

**CHATTANOOGA AREA REGIONAL TRANSPORTATION AUTHORITY
AND
THE CHATTANOOGA PARKING AUTHORITY
BOARD MEETING AGENDA
June 15, 2023**

CALL TO ORDER

QUORUM CALL

INVOCATION

ADOPTION OF MINUTES

OPERATING REPORTS:

Finance and Compliance Committee Reports: Patricia McKoy

- **Financial Report** – Sonja Sparks
- **Statistical Report** – Philip Pugliese

HR and Workforce Relations Committee Reports: Charita Allen

- **Staffing and Recruiting Updates:** Jeff Smith

Revenue Committee Report: Corey Evatt

Compensation Committee Report: Arcie Reeves

Operations Committee Report: Johan de Nysschen

Procurement Committee Report: Jenny Park

Action needed:

- Executive Compensation
- Executive search process
- Motion for FY23 Budget to be extended for one month

NEW BUSINESS:

- Partnership with Downtown Chattanooga Alliance

CARTA
Variance Report
For the Eleven Months Ending Wednesday, May 31, 2023

	MONTHLY ACTUAL	MONTHLY BUDGET	VARIANCE	YTD ACTUAL	YTD BUDGET	VARIANCE
TRANSIT						
Revenues	\$1,357,191	\$1,369,192	(\$12,002)	\$14,990,335	\$15,046,113	(\$55,778)
Expenses	1,220,548	1,487,446	(266,898)	14,246,473	15,826,543	(1,580,070)
NET	136,643	(118,254)	254,896	743,862	(780,430)	1,524,291
SHUTTLE						
Revenues	\$254,419	\$226,960	\$27,459	\$2,486,445	\$2,496,559	(\$10,114)
Expenses	182,663	220,528	(37,865)	1,961,568	2,399,823	(438,255)
NET	71,756	6,432	65,324	524,878	96,736	428,142
INCLINE						
Revenues	\$349,470	\$354,932	(\$5,461)	\$3,600,082	\$3,434,247	\$165,836
Expenses	237,559	198,439	39,120	2,256,182	2,159,737	96,446
NET	111,911	156,493	(44,581)	1,343,900	1,274,510	69,390
CARE-A-VAN						
Revenues	\$81,618	\$82,918	(\$1,300)	\$919,626	\$912,102	\$7,525
Expenses	251,200	239,116	12,083	2,670,201	2,594,595	75,606
NET	(169,582)	(156,198)	(13,384)	(1,750,574)	(1,682,493)	(68,081)
PARKING						
Revenues	\$255,978	\$287,560	(\$31,582)	\$3,229,187	\$3,163,162	\$66,025
Expenses	183,930	175,908	8,022	1,972,628	1,931,611	41,017
NET	72,048	111,652	(39,604)	1,256,559	1,231,551	25,008
CARTA - Total						
Revenues	\$2,298,676	\$2,321,562	(\$22,886)	\$25,225,675	\$25,052,183	\$173,493
Expenses	2,075,900	2,321,437	(245,537)	23,107,051	24,912,308	(1,805,256)
NET	222,776	125	222,651	2,118,624	139,875	1,978,749

MAY 2023 PARKING REPORT

	<u>Meters</u>	<u>Shuttle</u>	<u>Lots</u>	<u>Garages</u>
Revenues	\$ 141,991.00	\$ -	\$ 92,548.00	\$ 153,512.00
Enforcement	\$ 33,899.00	\$ -	\$ -	\$ -
Donations	\$ -	\$ 781.00	\$ -	\$ -
Advertising	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ 800.00	\$ -	\$ 4,865.00
Fed/State Grants	\$ -	\$ 94,462.00	\$ -	\$ -
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Total Revenue	\$ 175,890.00	\$ 96,043.00	\$ 92,548.00	\$ 158,377.00
Onstreet Enforcement Expenses	\$ 171,348.00	\$ -	\$ -	\$ -
Shuttle Expenses	\$ -	\$ 143,287.00	\$ -	\$ -
Lot Expense	\$ -	\$ -	\$ 13,699.00	\$ -
Garage Expense	\$ -	\$ -	\$ -	\$ 39,376.00
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Total Expense	\$ 171,348.00	\$ 143,287.00	\$ 13,699.00	\$ 39,376.00
Net Revenue	\$ 4,542.00	\$ (47,244.00)	\$ 78,849.00	\$ 119,001.00
Net Meters & Shuttle	\$ (42,702.00)			
Total Parking	<u>\$ 155,148.00</u>			

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 May 31, 2023

	<u>This Month</u>	<u>Month YR</u> <u>Ago</u>	<u>YTD</u>	<u>Prior YTD</u>
<u>TRANSIT</u>				
Ridership	80,251	74,843	852,806	859,595
Weekday Average - with Mocs	2,993	2,853	3,072	3,073
Weekday Average - without Mocs	2,989	2,843	2,939	2,959
Saturday Average	2,066	2,107	1,966	2,051
Sunday Average	790	730	742	719
Miles	157,965	135,025	1,585,604	1,490,261
Passengers/Mile	0.51	0.55	0.54	0.58
Accidents	1	2	20	20
Operating Cost/Rider	9.54	10.90	10.25	9.73
<u>SHUTTLE</u>				
Ridership	21,072	18,041	207,089	179,245
Weekday Average	688	598	649	549
Saturday Average	737	713	730	714
Sunday Average	574	407	381	327
Miles	13,635	13,717	139,545	146,755
Passengers/Mile	1.55	1.32	1.48	1.22
Accidents	0	1	1	6
Operating Cost/Rider	2.69	3.54	2.93	3.11
<u>INCLINE</u>				
Ridership	46,601	32,464	459,043	416,848
Net Revenue/Passenger	2.40	0.62	2.93	2.35
Days Down	0	7	0	7
<u>CARE-A-VAN</u>				
Ridership	4,357	4,171	45,516	46,460
Miles	50,288	46,722	515,881	509,393
Turndowns	0	0	0	24
Accidents	0	2	5	7
Operating Cost/Rider	45.14	45.44	44.65	41.61
Passengers/Hour	1.24	1.30	1.27	1.36
<u>TOTAL CARTA</u>				
Ridership	152,281	129,519	1,564,454	1,502,148

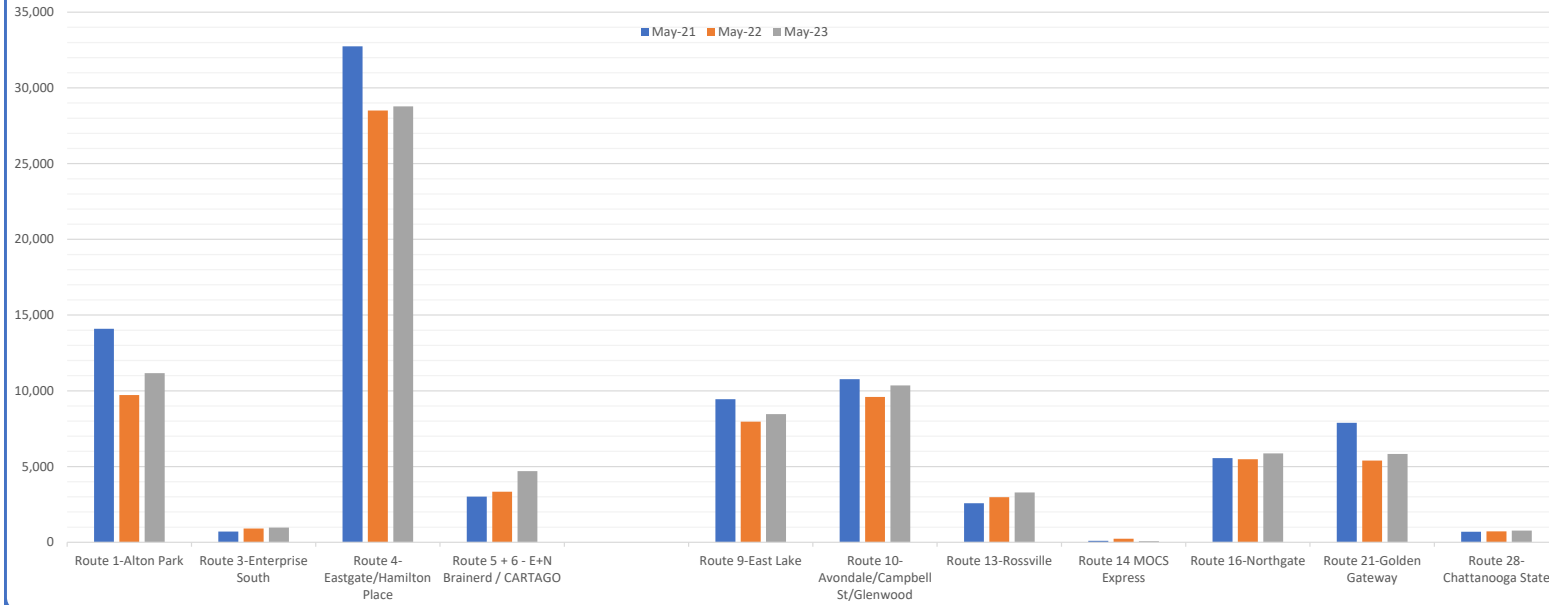
*** Notes to the Statistical Report:**

North Shore Shuttle	2,595	2,026	26,074	20,163
MOCS Express	75	234	31,406	27,166
Bicycles Carried	1,585	1,487	15,657	17,156
Wheelchairs Carried	1,322	1,217	12,868	10,926
St.Elmo/Incline	2,037	1,059	16,900	9,621

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

Number of Weekdays	23	22
Number of Saturdays	4	4
Number of Sundays	4	5
	<u>31</u>	<u>31</u>

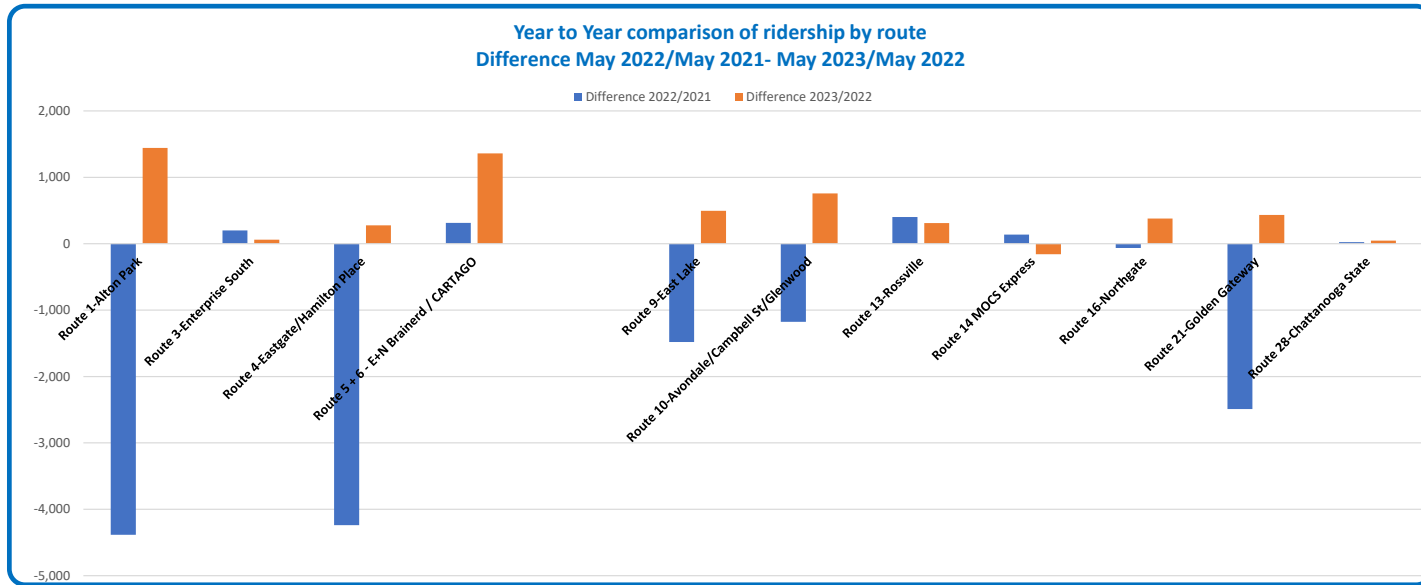
Year to Year comparison of ridership by route May 2021/May 2022/May 2023



	May-21	May-22	May-23
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Route 1-Alton Park	14,102	9,719	11,162
Route 3-Enterprise South	709	908	968
Route 4-Eastgate/Hamilton Place	32,746	28,507	28,784
Route 5 + 6 - E+N Brainerd / CARTAGO	3,018	3,333	4,694
Route 9-East Lake	9,448	7,966	8,463
Route 10-Avondale/Campbell St/Glenwood	10,769	9,594	10,352
Route 13-Rossville	2,576	2,979	3,290
Route 14 MOCS Express	97	234	75
Route 16-Northgate	5,551	5,486	5,866
Route 21-Golden Gateway	7,886	5,396	5,830
Route 28-Chattanooga State	696	721	767

Totals: 87,598 74,843 80,251



	Difference 2022/2021	Difference 2023/2022
Route 1-Alton Park	-4,383	1,443
Route 3-Enterprise South	199	60
Route 4-Eastgate/Hamilton Place	-4,239	277
Route 5 + 6 - E+N Brainerd / CARTAGO	315	1,361
	0	0
Route 9-East Lake	-1,482	497
Route 10-Avondale/Campbell St/Glenwood	-1,175	758
Route 13-Rossville	403	311
Route 14 MOCs Express	137	-159
Route 16-Northgate	-65	380
Route 21-Golden Gateway	-2,490	434
Route 28-Chattanooga State	25	46

-12755

5,408

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

AND

THE CHATTANOOGA PARKING AUTHORITY

May 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 Tuesday, May 16, 2023, starting at 9:00 a.m. with the continuing Board Orientation session, followed by the regular scheduled meeting at 10:00 a.m., at the Tom Dugan Conference Room, 1617 Wilcox Blvd. Chattanooga, TN 37406. 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 May 7, 2023. The following Board members were in attendance and constituted a quorum: Johan de Nysschen, Chairman; Patricia McKoy, Treasurer; Arcie Reeves, Secretary; Jenny Parks, Stephen Culp, Corey Evatt, LeAndrea Sanderfur, Charita Allen, and Bill Nye. The following persons were also in attendance: Jeff Smith, interim Executive Director; Sonja Sparks, Chief Financial Officer; Philip Pugliese; Transportation System Planner; Allen McCallie, Legal Counsel, Miller & Martin; Rachael Ruiz, Legal Counsel, Miller & Martin; Starla Reidel, Payroll & A/R Administrator; and various media and guests. At Mr. Nysschen's request, 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 April 20, 2023, Board meeting minutes and asked if there were any additions or corrections. There being no

questions or corrections, a motion was made by Mr. Nysschen, and seconded by Ms. Allen, followed by a vote to approve the minutes. The motion was unanimously approved.

Mr. McCallie next called on Ms. Sparks to present the Financial Reports for April 2023. Ms. Sparks noted that Transit revenues were over budget \$15,123 because of an increase in advertising revenue. Transit expenses were under budget by \$241,870, due primarily to a wage and benefit variance of \$128,395, arising from the budget for full staffing. Software maintenance was under budget \$20,425 due to the timing of annual purchases. Fuel was under budget \$79,575; CARTA budgeted at \$2.893 per gallon for diesel and the actual average during April was \$2.75. Maintenance was under budget \$24,220 for April. In total, there was a monthly favorable variance in net income of \$256,993.

Shuttle revenue was ahead of budget \$12,046 due to an increase in parking garage revenue at the North and South garages. Shuttle expenses were under budget \$65,263 due to a similar under-budget variance in wages and benefits of \$37,402 and professional services in the amount of \$19,109. Ms. Sparks noted that CARTA has reduced the cleaning services we had put in place for COVID, resulting in material savings. The net income favorable variance for the shuttle for month is \$77,309.

Incline revenues were under-budget \$14,812 due to a decrease in budgeted concession revenue. Incline expenses were over budget \$7,089 due to a variance in wages. The net unfavorable variance for the Incline for the month is \$21,901.

Care-A-Van revenue was under budget \$1,147 due to a slight decrease in advertising revenue. Care-A-Van expenses were under budget \$836 due to a favorable variance in wages in the amount of \$10,066 and offsetting under-budget variances in professional services of \$8,029 and fuel of \$2,905. CARTA budgeted at \$2.514 per gallon and the actual cost during April was \$2.44. The net income favorable variance is \$311 for the month.

Parking revenue was under-budget variance of \$953 due to a slight decrease in enforcement revenue. Parking expenses were under-budget by \$1,295 was due to a decrease in management fees. The net income favorable variance for parking is \$342 for the month.

Overall, for the month CARTA ended with \$2,346,819 in monthly revenue compared to a budgeted \$2,336,562, and monthly expenses of \$2,019,262 compared to a budgeted \$2,321,437, together resulting in a net favorable variance to budget of \$312,431.

From the breakout detail of the Parking Reports, Ms. Sparks noted that the combined parking meter and enforcement collections reflected net positive revenue of \$39,327. Net meters and net shuttle revenues together reflected a net positive of \$15,184, and total net parking revenue for the month (including surface lot and garage revenues and expenses) reflected a positive net revenue of \$208,861.

Mr. McCallie next called on Mr. Pugliese to present the Statistical Report. On a year-to-year comparison for April, Transit ridership was up 2.2%; Shuttle ridership was up .2%; Incline ridership was up 4.5%; and Care-A-Van ridership was down 0.1%, with zero (0) turndowns. North Shore Shuttle ridership was up 5.1%; the number of bicycles carried was up .7%; and the number of wheelchairs carried was down 11.3%. Regarding Preventable Accidents for the month, Transit had three (3), Care-A-Van had one (1), and Shuttle had zero (0).

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 Ms. Park, seconded by Mr. Culp, 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 that since the last board meeting CARTA has entered the summer season, with UTC now in

its summer schedule, thereby ending the MOCS Shuttle until the next school year, CARTA is now operating fifty-eight (58) daily runs on fixed routes. To staff these runs CARTA currently has seventy-four (74) full-time fixed-route drivers and one (1) part-time fixed route driver on staff. Of these, CARTA currently has two (2) full-time drivers out on leave.

Under “Action needed,” Mr. McCallie next noted the recommendations to create five (5) new Board Committees as has been discussed in the Board orientation sessions. The creation of these five (5) Committees will allow the participating board members to establish greater subject-matter expertise at the board level through collaboration with each other and with key members of staff, in order to develop a better understanding of the different areas of CARTA operations. The five (5) committees are as follows: Revenue; Compensation and Human Resources; Finance and Compliance; Operations; and Procurement. The Revenue Committee will include Corey Evatt as chairman, with Stephen Culp, Bill Nye and Daniela Peterson. The Compensation and HR Committee will include Charita Allen as chairman, with Arcie Reeves and Bill Nye. The Finance and Compliance Committee will include Patricia McKoy as chairman, with Corey Evatt and Arcie Reeves. The Operations Committee will include Johan Nysschen as chairman, with Bill Nye and Daniela Peterson. The Procurement Committee will include Jenny Park as chairman, with LeAndrea Sanderfur.

Mr. McCallie asked if there were any additional comments or questions regarding the five (5) recommended committees and nominations. There being none, a motion was made by Ms. Reeves, seconded by Ms. Allen, and followed by a vote to establish these committees and to approve the nominated board members to serve. The motion was unanimously approved.

Mr. Nysschen asked if there are any updates to meeting with Lookout Mountain to discuss a possible agreement for the Town’s request for additional fee revenue from Incline

tickets. Mr. McCallie advised that CARTA has reached out to Lookout Mountain to schedule the meeting; CARTA is awaiting the Town's response.

Mr. Nysschen then reported that EPB would like to discuss taking over CARTA's electric vehicle charging stations; a meeting has been set up with CARTA and the resulting information will be shared with the Board.

Mr. McCallie then re-introduced Mr. Jack Skelton and Ms. Lindsey Daniel of PCI Municipal Services to give updates in person on the video presentation from last month's board meeting on the new parking technology and expanded on-street meter zones proposed for downtown. Mr. Skelton went over the highlights of the proposal and answered questions regarding the new technology and customer payment options.

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.