

2250 Florida Boulevard  
Baton Rouge, LA 70802  
PHONE: 225.389.8920



## EXECUTIVE STAFF

**Bill Deville**  
*Chief Executive Officer*

### EXECUTIVE REPORT

February 2020

Bill Deville and Executive Staff

#### AGENCY UPDATES: *Bill Deville*

- CATS welcomed a new Accounting Manager, Joe Ramirez, and a new Risk Management Manager, Peter Truxillo, to the agency. Mr. Ramirez started on January 27<sup>th</sup> and Mr. Truxillo started on February 3<sup>rd</sup>.
- Mr. Charles Odimgbe has left the agency and we thank him for his service during his time here.
- The Pierlott group was onsite last week to facilitate CATS Triennial responses to the findings report and plans on getting preliminary work underway regarding the CATS DBE three year policy that expires this year.
- Postlethwaite & Netterville (P&N) met with the CEO, CAO, and the Comptroller in a pre-audit meeting and will make regular required protocol comments at both the February F&E Committee and Full Board meetings.

#### OPERATIONS AND MAINTENANCE: *Dwana Williams*

- There are currently 137 active operators working. There are 146 total operators; the remaining operators are on FMLA and light duty.
- See attached Performance Measures.

#### HUMAN RESOURCES: *Jim Fight*

- The HR Department will begin a training initiative for the administrative employees on February 20<sup>th</sup> entitled Leadership CATS. The program will run monthly until August and will provide leadership tools and skills to the executives, directors, managers, and those supervisors and employees who apply and are selected.

#### CEO NOTES: *Bill Deville*

- CATS successfully opened its Phase One Cortana/Walmart (East) Transit Center to revenue service on Sunday, January 19th; due to the strategy to have one major distinguished style of bus transit shelters and not further delay its opening, temporary shelters were installed.
- CATS CEO directed CATS CAO to immediately begin to compose and send out notices to all "on call" proposers after a CATS management two weeks ago. The staff meeting was also attended by three board members, and staff quickly utilized their engineering expertise for input on staff's strategy to notify and utilize on call vendor master contracts and subsequent task orders.
- CEO is investigating options to do short and/or long term bus leasing to resolve issues developing with 14 cut-a-way vans used in fixed route service – the vans reached their useful life last year and are becoming problematic, leading to vehicle shortage and trip cancellations. The FTA verbally approved the strategy when proposed four years ago, before procuring a number of new buses and doing a lease purchase for eight.

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### PLANNING AND PROGRAM DEVELOPMENT: *Bill Deville*

- CATS staff continues to work towards service improvements that will be implemented in the Spring. These are designed to improve on-time performance and enrich the customer experience. The CEO immediately contracted with an expert service planning & scheduling consultant to review the March/Spring service plan after DCEO requested CEO approval to proceed with implementation last week.
- A challenge from the mayor's office was issued to CEO after getting complaints that the transit bus stop accessing the Veterans Clinic had been removed with February 2019 service change; CATS was informed that one of the Veterans took it upon himself to represent a Veteran group with a written complaint. The DCEO informed all that it would be June before it could be resolved; the CEO has intervened with staff to find immediate solution. The facility will be included in the service changes for March and will be served beginning March 30<sup>th</sup>.
- The pause on active work with the BRT project should end with the completion of the NEPA process and CATEX being confirmed by the end of March according to FTA, SHPO, HNTB.
- Plank Road and Florida Boulevard BRT projects were put on pause in order to redefine the City-Parish Tram project into a nine mile Plank/Nicholson BRT Corridor project with consistent designs for all BRT station stops. CATS and the City-Parish have a strategy to do one comprehensive NEPA (environmental clearance) for the entire 9 mile project as opposed to having two different contractors/contracts with different timelines that would preclude project expenses for federal grant eligibility; this same strategy is being used to have one major type of distinguished bus shelters; the design/build of the major shelters project got underway after the US DOT BUILD Grant was awarded. Delivery and installation is being based upon timing of completions of station stop and transfer center construction. Distinguished shelters are planned for all BRT Route station stops, all four Transit Centers, as well as certain key transit service, i.e. Park& Ride and Complete Streets routes/sites.

### FACILITIES PLANNING: *Bill Deville*

#### North Baton Rouge Transit Center:

- Legal counsel indicated the lien has been dealt with. There is an issue with the property description that will hopefully be resolved in the next week or so.

#### East Baton Rouge Transit Center – Cortana-Walmart Transit Center:

- Cortana opened for revenue service on Sunday, January 19<sup>th</sup>.
- The opening ceremony for the transit center took place on February 11<sup>th</sup> and was well attended by members of the Board, Metro Council, DOTD, Visit Baton Rouge, Together Baton Rouge, ATU local officers, staff, and customers, with good media coverage. It was a successful event.

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### Downtown Baton Rouge West Transit Center:

- HNTB has presented a preliminary draft of what the station could look like.
- CATS staff will be meeting with City-Parish engineers to identify who should be in the discussion for this site being used as a bus pull-through loop.

### Medical District South Baton Rouge Transit Center:

- CATS Planning staff conducted a feasibility study of four potential sites for this transit center and an update will be provided upon its completion.

### ON-CALL SERVICES: *Pearlina Thomas*

- CATS staff has completed its assessment of the proposals for the on-call services contracts, and is prepared to compose on call master contracts upon completion of notices. Subsequent task orders to each master contract will be issued, as needed, if needed.
- The following categories were listed in the scope of work and the below-listed firms submitted proposals in those categories; however, each proposer will be notified individually only of the bench category(s) it is authorized to partake via task orders:
  - Corporate Affairs:
    - SJB
  - General Administrative Support:
    - Intueor Consulting
  - Information Technology:
    - Burk-Kleinpeter, Inc.
    - Intueor Consulting
    - Vinformatix
    - WSP, USA, Inc.
  - Marketing and Advertising:
    - Burk-Kleinpeter, Inc.
    - HNTB
    - The Goodman Corporation
    - WSP, USA, Inc.
  - Operations:
    - HNTB
    - Intueor Consulting
    - The Goodman Corporation
    - WSP, USA, Inc.
  - Planning:
    - Atlas Technical Consultants
    - Burk-Kleinpeter, Inc.
    - The Goodman Corporation
    - HDR Engineering
    - HNTB
    - WSP, USA, Inc.
  - Procurement:
    - Intueor Consulting
    - The Goodman Corporation

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- Project Development and Delivery:
  - Atlas Technical Consultants
  - Burk-Kleinpeter, Inc.
  - HNTB
  - The Goodman Corporation
  - VE Group, LLC
  - WSP, USA, Inc.

**Finance: *Mr. John Cutrone***

- See attached financial report.