

CAPITAL AREA TRANSPORTATION AUTHORITY  
BOARD OF DIRECTORS MEETING

WEDNESDAY, AUGUST 21, 2024  
4:00 P.M. – LANSING CENTER GOVERNOR'S ROOM  
333 E. MICHIGAN AVENUE, LANSING, MI 48933

AGENDA

I. CALL TO ORDER

II. PUBLIC COMMENTS ON AGENDA ITEMS

*Members of the public are welcome to speak to the Board on any agenda subject. Anyone wishing to comment on any matter **not** on the agenda may do so immediately prior to adjournment.*

III. PUBLIC HEARING ON FISCAL YEAR 2025 BUDGET AND 2024 PROPERTY TAX LEVY

IV. CHAIR'S COMMENTS

V. CHIEF EXECUTIVE OFFICER'S REPORT

VI. ACTION ITEMS – PROPOSED CONSENT AGENDA

A. APPROVAL OF MINUTES OF JULY 17, 2024, BOARD MEETING

B. TREASURER'S REPORT FOR JUNE 2024

1. Interim Income Statement
2. Cash Summary
3. Investments
4. Fifth Third Investment Account Reconciliation

C. ELEVENTH AMENDMENT OF AGREEMENT WITH INGHAM COUNTY TO PROVIDE FUNDING FOR CATA RURAL AND SPEC-TRAN SERVICES

**PROPOSED MOTION:** That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to execute Amendment No. 11 to the Agreement between the County of Ingham and Capital Area Transportation Authority for October 1, 2024, through September 30, 2025, on such other terms and conditions as the Board Chair and the Chief Executive Officer deem necessary.

D. PUBLIC TRANSPORTATION AGENCY SAFETY PLAN (PTASP) 2025 TARGETS

**PROPOSED MOTION:** That the CATA Board of Directors approves the Public Transportation Agency Safety Plan 2025 Safety Performance Targets to meet compliance with the FTA.

E. PURCHASE OF UP TO SIX (6) LARGE, ACCESSIBLE VANS

**PROPOSED MOTION:** That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to execute a purchase of up to six (6) accessible, battery-electric and gasoline powered, large Ford Transit vans, from Hoekstra Transportation, Inc., Grand Rapids, Michigan, through the State of Michigan, MDOT contract, for a total amount not to exceed \$680,000 of federal and state grant funds, pending successful completion of necessary Buy America audits, on such other terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

F. PURCHASE OF UP TO EIGHT (8) LOW-FLOOR MINIVANS

**PROPOSED MOTION:** That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to execute a purchase of up to eight (8) accessible, low-floor minivans from Hoekstra Transportation, Inc., Grand Rapids, Michigan, through the State of Michigan, MDOT contract, for a total amount not to exceed \$550,000 of federal and state grant funds, pending successful completion of necessary Buy America audits, on such other terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

VII. ACTION ITEM - DISCUSSION AGENDA

A. 2024 PROPERTY TAX LEVY

**PROPOSED MOTION:** That the CATA Board of Directors authorizes the levy of ad valorem property taxes for the year 2024 of 3.007 mills. The Board of Directors further directs staff to file the required Form L-4029 with the appropriate jurisdictions.

B. FISCAL YEAR 2025 BUDGET APPROVAL

**PROPOSED MOTION:** That the CATA Board of Directors, as its general appropriations act, adopts the following resolutions:

1. The proposed Operating and Capital Budget for Fiscal Year 2025, upon which public hearing was held at a regular meeting of the Board on August 21, 2024, is adopted as the general appropriation of total revenues of the Authority to defray expenditures and meet the liabilities of the Authority for its Fiscal Year 2025 (October 1, 2024, through and including September 30, 2025).
2. In accordance with the Truth in Budgeting Act, the Board states that the Authority's levy for 2024 of 3.007 mills of ad valorem property taxes as provided for in the Budget and authorized by resolution adopted on August 21, 2024, 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 to make transfers to and from invested funds, to facilitate daily operations and meet cash flow needs without further approval of the Board.
4. The annual goals and objectives and the organization charts as presented with the budget for Fiscal Year 2025 are approved.

VIII. OLD BUSINESS

IX. NEW BUSINESS

- NOMINATING COMMITTEE REPORT

X. PUBLIC COMMENT

*Members of the public are welcome to speak to the Board on any CATA subject.*

XII. ADJOURNMENT

CAPITAL AREA TRANSPORTATION AUTHORITY  
BOARD OF DIRECTORS MEETING

WEDNESDAY, JULY 17, 2024  
4:00 P.M. – LANSING CENTER GOVERNOR'S ROOM  
333 E. MICHIGAN AVENUE, LANSING, MI 48933

**PRESENT:** Nathan Triplett, Chair  
Phil Deschaine, Secretary/Treasurer  
John Prush  
Doug Lecato  
Derek Melot  
Mark Grebner  
Jack Schmitt  
Terrance Augustine

**CALL TO ORDER:**

Chair Triplett called the meeting to order at 4:03 p.m.

**ROLL CALL:** Terrance Augustine, Phil Deschaine, Mark Grebner, Doug Lecato, Derek Melot, John Prush, Jack Schmitt, and Nathan Triplett were all present.

**ABSENT:** Shanna Draheim, Vice Chair, Eric Tans, and Maggie Sanders

Chair Triplett welcomed everyone to the Board meeting. He also mentioned that the meeting is being offered on Zoom for those who wish to view the Board meeting virtually.

Chair Triplett stated that Action Item G, Millage Renewal, requires a roll call vote; therefore, it will be moved to the Discussion Agenda.

**PUBLIC COMMENTS:**

Deb Parrish spoke on behalf of Glo Banks and thanked CATA for the July 4<sup>th</sup> holiday service. Ms. Parrish also expressed her appreciation that CATA is down to having only four (4) split-shifts.

Daniel Black commented on a conversation that he had with Mr. Funkhouser at the last Board meeting. Mr. Black expressed his appreciation for Mr. Funkhouser recognizing his hearing disability by sitting down and speaking at a level that was comfortable for him.

**CHAIR'S COMMENTS:**

Chair Triplett commented on new Board member, Eric Tans. Chair Triplett stated that currently, Mr. Tans is on vacation, yet he expressed his excitement in joining the Board.

Chair Triplett requested a motion to excuse Shanna Draheim and Eric Tans.

**MOTION:**

Jack Schmitt motioned to excuse Shanna Draheim and Eric Tans. Derek Melot supported the motion.

**VOTE:** The motion carried unanimously.

Chair Triplett stated that under CATA's policy, in July, the Board is required to appoint a Nominating Committee for the purpose of nominating members who wish to serve as Chair, Vice Chair and Secretary/Treasurer of the Board. Chair Triplett announced that three (3) Board members have graciously agreed to serve in this capacity with Derek Melot chairing the committee along with Doug Lecato, and Jack Schmitt.

**MOTION:**

A motion to approve the appointment of Derek Melot, Doug Lecato, and Jack Schmitt, to serve as the Nominating Committee in the upcoming year with Derek Melot chairing the committee was moved by Phill Deschaine and supported by Mark Grebner.

**VOTE:** The motion carried unanimously.

**CHIEF EXECUTIVE OFFICER'S REPORT**

**Community Events**

Bradley Funkhouser commented on the community events flyer that was handed out to Board members. Mr. Funkhouser stated that in addition to the events listed in the flyer, CATA also participated in Juneteenth and the Lansing Pride festival. He further noted that CATA is raising the bar by engaging in more activities with the community.

**Community Report**

Bradley Funkhouser stated that per policy, CATA released the 2024 Community Report. Similar to last year, CATA sent out postcards with a QR code that can be used to access the report online. He noted that anyone interested in receiving a paper copy can request one. The report went out to community members in late June, and it was also posted on CATA's website. Mr. Funkhouser thanked Lolo Robison, Director of Marketing, Customer Experience, and Public Information Officer, and her team for putting this together.

**Downtown Facility Update**

Bradley Funkhouser stated that with the support from the local delegation and ATU, CATA was awarded two (2) grants to fund CATA's downtown facility which will be part of the new city hall project. CATA continues to have weekly calls with developer, Boji Group, and the mayor's office. He noted that although, both parties have not reached a mutual agreement, CATA will continue to try to merge the vision of creating a neighborhood along with transportation hub.

### **Electric Bus**

Bradley Funkhouser stated that Congresswoman Elissa Slotkin's office awarded CATA \$1 million for an electric bus through the Bus and Bus Facilities Formula Grant Program, Section 5339. He noted that the Board approved CATA to purchase one (1) electric bus from New Flyer and one (1) electric bus from Gillig. CATA and the ATU are committed to providing the extra training needed to ensure safety. He further noted that CATA is looking at replacing the older buses with electric buses. The electric buses from New Flyer and Gillig should arrive sometime next year.

### **Electric Vehicles**

Bradley Funkhouser stated that along with the new electric buses, CATA has also acquired four (4) electric transport vehicles. He noted that these vehicles are Chevrolet Bolts and will go into service next week.

### **EATRAN**

Bradley Funkhouser stated that the EATRAN Board has been very busy. They launched two (2) connector buses this year. The Charlotte Connector launched in January and the Grand Ledge Connector launched in May. Both connectors stop at the Marketplace in Delta Township where riders may board the Route 3. Mr. Funkhouser reported that the connectors' ridership has doubled since their launch dates and Route 3 has been servicing approximately 5,000 rides per month. He further stated that he will continue to have conversations with Charlotte, Grand Ledge, and Eaton County Commissioners in order to improve service in the community. He also thanked Chair Triplett and Chair Augustine for supporting regional coordination.

### **Cross-Boundary Agreement Between Clinton Transit and CATA**

Bradley Funkhouser stated that due to Clinton Transit not implementing transfer rides as intended, the cross-boundary agreement will be terminated at the end of August. Both agencies have agreed to work on a new agreement that will have a stronger commitment in putting more connectors into service from Clinton County and sharing rides between agencies. Mr. Funkhouser also stated that MDOT is aware of the situation.

### **July 4<sup>th</sup> Holiday Service**

Bradley Funkhouser stated that on the July 4<sup>th</sup>, CATA had 120 rides scheduled and provided 84 rides. Mr. Funkhouser noted that the service proved to be very helpful as CATA took a lot of riders to dialysis.

### **Training Program**

Bradley Funkhouser stated that Dan Hodges, Director of Maintenance, has created a maintenance training program. He explained that there are many urban and rural individuals from across the state that are interested in learning how CATA operates.

Doug Lecato inquired about the electric charging stations and their location.

Bradley Funkhouser stated that the electric charging stations have already been installed. He noted that Norm VanAlstine, Facilities Manager, and Andrew Brieschke, Deputy CEO, worked together to find the best location.

Doug Lecato inquired about the microtransit contract.

Bradley Funkhouser stated that the microtransit contract has been completed and the launch will take place possibly in September.

Phil Deschaine inquired about the number of electric buses.

Bradley Funkhouser stated that CATA will have three (3) electric buses. He noted that CATA needs to learn more about the electric buses before ordering more.

Phil Deschaine stated that he has owned a Chevrolet Bolt for about a year and can travel about 250 miles before it needs to be charged.

Chair Triplett thanked Mr. Funkhouser, Mr. Augustine, and EATRAN for their hard work.

### **FISCAL YEAR 2024-2025 BUDGET DISCUSSION**

Bradley Funkhouser stated that CATA has sent their Fiscal Year 2024-2025 Budget Report to Board members. He explained that part of CATA's Policy 202 requires that after the budget is sent to Board members, the first item in July is to have an open discussion placed on the agenda. Mr. Funkhouser deferred to Jim Frenndt, Director of Finance, for an update.

Jim Frenndt gave a brief update including a summary of the January and February Board Retreat. He also referenced the meeting in May where he commented on the changes in service, percentages of the LBO from the state, and CATA's revenue and expenses. Mr. Frenndt further commented on increases in property taxes, and state and federal revenues.

Derek Melot inquired about the expenses and trends related to CATA's pension.

Jim Frenndt stated that CATA's pension is fully funded. He also stated that the actuarial estimates are not cash out of pocket; however, CATA does have to report the information. Mr. Frenndt further noted that trends do not exist and that the swings in the actuarial reports are part of the process.

Jack Schmitt inquired whether CATA has any concerns over the five (5) year projections and the gap between revenues and expenses.

Jim Frenndt stated that he is closely watching CATA's five (5) year projections and will know more six (6) to nine (9) months from now as some of the uncertainties unfold.

Bradley Funkhouser reassured Board members that CATA has a talented group of individuals that are cautious. He stated that the Board will be notified if CATA does not see any changes in trajectory six (6) to nine (9) months from now. Mr. Funkhouser also stated that he is optimistic, and CATA is in a good position compared to other agencies.

Jack Schmitt inquired about the markers that CATA will be looking at in the next six (6) to nine (9) months.

Bradley Funkhouser stated that sustainability across the nation especially in big cities are unsustainable without federal assistance. He explained that CATA will watch to see whether the federal government will restore pandemic funding and/or the LBO funds will be part of an economic development package.

Jim Frendt confirmed that there should be more clarity from the federal, state, and local levels in the next few months.

Chair Triplett stated that CATA's budget will be presented at the August Board meeting and any members having additional questions can contact Mr. Funkhouser or himself.

**ACTION ITEMS – PROPOSED CONSENT AGENDA**

- A. APPROVAL OF MINUTES OF MAY 2024, BOARD MEETING
- B. TREASURER'S REPORT FOR APRIL 2024
  - 1. Interim Income Statement
  - 2. Cash Summary
  - 3. Investments
  - 4. Fifth Third Investment Account Reconciliation
- C. TREASURER'S REPORT FOR MAY 2024
  - 1. Interim Income Statement
  - 2. Cash Summary
  - 3. Investments
  - 4. Fifth Third Investment Account Reconciliation
- D. FLUID-APPLIED ROOF RESTORATION

**PROPOSED MOTION:** That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to execute a contract with Hoekstra Roofing Company for the fluid-applied roof restoration project. The contract includes a base bid of \$1,822,800, plus a performance assurance bond of \$12,500, and a 10% contingency reserve of \$183,530, bringing the total cost not to

exceed \$2,018,830, on such other terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

E. EXTENSION OF STUDENT HOUSING TRANSIT SERVICES AGREEMENT (ADDENDUM 19)

**PROPOSED MOTION:** That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to execute Addendum 19 to the Student Housing Transit Services Agreement for the period from August 1, 2024, through July 31, 2025, for extended public transit services, on such other terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

F. CONTINUATION OF CELLULAR SERVICES CONTRACT

**PROPOSED MOTION:** That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to approve the expenditure of up to \$150,000, to Verizon for cellular services and ancillaries during the 2024 budget period and to continue utilizing the existing NASPO contract, on such other terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

**MOTION:**

Derek Melot motioned to approve the Consent Agenda and Doug Lecato supported the motion.

**VOTE:** The motion carried unanimously.

**ACTION ITEMS - DISCUSSION AGENDA**

A. MILLAGE RENEWAL (ROLL CALL VOTE)

**PROPOSED MOTION:** That the CATA Board of Directors adopts the resolution set forth in the following Certificate of Resolution to submit the necessary ballot proposition language on the November 5, 2024, ballot to renew the CATA base millage of 3.007 (that being \$3.007 per thousand dollars of taxable value) reduced to 2.9895 mills (that being \$2.9895 per thousand dollars of taxable value) by the millage rollbacks required under the Headlee Amendment to the Michigan Constitution on real and personal property located within the City of Lansing, City of East Lansing, Meridian Township, Lansing Township, and Delhi Township for the years 2026 through 2030.

CAPITAL AREA TRANSPORTATION AUTHORITY  
BOARD OF DIRECTORS  
CERTIFICATE OF RESOLUTION

At a regular meeting of the Board of Directors of the Capital Area Transportation Authority held at 333 E. Michigan Avenue, Lansing, MI, on July 17, 2024, at 4:00 p.m., there were

Present:

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Absent:

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The following Resolution was offered by \_\_\_\_\_  
and supported by \_\_\_\_\_.

The following ballot proposition shall be submitted to a vote of the qualified electors of the City of Lansing, the City of East Lansing, Meridian Township, Lansing Township, and Delhi Township at the general election on November 5, 2024.

*Shall the previously voter approved millage established at 3.007 mills (that being \$3.007 per thousand dollars of taxable value) and reduced to 2.9895 mills (that being \$2.9895 per thousand dollars of taxable value) by the millage rollbacks required under the Headlee Amendment to the Michigan Constitution be renewed and authorized to be levied by the Capital Area Transportation Authority (CATA), for continued public transportation service, as provided for by Public Act 55 of 1963, as amended, on real and personal property located within the City of Lansing, City of East Lansing, Meridian Township, Lansing Township, and Delhi Township for the years 2026 through 2030 inclusive, which is a period of five years? (The current levy was approved by the voters in 2020 and is authorized through 2025.) Based on currently available taxable value data, if approved and levied, this millage is estimated to generate approximately \$24,139,928.06 in 2026.*

*In accordance with State law, portion(s) of the millage may also be captured by the Downtown Development Authorities, Brownfield Redevelopment Authorities, and other such Tax Increment Financing Districts as established by the City of Lansing, City of East Lansing, Charter Township of Meridian, Delhi Charter Township, and Lansing Charter Township.*

YES: \_\_\_\_\_  
NO: \_\_\_\_\_

The Board vote resulted in:

Yeas: \_\_\_\_\_

Nays: \_\_\_\_\_

The Resolution was declared adopted.

The undersigned, being the Secretary of the Board of Directors of the Capital Area Transportation Authority, hereby certifies that the foregoing is a true and complete copy of a Resolution duly adopted at a regular meeting of the Board at which meeting a quorum was present and remained throughout and that an original thereof is on file in the Minutes of said meeting, filed with the Capital Area Transportation Authority.

Date: \_\_\_\_\_

\_\_\_\_\_  
Phil Deschaine, Secretary  
Board of Directors  
Capital Area Transportation Authority

**MOTION:**

Doug Lecato motioned to approve Discussion Item A, Millage Renewal, and Mark Grebner supported the motion.

**DISCUSSION:**

Bradley Funkhouser stated that CATA's attorney, Lindsay Dangl, has reviewed the millage language presented for Board approval.

Chair Triplett stated that CATA needs to submit the millage language by August 13, 2024, in order for it to be placed on the November ballot.

Doug Lecato expressed his belief that it is a great time to submit CATA's millage now rather than waiting until next year. He noted that CATA has done the same in the past.

Mark Grebner commented on CATA receiving the highest millage in the state. He also acknowledged Meridian Township at 3.8 mills while Eaton County is at .25 mills.

Bradley Funkhouser stated that there will be more to come.

Mark Grebner stated that CATA is not under financial pressure thanks to a very supportive public but one day, CATA may have to look at cutting service.

Phil Deschaine stated that he has spoken to approximately 3,500 taxpayers and some of them are not happy with the CATA millage or the LCC millage; however, Meridian Township residents rely on the region especially MSU, and are happy to give back.

Chair Triplett stated that CATA is blessed by the size of the millage they receive along with the consistent support from the public.

Mark Grebner stated that CATA's millage support is very impressive.

**ROLL CALL:** Phil Deschaine, aye; Mark Grebner, aye; Doug Lecato, aye; Derek Melot, aye; John Prush, aye; Jack Schmitt, aye; and Nathan Triplett, aye.

Motion passed with seven (7) ayes and zero (0) nays.

**OLD BUSINESS**

None

**NEW BUSINESS**

None

**PUBLIC COMMENT**

Deb Parrish expressed her appreciation for the cashless pay station installed in the Redi-Ride buses. She also commented on the last Board meeting where Ms. Jackson expressed her concerns regarding her support animal. Ms. Parrish stated she understands her concerns yet believes there needs to be a balance. She shared her own experience where she was bit by a dog and is still afraid of them.

Doug Lecato thanked Marshea Brown, Director of Human Resources and Lolo Robison, Director of Marketing, Customer Experience and Public Information Officer, for the DEI summary each month and the upcoming CATA event schedule.

**ADJOURNMENT**

Chair Triplett adjourned the meeting at 4:42 p.m.

Respectfully Submitted,

Phil Deschaine  
Secretary/Treasurer

Tina Orlando  
Recording Secretary

**Capital Area Transportation Authority  
INTERIM INCOME STATEMENT  
For The Month Ending June 30, 2024**

	<u>June</u>	<u>June</u>		<u>%</u>		<u>FY 2024</u>	<u>FY 2024</u>		<u>%</u>	<u>FY 2024</u>	<u>% Annual Budget</u>
	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Variance</u>		<u>Actual YTD</u>	<u>Budget YTD</u>	<u>Variance</u>	<u>Variance</u>	<u>BUDGET</u>	<u>Revenues/Expense</u>
<b>REVENUES</b>											
Farebox	\$ 180,623	\$ 190,150	\$ (9,527)	-5.0%		\$ 1,917,289	\$ 1,711,350	\$ 205,939	12.0%	\$ 2,281,800	84.0%
Contracted Services	\$ -	\$ 291,000	\$ (291,000)	-100.0%		\$ 2,667,592	\$ 2,619,000	\$ 48,592	1.9%	\$ 3,492,000	76.4%
Property Tax	\$ 1,254,248	\$ 2,073,833	\$ (819,585)	-39.5%		\$ 24,214,269	\$ 18,664,497	\$ 5,549,772	29.7%	\$ 24,882,000	97.3%
State Revenue	\$ 2,203,267	\$ 1,341,250	\$ 862,017	64.3%		\$ 16,312,890	\$ 12,089,250	\$ 4,223,640	34.9%	\$ 16,095,000	101.4%
Federal Revenue	\$ 3,800,921	\$ 1,210,333	\$ 2,590,588	214.0%		\$ 12,663,855	\$ 10,874,997	\$ 1,788,858	16.4%	\$ 14,524,000	87.2%
Other Revenue	\$ 255,174	\$ 91,467	\$ 163,707	179.0%		\$ 1,449,478	\$ 823,203	\$ 626,275	76.1%	\$ 1,097,600	132.1%
<b>TOTAL REVENUES</b>	\$ 7,694,233	\$ 5,198,033	\$ 2,496,200	48.0%		\$ 59,225,373	\$ 46,782,297	\$ 12,443,076	26.6%	\$ 62,372,400	95.0%
<b>EXPENSES</b>											
Labor	\$ 1,854,832	\$ 2,075,016	\$ 220,184	10.6%		\$ 18,398,666	\$ 18,675,149	\$ 276,483	1.5%	\$ 24,900,200	73.9%
Fringe Benefits	\$ 1,829,413	\$ 969,604	\$ (859,809)	-88.7%		\$ 11,602,001	\$ 8,679,460	\$ (2,922,541)	-33.7%	\$ 11,589,300	100.1%
Services	\$ 381,225	\$ 388,516	\$ 7,291	1.9%		\$ 3,800,033	\$ 3,496,644	\$ (303,389)	-8.7%	\$ 4,662,200	81.5%
Materials & Supplies	\$ 594,113	\$ 443,105	\$ (151,008)	-34.1%		\$ 4,462,650	\$ 3,987,945	\$ (474,705)	-11.9%	\$ 5,317,240	83.9%
Utilities	\$ 49,369	\$ 74,551	\$ 25,182	33.8%		\$ 639,112	\$ 670,959	\$ 31,847	4.7%	\$ 894,620	71.4%
Casualty & Liability	\$ 103,583	\$ 109,500	\$ 5,917	5.4%		\$ 933,975	\$ 985,500	\$ 51,525	5.2%	\$ 1,314,000	71.1%
Purch. Transportation	\$ 886,225	\$ 815,000	\$ (71,225)	-8.7%		\$ 7,941,703	\$ 7,335,000	\$ (606,703)	-8.3%	\$ 9,780,000	81.2%
Miscellaneous	\$ 55,510	\$ 130,690	\$ 75,180	57.5%		\$ 1,296,738	\$ 1,174,410	\$ (122,328)	-10.4%	\$ 1,568,280	82.7%
<b>TOTAL EXPENSES</b>	5,754,270	5,005,982	(748,288)	-14.9%		49,074,878	45,005,067	(4,069,811)	-9.0%	\$ 60,025,840	81.8%
<b>NET INCOME (LOSS)</b>	<u>\$ 1,939,963</u>	<u>\$ 192,051</u>	<u>\$ 1,747,912</u>			<u>\$ 10,150,495</u>	<u>\$ 1,777,230</u>	<u>\$ 8,373,265</u>		<u>\$ 2,346,560</u>	

Interim statements are subject to adjustments and year-end audit

**Capital Area Transportation Authority  
 Treasurer's Report  
 Cash Activity During the Month**

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**06/01/2024 - 06/30/2024**

<b>Cash Balance - 06/01/2024</b>	<b>\$ 2,788,400</b>
Disbursements	\$ (4,936,300)
Receipts	\$ 7,111,672
Adjustments	\$ -
<b>Cash Balance - 06/30/2024</b>	<b><u>\$ 4,963,772</u></b>

**Disbursements:**

Cash Disbursements Register	\$ (1,544,710)
Payroll	\$ (2,937,523)
Healthcare (BlueCross Blue Shield)	\$ (442,939)
Transfers To the ASU Claims Account	\$ (11,128)
Transfers To the Investment Account	\$ -
<b>Total Cash Disbursements</b>	<b><u>\$ (4,936,300)</u></b>

**Receipts:**

Cash Receipt Register	\$ 3,111,672
Transfers From the Savings Account	\$ 1,000,000
Transfers From the Investment Account	\$ 3,000,000
<b>Total Cash Receipts</b>	<b><u>\$ 7,111,672</u></b>

**Adjustments:**

Misc. Items	\$ -
<b>Total Cash Adjustments</b>	<b><u>\$ -</u></b>

**Capital Area Transportation Authority  
 Treasurer's Report  
 Cash and Investment Balances & Interest Earned**

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**06/01/2024 - 06/30/2024**

CASH & INVESTMENT BALANCES	PORTFOLIO BALANCE	% OF TOTAL
<b><u>CASH &amp; CASH EQUIVALENTS</u></b>		
FIFTH THIRD BANK - General Account	4,963,772	12.49%
FIFTH THIRD BANK - ASU Claims Account	47,068	0.12%
FIFTH THIRD BANK - Savings	537,703	1.35%
MSUFCU CD and Savings	263,719	0.66%
CASE Credit Union CD and Savings	264,255	0.66%
<b><u>FIXED INCOME INVESTMENTS</u></b>		
FIFTH THIRD BANK	33,666,899	84.71%
<b>TOTAL</b>	<b>\$ 39,743,416</b>	<b>100.00%</b>

INTEREST EARNED	INTEREST
<b>INCOME EARNED ON INVESTMENTS:</b>	
FIFTH THIRD BANK (Net of Expenses/Accrued Interest)	\$ 165,409
OTHER BANKS	4,948
<b>TOTAL</b>	<b>\$ 170,357</b>
<b>Monthly Average Rate of Return</b>	0.4286%
<b>Annual Average Rate of Return</b>	5.144%

Interim statements are subject to adjustments and year-end audit

**Capital Area Transportation Authority  
 Treasurer's Report  
 Fifth Third Bank Investment Account Reconciliation**

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**06/01/2024 - 06/30/2024**

<b>Market Value at the Beginning of the Period - 06/01/2024</b>		\$ 36,480,345
<b>Portfolio Activity:</b>		
<b><u>Transfers (To) or From General Checking</u></b>		(3,000,000)
<b><u>Net Income/(Loss) &amp; Expenditures</u></b>		
Interest Earned	\$ 180,874	
Accrued Interest Paid	(12,963)	
Administrative Expenditures	(2,502)	
<b>Total Net Income/Loss &amp; Expenditures</b>		165,409
<b><u>Realized Gains or (Loss) From Sales</u></b>		(25,775)
<b><u>Market Appreciation</u></b>		
End of Period	\$ (36,104)	
Beginning of Period	142,317	
<b>Unrealized Gain/(Loss) from Market Appreciation</b>		106,213
<b><u>Change in Value From Accrued Income</u></b>		
Previous Accrued Income (-)	\$ (389,509)	
Current Accrued Income (+)	330,216	
<b>Net Change from Accrued Income</b>		(59,293)
<b>Market Value at the End of the Period - 06/30/2024</b>		<u><u>\$33,666,899</u></u>

Interim statements are subject to adjustments and year-end audit

**NOTE:**

*The Fifth Third Bank Investment Account includes investments in the Federated Government Obligations Fund, Institutional Shares, considered as cash equivalents with a stable market value, and short term fixed income investments in federal and Michigan municipal securities that have market values that may fluctuate prior to redemption or early call dates.*

**ACTION ITEM – ELEVENTH AMENDMENT OF AGREEMENT WITH INGHAM COUNTY TO PROVIDE FUNDING FOR CATA RURAL AND SPEC-TRAN SERVICES**

CATA has been providing CATA Rural Services and county-wide paratransit service for seniors and persons with disabilities in Ingham County for decades. A major source of funding for these services has been a millage levied by the County of Ingham in the amount of 0.60 mills. To apply this funding, the County and CATA have entered into a series of base contracts with annual amendments for the scope of services. The current base contract term is January 1, 2021, through December 31, 2025.

Ingham County has proposed Amendment No. 11, Scope of Services for October 1, 2024, through September 30, 2025, which includes continued Spec-Tran service at a minimum level of what was in effect on October 1, 1988, and CATA Rural Service of at least 79 hours per day, which includes the Mason Redi-Ride, Mason Connector, and the Williamston-Webberville Connector. CATA's services will exceed the minimum contract levels for Spec-Tran and CATA Rural Service.

Ingham County is projecting tax revenue of \$5,898,235 in FY 2025 from the Special Transportation Millage which is allocated at \$2,028,968 for CATA Rural Services and \$3,869,267 for Spec-Tran services.

Amendment No. 11 was taken to the Ingham County Human Services Committee on August 19, 2024, and will be taken to the Finance Committee on August 21, 2024, before going to the full Board of Commissioners on August 27, 2024, for approval.

Staff recommends that the Board adopt the proposed motion set forth below:

**PROPOSED MOTION:** That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to execute Amendment No. 11 to the Agreement between the County of Ingham and Capital Area Transportation Authority for October 1, 2024, through September 30, 2025, on such other terms and conditions as the Board Chair and the Chief Executive Officer deem necessary.

## **ACTION ITEM – PUBLIC TRANSPORTATION AGENCY SAFETY PLAN (PTASP) 2025 TARGETS**

In compliance with the Federal Transit Administration (FTA) PTASP, Safety Performance Targets (SPT's) must be provided to the Tri-County Regional Planning Commission by October 1, annually. These targets are based on a three-year rolling average of the four (4) measurements that CATA is required to report. The four (4) measurements are fatalities, injuries, safety events\*, and system reliability\*.

**\*Safety Event:** An unexpected outcome resulting in injury or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment.

**\*System Reliability:** A failure of some mechanical element of the revenue vehicle that prevents the vehicle from completing a scheduled revenue trip or from starting the next scheduled revenue trip because actual movement is limited or because of safety concerns.

The four (4) measurements are calculated in Vehicle Revenue Miles (VRM's) and CATA uses 100,000 as the benchmark measurement of VRM's (see attached).

The data is compiled throughout the PTASP fiscal year (July through June) and is based on the reporting through the National Transit Database (NTD) as required by the FTA. Annually the SPT's must be updated along with any changes in the structure of the plan. The 2024 amendments to the plan are as follows.

<b>Amendment</b>	<b>Comments</b>	<b>Compliance Date</b>
2025 Safety Performance Targets	Added to PTASP Binder #2	12.31.2024
CATA Work Rules	Added to PTASP Binder #2	12.31.2024
Brian Gould	Removed as ATU Representative	12.31.2024
Andrew Olson	Added as ATU Representative	12.31.2024

In 2024 CATA achieved nine (9) of our twelve (12) target goals.

Compliance with the plan means CATA will continue to be eligible to receive Section 5307 Urbanized Area Formula Grant Program funding, Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program funding, and Section 5311 Formula Grants for Rural Areas Program funding.

The 2025 SPT's have been established and agreed upon by CATA's PTASP Committee and are attached.

**PROPOSED MOTION:** That CATA Board of Directors approves the Public Transportation Agency Safety Plan 2025 Safety Performance Targets to meet compliance with the FTA.

2024 PTASP Performance Indicators and 2025 Targets for Tri-County							
Annual Revenue Mileage	Fixed Route (MB DO)		Demand Response - Directly Operated (DR DO)		Demand Response - Contracted - Transdev (DR PT)		
	3,472,443		759,296		2,058,405		
2024 Indicators Reported July 1, 2023 - June 30, 2024 (based on performance measures)							
July 1, 2023 - June 30, 2024	Fatalities Reported NTD		Injuries Reported NTD		Safety Events Reported NTD		Mean Distance Between Mechanical Failures
	Total	Rate per 100,000 VRM*	Total	Rate per 100,000 VRM*	Total	Rate per 100,000 VRM*	
Fixed Route (MB DO)	0	0.00	5	0.14	9	0.25	11,460
Demand Response - Directly Operated (DR DO)	0	0.00	2	0.26	1	0.13	33,013
Demand Response - Contracted (DR PT)	0	0.00	1	0.04	5	0.24	1,029,203
Targets 2025 (based on 3 Year Rolling Average)							
July 1, 2024 - June 30, 2025	Fatalities Reported NTD		Injuries Reported NTD		Safety Events Reported NTD		Mean Distance Between Mechanical Failures
	Total	Rate per 100,000 VRM*	Total	Rate per 100,000 VRM*	Total	Rate per 100,000 VRM*	
Fixed Route (MB DO)	0.00	0.00	< 5.3	0.15	< 9.33	0.26	> 10,819
Demand Response - Directly Operated (DR DO)	0.00	0.00	< 5	0.65	< 3.66	0.48	> 40,044
Demand Response - Contracted (DR PT)	< 0.33	0.00	< 1.33	0.06	< 3.66	0.17	> 376,990
* VRM = Vehicle Revenue Miles							

## **ACTION ITEM – PURCHASE OF UP TO SIX (6) LARGE, ACCESSIBLE VANS**

The State of Michigan, Office of Passenger Transportation, has a multi-year contract with Hoekstra Transportation, Inc., for the purchase of ADA accessible, large vans. The vehicles are Ford Transit models, modified by MobilityTrans of Livonia, Michigan, and will be used by CATA's contractor, Transdev, primarily to provide transportation on CATA Rural Services. Staff has confirmed that CATA is eligible to purchase vehicles off of this contract.

These vans represent an entirely new type of fleet vehicle for CATA. They are available with both gasoline and battery-electric powertrains and, going forward, will be the replacement vehicle of choice for all older, cutaway-style buses currently operated by Transdev. Based on the current fleet that is eligible for replacement, along with available federal and state grant funding, CATA is able to purchase up to six (6) of these vans. Staff has elected to purchase three (3) efficient, gasoline models and three (3) battery-electric models. The electric models will be piloted first, due to the high average daily miles on the Rural Service routes. Battery-electric models will feature a manual sliding door and seating for 12 passengers, or eight plus one wheelchair securement location. The gasoline models will feature a power, bus-style, bi-fold door and seating for nine, or three plus two wheelchair securement locations. In addition to both models being more maneuverable, efficient, and energy-saving than the models they are replacing, these vans will not require operators to have a commercial driver's license.

These vehicles will replace older buses that have met or exceeded their useful life. The approximate, per unit price is \$99,500 for gasoline models and \$124,000 for battery-electric models, plus necessary options and add-ons, as needed to perform the service and meet customer expectations. Should CATA purchase all six (6) on this order, the total purchase price of the vehicles shall not exceed \$680,000.

In addition to Board approval, the purchase of these vehicles is pending successful completion of necessary Buy America audits, as required by the FTA.

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

**PROPOSED MOTION:** That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to execute a purchase of up to six (6) accessible, battery-electric and gasoline powered, large Ford Transit vans, from Hoekstra Transportation, Inc., Grand Rapids, Michigan, through the State of Michigan, MDOT contract, for a total amount not to exceed \$680,000 of federal and state grant funds, pending successful completion of necessary Buy America audits, on such other terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

## **ACTION ITEM – PURCHASE OF UP TO EIGHT (8) LOW-FLOOR MINIVANS**

The State of Michigan, Office of Passenger Transportation, has a multi-year contract with Hoekstra Transportation, Inc., for the purchase of fully accessible, low-floor minivans. The vehicles are Chrysler Voyager/Pacifica models, modified by BraunAbility, and will be used to provide transportation on CATA's Spec-Tran service. The procurement process was completed by the State of Michigan and complies with the Americans with Disabilities Act (ADA) and Federal Transit Administration (FTA) requirements. Staff has confirmed that CATA is eligible to purchase vehicles off of this contract.

CATA currently has federal and state grant funds available to purchase up to eight (8) of these accessible low-floor minivans, which have a useful life of four (4) years or 100,000 miles, whichever comes first. These vehicles will replace older models of the same type that have met or exceeded their useful life. The base floor plan consists of a 3+2 passenger vehicle with a side ramp and fold away seats. The approximate, per unit price is \$68,000, plus necessary options and add-ons, as needed to perform the service and meet customer expectations. Should CATA purchase all eight (8) on this order, the total purchase price of the vehicles shall not exceed \$550,000.

In addition to Board approval, the purchase of these vehicles is pending successful completion of necessary Buy America audits, as required by the FTA.

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

**PROPOSED MOTION:** That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to execute a purchase of up to eight (8) accessible, low-floor minivans from Hoekstra Transportation, Inc., Grand Rapids, Michigan, through the State of Michigan, MDOT contract, for a total amount not to exceed \$550,000 of federal and state grant funds, pending successful completion of necessary Buy America audits, on such other terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

**ACTION ITEM - 2024 PROPERTY TAX LEVY**

At the August 21, 2024, Board of Directors meeting, a public hearing was held on the Fiscal Year 2025 Budget and the 2024 Property Tax Levy.

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

**PROPOSED MOTION:** That the CATA Board of Directors authorizes the levy of ad valorem property taxes for the year 2024 of 3.007 mills. The Board of Directors further directs staff to file the required Form L-4029 with the appropriate jurisdictions.

## **ACTION ITEM – FISCAL YEAR 2025 BUDGET APPROVAL**

At the August 21, 2024, Board of Directors meeting, a public hearing was held on the Fiscal Year 2025 Budget and the 2024 Property Tax Levy.

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

**PROPOSED MOTION:** That the CATA Board of Directors, as its general appropriations act, adopts the following resolutions:

1. The proposed Operating and Capital Budget for Fiscal 2025, upon which public hearing was held at a regular meeting of the Board on August 21, 2024, is adopted as the general appropriation of total revenues of the Authority to defray expenditures and meet the liabilities in Fiscal Year 2025 (October 1, 2024, through and including September 30, 2025).
2. In accordance with the Truth in Budgeting Act, the Board states that the Authority's levy for 2024 of 3.007 mills of ad valorem property taxes as provided for in the Budget and authorized by resolution adopted on August 21, 2024, 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 to make transfers to and from invested funds, to facilitate daily operations and meet cash flow needs without further approval of the Board.
4. The annual goals and objectives, and the organization charts, as presented with the budget for Fiscal Year 2025 are approved.

**INFORMATION ITEMS**

**AUGUST 21, 2024**

1. JUNE RIDERSHIP REPORT
2. JUNE RIDERSHIP GRAPH YEAR-TO-DATE
3. FUEL PURCHASE FOR JULY 2024
4. DEI TASK FORCE UPDATE
5. LAC MINUTES FOR JUNE 2024
6. ANNUAL UPDATE ON JOB DESCRIPTIONS
7. SALARY RANGES FY 2024-2025

**JUNE 2024 RIDERSHIP REPORT**

<u>Total system rides – June:</u>	<u>374,562</u>
Average weekday system ridership	15,000
Average weekday system ridership change June 2024 to June 2023	+1,600

	<u>June 2024 vs. June 2023</u>	
	<u>Percentage</u>	<u>Ridership</u>
	<u>Change</u>	<u>Change</u>
Monthly total system ridership	+7.9%	+27,576
Monthly Urban Fixed-Route change	+8.6%	+24,289
Monthly MSU campus ridership change	+48.0%	+284
Monthly Spec-Tran ridership change	0.0%	-4
Monthly Total Paratransit ridership change	-0.6%	-326

Note: Service on Routes 1, 5, 8, 9, and 18 has been reduced as of 12/20/2021. Two fewer weekdays in June 2024 compared to June 2023.

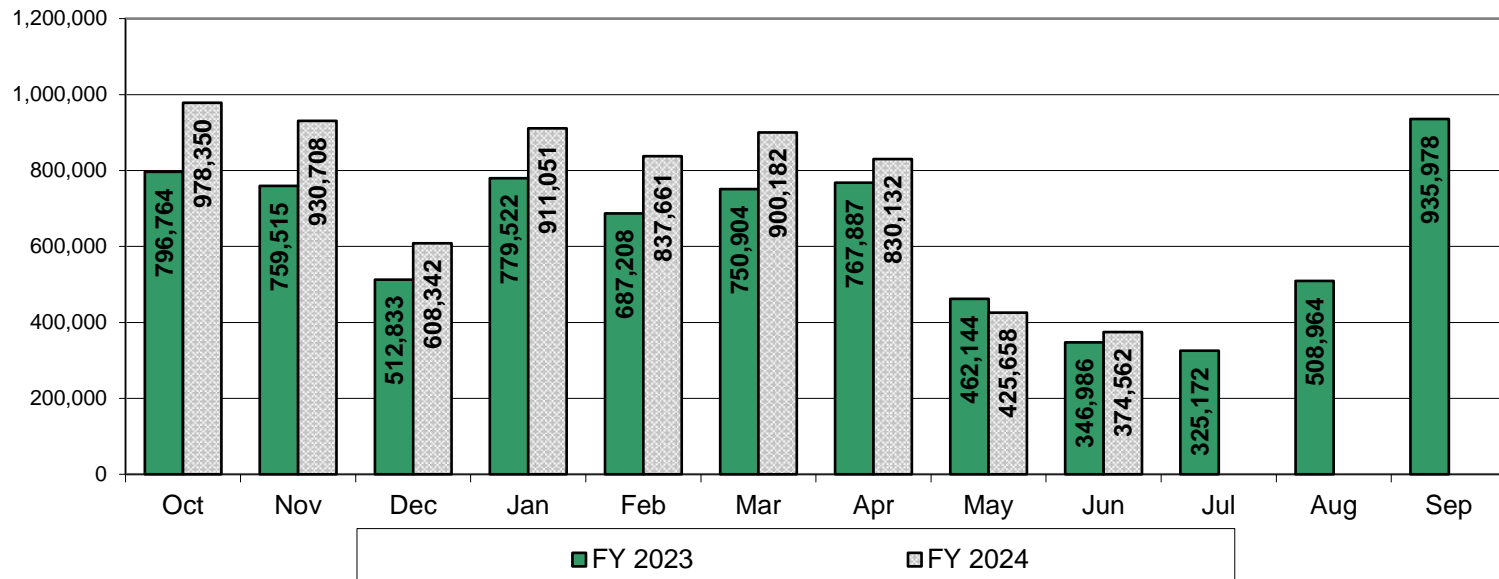
**FY 2024 YEAR-TO-DATE RIDERSHIP**

<u>Total system rides – FY 2024:</u>	<u>6,796,646</u>
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	<u>FY 2024 vs. FY 2023</u>	
	<u>Percentage</u>	<u>Ridership</u>
	<u>Change</u>	<u>Change</u>
Total system rides change	+15.9%	+932,883
Year-to-Date Spec-Tran ridership change	+22.0%	+39,862
Year-to-Date Total Paratransit ridership change	+20.0%	+47,233

Note: Service on Routes 1, 5, 8, 9, and 18 has been reduced as of 12/20/2021.

### CATA's Monthly Ridership: FY 2023 & FY 2024



**INFORMATION ITEM - FUEL PURCHASE FOR JULY 2024**

The following lists our prices for diesel fuel for July 2024

<u>Date of Delivery</u>	<u>Price Per Gallon</u>
07/01/2024	\$2.6295
07/08/2024	\$2.7135
07/12/2024	\$2.4775
07/18/2024	\$2.6110
07/25/2024	\$2.6395

FY 2024 Current average per gallon fuel cost	\$2.61
FY 2024 Budget per gallon fuel cost	\$2.35

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## **DIVERSITY, EQUITY, & INCLUSION TASK FORCE MEETING SUMMARY**

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### **Guest Speaker: Lori Adams-Simon**

Our invited guest speaker was Lori Adams-Simon, President and Principal Consultant of SimonSez Consulting, LLC. Lori is an award-winning Diversity, Equity, Inclusion & Belonging executive who has been recognized by various community-based organizations as a vocal champion for equity.

Lori earned a Master of Public Administration from Western Michigan University and earned a certification in Diversity Management in Health Care from the American Hospital Association's Institute for Diversity & Health Equity.

### **Presentation Topics:**

- Understanding Differences: Knowing Yourself
- Generational Differences in the Workplace
- Cultural Competency Continuum
- Microaggressions

Respectfully submitted,

Marshea Brown  
Co-Chair, DEI Task Force  
Director of Human Resources

Lolo Robison  
Co-Chair, DEI Task Force  
Director of Marketing, CX & PIO



LOCAL ADVISORY COUNCIL MEETING

WEDNESDAY, JUNE 5, 2024  
3:30 P.M. - CATA BOARD ROOM

**MEMBERS PRESENT:** Deb Wiese, Chair Gill Lemonde  
Erin Shannon, Vice-Chair Diana Paiz  
George Hanley Leah March-Pons  
Gloria Johnson-Cannon Darrin Fowler  
Geneva Smith

**MEMBERS PRESENT VIA ZOOM:** Leah March-Pons

**MEMBERS ABSENT:** Jeffrey Allshouse, J. Caleb Adams, and Kellie Blackwell

**CATA BOARD MEMBER:** Doug Lecato

**CATA PERSONNEL:** Craig Frazier, Darren Horn, and Dan Goodemoot

**TRANSDEV PERSONNEL:** Simone Moore

**CALL TO ORDER:**

Chair Wiese called the meeting to order at 3:30 p.m.

**PUBLIC COMMENTS:**

None

**APPROVAL OF JUNE AGENDA**

**MOTION:**

A motion to approve the June 2024 Agenda was moved by Geneva Smith and supported by Gill Lemonde.

**VOTE:**

Motion passed unanimously.

**APPROVAL OF APRIL MINUTES**

**MOTION:**

A motion to approve the April 2024 minutes was moved by Darrin Fowler and supported by Gill Lemonde.

**VOTE:**

Motion passed unanimously.

**LAC CHAIR COMMENTS – Deb Wiese**

None

**BOARD LIAISON REPORT – Doug Lecato**

Reports attached.

George Hanley inquired about the date of the next Board meeting.

Doug Lecato stated that the next Board meeting will be held on Wednesday, June 19, 2024, at the Lansing Center.

Diana Paiz inquired about whether the State of Michigan, Bureau of Services for Blind Persons (BSBP), had an opportunity to bid on the CATA and EATRAN vending services and management contract.

Doug Lecato confirmed that the State of Michigan, Bureau of Services for Blind Persons (BSBP), had an opportunity to bid on the CATA and EATRAN vending services and management contract.

Chair Wiese inquired about the Lansing Center being for sale.

Doug Lecato stated that at the last Board meeting, Mr. Funkhouser reported that there have been discussions on the Lansing Center's future; however, it does not appear that it will be sold.

**CATA CEO REPORT – Bradley Funkhouser**

None

**DIRECTOR OF OPERATIONS – Todd Brooks**

None

**PARATRANSIT OPERATIONS MANAGER – Craig Frazier**

**Holiday Service**

Craig Frazier stated that CATA will be providing service on the Fourth of July from 8:00 a.m. to 4:00 p.m. He also noted that anyone interested in booking their ride may do so up to two (2) weeks in advance.

**Paratransit**

Craig Frazier stated that CATA has placed an order for nine (9) new cutaway buses and five (5) new minivans. He also noted that CATA will be looking at purchasing additional low-floor minivans that do not require CDLs.

**Open Interviews**

Craig Frazier reported that CATA has been conducting open interviews every Wednesday and have received approximately five (5) to ten (10) applicants each week.

### **Retiree**

Craig Frazier stated that Teresa Anderson, Paratransit Scheduler, will be retiring on July 31, 2024. He noted that the Paratransit Department will be hosting a gathering on her last day and LAC members will be invited.

### **Ridership**

Craig Frazier stated that ridership for Redi-Ride and Connectors are at approximately eighty percent and Spec-Tran is at approximately one hundred and five percent compared to pre-pandemic levels.

Geneva Smith inquired about the difficulty in retaining operators.

Craig Frazier stated that the difficulty in retaining operators is not attributed to CATA's wages or benefits; however, work assignments have been somewhat of an issue. Mr. Frazier explained that CATA has put in a lot of effort in the current bid to address the complaints and it seems to be working since there has been a lot of positive feedback from both the operators and the union. He further noted that these improvements will hopefully be the answer to retaining operators.

Darrin Fowler shared a concern from an operator who happened to be allergic to canines and could not transport riders with service animals.

Craig Frazier stated that was an isolated incident that should never have occurred.

Darrin Fowler provided more information to Ms. Moore.

Simone Moore stated that she would follow up with the incident.

Diana Paiz inquired about the new bid board start date. She also commented on her personal experience with on-time performance.

Craig Frazier stated that the bid board was for the month of May. He also shared that there will be another bid board for July and August. Mr. Frazier further noted that the Paratransit Department has been adjusting pick up times to help alleviate issues with construction and detours throughout the area.

Chair Wiese reminded everyone that issues with pick-up times should be reported in real-time at the SQS meetings.

### **Transdev – Simone Moore**

Simone Moore gave her report.

Geneva Smith inquired about CDLs and whether they were required for all operators.

Simone Moore stated that the cutaway buses and the Shopping Bus do require a CDL; however, the minivans only require a chauffeur's license.

Darrin Fowler inquired about Transdev's wages for operators that have their CDLs versus a chauffeur's license.

Simone Moore stated that operators with a CDL are paid \$17.98 per hour to start and those with a chauffeur's license are paid \$16.77 per hour to start.

Darrin Fowler inquired whether Transdev has done a regional comparison to see how they compare to other transit agencies.

Simone Moore stated that Transdev uses collected data to assist them with negotiations.

Diana Paiz inquired whether CATA will let the LAC look over the low-floor large vans before they are put into service.

Craig Frazier confirmed that CATA will let the LAC look over the low-floor large vans before they are put into service.

### **SERVICE QUALITY SUBCOMMITTEE (SQS) – Erin Shannon**

Chair Wiese gave the SQS report on behalf of Ms. Shannon.

Wait-Trips – There were two (2) issues.

- CATA may not be able to provide wait-trips during peak times of the day such as noon to 1:00 p.m.
- Wait-trips may include more than one (1) person in the vehicle.

Chair Wiese stated that she will be adding these two (2) items to the SQS agenda in July.

### **OLD BUSINESS:**

None

### **NEW BUSINESS:**

#### **Contactless Payment – Dan Goodemoot, Director of IT**

Dan Goodemoot stated that along with contactless forms of payment, CATA will still take coins, punch cards and/or paper tickets for bus fares. He also stated that CATA's bus fares will not increase, and contactless forms of payment will include credit cards, mobile apps using an iPhone or Android, and/or a stored value card.

Dan Goodemoot explained that during the week of June 17, CATA will begin having validators installed in all fixed-route and paratransit vehicles that contain fareboxes. For all other vehicles, CATA will have different validators installed. CATA's fleet will eventually have the capacity to accept all the various types of payment. This project will be completed by the end of the summer.

Phase Two of the project will include LAC members testing these forms of contactless payment with screen readers. This phase should be up and active by sometime mid-July.

George Hanley inquired whether this will be compatible with the Apple watch.

Dan Goodemoot stated that if the Apple watch is linked to an Apple Pay account, riders will be able to use their Apple watch to pay for their bus fare.

Diana Paiz inquired whether the mobile app will be screen reader compatible.

Dan Goodemoot stated that the mobile app will be compatible with screen readers and will include as many languages as possible.

Chair Wiese inquired about the validators being compatible with the tablets that the operators use.

Dan Goodemoot stated that operators will hear an approved beep with a green light when someone has paid and a negative beep with a red light if the validator is unable to read a payment source.

Diana Paiz inquired about the MyRideCATA app being updated.

Dan Goodemoot stated that the paratransit website is in the process of being updated which will also update the MyRideCATA app.

**MEMBER COMMENTS/ANNOUNCEMENTS:**

Chair Wiese commented on the progress that the LAC has made and would like to keep the momentum going moving forward.

George Hanley announced the birth of his niece.

**PUBLIC COMMENT:**

None

**ADJOURNMENT:**

**MOTION:**

A motion to adjourn was moved by Diana Paiz and supported by George Hanley.

**VOTE:**

Motion passed unanimously.

Chair Wiese adjourned the meeting at 4:54 p.m.

Respectfully submitted,

Darren Horn  
Paratransit Operations Supervisor

## **INFORMATION ITEM – ANNUAL UPDATE OF JOB DESCRIPTIONS**

Board Policy #102 includes a provision for the CEO/Executive Director to present to the Board at the time of the budget approval, new job positions which are recommended and job descriptions that have been changed. All the positions to be approved are in the organization charts that are included in the Operating and Capital Budget FY 2025 that was submitted to the Board. The salary ranges for all positions, including new positions, is submitted in this Board packet as a separate information item. Changes to the salary ranges are recommended for FY 2025.

New positions include the following:

1. Parts and Inventory Specialist
2. Training Specialist

Revisions to the following positions are proposed:

1. AmBussador – Updated duties
2. Customer Experience Representative – Updated duties
3. Human Resources Administrative Assistant – Updated duties
4. Marketing Specialist – Updated duties
5. Operations Applications Administrator – Updated duties
6. Recruiting Coordinator – Updated duties
7. Training Supervisor – Updated duties
8. Vehicle Technology Coordinator – Updated duties

## **PARTS AND INVENTORY SPECIALIST**

### Job Summary - Essential Functions:

The Parts and Inventory Specialist provides direct support to the Manager of Finance and is responsible for the management of parts and inventory. Maintains detailed and complete purchasing records of inventory, equipment, shipments, repairs and costs. Designs and creates inventory reports as needed. Reviews Maintenance and Facility work orders to ensure all parts and equipment are reconciled correctly withing the system.

- Maintain service, quality, and safety standards.
- Maintain accurate and current Maintenance Department inventory and recordkeeping.
- Manage inventory software.
- Utilize fleet asset and maintenance management software, track work orders, parts utilization, and cost of repairs.
- Know and report on status of maintenance programs and work projects.
- Knowledgeable as to vehicle parts, procurement, and inventory.
- Keep Finance and Maintenance Department management advised through oral and written reports on problems and concerns with parts.
- Provide timely, reliable, and effective reports and communications, written and oral.
- Know and apply the Labor Agreement, Work Rules, policies, and procedures.
- Assist Manager of Finance, as requested.
- Provide backup and relief for other Finance Department employees.
- Participate as an effective member of the CATA administrative and management team and perform all duties described.

### Reports To:

Finance Manager

### Duties:

- Assist in the development of Request for Proposals (RFPs), Request for Quotes (RFQs), and all solicitation(s) for Maintenance related procurements, as needed.
- Maintain current price lists on items purchased on a frequent basis.
- Create, process, and receive purchase requisitions and purchase orders.
- Coordinate and manage disposal of all surplus property.
- Run and maintain quarterly purchase order audits.
- Maintain all office supply inventory and place orders as needed.
- Assist Maintenance in maintaining a consistent and accurate parts inventory.
- Consult with Maintenance to ensure proper parts are ordered and stocked, in accordance with Purchasing guidelines.
- Assist Maintenance in obtaining warranty claims through various vendors and Manufacturers.
- Report and track all warranty claims for auditing purposes.

- Assist with inventory and audit of all assets.
- Provide oral and written data and recommendations to Finance and Maintenance to maintain and improve quality and efficiencies pertaining to parts procurement and inventory.
- Implement and oversee the continued use of the inventory software to ensure full utilization and maximum efficiency.
- Provide recommendations to the Finance Manager on improvements within the Finance Department.
- Coordinate and implement new maintenance protocols pertaining to the purchase of Maintenance parts.
- Work proactively and maintain positive relationship with administrative and union personnel.
- Provide required data, materials, and reports, both oral and written.
- Follow high standards and practices at all times, including adherence to CATA's commitment to equal employment opportunity.
- As necessary, work flexible schedules as needed outside of regular business hours and in excess of 40 hours per week to meet responsibilities.
- Maintain service and quality standards.
- Follow and promote safe work practices and all CATA safety rules, policies, and procedures.
- Consistently provide prompt, courteous, and appropriate service to the public.
- Know and perform all job duties within essential functions and as directed by CATA management, policies, procedures, and contractual agreements.
- Perform other duties as required by the Finance Manager.
- Maintain the vehicle database in EAM with the addition of new vehicles and removal of disposed vehicles.
- Maintain the vehicle database in Fuel Master with the addition of new vehicles and removal of disposed vehicles.

Qualifications:

- High school minimum: college associate degree or equivalent experience and education preferred.
- Able to instruct employees on essential job functions and duties.
- Minimum of five years of experience in the public transit industry preferred.
- Knowledge and experience in heavy-duty diesel equipment maintenance and repair preferred.
- Working knowledge of storeroom and warehouse methods, procedures, and inventory management, recordkeeping, and control for heavy-duty vehicles (bus and truck) parts.
- Able to recognize and identify heavy-duty vehicle parts.
- Able to lift and move parts and supplies, some in excess of fifty (50) pounds.
- Proficient computer skills, including Microsoft Office Suite and other computer applications used at CATA.
- Able to communicate effectively, handle details, meet deadlines, and work both independently and under general direction.
- Very neat and professional appearance.

- Able to perform essential functions and duties and to perform other tasks as assigned.
  - Cooperative, willing to work with and learn from others, and able to respond productively to change.
  - Punctual and reliable attendance as necessary to meet on-going service requirements for public transportation.
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This job description is stated in general terms  
and does not describe all duties which may be assigned or required.

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Effective: October 01, 2024

## **TRAINING SPECIALIST**

### Job Summary - Essential Functions:

The Training Specialist provides support for training CATA personnel in the area of CDLs and assists the Training Supervisor with training and training-related administrative tasks.

### Job Duties:

- Maintain training manuals and courses for the Operations Department and Maintenance Department.
- Assist with conducting and coordinating driver training activities, including initial training, and retraining.
- Assist with training new and experienced operators, supervisors, and staff in all operational areas, including passenger relations, defensive driving, and new or modified equipment and procedures.
- Provide assistance to the Training Supervisor with classroom training and behind the wheel training.
- Assist the Training Supervisor with on-road operator reviews and check rides to ensure safe driving and friendly customer service.
- Collaboratively work with personnel from other departments to ensure proper employee training is upheld in all areas of the operation.
- Help with coordinating training programs when training is managed externally.
- Perform periodic safety and training rides with Operators, as assigned by the Training Supervisor, to counsel on improved driving techniques and evaluate compliance with professional standards, policies, procedures, and requirements.
- Aid in coordinating employee retraining and return to work in collaboration with the Human Resource Department.
- Maintain records of training activities, attendance, and retraining requirements in collaboration with the Human Resources department.
- Work proactively and maintain positive relationship with administrative and union personnel.
- Counsel and provide corrective action as needed, in accordance with CATA rules and procedures.
- Provide required data, materials, and reports, both verbal and written.
- Know and apply the Labor Agreement, Work Rules, policies, and procedures.
- Follow high standards and practices at all times, including adherence to CATA's commitment to equal employment opportunity.
- Work flexible schedules as needed outside of regular business hours and more than 40 hours per week to meet responsibilities.
- Administer special projects as assigned from conception to implementation.
- Follow and promote safe work practices and all CATA safety rules, policies, and procedures.
- Consistently provide prompt, courteous, and appropriate service to the public.
- Know and perform all job duties within essential functions and as directed by CATA management, policies, procedures, and contractual agreements.
- Perform other duties as required.

Reports To:

Training Supervisor

Qualifications:

- High school degree minimum, college associate degree or equivalent experience and education preferred.
- Possess and maintain a valid driver's license from the State of Michigan and submit a clean five (5) year driving record with application.
- Must possess a valid Commercial Driver's license (Type B), with Airbrake and Passenger endorsements, with eligible driving status (not restricted) from the State of Michigan.
- Previous training experience required.
- Minimum of two (2) years' experience in the public transit industry preferred.
- Able to effectively train and motivate personnel to meet high safety standards.
- Advanced computer skills, including Microsoft Office Suite and other current computer applications used at CATA.
- Experience with transit software programs preferred.
- Able to communicate effectively, handle details, meet deadlines, and work both independently and under general direction.
- Very neat and professional appearance.
- Able to perform essential functions and duties and to perform other tasks as assigned.
- Cooperative, willing to work with and learn from others, and able to respond productively to change.
- Punctual and reliable attendance as necessary to meet on-going service requirements for public transportation.
- This is a safety-sensitive position. The candidate/employee will be subject to drug and alcohol screenings and must be able to pass a DOT physical examination.

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Effective: October 1, 2023

## **AMBUSSADOR**

### Job Summary - Essential Functions:

The CATA AmBUSSador will provide direct support to the Bus Operator, CATA security personnel, and Lansing School District students and parents throughout the standard school year and during summer school. The AmBUSSador will perform a variety of tasks to help support the bus operator in providing safe and proper transportation for all students to and from school.

- Ensure students follow proper boarding and de-boarding procedures in a safe manner.
- Greet and assist students in transit by answering questions and providing guidance and support.
- Report any concerns regarding students to the driver and to the appropriate building staff.
- Know the bus evacuation procedures and be physically capable of evacuating students and passengers in an emergency.
- Learn the bus routes and provide route information.
- Utilize trip planning and safety Apps such as Transit, CATA Now, Google Maps, and See Say, as well as programs such as Safe Place, to provide optimum support to our students, parents, and other passengers.
- Provide assistance to students and parents with reading route materials (such as maps and schedules) and with trip planning.
- Occupy a seat that provides the best opportunity for student interaction while the bus is in motion.
- Perform other duties as requested by the Customer Experience and/or Marketing Manager.

### Reports To:

Customer Experience Manager

### Qualifications:

- High school diploma or equivalent.
- Ability to ride the bus for extended periods of time while reading information such as route schedules, maps, and timetables to assist students with trip plans.
- Punctual and reliable attendance as necessary to meet ongoing service requirements.
- Familiar with trip planning and safety Apps such as Transit, CATA Now, Google Maps, and See Say, as well as programs such as Safe Place.
- Proficient in Microsoft Office and Google Docs.
- Able to communicate effectively, handle details, meet deadlines, and work both independently and under general direction.
- Leadership experience with school-aged teens in a professional, school, or personal environment.

- Cooperative, willing to work with and learn from others, and able to respond productively to change.
  - Able to perform essential functions and duties and to perform other tasks as assigned.
  - Able to pass a background check and drug and alcohol screenings.
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Updated: October 1, 2023

## **CUSTOMER EXPERIENCE REPRESENTATIVE**

### Job Summary - Essential Functions:

The Customer Experience Representative is located at the CATA Transportation Center ("CTC"), the Multi-Modal Gateway, or at the CATA Administrative Offices and is responsible for providing information to the public regarding CATA services, sales of CATA fare media (tokens, passes, etc.), and positive public relations. The role requires that the candidate be available to work 7 days a week from 7:00am and end as late as 7:00pm. The essential functions include the following:

### Customer Service (35%):

- Provide accurate fare, route, and other CATA information to the public, maintaining full knowledge of all routes and schedules.
- Assist customers in understanding how best to use CATA services.
- Communicate with customers, vendors, and all CATA employees in a friendly, courteous, and professional manner.
- Process lost and found items and distribute according to company policy.
- Follow high standards and practices at all times by utilizing concepts learned in customer service training modules.
- Maintain service and quality standards.
- Work flexible and varied schedules, as needed to meet staffing requirements.

### Communications (25%):

- Communicate effectively and accurately with customers, vendors, and team members in person, via the phone, and via other CATA technology including email and live chat.
- Receive, record, and process customer comments and complaints relating to CATA services, employees, and facilities.
- Provide timely, reliable, and effective reports and communications, written and verbal.

### Currency Management (30%):

- Sell fare media (tokens, passes, etc.) to customers.
- Process daily cash, check, and credit/debit receipts accurately and reconcile transactions.
- Balance the cash drawer and reconcile fare media sales.
- Oversee and maintain the CATAclub Cards Program.

### Administrative Duties – CTC/MMG (10%):

- Open and close the CTC Information Booth & Multimodal Gateway in compliance with established procedures at each location.
- Know and apply CATA's policies and procedures.

- Provide backup and relief for the Front Desk Representative and other Customer Experience Representatives.
- Follow and promote safe work practices and all CATA safety rules, policies, and procedures.
- Assist the Customer Experience Manager, as requested, by providing assistance with various department projects and team initiatives.
- Actively participate in all team meetings and team training initiatives.

Administrative Duties – Administrative Offices, Tranter Street (10%):

- Open the Administrative Offices promptly at 8:00 am daily.
- Receive, date stamp, and distribute all incoming mail to appropriate employee mailboxes.
- Route legal mail and deliveries (notices, court mail, etc.) per procedures.
- Accept and reconcile with the Finance Department incoming checks and cash and balance the daily sheet.
- Know and apply CATA's policies and procedures.
- Follow and promote safe work practices and all CATA safety rules, policies, and procedures.
- Assist the Customer Experience Manager, as requested, by providing assistance with various department projects and team initiatives.
- Actively participate in all team meetings and team training initiatives.

Reports To:

Customer Experience Manager

Required Competencies:

- Service-Oriented
- Effective Multi-Tasker
- Technology Savvy
- Conflict Resolution
- Positive Attitude
- Team-Centered Approach

Qualifications:

- High School diploma or General Education Degree (GED), with experience in retail, call center or working directly with the public.
- Experience with retail cash, check, and credit/debit transactions.
- Proficient map reading, math, grammar/punctuation and computer skills, including the Microsoft Suite (Outlook, Word, Excel and Access).
- Proficient proof reading and data entry skills.
- Able to communicate effectively, handle details, meet deadlines, and work both independently and under general direction.
- Professional appearance.

- Able to perform essential functions and duties and to perform other tasks as assigned.
- Cooperative, willing to work with and learn from others, and able to respond productively to change.
- Punctual and reliable attendance as necessary to meet ongoing service requirements for public transportation.
- Ability to work well under pressure during periods of high call volume and/or in person interactions.

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Updated: October 1, 2023

## **HUMAN RESOURCES ADMINISTRATIVE ASSISTANT**

### Job Summary – Essential Functions:

The Human Resources Assistant provides administrative support to the Human Resources Director and the human resources department by assisting with a variety of day-to-day HR functions to ensure the smooth operations of the human resources department and CATA.

- Provide clerical, scheduling, and administrative support to the Human Resources Director necessary to support effective and efficient operations of the human resources department and CATA.
- Serve as initial contact for the human resources department by responding to in-person questions, answering phones, processing incoming and outgoing mail, and directing questions to the appropriate team member.
- Maintain accurate and up-to-date employee records, including personal information, attendance, medical documentation, employment records, and other human resources files through accurate data entry in HRIS systems, collection of employee documents, and prompt filing of documents both electronic and physical while maintaining the confidentiality of sensitive information.
- Process for approval all monthly billings from insurance providers by reviewing for accuracy, resolving discrepancies with carriers, assigning GL codes, and monitoring costs.
- Assist in the preparation and support of employee appreciation programs and events.
- Manage new employee orientation ensuring new employees are properly welcomed to CATA and new hire paperwork is processed appropriately and timely in compliance with federal, state, local, and organization requirements.
- Assists with payroll processing by scanning documents and organizing information as required for the finance department.
- Provide timely, reliable, and effective reports, materials, and other requested communications, both written and oral necessary for the completion of tasks outlined in the annual HR calendar.
- Maintain compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
- Crosstrain and provide backup for others in the Human Resources Department.
- Distribute employee bus passes and maintain the list of pass holders.
- Perform other HR duties as assigned.

### Reports To:

Human Resources Director

Qualifications:

- Associate's degree or a combination of experience and education that provides the required knowledge, abilities, and skills to effectively perform the responsibilities of this position.
- Three (3) years' experience in human resources administration or customer service.
- Excellent clerical and organizational skills, with the ability to prioritize important projects.
- Excellent interpersonal skills with the ability to manage sensitive and confidential situations with tact, professionalism, and diplomacy.
- Working knowledge of union contracts, HIPAA, COBRA, FMLA, and unemployment benefits.
- Proficient computer skills, including Microsoft Office and human resources systems, experience with ADP a plus.
- Able to communicate effectively, handle details, meet deadlines, and work both independently and under general direction.
- Able to work flexible schedules as needed outside of regular business hours and more than 40 hours per week to meet responsibilities.
- Cooperative, willing to work with and learn from others, and able to respond productively to change.
- Able to perform essential functions and duties and to perform other tasks as assigned.
- Punctual and reliable attendance as necessary to meet ongoing service requirements for public transportation.
- Must possess a valid Michigan driver's license with eligible driving status.

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Updated: October 1, 2023

## MARKETING SPECIALIST

### Job Summary – Essential Functions:

The Marketing Specialist is responsible for managing social- and digital-media content as well as assigned marketing projects and tasks. The work schedule may vary with assignments within and outside of regular business hours. Essential functions include:

### Social Media Engagement (20%):

- Daily manage and review marketing agency's existing and emerging social media creative, copy and engagement, in accordance with best practices.
- Create and schedule month-to-month social content for a multitude of platforms including but not limited to Twitter, Instagram, YouTube and Facebook.
- Use Facebook Business Manager to create social media ads with tailored audiences, content and budget.
- Integrate social media messaging in line with CATA's overall strategic goals, objectives and strategies.
- Seek approval for daily social media content in accordance with AP Stylebook and internal style and design standards; manage social media accounts and content-scheduling/management utilities in accordance with best practices.
- As appropriate, respond to social media queries from public and customers and/or forward to Director of Marketing & Customer Experience or designee.
- Prepare for Director of Marketing & Customer Experience a monthly report on website and social media analytics and engagement.
- Pitch and write posts for CATA's Beyond the Bus blog in accordance with overall strategic goals.
- Leverage media monitoring software such as Meltwater for daily social listening across all social media platforms and elsewhere on the web to ensure timely response to comments, requests and news.

### Marketing Research and Planning (30%):

- Assist and support the Director of Marketing & Customer Experience or designee with routine tasks, special projects, marketing campaigns, promotions and strategic initiatives.
- Assist with the coordination of digital content for Community Report as directed in accordance with defined process, thereby ensuring a high level of communication and involvement regarding production timeline, status updates, etc.
- Facilitate distribution of news releases, rider alerts service notices, etc., on CATA's website and social channels.
- Observe proper spelling, grammar and punctuation in accordance with AP Stylebook and internal style and design standards.
- Review the finalized Community Report for spelling, grammar and clarity, then post to CATA's website.

- Create project timelines and proposals for digital marketing campaigns for holidays, events, etc.
- Participate as directed in the maintenance and promotion of digital services such as Transit app, MyRideCATA, See Say, etc.

Website Development (30%):

- Review, update and maintain CATA website content via the content-management system, including communications-related service and special projects.
- Conduct daily reviews of CATA's website content to ensure current and factual information, and proper formatting.
- Coordinate with contracted web-development team on the development of new tools and features for the website in accordance with client needs.
- Report website analytics through online systems such as Monsido and Google Analytics to track trends and support compliance with ADA standards.

Communications and Customer Experience (15%):

- As directed, provide timely, reliable and effective reports and communications, written and verbal.
- Participate on various committees as assigned (e.g., CATA anniversary events, Employee Appreciation Day, CATAGuides, etc.).
- Consistently provide prompt, courteous and appropriate service to the public.
- Photograph and/or video events as directed for social and website content.
- Assist the Customer Experience Department in managing customer MyCATA accounts through cata.org.

Administrative Duties (5%):

- Provide backup and relief for Marketing staff as directed by the Director of Marketing & Customer Experience.
- Assist the Director of Marketing & Customer Experience or designee as requested.
- Participate as an effective member of the CATA administrative and management team, and perform all duties as assigned to ensure seamless and smooth departmental functionality.
- Maintain a working knowledge of CATA's routes and services.
- Work proactively to maintain positive relationship with administrative and union personnel.
- Follow and promote safe work practices and all CATA safety rules, policies and procedures.
- Perform other duties as required by the Director of Marketing & Customer Experience.

Reports To:

Marketing Manager

Supervises:

N/A

Required Competencies:

- Effective Communication and Consultation
- Analytical Thinking
- Global and Cultural Awareness
- Project Management
- Managing Change
- Results Orientation
- Technical Expertise
- AP Stylebook

Qualifications:

- Bachelor's degree in communications, marketing or a related field.
- Education or training and experience in current, digital, and new media.
- Excellent writing and proofreading skills, along with typing, math, and data entry abilities.
- Ability to handle multiple projects simultaneously.
- Must possess a valid Michigan driver's license with eligible driving status.
- Proficient in social media content and account management.
- Experience with website content management.
- Proficient computer skills, including Microsoft Office (Word, PowerPoint, and Excel).
- Proficient with Associated Press Stylebook.
- Familiarity with Adobe Creative Suite is preferred but not required.
- Familiarity with story-budgeting process for editorial content development and execution.
- Able to lift and move supplies, some in excess of fifty (50) pounds.
- Able to communicate effectively, handle details, meet deadlines, and work both independently and under general direction.
- Able to perform essential functions and duties and to perform other tasks as assigned.
- Cooperative, willing to work with and learn from others, and able to respond productively to change.
- Punctual and reliable attendance as necessary to meet on-going service requirements for public transportation.

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Updated: October 1, 2023

## **OPERATIONS APPLICATIONS ADMINISTRATOR**

### Job Summary - Essential Functions:

The Operations Applications Administrator provides direct support to the Director of Operations and is responsible for analyzing and reporting on data and other information, developing and maintaining procedures and systems to track data and information, oversee efficient operator work assignments, and provide effective support to other positions. The regular shift assignment and hours are subject to change and may exceed 40 hours per week. These essential functions include the following:

- Daily oversight of Trapeze OPS applications and other programs for optimum utilization and effectiveness.
- Main point of contact for Trapeze and Trapeze issue resolution. Lead upgrades for Trapeze suite.
- Maintain, update, and analyze operator rosters and overtime rotation lists.
- Review bid sign-ups with other management staff to recommend and ensure cost effective practices. Develop bids for operators and extra board bid opportunities.
- Administer the Trapeze OPS Work Assignment tool for efficient management of labor costs.
- Forecast service demand based on weather, events, or other factors to allocate work force requirements.
- Establish support systems and procedures that minimize resource utilization and maximize efficiency.
- Review existing data in key databases for accuracy and update as needed.
- Monitor and maintain data integrity in systems specific to the Operations Department.
- Establish and maintain a department electronic filing structure to assure easy and logical retrieval of information.
- Provide timely, reliable, and effective reports and communications written and oral.
- Know and apply the Labor Agreement, Work Rules, policies, and procedures.
- Assist the Director of Operations, as requested.
- Provide back-up and relief for Ops-Center Supervisors and the Operations Secretary as needed.
- Collaborate with Operations Manager to optimize work grouping to minimize overtime.
- Participate as an effective member of the CATA administrative and management team and perform all duties described.

### Reports To:

Director of Operations

Duties:

- Responsible for administration of daily operator work assignments, rotation lists, and system interfaces.
- Activate daily assignment boards and explain variations.
- Maintain and update all data related to operation reports at each service change.
- Advise the Operations Department and Service Planning/Scheduling on creative and efficient scheduling cost reduction options that adhere to the Labor Agreement.
- Draft letters, memos, and general informational postings for the department.
- Extract information from the Trapeze OPS software and facilitate interface to other programs for reporting purposes.
- Assist on Information Systems projects and coordinate with Information Technology Services Department.
- Assist the Operations Department in preparing annual department budgets.
- Maintain orderly and neat work environment.
- Work flexible schedules as needed outside of regular business hours and in excess of 40 hours per week to meet responsibilities.
- Work proactively and maintain positive relationships with administrative and union personnel.
- Provide required data, materials, and reports, both oral and written.
- Follow high standards and practices at all times, including adherence to CATA's commitment to equal employment opportunity.
- Maintain service and quality standards.
- Follow and promote safe work practices and all CATA safety rules, policies, and procedures.
- Consistently provide prompt, courteous, and appropriate service to the public.
- Know and perform all job duties within essential functions and as directed by CATA management, policies, procedures and contractual agreements.
- Perform other duties as required by the Director of Operations.

Qualifications:

- Associate degrees in Computer Science or equivalent experience and education.
- A minimum of three (3) years' experience in Information Technology or related field is preferred.
- Expert computer skills, including Microsoft Office Suite and other current computer applications used at CATA.
- Technical knowledge of various computer applications.
- Experience with transit software programs preferred.
- Proficient typing, transcription, math, and data analysis and entry skills.
- Excellent writing, editing, and proofreading skills.
- Ability to create, update, and maintain databases.
- Strong aptitude for attention to detail and accuracy.
- Able to learn and retain information for customized software programs.
- Must be flexible, self-motivated, possess excellent problem-solving skills and follow-through.

- Able to communicate effectively, handle details, meet deadlines, and work independently and under general direction.
- Very neat and professional appearance.
- Able to perform essential functions and duties and to perform other tasks as assigned.
- Cooperative, willing to work with and learn from others, and able to respond productively to change.
- Punctual and reliable attendance as necessary to meet on-going service requirements for public transportation.

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Updated: October 1, 2023

## **RECRUITING COORDINATOR**

### Job Summary – Essential Functions:

The Human Resources Recruiting Coordinator is responsible for administering the recruiting efforts for the organization and is the primary point of contact for applicants.

### The essential functions include the following:

- Posts position opportunities with applicant tracking system and internal and external job boards.
- Attends and participates in job fairs, community activities, and other public and departmental recruitment-related events.
- Represents and promotes organization to potential applicants by providing information and responding to questions.
- Coordinates availability with CATA leadership and candidates to schedule interviews.
- Administers assessments for applicable positions.
- Conducts reference/background screens and manages any red flags received in consultation with the Director of Human Resources and/or Human Resources Manager.
- Coordinates pre-employment screens and monitors for results.
- Point person for contracted services for any positions authorized to fill with temporary help.
- Onboards new employees, including new hire paperwork and presenting at new hire orientation.
- Arranges travel and lodging for applicants, if necessary.
- Keeps management advised of potential problem areas and recommends and implements solutions as appropriate.
- Provides backup and relief for others in the Human Resources Department.
- Maintains job file and retention according to company policy.
- Updates and maintains all job descriptions.
- Maintains confidentiality of applications and all other human resources records.
- Performs other duties as required by the Human Resources department.

### Reports To:

Director of Human Resources

### Qualifications:

- College associate degree in business or a related field OR two (2) years of directly related experience that provides the required knowledge, abilities, and skills to effectively perform the essential functions of this position.
- Two (2) years' experience in human resources administration with an emphasis on recruiting preferred.
- SHRM or PHR Certification a plus.

- Professional demeanor and attitude with a very neat and professional appearance.
- Demonstrated superior clerical and organizational skills.
- Ability to maintain confidentiality of sensitive information.
- Working knowledge of union contracts, and employment benefits.
- Must possess a valid Michigan driver's license with eligible driving status.
- Proficient computer skills, including Microsoft Office Suite.
- Previous experience with ADP a plus.
- Able to demonstrate effective communication, handle details, meet deadlines, and work both independently and under general direction.
- Able to perform essential functions and duties and to perform other tasks as assigned.
- Cooperative, willing to work with and learn from others, and able to respond productively to change.
- Punctual and reliable attendance as necessary to meet ongoing service requirements for public transportation.

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Updated: October 1, 2023

## **TRAINING SUPERVISOR**

### Job Summary - Essential Functions:

The Training Supervisor provides technical expertise and training for CATA personnel in the area of CDL training.

### Training (90%):

- Develop and implement effective training programs, manuals, and courses for the Operations Department and Maintenance Department to meet professional standards and operational, safety, and security requirements, policies, and procedures.
- Conduct and coordinate all driver training activities, including initial training and retraining.
- Train new and experienced Operators, Supervisors, and staff in all operational areas, including passenger relations, defensive driving, and new or modified equipment and procedures.
- Lead classroom training and behind the wheel training and/or coordinate the training program when training is managed externally.
- Perform periodic safety and training rides with Operators to counsel on improved driving techniques and evaluate compliance with professional standards, policies, procedures, and requirements.
- Coordinate employee retraining and return to work with Human Resource Department.

### Administrative (10%):

- Work proactively and maintain positive relationship with administrative and union personnel.
- Provide required data, materials, and reports, both verbal and written.
- Know and apply the Labor Agreement, Work Rules, policies, and procedures.
- Follow high standards and practices at all times, including adherence to CATA's commitment to equal employment opportunity.
- Work flexible schedules as needed outside of regular business hours and in excess of 40 hours per week to meet responsibilities.
- Administer special projects as assigned from conception to implementation.
- Follow and promote safe work practices and all CATA safety rules, policies, and procedures.
- Consistently provide prompt, courteous, and appropriate service to the public.
- Know and perform all job duties within essential functions and as directed by CATA management, policies, procedures, and contractual agreements.
- Perform other duties as required.

### Reports To:

Deputy CEO with a dotted line reporting responsibility to the Directors of Maintenance and Operations

Supervises:

As to Training: Motor Coach Operators, Maintenance Personnel, and Administrative Staff.

Qualifications:

- High school degree minimum: college associate degree or equivalent experience and education preferred.
- Possess and maintain a valid driver's license from the State of Michigan and submit a clean five (5) year driving record with application.
- Must possess a valid Commercial Driver's license with BP endorsements with eligible driving status (not restricted) from the State of Michigan.
- Minimum two (2) years training experience.
- Five (5) years' experience in the public transit industry preferred.
- Able to effectively train and motivate personnel to meet high safety standards.
- Advanced computer skills, including Microsoft Office Suite and other current computer applications used at CATA.
- Experience with transit software programs preferred.
- Able to communicate effectively, handle details, meet deadlines, and work both independently and under general direction.
- Very neat and professional appearance.
- Able to perform essential functions and duties and to perform other tasks as assigned.
- Cooperative, willing to work with and learn from others, and able to respond productively to change.
- Punctual and reliable attendance as necessary to meet on-going service requirements for public transportation.

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Updated: October 1, 2023

## **VEHICLE TECHNOLOGY COORDINATOR**

### Job Summary – Essential Functions:

The Vehicle Technology Coordinator provides direct support to the Information Technology Services Manager (the "ITS Manager") and has primary responsibility for information technology ("IT") services specific to vehicle technology support. The work schedule will vary with assignments within and outside of regular business hours. These essential functions include the following:

- Oversee and manage repairs, routine monitoring, maintenance, and upgrades to all vehicle technology systems at CATA (AVL, Farebox, etc.) including all hardware and software components.
- Administer the EAM (Enterprise Asset Management) application including system configuration and report creation/generation.
- Administer all vehicle diagnostic software and technology equipment (laptops/cables/wireless).
- Oversee the vehicle cellular / GPS network, managing all hardware and software components.
- Maintain, operate, and repair other IT assets as needed.
- Assist users with software and hardware problems and provide resolutions.
- Utilize CATA's IT Help Desk and ticketing system by keeping ticket status up-to-date and providing detailed information in the ticket notes.
- Perform essential functions as to new and modified IT systems and components.
- Provide support for and complete project-oriented tasks.
- Provide timely, reliable, and effective reports, data, materials, and communications, written and oral.
- Provide backup and relief for ITS Manager, Systems Administrator and Technicians.
- Participate as an effective member of the CATA administrative and management team and perform all duties described.
- Analyze and repair computers, computer workstations, and on-bus technology systems and other IT asset problems as they occur.
- Research and recommend computer equipment and software.
- Create and maintain proactive procedures for deployment and maintenance of vehicle technology.
- Assist employees with software and hardware training needs.
- Assist the ITS Manager, Assistant Executive Director, Director of IT, and other personnel on specific project-oriented tasks.
- Maintain and update disaster recovery equipment and documentation and participate in testing the disaster recovery system related to vehicle technology.
- Assist in the deployment of new technology, upgrades, conversions, training center setup, etc.
- Recommend, organize, maintain, and inventory all tools, equipment and workspaces used to store and maintain vehicle technology.
- Work proactively and maintain positive relationships with administrative and union personnel.

- Work with other departments as needed to deploy, maintain and/or improve procedures and equipment on vehicles or that support vehicle technology.
- Follow high standards and practices at all times, including adherence to CATA's commitment to equal employment opportunity.
- Work flexible schedules as needed outside of regular business hours and (unless scheduled part-time) more than 40 hours per week to meet responsibilities.
- Maintain service and quality standards.
- Follow and promote safe work practices and all CATA safety rules, policies, and procedures.
- Consistently provide prompt, courteous, and appropriate service to the public.
- Know and perform all job duties within essential functions and as directed by CATA management, policies, procedures, and contractual agreements.
- Perform other duties as requested by the ITS Manager.

Reports To:

Director of Information Technology

Qualifications:

- Associate degree in computer science or related field or equivalent experience and a minimum of two years of Information Technology work experience is preferred.
- Highly experienced with Microsoft operating systems, hardware maintenance, computer systems, etc.
- Mechanical aptitude is required for this position.
- Experience with transit software programs preferred.
- Knowledge of local area networks (LANs) required.
- Able to install a variety of computer hardware.
- Able to lift and move parts, some more than forty (40) pounds.
- Able to communicate effectively, handle details, meet deadlines, and work both independently and under general direction.
- Very neat and professional appearance.
- Able to perform essential functions and duties and to perform other tasks as assigned.
- Cooperative, willing to work with and learn from others, and able to respond productively to change.
- Punctual and reliable attendance as necessary to meet on-going service requirements for public transportation.

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Updated: October 1, 2023

<b>COMPENSATION RANGES - FISCAL YEAR 2024-2025</b>			
<b>FULL -TIME POSITIONS</b>	<b>MINIMUM</b>	<b>MID RANGE</b>	<b>MAXIMUM</b>
Deputy CEO	\$107,132	\$139,271	\$171,412
Director of Finance	\$89,872	\$116,834	\$148,109
Director of Information Technology Services	\$89,872	\$116,834	\$148,109
Director of Maintenance	\$89,872	\$116,834	\$148,109
Director of Marketing & Customer Experience	\$89,872	\$116,834	\$148,109
Director of Operations	\$89,872	\$116,834	\$148,109
Director of Human Resources	\$89,872	\$116,834	\$148,109
Director of Planning and Development	\$89,872	\$116,834	\$148,109
Acting Financial Compliance Manager	\$66,571	\$86,544	\$106,514
Customer Experience Manager	\$66,571	\$86,544	\$106,514
Facilities Manager	\$66,571	\$86,544	\$106,514
Finance Manager	\$66,571	\$86,544	\$106,514
Grants Manager	\$66,571	\$86,544	\$106,514
Information Technology Manager	\$66,571	\$86,544	\$106,514
Human Resources Manager	\$66,571	\$86,544	\$106,514
Marketing Manager	\$66,571	\$86,544	\$106,514
Maintenance Superintendent	\$66,571	\$86,544	\$106,514
Operations Manager	\$66,571	\$86,544	\$106,514
Operations Manager - Information Technology	\$66,571	\$86,544	\$106,514
Operations Manager - Paratransit	\$66,571	\$86,544	\$106,514
Purchasing and Contracts Manager	\$66,571	\$86,544	\$106,514
Safety and Training Manager	\$66,571	\$86,544	\$106,514
Safety Manager	\$66,571	\$86,544	\$106,514
Service Planning/Scheduling Manager	\$66,571	\$86,544	\$106,514
Senior Manager, Data Analytics	\$66,571	\$86,544	\$106,514
Assistant Marketing Manager	\$54,567	\$70,740	\$87,064
Customer Experience Supervisor	\$54,567	\$70,740	\$87,064
Executive Assistant	\$54,567	\$70,740	\$87,064
Grants Administrator	\$54,567	\$70,740	\$87,064
Human Resources Generalist	\$54,567	\$70,740	\$87,064
Human Resources Recruitment Coordinator	\$54,567	\$70,740	\$87,064
Maintenance Supervisor	\$54,567	\$70,740	\$87,064

Maintenance Supervisor - Service Parts Inventory	\$54,567	\$70,740	\$87,064
Maintenance Supervisor - Utility	\$54,567	\$70,740	\$87,064
Maintenance Training Supervisor	\$54,567	\$70,740	\$87,064
Operations Applications Administrator	\$54,567	\$70,740	\$87,064
Operations Supervisor - Lead	\$54,567	\$70,740	\$87,064
Operations Supervisor	\$54,567	\$70,740	\$87,064
Operations Supervisor - Ops Center	\$54,567	\$70,740	\$87,064
Operations Supervisor - MSU	\$54,567	\$70,740	\$87,064
Operations Supervisor - Street	\$54,567	\$70,740	\$87,064
Paratransit Supervisor	\$54,567	\$70,740	\$87,064
Procurement Specialist II	\$54,567	\$70,740	\$87,064
Purchasing Supervisor	\$54,567	\$70,740	\$87,064
Safety Supervisor	\$54,567	\$70,740	\$87,064
Senior Accountant/Accountant II	\$54,567	\$70,740	\$87,064
Training Supervisor	\$54,567	\$70,740	\$87,064
Accountant I	\$43,537	\$56,592	\$69,651
Clean Commute Options Specialist	\$43,537	\$56,592	\$69,651
Customer Experience Team Lead	\$43,537	\$56,592	\$69,651
Floating Administrative Assistant	\$43,537	\$56,592	\$69,651
Facilities Technician	\$43,537	\$56,592	\$69,651
General Accountant	\$43,537	\$56,592	\$69,651
Human Resources Assistant	\$43,537	\$56,592	\$69,651
Human Resources Administrative Assistant	\$43,537	\$56,592	\$69,651
Information Technology Services Technician	\$43,537	\$56,592	\$69,651
Information Technology Services Vehicle Tech Coordinator	\$43,537	\$56,592	\$69,651
Maintenance Materials Administrator	\$43,537	\$56,592	\$69,651
Marketing and Media Relations Strategist	\$43,537	\$56,592	\$69,651
Marketing Specialist	\$43,537	\$56,592	\$69,651
Marketing Executive Assistant	\$43,537	\$56,592	\$69,651
Operations Administrative Coordinator	\$43,537	\$56,592	\$69,651
Planning Analyst	\$43,537	\$56,592	\$69,651
Procurement Specialist	\$43,537	\$56,592	\$69,651
Shelter and Sign Technician	\$43,537	\$56,592	\$69,651
Server and Network Administrator	\$43,537	\$56,592	\$69,651
Training Specialist	\$43,537	\$56,592	\$69,651
Customer Experience Representative	\$31,347	\$40,714	\$52,360

Custodian	\$31,347	\$40,714	\$52,360
Facilities and Grounds Maintenance	\$31,347	\$40,714	\$52,360
Paratransit Representative	\$31,347	\$40,714	\$52,360
Paratransit Scheduler	\$31,347	\$40,714	\$52,360
Procurement Clerk	\$31,347	\$40,714	\$52,360
<b>PART-TIME POSITIONS</b>	<b>MINIMUM</b>	<b>MID RANGE</b>	<b>MAXIMUM</b>
	Per Hour	Per Hour	Per Hour
Accounting Clerk	\$14.42	\$18.54	\$22.66
Customer Information Representative	\$14.42	\$18.54	\$22.66
Facilities and Grounds Maintenance	\$14.42	\$18.54	\$22.66
Information Technology Services Technician	\$14.42	\$18.54	\$22.66
Marketing/Digital Marketing/Human Resources/Planning Intern	\$14.42	\$18.54	\$22.66
Paratransit Representative	\$14.42	\$18.54	\$22.66
Ambassador	\$14.42	\$18.54	\$22.66
Ride Guide	\$14.42	\$18.54	\$22.66