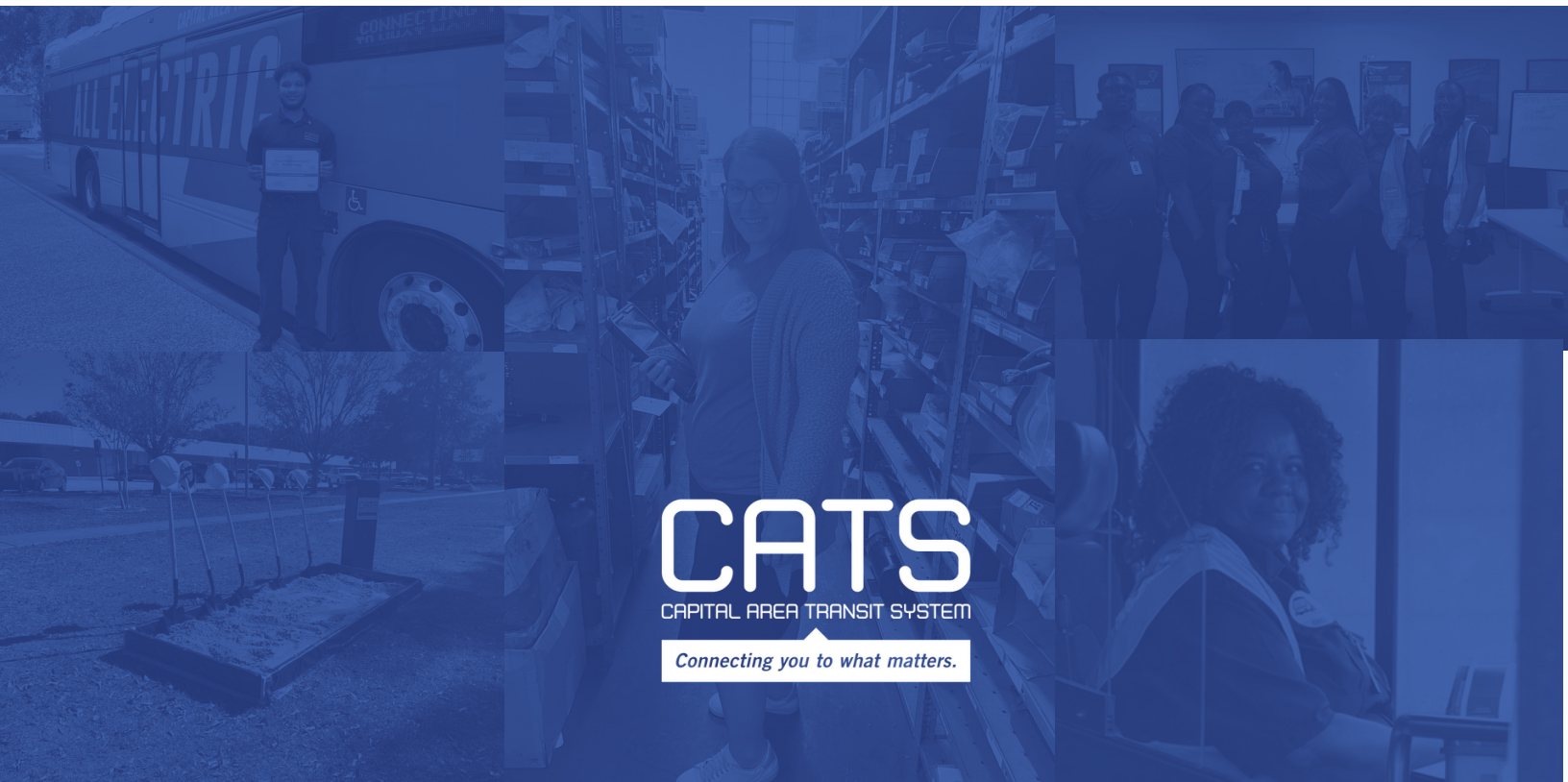




CATS
CAPITAL AREA TRANSIT SYSTEM
Connecting you to what matters.

2024 OPERATING & CAPITAL BUDGET REQUEST



CATS
CAPITAL AREA TRANSIT SYSTEM
Connecting you to what matters.

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MESSAGE FROM THE INTERIM CHIEF EXECUTIVE OFFICER

NOVEMBER 2023

Dear Commissioners & Residents of East Baton Rouge Parish:

I respectfully submit for your review, Capital Area Transit System's Fiscal Year 2024 Operating and Capital Budget.

The FY2024 budget is prepared with the intent to maintain efficiency, growth, innovation, safety, and fiscal responsibility. It serves as a catalyst by highlighting our dedication to ongoing improvements for our riders and the agency as a whole. It serves as our challenge to continue to connect our riders to what matters.

As the primary transit system for the communities of Baton Rouge and Baker, our unwavering commitment is to deliver unparalleled transportation experiences for everyone. The FY2024 budget reflects our commitment through execution of major undertakings such as the Plank-Nicholson Bus Rapid Transportation Project, bus upgrades and ongoing employee trainings, which began in 2023.

Through the efforts of our finance team, agency executives, senior managers, and subject matter experts, these undertakings are reflected in the budget and have been intertwined into work plans and projects. By focusing on these important factors, CATS will continue striving to achieve meaningful progress toward established successful outcomes.

Highlights of the FY2024 budget include:

- Through the collaborative efforts of CATS, Federal Transit Administration, and U.S. Department of Transportation Federal Highway Administration, the construction of North Transfer Center (Component of BRT Project), will begin during Q1 of 2024. Construction of the North Transit Center is one of a three-part component of the Plank-Nicholson Bus Rapid Transportation project.
- Our current fareboxes are due for an upgrade and will no longer be supported by our provider. To ensure optimal performance and accurate collection of fares, each bus will be equipped with the latest model farebox. Additionally, all buses will be equipped with high quality cameras to ensure the safety of the riders and operators. We will also add nine electric buses in 2024 and 2025, continuing our goal to become more sustainable.
- CATS is dedicated to fostering excellence through ongoing education and training for our staff, ensuring they stand out as industry leaders. We allocate funds to offer access to industry-specific courses, keeping our team well-versed in the latest technologies and knowledge that are essential to the ever-evolving landscape of the transportation industry.

- CATS places high emphasis on the safety of both our riders and staff. While our existing safety measures and systems are robust, we recognize the need for continuous improvement. Advancements such as a software upgrade will create a better reporting system, which in turn provides analyses that will lead to fewer incidents. Furthermore, enhancements to facilities, such as lighting, will create a safer environment, instilling a greater sense of security for both customers and staff.
- It is anticipated that with the implementation of Phase I of the COA (Comprehensive Operational Analysis), which begins June 2024, our operating expenses will be reduced, resulting in more efficient and effective service delivery to our customers. This phase will address and evaluate all fixed routes, travel patterns, peak variable schedules, and determine the best next steps.

For FY 2024, the operating expense is \$38M and the capital is \$7.7M for a total of \$45.7M. With a commitment to transparency and a pragmatic approach to goal setting, I present CATS' 2024 Operating and Capital Budget on behalf of the entire CATS staff.

Sincerely,

Theo Richards

Theo Richards

Interim, Chief Executive Officer



Proposed 2024 Operating Budget
for the Year Ending December 31, 2024
Operating Revenues

Description	2023 Budget	2024 Budget	Dollar Variance
Passenger Paid Fares	1,032,864	1,112,000	79,136
Special Transit Fares (Contract)	61,712	15,000	(46,712)
ADA/Paratransit Revenue	87,827	90,000	2,173
Advertising Revenue	551,835	577,250	25,145
Interest Income	35,350	50,000	14,650
Other Agency Revenue	466,060	181,040	(285,020)
Total CATS Generated	2,235,648	2,025,290	(210,358)
Non Federal Revenue			
Hotel/Motel Tax	1,210,000	1,210,000	-
Parish Transportation Fund	550,000	550,000	-
Property Tax Revenue	19,106,000	23,518,620	4,412,980
Total Non Federal	20,866,000	25,278,980	4,412,980
Federal Operating Subsidies			
FTA Preventative Maintenance	3,797,840	3,580,000	(217,840)
FTA - Project Administration	1,468,000	840,000	(628,000)
FTA - Planning	1,600,000	1,292,500	(307,500)
FTA - Operating	1,115,499	4,357,008	(3,241,509)
FTA - ARP	5,761,267	591,996	(5,169,271)
Total Federal Operating	13,742,606	10,661,504	(3,081,102)
Total Operating Revenue	36,844,254	37,965,774	(1,121,520)
FTA - Capital Projects	14,505,608	7,716,000	(6,789,608)
Total Sources of Revenue	51,349,862	45,681,774	(5,668,088)

Proposed Operating Budget
for the Year Ending December 31, 2024
Operating Expenses

Description	2023 Budget	2024 Budget	Dollar Variance
Labor	12,839,623	14,581,960	1,742,337
Fringe Benefits	5,700,043	6,096,250	369,207
Labor and Fringe Benefits	18,539,665	20,651,210	2,111,545
Casualty and Liability	1,869,348	1,935,000	65,662
Services	4,081,789	4,425,185	343,396
Purchased Transportation	3,361,174	5,100,004	1,738,263
Materials & Supplies	4,394,103	4,097,980	(296,123)
Utilities	290,398	280,130	(10,268)
Miscellaneous Expenses	1,380,664	1,377,765	(2,899)
Leases and Rentals	255,097	98,500	(156,597)
Total Operating Expenses	34,172,805	37,965,774	3,792,969
FTA - Capital Projects	17,177,057	7,716,000	(9,461,057)
Total Operating & Capital	51,349,862	45,681,774	(5,668,088)
Net Balance (+/-)	-	-	

2024 Operating Budget Narrative

Casualty and Liability- \$1,935,000

This category includes costs for maintaining CATS' Worker's Compensation and self-insured Fleet Liability programs. The 2024 proposed budget in this category represents a 3.4% increase from last year, which is attributed to an increase in worker's compensation and bus liability claims.

Services- \$ 4,425,185

This category represents Professional Services utilized by CATS, such as security, technical support and planning consultants. The 2024 proposed budget in this category represents a 7.8% increase from last year, which is due to Route Match Restoration, Areas of Persistent Property Program, Munis and Avail computer support contracts.

Purchased Transportation- \$5,100,004

This category encompasses ADA Paratransit and the Baker Microtransit services. The 2024 proposed budget in this category represents a 34.1% increase from last year, as Micro-Transit is expanding in 2024.

Materials & Supplies- \$4,097,980

This category incorporates all the necessary supplies and parts for use across the fleet, as well as office supplies. The 2024 proposed budget in this category represents a 7.2% decrease from last year, which is due to fuel costs stabilizing.

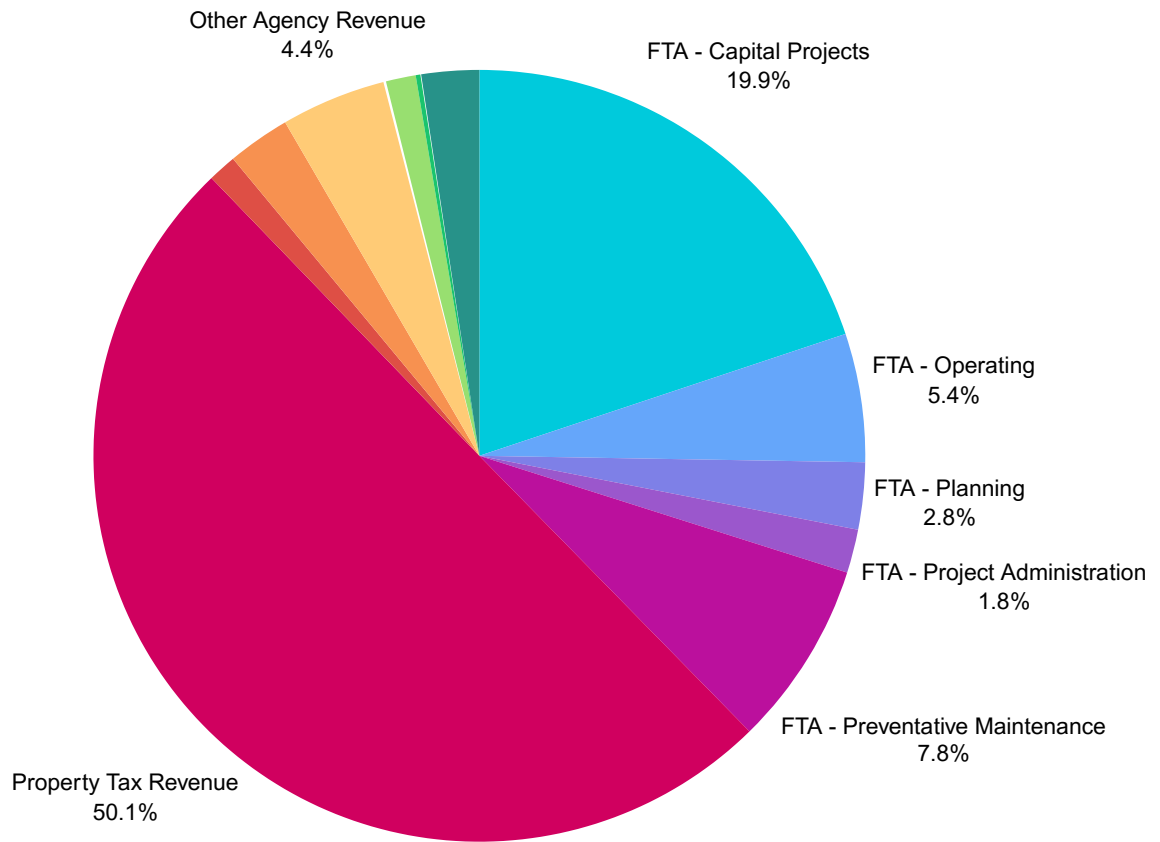
Utilities- \$280,130

This category includes all utilities, such as water, gas, and electricity. The 2024 proposed budget in this category represents a 3.7% decrease from last year, which is a result of adding additional electric buses to the fleet, increasing our electricity costs.

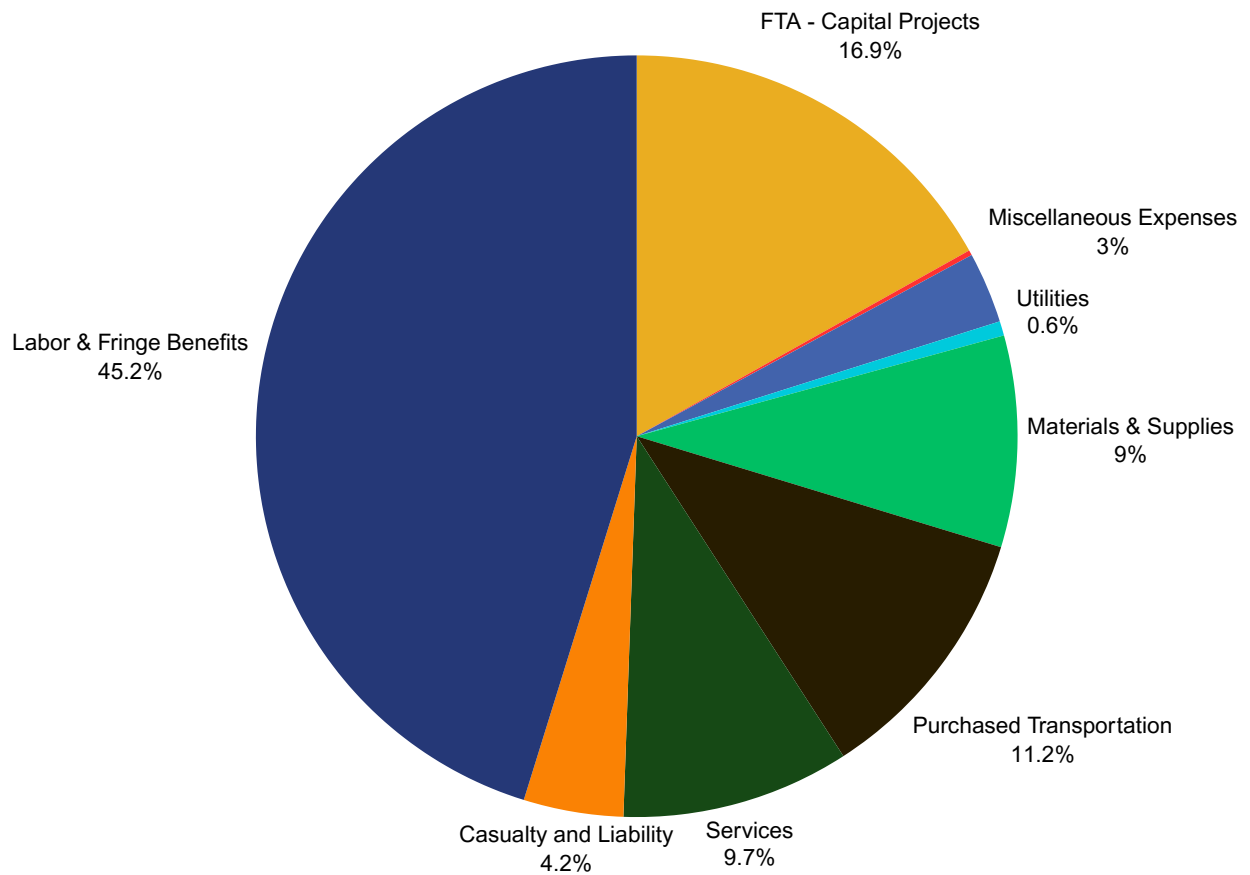
Leases and Rentals- \$98,500

The 2024 proposed budget in this category represents a 159.0% decrease from last year. The decrease is due to ADA Paratransit services will not use lease vehicles.

Operating Revenue



Operating Expenses



Proposed 2024 Capital Budget

The total 2024 Capital Projects Budget is \$7,716,000.

North Transit Center- \$4,750,000 (80/20; 5339 & STP)

The North Transfer Center is part of the overall Bus Rapid Transit (BRT) project, and will begin construction in the First Quarter of 2024, and with an anticipated completion date in 2025. Funding is for the design of the North Transit Center.

Federal: \$3,800,000 Local: \$950,000

Farebox Upgrades- \$1,500,000 (5307)

Replace outdated fareboxes on buses and upgrade dispatcher equipment. Genfare will no longer support current fareboxes in 2024.

Federal: \$1,000,000 Local: \$500,000

Leased Bus Payments- \$656,000 (80/20; 5339)

The final year lease purchase agreement with Gillig for ten (10) clean diesel buses.

Federal: \$524,800 Local: \$131,200

Bus Pads- \$500,000 (80/20; TAP)

First year of funding for design and construction of bus pads to follow consent decree.

Federal: \$400,000 Local: \$100,000

Electric Charging Stations- \$100,000 (80/20; 5307 & LoNo)

Installation of seven (7) electric charging stations on-site at CATS to support all electric fleet for the Bus Rapid Transit (BRT) project.

Federal: \$80,000 Local: \$20,000

Relief Vehicles – \$210,000 (80/20; 5307)

Purchase five (5) relief service vehicles for operators to use during shift changes at hubs.

Federal: \$168,000 Local: \$42,000

Allotment of Positions
CATS 2024 Positions Budgeted

Positions	
Title	FTEs
Executive Administrator	1
Interim CEO (open position)	1
Liaison Officer	1
Communications Manager	1
Senior Director of Outreach & Business Development	1
IT Manager	1
IT Help Desk Technician	1
Compliance Officer	1
HR Director	1
HR Manager	1
HR Specialist D & A Coordinator	1
Payroll Specialist	1
Recruiting & Onboarding	1
Director of Risk Management	1
Risk Management Coordinator	1
Risk Management Tech	1
Procurement Analyst II	2
Grants Manager	1
Director of Planning	1
Planning & Schedule	1
Buildings & Grounds Crew	6
Buildings & Grounds Manager	1
Buildings & Grounds Supervisor	2
Custodian	7
Administrative Analyst	1
Customer Service Manager	2
Dispatchers	6
Interim Director of Operations	1
Operations Manager	3
Payroll Manager	1
Bus Operators	100

Allotment of Positions

CATS 2024 Positions Budgeted (Continued)

Positions	
Title	FTEs
Street Supervisors	7
Trainers	3
Director of Maintenance	1
Maintenance Coordinator	1
Maintenance Manager	1
Maintenance Supervisor	2
Parts Assistant	1
Mechanic II	3
Mechanic III	4
Tire Technicians	1
Utility Technician Supervisor	1
Utility Technicians	10
Vault Puller	1
ADA Coordinator	1
ADA Manager	1
Director of Innovation & IT	1
Innovation Manager	1
Electronic Technician	2
Customer Service Representative	8
Customer Service Lead	1
Customer Service Manager	1
Accountant	1
Accountant Manager	1
Budget Manager	1
Chief Financial Officer	1
Finance Office Manager	1
Money Room Part Time	3
TOTAL FULL-TIME EQUIVALENTS (FTEs)	211

Proposed 2024 Budget Adoption Resolution

RESOLUTION OF CATS BOARD OF COMMISSIONERS APPROVING 2024 BUDGET

BE IT RESOLVED by the Board of Commissioners of Capital Area Transit System that the attached document setting forth the 2024 budget for the Capital Area Transit System, which has been made available for public inspection and presented to the Board, is hereby approved.

BE IT FURTHER RESOLVED that the agency's Chief Executive Officer shall have the authority to make changes to the line item amounts of the operating budget without the approval of the Board of Commissioners if the change does not exceed 5% in either direction. If the change exceeds a 5% variance in either direction, the agency's Chief Executive Officer shall have to return to the Board of Commissioners for approval. In no event may the amounts for total revenues or total expenditures be changed without the approval of the Board of Commissioner.