adoption of a general appropriations act for all funds and revenues of the Authority to defray expenditures and meet liabilities for the ensuing year. As mandated by the Truth in Budgeting Act, the general appropriations act shall also set forth and confirm the prior resolution setting forth the total number of mills of ad valorem property taxes to be levied and the purposes for which that millage is levied. Further, except as permitted by law, the general appropriations act or any amended act adopted by the Board shall not cause the estimated total expenditures, including any accrued deficit, to exceed estimated revenues, including invested funds and other available surplus and proceeds of bonds or other obligations.
- E. The budget is not a line-item budget. The Executive Director shall have authority within the overall budget to manage operations and the capital program, as well as to make transfers to and from invested funds to facilitate daily operations and meet cash-flow needs without further approval by the Board. The Board, by agenda item, may choose to amend the general appropriations act and adjust the budget whenever deemed necessary.
- F. The budget shall not be construed to require CATA to make expenditures. It is the goal of CATA to achieve savings against the budget whenever possible.

Summary revenue and expense budget variance reports shall be submitted to the Board Treasurer at least quarterly, and more frequently as requested. The Board Chair and the Treasurer may require further and more detailed information from time to time.

The budget shall consist of:

1. Comparative details regarding expenditures and revenues for the most recently completed fiscal year and budget estimates for the current fiscal year;
2. Details regarding the anticipated revenues and sources of revenues for the coming year;
3. Details regarding the expenditure plan, by operational function, for the coming year;
4. The amount of surplus or deficit that has accumulated from prior fiscal years, together with the budget estimate of the amount of surplus or deficit expected in the current fiscal year;

5. An estimate of amounts needed for deficiency, contingent or emergency purposes, as well as the recommended source of funds; and
6. The capital program for the upcoming year.

* DEFINITIONS:

Goals – A general statement of an area of critical importance and key results shall be used to develop specific objectives.

Objectives – A statement of results to be achieved. As such, it must be specific, realistic, quantifiable and understandable. Objectives can be both long term (taking much more than one year to accomplish) and short term (taking a year or less to accomplish), but are generally of a more short-term nature.

Adopted: 2-9-84

Amended: 5-18-94
11-16-05
2-15-12

Capital Area Transportation Authority

Department Descriptions

(Prepared for the FY 2020 budget)

Executive Department

The Executive Department is ultimately responsible for CATA's entire operation, overseeing all departments and directing the Authority within the guidelines established by the Board of Directors. The department prepares all Board information; handles governmental relations, union relations and strategic planning; represents the Authority in various transit organizations; and prepares and monitors the Authority's budget. The Executive Department manages special large-scale projects.

Staff

Chief Executive Officer (1)

Deputy Chief Executive Officer (EEO/Civil Rights Officer) (1)

Executive Secretary (1)

Administrative Assistant (1)

Clean Commute Options Department

The Clean Commute Options Department is responsible for providing information to communities in Clinton, Eaton and Ingham counties about air-quality initiatives, and encouraging commuters to find alternatives to driving alone, including public transit, biking, walking, car- or van-pooling and other non-motorized modes of transportation. This department is 100 percent funded by a combination of Federal Transit Administration (FTA) and Michigan Department of Transportation (MDOT) grant dollars.

Staff

Clean Commute Options Specialist (1)

Customer Experience Department

Customer Experience Department personnel focus on delivering optimal, knock-your-socks-off service from the first point of engagement throughout the lifetime of a relationship in an effort to enhance customer experience. Department personnel are responsible for assisting individuals seeking information about CATA's services, receiving, documenting and resolving customer complaints and issues; selling tokens and fare media; and providing public and customer education regarding CATA's full range of services. A Customer Experience Representative is assigned to the Capital Area Multimodal Gateway, Operated by CATA, to assist Amtrak, Greyhound and Indian Trails'

customers and visitors. It is the responsibility of the Customer Experience Department to ensure a safe and secure environment at the CATA Transportation Center and, in conjunction with Operations, aboard fixed-route vehicles.

Staff

- Customer Experience Manager (1)
- Customer Experience Assistant (1)
- Customer Experience Representative (5)
- Customer Experience Representative (8 – part time)

Facilities & Grounds Department

The Facilities & Grounds Department is responsible for the maintenance of CATA's facilities, including its Administrative Offices, the CATA Transportation Center (CTC), Michigan State University-CATA Transportation Center (MSU-CTC) and the Capital Area Multimodal Gateway, Operated by CATA. In addition, this department installs and repairs bus-stop signs, shelters and related amenities in accordance with CATA's brand standards. The department covers the repair and preventive maintenance of maintenance equipment and buildings to ensure proper operation, as well as snow removal at bus stops and each CATA facility. The department also manages all facility construction and renovation projects.

Staff

- Facilities & Grounds Manager (1)
- Facilities Repair Technician (1)
- Sign & Shelter Maintenance (1)
- Facilities & Grounds Maintenance (2 – part time)
- Custodian (1)

Finance Department

The Finance Department is responsible for CATA's financial transactions and the management of its funds in accordance with federal, state and local regulations, striving to ensure efficiency and cost-effectiveness. The department is also responsible for maintaining an accounting system that accurately records CATA's financial transactions, including accounts payable, accounts receivable, payroll and investments. The Finance Department also develops (along with all other departments) the annual budget and monitors its performance.

Staff

- Director of Finance (1)
- Finance Manager (1)

Accountant II – Grants & Receivables (1)
Accountant I – Accounts Receivable (1)
Accountant I – Accounts Payable (1)
Accountant I – General (1)
Accounting Clerk – Currency Processing (1 – part time)

Human Resources Department

The Human Resources Department is responsible for the administration of human resource matters, including recruiting, hiring, employee and labor relations, fringe benefits, maintenance of employment records, and ensuring compliance with all federal, state and local employment laws.

Staff

Director of Human Resources (1)
Human Resources Recruiting Specialist (1)
Human Resources Administrator (1)
Human Resources Generalist (1)

Information Technology Services Department

The Information Technology Services Department is responsible for the development and maintenance of CATA's technology infrastructure, including the computer network and communications systems, i.e., phone, email, short message service (SMS), Automated Vehicle Locator (AVL) system, cellular, radio, etc.; and software applications and fare-collection and management systems. The technology infrastructure at CATA supports and provides efficiencies across the entire organization for both customers and employees.

Staff

Director of Information Technology Services (1)
Information Technology Services Manager (1)
Information Technology Services Technician (1)
Information Technology Services Technician (2 – part time)
Vehicle Technology Coordinator (1)

Maintenance Department

The Maintenance Department is responsible for maintaining a safe and clean fleet of vehicles, thereby allowing CATA to effectively serve the public within its service area. The department also manages all bus and vehicle maintenance, repairs, fueling and washing; and oversees departmental labor relations, purchasing and inventory control.

Staff

Director of Maintenance (1)
Maintenance Superintendent (1)
Maintenance Supervisor (2)
Mechanic (20)
Mechanic Helper (3)
Maintenance Parts & Inventory Supervisor (1)
Maintenance Materials Administrator (2)
Utility Supervisor (1)
Utility Employee (12)
Paints & Body Helper (1)

Marketing Department

CATA's Marketing Department is responsible for business activities involved in moving CATA's services to the consumer. The department has five primary objectives: 1) raise customer and public awareness of CATA's services, as well as the value and benefits of public transportation; 2) implement creative ridership and branding strategies; 3) develop and implement employee pride-building activities; 4) provide clear and timely communications, targeted promotions, special events and community outreach efforts; and 5) manage CATA's brand to ensure positive public and media perceptions of the Authority in order to ensure funding support. Major marketing projects and initiatives include website (Internet and Intranet) content management, development and maintenance; research (brand, Title VI, customer satisfaction, trip-purpose and other outward-facing surveys, focus groups, etc.; internal surveys); community and media relations; service information (maps, schedules, timetables, etc.) and fare media production and testing; annual production and dissemination of Legislative, Annual and Community reports; advertising and promotions; internal and external special events; and crisis communications.

Staff

Director of Marketing & Customer Experience/Public Information Officer (1)
Marketing Manager (1)
Marketing Assistant (1)
Marketing Specialist (2)
Marketing Aide (3 – part time)

Operations Department

The Operations Department delivers fixed-route and paratransit transportation services, striving to provide trips in a safe, cost-efficient and courteous manner. Fixed-route responsibilities include routing, dispatching and street-level supervision. Paratransit

responsibilities include management of the Paratransit call center where trips are scheduled, manifests are built and daily operations are monitored.

Staff

Director of Operations (1)
Operations Manager – Fixed Route (1)
Paratransit Supervisor – Operations (1)
Paratransit Supervisor – Administration (1)
Operations Application Administrator (1)
Operations Secretary (1)
Paratransit Scheduler (5)
Paratransit Service Representative (4)
Paratransit Service Representative (7 – part time)
Operations Supervisor – Street (5)
Operations Supervisor – Street Ops Center (5)
Bus Operator (207)
Bus Operator (63 – part time)

Planning & Development Department

The Planning and Development Department is responsible for federal and state compliance; the implementation and coordination of regional transportation planning activities; long-range system plans designed to meet the mobility needs of the Greater Lansing area; planning and scheduling CATA fixed-route and directly-operated paratransit services, including the assignment of operators to routes; and securing, managing, administering and reporting on all state and federal grants in compliance with applicable guidelines. Additionally, this Department is responsible for Title VI planning and evaluation; the provision of reports and information to management to facilitate decision-making; determination of fixed-route bus stop locations; and serves as the liaison to the Federal Transit Administration, the Michigan Department of Transportation and the Tri-County Regional Planning Commission.

Staff

Director of Planning and Development (1)
Grants Administrator (1)
Service Planning & Scheduling Manager (1)
System Planner (1)
Data Analyst (1)

Purchasing & Contracts Department

The Purchasing and Contracts Department is responsible for conducting day-to-day procurement activities, including management of third-party agreements and oversight of the procurement process. The Department also acts as the Authority's Disadvantaged Business Enterprise (DBE) liaison for the recruitment, certification and utilization of DBE firms.

Staff

Purchasing & Contracts Manager – DBE Liaison Officer (1)
Procurement Specialist (1)

Safety & Training Department

The Safety & Training Department is responsible for the development and management of CATA's training programs for bus operators, including accident-prevention, safety and training.

Staff

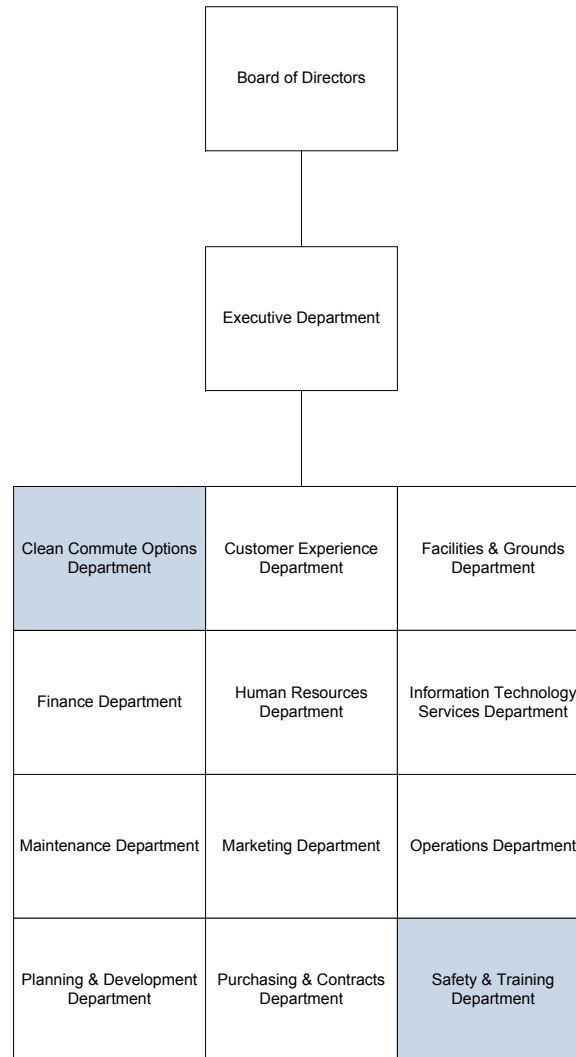
Safety & Training Supervisor (1)

Departmental Structure

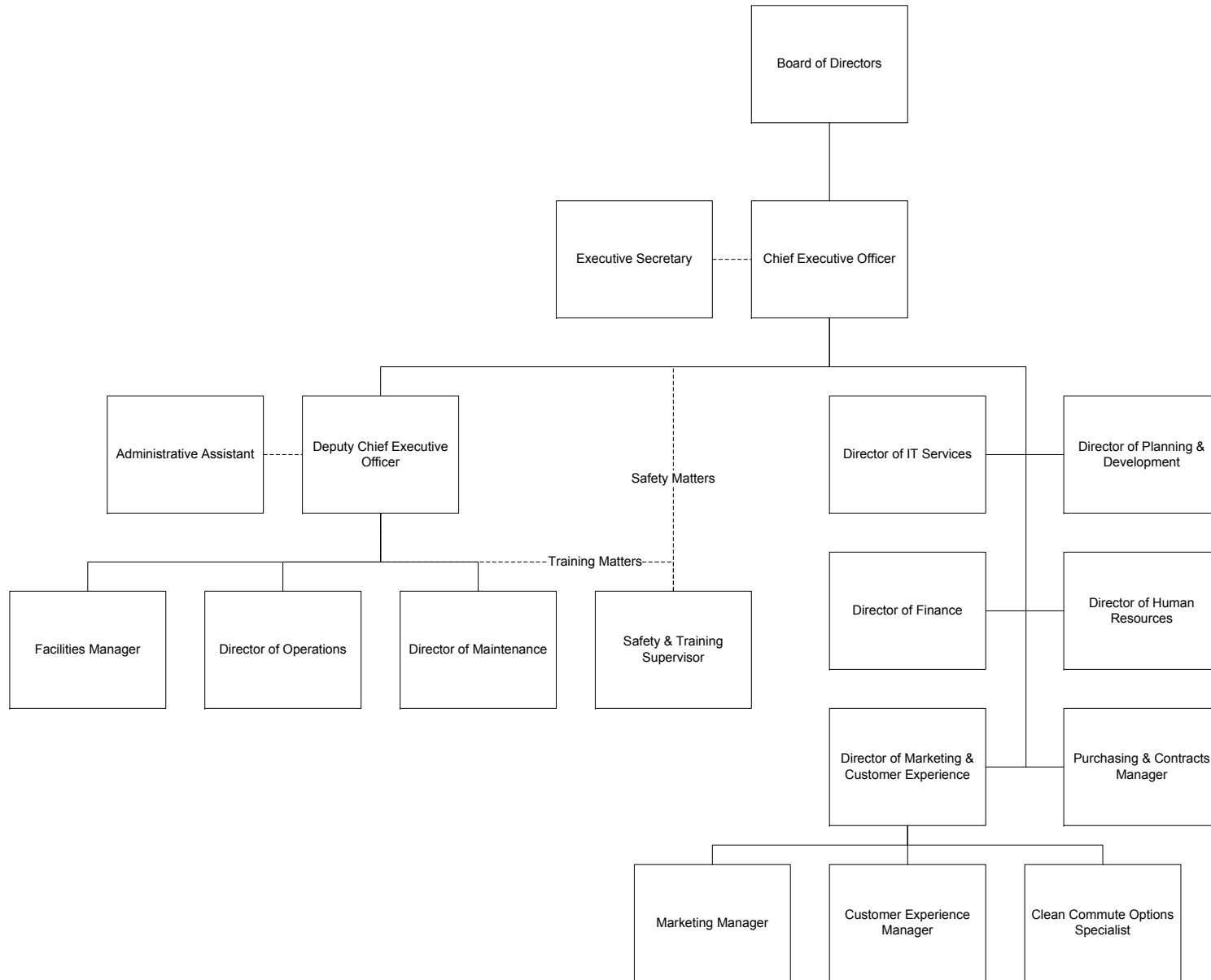
Note regarding organizational diagrams:

Departments consisting of a single employee have been highlighted in blue and are included in this Departmental Reporting Structure diagram, but are not represented by a separate diagram on subsequent pages.

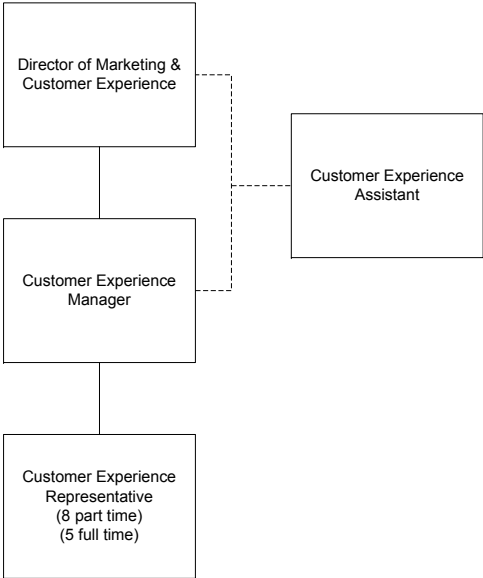
Positions are full time unless stated otherwise.



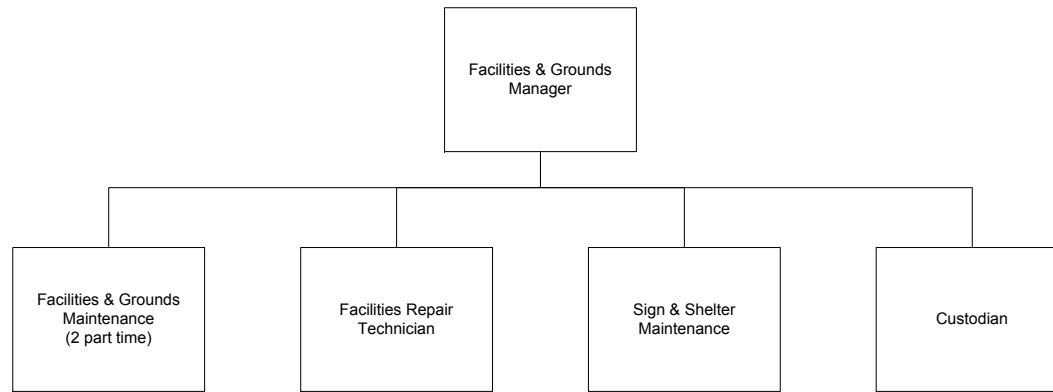
Executive Leadership & Oversight



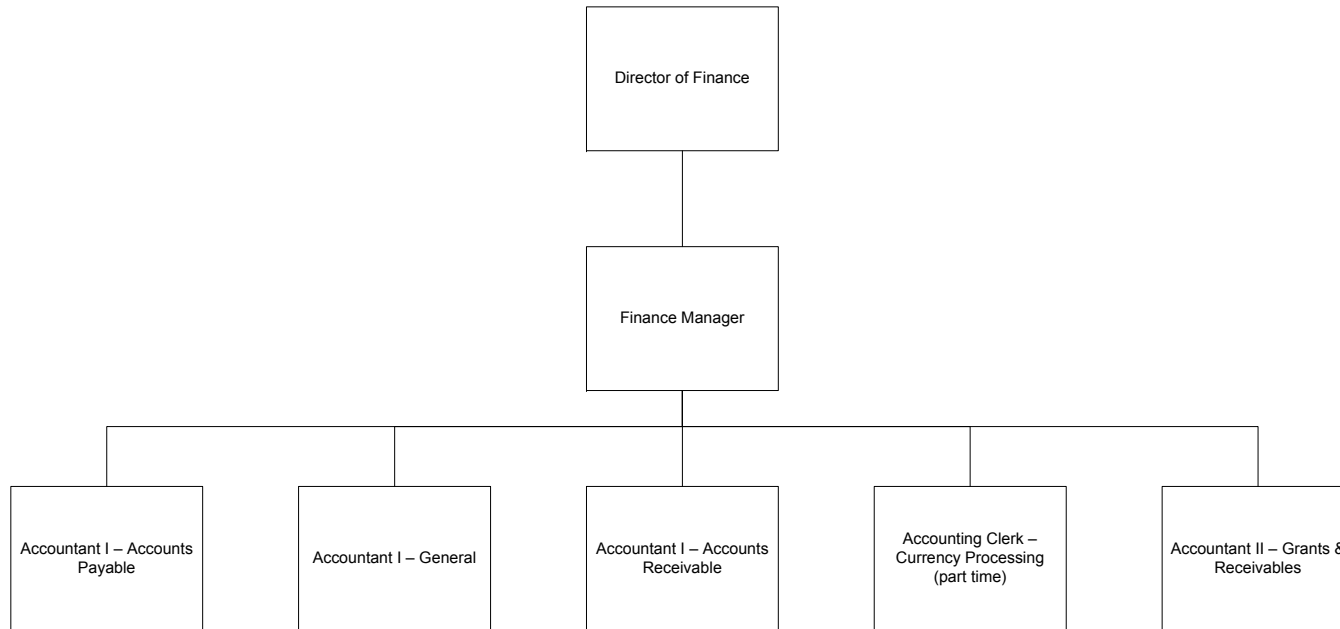
Customer Experience Department



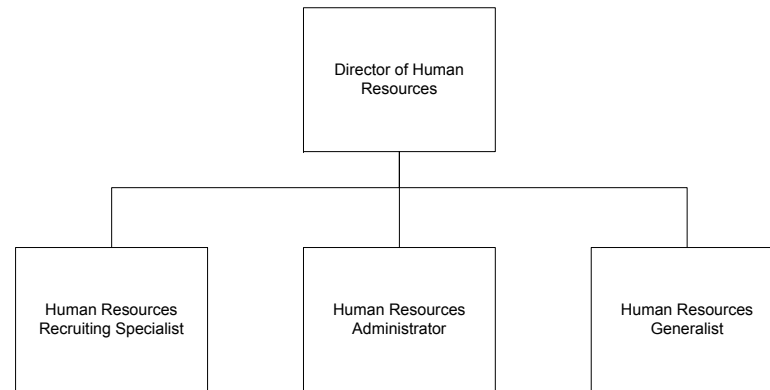
Facilities & Grounds Department



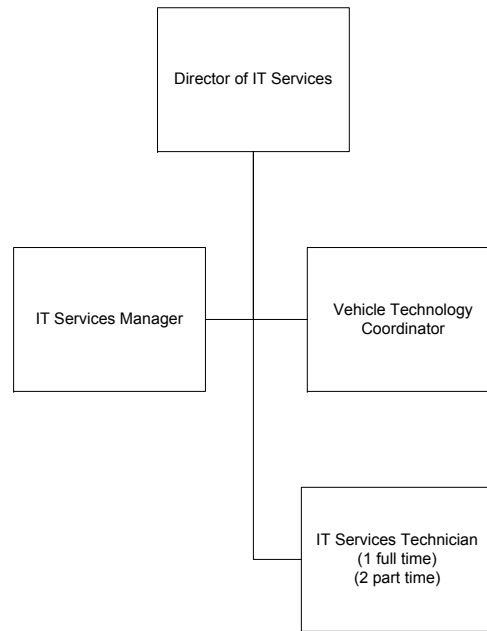
Finance Department



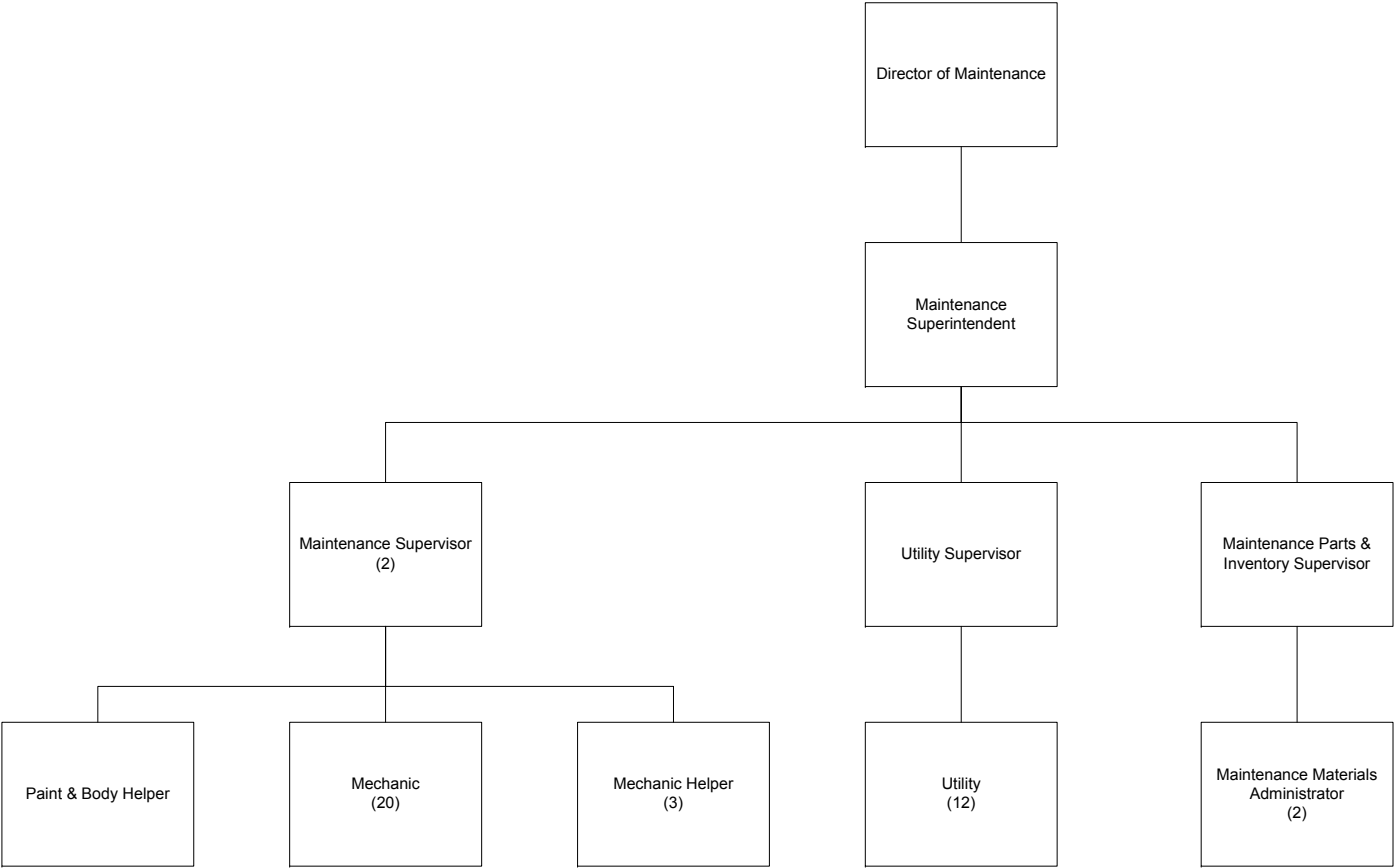
Human Resources Department



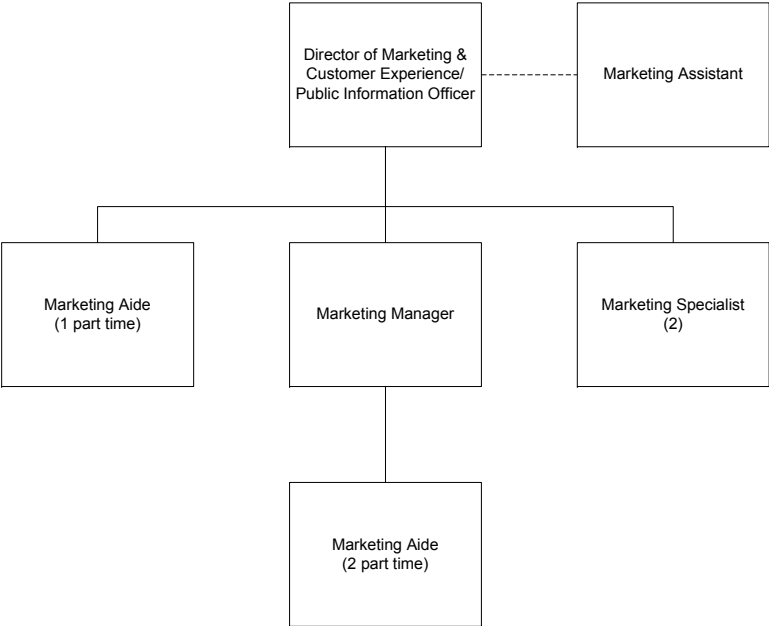
Information Technology Services Department



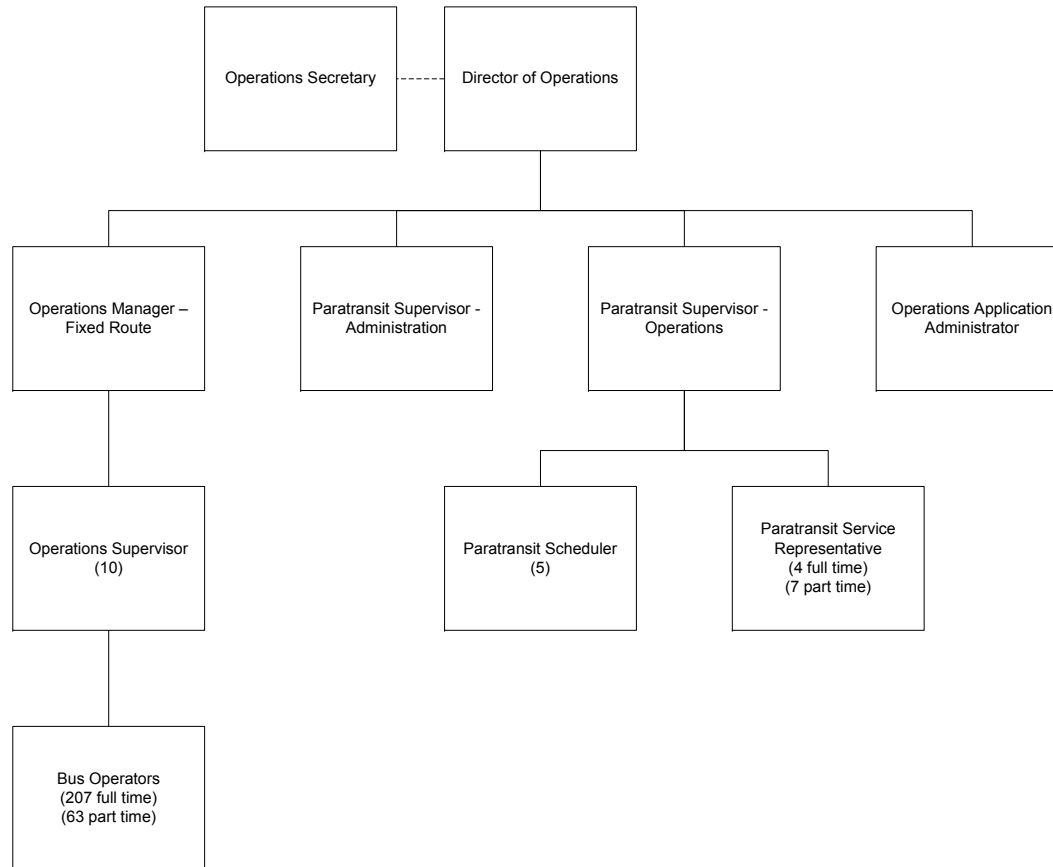
Maintenance Department



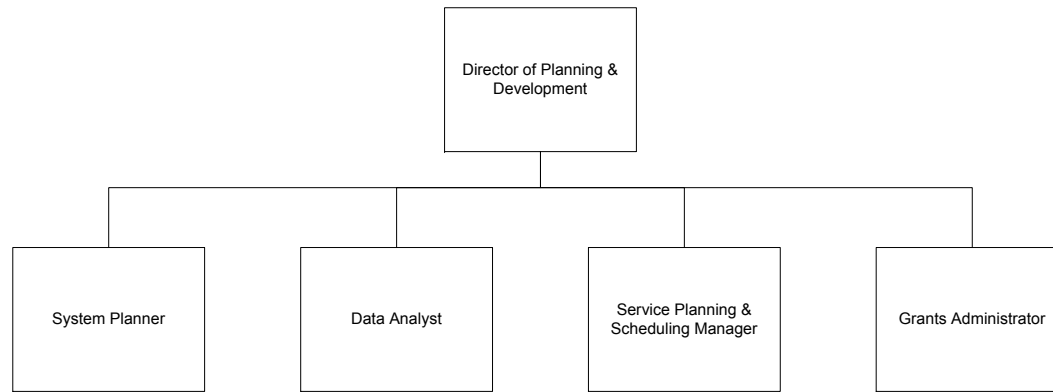
Marketing Department



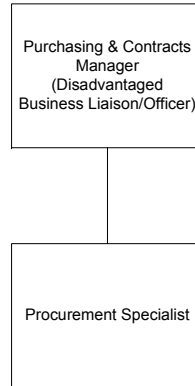
Operations Department



Planning & Development Department



Purchasing & Contracts Department



Capital Area Transportation Authority

FY 2020

Goals & Objectives

Mission Statement

To meet the mobility needs of our region by providing innovative solutions in partnership with the communities we serve.

Vision Statement

CATA will ensure public trust by re-imagining regional mobility challenges and how we better engage those we serve.

Values

- CATA is committed to transparency in action, which inherently fosters trust and innovation.
- We will approach community partners, customers and employees in the spirit of cooperation.
- CATA is committed to providing a safe experience for our customers, employees and the public we serve.
- CATA seeks to implement sustainable solutions as stewards of the community we serve; the planet and its finite resources.
- Professionalism and integrity drive CATA's actions and decisions.
- Accountability and the desire to always do the right thing serve as our guiding compass.

Capital Area Transportation Authority FY 2020 Goals

Goal No. 1

Regional Mobility

Goal No. 2

Customer Experience Excellence

Goal No. 3

Organizational Strength

Goal No. 4

Community Partnership

Goal No. 5

Dynamic Workplace

**Capital Area Transportation Authority
FY 2020 Proposed Operating Budget
Revenue and Expense Analysis**

Description	2020 Budget	2019 Budget	Variance 2020 v 2019	Variance Percent	2018 Actual	Variance 2020 v 2018	Variance Percent
Operating Revenues							
Fares	3,652,500	4,200,000	(547,500)	-13%	4,236,369	(583,869)	-14%
Service Contracts	4,275,000	3,064,444	1,210,556	40%	3,222,107	1,052,893	33%
Property Taxes	22,456,000	21,400,000	1,056,000	5%	21,288,377	1,167,623	5%
Rentals and Commissions	350,000	260,556	89,444	34%	326,827	23,173	7%
Management Fees	100,000	200,000	(100,000)	-50%	198,999	(98,999)	-50%
Operating Grant Revenue	19,626,888	18,124,000	1,502,888	8%	18,091,178	1,535,711	8%
Other Revenues/Income	11,000	1,000	10,000	1000%	12,795	(1,795)	-14%
Total Operating Revenue	50,471,388	47,250,000	3,221,388	7%	47,376,652	3,094,737	7%
Non-Operating Revenue:							
Investment Income	400,000	550,000	(150,000)	-27%	546,847	(146,847)	-27%
Total Non-Operating Revenue	400,000	550,000	(150,000)	-27%	546,847	(146,847)	-27%
Total Revenues Available for Operations	50,871,388	47,800,000	3,071,388	6%	47,923,499	2,947,890	6%
Expenses							
Salaries & Wages	21,878,502	20,168,849	1,709,653	8%	18,793,505	3,084,997	16%
Temporary Help	10,500	59,800	(49,300)	-82%	335,964	(325,464)	-97%
Payroll Taxes	1,848,375	1,701,909	146,466	9%	1,638,259	210,116	13%
Pension Expense	1,554,000	1,480,000	74,000	5%	337,654	1,216,346	360%
Fringe Benefit Insurance Plans *	5,851,500	5,549,300	302,200	5%	5,670,682	180,818	3%
Post Employment Expense	685,000	620,500	64,500	10%	1,898,913	(1,213,913)	-64%
Employee Paid Time-off	1,635,000	1,790,000	(155,000)	-9%	1,796,299	(161,299)	-9%
Other Fringe Benefits	60,500	59,800	700	1%	94,680	(34,180)	-36%
Worker's Compensation Insurance	200,000	250,000	(50,000)	-20%	607,331	(407,331)	-67%
Other Human Resource Expenses	150,000	154,000	(4,000)	-3%	53,995	96,005	178%
Uniforms/Work Clothing	122,500	122,500	-	0%	117,168	5,332	5%
Tool Allowance	16,500	16,000	500	3%	11,555	4,945	43%
Professional & Tech. Service	285,800	94,100	191,700	204%	136,479	149,321	109%
Computer Services and License Fees	1,083,400	895,700	187,700	21%	807,076	276,324	34%
Advertising Media and Production	380,100	319,600	60,500	19%	463,294	(83,194)	-18%
Marketing Promotion/Sponsorships	500	13,600	(13,100)	-96%	15,845	(15,345)	-97%
Bldg./Grounds Maintenance	316,200	310,000	6,200	2%	531,774	(215,574)	-41%
Contracted Services	645,400	826,660	(181,260)	-22%	820,661	(175,261)	-21%
Shelter/Signs Maintenance	7,500	2,500	5,000	200%	5,913	1,587	27%
Security Service	569,500	300,000	269,500	90%	259,002	310,498	120%
Bank Fees	60,000	40,000	20,000	50%	88,961	(28,961)	-33%

**Capital Area Transportation Authority
FY 2020 Proposed Operating Budget
Revenue and Expense Analysis**

Description	2020 Budget	2019 Budget	Variance 2020 v 2019	Variance Percent	2018 Actual	Variance 2020 v 2018	Variance Percent
Audit Fees	60,000	60,000	-	0%	99,500	(39,500)	-40%
Legal Fees	150,000	180,000	(30,000)	-17%	273,909	(123,909)	-45%
Fuel and Fluids	2,496,500	3,472,300	(975,800)	-28%	2,063,607	432,893	21%
Tires & Tubes	208,000	241,000	(33,000)	-14%	222,970	(14,970)	-7%
Materials & Supplies -Vehicles	1,550,000	1,665,000	(115,000)	-7%	1,414,894	135,106	10%
Materials & Supplies -Bldg & G	85,500	66,000	19,500	30%	60,382	25,118	42%
Material & Supplies - Shelters	10,000	10,000	-	0%	7,294	2,706	37%
Materials & Supplies -Equip	37,000	25,500	11,500	45%	19,410	17,590	91%
Office Supplies	70,400	76,000	(5,600)	-7%	54,142	16,258	30%
Printing Supplies	120,800	108,130	12,670	12%	124,574	(3,774)	-3%
Program Materials	164,300	25,920	138,380	534%	42,826	121,474	284%
Postage/Shipping	17,700	38,000	(20,300)	-53%	37,029	(19,329)	-52%
Freight Charges-MFS	4,000	6,000	(2,000)	-33%	5,833	(1,833)	-31%
Misc Equipment Office	9,500	10,000	(500)	-5%	11,473	(1,973)	-17%
Tools/Equipment	14,500	10,000	4,500	45%	19,095	(4,595)	-24%
Utilities:Phone	142,000	131,000	11,000	8%	134,695	7,305	5%
Utilities:Electric	380,000	301,000	79,000	26%	311,000	69,000	22%
Utilities:Water/Sewer	105,000	101,000	4,000	4%	97,315	7,685	8%
Utilities:Steam	16,000	14,000	2,000	14%	15,522	478	3%
Utilities:Natural Gas	138,000	125,000	13,000	10%	116,188	21,812	19%
Trash Collection	11,600	11,050	550	5%	9,846	1,754	18%
Insurance - Property and Liability	1,000,000	1,400,000	(400,000)	-29%	1,331,751	(331,751)	-25%
Contracted SpecTran Service	7,866,000	6,494,500	1,371,500	21%	5,538,609	2,327,391	42%
Contracted Rural Service	1,060,000	885,600	174,400	20%	974,750	85,250	9%
Contracted Shopping Bus	-	-	-	0%	30,666	(30,666)	-100%
Dues/Subscriptions	149,150	100,600	48,550	48%	89,643	59,507	66%
Training/Meetings	250,600	152,475	98,125	64%	91,507	159,093	174%
Other Miscellaneous	40,750	22,950	17,800	78%	21,920	18,830	86%
Operating Lease and Rentals	13,500	11,500	2,000	17%	28,300	(14,800)	-52%
Other Ineligible Expenses	125,700	466,100	(340,400)	-73%	44,535	81,165	182%
Grant Reimbursed Operating Expenses	206,888	-	206,888	0%	940,241	(733,353)	-78%
Total FY2020 Operating Budget	53,864,166	50,985,443	2,878,723	6%	48,718,437	5,145,729	11%
Net Change in Financial Position	(2,992,777)	(3,185,443)	192,666	-6%	(794,938)	(2,197,839)	276%

* Net of participant fees

**Capital Area Transportation Authority
FY 2020 Proposed Operating Budget
Departmental Analysis**

Description	2020 Budget	2019 Budget	Variance 2020 v 2019	Variance Percent	2018 Actual	Variance 2020 v 2018	Variance Percent2	References
Board Department (ABRD)								
Professional & Tech. Service	-	-	-	0%	226	(226)	-100%	
Training/Meetings	15,000	8,000	7,000	88%	7,542	7,458	99%	
Other Miscellaneous	-	-	-	0%	356	(356)	-100%	
Other Ineligible Expense	-	-	-	0%	30	(30)	-100%	
Donations-Gifts	-	-	-	0%	375	(375)	-100%	
TOTAL ABRD	15,000	8,000	7,000	88%	8,529	6,471	76%	
Clean Commute Options Department (ACAL)								
Labor Admin-ST	-	43,500	(43,500)	-100%	39,076	(39,076)	-100%	42
Labor Admin-OT	-	870	(870)	-100%	1,047	(1,047)	-100%	42
FICA Payroll Taxes	-	3,394	(3,394)	-100%	-	-	0%	42
State Unemp.Tax-SUTA	-	444	(444)	-100%	-	-	0%	42
Computer License Fees	-	14,000	(14,000)	-100%	14,000	(14,000)	-100%	42
Advertising Media	-	49,750	(49,750)	-100%	47,314	(47,314)	-100%	42
Advertising Production	-	46,750	(46,750)	-100%	41,754	(41,754)	-100%	42
Marketing Promotion/Sponsorshi	-	13,600	(13,600)	-100%	2,375	(2,375)	-100%	42
Contracted Services	-	63,560	(63,560)	-100%	82,288	(82,288)	-100%	42
Printing Supplies	-	6,630	(6,630)	-100%	1,427	(1,427)	-100%	42
Program Materials	-	23,620	(23,620)	-100%	19,126	(19,126)	-100%	42
Postage/Shipping	-	2,000	(2,000)	-100%	1,433	(1,433)	-100%	42
Freight Charges-MFS	-	-	-	0%	24	(24)	-100%	42
Training/Meetings	-	2,500	(2,500)	-100%	-	-	0%	42
Emergency Ride Home	-	-	-	0%	169	(169)	-100%	42
Other Miscellaneous	-	3,000	(3,000)	-100%	-	-	0%	42
Grant Related-Oper.Expenses	206,888	-	206,888	0%	-	206,888	0%	42, 67
TOTAL ACAL	206,888	273,618	(66,730)	-24%	250,033	(43,144)	-17%	
Customer Experience Department (ACSV)								
Labor Admin-ST	454,000	375,400	78,600	21%	269,842	184,158	68%	4, 9
Labor Admin-OT	4,540	3,754	786	21%	2,681	1,859	69%	9
FICA Payroll Taxes	35,078	29,005	6,073	21%	-	35,078	0%	1
State Unemp.Tax-SUTA	4,585	3,792	794	21%	-	4,585	0%	2
Uniforms/Work Clothing	3,000	3,000	-	0%	-	3,000	0%	
Professional & Tech. Service	800	2,600	(1,800)	-69%	340	460	135%	
Customer Relations	500	-	500	0%	-	500	0%	
Security Service	407,300	300,000	107,300	36%	258,967	148,333	57%	31
Community Policing	162,200	-	162,200	0%	-	162,200	0%	8
Office Supplies	5,400	-	5,400	0%	2,755	2,645	96%	
Printing Supplies	500	500	-	0%	-	500	0%	
Misc Equipment Office	2,000	-	2,000	0%	-	2,000	0%	5
Training/Meetings	20,000	27,200	(7,200)	-26%	134	19,866	14825%	32, 59

**Capital Area Transportation Authority
FY 2020 Proposed Operating Budget
Departmental Analysis**

Description	2020 Budget	2019 Budget	Variance 2020 v 2019	Variance Percent	2018 Actual	Variance 2020 v 2018	Variance Percent2	References
Other Miscellaneous	10,000	16,200	(6,200)	-38%	9,048	952	11%	6
Other Ineligible Expense	-	-	-	0%	156	(156)	-100%	
TOTAL ACSV	1,109,904	761,451	348,453	46%	543,923	565,980	104%	
Executive Department (AEXO)								
Labor Admin-ST	445,500	400,000	45,500	11%	394,060	51,440	13%	9, 40
FICA Payroll Taxes	34,081	30,600	3,481	11%	-	34,081	0%	1
State Unemp.Tax-SUTA	4,455	4,000	455	11%	-	4,455	0%	2
Other Fringe Benefits	-	-	-	0%	2,758	(2,758)	-100%	
Professional & Tech. Service	200,000	10,000	190,000	1900%	31,258	168,742	540%	13
Legal Fees	150,000	180,000	(30,000)	-17%	-	150,000	0%	53
Office Supplies	1,000	800	200	25%	1,507	(507)	-34%	12
Postage/Shipping	500	-	500	0%	817	(317)	-39%	
Freight Charges-MFS	-	-	-	0%	64	(64)	-100%	
Misc Equipment	500	-	500	0%	215	285	133%	
Dues/Subscriptions	95,000	96,400	(1,400)	-1%	1,699	93,301	5492%	55
Training/Meetings	40,000	17,900	22,100	123%	23,995	16,005	67%	52, 59
Other Miscellaneous	10,000	500	9,500	1900%	713	9,287	1303%	54
Grant Related-Oper.Expenses	-	-	-	0%	497,064	(497,064)	-100%	67
Other Ineligible Expenses	4,000	4,200	(200)	-5%	2,424	1,576	65%	
Ineligible Donations-Gifts	1,500	-	1,500	0%	3,024	(1,524)	-50%	
TOTAL AEXO	986,536	744,400	242,136	33%	959,598	26,938	3%	
Finance Department (AFIN)								
Labor Admin-ST	434,000	420,000	14,000	3%	376,936	57,064	15%	9
Labor Admin-OT	4,340	4,200	140	3%	6,395	(2,055)	-32%	9
FICA Payroll Taxes	33,533	32,451	1,082	3%	-	33,533	0%	1
State Unemp.Tax-SUTA	4,383	4,242	141	3%	-	4,383	0%	2
Professional & Tech. Service	55,000	55,000	-	0%	62,919	(7,919)	-13%	15
Computer License Fees	-	-	-	0%	1,416	(1,416)	-100%	
Contracted Services	25,000	20,000	5,000	25%	-	25,000	0%	16
Bank Fees	60,000	40,000	20,000	50%	-	60,000	0%	
Audit Fees	60,000	60,000	-	0%	-	60,000	0%	17
Other Professional Services	-	-	-	0%	13,310	(13,310)	-100%	28
Office Supplies	1,000	5,000	(4,000)	-80%	6,153	(5,153)	-84%	
Postage/Shipping	-	-	-	0%	24	(24)	-100%	
Freight Charges-MFS	-	-	-	0%	230	(230)	-100%	
Dues/Subscriptions	1,000	1,000	-	0%	1,249	(249)	-20%	
Training/Meetings	10,000	10,000	-	0%	5,038	4,962	98%	59
Other Miscellaneous	1,000	1,000	-	0%	453	547	121%	
TOTAL AFIN	689,256	652,893	36,363	6%	474,124	215,133	45%	

**Capital Area Transportation Authority
FY 2020 Proposed Operating Budget
Departmental Analysis**

Description	2020 Budget	2019 Budget	Variance 2020 v 2019	Variance Percent	2018 Actual	Variance 2020 v 2018	Variance Percent2	References
Human Resources Department (AHMR)								
Labor Admin-ST	263,000	248,500	14,500	6%	160,131	102,869	64.24%	9
Labor Admin-OT	-	2,485	(2,485)	-100%	4,237	(4,237)	-100.00%	9
FICA Payroll Taxes	20,120	19,200	919	5%	-	20,120	0.00%	1
State Unemp.Tax-SUTA	2,630	2,510	120	5%	-	2,630	0.00%	2
Drug Testing and TPA Expense	-	-	-	0%	2,367	(2,367)	-100.00%	10
Professional & Tech. Service	-	-	-	0%	677	(677)	-100.00%	
Advertising Media	5,000	15,000	(10,000)	-67%	10,057	(5,057)	-50.28%	14
Temporary Help	-	50,000	(50,000)	-100%	344,774	(344,774)	-100.00%	7
Contracted Services	40,000	100,000	(60,000)	-60%	168,122	(128,122)	-76.21%	50
Office Supplies	1,000	5,000	(4,000)	-80%	844	156	18.54%	
Printing Supplies	-	-	-	0%	7	(7)	-100.00%	
Postage/Shipping	200	200	-	0%	194	6	3.29%	
Taxes	-	-	-	0%	846	(846)	-100.00%	
Dues/Subscriptions	1,000	1,300	(300)	-23%	209	791	378.47%	
Training/Meetings	8,000	7,500	500	7%	2,674	5,326	199.22%	59
Other Miscellaneous	-	-	-	0%	94	(94)	-100.00%	
Other Ineligible Expense	-	2,000	(2,000)	-100%	5,104	(5,104)	-100.00%	
Ineligible Donations-Gifts	5,000	7,000	(2,000)	-29%	42	4,958	11818.95%	
TOTAL AHMR	345,950	460,695	(114,746)	-25%	700,376	(354,427)	-51%	
Information Technology Services Department (AITS)								
Labor Admin-ST	326,200	310,000	16,200	5%	237,008	89,192	37.63%	9
Labor Admin-OT	3,262	3,100	162	5%	242	3,020	1248.88%	9
FICA Payroll Taxes	25,204	23,952	1,252	5%	-	25,204	0.00%	1
State Unemp.Tax-SUTA	3,295	3,131	164	5%	-	3,295	0.00%	2
Professional & Tech. Service	-	-	-	0%	481	(481)	-100.00%	
Computer Services	50,000	4,800	45,200	942%	40,339	9,661	23.95%	19
Computer License Fees	1,031,000	876,900	154,100	18%	749,668	281,332	37.53%	
Contracted Services	5,000	-	5,000	0%	2,166	2,834	130.86%	
Materials & Supplies -Equip	13,000	-	13,000	0%	3,696	9,304	251.77%	
Office Supplies	12,000	8,000	4,000	50%	4,241	7,759	182.93%	
Postage/Shipping	-	-	-	0%	24	(24)	-100.00%	
Freight Charges-MFS	-	-	-	0%	132	(132)	-100.00%	
Dues/Subscriptions	-	-	-	0%	360	(360)	-100.00%	
Training/Meetings	8,000	6,500	1,500	23%	16,547	(8,547)	-51.65%	59
Other Miscellaneous	10,000	-	10,000	0%	15,089	(5,089)	-33.73%	
Grant Related-Oper.Expenses	-	-	-	0%	143,350	(143,350)	-100.00%	67
TOTAL AITS	1,486,960	1,236,383	250,577	20%	1,213,342	273,618	23%	
Marketing Department (AMKT)								
Labor Admin-ST	401,000	319,000	82,000	26%	268,461	132,539	49.37%	9

**Capital Area Transportation Authority
FY 2020 Proposed Operating Budget
Departmental Analysis**

Description	2020 Budget	2019 Budget	Variance 2020 v 2019	Variance Percent	2018 Actual	Variance 2020 v 2018	Variance Percent2	References
Labor Admin-OT	8,020	3,190	4,830	151%	2,038	5,982	293.56%	9
FICA Payroll Taxes	31,290	24,648	6,642	27%	-	31,290	0.00%	1
State Unemp.Tax-SUTA	4,090	3,222	868	27%	-	4,090	0.00%	2
Computer License Fees	2,400	-	2,400	0%	1,600	800	50.00%	
Advertising Media	139,600	30,000	109,600	365%	160,392	(20,792)	-12.96%	56
Advertising Production	227,000	169,600	57,400	34%	200,077	26,923	13.46%	56
Marketing Promotion/Sponsorshi	-	-	-	0%	13,470	(13,470)	-100.00%	57
Contracted Services	139,900	67,100	72,800	108%	136,277	3,623	2.66%	56
Office Supplies	18,000	24,700	(6,700)	-27%	11,237	6,763	60.19%	
Printing Supplies	118,300	99,000	19,300	19%	121,697	(3,397)	-2.79%	56
Program Materials	164,300	2,300	162,000	7043%	23,700	140,600	593.25%	56
Postage/Shipping	10,000	23,600	(13,600)	-58%	23,497	(13,497)	-57.44%	
Freight Charges-MFS	-	-	-	0%	507	(507)	-100.00%	
Dues/Subscriptions	50,600	600	50,000	8333%	6,735	43,865	651.25%	51
Training/Meetings	9,600	9,975	(375)	-4%	10,158	(558)	-5.49%	59
Other Miscellaneous	-	-	-	0%	5,797	(5,797)	-100.00%	
Grant Related-Oper.Expenses	-	-	-	0%	12,592	(12,592)	-100.00%	67
Other Ineligible Expense	80,200	435,400	(355,200)	-82%	10,300	69,900	678.63%	57
Ineligible Donations-Gifts	5,000	7,500	(2,500)	-33%	7,037	(2,037)	-28.95%	57
TOTAL AMKT	1,409,300	1,219,834	189,466	16%	1,015,573	393,727	39%	
Planning and Development Department (APLN)								
Labor Admin-ST-Grant Admin	86,800	65,000	21,800	34%	60,577	26,223	43.29%	9, 20, 27
Labor Admin-ST-Planning	213,100	190,500	22,600	12%	142,475	70,625	49.57%	9, 20
Labor Admin-ST-Service Planning	72,200	67,000	5,200	8%	65,577	6,623	10.10%	9, 20
FICA Payroll Taxes	6,640	4,973	1,668	34%	-	6,640	0.00%	1
FICA Payroll Taxes	16,302	14,573	1,729	12%	-	16,302	0.00%	1
FICA Payroll Taxes	5,523	5,126	398	8%	-	5,523	0.00%	1
State Unemp.Tax-SUTA	868	650	218	34%	-	868	0.00%	2
State Unemp.Tax-SUTA	2,131	1,905	226	12%	-	2,131	0.00%	2
State Unemp.Tax-SUTA	722	670	52	8%	-	722	0.00%	2
Professional & Tech. Service	-	500	(500)	-100%	100	(100)	-100.00%	
Advertising Media	7,500	7,500	-	0%	3,126	4,374	139.96%	
Temporary Help	10,500	9,800	700	7%	-	10,500	0.00%	58
Office Supplies	-	250	(250)	-100%	-	-	0.00%	
Office Supplies	500	100	400	400%	-	500	0.00%	
Office Supplies	-	150	(150)	-100%	121	(121)	-100.00%	
Postage/Shipping	-	-	-	0%	34	(34)	-100.00%	
Postage/Shipping	-	-	-	0%	7	(7)	-100.00%	
Freight Charges-MFS	-	-	-	0%	8	(8)	-100.00%	
Dues/Subscriptions	600	600	-	0%	21,307	(20,707)	-97.18%	21
Training/Meetings	-	1,500	(1,500)	-100%	377	(377)	-100.00%	59
Training/Meetings	15,000	5,000	10,000	200%	76	14,924	19636.84%	59

**Capital Area Transportation Authority
FY 2020 Proposed Operating Budget
Departmental Analysis**

Description	2020 Budget	2019 Budget	Variance 2020 v 2019	Variance Percent	2018 Actual	Variance 2020 v 2018	Variance Percent2	References
Training/Meetings	-	2,500	(2,500)	-100%	1,486	(1,486)	-100.00%	59
Other Miscellaneous	500	-	500	0%	527	(27)	-5.17%	
Grant Related-Oper.Expenses	-	-	-	0%	15,072	(15,072)	-100.00%	67
TOTAL APLN	438,887	378,296	60,590	16%	310,870	128,017	41%	
Purchasing and Contracts Department (APRC)								
Labor Admin-ST	115,000	130,000	(15,000)	-12%	94,973	20,027	21.09%	9
Labor Admin-OT	1,150	2,600	(1,450)	-56%	863	287	33.23%	9
FICA Payroll Taxes	8,885	10,144	(1,258)	-12%	-	8,885	0.00%	1
State Unemp.Tax-SUTA	1,162	1,326	(165)	-12%	-	1,162	0.00%	2
Advertising Media	1,000	1,000	-	0%	575	425	73.91%	
Office Supplies	500	1,000	(500)	-50%	882	(382)	-43.28%	
Postage/Shipping	-	200	(200)	-100%	830	(830)	-100.00%	
Veh.License/Regist.Fees	-	-	-	0%	15	(15)	-100.00%	
Dues/Subscriptions	200	200	-	0%	180	20	11.11%	
Training/Meetings	5,000	6,000	(1,000)	-17%	458	4,542	992.47%	59
TOTAL APRC	132,897	152,470	(19,573)	-13%	98,776	34,121	35%	
Safety and Training Department (ASFT)								
Labor Admin-ST	84,300	80,000	4,300	5%	68,219	16,081	23.57%	9, 22
FICA Payroll Taxes	6,449	6,273	176	3%	-	6,449	0.00%	1
State Unemp.Tax-SUTA	843	820	23	3%	-	843	0.00%	2
Professional & Tech. Service	-	-	-	0%	443	(443)	-100.00%	
Legal Fees	-	-	-	0%	698	(698)	-100.00%	
Contracted Services	-	-	-	0%	3,375	(3,375)	-100.00%	
Security Service	-	-	-	0%	35	(35)	-100.00%	
Materials & Supplies -Equip	-	-	-	0%	140	(140)	-100.00%	
Office Supplies	-	2,000	(2,000)	-100%	542	(542)	-100.00%	
Dues/Subscriptions	250	-	250	0%	-	250	0.00%	
Training/Meetings	2,000	10,000	(8,000)	-80%	300	1,700	566.67%	59
Other Miscellaneous	1,000	-	1,000	0%	-	1,000	0.00%	
TOTAL ASFT	94,842	99,093	(4,251)	-4%	73,751	21,091	29%	
Facilities and Grounds Department - CTC Facility (MCTC)								
Bldg./Grounds Maintenance	50,000	46,500	3,500	8%	100,724	(50,724)	-50.36%	23
Janitorial/Cleaning	98,000	96,500	1,500	2%	94,757	3,243	3.42%	24
Contracted Services	38,000	43,000	(5,000)	-12%	-	38,000	0.00%	25
Materials & Supplies -Bldg & G	4,500	3,000	1,500	50%	2,073	2,427	117.03%	
Janitorial Supplies	16,000	15,000	1,000	7%	15,668	332	2.12%	
First Aid Supplies	-	-	-	0%	100	(100)	-100.00%	
Misc Office Equipment	2,000	-	2,000	0%	-	2,000	0.00%	
Utilities:Phone	13,000	13,000	-	0%	12,424	576	4.64%	

**Capital Area Transportation Authority
FY 2020 Proposed Operating Budget
Departmental Analysis**

Description	2020 Budget	2019 Budget	Variance 2020 v 2019	Variance Percent	2018 Actual	Variance 2020 v 2018	Variance Percent2	References
Utilities:Electric	40,000	36,000	4,000	11%	40,625	(625)	-1.54%	
Utilities:Water/Sewer	12,000	11,000	1,000	9%	10,918	1,083	9.92%	
Utilities:Steam Power	16,000	14,000	2,000	14%	15,522	478	3.08%	
Utilities:Natural Gas	9,000	7,000	2,000	29%	5,798	3,202	55.23%	
Trash Collection	2,000	1,750	250	14%	1,920	80	4.17%	
TOTAL MCTC	300,500	286,750	13,750	5%	300,529	(29)	0%	
Facilities and Grounds Department (MFAC)								
Labor Admin-ST	263,000	280,000	(17,000)	-6%	253,965	9,035	3.56%	9
Labor Admin-OT	7,890	2,800	5,090	182%	9,446	(1,556)	-16.47%	9
FICA Payroll Taxes	20,723	21,634	(911)	-4%	-	20,723	0.00%	1
State Unemp.Tax-SUTA	2,709	2,828	(119)	-4%	-	2,709	0.00%	2
Uniforms/Work Clothing	1,500	1,500	-	0%	2,855	(1,355)	-47.46%	
Bldg./Grounds Maintenance	78,200	77,000	1,200	2%	243,510	(165,310)	-67.89%	23
Janitorial/Cleaning	4,500	4,500	-	0%	4,902	(402)	-8.20%	24
Contracted Services	190,000	199,500	(9,500)	-5%	39,529	150,471	380.66%	25
Shelter/Signs Maintenance	7,500	2,500	5,000	200%	5,913	1,587	26.84%	
Materials & Supplies -Bldg & G	40,500	25,000	15,500	62%	18,152	22,348	123.12%	
Material & Supplies - Shelters	10,000	10,000	-	0%	7,294	2,706	37.10%	
Environmental Requisites	1,500	-	1,500	0%	224	1,276	569.64%	
Janitorial Supplies	20,000	20,000	-	0%	22,730	(2,730)	-12.01%	
Materials & Supplies -Equip	22,000	22,000	-	0%	15,574	6,426	41.26%	
Office Supplies	-	-	-	0%	1,086	(1,086)	-100.00%	
First Aid Supplies	-	-	-	0%	79	(79)	-100.00%	
Postage/Shipping	-	-	-	0%	82	(82)	-100.00%	
Freight Charges-MFS	-	-	-	0%	15	(15)	-100.00%	
Tools/Equipment	2,500	-	2,500	0%	2,750	(250)	-9.09%	
Utilities:Phone	35,000	34,000	1,000	3%	-	35,000	0.00%	
Utilities:Electric	320,000	245,000	75,000	31%	-	320,000	0.00%	43
Utilities:Water/Sewer	93,000	90,000	3,000	3%	-	93,000	0.00%	
Utilities:Natural Gas	125,000	115,000	10,000	9%	-	125,000	0.00%	
Trash Collection	8,900	8,600	300	3%	7,326	1,574	21.49%	
Dues/Subscriptions	-	-	-	0%	15	(15)	-100.00%	
Training/Meetings	2,500	500	2,000	400%	283	2,218	784.96%	59
Other Miscellaneous	1,000	-	1,000	0%	876	124	14.13%	
Other Ineligible Expense	-	-	-	0%	895	(895)	-100.00%	
TOTAL MFAC	1,257,922	1,162,362	95,560	8%	637,501	620,421	97%	
Maintenance Department - Fixed Route Administration (MFRA)								
Labor-Mechanics Helper-ST	-	-	-	0%	1,830	(1,830)	-100.00%	3
Labor- Mechanics-ST	32,000	51,700	(19,700)	-38%	14,325	17,675	123.38%	3, 60
Labor-Maint. Utility-ST	10,000	34,100	(24,100)	-71%	7,101	2,899	40.83%	3, 60
Labor-Mech. Helper-OT	-	-	-	0%	692	(692)	-100.00%	3

Capital Area Transportation Authority
FY 2020 Proposed Operating Budget
Departmental Analysis

Description	2020 Budget	2019 Budget	Variance 2020 v 2019	Variance Percent	2018 Actual	Variance 2020 v 2018	Variance Percent2	References
Labor- Mechanics-OT	-	-	-	0%	3,711	(3,711)	-100.00%	3
Labor-Maint. Utility-OT	-	-	-	0%	978	(978)	-100.00%	3
Labor-Mech. Helper-DT	-	-	-	0%	80	(80)	-100.00%	3
Labor- Mechanics-DT	-	-	-	0%	1,209	(1,209)	-100.00%	3
Labor-Maint. Utility-DT	-	-	-	0%	544	(544)	-100.00%	3
Labor Admin-ST	575,700	520,000	55,700	11%	473,970	101,730	21.46%	9
Labor Admin-OT	-	2,600	(2,600)	-100%	4,205	(4,205)	-100.00%	9
FICA Payroll Taxes	47,254	46,543	711	2%	-	47,254	0.00%	1
State Unemp.Tax-SUTA	6,177	6,084	93	2%	-	6,177	0.00%	2
Contracted Services	37,000	28,000	9,000	32%	32,563	4,437	13.63%	48
Diesel Fuel/Gasoline	50,000	100,000	(50,000)	-50%	53,286	(3,286)	-6.17%	61
Grease/Oil	6,500	5,500	1,000	18%	5,301	1,199	22.62%	
Tires & Tubes	6,000	10,000	(4,000)	-40%	1,056	4,944	468.34%	45
Materials & Supplies -Vehicles	200,000	150,000	50,000	33%	191,900	8,100	4.22%	62
Materials & Supplies -Equip	1,000	1,000	-	0%	-	1,000	0.00%	
Office Supplies	2,000	1,000	1,000	100%	1,119	881	78.75%	
Postage/Shipping	-	-	-	0%	19	(19)	-100.00%	
Freight Charges-MFS	-	-	-	0%	54	(54)	-100.00%	
Tools/Equipment	12,000	10,000	2,000	20%	12,039	(39)	-0.32%	
Veh.License/Regist.Fees	2,000	-	2,000	0%	195	1,805	925.64%	
Dues/Subscriptions	500	500	-	0%	-	500	0.00%	
Training/Meetings	21,000	21,000	-	0%	16,333	4,667	28.57%	59
TOTAL MFRA	1,009,131	988,027	21,104	2%	822,508	186,623	23%	
Maintenance Department - Fixed Route Service (MFRS)								
Labor-Mechanics Helper-ST	-	-	-	0%	86,494	(86,494)	-100.00%	3
Labor- Mechanics-ST	1,450,000	1,008,600	441,400	44%	682,775	767,225	112.37%	3, 60
Labor-Maint. Utility-ST	600,000	665,300	(65,300)	-10%	328,815	271,185	82.47%	3, 60
Labor-Mech. Helper-OT	-	-	-	0%	32,966	(32,966)	-100.00%	3
Labor- Mechanics-OT	-	-	-	0%	202,873	(202,873)	-100.00%	3
Labor-Maint. Utility-OT	-	-	-	0%	45,753	(45,753)	-100.00%	3
Labor-Mech. Helper-DT	-	-	-	0%	5,582	(5,582)	-100.00%	3
Labor- Mechanics-DT	-	-	-	0%	62,675	(62,675)	-100.00%	3
Labor-Maint. Utility-DT	-	-	-	0%	26,310	(26,310)	-100.00%	3
FICA Payroll Taxes	156,825	128,053	28,772	22%	-	156,825	0.00%	1
State Unemp.Tax-SUTA	20,500	16,739	3,761	22%	-	20,500	0.00%	2
Uniforms/Work Clothing	40,000	50,000	(10,000)	-20%	22,397	17,603	78.60%	
Computer Services	-	-	-	0%	53	(53)	-100.00%	
Janitorial/Cleaning	-	-	-	0%	35	(35)	-100.00%	
Contracted Services	150,000	275,000	(125,000)	-45%	261,251	(111,251)	-42.58%	47
Diesel Fuel/Gasoline	2,000,000	2,800,000	(800,000)	-29%	1,612,217	387,783	24.05%	61
Grease/Oil	120,000	120,000	-	0%	92,179	27,821	30.18%	
Tires & Tubes	190,000	210,000	(20,000)	-10%	198,332	(8,332)	-4.20%	45

**Capital Area Transportation Authority
FY 2020 Proposed Operating Budget
Departmental Analysis**

Description	2020 Budget	2019 Budget	Variance 2020 v 2019	Variance Percent	2018 Actual	Variance 2020 v 2018	Variance Percent2	References
Materials & Supplies -Vehicles	1,250,000	1,350,000	(100,000)	-7%	1,059,687	190,313	17.96%	62
Office Supplies	-	-	-	0%	191	(191)	-100.00%	
Postage/Shipping	-	-	-	0%	85	(85)	-100.00%	
Freight Charges-MFS	4,000	6,000	(2,000)	-33%	4,773	(773)	-16.19%	
Tools/Equipment	-	-	-	0%	4,306	(4,306)	-100.00%	
Other Miscellaneous	-	-	-	0%	147	(147)	-100.00%	
Operating Lease and Rentals	5,000	5,000	-	0%	3,676	1,324	36.03%	
Grant Related-Oper.Expenses	-	-	-	0%	184,355	(184,355)	-100.00%	67
TOTAL MFRS	5,986,325	6,634,692	(648,367)	-10%	4,917,927	1,068,398	22%	
Facilities and Grounds - MMG Facility (MMMS)								
Labor Admin-ST	-	-	-	0%	33,649	(33,649)	-100.00%	4
Labor Admin-OT	-	-	-	0%	1,496	(1,496)	-100.00%	4
Bldg./Grounds Maintenance	62,500	62,500	-	0%	71,546	(9,046)	-12.64%	23
Janitorial/Cleaning	23,000	23,000	-	0%	16,300	6,700	41.10%	24
Contracted Services	10,500	10,500	-	0%	9,064	1,436	15.84%	25
Materials & Supplies -Bldg & G	2,500	2,500	-	0%	593	1,907	321.27%	
Janitorial Supplies	2,000	500	1,500	300%	1,161	839	72.32%	
Utilities:Phone	9,000	9,000	-	0%	8,567	434	5.06%	
Utilities:Electric	20,000	20,000	-	0%	19,940	60	0.30%	
Utilities:Natural Gas	4,000	3,000	1,000	33%	2,594	1,406	54.17%	
Trash Collection	700	700	-	0%	600	100	16.67%	
TOTAL MMMS	134,200	131,700	2,500	2%	165,511	(31,311)	-19%	
Maintenance Department - Paratransit Service (MPTS)								
Labor-Mechanics Helper-ST	-	-	-	0%	18,284	(18,284)	-100.00%	3
Labor- Mechanics-ST	202,000	232,700	(30,700)	-13%	142,377	59,623	41.88%	3, 60
Labor-Maint. Utility-ST	100,000	153,500	(53,500)	-35%	68,727	31,273	45.50%	3, 60
Labor-Mech. Helper-OT	-	-	-	0%	6,959	(6,959)	-100.00%	3
Labor- Mechanics-OT	-	-	-	0%	42,772	(42,772)	-100.00%	3
Labor-Maint. Utility-OT	-	-	-	0%	9,339	(9,339)	-100.00%	3
Labor-Mech. Helper-DT	-	-	-	0%	1,364	(1,364)	-100.00%	3
Labor- Mechanics-DT	-	-	-	0%	13,317	(13,317)	-100.00%	3
Labor-Maint. Utility-DT	-	-	-	0%	5,553	(5,553)	-100.00%	3
FICA Payroll Taxes	23,103	29,544	(6,441)	-22%	-	23,103	0.00%	1
State Unemp.Tax-SUTA	3,020	3,862	(842)	-22%	-	3,020	0.00%	2
Contracted Services	10,000	20,000	(10,000)	-50%	22,193	(12,193)	-54.94%	
Contracted Services - CRS	-	-	-	0%	25,890	(25,890)	-100.00%	44
Diesel Fuel/Gasoline	300,000	431,800	(131,800)	-31%	285,586	14,414	5.05%	61
Grease/Oil	20,000	15,000	5,000	33%	15,038	4,962	33.00%	
Tires & Tubes	12,000	21,000	(9,000)	-43%	23,582	(11,582)	-49.11%	45
Materials & Supplies -Vehicles	100,000	165,000	(65,000)	-39%	163,215	(63,215)	-38.73%	62
Office Supplies	-	-	-	0%	34	(34)	-100.00%	

**Capital Area Transportation Authority
FY 2020 Proposed Operating Budget
Departmental Analysis**

Description	2020 Budget	2019 Budget	Variance 2020 v 2019	Variance Percent	2018 Actual	Variance 2020 v 2018	Variance Percent2	References
Freight Charges-MFS	-	-	-	0%	8	(8)	-100.00%	
Grant Related-Oper.Expenses	-	-	-	0%	40,861	(40,861)	-100.00%	67
TOTAL MPTS	770,123	1,072,406	(302,283)	-28%	885,099	(114,976)	-13%	
Operations Department - Fixed Route Administration (OFRA)								
Labor Admin-ST	913,000	850,000	63,000	7%	829,285	83,715	10.09%	9
Labor Admin-OT (per diem)	50,000	17,000	33,000	194%	64	49,936	78171.76%	9
FICA Payroll Taxes	73,670	66,326	7,344	11%	-	73,670	0.00%	1
State Unemp.Tax-SUTA	9,630	8,670	960	11%	-	9,630	0.00%	2
Contracted Services	-	-	-	0%	7,830	(7,830)	-100.00%	
Office Supplies	2,000	2,000	-	0%	2,144	(144)	-6.72%	
Printing Supplies	2,000	2,000	-	0%	448	1,552	346.40%	
Freight Charges-MFS	-	-	-	0%	18	(18)	-100.00%	
Misc Equipment	-	-	-	0%	1,471	(1,471)	-100.00%	
Insurance Settlements/Recoveri	-	-	-	0%	806	(806)	-100.00%	
Veh.License/Regist.Fees	-	-	-	0%	76	(76)	-100.00%	
Training/Meetings	13,000	14,900	(1,900)	-13%	5,999	7,001	116.72%	59
Other Miscellaneous	-	-	-	0%	162	(162)	-100.00%	
Other Ineligible Expense	-	-	-	0%	60	(60)	-100.00%	
TOTAL OFRA	1,063,300	960,896	102,404	11%	848,362	214,937	25%	
Operations Department - Fixed Route Service (OFRS)								
Labor-Operators-ST	11,328,500	9,097,700	2,230,800	25%	6,966,609	4,361,891	62.61%	3
Labor-Operators Training-ST	-	176,700	(176,700)	-100%	107,390	(107,390)	-100.00%	3
Labor-Protection-ST	-	1,263,900	(1,263,900)	-100%	752,965	(752,965)	-100.00%	3
Labor-Operators-OT	-	-	-	0%	1,832,334	(1,832,334)	-100.00%	3
Labor-Operators Training-OT	-	-	-	0%	13,595	(13,595)	-100.00%	3
Labor-Protection-OT	-	-	-	0%	343,861	(343,861)	-100.00%	3
Labor-Operators-DT	-	-	-	0%	147,962	(147,962)	-100.00%	3
Labor-Protection-DT	-	-	-	0%	150,340	(150,340)	-100.00%	3
FICA Payroll Taxes	866,630	806,180	60,450	7%	-	866,630	0.00%	1
State Unemp.Tax-SUTA	113,285	105,383	7,902	7%	-	113,285	0.00%	2
Uniforms/Work Clothing	75,000	68,000	7,000	10%	91,664	(16,664)	-18.18%	
Materials & Supplies -Vehicles	-	-	-	0%	25	(25)	-100.00%	
Office Supplies	-	-	-	0%	983	(983)	-100.00%	
Printing Supplies	-	-	-	0%	996	(996)	-100.00%	
Training/Meetings	80,000	-	80,000	0%	1,514	78,486	5182.31%	59
Other Miscellaneous	-	-	-	0%	1,156	(1,156)	-100.00%	
TOTAL OFRS	12,463,415	11,517,863	945,552	8%	10,411,394	2,052,021	20%	
Operations Department - Paratransit Administration (OPTA)								
Labor Admin-ST	625,000	575,000	50,000	9%	573,369	51,631	9.00%	9

Capital Area Transportation Authority
FY 2020 Proposed Operating Budget
Departmental Analysis

Description	2020 Budget	2019 Budget	Variance 2020 v 2019	Variance Percent	2018 Actual	Variance 2020 v 2018	Variance Percent2	References
Labor Admin-OT	-	17,250	(17,250)	-100%	24,145	(24,145)	-100.00%	9
FICA Payroll Taxes	47,813	45,307	2,505	6%	-	47,813	0.00%	1
State Unemp.Tax-SUTA	6,250	5,923	328	6%	-	6,250	0.00%	2
Uniforms/Work Clothing	-	-	-	0%	(126)	126	-100.00%	
Professional & Tech. Service	30,000	26,000	4,000	15%	26,224	3,777	14.40%	29
Materials & Supplies -Equip	1,000	2,500	(1,500)	-60%	-	1,000	0.00%	
Office Supplies	1,000	1,000	-	0%	1,054	(54)	-5.15%	
Veh.License/Regist.Fees	-	-	-	0%	15	(15)	-100.00%	
Training/Meetings	1,500	1,500	-	0%	(1,405)	2,905	-206.74%	
Other Miscellaneous	250	250	-	0%	126	124	98.04%	
Operating Lease and Rentals	6,500	6,500	-	0%	6,000	500	8.33%	30
Grant Related-Oper.Expenses	-	-	-	0%	8,663	(8,663)	-100.00%	67
Other Ineligible Expense	-	-	-	0%	303	(303)	-100.00%	
TOTAL OPTA	719,313	681,230	38,083	6%	638,367	80,945	13%	
Operations Department - Paratransit Service (OPTS)								
Labor-Operators-ST	2,295,000	2,055,300	239,700	12%	1,641,740	653,260	39.79%	3
Labor-Operators Training-ST	-	-	-	0%	130	(130)	-100.00%	3
Labor-Operators-OT	-	-	-	0%	176,888	(176,888)	-100.00%	3
Labor-Operators Training-OT	-	-	-	0%	14	(14)	-100.00%	3
Labor-Operators-DT	-	-	-	0%	38,391	(38,391)	-100.00%	3
FICA Payroll Taxes	175,568	157,230	18,337	12%	-	175,568	0.00%	1
State Unemp.Tax-SUTA	22,950	20,553	2,397	12%	-	22,950	0.00%	2
Uniforms/Work Clothing	3,000	-	3,000	0%	-	3,000	0.00%	
Contracted Services	-	-	-	0%	13,169	(13,169)	-100.00%	
Materials & Supplies -Vehicles	-	-	-	0%	66	(66)	-100.00%	
Contracted SpecTran Service	7,866,000	6,494,500	1,371,500	21%	5,538,609	2,327,391	42.02%	63
Contracted Rural Service	1,060,000	885,600	174,400	20%	974,750	85,250	8.75%	64
Contracted Shopping Bus	-	-	-	0%	30,666	(30,666)	-100.00%	
Other Miscellaneous	-	-	-	0%	18,073	(18,073)	-100.00%	
Grant Related-Oper.Expenses	-	-	-	0%	300	(300)	-100.00%	67
TOTAL OPTS	11,422,518	9,613,183	1,809,334	19%	8,432,795	2,989,722	35%	
Unallocated Fringe Benefits (UAFB)								
FICA Payroll Taxes	-	-	-	0%	1,539,666	(1,539,666)	-100.00%	1
State Unemp.Tax-SUTA	-	-	-	0%	98,593	(98,593)	-100.00%	2
Pension Plan	1,554,000	1,480,000	74,000	5%	337,654	1,216,346	360.23%	65
Hosp.,Med.,Surg.Insurance Plan	5,000,000	4,459,000	541,000	12%	4,102,777	897,224	21.87%	66
Active Employ Par Fee Contra	(930,000)	(870,000)	(60,000)	7%	-	(930,000)	0.00%	
Retiree Medical	1,423,000	1,329,600	93,400	7%	983,600	439,400	44.67%	66
Retiree Par Fee Contra	(175,000)	-	(175,000)	0%	-	(175,000)	0.00%	
Other Post Employment Expense	685,000	620,500	64,500	10%	1,898,913	(1,213,913)	-63.93%	46
Drug Testing and TPA Expense	150,000	154,000	(4,000)	-3%	51,628	98,372	190.54%	

Capital Area Transportation Authority
FY 2020 Proposed Operating Budget
Departmental Analysis

Description	2020 Budget	2019 Budget	Variance 2020 v 2019	Variance Percent	2018 Actual	Variance 2020 v 2018	Variance Percent2	References
Dental Insurance Plan	190,000	231,200	(41,200)	-18%	222,251	(32,251)	-14.51%	
Life Insurance	90,000	86,500	3,500	4%	94,858	(4,858)	-5.12%	
Retiree Life Insurance	13,500	13,000	500	4%	22,953	(9,453)	-41.18%	
Short-Term Disability Ins.	200,000	250,000	(50,000)	-20%	201,068	(1,068)	-0.53%	33
Long-Term Disability Ins.	40,000	50,000	(10,000)	-20%	43,175	(3,175)	-7.35%	33
Worker's Comp. Insurance	200,000	250,000	(50,000)	-20%	607,331	(407,331)	-67.07%	33
Employee Assistance Program	8,500	7,800	700	9%	8,256	244	2.96%	
Holiday Pay:National	565,000	550,000	15,000	3%	495,733	69,267	13.97%	
Holiday Pay:Floaters	-	-	-	0%	280,822	(280,822)	-100.00%	
Vacation Pay	1,000,000	1,170,000	(170,000)	-15%	960,318	39,682	4.13%	
Other Paid Absence	70,000	70,000	-	0%	59,427	10,573	17.79%	
Attendance Incentive Pay	510,000	495,600	14,400	3%	409,452	100,548	24.56%	
Other Fringe Benefits - Wages	-	20,000	(20,000)	-100%	15,196	(15,196)	-100.00%	
Other Fringe Benefits	52,000	32,000	20,000	63%	68,471	(16,471)	-24.06%	
Uniforms/Work Clothing	-	-	-	0%	378	(378)	-100.00%	
Tool Allowance	16,500	16,000	500	3%	11,555	4,945	42.79%	
Contracted Services	-	-	-	0%	440	(440)	-100.00%	
Office Supplies	-	-	-	0%	30	(30)	-100.00%	
Other Ineligible Expense	20,000	-	20,000	0%	284	19,716	6937.55%	57
TOTAL UAFB	10,682,500	10,415,200	267,300	3%	12,514,827	(1,832,327)	-15%	
Unallocated Other Expenses (UAOE)								
Professional & Tech. Service	-	-	-	0%	501	(501)	-100.00%	
Legal Fees	-	-	-	0%	273,211	(273,211)	-100.00%	41
Temporary Help	-	-	-	0%	(8,810)	8,810	-100.00%	
Contracted Services	-	-	-	0%	16,504	(16,504)	-100.00%	
Bank Fees	-	-	-	0%	88,961	(88,961)	-100.00%	
Audit Fees	-	-	-	0%	99,500	(99,500)	-100.00%	
Janitorial Supplies	-	-	-	0%	5	(5)	-100.00%	
Office Supplies	26,000	25,000	1,000	4%	19,219	6,781	35.28%	37
Postage/Shipping	7,000	12,000	(5,000)	-42%	9,984	(2,984)	-29.89%	
Misc Equipment	5,000	10,000	(5,000)	-50%	9,787	(4,787)	-48.91%	35
Utilities:Phone	85,000	75,000	10,000	13%	113,705	(28,705)	-25.24%	39
Utilities:Electric	-	-	-	0%	250,435	(250,435)	-100.00%	
Utilities:Water/Sewer	-	-	-	0%	86,397	(86,397)	-100.00%	
Utilities:Natural Gas	-	-	-	0%	107,796	(107,796)	-100.00%	
Insurance Policies	600,000	200,000	400,000	200%	40,870	559,130	1368.08%	34
Insurance Public Liability	-	900,000	(900,000)	-100%	994,329	(994,329)	-100.00%	34
Insurance Other	-	300,000	(300,000)	-100%	295,747	(295,747)	-100.00%	34
Insurance Settlements/Recoveri	400,000	-	400,000	0%	-	400,000	0.00%	34
Dues/Subscriptions	-	-	-	0%	57,889	(57,889)	-100.00%	
Other Miscellaneous	-	2,000	(2,000)	-100%	19,908	(19,908)	-100.00%	
Other Misc - PY	-	-	-	0%	(57,671)	57,671	-100.00%	

**Capital Area Transportation Authority
FY 2020 Proposed Operating Budget
Departmental Analysis**

Description	2020 Budget	2019 Budget	Variance 2020 v 2019	Variance Percent	2018 Actual	Variance 2020 v 2018	Variance Percent2	References
Grant Related Expenses	-	-	-	0%	37,984	(798,448)	-100.00%	
Interest on Long Term Debt	3,500	-	3,500	0%	-	3,500	0.00%	36
Interest on Short Term Debt	-	-	-	0%	5,345	(5,345)	-100.00%	
Operating Lease and Rentals	2,000	-	2,000	0%	18,624	(16,624)	-89.26%	
Grant Related-Oper. Expenses	-	-	-	0%	37,984	(16,624)	0.00%	
Other Ineligible Expense	10,000	10,000	-	0%	14,499	(4,499)	-31.03%	57
TOTAL UAOE	1,138,500	1,534,000	(395,500)	-26%	2,532,705	(2,133,310)	-84%	
TOTAL OPERATING EXPENSES	53,864,166	50,985,443	2,878,723	6%	(48,718,437)	4,368,640	-9%	

Capital Area Transportation Authority FY 2020 Capital Budget

Section 5307 Funding Request						
ITEM	Federal Share at 80%	State Match at 20%	Total Grant Budget	Capital	Operating	Total
Buses Up to 35' Replacement/Expansion (Up to 2)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Small Buses Replacement/Expansion (Up to 10)	\$ 503,871	\$ 125,968	\$ 629,839	\$ 629,839	\$ -	\$ 629,839
Paratransit Vehicles Replacement/Expansion (Up to 17)	\$ 381,287	\$ 95,322	\$ 476,609	\$ 476,609	\$ -	\$ 476,609
Support Vehicle Replacement/Expansion (Up to 6)	\$ 80,000	\$ 20,000	\$ 100,000	\$ 100,000	\$ -	\$ 100,000
Maintenance Equipment	\$ 128,000	\$ 32,000	\$ 160,000	\$ 160,000	\$ -	\$ 160,000
Facility Improvements (CTC/MMG)	\$ 120,000	\$ 30,000	\$ 150,000	\$ 150,000	\$ -	\$ 150,000
Facility Improvements (Admin., Maintenance, Storage)	\$ 360,000	\$ 90,000	\$ 450,000	\$ 450,000	\$ -	\$ 450,000
Facility - A & E Design (CTC/MMG)	\$ 60,000	\$ 15,000	\$ 75,000	\$ 75,000	\$ -	\$ 75,000
Facility - A & E Design (Admin., Maintenance, Storage)	\$ 60,000	\$ 15,000	\$ 75,000	\$ 75,000	\$ -	\$ 75,000
Preventive Maintenance	\$ 800,000	\$ 200,000	\$ 1,000,000	\$ -	\$ 1,000,000	\$ 1,000,000
Spare Parts	\$ 120,000	\$ 30,000	\$ 150,000	\$ -	\$ 150,000	\$ 150,000
Customer Enhancements - A & E Design	\$ 16,000	\$ 4,000	\$ 20,000	\$ 20,000	\$ -	\$ 20,000
Customer Enhancements - Shelters	\$ 160,000	\$ 40,000	\$ 200,000	\$ 200,000	\$ -	\$ 200,000
Customer Enhancements - Signage	\$ 1,200	\$ 300	\$ 1,500	\$ 1,500	\$ -	\$ 1,500
Customer Enhancements - Ped. Access/Walkways/Concrete	\$ 40,703	\$ 10,176	\$ 50,879	\$ 50,879	\$ -	\$ 50,879
Safety & Security - Emergency Response	\$ 1,200	\$ 300	\$ 1,500	\$ -	\$ 1,500	\$ 1,500
Safety & Security - Consultant Services	\$ 1,200	\$ 300	\$ 1,500	\$ -	\$ 1,500	\$ 1,500
Safety & Security - Equipment	\$ 68,000	\$ 17,000	\$ 85,000	\$ 85,000	\$ -	\$ 85,000
IT Third Party Contract	\$ 48,000	\$ 12,000	\$ 60,000	\$ -	\$ 60,000	\$ 60,000
IT Software	\$ 128,000	\$ 32,000	\$ 160,000	\$ 160,000	\$ -	\$ 160,000
IT Hardware	\$ 76,000	\$ 19,000	\$ 95,000	\$ 95,000	\$ -	\$ 95,000
Fareboxes	\$ 520,000	\$ 130,000	\$ 650,000	\$ 650,000	\$ -	\$ 650,000
Bike Share Infrastructure	\$ 40,000	\$ 10,000	\$ 50,000	\$ 50,000	\$ -	\$ 50,000
Planning	\$ 104,534	\$ 26,133	\$ 130,667	\$ 130,667	\$ -	\$ 130,667
Total	\$ 7,255,543	\$ 1,813,886	\$ 9,069,429	\$ 7,856,429	\$ 1,213,000	\$ 9,069,429

Capital Area Transportation Authority FY 2020 Capital Budget

Section 5339 Funding Request

ITEM	Federal Share at 80%	State Match at 20%	Total Grant Budget	Capital	Operating	Total
Large Buses 40'/60' Replacement/Expansion (Up to 3)	\$ 614,722	\$ 153,680	\$ 768,402	\$ 768,402	\$ -	\$ 768,402
Small Rural Service Buses Replacement/Expansion (Up to 5)	\$ 199,315	\$ 49,829	\$ 249,144	\$ 249,144	\$ -	\$ 249,144
Total	\$ 814,036	\$ 203,509	\$ 1,017,545	\$ 1,017,545	\$ -	\$ 1,017,545

CMAQ Funding Request

ITEM	Federal Share	State Match	Total Grant Budget	Capital	Operating	Total
Commute Options (100% Federally Funded)	\$ 114,047	NA	\$ 114,047	\$ -	\$ 114,047	\$ 114,047
Public Education (20% match)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Alternative Fuel Buses (20% match) (Up to 2)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 114,047	\$ -	\$ 114,047	\$ -	\$ 114,047	\$ 114,047

Section 5310 Funding Request

ITEM	Federal Share	State/Local Match	Total Grant Budget	Capital	Operating	Total
Operating Service (50% match)	\$ 128,147	\$ 128,147	\$ 256,295	\$ -	\$ 256,295	\$ 256,295
Replacement/Expansion Buses (20% match) (Up to 4)	\$ 154,653	\$ 38,663	\$ 193,317	\$ 193,317	\$ -	\$ 193,317
Total	\$ 282,801	\$ 166,811	\$ 449,611	\$ 193,317	\$ 256,295	\$ 449,611
Total of all Requests	\$ 8,466,427	\$ 2,184,206	\$ 10,650,633	\$ 9,067,291	\$ 1,583,342	\$ 10,650,633

CATA Capital Requests

Section 5307 Funding Request

2020

ITEM	Federal Share 80%	at	State Match at 20%	Total Grant Budget
Large Buses 40'/60' Replacement/Expansion (Up to 10)	\$ 3,437,548		\$ 859,387	\$ 4,296,935
Small Buses Replacement/Expansion (Up to 10)	\$ 503,871		\$ 125,968	\$ 629,839
Paratransit Vehicles Replacement/Expansion (Up to 17)	\$ 381,287		\$ 95,322	\$ 476,609
Support Vehicle Replacement/Expansion (Up to 6)	\$ 80,000		\$ 20,000	\$ 100,000
Maintenance Equipment	\$ 128,000		\$ 32,000	\$ 160,000
Facility Improvements (CTC/MMG)	\$ 120,000		\$ 30,000	\$ 150,000
Facility Improvements (Admin., Maintenance, Storage)	\$ 360,000		\$ 90,000	\$ 450,000
Facility - A & E Design (CTC/MMG)	\$ 60,000		\$ 15,000	\$ 75,000
Facility - A & E Design (Admin., Maintenance, Storage)	\$ 60,000		\$ 15,000	\$ 75,000
Preventive Maintenance	\$ 800,000		\$ 200,000	\$ 1,000,000
Spare Parts	\$ 120,000		\$ 30,000	\$ 150,000
Customer Enhancements - A & E Design	\$ 16,000		\$ 4,000	\$ 20,000
Customer Enhancements - Shelters	\$ 160,000		\$ 40,000	\$ 200,000
Customer Enhancements - Signage	\$ 1,200		\$ 300	\$ 1,500
Customer Enhancements - Ped. Access/Walkways/Concrete	\$ 40,703		\$ 10,176	\$ 50,879
Safety & Security - Emergency Response	\$ 1,200		\$ 300	\$ 1,500
Safety & Security - Consultant Services	\$ 1,200		\$ 300	\$ 1,500
Safety & Security - Equipment	\$ 68,000		\$ 17,000	\$ 85,000
IT Third Party Contract	\$ 48,000		\$ 12,000	\$ 60,000
IT Software	\$ 128,000		\$ 32,000	\$ 160,000
IT Hardware	\$ 76,000		\$ 19,000	\$ 95,000
Fareboxes	\$ 520,000		\$ 130,000	\$ 650,000
Bike Share Infrastructure	\$ 40,000		\$ 10,000	\$ 50,000
Planning	\$ 104,534		\$ 26,133	\$ 130,667
Total	\$ 7,255,543		\$ 1,813,886	\$ 9,069,429

Section 5339 Funding Request

ITEM	Federal Share at 80%	State Match at 20%	Total Grant Budget
Large Buses 40'/60' Replacement/Expansion (Up to 3)	\$ 614,722	\$ 153,680	\$ 768,402
Small Rural Service Buses Replacement/Expansion (Up to 5)	\$ 199,315	\$ 49,829	\$ 249,144
Total	\$ 814,036	\$ 203,509	\$ 1,017,545

CMAQ Funding Request

ITEM	Federal Share	State Match	Total Grant Budget
Commuter Options (100% Federally Funded)	\$ 114,047	NA	\$ 114,047
Public Education (20% match)	\$ -	\$ -	\$ -
Alternative Fuel Buses (20% match) (Up to 2)	\$ -	\$ -	\$ -
Total	\$ 114,047	\$ -	\$ 114,047

Section 5310 Funding Request

ITEM	Federal Share	State/Local Match	Total Grant Budget
Operating Service (50% match)	\$ 128,147	\$ 128,147	\$ 256,295
Replacement/Expansion Buses (20% match) (Up to 4)	\$ 154,653	\$ 38,663	\$ 193,317
Total	\$ 282,801	\$ 166,811	\$ 449,611

*The annual growth rate for the federal amount is approximately 3% over the previous year.

CATA Capital Requests

Section 5307 Funding Request

ITEM	2021		
	Federal Share at 80%	State Match at 20%	Total Grant Budget
Large Buses 40'/60' Replacement/Expansion (Up to 10)	\$ 3,467,170	\$ 866,793	\$4,333,963
Small Buses Replacement/Expansion (Up to 10)	\$ 508,214	\$ 127,053	\$ 635,267
Paratransit Vehicles Replacement/Expansion (Up to 17)	\$ 384,573	\$ 96,143	\$ 480,716
Support Vehicle Replacement/Expansion (Up to 6)	\$ 80,000	\$ 20,000	\$ 100,000
Maintenance Equipment	\$ 128,000	\$ 32,000	\$ 160,000
Facility Improvements (CTC/MMG)	\$ 120,000	\$ 30,000	\$ 150,000
Facility Improvements (Admin., Maintenance, Storage)	\$ 160,000	\$ 40,000	\$ 200,000
Facility - A & E Design (CTC/MMG)	\$ 60,000	\$ 15,000	\$ 75,000
Facility - A & E Design (Admin., Maintenance, Storage)	\$ 76,000	\$ 19,000	\$ 95,000
Preventive Maintenance	\$ 880,000	\$ 220,000	\$1,100,000
Spare Parts	\$ 120,000	\$ 30,000	\$ 150,000
Customer Enhancements - A & E Design	\$ 16,000	\$ 4,000	\$ 20,000
Customer Enhancements - Shelters	\$ 174,659	\$ 43,665	\$ 218,324
Customer Enhancements - Signage	\$ 1,200	\$ 300	\$ 1,500
Customer Enhancements - Ped. Access/Walkways/Concrete	\$ 57,110	\$ 14,277	\$ 71,387
Safety & Security - Emergency Response	\$ 1,200	\$ 300	\$ 1,500
Safety & Security - Consultant Services	\$ 1,200	\$ 300	\$ 1,500
Safety & Security - Equipment	\$ 70,040	\$ 17,510	\$ 87,550
IT Third Party Contract	\$ 49,440	\$ 12,360	\$ 61,800
IT Software	\$ 131,840	\$ 32,960	\$ 164,800
IT Hardware	\$ 78,280	\$ 19,570	\$ 97,850
Fareboxes	\$ -	\$ -	\$ -
Bike Share Infrastructure	\$ -	\$ -	\$ -
Planning	\$ 160,000	\$ 40,000	\$ 200,000
Total	\$ 6,724,926	\$1,681,231	\$8,406,157

Section 5339 Funding Request

ITEM	Federal Share at 80%	State Match at 20%	Total Grant Budget
Large Buses 40'/60' Replacement/Expansion (Up to 3)	\$ 633,163	\$ 158,291	\$ 791,454
Small Rural Service Buses Replacement/Expansion (Up to 5)	\$ 205,294	\$ 51,324	\$ 256,618
Total	\$ 838,457	\$ 209,614	\$1,048,072

CMAQ Funding Request

ITEM	Federal Share	State Match	Total Grant Budget
Commuter Options (100% Federally Funded)	\$ 119,182	NA	\$ 119,182
Public Education (20% match)	\$ 108,585	\$ 27,146	\$ 135,731
Alternative Fuel Buses (20% match) (Up to 2)	\$ -	\$ -	\$ -
Total	\$ 227,767	\$ 27,146	\$ 254,913

Section 5310 Funding Request

ITEM	Federal Share	State/Local Match	Total Grant Budget
Operating Service (50% match)	\$ 135,572	\$ 135,572	\$ 271,144
Replacement/Expansion Buses (20% match) (Up to 4)	\$ 159,293	\$ 39,823	\$ 199,116
Total	\$ 294,865	\$ 175,395	\$ 470,260

*The annual growth rate for the federal amount is approximate

CATA Capital Requests

Section 5307 Funding Request

ITEM	2022		
	Federal Share at 80%	State Match at 20%	Total Grant Budget
Large Buses 40'/60' Replacement/Expansion (Up to 10)	\$ 3,571,186	\$ 892,796	\$4,463,982
Small Buses Replacement/Expansion (Up to 10)	\$ 523,460	\$ 130,865	\$ 654,325
Paratransit Vehicles Replacement/Expansion (Up to 17)	\$ 396,110	\$ 99,027	\$ 495,137
Support Vehicle Replacement/Expansion (Up to 6)	\$ 80,000	\$ 20,000	\$ 100,000
Maintenance Equipment	\$ 128,000	\$ 32,000	\$ 160,000
Facility Improvements (CTC/MMG)	\$ 120,000	\$ 30,000	\$ 150,000
Facility Improvements (Admin., Maintenance, Storage)	\$ 192,000	\$ 48,000	\$ 240,000
Facility - A & E Design (CTC/MMG)	\$ 60,000	\$ 15,000	\$ 75,000
Facility - A & E Design (Admin., Maintenance, Storage)	\$ 80,000	\$ 20,000	\$ 100,000
Preventive Maintenance	\$ 880,000	\$ 220,000	\$1,100,000
Spare Parts	\$ 120,000	\$ 30,000	\$ 150,000
Customer Enhancements - A & E Design	\$ 16,000	\$ 4,000	\$ 20,000
Customer Enhancements - Shelters	\$ 196,829	\$ 49,207	\$ 246,036
Customer Enhancements - Signage	\$ 1,200	\$ 300	\$ 1,500
Customer Enhancements - Ped. Access/Walkways/Concrete	\$ 60,000	\$ 15,000	\$ 75,000
Safety & Security - Emergency Response	\$ 1,200	\$ 300	\$ 1,500
Safety & Security - Consultant Services	\$ 1,200	\$ 300	\$ 1,500
Safety & Security - Equipment	\$ 72,142	\$ 18,035	\$ 90,177
IT Third Party Contract	\$ 50,923	\$ 12,731	\$ 63,654
IT Software	\$ 135,795	\$ 33,949	\$ 169,744
IT Hardware	\$ 80,628	\$ 20,157	\$ 100,786
Fareboxes	\$ -	\$ -	\$ -
Bike Share Infrastructure	\$ -	\$ -	\$ -
Planning	\$ 160,000	\$ 40,000	\$ 200,000
Total	\$ 6,926,672	\$1,731,668	\$8,658,341

Section 5339 Funding Request

ITEM	Federal Share at 80%	State Match at 20%	Total Grant Budget
Large Buses 40'/60' Replacement/Expansion (Up to 3)	\$ 652,158	\$ 163,040	\$ 815,198
Small Rural Service Buses Replacement/Expansion (Up to 5)	\$ 211,453	\$ 52,863	\$ 264,316
Total	\$ 863,611	\$ 215,903	\$1,079,514

CMAQ Funding Request

ITEM	Federal Share	State Match	Total Grant Budget
Commuter Options (100% Federally Funded)	\$ 122,757	NA	\$ 122,757
Public Education (20% match)	\$ 175,524	\$ 43,881	\$ 219,405
Alternative Fuel Buses (20% match) (Up to 2)	\$ -	\$ -	\$ -
Total	\$ 298,281	\$ 43,881	\$ 342,162

Section 5310 Funding Request

ITEM	Federal Share	State/Local Match	Total Grant Budget
Operating Service (50% match)	\$ 139,639	\$ 139,639	\$ 279,278
Replacement/Expansion Buses (20% match) (Up to 4)	\$ 164,072	\$ 41,018	\$ 205,090
Total	\$ 303,711	\$ 180,657	\$ 484,368

*The annual growth rate for the federal amount is approximately

CATA Capital Requests

Section 5307 Funding Request

ITEM	2023		
	Federal Share at 80%	State Match at 20%	Total Grant Budget
Large Buses 40'/60' Replacement/Expansion (Up to 10)	\$ 3,678,321	\$ 919,580	\$4,597,901
Small Buses Replacement/Expansion (Up to 10)	\$ 539,164	\$ 134,791	\$ 673,955
Paratransit Vehicles Replacement/Expansion (Up to 17)	\$ 407,993	\$ 101,998	\$ 509,991
Support Vehicle Replacement/Expansion (Up to 6)	\$ 80,000	\$ 20,000	\$ 100,000
Maintenance Equipment	\$ 128,000	\$ 32,000	\$ 160,000
Facility Improvements (CTC/MMG)	\$ 120,000	\$ 30,000	\$ 150,000
Facility Improvements (Admin., Maintenance, Storage)	\$ 224,000	\$ 56,000	\$ 280,000
Facility - A & E Design (CTC/MMG)	\$ 60,000	\$ 15,000	\$ 75,000
Facility - A & E Design (Admin., Maintenance, Storage)	\$ 93,600	\$ 23,400	\$ 117,000
Preventive Maintenance	\$ 880,000	\$ 220,000	\$1,100,000
Spare Parts	\$ 120,000	\$ 30,000	\$ 150,000
Customer Enhancements - A & E Design	\$ 16,000	\$ 4,000	\$ 20,000
Customer Enhancements - Shelters	\$ 214,124	\$ 53,531	\$ 267,655
Customer Enhancements - Signage	\$ 1,200	\$ 300	\$ 1,500
Customer Enhancements - Ped. Access/Walkways/Concrete	\$ 60,000	\$ 15,000	\$ 75,000
Safety & Security - Emergency Response	\$ 1,200	\$ 300	\$ 1,500
Safety & Security - Consultant Services	\$ 1,200	\$ 300	\$ 1,500
Safety & Security - Equipment	\$ 74,306	\$ 18,576	\$ 92,882
IT Third Party Contract	\$ 52,451	\$ 13,113	\$ 65,564
IT Software	\$ 139,869	\$ 34,967	\$ 174,836
IT Hardware	\$ 83,047	\$ 20,762	\$ 103,809
Fareboxes	\$ -	\$ -	\$ -
Bike Share Infrastructure	\$ -	\$ -	\$ -
Planning	\$ 160,000	\$ 40,000	\$ 200,000
Total	\$ 7,134,474	\$ 1,783,619	\$8,918,093

Section 5339 Funding Request

ITEM	Federal Share at 80%	State Match at 20%	Total Grant Budget
Large Buses 40'/60' Replacement/Expansion (Up to 3)	\$ 671,723	\$ 167,931	\$ 839,653
Small Rural Service Buses Replacement/Expansion (Up to 5)	\$ 217,797	\$ 54,449	\$ 272,246
Total	\$ 889,520	\$ 222,380	\$1,111,899

CMAQ Funding Request

ITEM	Federal Share	State Match	Total Grant Budget
Commuter Options (100% Federally Funded)	\$ 100,000	NA	\$ 100,000
Public Education (20% match)	\$ 100,000	\$ 25,000	\$ 125,000
Alternative Fuel Buses (20% match) (Up to 2)	\$ -	\$ -	\$ -
Total	\$ 200,000	\$ 25,000	\$ 225,000

Section 5310 Funding Request

ITEM	Federal Share	State/Local Match	Total Grant Budget
Operating Service (50% match)	\$ 143,829	\$ 143,829	\$ 287,658
Replacement/Expansion Buses (20% match) (Up to 4)	\$ 168,994	\$ 42,248	\$ 211,242
Total	\$ 312,823	\$ 186,077	\$ 498,900

*The annual growth rate for the federal amount is approximately

CATA Capital Requests

Section 5307 Funding Request

ITEM	2024		
	Federal Share at 80%	State Match at 20%	Total Grant Budget
Large Buses 40'/60' Replacement/Expansion (Up to 10)	\$ 3,788,670	\$ 947,168	\$4,735,838
Small Buses Replacement/Expansion (Up to 10)	\$ 555,339	\$ 138,835	\$ 694,174
Paratransit Vehicles Replacement/Expansion (Up to 17)	\$ 420,233	\$ 105,058	\$ 525,291
Support Vehicle Replacement/Expansion (Up to 6)	\$ 82,400	\$ 20,600	\$ 103,000
Maintenance Equipment	\$ 131,840	\$ 32,960	\$ 164,800
Facility Improvements (CTC/MMG)	\$ 123,600	\$ 30,900	\$ 154,500
Facility Improvements (Admin., Maintenance, Storage)	\$ 230,720	\$ 57,680	\$ 288,400
Facility - A & E Design (CTC/MMG)	\$ 61,800	\$ 15,450	\$ 77,250
Facility - A & E Design (Admin., Maintenance, Storage)	\$ 96,408	\$ 24,102	\$ 120,510
Preventive Maintenance	\$ 906,400	\$ 226,600	\$1,133,000
Spare Parts	\$ 123,600	\$ 30,900	\$ 154,500
Customer Enhancements - A & E Design	\$ 16,480	\$ 4,120	\$ 20,600
Customer Enhancements - Shelters	\$ 220,548	\$ 55,137	\$ 275,685
Customer Enhancements - Signage	\$ 1,236	\$ 309	\$ 1,545
Customer Enhancements - Ped. Access/Walkways/Concrete	\$ 61,800	\$ 15,450	\$ 77,250
Safety & Security - Emergency Response	\$ 1,236	\$ 309	\$ 1,545
Safety & Security - Consultant Services	\$ 1,236	\$ 309	\$ 1,545
Safety & Security - Equipment	\$ 76,535	\$ 19,134	\$ 95,668
IT Third Party Contract	\$ 54,025	\$ 13,506	\$ 67,531
IT Software	\$ 144,065	\$ 36,016	\$ 180,081
IT Hardware	\$ 85,539	\$ 21,385	\$ 106,923
Fareboxes	\$ -	\$ -	\$ -
Bike Share Infrastructure	\$ -	\$ -	\$ -
Planning	\$ 164,800	\$ 41,200	\$ 206,000
Total	\$ 7,348,509	\$ 1,837,127	\$ 9,185,636

Section 5339 Funding Request

ITEM	Federal Share at 80%	State Match at 20%	Total Grant Budget
Large Buses 40'/60' Replacement/Expansion (Up to 3)	\$ 691,874	\$ 172,969	\$ 864,843
Small Rural Service Buses Replacement/Expansion (Up to 5)	\$ 224,331	\$ 56,083	\$ 280,413
Total	\$ 916,205	\$ 229,051	\$ 1,145,256

CMAQ Funding Request

ITEM	Federal Share	State Match	Total Grant Budget
Commute Options (100% Federally Funded)	\$ -	\$ -	\$ -
Public Education (20% match)	\$ -	\$ -	\$ -
Alternative Fuel Buses (20% match) (Up to 2)	\$ -	\$ -	\$ -
Total	\$ -	\$ -	\$ -

Section 5310 Funding Request

ITEM	Federal Share	State/Local Match	Total Grant Budget
Operating Service (50% match)	\$ 148,144	\$ 148,144	\$ 296,288
Replacement/Expansion Buses (20% match) (Up to 4)	\$ 174,063	\$ 43,516	\$ 217,579
Total	\$ 322,207	\$ 191,660	\$ 513,867

*The annual growth rate for the federal amount is approximately

Capital Area Transportation Authority Five-Year Proposed Operating Budgets

Description	Proposed 2020	Proposed 2021	Proposed 2022	Proposed 2023	Proposed 2024	Assumptions
Operating Revenues						
Fares	3,652,500	3,743,813	3,837,408	3,933,343	4,031,677	2.5% growth rate
Service Contracts	4,275,000	4,381,875	4,491,422	4,603,707	4,718,800	2.5% growth rate
Property Taxes	22,456,000	23,017,400	23,592,835	24,182,656	24,787,222	2.5% growth rate
Rentals and Commissions	350,000	358,750	367,719	376,912	386,335	2.5% growth rate
Management Fees	100,000	102,500	105,063	107,689	110,381	2.5% growth rate
Operating Grant Revenue	19,626,888	20,117,561	20,620,500	21,136,012	21,664,412	2.5% growth rate
Other Revenues/Income	11,000	11,275	11,557	11,846	12,142	2.5% growth rate
Total Operating Revenue	50,471,388	51,733,173	53,026,502	54,352,165	55,710,969	
Non-Operating Revenue:						
Investment Income	400,000	405,108	349,100	280,215	197,363	1.5% return on ending cash
Total Non-Operating Revenue	400,000	405,108	349,100	280,215	197,363	
Total Revenues Available for Operations	50,871,388	52,138,281	53,375,602	54,632,380	55,908,332	
Expenses						
Salaries & Wages	21,889,002	22,545,672	23,222,042	23,918,703	24,636,265	3.0% growth rate
Payroll Taxes	1,848,375	1,903,827	1,960,941	2,019,770	2,080,363	3.0% growth rate
Fringe Benefits	9,802,500	10,488,675	11,222,882	12,008,484	12,849,078	7.0% growth rate
Fuel and Fluids	2,496,500	2,571,395	2,648,537	2,727,993	2,809,833	3.0% growth rate
All Other Expenses	17,620,900	18,149,527	18,694,013	19,254,833	19,832,478	3.0% growth rate
Grant Reimbursed Operating Expenses	206,888	213,095	219,488	226,073	232,855	1.0% growth rate
Total FY2020 Operating Budget	53,864,166	55,872,191	57,967,904	60,155,856	62,440,871	
Net Change in Financial Position	(2,992,777)	(3,733,909)	(4,592,301)	(5,523,476)	(6,532,539)	
Ending Cash Position	27,007,223	23,273,313	18,681,012	13,157,536	6,624,997	
Required Cash Position	13,466,041	13,968,048	14,491,976	15,038,964	15,610,218	

Note

In developing the five-year projection, CATA used conservative revenue figures, but liberal expense figures in order to produce conservative trend lines. However, CATA management understands that this model is not fiscally sustainable. Consequently, over the course of the next few years it is CATA's intent to slowly merge the revenue and expense trend lines together, thereby eliminating the need to use surplus cash.

Capital Area Transportation Authority
FY 2020 Operating Budget
Line-item References

Reference

- 1 FICA tax is computed as 7.65 percent of total wages and, beginning with the fiscal 2020 budget, will be included with each department's budget rather than part of unallocated fringe benefits.
- 2 State unemployment tax is computed as 1 percent of total wages and, beginning with the fiscal 2020 budget, will be included with each department's budget rather than part of unallocated fringe benefits.
- 3 Overtime pay for union employees is calculated and included in the labor line for each affected department.
- 4 Beginning with the fiscal 2020 budget, staff that were previously included in the MMMS budget have been moved to the ACSV budget.
- 5 Entire line item relates to the cost of various equipment upgrades including credit card processing equipment.
- 6 Entire line item relates to the cost of parking for employees working at the CATA Transportation Center.
- 7 Beginning with the fiscal 2020 budget, temporary help expenses will be assigned to the specific departments to which they relate rather than to AHMR.
- 8 During fiscal 2020, CATA intends to contract with the City of Lansing to have a Lansing Community Police Officers on site at the CATA Transportation Center in downtown Lansing during hours of operation. This entire line item relates to the anticipated cost of that contract.
- 9 As discussed in the budget introduction, CATA management has identified seven new administrative positions that will be filled during late fiscal 2019 or early fiscal 2020. Management believes that these positions are necessary to ensure successful implementation of CATA's customer-focused vision moving forward. The positions and their pay ranges are provided in that section of this document. Additionally, management anticipates pay increases in the range of approximately 3 percent.
- 10 Employee assistance program will be included in UAFB rather than AHMR beginning with the fiscal 2020 budget.
- 11 Tool allowance is included in MFRA rather than UAFB beginning with the 2020 budget. Additionally, the entire expense is allocated to period 2.
- 12 During fiscal 2019, this line-item included expenses for drinking water and office supplies directly attributable to the AEXO department. Beginning with the fiscal 2020 budget, drinking water expenses will go to 5090400-UAOE . This account will be used exclusively for office supplies directly attributable to this department.
- 13 During fiscal 2019, a portion of the HR consulting invoices were charged to this account. In the future, all HR consulting will be charged to AHMR rather than AEXO. For fiscal 2020, this line item includes any unanticipated consulting costs (other than HR consulting) that may be incurred during the year, plus \$100,000 of consulting associated with the collective bargaining agreement.

Capital Area Transportation Authority
FY 2020 Operating Budget
Line-item References

- 14 Entire line item relates to advertising to promote CATA's annual job fair.
- 15 Entire line item relates to ADP fees for payroll processing.
- 16 Entire line item relates to Brinks fees for armored-courier service.
- 17 Entire line item relates to Plante Moran for audit fees.
- 18 Entire line item relates to CPA licensing fees and society memberships.
- 19 Line item includes technology programing and consulting services that are not reimbursed by operating grants.
- 20 During fiscal 2019 the Grants Administration, Service Planning and Planning departments were combined into a single department known as "Planning & Development."

- 21 Prior year's budget included TCRPC, which will be charged to AEXO beginning with the fiscal 2020 budget.
- 22 Wages includes Safety & Training Supervisor and part-time trainer.
- 23 Line item includes window cleaning, snow removal and lanscaping services.
- 24 Line item includes janitorial cleaning service only.
- 25 Line item includes all contracted services other than window cleaning, snow removal, lanscaping and janitorial.
- 26 Includes Tapco, all-operator training and safety training for manager.
- 27 Increase in this line-item is a result of extraordinary expenses that are expected while the existing Grants Administrator is away on leave.
- 28 The 2019 expense relates entirely to OPEB study and modeling - Plante Moran and Watkins Ross. Similar costs are not expected in fiscal 2020.
- 29 Entire line item relates to the cost of paratransit passenger certifications.
- 30 Entire line item relates to communications tower rental.
- 31 During fiscal 2019, CATA entered into a contract with a new vendor for security services. In prior years, CATA generally selected the lowest bidder, and it was determined that this approach resulted in less than adequate staffing and personnel. CATA has elected to increase the value of the contract in order to increase the number and caliber of the security staff being provided.
- 32 Line item includes costs for a Customer Experience Representative (CXR) development and testing program, a CXR incentive program and training programs.
- 33 CATA changed insurers during fiscal 2019 and expects a reduction in this line item as a result.
- 34 CATA self-insures much of its risk. Beginning in 2020, only two risk-related budget line items will be utilized - one for the actual cost of insurance policies and a second for claims paid against our self-insurance programs.
- 35 The YTD 2019 amount relates to the purchase of new mobile telephones as CATA switched cellular carriers. A similar level of phone purchases are not anticipated for 2020.

- 36 Interest expense is related to CATA's long-term contract for copiers and printers.

Capital Area Transportation Authority
FY 2020 Operating Budget
Line-item References

- 37 A significant portion of the office supply costs relate to CATA's copier/printer contract.
- 38 Amount relates to interest and penalties associated with repayment of FTA funds. Similar expenses are not anticipated for 2020.
- 39 Entire line item relates to the cost of mobile telephones for management and select staff.
- 40 Increase is the result of second Administrative Assistant that was hired in fiscal 2018 but was not included in the 2019 budget.
- 41 Beginning with fiscal 2019, all legal fees have been housed within the Executive Department budget.
- 42 Clean commute expenses are aligned with and reimbursed by one or more grants that CATA has received from the FTA and the State of Michigan. Beginning with fiscal 2020, all Clean Commute expenses that will be reimbursed will be assigned to the "Grant Related Operating Expenses" line item.
- 43 Fiscal 2020 includes cost of solar panels as part of 100 percent renewable-energy initiative.
- 44 The YTD 2019 amount was a result of costs incurred by Transdev and reimbursed by CATA to get the paratransit vehicles into a state of good repair. Similar expenses are not expected in fiscal 2020.
- 45 Line-item reduction from prior years due to replacement of older vehicles during fiscal 2019. This should have a beneficial effect on this line item in fiscal 2020.
- 46 This line-item represents our annual employer contribution to our OPEB trust. Per our OPEB funding schedule, the fiscal 2020 amount is an increase of 5 percent over the fiscal 2019 contribution of \$651,555.
- 47 Significant reduction in this line-item is a result of the hiring of a paint/body mechanic, which will result in vehicle damage being fixed in-house rather than outsourced.
- 48 Line-item represents rug-cleaning, car washes for admin vehicles and other miscellaneous outsourced services.
- 49 Fiscal 2019 amount represents lease of communications tower. This will be in the OPTS budget in 2020.
- 50 Fiscal 2019 line item includes payments to HR consulting firm of about \$30,000, with most of the remaining amount paid to actuaries. For 2020 line item includes only payments to actuaries.
- 51 Fiscal 2020 line item represents contracted social media subscriptions.
- 52 Line item includes \$30,000 of the estimated cost of an off-site facility to house collective bargaining negotiations.
- 53 Line item includes \$50,000 for legal services associated with the collective bargaining agreement and \$100,000 in standard legal fees.
- 54 Includes \$10,000 of miscellaneous costs for collective bargaining negotiations.

Capital Area Transportation Authority
FY 2020 Operating Budget
Line-item References

- 55 This line item relates to fees that CATA pays to be a member of various professional and civic organizations. The four largest fees go to the American Public Transportation Association, Michigan Public Transportation Association, Tri-county Regional Planning Commission and the Lansing Economic Area Partnership.
- 56 Marketing Department expenses, including advertising media, advertising production, contracted services, printing and program materials relate to numerous advertising and public education campaigns developed and managed by CATA's Marketing Department.
- 57 Certain types of expenses are not eligible for reimbursement by either federal or state operating assistance. CATA tries to limit the amount of ineligible expenses that it incurs in any fiscal year. It should be noted that the state's definition of what qualifies as an eligible expense changed during fiscal 2019. Numerous advertising expenses were previously considered ineligible but are now considered eligible. This change resulted in a significant reduction in ineligible expenses between fiscal 2019 and fiscal 2020.
- 58 This entire line item relates to temporary help assigned by the Planning & Development Department to perform ridership surveys.
- 59 During fiscal 2020, CATA plans to focus additional resources on staff education and training.
- 60 Maintenance costs are allocated based upon the number of work hours associated with the work orders for each line of business: fixed route (large buses), paratransit (small buses) and administration (service vehicles).
- 61 Based upon extensive analysis, including review of information provided by the U.S. Energy Information Administration, CATA believes that fuel prices will remain fairly constant in fiscal 2020 (consistent with fiscal 2019). It should be noted that fuel costs were significantly under budget for fiscal 2019.
- 62 This line item represents the cost of replacement and maintenance parts for CATA's fleet. CATA will be replacing nearly 50 percent of its fleet between fiscal 2019 and fiscal 2020. This should result in a reduction to this line-item for fiscal 2020.
- 63 A portion of CATA's paratransit service is outsourced to Transdev.
- 64 All of CATA's rural service is outsourced to Transdev.
- 65 Line-item represents CATA's match of union-member contributions to their pension plan.
- 66 CATA partially self-insures medical costs for its employees and retirees. The increase in this line item is a result of inflationary pressure on medical costs, coupled with an increase in the number of employees covered under the plan.
- 67 Other than expenses related to CATA's Clean Commute Program, CATA does not separately identify, segregate and budget for expenses that will be reimbursed through federal and/or state operating grants from all operating expenses.



CATA's Route 1 bus operators transport riders along the Michigan Avenue/Grand River Avenue corridor, to and from the CATA Transportation Center in downtown Lansing and the Meridian Mall in Meridian Township. *Courtesy photo.*

MISSION

To meet the mobility needs of our region by providing innovative solutions in partnership with the communities we serve.

VISION

CATA will ensure public trust by re-imagining regional mobility challenges and how we better engage those we serve.

VALUES

- CATA is committed to transparency in action, which inherently fosters trust and innovation.
- We will approach community partners, customers and employees in the spirit of cooperation.
- CATA is committed to providing a safe experience for our customers, employees and the public we serve.
- CATA seeks to implement sustainable solutions as stewards of the community we serve; the planet and its finite resources.
- Professionalism and integrity drive CATA's actions and decisions.
- Accountability and the desire to always do the right thing serve as our guiding compass.

 517-394-1100  info@cata.org

4615 Tranter Street, Lansing, MI 48910

WWW.CATA.ORG