



EXECUTIVE REPORT
August 2017
Bill Deville & Executive Staff

HUMAN RESOURCES: *Darrell Brown*

- ❖ CATS made the following hires in July: Administration – 1 Communications and Media Coordinator; Maintenance – 1 Utility Technician.
- ❖ A new class of trainees will begin August 21st.
- ❖ Until the end of 2017, Ms. Bowie and Mr. Goldman will be interviewing candidates internally in various positions to provide feedback on their skill sets in order to better advance the agency.
- ❖ CATS began meeting with HUB in order to get rates for 2018 benefits. We hope to have a package to bring to the board for a vote in October.

OPERATIONS and MAINTENANCE: *Rod Goldman*

- ❖ Operations now has 135 Operators on the roster; 124 are active.
- ❖ The Operators of the month for July were Loretta Dale and Re'ena Byrd.

PERFORMANCE MEASURES: *Rod Goldman*

****See attached for service measures***

PLANNING: *Bill Deville*

Service Planning: *Bill Deville*

Please note that both Service Planning and Facilities (Capital Improvements) Planning are being woven into a Five Year Strategic Plan, with a two year subset. The focus will initially be on five strategic priorities that will cascade into goals and tasks with assignments and timelines. There will be an implementation with regular dashboard monitoring, reviews, and modifications if needed. The final documents will be made public upon completion, which is expected to be the end of the 3rd quarter, 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, 2017. **The timeline for procurement, contract award/Notice to Proceed, time needed by the staff and the COA consultant to execute the scope of work, and CATS staff implementation, is being examined via the SMART Strategic Planning project process.**
- ❖ **CATS modified BRT service planning and funding for both the *Plank Road and the Florida Boulevard* routes continue to be developed by staff.** Included in this plan are the level of service, personnel and equipment requirements, transit amenities, and marketing needs.

FACILITIES PLANNING: James Baker

- ❖ **North Baton Rouge Hub** – CATS continues engagement with 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. **CATS CFO has obtained a second appraisal and is working with Board counsel to complete the agreement pending FTA approval of the environmental requirements.**
- ❖ **South Transit Hub** – Staff is in ongoing discussions with Baton Rouge Health District (BRHD) officials regarding their Infrastructure Implementation Plan, which recommends transit improvements. Specifically, the development of the new OLOL Children’s Hospital and the associated public roadway improvements offer CATS an exceptional opportunity to incorporate a transit transfer center to serve the Health District. Meanwhile, CATS staff is exploring the installation of rider amenities at the temporary Mall of Louisiana hub.
- ❖ **East Baton Rouge Hub** –CATS is re-evaluating this and other potential sites in the **general** Cortana Mall area. CATS is pursuing via the City Parish Traffic Engineering office, immediate safety supported crosswalks as needed, especially for the current temporary transit hub located near Wal-Mart .
- ❖ **Downtown Hub** – Management continues to explore suitable sites to adequately accommodate the CATS Downtown transit hub operations. Consideration is given to possible locations that can accommodate short-term (1-5 years) and long-term operations. In addition, Management is investigating the possibilities of reimagining the existing transit hub site at 2250 Florida.
- ❖ **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.**
 - **Both modified BRT project routes planning are underway.** Staff is looking into conceptual design models, estimated costs, grant and foundation funding and match requirements, federal and local governmental compliance milestones and timeline for the Station Stops, including right 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 like “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, with “phasing in process of the modified BRT project” starting with delivery of the electric buses and the installation of BRT shelters. This will be followed by a procurement process for Modified BRT Stations, followed by Signal Preemption process. 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, Management is looking to invest in new electric buses and undertake substantial infrastructure improvements as part of the planned Plank Road Bus Rapid Transit (BRT). These capital investments undertaken over the next three (3) years would total in excess of \$5 million.
 - **Florida BRT**-Also, in conjunction with and supportive of the Mayor’s proposed Transportation Plan, Management is undertaking the planning to introduce a high-quality bus rapid transit service along Florida Boulevard. The six (6) mile route anchored by a transit hub in or near Cortana Mall and a transit center located in Downtown will be served with limited transit stops. The BRT will feature new in-bound and out-bound station stops. New electric buses will be used for the expressed transit service. On-demand ride service is also envisioned with network transportation service such as Uber.

All stations will feature iconic transit shelters, passenger queuing/waiting areas, bike rack storage, information kiosks, a fare vending machine, charging stations, green infrastructure and landscaping.

- ❖ **Office Facilities-** Management is exploring office facility options to determine the costs and benefits of renewing the current office lease, leasing other facilities and/or undertaking development of new office facilities.
- ❖ **The Capital Improvement Investments Program** is still being finalized with input from the Board Planning Committee **ongoing**.

EXECUTED CONTRACTS: *Bill Deville*

- ❖ No contracts \$50,000 and under were executed; all CEO executed contracts are also included in Monthly Procurement Board Report.

CEO NOTES: *Bill Deville or Executive Staff members:*

- ❖ **The CATS Strategic Plan project, facilitated by consultant Insight Strategies, has been presented in preliminary draft form to the CATS board committees, and there is ongoing participation between CATS staff and Board Committees for its completion.** The Plan highlights five strategic priorities for CATS over the next five years. **The expected completion date is third quarter, 2017.**
- ❖ CTAA (Community Transit Associations of America), in conjunction with United Health Foundation, has contacted CATS for a potential pilot project that involves finding new ways to serve low income seniors for preventative and primary health care services. **The award would take place in the first quarter, 2018. Once more information is available, it will be shared with the board members.**
- ❖ **The RFP for the new ADA paratransit contract is on set to be released by the end of August, and the plan is to enter into a three-year contract with a vendor once it is awarded.**

FINANCE: *Conner Burns*

- ❖ **CATS has a proposal from Whitney Bank that will generate more interest for the Agency than we are currently receiving from them.**
- ❖ **The Financial Edge Software implementation is slated for the fourth quarter.**
- ❖ **Finance has begun the process to complete the CY2018 Operating and Capital Budgets....to be completed by the fourth quarter of 2017.**