

2250 Florida Boulevard
Baton Rouge, LA 70802
PHONE: 225.389.8920

EXECUTIVE STAFF

Bill Deville
Chief Executive Officer



AUGUST 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 continues to enforce face coverings for riders in accordance with local and state orders Mayor Broome and Governor Edwards.

OPERATIONS: *Dwana Williams*

- There are 148 total operators, and there are currently 104 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.

COMMUNICATIONS: *Amie McNaylor*

- See attached document for a summary of activity and spending during COVID-19

ADMINISTRATION: *Pearlina Thomas*

- **HUMAN RESOURCES:**
 - Jim Fight resigned on Friday, August 7th, effective immediately. We appreciate his efforts during his time here.
 - 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.
- **PROCUREMENT:**
 - Monthly contract status report attached
- **COVID-19 Response Task Force:**
 - The task force continues to meet three times weekly, led by Theo Richards.
 - The task force is working closely with vendors to keep adequate supplies of PPE stocked for the agency.
 - A policy has been created that will make its way to the internal policy committee that outlines procedures related to COVID-19 response.
 - CATS is preparing for a mask giveaway for our customers.

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PLANNING AND PROGRAM DEVELOPMENT: *Bill Deville*

Service:

- The current reduced level of “lifeline” service that was implemented April 5, 2020, is expected to last until December, 2020.
- CATS staff will continue to monitor federal, state, and local covid related safety and security mandates, and will be prepared to make needed changes should they become necessary before the end of the year.
- The September 2020 service pick per the CBA, will be twofold:
 - Tweak certain routes and run time adjustments in response to ridership, route checking, scheduling re-assessment, OTP, stakeholders requests, etc.
 - Provide all operators the opportunity to sign up (operators can pick their routes in order of seniority 3 times a year) for new route/work days, that will operate until the first 2021 CBA service pick is implemented in February, 2021.
- COO, Dwana Williams, Paul Toliver (Ops support once weekly) Arthur Gaudet (Runcutter/Scheduling) and staff, have campaigned together in an effort to review, assess, change, tweak schedules, run cuts, or any changes as needed for improvements to operations and OTP;

Capital:

BRT –

- On-Call Program Manager, Atlas Technical, began kick-off meetings with staff and on-call bench consultants getting accelerated orientation to the following:
 - Plank/Nicholson BRT Corridor project – A major milestone was accomplished with approvals received earlier from both the State Historic 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.
 - Florida BRT project – with the City MoveBR and Roads Transfer program awarding design/construction contracts to include Florida Boulevard.

Transit Hubs/Centers –

- East, Cortana – completed.
- On-Call Program Manager, Atlas Technical, began kick-off meetings with staff and on-call bench consultants getting accelerated orientation to the following:
 - Downtown – federal funding is being sought to fund the amenities needed for the relocation of the 2250 and 22nd street CATS Transfer Terminal to the Florida at I-110 site via FTA Bus and Bus Facilities grant application that was submitted last week; other funding is also being sought.
 - North, LSU permanent/EKL temporary site – CATS counsel expects that the LSU Board of Supervisors will pass a new resolution in August authorizing the sale of the property and that the sale shall be completed in September.

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- South, Mall of Louisiana temporary site – staff is 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).
- Planning study by the City of Baker and CRPC is next step.

- **Technology –**

Key Technology Needs Status

- Competitive selection and approval of Tyler Technologies as CATS ERP system – completed.
- Competitive selection and approval of Intueor Consulting, Inc., to manage implementation of Tyler Technology Enterprises ERP software suite for CATS completed.
- Seeking Scheduling/AVL System software – SaaS (software as a service licensing by subscription for either or both; this meets needs more quickly with less upfront funding requirements).
 - Plan/Implementation process underway to recreate CATS Planning & Scheduling department (final interviews to replace former Director Planning & Scheduling underway).
 - IT & staff continue to host software demos for AVL and Scheduling software.
- Business Analytics Solicitation is about to begin:
 - Procure an agency wide tool to gather reporting data automatically from the core systems; excel requires too much manual labor, is very time consuming, and is more subject to human error. Additionally, there is not enough data or performance indicators that are produced using excel, which often causes delays and/or errors when responding to federal, state, and local government compliance related reports, like Triennial Reviews, National Transit Data reports, audits, etc.
- Enterprise Asset Management System
 - Under review/funding being sought.
- Customer Service System
 - Procure work rules based customer service application.

CEO NOTES: *Bill Deville*

- With outside counsel leading and working with CATS Covid Task Force group, CATS has included (at Board Vice President's request) a status on CATS first update to its Disaster Policy, adding "Section N".

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- CATS Procurement staff has completed all On-Call Master Service Agreements (MSA) and has now executed all On-Call Task Orders approved by the board at its July board meeting.
- Atlas Technical has met with CATS CEO and has established an office on-site at Donmoor to begin organizing, creating program and project work flow charts to reflect chain of command flow, and distribute in upcoming project meetings with staff and other on-call bench consultants in its role as Program Manager.
- The Goodman Corporation (Microtransit etc.) has already reached out with its team and is scheduled to meet with staff and Atlas next week.
- HNTB (Transit Development Plan) reached out to begin meeting with staff and Atlas.
- CATS will be working closely with Atlas to prioritize and promptly update and move all programs and projects identified in CATS Strategic Plan (which includes a major Capital Investment Improvement Plan).
- CATS completed its NTD report and submitted to FTA NTD on time.

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

- See attached financial report.