

CAPITAL AREA TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING

WEDNESDAY, AUGUST 20, 2025
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 2026 BUDGET AND 2025 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 2025, BOARD MEETING

B. TREASURER'S REPORT FOR JUNE 2025

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

C. PUBLIC TRANSPORTATION AGENCY SAFETY PLAN (PTASP) 2026 TARGETS

PROPOSED MOTION: That the CATA Board of Directors approves the Public Transportation Agency Safety Plan 2026 Safety Performance Targets to meet compliance with the FTA.

D. ARCHITECTURAL AND ENGINEERING SERVICES AT 420 S. GRAND AVENUE

PROPOSED MOTION: That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to execute Task Order 2025AE-6 with Progressive AE, Grand Rapids, Michigan, for architectural and engineering services at 420 S. Grand Avenue, at a cost not to exceed \$177,473 of grant funds, on such other terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

VII. ACTION ITEM - DISCUSSION AGENDA

A. 2025 PROPERTY TAX LEVY

PROPOSED MOTION: That the CATA Board of Directors authorizes the levy of ad valorem property taxes for the year 2025 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 2026 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 2026, upon which public hearing was held at a regular meeting of the Board on August 20, 2025, 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 2026 (October 1, 2025, through and including September 30, 2026).
2. In accordance with the Truth in Budgeting Act, the Board states that the Authority's levy for 2025 of 3.007 mills of ad valorem property taxes as provided for in the Budget and authorized by resolution adopted on August 20, 2025, 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 2026 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.

XI. CLOSED SESSION REGARDING UNION LABOR AGREEMENT NEGOTIATIONS

PROPOSED MOTION: That this Board meeting go into closed session, pursuant to MCL 15.268(c), for a strategy session in connection with negotiation of a collective bargaining agreement with the Union, ATU, Division 1039, and that following such closed session, this Board meeting returns to open session for completion of the Agenda.

XII. ADJOURNMENT

CAPITAL AREA TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING

WEDNESDAY, JULY 16, 2025
4:00 P.M. – LANSING CENTER GOVERNOR'S ROOM
333 E. MICHIGAN AVENUE, LANSING, MI 48933

PRESENT: Nathan Triplett, Chair
Shanna Draheim, Vice Chair
Phil Deschaine, Secretary/Treasurer
Mark Grebner
Kellie Blackwell
Jack Schmitt
Derek Melot
John Prush
Ed Rodgers

CALL TO ORDER:

Chair Triplett called the meeting to order at 4:02 p.m.

ROLL CALL: Kellie Blackwell, Phil Deschaine, Shanna Draheim, Mark Grebner, Derek Melot, John Prush, Ed Rodgers, Jack Schmitt, and Nathan Triplett were all present.

ABSENT: Keith Barber, Chelsea Dowler, Eric Tans, and Steve Vagnozzi

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

PUBLIC COMMENTS:

None

CHAIR'S COMMENTS:

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 Jack Schmitt, and Kellie Blackwell.

MOTION:

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

VOTE: The motion carried unanimously.

Chair Triplett requested a motion to excuse Chelsea Dowler, Eric Tans, and Steve Vagnozzi.

MOTION:

Jack Schmitt motioned to excuse Chelsea Dowler, Eric Tans and Steve Vagnozzi. Shanna Draheim supported the motion.

VOTE: The motion carried unanimously.

Chair Triplett stated that since our special guest has not arrived yet, the recognition of Lolo Robison will be moved to later in the Board meeting.

CHIEF EXECUTIVE OFFICER'S REPORT

Loss of CATA Supervisor

Bradley Funkhouser stated that he was notified last week that a CATA Operations Supervisor had passed away. Mr. Funkhouser stated that our hearts go out to his friends and family as they go through this difficult time. He shared that funeral arrangements have been made for Friday, July 18, and Saturday, July 19.

Delta Township

Bradley Funkhouser stated that he and Chair Triplett met with Delta Township representatives earlier today. He explained that on Monday, June 16, the Delta Township Board approved, by a vote of 7-0, to have a transportation millage placed on the November 2025 ballot. Mr. Funkhouser stated that with the help of Commissioner Grebner, the ballot language has been finalized and will be placed on the agenda for Board approval at the next Delta Township Board meeting on Monday, July 21, 2025.

40-Foot Electric Bus

Bradley Funkhouser stated that on Friday, June 20, CATA received one (1) 40-foot electric bus from Gillig. Mr. Funkhouser explained that there still needs to be additional training done before the bus is put into service. He also shared that there will be a ribbon cutting ceremony scheduled down the road.

Events in June

Bradley Funkhouser stated that last month CATA participated in the City of Lansing's African-American Parade to celebrate Juneteenth and the Pride Festival in Old Town.

Federal Transportation Authority (FTA) Triennial

Bradley Funkhouser stated that CATA completed its triennial review in June and received zero findings. Mr. Funkhouser shared that CATA also received zero findings at the last triennial which occurred three (3) years ago. He commended CATA's Planning Department and Staff for their hard work.

RECOGNITION OF LOLO ROBISON

Chair Triplett recognized Lolo Robison, Director of Marketing and Public Information Officer, for her 14 years at CATA. Chair Triplett expressed his appreciation for Ms. Robison's creativity, energy, and partnership. He stated that through her expertise, Ms. Robison made buses more attractive that people want to ride, including the

wrapped Barbie bus and the promotional bus for Scout Day at the Capitol, which would not have happened without her vision. Chair Triplett thanked Ms. Robison on behalf of the Board for her service and stated that she has left a mark at CATA that is indelible.

Bradley Funkhouser stated that he has worked with Ms. Robison since he was the Deputy CEO. He shared that Ms. Robison has many talents including being a professional artist and potter. He recognized how she made transit fun and appealing through her creativity and made the Authority better by creating a legacy that will stay with CATA. He then introduced Mayor Andy Schor.

Mayor Schor thanked Ms. Robison for her service. He stated that she has been a great ambassador by empowering people in the community. Mayor Schor issued a proclamation that July 16 will be known as “Lolo Robison Day.”

Chair Triplett presented Ms. Robison with an award for her service on behalf of CATA and the Board of Directors.

Bradley Funkhouser congratulated Ms. Robison.

Lolo Robison expressed her appreciation for the opportunity to serve the public. She also thanked Mr. Funkhouser, Staff, her Marketing team which she helped build, and the Board of Directors.

Everyone applauded.

FISCAL YEAR 2025-2026 BUDGET DISCUSSION

Bradley Funkhouser stated that CATA has sent their Fiscal Year 2025-2026 Budget Report to Board members. He explained that part of CATA Board 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 Frenedt, Director of Finance, for an update.

Jim Frenedt referenced the February Board meeting where he presented his budget review in continuation of CATA’s annual retreat. Mr. Frenedt explained that his charts from the retreat pointed out CATA’s cash reserves and identified the path moving forward in 2026. He noted that the graph depicted in CATA’s FY 2026 Operating Budget that the Board received today mirrors the graph from the retreat where \$1 million a month was added to cash reserves from the past 18 months and will now start to be subtracted moving forward.

Derek Melot inquired about the length of time that CATA’s reserves will last.

Jim Frenedt stated that CATA’s reserves will last through 2026.

Bradley Funkhouser stated that Mr. Frenedt will continue to give regular updates on CATA’s financials moving forward.

Jack Schmitt inquired whether there will be any impact from the Federal Reconciliation Bill.

Jim Frendt stated that there is not any impact that he can see at this time.

Phill Deschaine inquired whether CATA will have any Staff and/or departments impacted through attrition.

Jim Frendt stated that CATA's Staff and departments will not be affected at this time.

Bradley Funkhouser stated that CATA will look at service efficiencies and open positions will not be filled.

Derek Melot inquired about the last time CATA operated at \$50 million.

Jim Frendt stated that he believes that the last time CATA operated on \$50 million was back in 2020.

Bradley Funkhouser stated that it was between 2019 and 2020.

Jack Schmitt inquired whether CATA's budget will shift if the Delta Township transportation millage passes in November.

Bradley Funkhouser stated that if the Delta Township millage passes in November, he will bring a plan back to the Board. He also noted that CATA will have to cover the Route 3 extension service for a couple of months going into the fall.

Shanna Draheim inquired whether it is a fair assumption to say that besides securing additional funding in Delta Township through passing a millage, there are other factors that may impact costs and revenue associated with the Route 3 extension.

Bradley Funkhouser stated that Route 3 has been factored into the budget and there will not be any large costs associated with the service. He also stated that eventually there will be a bridge agreement in place.

Chair Triplett stated that all transit agencies are facing the same financial difficulties; however, CATA has been preparing for this shortfall and is in a better position than other agencies.

Bradley Funkhouser stated that it has been difficult trying to provide regional coordination and he has been working very hard with the state to make things better by merging resources and not duplicating service.

ACTION ITEMS – PROPOSED CONSENT AGENDA

- A. APPROVAL OF MINUTES OF MAY 2025, BOARD MEETING
- B. APPROVAL OF MINUTES OF MAY 2025, CLOSED SESSION
- C. TREASURER’S REPORT FOR APRIL 2025
 - 1. Interim Income Statement
 - 2. Cash Summary
 - 3. Investments
 - 4. Fifth Third Investment Account Reconciliation

- D. TREASURER’S REPORT FOR MAY 2025
 - 1. Interim Income Statement
 - 2. Cash Summary
 - 3. Investments
 - 4. Fifth Third Investment Account Reconciliation

- E. RENEWAL OF APPOINTMENT TO LOCAL ADVISORY COMMITTEE

PROPOSED MOTION: The CATA Board of Directors approves the recommendation of the Local Advisory Committee to reappoint Jeffrey Allshouse to a three-year term through June 2028.

- F. EXTENSION OF STUDENT HOUSING TRANSIT SERVICES AGREEMENT (ADDENDUM 20)

PROPOSED MOTION: That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to execute Addendum 20 to the Student Housing Transit Services Agreement for the period from August 1, 2025, through July 31, 2026, for extended public transit services, on such other terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

- G. SUBRECIPIENT AGREEMENTS WITH PROGRAM OF ALL-INCLUSIVE CARE FOR THE ELDERLY (PACE) AND INGHAM COUNTY MEDICAL CARE FACILITY

PROPOSED MOTION: That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to finalize subrecipient agreements with PACE for up to four (4) cutaway vehicles valued at up to \$160,000 each for a total of \$640,000 and Ingham County Medical Care Facility – Dobie Road for one (1) cutaway vehicle valued at up to \$160,000 to offer enhanced

transportation to area seniors and persons with disabilities through state contract utilizing federal 5310 funds and accompanying state match funding, on such other terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

H. CONTRACT FOR SNOW AND ICE REMOVAL SERVICES

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 DJ's Landscape Management, Michigan, to provide snow and ice removal services at an estimated cost of \$592,894.00 of operating funds (more or less, depending on the weather) based on quoted rates for a five (5) year term, on such other terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

I. AMERICANS WITH DISABILITIES ACT (ADA) PARATRANSIT ELIGIBILITY ASSESSMENT SERVICES

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 Handicapper Advocacy Alliance Inc. dba Disability Network Capital Area, to provide ADA eligibility assessment services at a cost not to exceed \$178,150 using operating funds for a five (5) year term, on such other terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

J. COMPREHENSIVE OPERATIONAL ANALYSIS (COA)

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 AECOM Great Lakes, Inc., for a Comprehensive Operational Analysis at a cost not to exceed \$480,535 using state and federal grant funds for a one (1) year contract, on such other terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

Shanna Draheim requested that item J be moved to discussion.

MOTION:

Mark Grebner motioned to approve the Consent Agenda with Action Item J, Comprehensive Operational Analysis (COA), moved to the Discussion Agenda. Derek Melot supported the motion.

VOTE: The motion carried unanimously.

ACTION ITEMS – PROPOSED DISCUSSION AGENDA

A. COMPREHENSIVE OPERATIONAL ANALYSIS (COA)

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 AECOM Great Lakes, Inc., for a Comprehensive Operational Analysis at a cost not to exceed \$480,535 using state and federal grant funds for a one (1) year contract, on such other terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

Shanna Draheim requested more details considering the cost of the project.

Bradley Funkhouser deferred to Dustin Hagfors, Director of Planning and Development.

Dustin Hagfors referred to his presentation given at CATA's Board Retreat earlier this year and explained how the COA is related to regionalism and how it will help streamline all services. He also stated that it is a good time to have an analysis done since it will save CATA money on inefficiencies and that it has been over a decade since the last COA was conducted.

Mark Grebner commented on how the world has changed and how private and public transit agencies should be working together.

Bradley Funkhouser acknowledged Mr. Grebner's comments. He also stated that CATA has been spending 5310 grant funds by partnering with non-profit agencies and other transit providers. He stated although it is not the same, it is a step in the right direction.

Shanna Draheim inquired whether the Board would play any role in the analysis portion of the COA.

Dustin Hagfors stated that the COA process includes gathering a lot of information where everyone will have a voice.

Ed Rodgers inquired about the procurement process and whether the project would exceed the dollar amount listed in the proposed motion.

Bradley Funkhouser and Dustin Hagfors both confirmed that the project will not go over the not to exceed dollar amount that is listed in the proposed motion.

MOTION:

Shanna Draheim motioned to approve Action Item J, Comprehensive Operational Analysis (COA), and Phil Deschaine supported the motion.

VOTE: The motion carried unanimously.

OLD BUSINESS

None

NEW BUSINESS

None

PUBLIC COMMENT

Daniel Guerero expressed his frustration with Spec-Tran service from CATA and Transdev. Mr. Guerero stated that his mother is elderly and cannot be left alone. He then shared some positive and negative incidents that occurred and requested that there be more consistent, improved service from both agencies.

Chair Triplett thanked Mr. Guerero for his comments and stated that someone from CATA will be in touch after the Board meeting.

CLOSED SESSION:

Chair Triplett stated that since there is not any news to report, the CATA Board will not need to go into Closed Session.

ADJOURNMENT

There being no further business, Chair Triplett adjourned the Board meeting at 4:51 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, 2025**

									<i>% of Fiscal Year Completed</i>	
									75%	
	<u>June Actual</u>	<u>June Budget</u>	<u>Variance</u>	<u>% Variance</u>	<u>FY 2025 Actual YTD</u>	<u>FY 2025 Budget YTD</u>	<u>Variance</u>	<u>% Variance</u>	<u>FY 2025 BUDGET</u>	<u>% Annual Budget Revenues/Expense</u>
REVENUES										
Farebox	\$ 175,106	\$ 200,075	\$ (24,969)	-12.5%	\$ 1,831,772	\$ 1,800,675	\$ 31,097	1.7%	\$ 2,400,900	76.3%
Contracted Services	\$ -	\$ 336,500	\$ (336,500)	-100.0%	\$ 4,018,055	\$ 3,028,500	\$ 989,555	32.7%	\$ 4,038,000	99.5%
Property Tax	\$ 1,578,898	\$ 2,199,000	\$ (620,102)	-28.2%	\$ 26,023,010	\$ 19,791,000	\$ 6,232,010	31.5%	\$ 26,388,000	98.6%
State Revenue	\$ 1,622,998	\$ 1,807,000	\$ (184,002)	-10.2%	\$ 15,500,724	\$ 16,263,000	\$ (762,276)	-4.7%	\$ 21,684,000	71.5%
Federal Revenue	\$ 4,061,591	\$ 1,315,000	\$ 2,746,591	208.9%	\$ 12,598,285	\$ 11,835,000	\$ 763,285	6.4%	\$ 15,780,000	79.8%
Other Revenue	\$ 187,808	\$ 140,542	\$ 47,266	33.6%	\$ 1,370,390	\$ 1,264,878	\$ 105,512	8.3%	\$ 1,686,500	81.3%
TOTAL REVENUES	\$ 7,626,401	\$ 5,998,117	\$ 1,628,284	27.1%	\$ 61,342,236	\$ 53,983,053	\$ 7,359,183	13.6%	\$ 71,977,400	85.2%
EXPENSES										
Labor	\$ 2,062,074	\$ 2,147,633	\$ 85,559	4.0%	\$ 19,642,981	\$ 19,328,697	\$ (314,284)	-1.6%	\$ 25,771,600	76.2%
Fringe Benefits	\$ 1,497,262	\$ 1,337,468	\$ (159,794)	-11.9%	\$ 11,846,194	\$ 12,037,223	\$ 191,029	1.6%	\$ 16,049,640	73.8%
Services	\$ 360,917	\$ 430,283	\$ 69,366	16.1%	\$ 3,923,053	\$ 3,905,544	\$ (17,509)	-0.4%	\$ 5,210,400	75.3%
Materials & Supplies	\$ 517,637	\$ 490,895	\$ (26,742)	-5.4%	\$ 3,901,726	\$ 4,416,052	\$ 514,326	11.6%	\$ 5,888,240	66.3%
Utilities	\$ 20,206	\$ 76,725	\$ 56,519	73.7%	\$ 681,564	\$ 690,525	\$ 8,961	1.3%	\$ 920,700	74.0%
Casualty & Liability	\$ 122,191	\$ 114,000	\$ (8,191)	-7.2%	\$ 1,135,479	\$ 1,026,000	\$ (109,479)	-10.7%	\$ 1,368,000	83.0%
Purch. Transportation	\$ 884,979	\$ 1,077,775	\$ 192,796	17.9%	\$ 8,991,846	\$ 9,699,975	\$ 708,129	7.3%	\$ 12,933,300	69.5%
Miscellaneous	\$ 105,942	\$ 148,964	\$ 43,022	28.9%	\$ 1,077,221	\$ 1,340,719	\$ 263,498	19.7%	\$ 1,787,620	60.3%
TOTAL EXPENSES	5,571,208	5,823,743	252,535	4.3%	51,200,064	52,444,735	1,244,671	2.4%	\$ 69,929,500	73.2%
NET INCOME (LOSS)	\$ 2,055,193	\$ 174,374	\$ 1,880,819		\$ 10,142,172	\$ 1,538,318	\$ 8,603,854		\$ 2,047,900	

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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06/01/2025-06/30/2025

Cash Balance - 06/01/2025	\$ 2,986,315
Disbursements	\$ (7,349,635)
Receipts	\$ 7,410,327
Adjustments	\$ -
Cash Balance - 06/30/2025	<u>\$ 3,047,007</u>

Disbursements:

Cash Disbursements Register	\$ (4,647,836)
Payroll	\$ (2,141,667)
Healthcare (BlueCross Blue Shield)	\$ (544,394)
Transfers To the ASU Claims Account	\$ (15,738)
Transfers To the Investment Account	\$ -
Total Cash Disbursements	<u>\$ (7,349,635)</u>

Receipts:

Cash Receipt Register	\$ 4,410,327
Transfers From the Investment Account	3,000,000
Total Cash Receipts	<u>\$ 7,410,327</u>

Adjustments:

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

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

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06/01/2025-06/30/2025

CASH & INVESTMENT BALANCES	PORTFOLIO BALANCE	% OF TOTAL
<u>CASH & CASH EQUIVALENTS</u>		
FIFTH THIRD BANK - General Account	3,047,007	7.69%
FIFTH THIRD BANK - ASU Claims Account	33,979	0.09%
FIFTH THIRD BANK - Savings	550,031	1.39%
MSUFCU CD and Savings	275,225	0.70%
CASE Credit Union CD and Savings	278,152	0.70%
<u>FIXED INCOME INVESTMENTS</u>		
FIFTH THIRD BANK	<u>35,414,009</u>	89.43%
TOTAL	<u>\$ 39,598,403</u>	100.00%

INTEREST EARNED	INTEREST
INCOME EARNED ON INVESTMENTS:	
FIFTH THIRD BANK (Net of Expenses/Accrued Interest)	\$ 138,749
OTHER BANKS	<u>3,965</u>
TOTAL	<u>\$ 142,714</u>
Monthly Average Rate of Return	0.3604%
Annual Average Rate of Return	4.325%

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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06/01/2025-06/30/2025

Market Value at the Beginning of the Period - 06/01/2025		\$ 38,240,747
Portfolio Activity:		
<u>Transfers (To) or From General Checking</u>		(3,000,000)
<u>Net Income/(Loss) & Expenditures</u>		
Interest Earned	\$ 145,817	
Accrued Interest Paid	(4,532)	
Administrative Expenditures	(2,536)	
Total Net Income/Loss & Expenditures		138,749
<u>Realized Gains or (Loss) From Sales</u>		(2,223)
<u>Market Appreciation</u>		
End of Period	\$ 223,320	
Beginning of Period	(132,254)	
Unrealized Gain/(Loss) from Market Appreciation		91,066
<u>Change in Value From Accrued Income</u>		
Previous Accrued Income (-)	\$ (418,338)	
Current Accrued Income (+)	364,008	
Net Change from Accrued Income		(54,330)
Market Value at the End of the Period - 06/30/2025		<u><u>\$35,414,009</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 – PUBLIC TRANSPORTATION AGENCY SAFETY PLAN (PTASP) 2026 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 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 2025 amendments to the plan are as follows.

Amendment	Comments	Compliance Date
2026 Safety Performance Targets	Binder #2 Attachment	10.01.2025
Capital Area Transportation Authority structure	Binder #1 Attachment	12.31.2025
PTASP Joint Labor-Management Safety Committee description	Binder #1 Attachment	12.31.2025
Training and Communication description	Binder #1 Attachment	12.31.2025
Risk Management Program description	Binder #1 Attachment	12.31.2025
Skills Improvement Training description	Binder #1 Attachment	12.31.2025
ATU appointing letter - A. Olson replaces B. Gould	Binder #1 Attachment	12.31.2025
Contractors – Description of Arrangements	Binder #1 Attachment	12.31.2025
Remove T. Chambers as Training Supervisor	Binder #1-page 12	12.31.2025
Add H. Liggett as Training Specialist	Binder #1-page 12	12.31.2025
PTASP Organizational chart	Binder #2 Attachment	12.31.2025
Assault awareness training	Binder #2 Attachment	12.31.2025

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 2026 SPT's have been established and agreed upon by CATA's PTASP Joint Labor – Management Safety Committee and are attached.

PROPOSED MOTION: That the CATA Board of Directors approves the Public Transportation Agency Safety Plan 2026 Safety Performance Targets to meet compliance with the FTA.

2025 PTASP Performance Indicators and 2026 Performance Targets for Tri-County							
2025 Annual Revenue Mileage							
Fixed Route (MB DO)	Demand Response-Directly Operated (DR DO)		Demand Response-Contracted (DR PT) Transdev		Direct Response-Contracted (DR TN) VIA		
3,518,987	819,349		2,046,401		10,827		
Safety Performance Indicators 2025 (based on performance measures)							
July 1, 2024 - June 30, 2025	Fatalities Reported to NTD		Injuries Reported to NTD		Safety Events Reports to 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	14	0.39	9,511
Demand Response - Directly Operated (DR DO)	0	0.00	3	0.36	1	0.12	23,410
Demand Response - Contracted (DR PT)	1	0.04	4	0.19	6	0.29	2,046,401
Direct Response - Contracted (DR TN)	0	0.00	0	0.00	0	0.00	0
Safety Performance Targets 2026 (based on 3 Year Rolling Average)							
July 1, 2025 - June 30, 2026	Fatalities Reported to NTD		Injuries Reported to NTD		Safety Events Reports to 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	< 6	5.7	< 11.6	2.9	> 10,169
Demand Response - Directly Operated (DR DO)	0	0.00	< 5.3	1.3	< 3.3	2.1	> 36,843
Demand Response - Contracted (DR PT)	< .6	16.9	< 1	4.8	< 5.6	1.9	> 716,056
Direct Response - Contracted (DR TN)	0	0.00	0	0.00	0	0.00	0

ACTION ITEM – ARCHITECTURAL AND ENGINEERING SERVICES AT 420 S. GRAND AVENUE

CATA is in need of professional architecture and engineering services for the building renovation project at the CATA Transportation Center (CTC) property, located at 420 S. Grand Avenue, Lansing. CATA is currently under contract with Progressive AE for architectural and engineering (A and E) services.

Grant dollars will be used to support and finance this project, including A and E. The proposal for A and E includes the base bid of \$174,472.70 and reimbursable expenses estimated at \$3,000, bringing the total to \$177,472.70. Billing will follow an established fee schedule. Task Order 2025AE-6 includes design, construction documents, bidding and construction administration pertaining to items deriving from the scope of work.

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 Task Order 2025AE-6 with Progressive AE, Grand Rapids, Michigan, for architectural and engineering services at 420 S. Grand Avenue, at a cost not to exceed \$177,473 of grant funds, on such other terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

ACTION ITEM - 2025 PROPERTY TAX LEVY

At the August 20, 2025, Board of Directors meeting, a public hearing was held on the Fiscal Year 2026 Budget and the 2025 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 2025 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 2026 BUDGET APPROVAL

At the August 20, 2025, Board of Directors meeting, a public hearing was held on the Fiscal Year 2026 Budget and the 2025 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 2026, upon which public hearing was held at a regular meeting of the Board on August 20, 2025, is adopted as the general appropriation of total revenues of the Authority to defray expenditures and meet the liabilities in Fiscal Year 2026 (October 1, 2025, through and including September 30, 2026).
2. In accordance with the Truth in Budgeting Act, the Board states that the Authority's levy for 2025 of 3.007 mills of ad valorem property taxes as provided for in the Budget and authorized by resolution adopted on August 20, 2025, 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 2026 are approved.

INFORMATION ITEMS

AUGUST 20, 2025

1. JUNE RIDERSHIP REPORT
2. JUNE RIDERSHIP GRAPH YEAR-TO-DATE
3. FUEL PURCHASE FOR JULY 2025
4. DEI TASK FORCE UPDATE
5. LAC MINUTES FOR JUNE 2025
6. ANNUAL UPDATE ON JOB DESCRIPTIONS
7. SALARY RANGES FY 2025-2026

JUNE 2025 RIDERSHIP REPORT

<u>Total system rides – June:</u>	<u>382,100</u>
Average weekday system ridership	15,000
Average weekday system ridership change June 2025 to June 2024	+/-0

	<u>June 2025 vs. June 2024</u>	
	<u>Percentage Change</u>	<u>Ridership Change</u>
Monthly total system ridership	+2.0%	+7,538
Monthly Urban Fixed-Route change	+0.6%	+1,924
Monthly MSU campus ridership change	+95.0%	+832
Monthly Spec-Tran ridership change	+10.8%	+2,525
Monthly Total Paratransit ridership change	+6.9%	+1,989

Notes: None

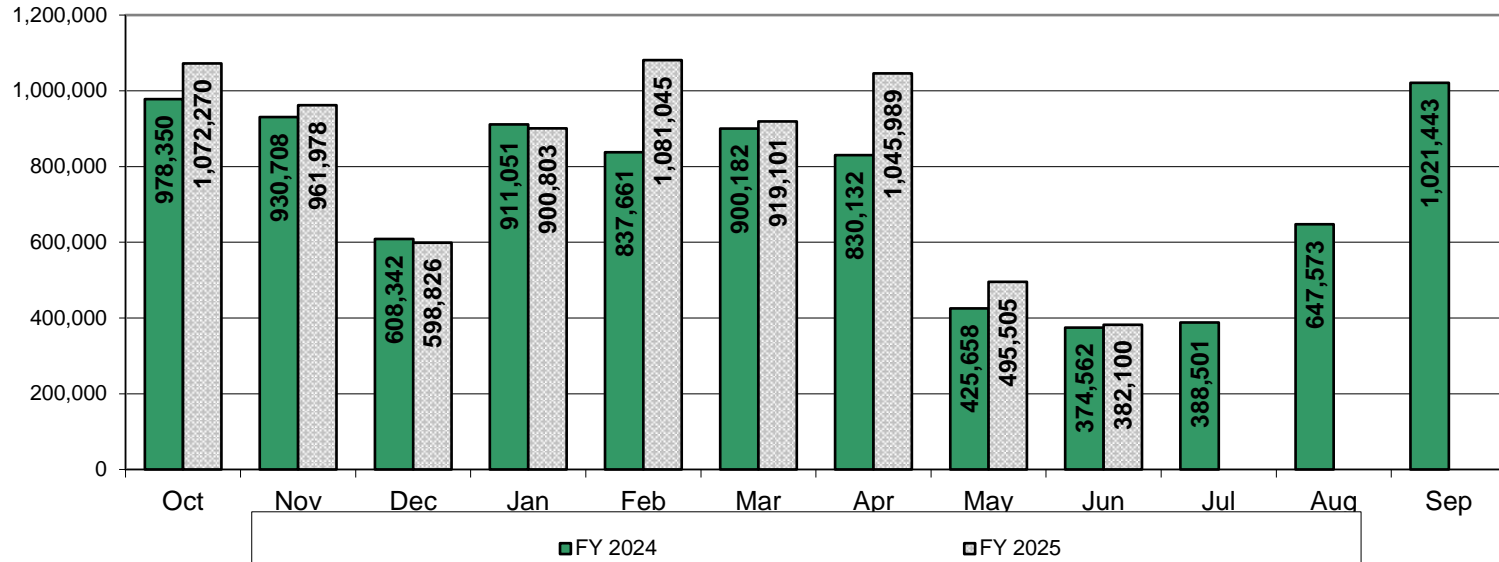
FY 2025 YEAR-TO-DATE RIDERSHIP

<u>Total system rides – FY 2025:</u>	<u>7,457,617</u>
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	<u>FY 2025 vs. FY 2024</u>	
	<u>Percentage Change</u>	<u>Ridership Change</u>
Total system rides change	+9.7%	+660,971
Year-to-Date Spec-Tran ridership change	+8.3%	+18,349
Year-to-Date Total Paratransit ridership change	+4.8%	+13,565

Note: None

CATA's Monthly Ridership: FY 2024 & FY 2025



INFORMATION ITEM - FUEL PURCHASE FOR JULY 2025

The following lists our prices for diesel fuel for July 2025

<u>Date of Delivery</u>	<u>Price Per Gallon</u>
07/03/2025	\$2.5485
07/10/2025	\$2.4985
07/15/2025	\$2.4150
07/18/2025	\$2.4845
07/24/2025	\$2.4905

FY 2025 Current average per gallon fuel cost	\$2.49
FY 2025 Budget per gallon fuel cost	\$2.35

DIVERSITY, EQUITY, AND INCLUSION TASK FORCE MEETING SUMMARY

Employee Assistance Program (EAP) - ComPsych Guidance Resources

Sue Stock, CATA's EAP Account Manager, and her assistant, Erika Baumgartner, visited CATA to provide an overview of the EAP services available to our employees. CATA partners with ComPsych Guidance Resources to provide EAP services. They were established in 1984 and are now serving over 35 million individuals across 100 countries.

Key Highlights:

- Services are available 24/7 through global service centers staffed with licensed clinical, legal, financial, and wellness professionals.
- CATA employees have access to confidential and voluntary support at no cost.

EAP Offerings include:

- Short-Term Counseling – up to five in-person or virtual sessions per issue, per person, per calendar year.
- Additional Services – legal support, financial counseling, work-life support, and critical incident services.

Recently, EAP has been particularly helpful in providing grief counseling and crisis support to employees following the unexpected passing of CATA staff members and a contracted service employee.

Respectfully submitted,

Marshea Brown
Chair, DEI Task Force
Director of Human Resources



LOCAL ADVISORY COUNCIL MEETING

WEDNESDAY, JUNE 4, 2025
3:30 P.M. - CATA BOARD ROOM

MEMBERS PRESENT: Deb Wiese, Chair
Erin Shannon, Vice Chair
Gill Lemonde
Doug Lecato
Gloria Johnson-Cannon
George Hanley
Darrin Fowler

MEMBERS PRESENT VIA ZOOM: Leah March-Pons, and Jeffrey Allshouse

MEMBERS ABSENT: Diana Paiz, J. Caleb Adams, and Geneva Smith

CATA BOARD MEMBER: Kellie Blackwell (via Zoom)

CATA PERSONNEL: Todd Brooks, Craig Frazier, Darren Horn, Marshea Brown, and Victoria Joseph

TRANSDEV PERSONNEL: Simone Moore

GUESTS: None

CALL TO ORDER:

Chair Wiese called the meeting to order at 3:35 p.m.

PUBLIC COMMENTS:

None

APPROVAL OF JUNE AGENDA

MOTION:

A motion to approve the June 2025 Agenda was moved by Gill Lemonde and supported by Jeff Allshouse.

VOTE: Motion passed unanimously.

APPROVAL OF APRIL MINUTES

MOTION:

A motion to approve the April 2025 LAC minutes was moved by Jeff Allshouse and supported by Gill Lemonde.

VOTE: Motion passed unanimously.

LAC CHAIR COMMENTS – Deb Wiese

Chair Wiese stated that on behalf of the LAC, she would like to offer her condolences for the loss of two (2) operators. One operator was from Transdev, and the other operator was a 21-year veteran from CATA.

BOARD LIAISON REPORT – Kellie Blackwell

See attached report.

CATA CEO REPORT – Bradley Funkhouser

Bradley Funkhouser was absent.

DIRECTOR OF OPERATIONS – Todd Brooks

Events

Todd Brooks stated that the Operations Department participated in the East Lansing Arts Festival that was held on Saturday, May 17, and Sunday, May 18. He also stated that the department assisted transporting riders to and from the 2025 Odyssey of the Mind World Finals that was hosted by Michigan State University (MSU) May 19 through 25.

Service

Todd Brooks stated that preparations are being made for the limited-service that CATA will be providing for the Fourth of July. He also noted that the department is looking ahead and working on plans for fall service when students return to MSU.

CATA Guide Program

Todd Brooks stated that once again this year, CATA Guides will be available on the MSU campus from Thursday, August 21 through Wednesday, August 27. He explained that CATA guides assist with providing information for those seeking transportation while on campus.

All-Operator Training (AOT)

Todd Brooks stated that CATA is in the middle of AOT and this is the first year that ATU leadership has participated. He noted that additional training will continue through the summer so that CATA and operators can continue to provide excellent service to the community.

New Class

Todd Brooks stated that currently, CATA has a class of five (5) students preparing to be operators. He noted that CATA will have another class starting on Monday, July 28, 2025.

ATU Negotiations

Todd Brooks stated that negotiations have started with ATU, Local 1039. He noted that CATA's current agreement with the ATU will expire on November 30, 2025.

PARATRANSIT OPERATIONS MANAGER – Craig Frazier

Paratransit Update

Craig Frazier stated that CATA has received several new cutaway buses and minivans and some are already in service. He explained that the minivans are ADA accessible and will be used for rural service. Mr. Frazier also stated that CATA will be receiving new, electric ADA minivans soon and charging stations have started to arrive. He further stated that CATA will be testing the range of these vehicles.

All Operator Training (AOT)

Craig Frazier stated that the Paratransit Department has been focusing on handling service animals, language issues, and hands-on training as part of AOT. He also stated that they are going over the correct way to secure wheelchairs, appropriate etiquette when addressing clients, and how to execute a trust walk.

5310 Subrecipient Program

Craig Frazier stated that CATA has been working with their partners in the Retired and Senior Volunteer Program (RSVP) and Lansing Housing Commission (LHC) for each agency to receive one (1) ADA minivan to offer free, non-emergency transportation to area seniors and persons with disabilities through CATA's 5310 subrecipient program.

2025 Health Aging Fair

Craig Frazier stated that the 2025 Health Aging Fair will be held this Saturday, June 7, from 10:00 a.m. to 12:00 p.m. at the Lansing Mall. He noted that a paratransit representative will be in attendance to represent CATA.

Doug Lecato inquired about the number of charging stations that CATA has ordered.

Craig Frazier stated that he is unsure of the number of charging stations that CATA will have, but he will get the information to Mr. Lecato.

TRANSDEV – Simone Moore

Simone Moore stated that Transdev continues to recruit new operators and their next training class begins on Wednesday, July 9. Ms. Moore also stated that Transdev has received two (2) new ADA minivans and is working on adding three (3) more ADA minivans to their fleet. She further stated that Transdev is in contract negotiations with their ATU and have meeting scheduled through the end of June 2025.

SERVICE QUALITY SUBCOMMITTEE (SQS) – Erin Shannon

See attached report.

OLD BUSINESS:

None

NEW BUSINESS:

MOTION:

A motion to reappoint Jeff Allshouse to the LAC was moved by Doug Lecato and supported by Gill Lemonde.

VOTE: Motion passed unanimously.

MEMBER COMMENTS/ANNOUNCEMENTS:

None

PUBLIC COMMENT:

None

ADJOURNMENT:

MOTION:

A motion to adjourn was moved by Jeff Allshouse and supported by Gloria Johnson-Cannon.

VOTE: Motion passed unanimously.

Chair Wiese adjourned the meeting at 4:14 p.m.

Respectfully submitted,

Darren Horn
Paratransit Operations Supervisor

Victoria Joseph
Operations Administrative Assistant

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 2026 that was submitted to the Board. The salary range 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 2026.

New positions include the following:

1. Talent Acquisition Specialist

Revisions to the following positions are proposed:

1. Digital Accessibility Specialist – Updated essential functions, duties and qualifications
2. Planning Analyst – Updated essential functions, duties and qualifications
3. Service Planning and Scheduling Manager – Updated essential functions, duties and qualifications
4. Sign and Shelter Technician – Updated duties

Talent Acquisition Specialist

Job Summary - Essential Functions:

The Human Resources Talent Acquisition Specialist is responsible for sourcing, identifying, screening and hiring candidates for various roles in the company. These essential functions include the following:

- Posts position opportunities with applicant tracking system and internal and external job boards.
- Create and update job descriptions and interview questions that reflect the requirements for each position.
- 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 with hiring managers to identify staffing needs and candidate selection criteria.
- Coordinates availability with CATA leadership and candidates to schedule interviews.
- Devise and implement sourcing strategies to build pipelines for potential applicants.
- Administer 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.
- 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 of experience in a talent acquisition or similar role.

- 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.

This job description is stated in general terms
and does not describe all duties which may be assigned or required.

Effective: December 11, 2024

Digital Accessibility Specialist

Job Summary – Essential Functions

The Digital Accessibility Specialist is responsible for managing website and social media content, ensuring digital accessibility and usability, and supporting assigned marketing projects and tasks. The work schedule may vary with assignments within and outside of regular business hours. Essential functions include:

Accessibility Focus (30%):

- Conduct accessibility audits on CATA's digital platforms to identify areas for improvement, including optimizing PDFs, maps and other digital assets.
- Develop and implement strategies to ensure compliance with accessibility standards (e.g., Web Content Accessibility Guidelines (WCAG) 2.1 AAA).
- Utilize both automated and manual accessibility testing methods to identify and address potential issues (e.g., sensory characteristics, keyboard navigation).
- Collaborate with team members to assist in creating accessible digital content that meets user needs.
- Convert files (e.g. PDFs, fillable forms, etc.) into accessible formats that are compatible with screen readers.
- Provide training and resources to team members on best practices for creating accessible content.
- Stay informed about emerging trends and technologies related to digital accessibility to continually enhance CATA's offerings.

Website Maintenance (30%):

- Assist with the management and maintenance of website content via the content management system, ensuring all pages are current, factual and well-formatted.
- Collaborate with the web development team and internal stakeholders to strategize content and optimize it for Search Engine Optimization (SEO) and accessibility.
- Conduct regular audits of website content to ensure compliance with WCAG 2.1 AA standards, aiming to transition to WCAG 2.1 AAA.
- Facilitate updates and changes to the website based on user feedback and accessibility audits.

Analytics & Reporting (20%):

- Track, monitor and analyze digital analytics (e.g. website, social media, mobile applications) using tools such as Google Analytics and Monsido.
- Generate monthly performance reports, synthesizing complex data into actionable insights for internal stakeholders.

- Assist in creating custom dashboards to measure specific KPIs related to digital engagement and accessibility efforts.
- Monitor and report on the effectiveness of accessibility initiatives, providing recommendations for enhancements.

Social Media Engagement (15%):

- Assist with the creation and editing of accessible digital content for social media, ensuring alignment with CATA's strategic goals and accessibility standards.
- Design or guide the design of visually appealing graphics for social media and events, prioritizing accessibility and engagement.
- Develop and manage a workflow for accessibility compliance, including adding alt-text for all social media posts across multiple platforms.

Administrative Duties (5%):

- Provide backup support for marketing staff as directed by the Marketing Manager or Director of Marketing & Customer Experience.
- Participate as an effective member of the CATA administrative team and perform all duties as assigned.
- Maintain a working knowledge of CATA's routes and services.
- Work proactively to maintain positive professional relationships 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 Marketing Manager or Director of Marketing & Customer Experience.

Reports to:

Marketing Manager – Generalist

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 user experience, marketing, graphic design, computer science, information technology or a related field.
- 2-3 years of experience in digital marketing, user experience or accessibility-focused roles.
- Certifications or training in Google Analytics, user experience, SEO and accessibility preferred.
- Ability to handle multiple projects simultaneously
- Proficient in social media content and account management
- Experience with website content management and accessibility tools (e.g., axe DevTools, WAVE)
- Excellent writing and proofreading skills, along with typing, math and data entry abilities.
- Familiarity with SEO tools (e.g., Semrush, Ahrefs) and analytics platforms (e.g., Google Analytics, Monsido).
- Comfortable using project management platforms (e.g., Asana) and social media management tools (e.g., Gain).
- Must possess a valid Michigan driver's license with eligible driving status.
- Able to lift and move supplies, some in excess of fifty (50) pounds.
- Cooperative, willing to work with and learn from others, and able to respond productively to change.

This job description is stated in general terms
and does not describe all duties which may be assigned or required.

Effective: Oct. 15, 2024

Planning Analyst

Job Summary - Essential Functions:

The Planning Analyst is responsible for analyzing and reporting data related to system service; developing and maintaining data tracking procedures and systems; conducting surveys and data collection efforts; and providing analytical and administrative support to employees and departments across the organization. This role requires flexibility, and the assigned shift and hours may vary, including the possibility of working more than 40 hours per week. These essential functions include the following:

- Process ridership data daily using farebox data.
- Maintain and generate reports from databases using Automated Passenger Counter data.
- Manager and report from ridership-related databases.
- Analyze route and stop specific data for service evaluation and planning.
- Develop and maintain a database for tracking on-time performance at both route and stop level.
- Ensure accurate data reported to FTA, MDOT, and other governmental agencies.
- Monitor key performance indicators and data systems.
- Organize and maintain an electronic filing structure to support efficient data retrieval.
- Learn and utilize Geographic Information System (GIS) software for planning-related tasks.
- Deliver timely, accurate, and effective written and verbal reports and communications.
- Prepare custom reports and analyses as requested by the Director of Planning and Development.
- Collaborate as an effective member of the CATA administrative and management team.
- Perform other duties as assigned.

Reports To:

Director of Planning and Development

Duties:

- Maintain and regularly update all data related to ridership reporting.
- Conduct monthly system performance analysis using a variety of data sources.
- Extract and manipulate data from various databases for reporting and integration with other tools.
- Support the Planning department in creating and maintaining GIS-compatible data sets.
- Produce required reports, summaries, and materials, both written and verbal.
- Draft departmental communications including letters, memos, and informational postings.
- Perform other duties as required.

- Maintain compliance with CATA's equal employment opportunity policies.
- Adhere to and promote CATA's safety rules, procedures, and work practices.
- Provide courteous, professional customer service to the public.
- Know and perform all job duties within essential functions and as directed by CATA management, policies, procedures and contractual agreements.
- Maintain a clean, organized, and efficient work environment.
- Work flexible schedules as needed outside of regular business hours and in excess of 40 hours per week to meet responsibilities.
- Develop and maintain effective working relationships with both administrative and union staff.

Qualifications:

- Bachelor's degree in Urban Planning, Statistics, Economics, Mathematics, Computer Science, or equivalent experience and education.
- Minimum of three (3) years' experience in transportation or related field is preferred.
- Proficiency with Microsoft Office Suite and GIS (Geographic Information Systems) software required.
- Experience with transit-specific software programs is preferred.
- Proficient typing, transcription, math, and data analysis and entry skills.
- Excellent written communication skills, including writing, editing, and proofreading.
- Demonstrated ability to create, maintain, and update databases accurately.
- High attention to detail, accuracy, and data integrity.
- Prior experience in the public transit industry is strongly preferred.
- Ability to learn and retain knowledge of customized software applications.
- Self-motivated, adaptable, and able to work independently or as part of a team.
- Excellent communication skills with strong attention to detail and ability to meet deadlines.
- Ability to perform essential functions and duties and to perform other tasks as assigned.
- Ability to adapt to change, learn from feedback, and collaborate effectively.
- Commitment to punctuality, reliability, and continuous improvement to meet on-going service requirements for public transportation.

This job description is stated in general terms
and does not describe all duties which may be assigned or required.

Effective: July 31, 2018
Updated: June 2, 2025

Service Planning and Scheduling Manager

Job Summary - Essential Functions:

The Planning Manager provides direct support to the Director of Planning and Development and is responsible for data analysis, management, and reporting for the CATA transit system and conducting surveys and other data gathering efforts. The Planning Manager also leads the administration of CATA's 5310 program ensuring subrecipients comply with reporting and documentation requirements. Responsibilities require flexibility in working outside of normal business hours and attending public meetings as requested. The essential functions include the following:

- Develop, analyze, and interpret ridership and productivity reports.
- Analyze data and material factors for the CATA transit system and Departments (Executive, Planning, Operations, Finance, etc.).
- Analyze route and stop specific data for service evaluation and planning.
- Collect data that needs to be reported via established sources.
- Ensure accurate data reported to FTA, MDOT, and other governmental agencies.
- Monitor key performance indicators and data systems.
- Provide timely, reliable, and effective reports and communications, written and oral.
- Develop reports as requested by the Director of Planning and Development.
- Oversee 5310 subrecipients, including documentation collection and compliance monitoring.
- Participate as an effective member of the CATA administrative and management team and perform all duties described.

Reports To:

Director of Planning and Development

Duties:

- Analyze ridership and other data for various departments as needed.
- Conduct monthly system performance analysis using a variety of data sources.
- Prepare route specific analysis to be used in determining service adjustments.
- Conduct analysis of various route and system specific performance characteristics.
- Assist consultants in the development of reports, data collection, etc.
- Make presentations and represent CATA at meetings, public hearings, etc.
- Proactively study data to determine areas where improvement is warranted.
- Oversee 5310 subrecipients, including documentation collection and compliance monitoring.
- Work proactively and maintain positive relationships with administrative and union staff.
- 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 opportunities.
- 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 requested by the Director of Planning and Development.

Qualifications:

- Bachelor's or Master's Degree or similar educational background with coursework in Urban Planning, Statistics, Public Administration, or related field.
- Must be highly experienced with computer software including Microsoft Excel, Access, Strong proficiency in Microsoft Excel, Access, PowerPoint, Outlook, Word, and other analytical software and computer applications used at CATA.
- Minimum of five or more years of experience in urban planning and/or data/quality control required.
- Experience with transit software programs is preferred.
- Experience using GIS (Geographic Information Systems) is preferred.
- Prior experience in the public transit industry is strongly preferred.
- Excellent communication skills with strong attention to detail and ability to meet deadlines.
- 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.
- Commitment to punctuality, reliability, and continuous improvement to meet on-going service requirements for public transportation.

This job description is stated in general terms
and does not describe all duties which may be assigned or required.

Effective: April 2, 2025

Sign and Shelter Technician

Job Summary - Essential Functions:

The Sign and Shelter Technician position provides direct support to the Facilities Manager and is responsible for signage, bus stop improvements, bus shelters and their amenities. The regular shift assignment and hours are subject to change and may exceed 40 hours per week. These essential functions include the following:

- Installation, maintenance, and repair of bus shelters and signs and other related duties.
- Assist with the procurement of bus stop improvements including signage, shelters, amenities, passenger walkways and other
- Snow removal, upkeep of grounds, trash removal, and other general maintenance duties.
- Provide timely, reliable, and effective reports and communications, written and oral.
- Assist the General Manager of Facilities and Grounds, as requested.
- Provide backup and relief for other facility and grounds personnel.
- Participate as an effective member of the CATA administrative and management team and perform all duties described.

Reports To:

Facilities Manager

Duties:

- Order and maintain inventories for all shelters, posters, signs and all related customer enhancement materials.
- Assist with shelter cleaning and trash removal.
- Assist in the general maintenance (facilities and grounds) of the CATA facility.
- Work proactively with both union and management staff.
- Maintain positive relationships with customers and other 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 opportunities.
- 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 General Manager of Facilities and Grounds.

Qualifications:

- High school degree minimum, with college associate degree or equivalent experience and education preferred.
- Must possess a valid Michigan driver's license with eligible driving status.
- Able to lift and move parts, some in excess of fifty (50) pounds.
- Able to perform substantial walking, standing, and bending.
- Proficient at basic maintenance skills and use of power tools.
- Must have good carpentry skills.
- Proficient computer skills including Microsoft Office Suite and other current computer applications used at CATA.
- Demonstrated ability to communicate effectively, manage details meticulously, meet deadlines consistently, and work both independently and under general supervision.
- 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 job description is stated in general terms
and does not describe all duties which may be assigned or required.

Updated May 1, 2025

COMPENSATION RANGES - FISCAL YEAR 2026			
FULL-TIME POSITIONS	MINIMUM	MID RANGE	MAXIMUM
Deputy CEO	\$110,346	\$143,449	\$176,554
Director of Finance	\$92,568	\$120,339	\$152,552
Director of Information Technology Services	\$92,568	\$120,339	\$152,552
Director of Maintenance	\$92,568	\$120,339	\$152,552
Director of Marketing	\$92,568	\$120,339	\$152,552
Director of Operations & Customer Experience	\$92,568	\$120,339	\$152,552
Director of Human Resources	\$92,568	\$120,339	\$152,552
Director of Planning and Development	\$92,568	\$120,339	\$152,552
Acting Financial Compliance Manager	\$68,568	\$89,140	\$109,709
Customer Experience Manager	\$68,568	\$89,140	\$109,709
Facilities Manager	\$68,568	\$89,140	\$109,709
Finance Manager	\$68,568	\$89,140	\$109,709
Grants Manager	\$68,568	\$89,140	\$109,709
Information Technology Manager	\$68,568	\$89,140	\$109,709
Human Resources Manager	\$68,568	\$89,140	\$109,709
Marketing and Media Relations Strategist	\$68,568	\$89,140	\$109,709
Marketing Manager	\$68,568	\$89,140	\$109,709
Maintenance Superintendent	\$68,568	\$89,140	\$109,709
Operations Manager	\$68,568	\$89,140	\$109,709
Operations Manager - Information Technology	\$68,568	\$89,140	\$109,709
Operations Manager - Paratransit	\$68,568	\$89,140	\$109,709
Purchasing and Contracts Manager	\$68,568	\$89,140	\$109,709
Safety and Training Manager	\$68,568	\$89,140	\$109,709
Safety Manager	\$68,568	\$89,140	\$109,709
Service Planning/Scheduling Manager	\$68,568	\$89,140	\$109,709
Senior Manager, Data Analytics	\$68,568	\$89,140	\$109,709
Assistant Marketing Manager	\$56,204	\$72,862	\$89,676
Customer Experience Supervisor	\$56,204	\$72,862	\$89,676
Executive Assistant	\$56,204	\$72,862	\$89,676
Grants Administrator	\$56,204	\$72,862	\$89,676
Human Resources Generalist	\$56,204	\$72,862	\$89,676

Human Resources Recruitment Coordinator	\$56,204	\$72,862	\$89,676
Human Resources Talent Acquisition Specialist	\$56,204	\$72,862	\$89,676
Maintenance Supervisor	\$56,204	\$72,862	\$89,676
Maintenance Supervisor - Service Parts Inventory	\$56,204	\$72,862	\$89,676
Maintenance Supervisor - Utility	\$56,204	\$72,862	\$89,676
Maintenance Training Supervisor	\$56,204	\$72,862	\$89,676
Operations Applications Administrator	\$56,204	\$72,862	\$89,676
Operations Supervisor - Lead	\$56,204	\$72,862	\$89,676
Operations Supervisor	\$56,204	\$72,862	\$89,676
Operations Supervisor - Ops Center	\$56,204	\$72,862	\$89,676
Operations Supervisor - MSU	\$56,204	\$72,862	\$89,676
Operations Supervisor - Street	\$56,204	\$72,862	\$89,676
Paratransit Supervisor	\$56,204	\$72,862	\$89,676
Procurement Specialist II	\$56,204	\$72,862	\$89,676
Purchasing Supervisor	\$56,204	\$72,862	\$89,676
Safety Supervisor	\$56,204	\$72,862	\$89,676
Senior Accountant/Accountant II	\$56,204	\$72,862	\$89,676
Training Supervisor	\$56,204	\$72,862	\$89,676
Accountant I	\$44,843	\$58,290	\$71,741
Clean Commute Options Specialist	\$44,843	\$58,290	\$71,741
Customer Experience Team Lead	\$44,843	\$58,290	\$71,741
Floating Administrative Assistant	\$44,843	\$58,290	\$71,741
Facilities Administrative Assistant	\$44,843	\$58,290	\$71,741
Facilities Technician	\$44,843	\$58,290	\$71,741
General Accountant	\$44,843	\$58,290	\$71,741
Human Resources Assistant	\$44,843	\$58,290	\$71,741
Human Resources Administrative Assistant	\$44,843	\$58,290	\$71,741
Information Technology Services Technician	\$44,843	\$58,290	\$71,741
Information Technology Services Vehicle Tech Coordinator	\$44,843	\$58,290	\$71,741
Maintenance Materials Administrator	\$44,843	\$58,290	\$71,741
Marketing Specialist	\$44,843	\$58,290	\$71,741
Marketing Administrative Assistant	\$44,843	\$58,290	\$71,741
Operations Administrative Coordinator	\$44,843	\$58,290	\$71,741
Planning Analyst	\$44,843	\$58,290	\$71,741

Procurement Specialist	\$44,843	\$58,290	\$71,741
Shelter and Sign Technician	\$44,843	\$58,290	\$71,741
Server and Network Administrator	\$44,843	\$58,290	\$71,741
Training Specialist	\$44,843	\$58,290	\$71,741
Customer Experience Representative	\$32,287	\$41,935	\$53,931
Custodian	\$32,287	\$41,935	\$53,931
Facilities and Grounds Maintenance	\$32,287	\$41,935	\$53,931
Paratransit Representative	\$32,287	\$41,935	\$53,931
Paratransit Scheduler	\$32,287	\$41,935	\$53,931
Procurement Clerk	\$32,287	\$41,935	\$53,931
PART-TIME POSITIONS	MINIMUM	MID RANGE	MAXIMUM
	Per Hour	Per Hour	Per Hour
Accounting Clerk	\$14.85	\$19.10	\$23.34
Customer Information Representative	\$14.85	\$19.10	\$23.34
Facilities and Grounds Maintenance	\$14.85	\$19.10	\$23.34
Information Technology Services Technician	\$14.85	\$19.10	\$23.34
Marketing/Digital Marketing/Human Resources/Planning Intern	\$14.85	\$19.10	\$23.34
Paratransit Representative	\$14.85	\$19.10	\$23.34
Ambassador	\$14.85	\$19.10	\$23.34
Ride Guide	\$14.85	\$19.10	\$23.34