



**CHATTANOOGA AREA REGIONAL TRANSPORTATION AUTHORITY  
& THE CHATTANOOGA PARKING AUTHORITY**

**BOARD MEETING AGENDA**

December 19, 2024, 10:00 AM ET

1. **Call to Order**
2. **Quorum Call**
3. **Moment of Silence & Pledge of Allegiance**
4. **Public Comment**
5. **Recognitions**
6. **Adoption of Minutes** [\(page 2\) -A](#)
7. **Special Presentation:** AIM Center Clubhouse Artist: Randall Jones, Sr.
8. **CEO Report:** Charles D. Frazier
9. **Consent Agenda**
  - A. Financial Report: Sonja Sparks [\(page 10\) - I](#)
  - B. Statistical Report: Philip Pugliese [\(page 13\) -I](#)
10. **Action Items:**
  - A. Procurement Report: Annie Powell [\(page 17\) -A](#)
  - B. Cost of Living Adjustment (COLA) Administrative Employees: Sonja Sparks [\(page 20\) -A](#)
11. **Old Business**
  - A. Token Transit Mobile Ticketing Rollout: Brandon Meredith [\(page 21\) -I](#)
12. **Adjournment**

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

**AND**

**THE CHATTANOOGA PARKING AUTHORITY**

**November 21, 2024**

The regular meeting of the Board of Directors of the Chattanooga Area Regional Transportation Authority (CARTA) and the Chattanooga Parking Authority was held Thursday, November 21, 2024, starting at 10:00 a.m., at the Board Building, 1617B 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 October 06, 2024. The following Board members were in attendance and constituted a quorum: Johan de Nysschen, Chairman; Charita Allen, Treasurer; Arcie D. Reeves, Secretary; Stephen Culp, Corey Evatt, Bill Nye, and LeAndrea Sanderfur. The following persons were also in attendance: Charles Frazier, Chief Executive Officer; Sonja Sparks, Chief Financial Officer; Jeff Smith, Chief Operating Officer; Scott Wilson, Chief of Staff; Rachael Ruiz, Legal Counsel, Miller & Martin; Dena Franklin, Payroll & A/R Administrator; and various media and guests. Mr. de Nysschen called the meeting to order and declared a quorum present.

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Mr. de Nysschen opened the meeting with a moment of silent reflection followed by the Pledge of Allegiance. Mr. de Nysschen next opened the meeting for public comments or questions. There were no public comments.

Mr. de Nysschen called on Mr. Wilson to present the Ambassador Award. Mr. Wilson recognized Elizabeth Stamper for going above and beyond her duties as a fixed route operator. Ms. Stamper is known for offering help to anyone in need—passengers, coworkers, and new team members that she mentors through CARTA’s mentorship partnership with the Amalgamated Transit Union. Ms. Stamper’s mentees speak highly of her guidance, praise her for her patience, encouragement, and the unwavering support she offers.

Mr. de Nysschen then stated that all members had been sent a copy of the October 17, 2024, board meeting minutes and asked if there were any additions or corrections. There being none, a motion was made by Ms. Allen and seconded by Mr. Evatt, followed by a vote to approve the minutes. The motion was unanimously approved.

Mr. Frazier introduced Dr. Jordan King, Director of Innovations in Honors and Professor of Practice at the University of Tennessee at Chattanooga (UTC). Dr. King provided an update on UTC’s class project that was presented by Mr. Frazier during the September 19, 2024, board meeting. Dr. King stated the goal of the class project was to pilot community-based learning partners for solutions to community challenges that are desirable, viable, and feasible utilizing

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design thinking. He further explained that students were divided into groups and challenged to identify public transportation issues through field observation, design rationale, problem analysis, and to present prototype solutions. Students are focused on the following areas: (i) ADA compliance, (ii) rider engagement, (iii) social media, (iv) shuttle system, and (v) unmet transportation needs. The program changed many of the students' preconceptions of CARTA, which preconceptions were discussed by the board.

Mr. de Nysschen then called on Mr. Frazier to present the CEO report. Mr. Frazier reported that CARTA is focused on several key initiatives and partnerships that are helping CARTA strengthen its relationship with the Chattanooga community. While CARTA remains focused on fixing its core business functions and advancing mobility in the community, CARTA is seeing significant progress in engagement, collaboration and impactful increases in ridership. He noted that over the past year, ridership has increased, which was one of his goals for 2024.

Mr. Frazier next reported having attended the Chattanooga Connect 2024 conference and being asked to participate on the Artificial Intelligence panel, which aligns with CARTA's vision for smarter, safer, and more connected public transit.

Mr. Frazier provided an update on staff development advising multiple employee training opportunities were held throughout the past month including ADA training for all directors, managers, fixed route supervisors, and dispatch employees, as well as technical training on

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Trapeze, the software that we use for our Care-A-Van. Mr. Frazier further reported that CARTA's planning team members attended a dispatch and automatic vehicle system training session with Clever Devices and presented their insights and recommendations to the executive leadership team.

Mr. Frazier announced joining the Chattanooga-Hamilton County Children's Cabinet at the request of Mayor Kelly, speaking at two key professional events: (i) the local Public Relations Society of America (PRSA) meeting, and (ii) the American Council of Engineering Companies (ACEC) gathering. He further reported taking City Council Vice Chair Jenny Hill on CARTA's first "windshield tour" of her district in North Chattanooga and taking the board of directors of The Launch Pad on a 2-hour transit trip.

Mr. Frazier introduced the new Director of External Affairs and Communications, Brandon Meredith.

Mr. Frazier next reported accepting the Hamilton County School (HCS) Partner in Education Family Resource Award for the success of CARTA's Read & Ride Program in collaboration with the Chattanooga Library, which has generated nearly 10,000 student rides since the program launched.

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Lastly, Mr. Frazier stated that CARTA will be participating in the following holiday charitable events: (i) Gratefull at the Bessie Smith Cultural Center, (ii) Grateful Gobbler Walk by providing a warming bus for the event, and (iii) MainX24.

Under “Consent Agenda” Mr. de Nysschen asked if there were any comments or questions regarding the financial, statistical, or operations reports provided in the board packet sent electronically on November 15, 2024. There being none, a motion was made by Ms. Allen and seconded by Mr. Evatt followed by a vote to approve the Financial Report portion of the Consent Agenda items as received, read, understood, and accepted. The motion was unanimously approved. Next a motion was made by Ms. Allen and seconded by Mr. Evatt followed by a vote to approve the Statistical Report portion of the Consent Agenda items as received, read, understood, and accepted. The motion was unanimously approved. Finally, a motion was made by Ms. Reeves and seconded by Mr. Culp followed by a vote to approve the Chief of Staff Report portion of the Consent Agenda items as received, read, understood, and accepted. The motion was unanimously approved.

Under “Action Items” Mr. de Nysschen called on Ms. Sparks to present the Student K-12 Fare Policy. Ms. Sparks advised that staff recommends the Board approve permanent implementation of the K-12 Student Fare Policy, which will allow K-12 students to continue benefiting from free transportation, ensuring they can access a wide range of destinations,

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including libraries, parks, recreation centers, museums, and more. Since its launch on June 1, 2024, the program has successfully completed over 8,740 trips by students across Chattanooga. The program will be reviewed annually for continuation based upon operational, financial, and other considerations.

Mr. de Nysschen asked if there were any questions regarding Ms. Sparks' request. There being none, a motion was made by Mr. Nye and seconded by Mr. Culp followed by a vote to approve. The item was unanimously approved.

Mr. de Nysschen then called on Ms. Powell to present the procurement report. Ms. Powell advised that staff recommended the Board approve the monthly procurement report including new contracts over \$50,000, the use of the Request for Proposal process, a report on new sole source procurements, and/or a report on new emergency procurements as indicated. Included in Ms. Powell's procurement overview was a contract for the painting of the bus barn.

Ms. Powell stated that on August 16, 2024, CARTA released a formal Request for Proposals (RFP) for painting of CARTA's bus barn and breezeway area. CARTA advertised the procurement in the Chattanooga Times-Free Press, included a notice and link to the RFP on CARTA's website, and sent the RFP to three interested proposers. Staff requests approval to accept the \$65,740.75 that includes repainting the CARTA logo. Ms. Powell advised that CARTA will utilize IMPROVE Act funds from the Tennessee Department of Transportation (TDOT) for the

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project. TDOT provides 75% of the costs, and CARTA provides 25% through its local capital budget.

Mr. de Nysschen asked if there were any questions regarding Ms. Powell's request. There being none, a motion was made by Ms. Sanderfur and seconded by Ms. Allen followed by a vote to approve. The item was unanimously approved.

Mr. de Nysschen next called on Mr. Smith to present on the Collective Bargaining Agreement Extension. Mr. Smith reported that staff recommends the Board approve the Memorandum of Agreement between CARTA and the Amalgamated Transit Union Local 1212 (ATU), Labor Contract No. 48.

Mr. de Nysschen asked if there were any questions regarding Mr. Smith's request. There being none, a motion was made by Ms. Reeves and seconded by Mr. Culp followed by a vote to approve. The item was unanimously approved.

Under "New Business" Mr. de Nysschen asked Mr. Wilson to present information on CARTA's participation in Share Your Christmas. Mr. Wilson stated that CARTA will participate by allowing riders to pay for a one-way fare with a donation of non-perishable food items from December 10<sup>th</sup> to December 12<sup>th</sup>. Mr. Wilson further stated the donation for fare is applicable to all fixed-route, Care-A-Van, and CartaGo services, and the donated food items will be delivered to the Chattanooga Area Food Bank on December 13<sup>th</sup>, 2024.

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Mr. de Nysschen inquired if there were any other business items that need to be addressed. There being no further business, a motion was made to adjourn. The meeting was adjourned.

**TO:** CARTA Board of Directors

**FROM:** Sonja Sparks  
Chief Financial Officer

**SUBJECT:** Financial Report

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**RECOMMENDED ACTION**

Staff recommends that the Board approve CARTA's financial reports for the month ending November 2024.

**HIGHLIGHTS, ANALYSIS AND CONCLUSIONS**

November, 2024

- Revenue for the month was \$2,098,775 compared to the budgeted \$2,141,478
- Although there were no significant variances from budget, this month resulted in a deficient and was budgeted as such due to a three payroll period expense month. We are on a 26 pay period cycle and have two of these months during the year which result in deficits while we catch up in subsequent months.
- Expenses for the month were \$2,668,159 compared to the budgeted \$2,684,294.
- The November Parking Report indicates receipts from parking meter and enforcement reflected net negative revenue of \$4,469 and when combined with net shuttle costs of (\$177,582), created a net of (\$182,51). Total net parking revenue for the month (adding in surface lot and garage revenues and expenses) reflected a negative net revenue of (\$604).

**CARTA**  
**Variance Report**  
**For the Five Months Ending Saturday, November 30, 2024**

	<u>MONTHLY ACTUAL</u>	<u>MONTHLY BUDGET</u>	<u>VARIANCE</u>	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>VARIANCE</u>
<b>TRANSIT</b>						
Revenues	\$1,243,548	\$1,243,972	(\$424)	\$6,126,157	\$6,219,859	(\$93,701)
Expenses	<u>1,577,124</u>	<u>1,619,789</u>	<u>(42,666)</u>	<u>6,854,889</u>	<u>7,698,946</u>	<u>(844,057)</u>
<b>NET</b>	<b>(333,576)</b>	<b>(375,818)</b>	<b>42,242</b>	<b>(728,731)</b>	<b>(1,479,088)</b>	<b>750,356</b>
<b>SHUTTLE</b>						
Revenues	\$153,054	\$146,504	\$6,550	\$779,087	\$732,521	\$46,565
Expenses	<u>228,919</u>	<u>211,932</u>	<u>16,986</u>	<u>1,075,359</u>	<u>1,059,661</u>	<u>15,698</u>
<b>NET</b>	<b>(75,865)</b>	<b>(65,428)</b>	<b>(10,437)</b>	<b>(296,272)</b>	<b>(327,140)</b>	<b>30,867</b>
<b>INCLINE</b>						
Revenues	\$259,495	\$294,496	(\$35,002)	\$2,447,570	\$2,468,118	(\$20,549)
Expenses	<u>218,146</u>	<u>232,366</u>	<u>(14,220)</u>	<u>1,179,132</u>	<u>1,161,832</u>	<u>17,301</u>
<b>NET</b>	<b>41,348</b>	<b>62,130</b>	<b>(20,782)</b>	<b>1,268,438</b>	<b>1,306,287</b>	<b>(37,849)</b>
<b>CARE-A- VAN</b>						
Revenues	\$90,375	\$86,260	\$4,115	\$422,232	\$431,299	(\$9,067)
Expenses	<u>353,013</u>	<u>373,295</u>	<u>(20,282)</u>	<u>1,444,757</u>	<u>1,566,475</u>	<u>(121,718)</u>
<b>NET</b>	<b>(262,638)</b>	<b>(287,035)</b>	<b>24,397</b>	<b>(1,022,525)</b>	<b>(1,135,175)</b>	<b>112,650</b>
<b>PARKING</b>						
Revenues	\$352,304	\$370,246	(\$17,942)	\$1,898,794	\$1,851,228	\$47,566
Expenses	<u>290,958</u>	<u>246,911</u>	<u>44,047</u>	<u>1,260,054</u>	<u>1,134,374</u>	<u>125,680</u>
<b>NET</b>	<b>61,346</b>	<b>123,335</b>	<b>(61,989)</b>	<b>638,740</b>	<b>716,853</b>	<b>(78,114)</b>
<b>CARTA - Total</b>						
Revenues	\$2,098,775	\$2,141,478	(\$42,703)	\$11,673,840	\$11,703,025	(\$29,185)
Expenses	<u>2,668,159</u>	<u>2,684,294</u>	<u>(16,134)</u>	<u>11,814,191</u>	<u>12,621,288</u>	<u>(807,096)</u>
<b>NET</b>	<b>(569,384)</b>	<b>(542,816)</b>	<b>(26,568)</b>	<b>(140,351)</b>	<b>(918,262)</b>	<b>777,911</b>

**NOVEMBER 2024 PARKING REPORT**

	<b><u>Meters</u></b>	<b><u>Shuttle</u></b>	<b><u>Lots</u></b>	<b><u>Garages</u></b>
Revenues	\$ 185,072	\$ -	\$ 95,510	\$ 149,486
Enforcement	\$ 86,723	\$ -	\$ -	\$ -
Donations	\$ -	\$ 481	\$ -	\$ -
Advertising	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ 800	\$ -	\$ 2,287
Fed/State Grants	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
 Total Revenue	 \$ 271,795	 \$ 1,281	 \$ 95,510	 \$ 151,773
Onstreet Enforcement Expenses	\$ 276,264	\$ -	\$ -	\$ -
Shuttle Expenses	\$ -	\$ 178,863	\$ -	\$ -
Lot Expense	\$ -	\$ -	\$ 15,781	\$ -
Garage Expense	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 50,055</u>
 Total Expense	 \$ 276,264	 \$ 178,863	 \$ 15,781	 \$ 50,055
 Net Revenue	 \$ (4,469)	 \$ (177,582)	 \$ 79,729	 \$ 101,718
 Net Meters & Shuttle	 \$ (182,051)			
 Total Parking	 <u><u>\$ (604)</u></u>			

**TO:** CARTA Board of Directors

**FROM:** Philip Pugliese  
Director of Planning

**SUBJECT:** Statistical Report

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### **RECOMMENDED ACTION**

Staff recommend that the Board accept CARTA's statistical report for the month ending November 2024 as information to the Board.

### **HIGHLIGHTS, ANALYSIS AND CONCLUSIONS**

Ridership (fixed route and CARTA GO) continues to trend upwards with calendar 2024 year-to-date continuing at a 4.5% pace above the same period (January - November) 2023, while Shuttle ridership continues at a 20% increase also for calendar year-to-date versus 2023.

- Notable routes with growth in this calendar year versus 2023 calendar year (January – November) include:
  - Route 4 – Hamilton Place - Up 12%
  - CARTA GO – Up 14%
  - Route 13 – Rossville – Up 11%
- Weekday CARTA GO ridership is up 9% for the month year-over-year. Saturday ridership is up 27% year-over-year and up 22% month-over-month.
- Total Shuttle ridership continues with 22% growth year-over-year and up 10% over the prior month bolstered by strong event activities. St Elmo/Incline route continues with steady growth and is 37% year-over-year. The North Shore Shuttle route is up 10% year-over-year.
- Incline ridership declined in November with thirteen down days and remains at 89% of 2023 year-to-date ridership compared with 2024.
- Care-a-Van ridership at an annual high of 5127 trips provided with zero turndowns and zero accidents. Productivity remains strong at 1.60 passengers per hour.
- Special Note: Read and Ride Program continues with ridership through November of 10,284 trips.
- Special Note: Election Day November 5, 2024, Fare Free Day sponsored by AARP. CARTA ridership (Fixed route, CARTA GO, Care-a-Van) up 17% over average weekday ridership with 4,246 trips for the day.

**Chattanooga Area Regional Transportation Authority**

**Statistical Report**

**For the Period Ending November 30, 2024**

	<u>This Month</u>	<u>Month YR Ago</u>	<u>YTD</u>	<u>Prior YTD</u>
<b><u>TRANSIT</u></b>				
Ridership	79,775	78,016	423,756	411,882
Weekday Average - with Mocs	3,311	3,200	3,371	3,271
Weekday Average - without Mocs	3,087	3,080	3,178	3,131
Saturday Average	2,079	1,970	2,113	2,163
Sunday Average	789	732	788	800
Miles	152,652	156,286	790,326	791,024
Passengers/Mile	0.52	0.50	0.54	0.52
Accidents	2	3	12	9
Operating Cost/Rider	11.63	10.16	9.97	9.42
<b><u>SHUTTLE</u></b>				
Ridership	25,438	21,008	139,671	117,509
Weekday Average	917	777	954	788
Saturday Average	975	796	1,058	941
Sunday Average	558	379	589	531
Miles	16,163	16,741	87,129	80,480
Passengers/Mile	1.57	1.25	1.60	1.46
Accidents	0	0	1	3
Operating Cost/Rider	3.22	3.48	2.60	3.15
<b><u>INCLINE</u></b>				
Ridership	26,615	36,237	229,746	249,552
Net Revenue/Passenger	1.55	3.76	5.52	3.19
Days Down	13	0	15	0
<b><u>CARE-A-VAN</u></b>				
Ridership	5,128	4,379	24,173	21,918
Miles	68,729	49,067	274,870	252,840
Turndowns	0	0	0	7
Accidents	0	0	2	1
Operating Cost/Rider	53.04	47.06	47.83	45.91
Passengers/Hour	1.60	1.31	1.37	1.27
<b><u>TOTAL CARTA</u></b>				
<b>Ridership</b>	<b>136,956</b>	<b>139,640</b>	<b>817,346</b>	<b>800,861</b>

**\* Notes to the Statistical Report:**

North Shore Shuttle	2,635	1,963	15,123	12,307
MOCS Express	4,495	2,523	20,642	14,819
Bicycles Carried	1,407	1,783	8,042	8,664
Wheelchairs Carried	1,087	1,048	5,724	6,427
St.Elmo/Incline	2,051	2,222	13,402	10,941

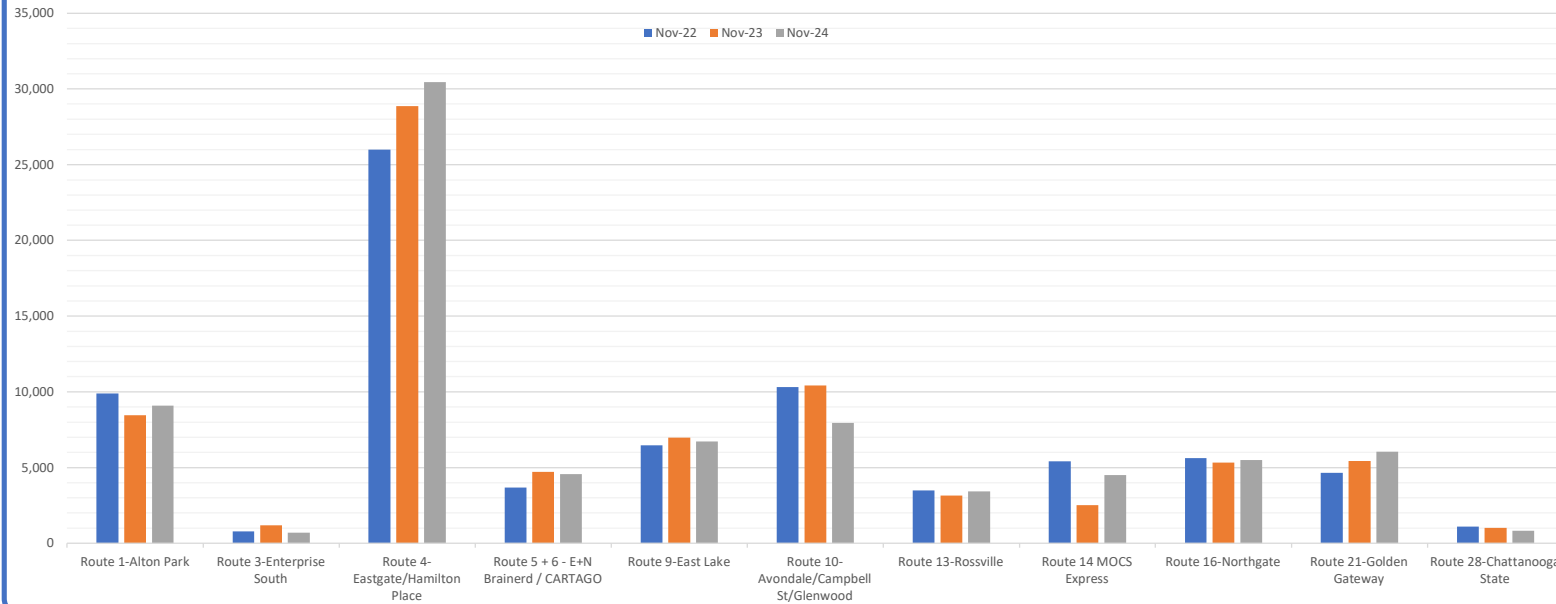
Days of Operation Transit, Care-A-Van, Shuttle

Number of Weekdays	20	21
Number of Saturdays	5	4
Number of Sundays	4	4
	<u>29</u>	<u>29</u>

Days of Operation Incline

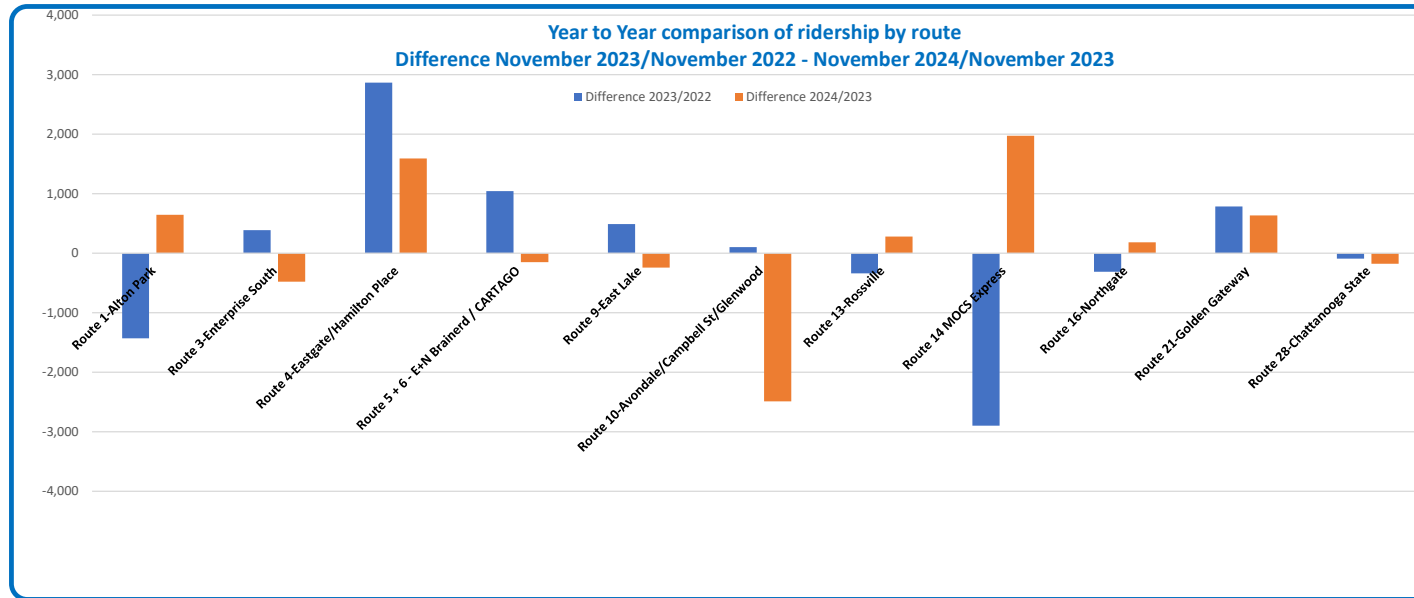
Number of Weekdays	10	21
Number of Saturdays	4	4
Number of Sundays	3	4
	<u>17</u>	<u>29</u>

Year to Year comparison of ridership by route November 2022/November 2023/November 2024



	Nov-22	Nov-23	Nov-24
Route 1-Alton Park	9,881	8,453	9,095
Route 3-Enterprise South	799	1,185	708
Route 4-Eastgate/Hamilton Place	25,993	28,858	30,446
Route 5 + 6 - E+N Brainerd / CARTAGO	3,670	4,712	4,563
Route 9-East Lake	6,469	6,960	6,714
Route 10-Avondale/Campbell St/Glenwood	10,320	10,420	7,932
Route 13-Rossville	3,486	3,148	3,426
Route 14 MOCS Express	5,423	2,523	4,495
Route 16-Northgate	5,634	5,320	5,503
Route 21-Golden Gateway	4,646	5,428	6,061
Route 28-Chattanooga State	1,099	1,009	832

Totals: 77,420 78,016 79,775



	Difference 2023/2022	Difference 2024/2023
Route 1-Alton Park	-1,428	642
Route 3-Enterprise South	386	-477
Route 4-Eastgate/Hamilton Place	2,865	1,588
Route 5 + 6 - E+N Brainerd / CARTAGO	1,042	-149
Route 9-East Lake	491	-246
Route 10-Avondale/Campbell St/Glenwood	100	-2,488
Route 13-Rossville	-338	278
Route 14 MOCs Express	-2,900	1,972
Route 16-Northgate	-314	183
Route 21-Golden Gateway	782	633
Route 28-Chattanooga State	-90	-177

596 1,759



**TO:** CARTA Board of Directors

**FROM:** Annie Powell  
Director of Grants and Procurement

**SUBJECT:** Procurement Report

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### **RECOMMENDED ACTION**

Staff recommend that the Board approve the following requests related to procurement. Approval of procurements under Section A authorizes the Chief Executive Officer to enter contracts with recommended consultants.

**A. Board Approval of New Procurements over \$50,000**

**1. Transit General Technical Assistance Consulting On-Call Services**

- Requesting a five-year agreement with five consultants across eight different categories; each category has a prime consultant associated with the award, and consultants were eligible to be awarded for up to three categories. Each category will have a not to exceed contract amount for the five-year period. Updates will be communicated as needed each year during the annual budget process.
- Recommended Consultants
  - i. Category 1 Transit Operations & Service Planning: Arcadis Professional Services (USA) Inc. not to exceed \$1,825,000
  - ii. Category 2 People Training will be separated into two future procurements – one for a learning management system and one for workforce development consulting services
  - iii. Category 3 Business Services: CDM Smith, Inc. not to exceed \$800,000
  - iv. Category 4 Transit Management Support: EXP U.S. Services, Inc. not to exceed \$600,000
  - v. Category 5 Design & Construction Services: Kimley-Horn not to exceed \$1,100,000
  - vi. Category 6 Transit Vehicles and Maintenance Support (Bus and Rail): EXP U.S. Services, Inc. not to exceed \$500,000
  - vii. Category 7 Facility Assessment & Design: Kimley-Horn not to exceed \$550,000
  - viii. Category 8 Transit Technology Support: Arcadis Professional Services (USA) Inc. Not to exceed \$1,000,000
  - ix. Category 9 Transit Safety, Training, and Security Planning: ATG, LLC not to exceed \$680,000
- Details: This is for a five-year agreement for on-call planning services for various categories of transit planning and policy development/update projects; this contract will be task-order based; examples of task orders expected to be authorized include creation of a Strategic Long-Range Plan, Comprehensive Operational Analysis, creation of a Master Plan for the Incline Railway, ITS management and planning services, and Safety Management System implementation.
- Procurement Method: Request for Proposals for professional service contracts – this method requires that proposals be evaluated for award based on evaluation criteria that

does not include pricing; pricing is reviewed for reasonableness once consultants have been selected

- Number of Bids/Proposals Returned: 9
- Term of Contract: five years

B. Board Approval of the Use of the Request for Proposals Process

N/A

C. Report on Sole Source Procurements

N/A

D. Report on Emergency Procurements

1. Cables for the Lookout Mountain Incline Railway

- CARTA has issued a purchase order for replacement wire rope for the Incline Railway
- Recommended Firm: Ashley Sling, Inc.
- Details: This is for the purchase of two replacement cables for the Incline Railway as both cables were severed during the fire on December 7, 2024.
- Procurement Method: CARTA has awarded an emergency procurement to Ashley Sling, Inc. in the amount of \$85,470 for both cables. This is the same cost as the existing cables that were ordered last year.
- Lead time is currently estimated at 12 weeks.

## **ALIGNMENT WITH STRATEGIC GOALS**

This action aligns with CARTA's strategic imperatives of Fiscal Accountability and Compliance.

## **SUMMARY OF NEED**

Approval of this item will allow CARTA to enter agreements for the above item A1.

## **BACKGROUND AND HISTORY**

On September 19, 2024, the CARTA Board of Directors formally adopted resolution 606, which established formal guidelines on the contracting authority of the Chief Executive Officer (CEO) and the Chief Financial Officer (CFO). Approval of this resolution set thresholds for contract execution authority at \$50,000 for the CEO and CFO. Any transactions above \$50,000 will require approval of the Board of Directors. This Procurement Report or an updated version thereof will be presented to the Board of Directors for approval of any contracts that meet this threshold.

Further, CARTA received recommendations from recent audits indicating that the Board of Directors should also approve the use of the Request for Proposal process instead of a sealed bid process and that CARTA staff should report on any sole source and emergency procurements that take place between each Board meeting. As reported in previous meetings, these items have been added to the Procurement Report as a template and will be reported in future Board meetings.

## **PROCUREMENT OVERVIEW**

A1. Transit General Technical Assistance Consulting On-Call Services

- On May 21, 2024, CARTA released a formal Request for Proposals (RFP) for Transit General Technical Assistance Consulting On-Call Services. CARTA advertised this procurement in the Chattanooga Times-Free Press, included a web classified ad in Mass Transit, included a notice and link to the RFP on CARTA's website, and sent the RFP to 14 interested proposers.
- CARTA utilized the following weighted evaluation criteria as part of this Request for Proposals process:

- Qualifications/Experience of prime consultant with projects of similar type and size: 50 points
- Indication of sufficient staff for all facets of proposed work: 20 points
- Consultant's past record of performance on similar projects: 30 points

D1. Cables for the Lookout Mountain Incline Railway

- On Monday, December 9, 2024, CARTA contacted the firm that was the winning proposer in last year's procurement for the cables for the Incline Railway. Due to the long lead times and the urgent requirement for the cables, this was processed as an emergency procurement. A purchase order was provided to Ashley Sling, Inc. on Wednesday, December 11, 2024.

**FISCAL IMPACT**

The fiscal impact of this action is listed below:

A1. Transit General Technical Assistance Consulting On-Call Services:

- Upon approval, CARTA will enter into not-to-exceed contract amounts for the above categories of service. CARTA currently has \$2,442,500 in Federal Transit Administration funds for planning projects.
- CARTA will utilize Section 5307 and Transit-Oriented Development funds from the Federal Transit Administration for the funded portions of this project. FTA provides 80% of the costs, and CARTA provides 20% through its local capital budget. CARTA will use a combination of federal, state, and local funds for any planning projects that are currently unfunded.

D1. Cables for the Lookout Mountain Incline Railway

- \$85,470 for both cables
- CARTA will utilize insurance proceeds or emergency relief funds, if eligible, for this procurement.

**DBE PARTICIPATION**

A1. Transit General Technical Assistance Consulting On-Call Services: A DBE goal of 5% was applied to these contracts as there are sub-consulting opportunities associated with this work.

D1. Cables for the Lookout Mountain Incline Railway: A DBE goal was not applied to this contract due to the emergency nature of the procurement.

**TO:** CARTA Board of Directors

**FROM:** Sonja Sparks  
Chief Financial Officer

**SUBJECT:** Administrative Employee Cost of Living Adjustment

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**RECOMMENDED ACTION**

Staff recommends that the Board approve CARTA's Administrative Employee Cost of Living Adjustment (COLA).

**ALIGNMENT WITH STRATEGIC GOALS**

This action aligns with CARTA's strategic imperatives of Fiscal Accountability, Efficiency and Transparency.

**SUMMARY OF NEED**

Approval of this item will allow CARTA to provide a 2% wage increase to administration (non-union) employees excluding members of the Executive Leadership Team (ELT), the Management Leadership Team (MLT), new hires as of July 1, 2024, and those that received pay adjustments as part of the 2024 reorganization. The effective date will be January 1, 2025.

**BACKGROUND AND HISTORY**

The most recent wage increases for administrative staff were a 2% increase effective July 1, 2023, and 2% effective January 1, 2024.

**PROCUREMENT OVERVIEW**

N/A

**FISCAL IMPACT**

The fiscal impact is \$44,310 annually and is within the scope of the budget.

**DBE PARTICIPATION**

N/A

**TO:** CARTA Board of Directors

**FROM:** Brandon Meredith  
Director of Communications and External Relations

**SUBJECT:** Token Transit

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**RECOMMENDED ACTION**

N/A Information Only

**HIGHLIGHTS, ANALYSIS AND CONCLUSIONS**

On December 16<sup>th</sup>, CARTA launched Token Transit, a mobile app designed to streamline bus pass purchases by allowing riders to conveniently buy bus passes directly from their mobile phones.

Highlights of Token Transit:

- Mobile app for iOS and Android systems
- Purchase and use electronic transit tickets on mobile devices
- Easy validation for drivers with no cash exchange
- Convenient for riders
- Payment via credit card or Cash App
- Send friends and family bus passes directly from the Token Transit website

The addition of Token Transit aligns with our Strategic Imperative goals of enhancing customer service and modernizing our information technology.

Token Transit will be accompanied by a comprehensive marketing campaign to ensure widespread public awareness.