

2250 Florida Boulevard
Baton Rouge, LA 70802
PHONE: 225.389.8920



EXECUTIVE STAFF

Bill Deville
Chief Executive Officer

Charles Odingbe
Deputy Chief Executive
Officer

Dwana Williams
Chief Operations Officer

EXECUTIVE REPORT September 2019 Bill Deville and Executive Staff

AGENCY UPDATES: *Bill Deville*

- Mr. John Cutrone, CPA, has been hired as the new Comptroller for the agency. He will be in charge of the Finance Department and is leading the management of the agency's finances.
 - Mr. Cutrone comes to CATS with 25 years' experience at various levels of finance and accounting, and he has worked in both the public and private sectors.

HUMAN RESOURCES: *Jim Fight*

- CATS hired 27 operators who began training August 26th.
 - This marks the largest training class to join the agency in five years.

OPERATIONS AND MAINTENANCE: *Dwana Williams*

- We currently have 130 active operators working. There are 140 total operators; the remaining 10 are on FMLA and light duty.
- See attached Performance Measures.

CEO NOTES: *Bill Deville*

- CATS is conducting stakeholder/non-rider surveys that are administered by the ETC Institute. This information will be used by multiple departments in the agency in preparation for our community outreach campaign.
- The fall customer satisfaction surveys will begin the week of September 16th with onboard surveys.
- The Microtransit Pilot Program work continues and CATS hopes to have an RFP ready for solicitation by September, 2019, whereby two North Baton Rouge zones will be merged for a service area in North Baton Rouge that includes the Airport, Southern University, and the city of Baker; we will have a timeline of this pilot program for the board at the September board meeting.
- CATS board president and several committee chairs were able to meet with Congressman Garret Graves on August 29th to discuss the BRT project as well as other CATS initiatives. The meeting was brief but well received, and the Congressman and board members took advantage of the photo opportunity alongside and inside the newly wrapped BYD electric bus.

PLANNING AND PROGRAM DEVELOPMENT:

- Planning staff has been riding several routes – numbers 14, 15, 18, 22, 46, 47, 58, 59, and 80 – in order to adjust schedules and time points for the upcoming October service adjustment. Proactive adjustments to the 46 route were made to service Our Lady of the Lake Children's Hospital when it opens in October.

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- Planning has assisted with identifying and evaluating administrative office facilities.

FACILITIES PLANNING: *Bill Deville*

North Baton Rouge Transit Center:

- Legal counsel indicated that LSU and the Division of Administration have completed the process of notifying the previous owner(s) of the intent to sell the property. The title search is underway and closing is anticipated shortly.

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

- Construction is continues at the site and all transit furnishings including benches, bike racks, light fixtures, and trash bins are being installed.
- Construction is expected to be completed no later than October, with revenue service starting immediately.

BUS RAPID TRANSIT:

Plank Road BRT, Phase One:

- The Plank BRT Phase One project's final engineering is on hold until the completion of the NEPA process and receiving environmental approval for the entire Plank Road BRT and Plank-Nicholson BRT projects. HNTB is the consultant on record and slated to complete the environmental and NEPA process.

Plank-Nicholson BRT, Phase Two:

- The City-Parish has received a signed contract and is now in the City-Parish execution process. The contract has been signed by the Director of Transportation and Drainage and forwarded to the Purchasing Department; it is now under legal review by the Parish Attorney. An advanced Notice to Proceed was issued last week and HNTB is scheduling a kickoff meeting this week.
- An environmental workshop is tentatively scheduled for October.

ADMINISTRATIVE OFFICE FACILITIES: *Bill Deville*

- Management has identified three options that would address the administrative office requirements and hopes to complete choice negotiations this week.
 - We will seek to get board approval as soon as possible under these urgent conditions.
- Staff is visiting and evaluating each location, their facilities and leasing options to determine their suitability and cost effectiveness.
- Facilities that have been identified are adequate in size to fully accommodate all administrative functions and personnel from 5700.

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- Management is looking to execute a 12- to 36 month lease with options immediately within the confines of board governance guidelines as this is an urgent matter.

Finance: *Mr. John Cutrone*

- See attached financial report.