

CHATTANOOGA AREA REGIONAL TRANSPORTATION AUTHORITY
AND
THE CHATTANOOGA PARKING AUTHORITY
BOARD MEETING AGENDA

April 20, 2023

CALL TO ORDER

QUORUM CALL

INVOCATION

ADOPTION OF MINUTES

Updates:

- PCI Zoom presentation on new parking technology pilot-Jack Skelton

OPERATING REPORTS:

Financial Report: Sonja Sparks

Statistical Report: Lisa Maragnano/Philip Pugliese

Staffing and Recruiting Updates: Jeff Smith

Action needed:

- Election of Board Vice Chair and Secretary

New Business:

- Creation of Compensation Committee and request for recommendation on compensation for Comptroller/Chief Financial Officer & Interim Executive Director
- Discussion of Procurement Audit by City Auditor
- Information regarding request by Town of Lookout Mountain for additional fee revenue
- Discussion of establishment of Board Committees

CARTA
Variance Report
For the Nine Months Ending Friday, March 31, 2023

	MONTHLY ACTUAL	MONTHLY BUDGET	VARIANCE	YTD ACTUAL	YTD BUDGET	VARIANCE
TRANSIT						
Revenues	\$1,361,764	\$1,369,192	(\$7,428)	\$12,248,829	\$12,307,729	(\$58,900)
Expenses	1,271,779	1,487,446	(215,666)	11,780,350	12,851,651	(1,071,302)
NET	89,984	(118,254)	208,238	468,479	(543,922)	1,012,402
SHUTTLE						
Revenues	\$239,661	\$226,960	\$12,701	\$1,990,020	\$2,042,639	(\$52,619)
Expenses	156,609	220,528	(63,919)	1,623,639	1,958,767	(335,128)
NET	83,052	6,432	76,620	366,381	83,872	282,508
INCLINE						
Revenues	\$461,997	\$359,932	\$102,066	\$2,895,493	\$2,709,384	\$186,110
Expenses	179,553	198,439	(18,886)	1,813,096	1,762,859	50,237
NET	282,444	161,493	120,951	1,082,397	946,525	135,873
CARE-A-VAN						
Revenues	\$82,085	\$82,918	(\$834)	\$756,237	\$746,265	\$9,972
Expenses	243,549	239,116	4,433	2,180,721	2,116,362	64,359
NET	(161,465)	(156,198)	(5,267)	(1,424,484)	(1,370,097)	(54,387)
PARKING						
Revenues	\$330,440	\$287,560	\$42,880	\$2,686,601	\$2,588,042	\$98,560
Expenses	173,250	175,908	(2,658)	1,614,084	1,579,794	34,289
NET	157,190	111,652	45,538	1,072,518	1,008,247	64,270
CARTA - Total						
Revenues	\$2,475,946	\$2,326,562	\$149,384	\$20,577,181	\$20,394,059	\$183,122
Expenses	2,024,741	2,321,437	(296,697)	19,011,889	20,269,433	(1,257,544)
NET	451,206	5,125	446,081	1,565,292	124,625	1,440,666

MARCH 2023 PARKING REPORT

	<u>Meters</u>	<u>Shuttle</u>	<u>Lots</u>	<u>Garages</u>
Revenues	\$ 156,530.00	\$ -	\$ 97,092.00	\$ 139,555.00
Enforcement	\$ 90,592.00	\$ -	\$ -	\$ -
Donations	\$ -	\$ 501.00	\$ -	\$ -
Advertising	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ 800.00	\$ -	\$ 4,343.00
Fed/State Grants	\$ -	\$ 94,462.00	\$ -	\$ -
Total Revenue	\$ 247,122.00	\$ 95,763.00	\$ 97,092.00	\$ 143,898.00
Onstreet Enforcement Expenses	\$ 161,059.00	\$ -	\$ -	\$ -
Shuttle Expenses	\$ -	\$ 122,371.00	\$ -	\$ -
Lot Expense	\$ -	\$ -	\$ 13,056.00	\$ -
Garage Expense	\$ -	\$ -	\$ -	\$ 34,238.00
Total Expense	\$ 161,059.00	\$ 122,371.00	\$ 13,056.00	\$ 34,238.00
Net Revenue	\$ 86,063.00	\$ (26,608.00)	\$ 84,036.00	\$ 109,660.00
Net Meters & Shuttle	\$ 59,455.00			
Total Parking	\$ 253,151.00			

NOTE: Meters and Shuttle are combined because expenses of both are recognized as parking expenses by city code.

meter expense = republic expense, rent expense, salaries, meetings, travel, bank and c.c. fees, taxes, property insurance, etc.

garage fees = management fees plus security fees plus insurance

Incline lot revenue and expenses are reported in Incline which will create a difference

Chattanooga Area Regional Transportation Authority
Statistical Report
For the Period Ending March 31, 2023

	<u>This Month</u>	<u>Month YR</u>		<u>Prior YTD</u>
		<u>Ago</u>	<u>YTD</u>	
<u>TRANSIT</u>				
Ridership	78,396	77,723	699,812	710,363
Weekday Average - with Mocs	2,924	2,930	3,089	3,113
Weekday Average - without Mocs	2,816	2,836	2,935	2,982
Saturday Average	2,096	1,865	1,961	2,050
Sunday Average	692	720	736	723
Miles	153,989	141,305	1,283,848	1,220,859
Passengers/Mile	0.51	0.55	0.55	0.58
Accidents	6	1	16	12
Operating Cost/Rider	10.49	10.20	10.26	9.62
<u>SHUTTLE</u>				
Ridership	21,803	19,234	164,532	139,769
Weekday Average	748	659	631	521
Saturday Average	784	752	722	708
Sunday Average	369	270	358	309
Miles	12,883	13,129	113,687	120,418
Passengers/Mile	1.69	1.47	1.45	1.16
Accidents	0	1	1	5
Operating Cost/Rider	2.19	2.41	3.03	3.21
<u>INCLINE</u>				
Ridership	54,713	49,938	362,283	336,388
Net Revenue/Passenger	5.16	3.01	2.99	2.42
Days Down	0	0	0	0
<u>CARE-A-VAN</u>				
Ridership	4,514	4,450	37,007	38,134
Miles	51,568	49,770	418,522	416,636
Turndowns	0	1	0	24
Accidents	0	0	4	4
Operating Cost/Rider	42.85	41.49	44.65	41.28
Passengers/Hour	1.27	1.24	1.27	1.37
<u>TOTAL CARTA</u>				
Ridership	159,426	151,345	1,263,634	1,224,654

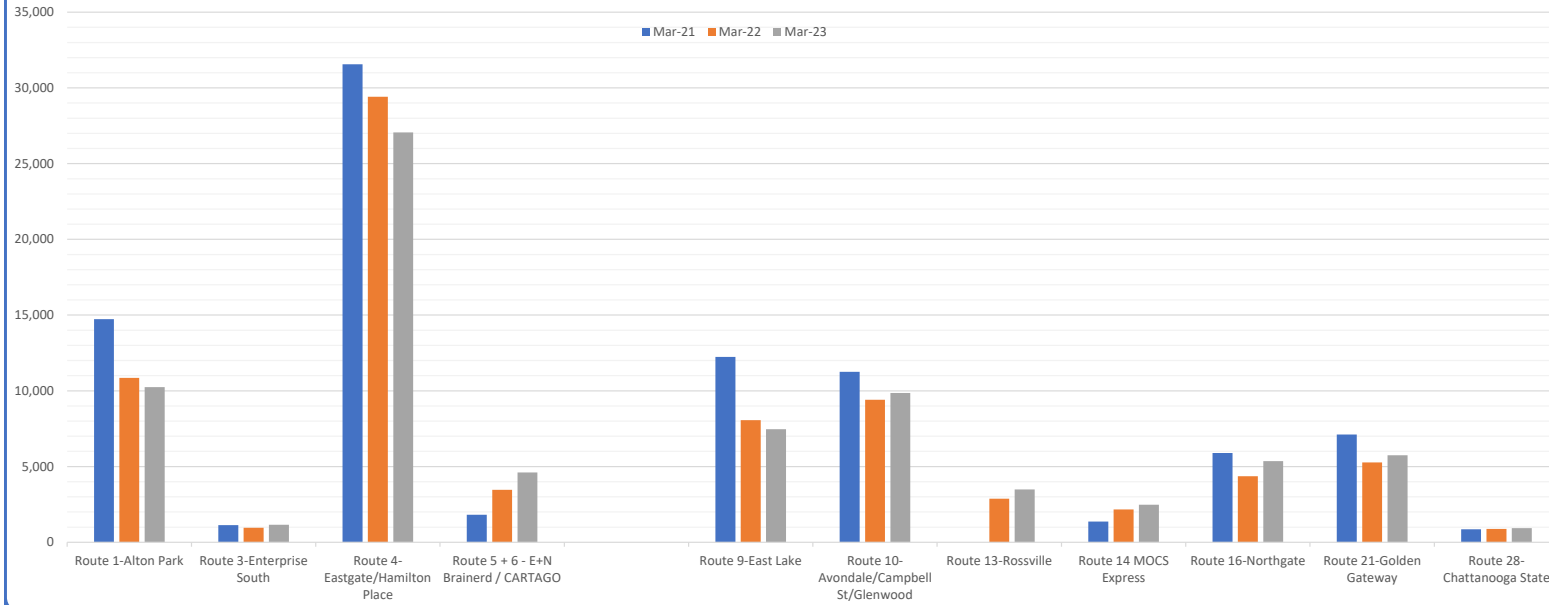
*** Notes to the Statistical Report:**

North Shore Shuttle	2,630	2,906	20,803	15,592
MOCS Express	2,477	2,148	29,681	25,481
Bicycles Carried	1,368	1,351	12,726	14,333
Wheelchairs Carried	1,168	998	10,558	8,595
St.Elmo/Incline	1,703	1,260	12,997	6,977

Days of Operation Transit, Shuttle, Care-a-Van, Incline

Number of Weekdays	23	23
Number of Saturdays	4	4
Number of Sundays	4	4
	<u>31</u>	<u>31</u>

Year to Year comparison of ridership by route March 2021/March 2022/March 2023

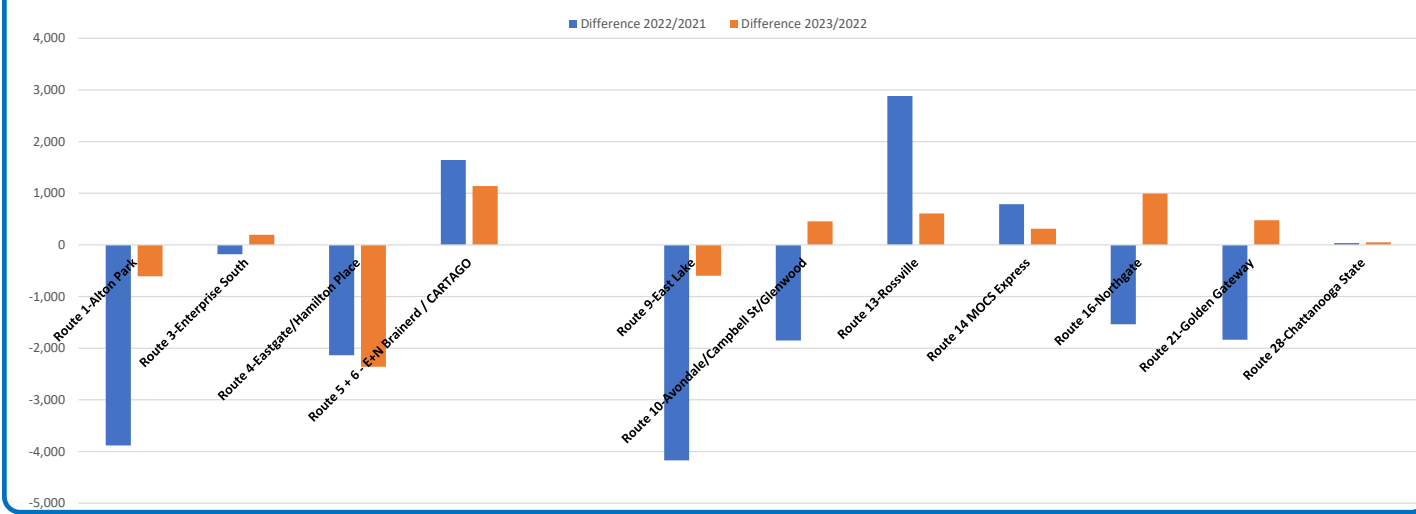


	Mar-21	Mar-22	Mar-23
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Route 1-Alton Park	14,733	10,850	10,243
Route 3-Enterprise South	1,136	955	1,152
Route 4-Eastgate/Hamilton Place	31,557	29,422	27,063
Route 5 + 6 - E+N Brainerd / CARTAGO	1,819	3,463	4,604
Route 9-East Lake	12,235	8,062	7,464
Route 10-Avondale/Campbell St/Glenwood	11,258	9,406	9,863
Route 13-Rossville	0	2,882	3,492
Route 14 MOCS Express	1,373	2,163	2,477
Route 16-Northgate	5,899	4,362	5,354
Route 21-Golden Gateway	7,110	5,272	5,749
Route 28-Chattanooga State	852	886	935

Totals: 87,972 77,723 78,396

Year to Year comparison of ridership by route
 Difference March 2022/March 2021- March 2023/March 2022



	Difference 2022/2021	Difference 2023/2022
Route 1-Alton Park	-3,883	-607
Route 3-Enterprise South	-181	197
Route 4-Eastgate/Hamilton Place	-2,135	-2,359
Route 5 + 6 - E+N Brainerd / CARTAGO	1,644	1,141
	0	0
Route 9-East Lake	-4,173	-598
Route 10-Avondale/Campbell St/Glenwood	-1,852	457
Route 13-Rossville	2,882	610
Route 14 MOCS Express	790	314
Route 16-Northgate	-1,537	992
Route 21-Golden Gateway	-1,838	477
Route 28-Chattanooga State	34	49

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MINUTES OF THE BOARD OF DIRECTORS MEETING OF
THE CHATTANOOGA AREA REGIONAL TRANSPORTATION AUTHORITY

AND

THE CHATTANOOGA PARKING AUTHORITY

March 16, 2023

The regular meeting of the Board of Directors of the Chattanooga Area Regional Transportation Authority (CARTA) and the Chattanooga Parking Authority was held Thursday, March 16, 2023, at 10:00 a.m., at the CARTA Board Building, 1617 Wilcox Blvd. Chattanooga, TN 37406, and took place between sessions of Board Orientation which began at 9:00 a.m. and ran until noon. The meeting was held in accordance with Section 4, Paragraphs 1 and 2 of the ordinances creating the Authority and pursuant to the notice advertised in the Chattanooga Times Free Press on March 5, 2023. The following Board members were in attendance and constituted a quorum: Johan de Nysschen, Chairman; Patricia McKoy, Treasurer; LeAndrea Sanderfur, Daniela Peterson, Stephen Culp, Corey Evatt, Charita Allen, Evann Freeman, Bill Nye and Arcie Reeves. The following persons were also in attendance: Lisa Maragnano, Executive Director; Jeff Smith, Chief Operating Officer; Sonja Sparks, Chief Financial Officer; Philip Pugliese, Transportation System Planner; Savannah Ward, Community Outreach Coordinator; Allen McCallie, Legal Counsel, Miller & Martin; Rachael Ruiz, Legal Counsel, Miller & Martin; Starla Reidel, Payroll & A/R Administrator; and various media and guests. Mr. Allen McCallie called the meeting to order and declared a quorum present. Mr. McCallie then called on Ms. McKoy to give the invocation.

Mr. McCallie stated that all members had been sent a copy of the January 19, 2023, and February 16, 2023, Board meeting minutes and asked if there were any additions or

CARTA Board Meeting Minutes 3.16.2023

corrections. Mr. Evatt stated that in the February minutes there is one correction on page two, last sentence changing Mr. Evatt to Mr. Culp. There being no further questions or corrections, a motion was made to by Mr. Nysschen, and seconded, followed by a vote to approve the January minutes and February minutes, as corrected. The January minutes were presented as information for the Board, as that meeting was conducted before the new board members took office. The motion was unanimously approved.

Mr. McCallie then called on Ms. Peterson, who was out of town for the February meeting, to take the CARTA Oath of Office and she was sworn in.

Mr. Nysschen noted that the voting for Vice Chairman and Secretary will be postponed until the next board meeting on April 20, 2023.

Mr. McCallie next called on Ms. Sparks to present the Financial Reports for February 2023. Ms. Sparks noted that Transit revenues were under budget \$3,748 from a decrease in federal reimbursement revenue. That revenue is spread evenly in the budget throughout the year, and variations thus occur in the actual monthly receipts. Transit expenses were under budget by \$184,819, due primarily to a wage and benefit variance of \$158,972, arising from the budget for full staffing. Software maintenance was under budget \$19,856 due to the timing of annual purchases. In total, there was in a monthly favorable variance in net income of \$181,071.

Shuttle revenue was under budget \$7,478 due to decreases in parking garage revenue at North and South. Shuttle expense was under budget \$53,826 due to a similar under-budget variance in wages and benefits of \$45,991 for full staffing. The net income favorable variance for the month is \$46,348.

Incline revenues were under budget \$21,499 due to a decrease in concessions and parking lot revenue. Incline expenses were under budget \$51,060 due to favorable variance in

wages of \$3,850 and professional services (temporary help) of \$36,355. The net income favorable variance for the Incline for the month is \$29,561. Care-A-Van revenue was under budget \$2,232 due to a slight decrease in advertising revenue and passenger revenue. Although ridership was up, we budgeted \$1,523 more than the actual revenue for the month. Care-A-Van expenses were under budget \$9,446 due to a favorable variance in professional services of \$10,416 from a reduction in cleaning expenses due to the move from the 11th Street facility. The net income favorable variance is \$7,214 for the month.

Parking revenue positive variance of \$3,902 is due to an increase in meter revenue of \$15,724, offset by a decrease in lot revenue of \$12,132. The parking expense over budget variance of \$7,147 was due to decreases from budget in credit card processing fees of \$2,413, offset by an increase in parking meter expenses of \$9,880. The net income under budget variance for parking is \$3,246.

Overall, for the month CARTA experienced a net positive variance of \$260,948.

From the breakout detail of the Parking Reports, Ms. Sparks noted that the combined parking meter and enforcement collections reflected net positive revenue of \$66,833. Net meters and net shuttle revenues together reflected a net positive of \$43,251, and total net parking revenue for the month (including surface lot and garage revenues and expenses) reflected a positive net revenue of \$166,371.

Mr. McCallie next called on Ms. Maragnano to present the Statistical Report. On a year-to-year comparison for February, Transit ridership was up 6.3%; Shuttle ridership was up 10.7%; Incline ridership was up 19.5%; and Care-A-Van ridership was up 1.3%, with zero (0) turndowns. North Shore Shuttle ridership was up 11.5%; the number of bicycles carried was up 9.7%; and the number of wheelchairs carried was up 25.7%. Regarding Preventable Accidents for the month, Transit had one (1), and Care-A-Van and Shuttle both had zero (0).

Ms. Maragnano also reported that four (4) of the new buses which arrived at the beginning of the year are now in-service, with six (6) more buses left to complete. CARTA is still waiting on fareboxes for installation in these six (6) new vehicles. Mr. Nysschen then recommended that the board members discuss bus fare collection technology and what is needed to find an alternative vendor that can provide CARTA with the needed equipment and technology.

Ms. Reeves asked from a fleet perspective how many vehicles are in each fleet and a description of each vehicle such as age. Mr. Nysschen also asked for a total review of the composition of the fleets; the needs of various segments of service; an analysis of bus aging; bus sizing; and an overview of CARTA's present fleet and anticipated needs.

Mr. McCallie asked if there were any additional comments or questions regarding the Financial and Statistical Report. There being none, a motion was made by Mr. Nysschen, seconded by Ms. Reeves, and followed by a vote to accept the Financial and Statistical Report as information. The motion was unanimously approved.

Mr. McCallie next called on Mr. Smith to give a staffing update. Mr. Smith reported CARTA has been operating with six (6) shuttle drivers downtown. We are looking at increasing that number to nine (9) in the month of May, which is the beginning of the tourism season. Since the last board meeting CARTA, has been operating sixty-four (64) daily runs on fixed routes; to staff these runs CARTA currently has seventy-eight (78) full-time fixed-route drivers on staff. Of these, CARTA currently has four (4) full-time drivers out on leave and four (4) drivers in training. In the past month, CARTA has hired one (1) full-time fixed-route driver, two (2) fixed-route drivers have retired, and three (3) fixed-route drivers have left CARTA employment.

There being no further business, a motion was made to adjourn, and the meeting was adjourned, and the Board then continued with its orientation session.