

2250 Florida Boulevard  
Baton Rouge, LA 70802  
PHONE: 225.389.8920



## EXECUTIVE STAFF

**Bill Deville**  
*Chief Executive Officer*

**Rod Goldman**  
*Chief Operating Officer*

**Conner Burns**  
*Chief Financial Officer*

**Darrell Brown**  
*Chief Administrative Officer*

## EXECUTIVE REPORT

October 2017

Bill Deville and Executive Staff

### **HUMAN RESOURCES: *Trina Bowie or Darrell Brown***

- CATS made the following hires in September: Administration – 1 Procurement Analyst; Maintenance – 2 Utility Techs; and Customer Care – 1 Supervisor.
- CATS reviewed offers from potential insurance providers on October 10<sup>th</sup>.
- The Human Resources Department will begin anti-sexual harassment training as well as reviewing the Social Media policy with all employees in the fourth quarter.

### **OPERATIONS AND MAINTENANCE: *Rod Goldman***

- Operations now has 134 Operators on the roster; 127 are active.
- The Operators of the Month for September were LaDonna Robertson and Grace Cooper.
- See attached Performance Measures

### **PLANNING: *Bill Deville***

#### **SERVICE PLANNING – *Rod Goldman***

The Service Planning and Capital Improvements Plan are being woven into a Five Year Strategic Plan with a two year subset. The final document is expected to be shared with the Board Planning Committee in November and presented for adoption in December 2017.

- The process to create the scope and funding requirements necessary for CATS to have its **Comprehensive Operational Analysis (COA)** process is underway, with the solicitation expected to be completed by the fourth quarter of 2017. The timeline for the procurement, contract award/notice to proceed, time needed by the staff and the COA consultant to execute the scope of work, and **time needed for CATS staff to implement COA recommendations** is being examined in the SMART Strategic Plan. **Notice to Proceed is expected in the first quarter 2018, with the Consultant needing the following six months to complete the COA.**

#### **FACILITIES PLANNING: *James Baker***

- **Transit Hubs**
- **North Baton Rouge Hub** – CATS continues engagement with the FTA Region VI headquarters regarding the startup authorization and process, with the preliminary environmental review statement (EIS), or categorical exclusion (CatEx) being the first step. Board counsel is working to complete the agreement pending the FTA approval of the environmental requirements. **After a long delay in getting a response from FTA, staff has received a number of inquiries regarding the proposed North Baton Rouge Transit Hub “CatEx” LSU site, and all questions were answered this week.**

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- As reported to the Planning Committee, management has engaged the services of Rex Cabaniss, Planning and Design director of WHLC Architecture, to produce several design renderings of the North Baton Rouge Transit Hub Project. Mr. Cabaniss along with staff will be meeting with adjacent property owner as well as interested stakeholders to educate and promote the project as an important transit and community asset.
- **CATS is preparing its first FTA TIGER Grant application for additional funding of transit hub projects and bus acquisition via technical assistance from AECOM, due October 16<sup>th</sup>.** The TIGER (Transportation Investment Generating Economic Recovery) grant application is requesting funding (approximately \$10-\$12 million) for the development of the Cortana and Health District transit hub projects along with bus vehicles for expressed and BRT services.
- **South Baton Rouge Hub** – Staff is in ongoing discussions with Baton Rouge Health District officials regarding their infrastructure implementation plan, which recommends transit improvements. The development of the new Our Lady of the Lake Children’s Hospital and the associated public roadway improvements offer CATS an opportunity to incorporate a transit transfer center to serve the Health District. CATS is also exploring the installation of rider amenities at the temporary Mall of Louisiana hub; BRHD Executive Director introduced CATS staff to the lead Architect for its Facilities Planning projects, and has invited the CEO and staff to their October Facilities Planning meeting to collaborate with and include CATS transit planning. **Planning meetings with BRHD and their architect are set to begin next week.**
- Also as reported to the Planning Committee, staff has procured the service of AECOM, a prominent engineering transportation firm to aid in the preparation of a TIGER grant. This grant will provide funding for the development of the Health District transit hub project along with bus vehicles for expressed and BRT services.
- **East Baton Rouge Hub** –Identifying a suitable, available, affordable and acceptable site to accommodate the East Baton Rouge hub operations and its facilities continues to be a challenge. In the interim, Management is proposing a series of operational and capital improvements to the existing hub serving the Cortana Mall at Walmart. These improvements, when complete, will ensure operational efficiency and offer more passenger comfort and safety. **CATS has met with City Parish administration leaders and received authorization to seek engineering and technical assistance from DPW to provide planned capital improvements as discussed with the CATS Board Planning Committee for the current temporary Cortana hub site.**
- Also as reported, staff has engaged the service of AECOM, a prominent engineering transportation firm to aid in the preparation of a TIGER grant application. This grant will provide funding for the development of the Cortana transit hub project along with bus vehicles for expressed and BRT services.
- **Downtown Hub** – Management continues to explore suitable sites to adequately accommodate the CATS downtown transit hub operations.

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Consideration is given to possible locations that can accommodate short term—1-5 years—and long term operations. Additionally, CATS management is investigating the possibilities of reimaging the existing hub site at 2222 Florida Boulevard.

- **Office Facilities** –The need for additional office space is becoming more and more acute, especially administrative facilities. Management is exploring several office lease options to address this issue. Option 1 is to execute a revised lease with additional office space at 5700 Florida. Option 2 is to lease new office facilities with more and better quality facilities at a suitable location. Option 3 entails the purchase and/or development of office building facilities, including possible expansion at the current CATS 2250 Florida site.
- Staff has identified an office leasing option at the Bon Carre Technology Center. The leasing option presented would fully address our administrative office requirements. Staff is currently evaluating the suitability and costs of each option.
- **DOTD/DPW** - As part of our efforts to engage critical stakeholders, management has initiated preliminary discussions with DOTD and DPW officials regarding our capital improvements plans. DOTD was briefed on a variety of issues including Government Street, Cortana Transit Hub, the Earl K Long transit improvements and I 1-10 at Florida as a possible downtown transit hub location. Staff has begun preliminary discussions with DPW officials as well and is scheduling a more formal meeting to review a number of issues and projects.
- The Capital Improvement Investments Program continues to be advanced with input and guidance from the Board Planning Committee.

### BUS RAPID TRANSIT

- Phasing in of the CATS modified BRT plans, including both the **Plank Road and the Florida Boulevard routes** are in development stages. CATS plans to utilize electric buses for both these BRT routes. **CATS was awarded a FTA NoLo grant for \$500,000, the first FTA grant for Protera Electric buses, and competitive requirements were met via FTA specifically for Protera electric buses. Congressman Garrett Graves called the CEO to inform him of the award, stating that it was a “first step”, and he looks forward to continuing support in upgrading CATS operations.**
  - Staff is looking into conceptual design models, cost estimates, grant and foundation funding and match requirements, federal and local governmental compliance milestones, and timelines for the station stops, including rights-of-way inspections for space needed for the more elaborate shelters and potentially needed allocation space for Transportation Network Companies (TNC) like Uber, and ride share entities such as bike share as well as potential joint corridor land use projects with the City Parish and/or DOTD.
  - CATS was awarded \$2.3 million in CMAQ grant funding to procure electric buses. Delivery of the electric buses is expected in early 2018;

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**CATS was awarded a \$500,000 FTA NoLo grant for Proterra electric buses, as the initial step in upgrading the fleet to include electric buses via the modified BRT line. CATS is considering a pilot project whereby retired Gillig buses could be converted to electric buses at a fraction of the cost for new electric buses.**

- Phasing in process of modified BRT will begin with delivery of the electric buses and the installation of BRT shelters; this will be followed by a procurement process for modified BRT stations, and signal preemption will follow. CATS will continue seeking funding for the projects throughout the process.
- **Plank Road BRT** – in conjunction with and supportive of the Mayor’s proposed transportation plan, CATS management is looking to invest in new electric buses and undertake substantial infrastructure improvements. These capital investments undertaken over the next three (3) years would total in excess of \$5 million.
- **Florida Boulevard BRT** – also in conjunction with and supportive of the Mayor’s proposed transportation plan, CATS management is undertaking planning to introduce a high-quality BRT along Florida Boulevard. The six (6) mile route, anchored by a transit hub at or near Cortana Mall and a transit hub located in downtown will be served with limited transit stops and will feature new in-bound and out-bound station stops. New electric buses will also be used for this service. On-demand service is envisioned with TNCs such as Uber. All stations will feature distinctive transit shelters, passenger queuing/waiting areas, bike share stations, information e-kiosks, fare vending machine, charging stations, green infrastructure and landscaping.

### **CEO-EXECUTED CONTRACTS: *Bill Deville***

- CATS has engaged the services of Rex Cabaniss, Planning and Design director of WHLC Architecture, to produce several design renderings of the North Baton Rouge Transit Hub Project. Mr. Cabaniss along with staff will be meeting with adjacent property owner as well as interested stakeholders to educate and promote the project as an important transit and community asset. The cost of this contract is \$32,500.
- CATS has engaged the services of AECOM, a prominent engineering transportation firm to aid in the preparation of a TIGER grant. This grant will provide funding for the development of the Cortana and Health District transit hub projects along with bus vehicles for expressed and BRT services. The cost of this contract is \$30,000.

### **CEO NOTES: *Bill Deville***

- Community Transit Associations of America (CTAA), in conjunction with United Health Foundation, has engaged CATS for a potential pilot project that involves finding new ways to serve low income seniors for preventive and

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primary health care services. The award could take place in time for service implementation slated to begin in the first quarter of 2018. Once more information is available, it will be shared with the board members.

▪ **Recent meetings:**

- **Several meetings with AECOM to take advantage of TIGER grant application opportunity.**
- **First of several meetings with DOTD Government Street Road Diet Project Manager, Anna Hanks, and Mayoral Administrator, Fred Raiford.**
- **Staff met with ATU Union President trying to secure contract negotiation dates; the Union President notified CATS that due to difficulties getting ATU International VP to commit to a date, there may need to be an extension of the current contract until dates are resolved.**
- **CATS staff attended the Mayor's very successful press conference regarding the STAC Pilot Project involving implementation of complete street principles in the area.**
- **CATS participated last week, at the invitation of the EBR Redevelopment Authority, in the Selection Advisory Committee process to select and recommend the winner of the Commuter Rail Multi Modal Station design, engineering, and oversight contractor.**

**FINANCE: *Conner Burns***

- The Financial Edge Software implementation is slated for the fourth quarter.
- Finance has started the process to complete the CY2018 Operating and Capital Budgets and it will be completed by the fourth quarter of 2017.