

2250 Florida Boulevard
Baton Rouge, LA 70802
PHONE: 225.389.8920



EXECUTIVE STAFF

Bill Deville
Chief Executive Officer

JULY 2020 Executive Report Bill Deville and CATS Staff

COVID-19 UPDATES: *Bill Deville*

- The agency continues to waive fares and enforce limited seating and rear entry for those without mobility impairments.
- The agency continues to monitor COVID-19 status, daily ridership trends, and local news conferences and announcements from elected officials.
- The agency's new COVID cases continue to be limited; once the COVID spike retreats, we will resume looking at adding back fares, as well as front door entrance and exiting.
- CATS has begun requiring customers to wear masks or face coverings when onboard vehicles since the [Executive Order](#) was issued by Mayor-President Sharon Weston Broome on Friday, July 3rd.

OPERATIONS: *Dwana Williams*

- There are 145 total operators, and there are currently 111 active operators working; the remaining operators are out as a result of COVID-19, FMLA, and Workers' Comp.
- See attached June Performance Measures that reflect measures during COVID-19.

ADMINISTRATION: *Pearlina Thomas*

- **HUMAN RESOURCES:**
 - The role of Facilities/Contracts Manager, along with Buildings and Grounds has been moved to Administration and the Custodial Staff has moved to the Maintenance Department; this will improve efficiency, increase effectiveness, and streamline processes.
 - The Facilities/Contracts Manager will be able to work more closely with Procurement.
 - Employees covered by the Collective Bargaining Agreement will be under Operations.
 - Training and professional development efforts continue and a training workshop will be held in August with Human Resources and Operations Managers and Supervisors to improve interdepartmental communications and address practices as we remain fluid in improving the ways we live with and respond to COVID-19.
 - The current operator training class has 13 cadets who have completed their third party testing, received their CDLs, and are with line instructors; there is one cadet still in training and one that has joined Operations full time.
 - CATS is continuing to advance partnerships with BRCC, Southern University, the Louisiana Workforce Commission, and Employ BR to provide professional development and to fill vacancies in the agency.

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- The following positions are being advertised at this time:
 - Mechanic
 - Bus operator
 - Maintenance Supervisor
 - Information Technology Analyst
 - Electronics Technician
 - Buildings and Grounds Crew
 - Planning and Capital Projects Manager
- **PROCUREMENT:**
 - Monthly contract status report attached
- **COVID-19 Response Task Force:**
 - The task force continues to meet three times weekly.
 - The task force is working closely with vendors to keep adequate supplies of PPE stocked for the agency.
 - CATS is preparing for a mask giveaway for our customers.
 - To date, the following supplies have been distributed to CATS employees
 - 4,470 surgical masks
 - 310 cloth masks
 - 150 face shields
 - 1,578, 4-ounce bottles of hand sanitizer
 - 34,450 pairs of gloves
 - 3,264, 32-ounce bottles of disinfectant
 - 87 cases of pull-roll paper towels

PLANNING AND PROGRAM DEVELOPMENT: *Bill Deville*

Service:

- CATS has been monitoring the ridership daily since the onset of the Stay at Home Order from Governor Edwards. Ridership trends are down, still in the area of 3,000 daily riders versus around 8,000 daily riders pre-COVID, as a result of the virus, as they are in the rest of the country.
- Nationally known planning and scheduling expert consultant Arthur Gaudet was brought back to urgently help CATS contend with the Covid-19 emergency declaration/Stay at Home order from Governor Edwards. CATS essential “lifeline” service began on April 5th and is running at a reduced level. Mr. Gaudet is assisting the CEO and CATS leadership to monitor the Covid-19 service and ridership in order to develop best service scenarios for Governor’s phased in “reopening” order . The Stay at Home Order is being incrementally rescinded effective May 15th and CATS is also identifying and rectifying issues that caused service performance downward trend in 2019, and is preparing service models that could be implemented later for CATS return to what may be the “new normal”.

Capital:

- BRT –Plank/Nicholson BRT Corridor project – A major milestone was accomplished with approvals received last week from both the State Historic

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Preservation Office and environmental clearance by FTA. Next steps include refining BUILD grant budget and development of the next CEA between CATS and the City-Parish.

Transit Hubs/Centers –

- East, Cortana – completed.
- Downtown – federal funding is being sought to fund the amenities needed for the relocation of the 2250 and 22nd street CATS Terminal to the Florida at I-110 site via a FTA Bus and Bus Facilities grant application that was submitted last week.
- North, LSU permanent/EKL temporary site – CATS counsel reported title is finally cleared; awaiting formal title documents before CATS can move forward with FTA next steps.
- South, Mall of Louisiana temporary site – staff and board member Laurence Lambert seeking permanent site.
- Baker Park & Ride – CATS continues meetings with principals in this project: CRPC and Mayor Waites. CRPCA and the City of Baker purchased the Park & Ride property and are moving ahead with the Planning study. Please see following link for WHLA rendering of the retail development resulting as TOD (transit oriented development). Here are the latest Baker TOD development graphics:
<https://www.dropbox.com/sh/wzwd5ws2hr18swn/AABIP72OSR8SLhJpa0Y1dCk6a?dl=0>
- Planning study by the City of Baker and CRPC is next step.

• **Technology – highlighted solicitation scoping or contract negotiations:**

Key Technology Needs Status

- Preliminary stages are underway of implementing the Tyler Technology Enterprise system with Intueor; we will continue to update on the progress.
- Enterprise Resource Planning System – The Foundation(negotiating)
 - HR, Payroll
 - Finance AP, AR, Budget, etc.
 - Project Management/Project Controls
 - Procurement, etc.
- Enterprise Asset Management System
 - Evaluate if current system meets the needs of CATS, or replace
- Scheduling/AVL System SaaS (software as a service licensing by subscription for both meets needs much quicker)
 - Current situation is tolerable, but facing challenges
 - Replace AVL as soon as possible – 2 year extension action item needed in the interim – they won't do one year term.
 - Move Scheduling in house as soon as possible
- Customer Service System

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- Procure work rules based customer service application
- Business Analytics Solicitation about to start
 - Procure an agency wide tool to gather reporting data automatically from the core systems

CEO NOTES: *Bill Deville*

- Engaged outside legal counsel to assist in quickly growing pandemic crisis related issues/challenges, i.e. COVID-19 policies and legislative compliance, labor, personnel, etc.
 - CATS is further developing a Pandemic Virus Policy and Service Restoration Checklist according to congressional legislation in coordination with State law and will update the board as requested, by the August board meeting.
 - “The Pandemic Virus Service Restoration Strategy must be nimble and flexible. Therefore an analysis of policy, financial and legal ramifications of restoring service is being conducted. This is the purpose of the Pandemic Virus Service Restoration Checklist.
 - The state must find the right middle ground between phasing in “reopening” and not falling back. The middle ground involves state and local government officials being able to rapidly respond to outbreaks and respond to specific activities that are the sources of spread of the virus. This involves people continuing to social distance and wear masks. CATS must be nimble enough to respond to this fluid situation. The basic protocols of social distancing, masks and sanitization of work places, facilities and transit vehicles may be with us for a while.
 - CATS staff has been invited to participate in SWTA as panelists in their Summer Training Virtual Webinars.
 - CATS staff has chosen Atlas Technical to be its On Call Program Manager; both HNTB and The Goodman Corporation are preparing task orders for Transit Development Plan and Microtransit implementation respectively.
 - CATS will be working closely with Atlas to prioritize and promptly move all programs and projects identified in CATS Strategic Plan (which includes a major Capital Investment Improvement Plan).

Finance: *Mr. John Cutrone*

- See attached financial report.