CAPITAL AREA TRANSIT SYSTEM

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REGULAR MEETING
OF THE
BOARD OF COMMISSIONERS
CAPITAL AREA TRANSIT SYSTEM
AND
PUBLIC TRANSPORTATION COMMISSION
OCTOBER 16, 2018
4:30 pm
BREC Administration Building 6201 Florida Boulevard
Commission Room
Baton Rouge, LA 70806

AGENDA

I. CALL TO ORDER: Mr. Jim Brandt

II. ROLL CALL: Ms. Amie McNaylor

III. APPROVAL OF MINUTES OF SEPTEMBER 18, 2018 MEETING: Mr. Jim Brandt

IV. PRESIDENT'S ANNOUNCEMENTS: Mr. Jim Brandt

V. SAFETY MOMENT: Ms. Renee Simpson

VI. ADMINISTRATIVE MATTERS

1. Executive and Financial Report: Mr. Bill Deville and Executive Staff

VII. COMMITTEE REPORTS AND ANY ACTION THEREON

1. Finance & Executive: Mr. Jim Brandt
2. Technical, Policies & Practices: Dr. Peter Breaux (no meeting held)
3. Audit: Mr. Kahli Cohran (no meeting held)
4. Planning: Mr. Kevin O'Gorman (no meeting held)
5. Community Relations: Ms. Linda Perkins (no meeting held)

VIII. ACTION ITEMS

1. Consideration of approval of health insurance policy for 2019

2. Strategy session regarding the claims of Arthur Davis, Sr., Arthur Davis, Jr., Artisha Davis, and Carla Davis. (This matter might possibly be discussed in executive session. As required by the Open Meeting Law, notice is hereby given that this claim is pending in the 19th Judicial District Court and is Suit Number 640,054, Sec. 22; and that Arthur Davis, Sr., Arthur Davis, Jr., Artisha Davis, and Carla Davis are the plaintiffs and Capital Area Transit System and Eric Marselis are the defendants.)

3. Consideration of Authorization for the CEO to settle the claim of Geraldine Robinson under the terms of the settlement and judgment payment policy adopted by the Board on July 20, 2004 as amended. (This matter might possibly be discussed in executive session. As required by the Open Meeting Law, notice is hereby given that this claim is pending in the 19th Judicial District Court and is Suit Number 649,196, Sec. 27; and that Geraldine Robinson is the plaintiff and Capital Area Transit System and Lasunia McKneely are the defendants.)

X. PUBLIC COMMENT

XI. ADJOURNMENT

Individuals having questions regarding the meeting should contact Amie McNaylor, 225.389.8920, 2250 Florida Boulevard, Baton Rouge, LA 70802.

Individuals needing special accommodations during this meeting should contact Karen Denman (225) 389-8920, Ext. 1504, 2250 Florida Boulevard, Baton Rouge, LA 70802, no later than 4:00 p.m. on the Tuesday immediately preceding the Wednesday meeting.

CAPITAL AREA TRANSIT SYSTEM

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MEETING OF THE
BOARD OF COMMISSIONERS OF
CAPITAL AREA TRANSIT SYSTEM
AND
PUBLIC TRANSPORTATION COMMISSION
SEPTEMBER 18, 2018
4:30 p.m.
BREC Administration Building
6201 Florida Boulevard
Baton Rouge, LA 70806

MINUTES

I. CALL TO ORDER: Mr. Jim Brandt

Mr. Brandt called the meeting to order.

II. ROLL CALL

All members were present, namely Messrs. Bellue, Brandt, Breaux, Cohran, O'Gorman and Thomas and Mss. Green, Perkins, and Pierre. Also present were Mr. Bill Deville, CEO; Mr. Rod Goldman, COO; Mr. Darrell Brown, CAO; other CATS staff; Creighton Abadie, CATS attorney; and members of the public.

III. APPROVAL OF MINUTES OF AUGUST 21, 2018 MEETING

Ms. Perkins moved to approve the minutes of the August 21, 2018, meeting and Mr. Thomas seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously with no abstentions.

IV. PRESIDENT'S ANNOUNCEMENTS

Mr. Brandt provided a review of the public comment process.

Mr. Brandt noted that the date of the November board meeting would be moved to November 13, 2018 to avoid holiday conflicts with Thanksgiving. The November F&E Committee meeting will be held November 8th.

V. SAFETY MOMENT

Ms. Simpson shared a safety moment centered on passenger conduct.

VI. ADMINISTRATIVE MATTERS

1. Executive and Financial Report: Mr. Bill Deville and Executive Staff

Mr. Deville welcomed Garrick Rose, the new Grants Manager for CATS. He shared that Mr. Rose comes to the agency with transit experience and will be an asset not only in Grants, but in other areas of the agency as well.

Ms. Paul noted that CATS made the following hires in August: Admin – 1 Grants Manager; Maintenance – 1 Body and Paint Technician. She noted that a new training class began September 10th for 11 Bus Operator Trainees. CATS has begun its work study program with Cristo Rey Baton Rouge Franciscan High School and has four students who work one day a week in Human Resources, Operations, Communications & Business Development, and Finance.

Mr. Goldman shared that, in Operations, there are currently 141 active operators.

Mr. Goldman updated the committee on the performance measures. He noted that CATS had 217,291 passenger trips in August. There were 1.6 preventable accidents per 100,000 miles. Mr. Goldman shared that there were 264 trips cancelled in August of the approximately 35,000 trips for the month. The percentage of on-time trips was 67.2%. He noted that the department is monitoring on-time performance and has discovered that approximately 10% of the trips not on time are early trips; supervisors and dispatchers are working to monitor routes and reduce the early arrivals. There were 30.8 complaints per 100,000 miles in August. Mr. Goldman shared that there were 1,491.6 miles between mechanical failures and 5,532.5 miles between road calls.

Mr. Deville reported that CATS has completed the public meeting process for the proposed Service Improvement Plan and meetings were held at BREC, Downtown Development District, the Charles Kelly Community Center, and the Jewel J Newman Center. The plan will be taken to the Metropolitan Council on September 26th for their approval, pending board approval at this meeting.

Mr. Deville noted that CATS began Touchdown Express service for 2018 on September 8th and has received positive responses from our customers who look forward to this service each year.

Mr. Deville let the board know that FTA Region VI held its joint Plank/Nicholson BRT Corridor Project conference call with the City-Parish, the RDA, HNTB, and CATS engaged all together for the first time.

Mr. Deville shared that CATS has been given clearance by the FTA and has been reassured there are no outstanding grant issues with the North Baton Rouge Transit Center. CATS is now permitted to move forward with property acquisition and engineering design activities.

Final engineering design documents for the Cortana-Walmart Transit Center should be completed this week. These documents are being reviewed by staff and will be submitted to DPW for their review and permit approval.

Mr. Deville informed the board that the Mayor of Baker is advocating for the development of a park-and-ride/transportation center on Plank Road in Baker. Staff recently attended a meeting with Baker Mayor Darnell Waites, Mayor Sharon Weston Broome, Chris Tyson of the Redevelopment Authority, and Jamie Setze of CRPC to discuss this vision.

Ms. Williams let the board know that for August, the agency collected $325,355 in CATS generated revenue, $1,560,486 in total non-federal revenue, and $369,800 in federal operating revenue, for a total of $2,255,640 in revenue. Year to date the agency has collected $2,088,053 in CATS generated revenue, $12,473,068 in non-federal revenue, and $3,852,880 in federal revenue for a total of $18,414,001 in revenue.

Ms. Williams noted that the total operating expense for August was $2,141,470 and year-to-date the agency has expended $16,759,397.

Ms. Williams noted the balance sheet is still in draft form as staff reviews data from the software conversion and waits for a final decision from the auditors.

Ms. Williams shared the KPIs for the month and noted that in grant applications, the Bus and Bus Facilities grant was submitted to FTA on August 9th and consists of proposals for 30-foot buses, AVL/CAD equipment, and bus facilities. In overtime, the agency was slightly

higher this month than last month, coming in at $68,000; this can be attributed largely to a mandatory safety training that was conducted for all operators. In Medicaid, there have been no updates since staff met with Ruth Kennedy in July. A committee continues analyzing farebox revenue and looking to see if there is an opportunity to increase revenue.

VII. COMMITTEE REPORTS AND ANY ACTION THEREON

1. Finance and Executive: Mr. Jim Brandt

Mr. Brandt referred the members to the minutes of the committee's September 13th meeting in their packets. He shared the highlights and noted that the action items would be considered later in the meeting.

2. Technical, Policies and Practices: Dr. Peter Breaux

Dr. Breaux referred the members to the minutes of the committee's September 11th meeting in their packets. He shared the highlights and noted that the IT Risk Assessment Policy would be considered later in the meeting.

3. Audit: Mr. Cohran

Mr. Cohran noted the committee did not meet.

4. Planning: Mr. Kevin O'Gorman

Mr. O'Gorman noted the committee did not meet.

5. Community Relations: Ms. Linda Perkins

Ms. Perkins referred the members to the minutes of the committee's September 12th meeting in their packets. She shared the highlights of the meeting.

Mr. Bryan Basford of MV Transportation reported that MV served 9,252 customers and the on-time percentage was 83.9%. The total service hours for the month were 4,226 and the total miles were 65,246.

VIII. ACTION ITEMS

1. Consideration of approval of CATS IT Risk Assessment Policy

It was noted that the policy was developed at the recommendation of the FMO auditors. The FTA would like the policy to be approved by the CATS Board of Commissioners.

It was noted that this item was unanimously recommended for authorization by both the TPP and the F&E Committees.

Ms. Pierre moved that the CATS IT Risk Assessment Policy be approved and Dr. Breaux seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously with no abstentions.

2. Consideration of approval of proposed Service Improvement Plan and authorization for the CEO to present proposed Service Improvement Plan to Metropolitan Council for approval at Council meeting on September 26, 2018

Mr. Brandt shared that the board has seen the proposed plan several times and noted it has been to the public for input and feedback via four public meetings.

Mr. Goldman let the committee know that one change was made to the proposed new Route 15 Blount Road based on comments received from the meetings.

Mr. Brandt moved that the following resolution be adopted and Mr. Cohran seconded the motion. Mr. Brandt invited public comment and there was none. The motion carried unanimously with no abstentions.

CATS BOARD OF COMMISSIONERS AND PUBLIC TRANSPORTATION COMMISSION RESOLUTION AUTHORIZING CATS SERVICE ADJUSTMENTS

BE IT RESOLVED by the Board of Commissioners of Capital Area Transit System (CATS) and the Public Transportation Commission, acting jointly, that after conducting public hearings before its designee for such purpose, William J. Deville, its Chief Executive Officer, and other members of CATS management, CATS Chief Executive Officer is hereby authorized to adjust its service to that set forth in the attached documents entitled "Service Improvement Plan" (Part A) and set forth in the attached map entitled "CATS Proposed System Map" (Part B), which service may be modified as provided in existing policy approved by the Board, the PTC and the Metropolitan Council (Part C), and all with such additional authority as provided in such existing policy.

3. Consideration of authorization for the CEO to enter into a contract for graphic design services

Ms. McNaylor let the board know that the agency was seeking a new contract for graphic design services in an effort to potentially apply grant money to some of the projects. She noted that the desire of the agency is to enter into a contract with a firm for multiple years and that the contract will be written as a one-year contract with up to four, one-year renewals.

CATS solicited 52 firms, posted the RFP on its website, and submitted public notices to The Advocate and the Weekly Press. The agency received six proposals and the Proposal Evaluation Committee reviewed all six. Of those, three were deemed to be in the competitive range. The proposal submitted by Rockit Science separated itself from its competitors and the PEC unanimously recommended that the agency engage the services of Rockit Science for its graphic design, photography, and videography needs.

Ms. McNaylor noted that the current contract has a very narrow scope that only consists of graphic design services and that the agency will not reach the maximum amount allowed in the contract.

The new contract will have a broader scope that includes not only graphic design but also photography and videography services the agency does not currently have.

Based on budget projections for 2019, staff has determined a need for services that will cost approximately $110,000. In order to allocate for items that will arise over the next twelve months, staff is requesting that the board authorize the CEO to enter into a contract with Rockit Science for graphic design services with an amount not to exceed $125,000.

Mr. Bellue moved that the CEO is authorized to enter into a contract with Rockit Science for graphic design and related services for one year with the option of up to four, one-year renewals for an amount not to exceed $125,000 and with such additional terms and conditions the CEO deems appropriate. Ms. Green seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously with no abstentions.

Mr. Brandt moved to amend the agenda to take public comments before the last action item and Mr. Cohran seconded the motion. Mr.

Brandt invited public comment and there was none. The motion passed unanimously with no abstentions.

IX. PUBLIC COMMENTS

Mr. Keith Cunningham spoke on behalf of his brothers regarding the CATS On Demand service. He shared that his brother has used the system since 2005 and has experienced hardship since the transition of service to MV Transportation. He let the board know that the community should provide above and beyond for the most dependent members of the community.

X. CONTINUATION OF ACTION ITEMS

4. Consideration of authorization for the CEO to settle the claim of Mary Steward under the terms of the settlement and judgment payment policy adopted by the Board on July 20, 2004 as amended. (This matter might possibly be discussed in executive session. As required by the Open Meeting Law, notice is hereby given that this claim is pending in the 19th Judicial District Court and is Suit Number 655,517, Sec. 26; and that Mary Steward is the plaintiff and Capital Area Transit System and Anthony Johnson are the defendants.)

   Mr. Brandt moved to enter executive session to discuss the pending litigation and Mr. Cohran seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously with no objection.

   Thereafter, the board reconvened in open session.

   Ms. Perkins moved that the CEO is authorized to settle the claim of Mary Steward in the amount of $22,500 under the terms of the settlement and judgment payment policy adopted by the Board on July 20, 2004 as amended and Ms. Pierre seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously with no objection.

XI. ADJOURNMENT

Mr. Bellue moved to adjourn the meeting and Mr. Thomas seconded the motion. The motion passed unanimously with no abstentions.

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Baton Rouge, LA 70802
PHONE: 225.389.8920

CONTACT

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CATS BOARD OF COMMISSIONERS AND PUBLIC TRANSPORTATION COMMISSION RESOLUTION AUTHORIZING CATS SERVICE ADJUSTMENTS

BE IT RESOLVED by the Board of Commissioners of Capital Area Transit System (CATS) and the Public Transportation Commission, acting jointly, that after conducting public hearings before its designee for such purpose, William J. Deville, its Chief Executive Officer, and other members of CATS management, CATS Chief Executive Officer is hereby authorized to adjust its service to that set forth in the attached document entitled "Service Improvement Plan" (Part A) and set forth in the attached map entitled "CATS Proposed System Map" (Part B), which service may be modified as provided in existing policy approved by the Board, the PTC and the Metropolitan Council (Part C), and all with such additional authority as provided in such existing policy.

CERTIFICATE

In accordance with Code of Ordinances 10:103(g)(7), I certify that the foregoing resolution, with the document entitled "2018 Service Improvement Plan" attached, was adopted at a regular, jointly conducted meeting of the Public Transportation Commission and the Capital Area Transit System Board of Commissioners held on September 18, 2018, beginning at 4:30 p.m. at the BREC Commission Room, 6201 Florida Boulevard, Baton Rouge, Louisiana, at which members Mark Bellue, Jim Brandt, Peter Breaux, Kahli Cohran, Erika Green, Kevin O'Gorman, Linda Perkins, Antoinette Pierre, and Parry Thomas were present, and with all members thereafter present voting yes.

Baton Rouge, Louisiana, this 18th day of September, 2018

_____
Amie McNaylor, Assistant Secretary

2250 Florida Boulevard
Baton Rouge, LA 70802
PHONE: 225.389.8920

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Part A: Summary of Service Improvement Plan Changes 2018

This Service Improvement Plan will occur in two phases: Phase One will be in 2019 and Phase Two will be in 2020.

The final analysis indicated that the proposed Service Improvement Plan (SIP) would result in an 18.9% increase in transit accessibility for residents of Baton Rouge.

Minority populations would realize a 21.55% increase

Low income populations a 20.07% increase

Improve Service Frequency – over 85% of routes will have head headways improved to 30 minutes or better. The following routes will experience improved frequency

Peak Only
11 – Northside Circulator, 14 Thomas Delpit, 18 LSU-Cortana Mall, 21 Fairfields Ave-Cortana Mall, 22 Winbourne Ave, 46 Gardere-OLOL, 56 Mall-to-Mall, 57 Sherwood Forest Boulevard, 70 Baker-Southern University

All Day
16 Capitol Park Shuttle & 60 Medical Circulator

Later Evening Service – The following routes will have service that extends later into the evening hours

20 North Acadian Thurway, 21 Fairfields Ave. Cortana Mall, 23 Foster Drive, 54 Airline Hwy-Southern University, 57 Sherwood Forest Boulevard, 58 Coursey Boulevard-O'Neal Lane, 59 Florida Boulevard, 60 Medical Circulator

Earlier Morning Service – the following routes will begin service earlier in the morning

14 Thomas Delpit, 44 Florida Boulevard, 47 Highland Road, 60 Medical Circulator

Service Extended to New Areas – the following routes will extend to provide service to key trip generators, including apartment complexes and low-income housing

- 14 Thomas Delpit – extended to River Road: PHASE 2
- 15 – New route serving Blount Road and Plank Road north of Harding: PHASE 1 and 2
- Extend to Greenwell Springs road, including Mallard Crossing Apartments
- Reroute to Jefferson Highway including Jefferson Lake Apartments

Restructured Routes – the following routes were restructured to improve routing efficiency

- 11 – Direct, one-way service on Scenic Hwy and in Glen Oaks: PHASE 1 and 2
- 14 – Extend to River Road: PHASE 2
- 16 – More direct, faster travel times: PHASE 1
- 18 – Truncate near Highland Road to avoid duplicate service: PHASE 1
- 44 – Reroute through downtown: PHASE 1
- 46 – Combine with 52: PHASE 2
- 52 – Combine with 70: PHASE 1
- 54 – Reroute to airport: PHASE 1
- 56 – Combine with 46: PHASE 1
- 57 – Extend to Greenwell Springs Road including Mallard Crossing Apartments: PHASE 1

Amie McNaylor
Director of Communications
amcnaylor@brcats.com

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- 58 – More direct near Costco: PHASE 1
- 60 – Simplify route to be more direct: PHASE 1

Reallocate Resources to Productive Service – resources being reallocated from low ridership routes to improve service and frequency along key routes

- 15 – New Route servicing Glen Oaks, Zion City, and Scotlandville: PHASE 1 and 2
- 50 – Eliminate route; productive segments covered by Route 15: PHASE 1
- 55 – Eliminate route; productive segments covered by Route 57: PHASE 1
- 103 – Eliminate route; airport covered by Route 57: PHASE 1

Remove Stop Restrictions on Route 70

PHASE 1 IMPROVEMENTS: Route changes, schedule changes, and frequency improvements
Route 11
Route 14
Route 15
Route 16
Route 18
Route 20
Route 21
Route 22
Route 23
Route 41
Route 44
Route 46
Route 47
Route 50
Route 52
Route 54
Route 55
Route 57
Route 58
Route 59
Route 60
Route 70
Route 103

PHASE 2 IMPROVEMENTS: Frequency Improvements
Route 11
Route 14
Route 15
Route 46
Route 70

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Summary by Route

Route 11 – Northside Circulator
- Improve frequency from 60 minutes to 30 minutes during rush
- Reroute to be faster and more direct
- Add one-way service on Scenic Highway and in Glen Oaks

Route 14 – Thomas Delpit Drive
- Improve frequency from 60 minutes to 30 minutes during rush
- Provide earlier morning service
- Extend and restructure route service to serve River Road
- Add another bus to the route

Route 15 – Blount Road
- New Route servicing the Blount Road area

Route 16 – Capitol Park Shuttle
- Shorten route for faster travel time
- Improve frequency from 30 to 10 minutes

Route 18 – LSU – Cortana Mall
- Shorten route to end at Parker Boulevard
- Improve frequency from 60 minutes to 30 minutes during rush
- Add another bus to service the route

Route 20 – North Acadian Thruway
- Provide later service

Route 21 – Fairfields Ave
- Improve frequency from 60 minutes to 30 minutes during rush
- Provide later service
- Add additional bus to service route

Route 22 – Winbourne Ave. – Cortana Mall
- Improve frequency from 60 minutes to 30 minutes during rush
- Add two additional buses to service route

Route 23 – Foster Drive
- Provide later service

Route 41 – Plank Road
- Improve frequency from 30 minutes to 15 minutes during rush

Route 44 – Florida Blvd
- Provide earlier morning service

Route 46 – Gardere / Our Lady of the Lake
- Improve frequency from 60 minutes to 30 minutes during rush
- Combine route with the current Route 56
- Add two additional buses to service the route

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Route 47 – Highland Road
- Provide earlier morning service

Route 50 – Glen Oaks / Greendale Circulator
- Eliminate route – Stops covered by Route 15
- Annual savings - $220,000

Route 52 – Baker Circulator
- Eliminate route – Stops covered by Route 70
- Annual savings - $622,000

Route 54 – Airline Hwy. North / Southern University
- Reroute to service the Baton Rouge Airport
- Provide later evening service

Route 55 – East Florida Boulevard
- Eliminate route – Stops covered by Route 57
- Annual savings - $220,000

Route 56 – Mall to Mall via Drusilla Lane
- Eliminate route – Stops covered by Route 56
- Annual savings - $631,000

Route 57 – Sherwood Forrest Boulevard
- Improve frequency from 60 minutes to 30 minutes during rush
- Extend service further north
- Provide later evening service
- Add three additional buses to route

Route 58 – Coursey Boulevard / O'Neal Lane
- Reroute service near Costco
- Provider later evening service

Route 59 – East Florida Boulevard / O'Neal Lane
- Provide later evening service

Route 60 – Medical Circulator
- Improve frequency from 60 minutes to 30 minutes during rush
- Increase span of route to service more areas

Route 70 – Baker / Southern University / CATS Terminal
- Combine with Route 52 and 60
- Improve frequency from 60 minutes to 30 minutes during rush
- Add an additional bus to route

Route 103 – Airport Express
- Eliminate Route – Stops covered by 54
- Annual savings - $403,000

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Summary of Service Improvement Plan Changes 2018

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Minority populations would realize a 21.55% increase

Low income populations a 20.07% increase

Improve Service Frequency – over 85% of routes will have head headways improved to 30 minutes or better. The following routes will experience improved frequency

Peak Only:
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14 – Thomas Delpit
18 – LSU-Cortana Mall
21 – Fairfields Ave-Cortana Mall
22 – Winbourne Avenue
46 – Gardere-OLOL
56 – Mall-to-Mall
57 – Sherwood Forest Boulevard
70 – Baker-Southern University

All Day:
16 – Capitol Park Shuttle
60 – Medical Circulator

Later Evening Service – The following routes will have service that extends later into the evening hours

20 – North Acadian Thruway
21 – Fairfields Ave-Cortana Mall
23 – Foster Drive
54 – Airline Hwy-Southern University
57 – Sherwood Forest Boulevard
58 – Coursey Boulevard-O'Neal Lane
59 – Florida Boulevard
60 – Medical Circulator

Earlier Morning Service – the following routes will begin service earlier in the morning

14 – Thomas Delpit
44 – Florida Boulevard
47 – Highland Road
60 – Medical Circulator

Service Extended to New Areas – the following routes will extend to provide service to key trip generators, including apartment complexes and low-income housing:

- 14 Thomas Delpit – extended to River Road
- 15 – New route serving Blount Road and Plank Road north of Harding
- Extend to Greenwell Springs Road, including Mallard Crossing Apartments
- Reroute to Jefferson Highway, including Jefferson Lake Apartments

Restructured Routes – the following routes were restructured to improve routing efficiency:

- 11 – Direct, one-way service on Scenic Hwy and in Glen Oaks

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- 14 – Extend to River Road
- 16 – More direct, faster travel times
- 18 – Truncate near Highland Road to avoid duplicate service
- 44 – Reroute through downtown
- 46 – Combine with 52
- 52 – Combine with 70
- 54 – Reroute to airport
- 56 – Combine with 46
- 57 – Extend to Greenwell Springs Road including Mallard Crossing Apartments
- 58 – More direct near Costco
- 60 – Simplify route to be more direct

Reallocate Resources to Productive Service – resources being reallocated from low ridership routes to improve service and frequency along key routes

- 15 – New Route servicing Glen Oaks, Zion City, and Scotlandville
- 50 – Eliminate route; productive segments covered by Route 15
- 55 – Eliminate route; productive segments covered by Route 57
- 103 – Eliminate route; airport covered by Route 54

Remove Stop Restrictions on Route 70

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Sources: NHGIS, ATLAS (LA), Census, ESRI

Date: 7/9/2018

Part B
CATS Proposed System Map

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CONTACT

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Part C
Exceptions

1. CATS is authorized to substitute reduced levels of service on the days surrounding holidays when riding can reasonably be expected to be less than usual.

2. CATS is authorized to alter routes and schedules on a temporary and/or emergency basis as may be appropriate as a result of storms, civil disasters, construction or other conditions in the field.

3. CATS is authorized to operate routes and provide service not provided herein if they are subsidized by entities other than the City of Baton Rouge and the Parish of East Baton Rouge, such as but not limited to Louisiana State University, Southern University, and Baton Rouge Community College, and for such compensation as may be agreed to by the parties and/or fares not in excess of those approved herein.

4. CATS is authorized to provide temporary service not covered herein for special events, such as but not limited to Southern University and Louisiana State University home football games and other events, and to set fares for such service.

5. CATS is authorized to provide service levels greater than, and to charge fares less than, those specified.

6. CATS is authorized to modify starting and ending times, and the number of runs, on any route so as to reduce service levels by up to 15% of those specified.

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EXECUTIVE REPORT
October 2018
Bill Deville and Executive Staff

EXECUTIVE STAFF

Bill Deville
Chief Executive Officer

Rod Goldman
Chief Operating Officer

Darrell Brown
Chief Administrative Officer

HUMAN RESOURCES: ***Darrell Brown***

- CATS made the following new hires in September: Admin – 1 Administrative Analyst; Operations – 8 Bus Operator Trainees.
- The Human Resources Department will begin the delivery of performance management evaluations to all administrative employees on October 19th.
- The Human Resources Department is preparing for health insurance open enrollment in November.

OPERATIONS AND MAINTENANCE: ***Rod Goldman***

- Operations now has 137 active Operators.
- See attached Performance Measures.

CEO NOTES: ***Bill Deville***

- The Metro Council approved the Service Improvement Plan on September 26th, clearing the way for the agency to begin preparations for the SIP rollout in January 2019.
- CATS will be featured along with the EBRRDA in the next issue of BRAF's Currents magazine discussing the Plank Road BRT Corridor.

PLANNING: ***Bill Deville***
FACILITIES PLANNING: ***James Baker or Bill Deville***
North Baton Rouge Transit Center:

- CATS is anticipating FTA's approval of the 2018 formula funding.
- Legal counsel for CATS is working with LSU officials to complete certain legislative requirements prior to executing the purchase agreement.
- Subject to establishing the project budget, the Request for Qualifications solicitation for design services of the North Baton Rouge Transit Center is projected to be advertised by the end of the year.

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

- Cortana Transit Center construction bid documents are undergoing final DPW reviews and are awaiting permit approval.
- Projected milestones are as follows:
  - DPW approval – October 2018
  - Construction bid advertisement – November 2018
  - Construction Contract award – December 2018
  - Revenue service begins – April 2019

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EXECUTIVE STAFF

CATS
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Downtown Transit Center:

- Management continues its efforts to identify an available, suitable, affordable and acceptable site to accommodate a Downtown Transit Center. Recent discussions have centered on the agency implementing several smaller transit transfer locations in the downtown area. As part of this effort, management has reached out to Hollywood Casino officials to discuss the feasibility of using a portion of their parking lot to stage buses that would serve the potential transit center site. There would also be two major BRT station sites for BRT and local buses to serve the downtown area, located around Third and Florida and Florida and the River Center.

Bus Rapid Transit:
Plank-Nicholson BRT:

- CATS recently participated in a planning workshop with the Redevelopment Authority, the City-Parish, and HNTB to establish parameters for the Plank-Nicholson BRT Corridor Redefinition Study.

City of Baker:
Park-and-Ride Project

- The Mayor of Baker is advocating the development of a park-and-ride/transportation center on Plank Road. Per Mayor Darnell Waites' vision, this project would not only attract and help mitigate the heavy commuter traffic currently along Plank Road, but he also envisions this as an economic catalyst for further private investments in the Baker/Baton Rouge area.
- With the support of Mayor Sharon Weston Broome, and possible funding identified, Mayor Waites is looking to acquire and develop a 3.6 acre property located on Plank Road near Groom Road. CATS is looking forward to advancing this important facility and enhancing service to the City of Baker.

Service Planning: *Bill Deville*

- The Service Improvement Plant was approved by the Metro Council at its meeting on September 26, 2018. The next steps in this process are to have Master Scheduler create run cuts and to continue the outreach/education efforts. This is the largest improvement the agency has undertaken since 2014, and staff will be working to ensure the community and our customers are fully aware of and comfortable with the upcoming changes.

Finance: *Rhonda Williams*
Key Performance Indicators (KPIs):

- Grant applications – The Grants Manager is currently pursuing non-federal grant notice of awards for future submission. The agency is also preparing a

2250 Florida Boulevard
Baton Rouge, LA 70802
PHONE: 225.389.8920

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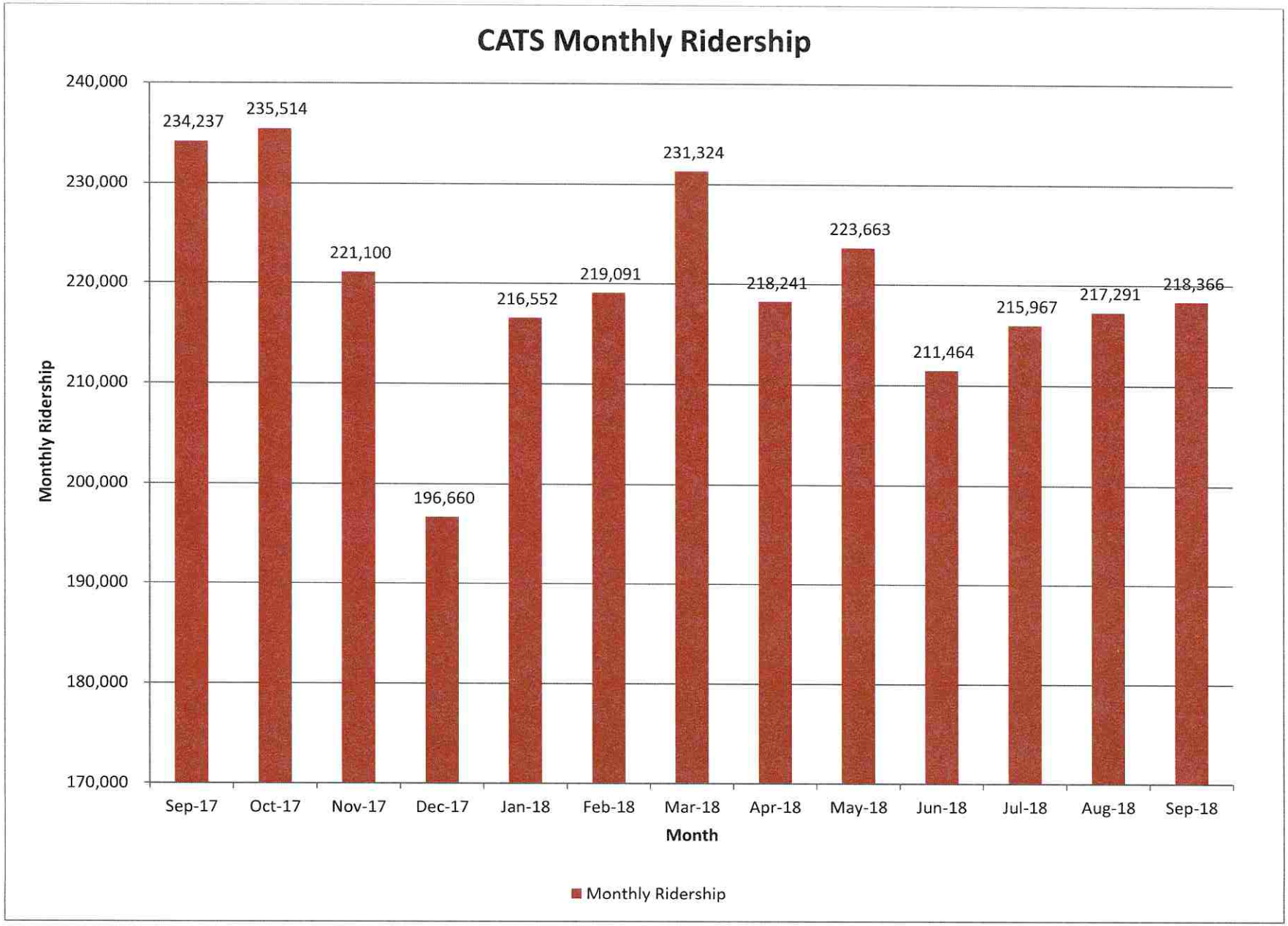
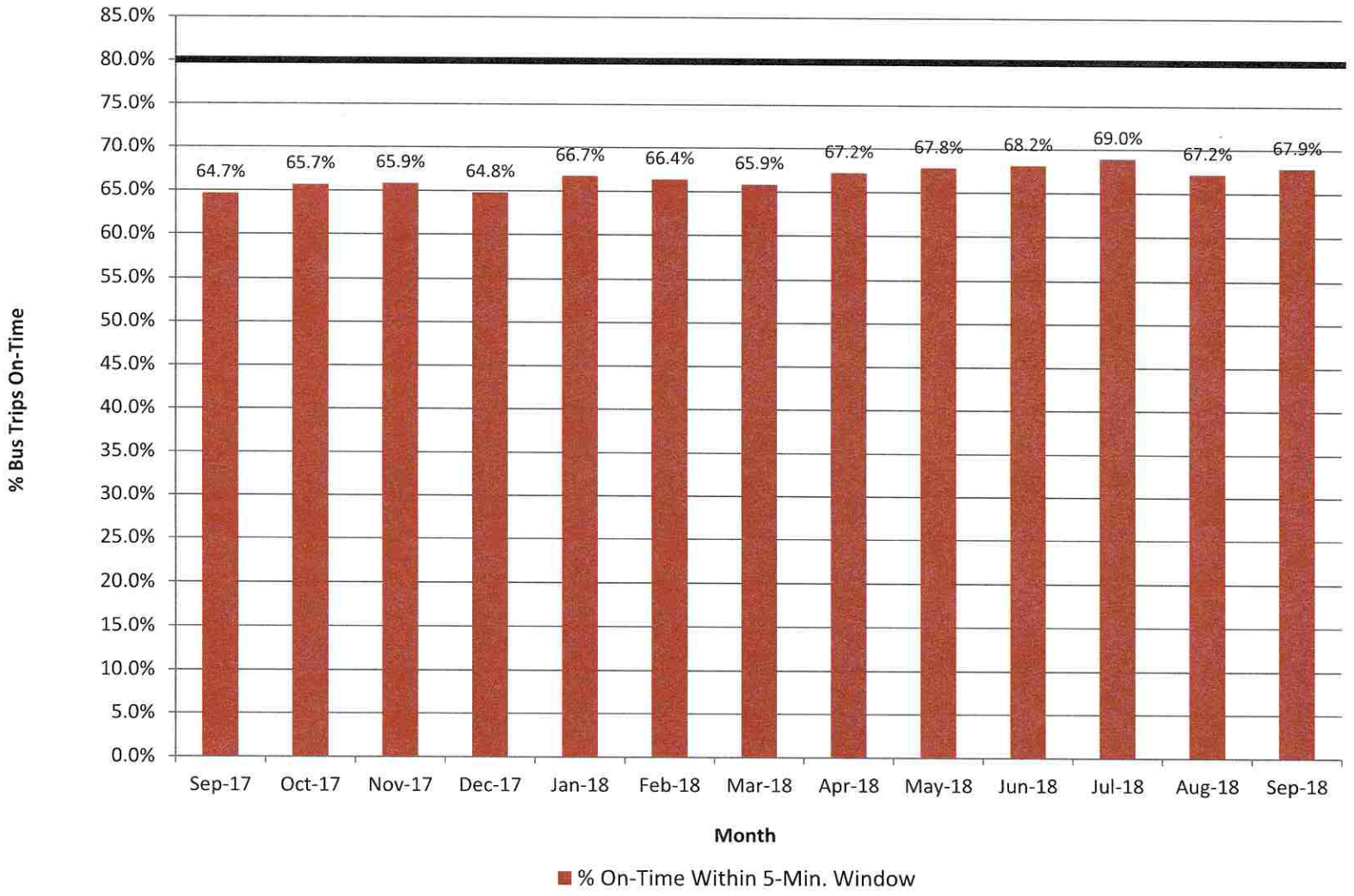
grant application to submit to the FTA for the enhancement of access to healthcare

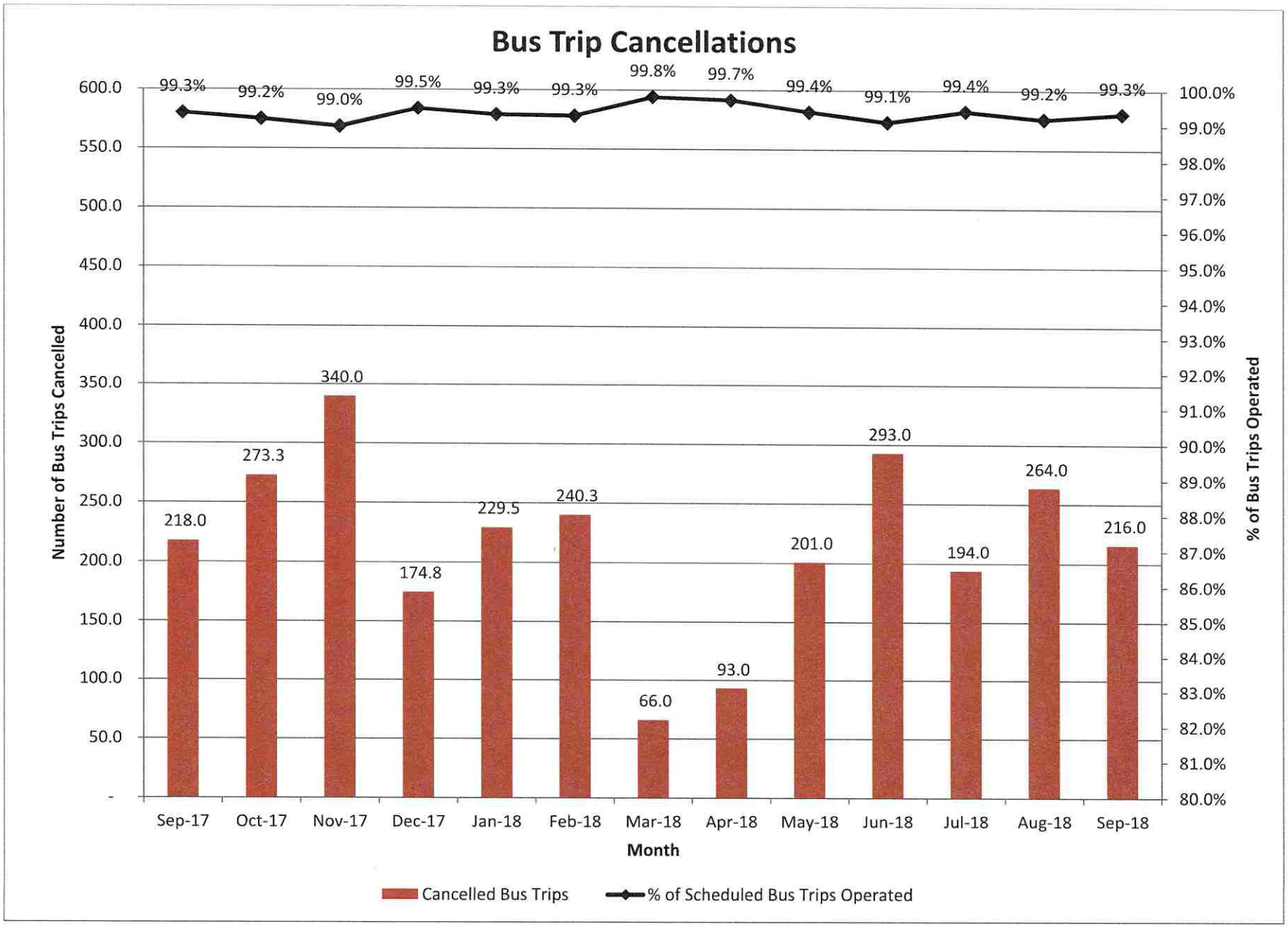
- Overtime –Overtime for the first eight months of the year is as follows:
  - January – $63,000
  - February – $83,000
  - March – $89,000
  - April – $71,000
  - May – $65,000
  - June – $55,000
  - July - $50,000
  - August - $78,000*
    - This is $18,000 over budget due to continuing mandatory ADA/Fixed Route operator training and Touchdown Express; the TDE overtime is offset by the revenue collected for the service
- Medicaid – CATS staff, along with Southern Strategy, met with Ruth Kennedy in July and she will assist the agency in connecting with major Managed Care Operators (MCO)in order to e receive funding for serving Medicare customers…CATS expects resolution in the weeks to come.
- Analyzing farebox revenue – The farebox committee presented a report to the CEO on fare simplification possibilities that is under review by management.

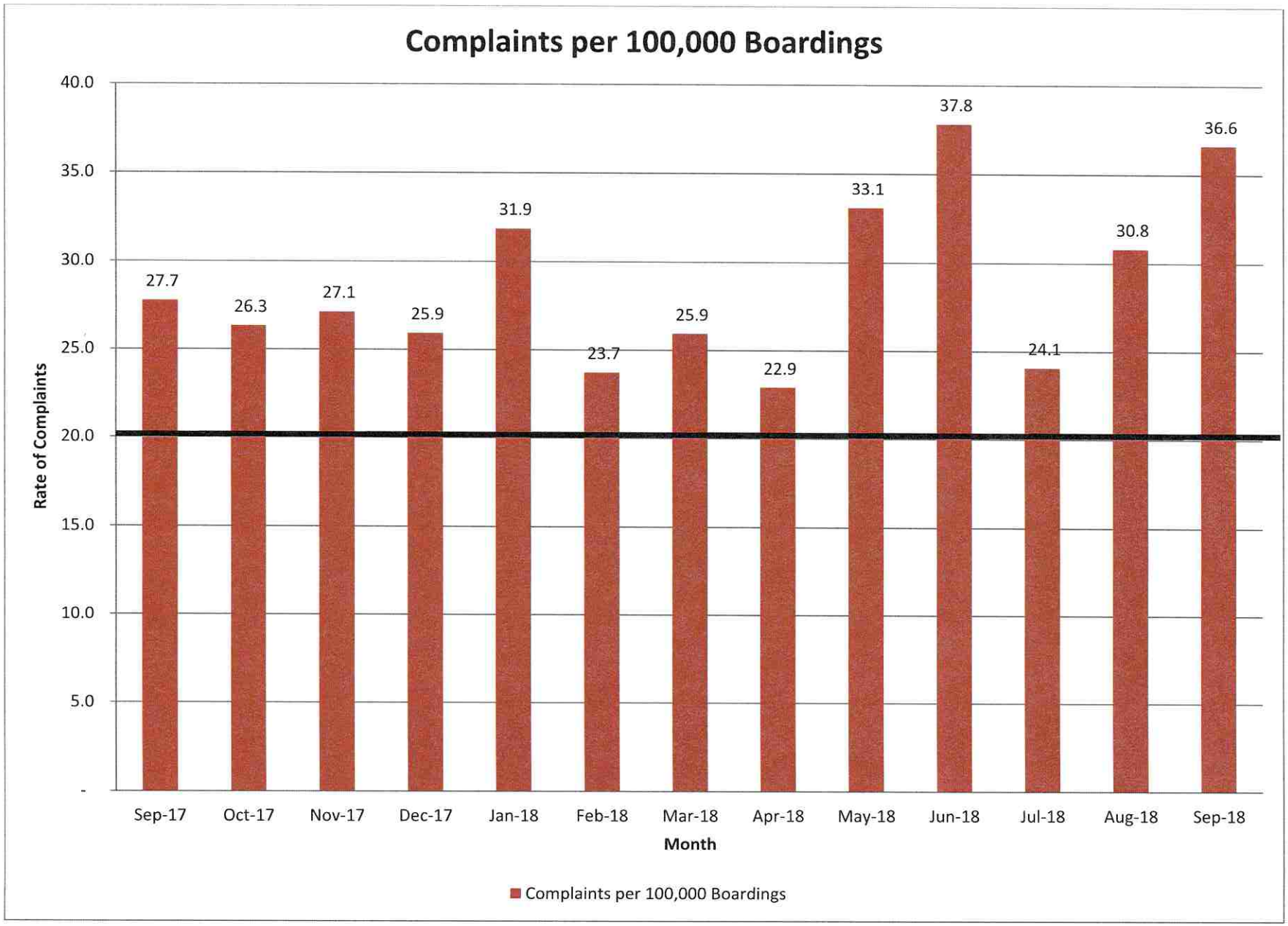

CATS Monthly Ridership
240,000
230,000
220,000
210,000
200,000
190,000
180,000
170,000
Monthly Ridership
234,237
235,514
221,100
196,660
216,552
219,091
231,324
218,241
223,663
211,464
215,967
217,291
218,366
Sep-17
Oct-17
Nov-17
Dec-17
Jan-18
Feb-18
Mar-18
Apr-18
May-18
Jun-18
Jul-18
Aug-18
Sep-18
Month
Monthly Ridership

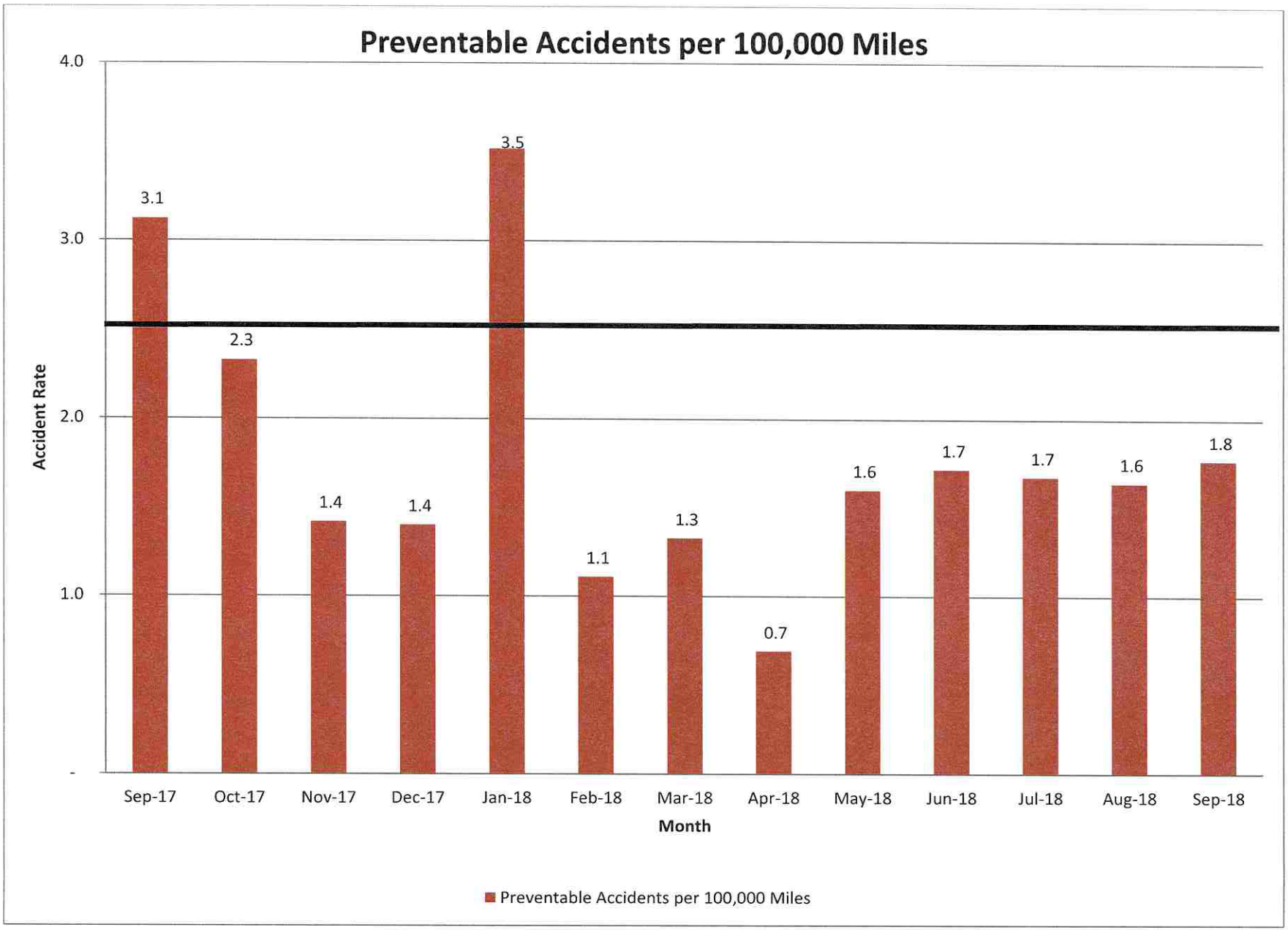
Percentage of Bus Trips On Time

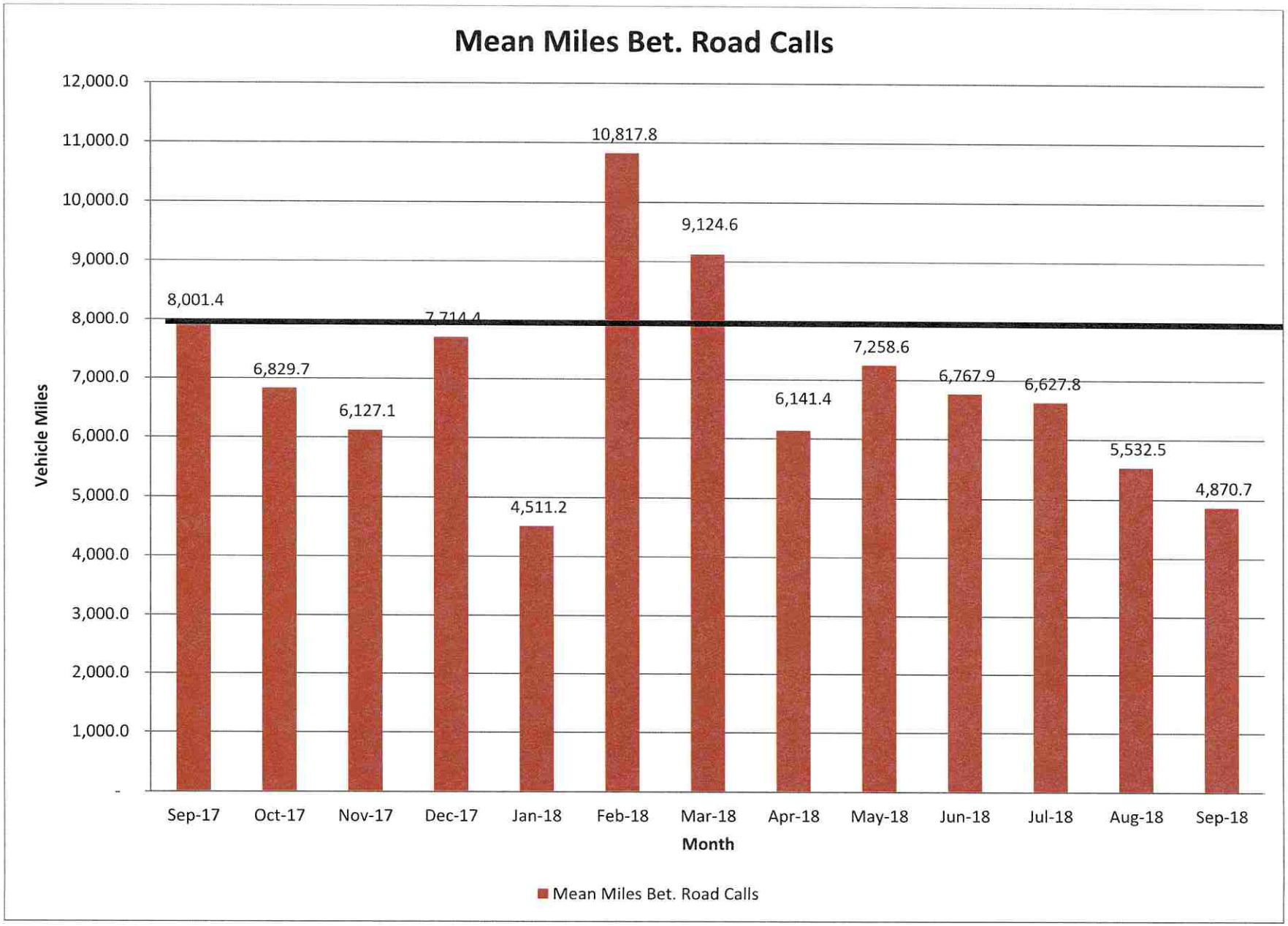


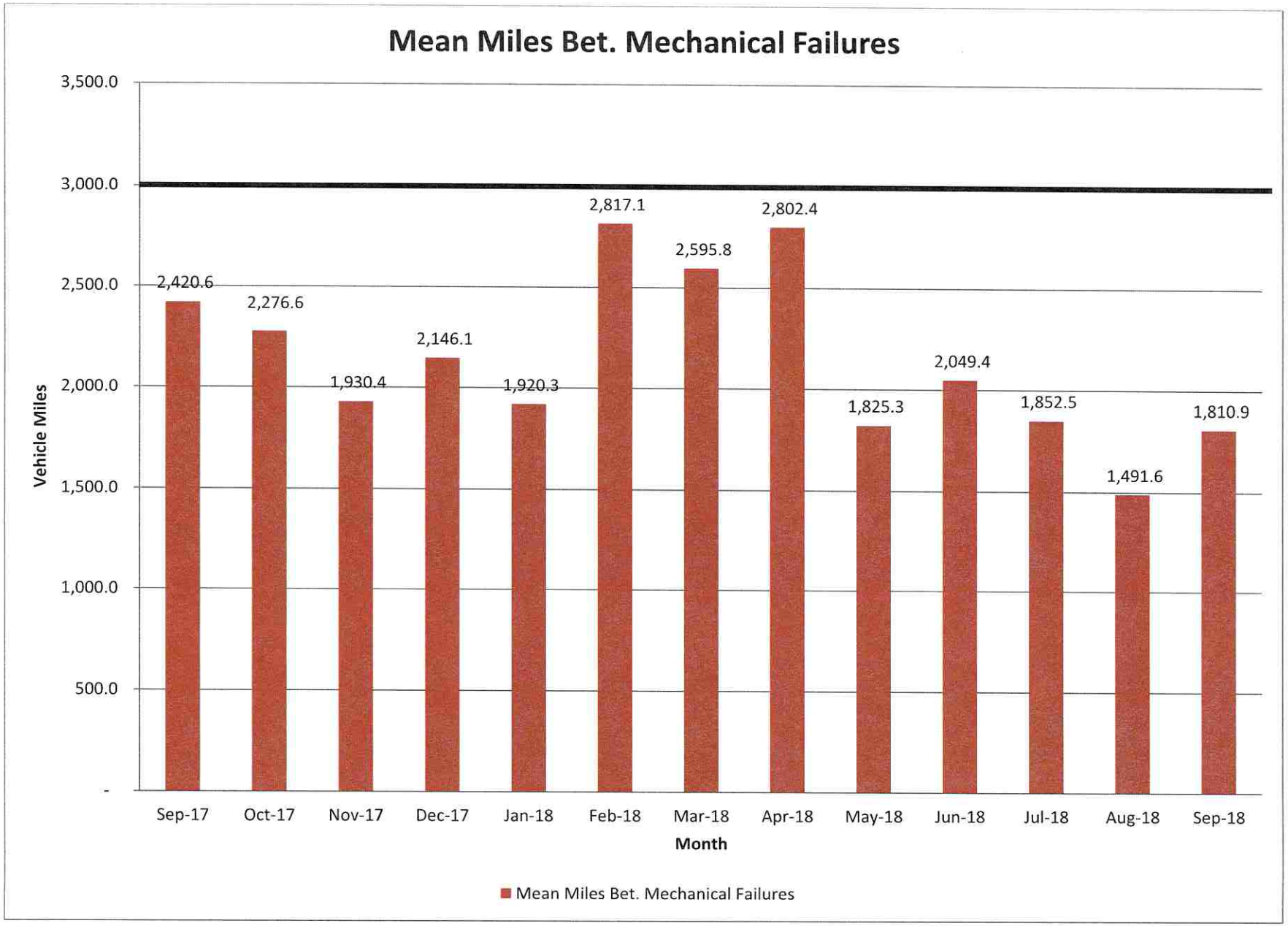
Note: On-Time performance is measured at scheduled timepoints which represent 11% of the total system bus stops


Bus Trip Cancellations
Number of Bus Trips Cancelled
% of Bus Trips Operated
Month
Cancelled Bus Trips
% of Scheduled Bus Trips Operated
600.0
550.0
500.0
450.0
400.0
350.0
300.0
250.0
200.0
150.0
100.0
50.0
-
100.0%
99.0%
98.0%
97.0%
96.0%
95.0%
94.0%
93.0%
92.0%
91.0%
90.0%
89.0%
88.0%
87.0%
86.0%
85.0%
84.0%
83.0%
82.0%
81.0%
80.0%
99.3%
99.2%
99.0%
99.5%
99.3%
99.3%
99.8%
99.7%
99.4%
99.1%
99.4%
99.2%
99.3%
218.0
273.3
340.0
174.8
229.5
240.3
66.0
93.0
201.0
293.0
194.0
264.0
216.0
Sep-17
Oct-17
Nov-17
Dec-17
Jan-18
Feb-18
Mar-18
Apr-18
May-18
Jun-18
Jul-18
Aug-18
Sep-18


Complaints per 100,000 Boardings
40.0
35.0
30.0
25.0
20.0
15.0
10.0
5.0
-
Rate of Complaints
27.7
26.3
27.1
25.9
31.9
23.7
25.9
22.9
33.1
37.8
24.1
30.8
36.6
Sep-17
Oct-17
Nov-17
Dec-17
Jan-18
Feb-18
Mar-18
Apr-18
May-18
Jun-18
Jul-18
Aug-18
Sep-18
Month
Complaints per 100,000 Boardings


Preventable Accidents per 100,000 Miles
4.0
3.0
2.0
1.0
-
Accident Rate
3.1
2.3
1.4
1.4
3.5
1.1
1.3
0.7
1.6
1.7
1.7
1.6
1.8
Sep-17
Oct-17
Nov-17
Dec-17
Jan-18
Feb-18
Mar-18
Apr-18
May-18
Jun-18
Jul-18
Aug-18
Sep-18
Month
Preventable Accidents per 100,000 Miles


Mean Miles Bet. Road Calls
12,000.0
11,000.0
10,000.0
9,000.0
8,000.0
7,000.0
6,000.0
5,000.0
4,000.0
3,000.0
2,000.0
1,000.0
-
Vehicle Miles
8,001.4
6,829.7
6,127.1
7,714.4
4,511.2
10,817.8
9,124.6
6,141.4
7,258.6
6,767.9
6,627.8
5,532.5
4,870.7
Sep-17
Oct-17
Nov-17
Dec-17
Jan-18
Feb-18
Mar-18
Apr-18
May-18
Jun-18
Jul-18
Aug-18
Sep-18
Month
Mean Miles Bet. Road Calls


Mean Miles Bet. Mechanical Failures
3,500.0
3,000.0
2,500.0
2,000.0
1,500.0
1,000.0
500.0
-
Vehicle Miles
2,420.6
2,276.6
1,930.4
2,146.1
1,920.3
2,817.1
2,595.8
2,802.4
1,825.3
2,049.4
1,852.5
1,491.6
1,810.9
Sep-17
Oct-17
Nov-17
Dec-17
Jan-18
Feb-18
Mar-18
Apr-18
May-18
Jun-18
Jul-18
Aug-18
Sep-18
Month
Mean Miles Bet. Mechanical Failures

Capital Area Transit System

Statement of Operating Budget vs. Actual

For the Period Ended September 30, 2018

	Current Month				Year to Date				CY18
Description	**Budget**	**Actual**	**Var. Amount**	**%**	**Budget**	**Actual**	**Var. Amount**	**%**	**Approved Budget**
Operating Revenue									
Passenger Paid Fares	145,833	153,791	7,958	5.5%	1,312,501	1,276,223	(36,278)	-2.8%	1,750,001
Special Transit Fares (Contract)	34,343	27,685	(6,658)	-19.4%	309,085	233,489	(75,595)	-24.5%	412,113
ADA/Paratransit Revenue	9,167	0	(9,167)	-100.0%	82,501	28,150	(54,351)	-65.9%	110,001
Advertising Revenue	41,667	64,598	22,931	55.0%	375,001	549,485	174,484	46.5%	500,001
Interest Income	4,167	7,900	3,733	89.6%	37,501	121,638	84,137	224.4%	50,001
Other Agency Revenue	4,484	1,476	(3,008)	-67.1%	40,354	134,525	94,171	233.4%	53,805
Total CATS Generated	**239,660**	**255,450**	**15,790**	**6.6%**	**2,156,942**	**2,343,509**	**186,568**	**8.6%**	**2,875,922**
Non Federal Revenue									
Hotel/Motel Tax	108,333	108,333	(0)	0.0%	975,000	942,215	(32,785)	-3.4%	1,300,000
Parish Transportation Fund	45,833	45,833	(0)	0.0%	412,500	320,833	(91,667)	-22.2%	550,000
Property Tax Revenue	1,410,417	1,410,417	0	0.0%	12,693,751	12,774,603	80,852	0.6%	16,925,001
Total Non Federal	**1,564,583**	**1,564,583**	**(0)**	**0.0%**	**14,081,251**	**14,037,651**	**(43,600)**	**-0.3%**	**18,775,001**
Federal Operating Subsidies									
FTA - Preventive Maintenance	343,191	343,191	0	0.0%	3,088,719	3,228,461	139,742	4.5%	4,118,292
FTA - Project Administration	7,500	7,500	0	0.0%	67,500	96,333	28,833	42.7%	90,000
FTA - Planning	19,109	19,109	0	0.0%	171,979	156,482	(15,497)	-9.0%	229,305
FTA - JARC/New Freedom			0			446,081	446,081		
FTA - BOA Bus Leases			0			295,323	295,323		
Total Federal Operating	**369,800**	**369,800**	**0**	**0.0%**	**3,328,198**	**4,222,680**	**894,482**	**26.9%**	**4,437,597**
Total Operating Revenues	**2,174,043**	**2,189,833**	**15,790**	**0.7%**	**19,566,390**	**20,603,840**	**1,037,450**	**5.3%**	**26,088,520**
TOTAL SOURCES OF REVENUE	2,174,043	2,189,833	15,790	0.7%	19,566,390	20,603,840	1,037,450	5.3%	26,088,520

Operating Expenses									
Labor	975,663	838,655	137,008	14.0%	8,780,964	7,425,161	1,355,803	15.4%	11,707,952
Fringe Benefits	312,042	633,361	(321,319)	-103.0%	2,808,374	4,838,824	(2,030,451)	-72.3%	3,744,498
Total Labor and Fringe Benefits	**1,287,704**	**1,472,015**	**(184,311)**	**-14.3%**	**11,589,338**	**12,263,985**	**(674,648)**	**-5.8%**	**15,452,450**
Casualty and Liability	121,923	101,745	20,178	16.6%	1,097,311	1,178,150	(80,839)	-7.4%	1,463,081
Services	94,159	150,011	(55,852)	-59.3%	847,430	1,279,095	(431,664)	-50.9%	1,129,907
Purchased Transportation	203,417	172,590	30,827	15.2%	1,830,750	1,544,084	286,666	15.7%	2,441,000
Materials & Supplies	292,012	211,027	80,985	27.7%	2,628,104	2,038,832	589,273	22.4%	3,504,139
Utilities	20,883	14,038	6,845	32.8%	187,949	155,484	32,466	17.3%	250,599
Miscellaneous Expenses	72,476	56,670	15,805	21.8%	652,280	457,676	194,604	29.8%	869,706
Leases and Rentals	10,341	11,142	(801)	-7.7%	93,068	122,853	(29,785)	-32.0%	124,091
Local Match (Capital)	71,129		71,129	100.0%	640,160	0	640,160	100.0%	853,547
Total Operating Expenses	**2,174,043**	**2,189,237**	**(15,194)**	**-0.7%**	**19,566,390**	**19,040,159**	**526,231**	**2.7%**	**26,088,520**
NET BALANCE (+/-)	**0**	**596**	**596**		**0**	**1,563,681**	**1,563,681**		**0**

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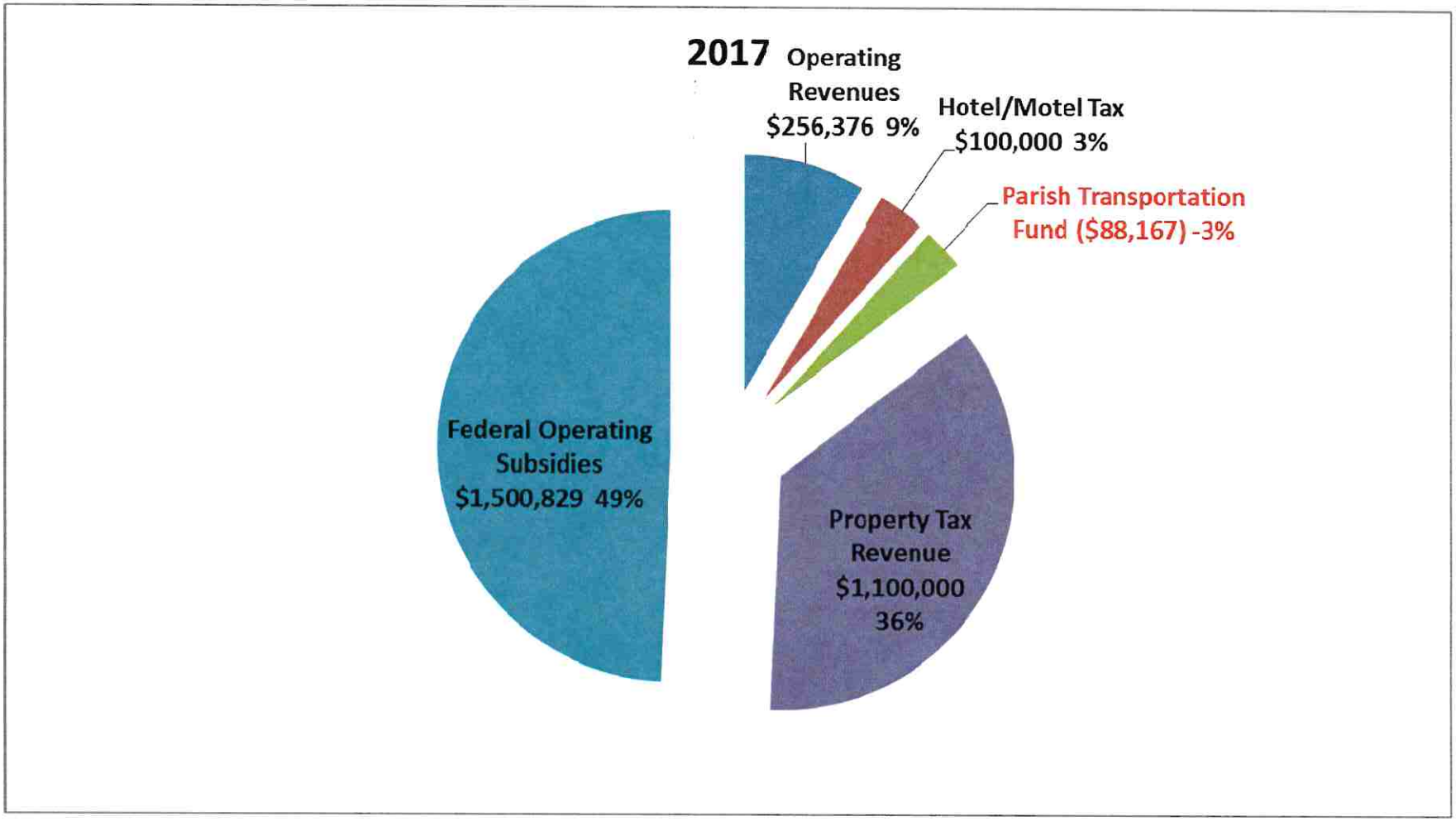
Capital Area Transit System

Balance Sheet

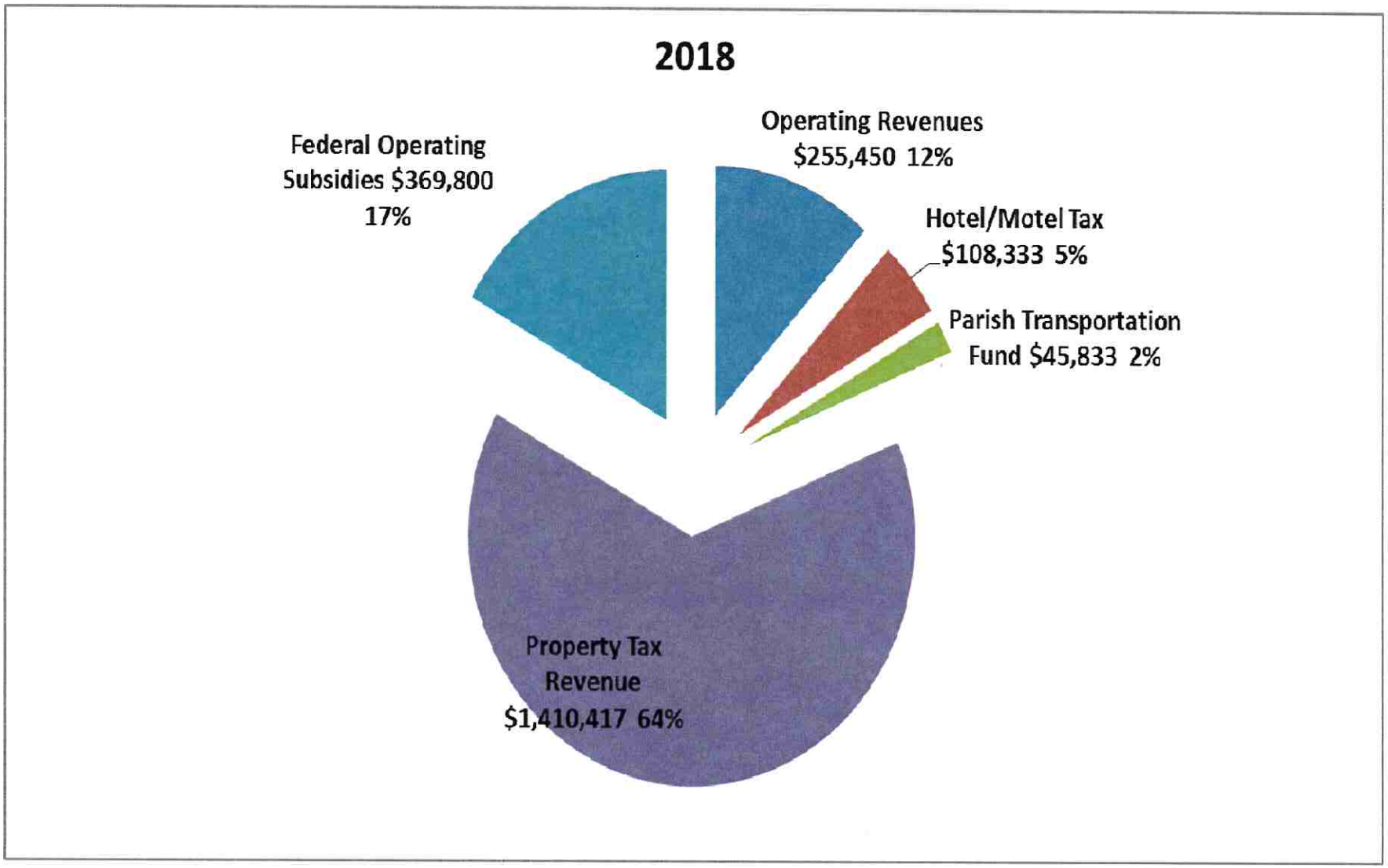
September 2018

		9/30/2018	9/30/2017
ASSETS			
Current Assets:			
	Cash and Cash Equivalents	$2,604,924.02	$2,214,031.21
	Accounts Receivable	$493,061.51	$315,923.66
	Property Tax Receivable	$17,291,859.00	$16,506,299.00
	Due from Governments	$541,527.75	$344,152.37
	Notes Receivable	$0.00	$0.00
	Interest and Dividends Receivable	$0.00	$0.00
	Inventory	$678,974.43	$260,683.92
	Prepaid Expenses and Other Assets	$142,682.35	$146,077.74
	Total Current Assets:	$21,753,029.06	$19,787,167.90
Restricted Assets:			
	Cash and Cash Equivalents	$694,618.14	$3,294,305.01
	Total Restricted Assets:	$694,618.14	$3,294,305.01
	Investments	$0.00	$0.00
	Net Pension Asset, Long-Term	$490,522.00	$854,100.00
	Equipment, Net	$20,421,136.01	$23,789,983.75
Total Assets		**$43,359,305.21**	**$47,725,556.66**
LIABILITIES AND NET ASSETS			
Current Liabilities			
	Accounts Payable and Accrued Expenses	$32,426.76	$1,138,905.13
	Accrued Payroll and Tax Liabilities	$770,219.55	$160,095.22
	Accrued Interest (Bus Lease)	($0.27)	$327,187.73
	Note Payable	$0.00	$0.00
	Accrued Compensated Absences	$142,274.27	$142,274.27
	Claims Payable and Related Liabilities	$883,055.80	$612,394.80
	Capital Lease Payable	($328,136.73)	$328,136.73
	Deferred Revenue (Grants/Prop Tax)	$5,232,784.91	$0.00
	Other Current Liabilities	$0.00	$0.00
	Total Current Liabilities	$6,732,624.29	$2,708,993.88
Long-Term Liabilities			
	Note Payable, Less Current Portion	$0.00	$0.00
	Accrued Compensated Abcenses, Less Current Portion	$266,320.40	$213,411.40
	Capital Lease Payable, Less Current Portion	$3,938,589.76	$3,938,589.76
	Estimated Liabilities	$1,192,231.01	$2,151,918.01
	Total Long-Term Liabilities	$5,397,141.17	$6,303,919.17
	Total Liabilities	$12,129,765.46	$9,012,913.05
Net Assets:			
	Investments in Capital Assets, Net of Related Debt	($14,434,218.64)	($17,192,210.95)
	Restricted Cash and Cash Equivalents	($694,618.14)	($3,294,305.01)
	Unrestricted	($16,100,702.97)	($18,226,127.65)
	Total Net Assets:	**($31,229,539.75)**	**($38,712,643.61)**
Total Liabilities And Net Assets		**$43,359,305.21**	**$47,725,556.66**

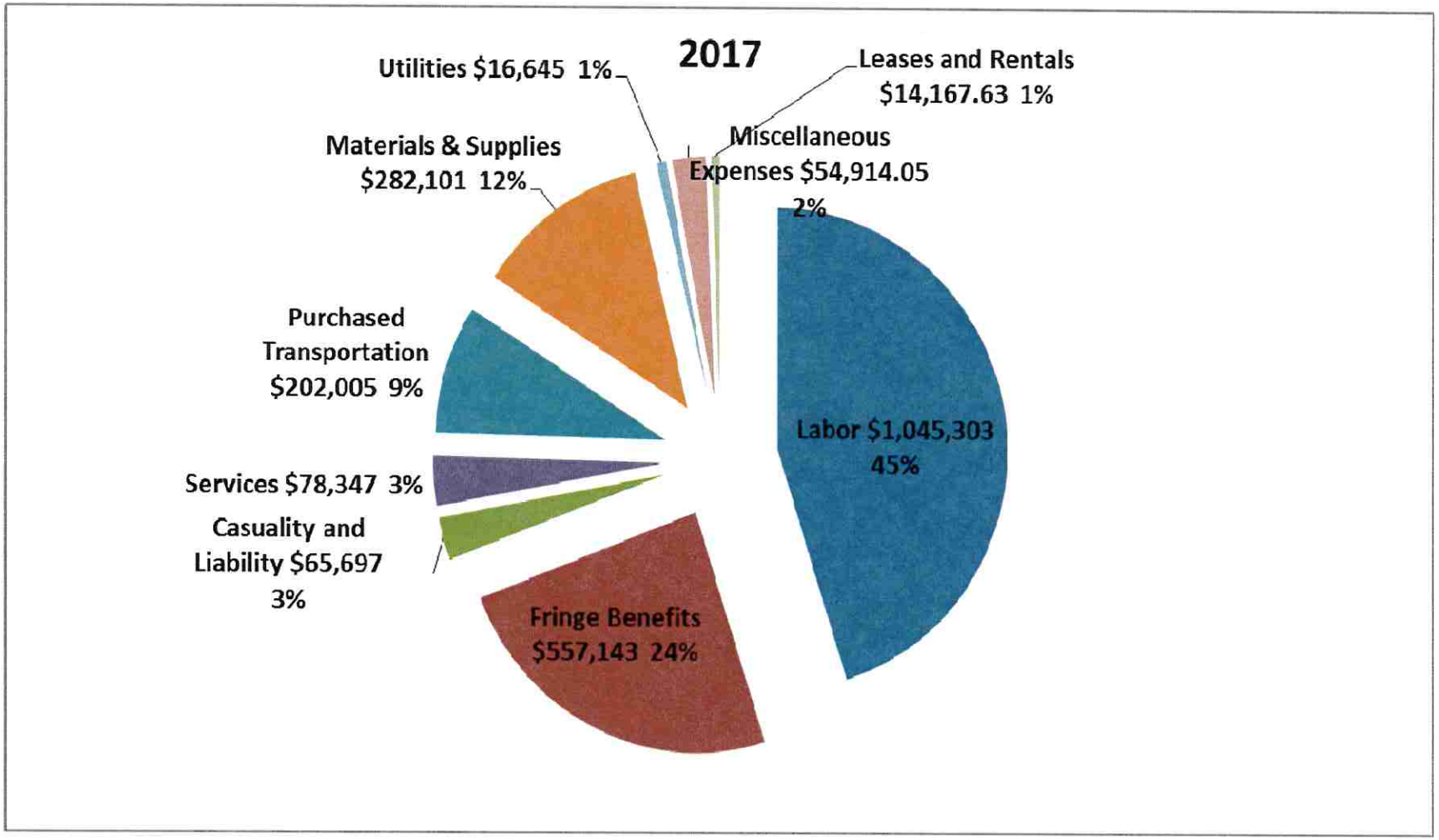
Monthly Operating Revenues



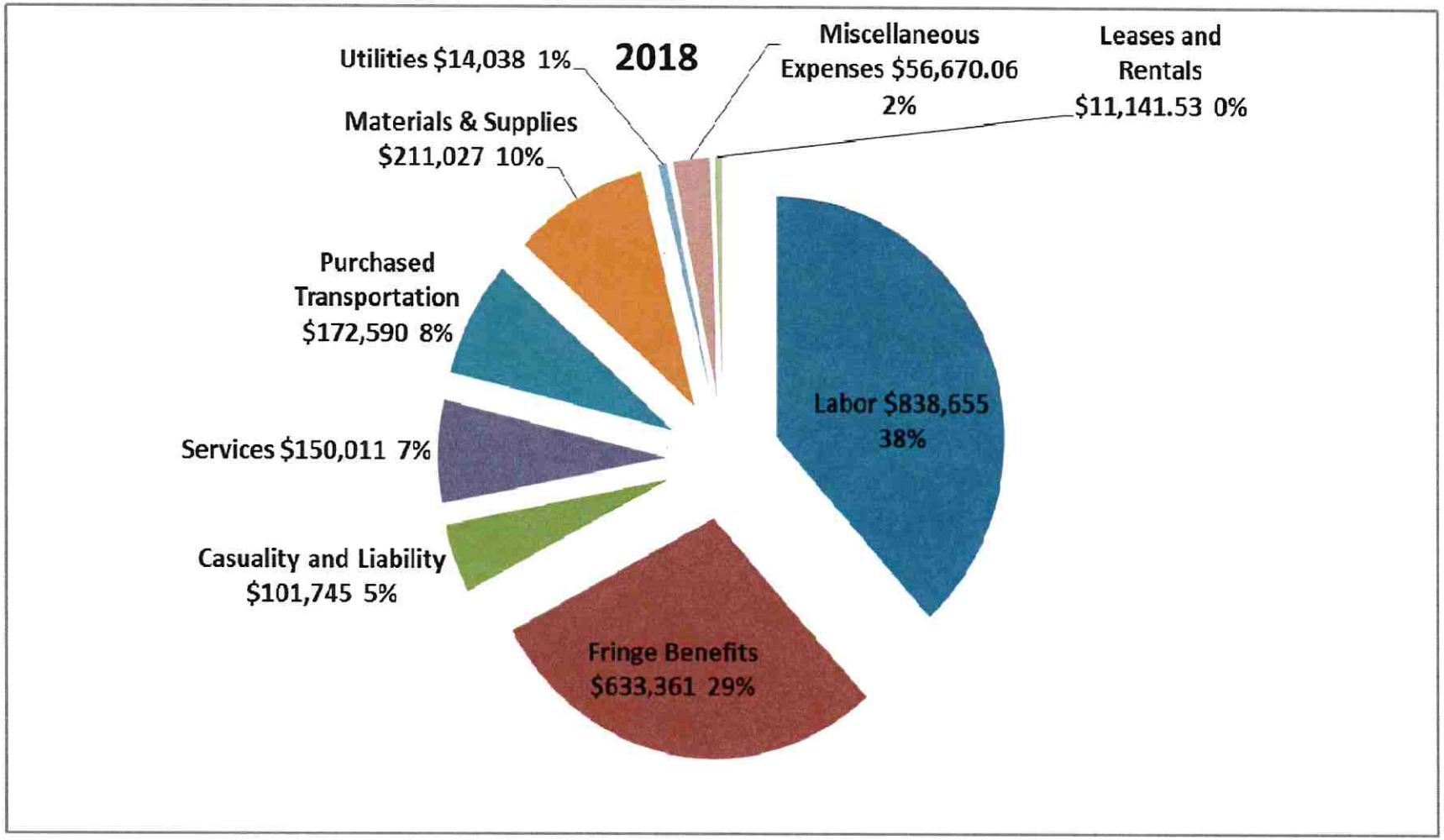
Monthly Operating Revenues



Monthly Operating Expenses



Monthly Operating Expenses



CATS GRANT BALANCES BY FPC CODE AS OF September 30, 2018									
Grant Number	FPC 00-Capital	FPC 02 Planning	FPC 04-OPS	FPC 06 Proj Admin	Subtotal	Encumbrance	Grant Balance Total	Grant Type	Total by Type
LA 2017-027	22,213				22,213		22,213		
2017 5339									
LA 2016-023	544,113				544,113	-544,113	0		
2016 5339									
LA-2017-028	2,310,187				2,310,187	-953,450	1,356,737		
2017 CMAQ									
LA 2017-029	1,011,017				1,011,017	-1,011,017	0	Buses	1,378,950
2017 5309 85 15									
LA-37-X029	22,606			1,696	24,302		24,302		
2007 JARC - WtW									
LA-37-X033	8,458			33,651	42,109		42,109		
2008 JARC WtW									
LA-37-X047				64,674	64,674		64,674	JARC	**131,085**
2011 & 2012 JARC									
LA-90-x063	1,276,479	111,131			1,387,610	-78,000	1,309,610		
2017 formula									
LA-90-X332	23,675				23,675		23,675		
2008 formula									
LA-90-X404	30,538				30,538		30,538		
2013 formula									
LA-90-x426	34,957				34,957		34,957		
2014 formula									
LA-90-x437	465,908				465,908	-15,207	450,701		
2015 formula									
LA-90-x451	581,271	0			581,271	-154,359	426,912	Formula	2,276,393
2016 formula									
LA-95-0003	506,215				506,215	-506,215	0		
2013 CMAQ									
LA-95-0010	335,360				335,360	-160	335,200	DOTD	335,200
Bus Shelters									
BALANCES	7,172,997	111,131	0	100,021	7,384,149	-3,262,521	4,121,628		**4,121,628**

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MEETING OF THE FINANCE AND EXECUTIVE COMMITTEE BOARD OF COMMISSIONERS CAPITAL AREA TRANSIT SYSTEM AND PUBLIC TRANSPORTATION COMMISSIONS

OCTOBER 11, 2018
Ninth Floor Conference Room
5700 Florida Boulevard

MINUTES

The Finance and Executive Committee met on Thursday, October 11, 2018, at 10:30 a.m. Present at the meeting were members Jim Brandt, Kahli Cohran, Erika Green, Linda Perkins, and Antoinette Pierre. Also present were Bill Deville, Rod Goldman, and members of CATS staff.

I. Call to order and establishment of quorum

Mr. Brandt welcomed those assembled.

II. President's Announcements

Mr. Brandt reminded the committee members that the November F&E Committee meeting that will be on November 8^{the} and the board meeting will be on November 13th to avoid conflicts with the Thanksgiving holiday.

III. Safety Moment

Ms. Renee Simpson shared a safety moment that centered on five key driving principles.

IV. Executive Report

Ms. Paul shared that CATS made the following hires in September– 1 Administrative Analyst and 8 Bus Operator Trainees. She noted that the Human Resources Department will begin the delivery of performance management evaluations to all administrative employees on October 19th. The Human Resources Department is preparing for health insurance open enrollment in November.

Mr. Goldman shared that in Operations, there are currently 137 active operators.

Mr. Goldman updated the committee on the performance measures. He noted that CATS had 218,366 passenger trips in September. He let the committee know this number is lower than September 2018 and staff is trying to determine if there is a trend developing. There were 1.8 preventable accidents per 100,000 miles. Mr. Goldman shared that there were 216 trips cancelled in September of the approximately 35,000 trips for the month; this is partially due to an error in scheduling mandatory training and has been corrected. The percentage of on-time trips was 67.9%. Mr. Goldman let the committee know there are slight schedule modifications that will be effective in the coming weeks that will not only assist with on-time performance but reduce the number of required operators as a result of more efficient scheduling. There were 36.6 complaints per 100,000 miles in September, and many were related to on-time performance. He let the committee know that the complaints for courtesy and safety are continuing to decrease monthly and thanked the staff for their efforts in those areas. Mr. Goldman shared that there were 1,810.9 miles between mechanical failures and 4,870.7 miles between road calls.

Mr. Deville shared that the Metro Council approved the Service Improvement Plan on September 26th and staff is working to have Phase One of the Plan implemented in January 2019.

Mr. Deville let the committee know that CATS will be featured in an upcoming issue of the Baton Rouge Area Foundation's Currents magazine along with the Redevelopment Authority on the topic of the Plank Road BRT Corridor Project.

Mr. Brandt recognized Ms. Green and thanked her for her words and efforts in obtaining the approval of the Service Improvement Plan at the Metro Council meeting. He noted that there were several Council members who had questions and Ms. Green was able to rest their concerns and encourage the approval of the Plan based on the outreach work the agency has done and the positive changes it will create for the customers.

Mr. Deville noted that the Request for Qualifications for design services of the North Baton Rouge Transit Center is projected to be advertised by the end of the year. He shared that the construction bid documents are undergoing final review by DPW and are awaiting permit approval. Staff anticipates the revenue service will begin in April 2019.

CATS recently participated in a planning workshop with the Redevelopment Authority, the City-Parish, and HNTB to establish parameters for the Plank-Nicholson BRT Corridor Redefinition Study.

V. Review of financial statements

Ms. Williams let the committee know that for September, the agency collected $255,450 in CATS generated revenue, $1,564,583 in total non-federal revenue, and $369,800 in federal operating revenue, for a total of $2,189,833 in revenue. Year to date the agency has collected $2,343,509 in CATS generated revenue, $14,037,651 in non-federal revenue, and $4,222,680 in federal revenue for a total of $20,603,840 in revenue.

Ms. Williams noted that the total operating expense for September was $2,189,237 and year-to-date the agency has expended $19,040,159.

Ms. Williams noted the balance sheet is no longer in draft form after review from auditors.

Ms. Williams shared the KPIs for the month and noted that in grant applications, the Grants Manager is pursuing non-federal grant notice of awards for future submission and the agency is preparing a grant application to submit to the FTA for the enhancement of access to healthcare. In overtime, the agency was slightly higher this month than last month, coming in at $78,000; this can be attributed largely to continuing mandatory safety training that was conducted for all operators and administrative overtime for Touchdown Express. In Medicaid, there have been no updates since staff met with Ruth Kennedy in July. The farebox committee presented a report to the CEO on fare simplification possibilities and that is under review by management.

VI. Recommend approval of health insurance policy for 2019

Mr. Deville shared that the agency has invested a large effort to improve the quality of CATS health insurance benefits, to control claims, and to contain costs.

The CATS evaluation team, working with HUB International, reviewed many options and have determined that it is CATS best interest to renew the coverage with United Health Care. The proposed terms of the renewal mean that CATS will maintain its fully insured plan, participants will be offered additional benefits and plan enhancements, the healthcare network will expand, and the cost will remain within the $2.1 million budget.

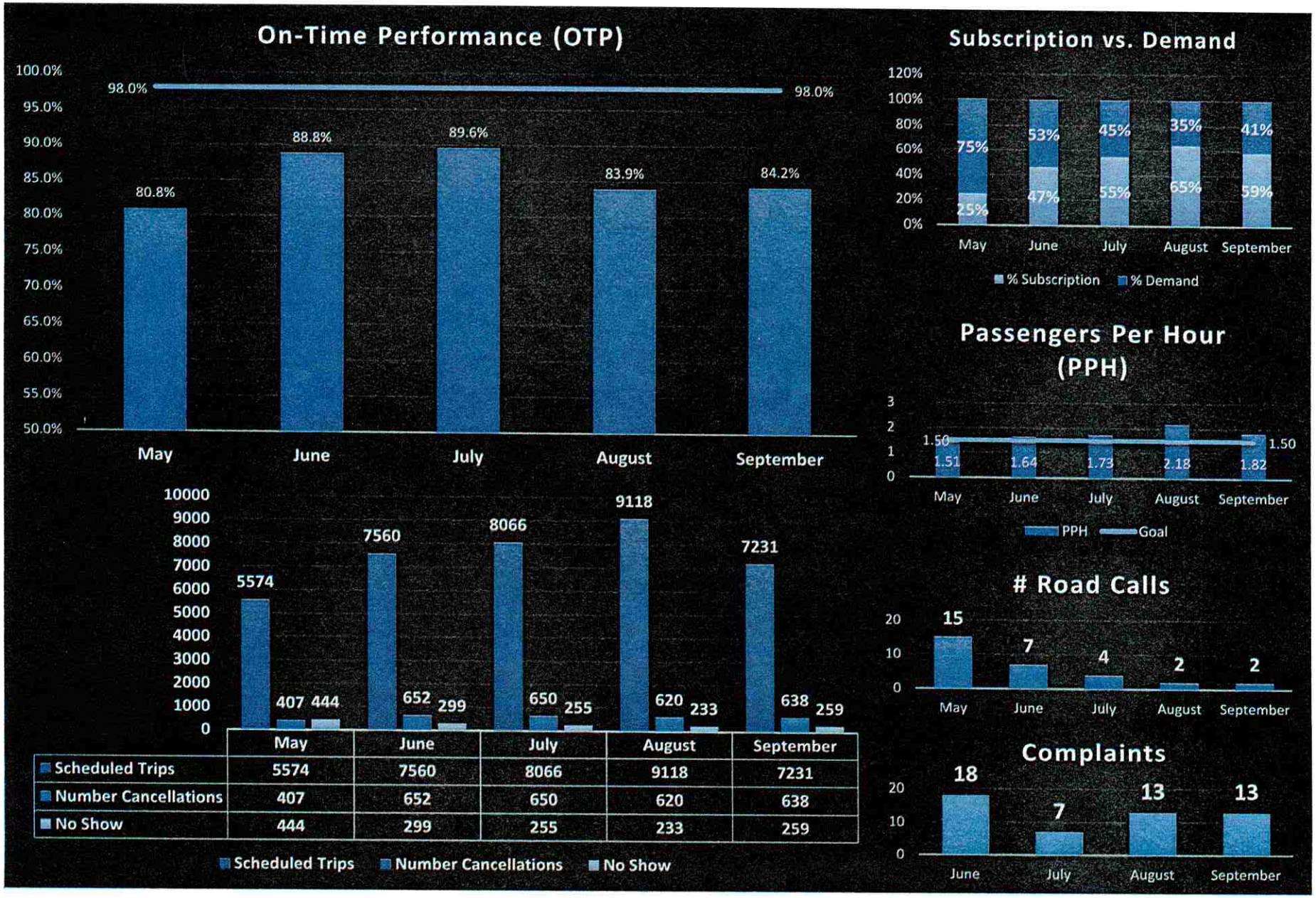
There is a possibility that the agency can realize up to 19% savings over the course of the year, but it is not expected that CATS will experience an increase.

A HUB International representative noted that CATS has done intentional work to reduce costs over the last several years, which has resulted in the agency's receipt of more competitive offers for coverage.

Ms. Perkins moved to recommend the full board approve the renewal of the health insurance policy with United Health Care and Mr. Cohran seconded the motion. Mr. Brandt invited public comment and there was none. The motion carried unanimously with no abstentions.

Before the conclusion of the meeting, Mr. Deville presented Mr. Goldman with a plaque thanking him for his efforts to the agency in his nearly two years. Mr. Goldman is returning to California and shared with the committee that he has enjoyed working with the CATS staff and will be watching to see the continued progress of the agency.

There being no further business, the meeting adjourned.


On-Time Performance (OTP)
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Subscription vs. Demand
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May
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Scheduled Trips
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8066
9118
7231
Number Cancellations
407
652
650
620
638
No Show
444
299
255
233
259
Scheduled Trips
Number Cancellations
No Show

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CONFIDENTIAL/PRIVILEDGED DRAFT FOR DISCUSSION PURPOSES →LIMITED DISTRIBUTION

TO: William Deville, CEO
FROM: Darrell Brown, CAO

RE: RECOMMENDATION TO Renew CATS Health Benefits Plan with United Health Care

Over the past year, a huge amount of effort has been invested by the CATS Human Resources Department staff, its CAO, its COO and a variety of other CATS staff assigned to other departments in an effort to improve the quality of CATS health insurance benefits, to control claims and contain costs. Together with CATS agent, HUB International, the evaluation team considered many options, including self-insuring.

The evaluation committee examined each offer in detail and considered the comments and input of the administrative staff and union members. Based on the advice of HUB, the independent assessments made by evaluation team members and other pertinent factors, the F&E committee should be asked to recommend approval of a renewal of coverage with United Health Care. The proposed terms of the renewal can be summarized as follows:

- CATS will maintain its fully insured plan.
- CATS will offer plan participants a series of additional benefits and plan enhancements such as identity protection, lower co-pays when choosing top performing medical professionals and others.
- The healthcare network will in effect expand, giving participant more options and ways to save money.
- The cost of participating in the plan will be the same as it is currently.
- If approved at the next Board meeting, participants will need to select or confirm their choice of coverage at the next open enrollment which is slated for the week of November 5th, 2018.
- It is expected that CATS will be able to continue budgeting approximately $2.1 million for these and related benefits under the proposed renewal terms.

Attached is a brief explanation of the reasons for recommending the renewal with United Health Care and a draft summary of proposed plan cost prepared by HUB.

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2018 Health Insurance Program Renewal

CONTACT

Darrell Brown
Chief Administrative Officer
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OPPORTUNITY

CATS has an opportunity to provide insurance to its employees under the following options:

1. Remaining with United Healthcare ("United") and enhancing CATS current benefits package without increasing current premiums;
2. Accepting an offer from Blue Cross that will yield a reduction off current premiums;
3. Accepting a proposal from Blue Cross to provide a self-insured program that could yield greater savings than either option 1 or 2 above; or
4. Accepting a proposal from United to continue providing administrative services as part of a self-insured program that is also expected to produce savings over options 1 and 2 above.

RATIONALE/CONCLUSION

After closely reviewing each option, which involved considering a variety of scenarios and an enormous amount of detail under the various alternatives available, the committee unanimously recommends selection of Option 1, for the following reasons:

- The selection committee acknowledges that the opportunity to save money is greater when CATS is self-insured. However, the risk of self-funding (options 3 and 4) is considerably greater, the projected reward is minimally greater than option 1 (under which savings are assured) and CATS would be required to re-engineer certain aspects of its HR and accounting practices to be self-insured.
- The agency's ability to control its plan implementation and its costs are not compromised under option 1.
- The recommended renewal will be on a month-to-month basis, giving CATS the ability to continue studying the attractiveness of converting to self-insured.
- The CBA, which was signed in June 2018, creates enough new day-to-day challenges for the union membership and CATS administrative staff. (In other words, option 1 offers the most workplace stability at a time when it is needed).
- The recommended option presents the least amount of risk.
- It is expected that CATS will be able to continue budgeting approximately $2.1 million for these and related benefits under the proposed renewal terms.
- At a time when CATS struggles to find match money for capital projects and there are few creative ways to produce reserves to address

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foreseeable obligations, CATS is compelled to pursue this "self-help" option which simplifies cash flow projections and avoids excessive risk.

The terms of the renewal have been negotiated and are deemed fair and reasonable. While there are a few anticipated changes in the manner in which the plan will be administered, neither the agency nor any employee will experience a loss or reduction in benefits or an increase in cost. In fact, enhanced benefits will be enjoyed by participants that could actually lower their copays and increase their access to top performing medical professionals. The president of the ATU has already been apprised that no other significant change in the administration of CATS health insurance program is expected at this time. No objection to the proposed renewal is expected.

RECOMMENDATION

It is in CATS best interest to accept the committee's recommendation and proceed with renewal of its current health and welfare benefits plan with United continuing to provide the administrative services CATS employees have grown accustomed to. Therefore, the F&E committee is asked to:

- Recommend that the proposed renewal of CATS health insurance plan within the current budget of $2.1 million be approved by the full Board at its next meeting; and
- Authorize the CEO or his designee to execute these documents and handle those affairs that are necessary and appropriate, consistent with the Board's resolve.

CATS Procurement Listing for CATS Board

October 16, 2018 | **Yellow = Action Item / needs Board Approval now** | **Blue = Projects Pending Board Action within 1 to 3 months**

Service Description	Contr Type	Vendor Name	Amt	Start Date	End Date	Board Approved	Services/ Product Provided	Notes / Comments
A								
Adjuster Claims **Bus Fleet Liability & Worker Comp** end date is 2/28/19	Service RFP	**Brown Claims Services** Adjuster Claim Services Bus Liability & Workers Comp	Refer to updated Hourly Rates for renewal period 9/1/16 thru 8/31/17 No change in hourly rates thru 2/28/18	09/01/10	2/28/19 New end date is 2/28/19. No change in hourly rates	Board Approved Renewal through 2/28/19	Board Approved renewal period of 3/1/18 – 2/28/19 *(original 5 year contract for Adjustor Claim Services, Investigations, Fleet Liability and Workers Comp claims).*	**3/1/08 – New Contract issued for one year. 2/20/18 – Board approved. 2/15/18** – F&E approved. 8/15/17 – Board Approved - 8/10/17 – F&E approved. **7/21/17 –** Per Project Manager, this contract will be a 6 month renewal. **9/9/16 – Contract renewal finalized. 8/30/16** – CATS Board approved renewal of contract. **8/11/16**
A&E Design Services **BRT Stations Plank Rd & Fla Blvd.** PR #775	A&E Design Services	**TBD**	Approx Cost $342,000	Estimated Date: TBD (18 mo)	Estimated Date: TBD (18 mo)	Board to Approve 11/13/18	RFQ for Design Services for BRT Stations on Plank Rd & Fla Blvd. to include new transit facilities	10/10/18 – Evaluations still ongoing. **8/2/18** – New RFQ is advertised and notification sent to vendor list, posted on CATS website. Proposal Opening Date: **8/29/18**.
A&E Design Services **Transit Amenities & Related Equip** PR #	A&E Design Services	**TBD**	Approx Cost TBD	TBD	TBD	TBD	RFQ for Design Services for Transit Amenities and Related Equipment	Will include Shelters, Kiosks, Landscapes, etc. Design consultant will also assist CATS with the construction bids in determining the lowest responsive bidder in meeting the technical specifications. RFQ not solicited yet.
C								
Customer Satisfaction Surveys End date is 4/30/19 with one renewal	Consult Service	**ETC Institute**	$68,120	5/1/18	4/30/19 One year contract renewal available	4/16/18 board approved contract to ETC Institute	Board surveys twice a year at a total cost of $68120. Refer to the CEO recommendation to award letter.	Approved by CATS Board on April 16, 2018 – CATS Board approved 4/13/18 Procurement prepared the recommendation for award letter to CATS CEO recommending ETC Instituted as selected by the PEC members.
F								
Financing Bus Finance Lease /Purchase (10 Gillig Buses)	RFP Bus financing for 7 years through 2024	**Banc of America Public Capital Corp** (Scottsdale, AZ)	Finance 10 Gillig Diesel Buses for 7 years.	Apr 2017	Oct 2024	**Board approved 3/21/17.**	Capital Bus Lease/Purchase Finance 10 Gillig Buses Pay over 7 year period. Total Cost: **$4,217,800** 2 payments of $328,137 per year = $656,273 per yr	**3/21/17 – Board approved** financing of 10 Gillig buses. 3/21/17 Needs Board Approval – 3/16/17 - F&E approved item to move to full board for approval. Financing is for 10 Gillig Buses. 2/8/17 – RFP solicited to multiple financial institutions. Proposals due back 3/2/17. Inquiries due here by 2/20/17 with our responses out via Addendum on 2/23/17.
Fuel Diesel and Gasoline *Joint C-P & CATS Contract* Approved thru 3/31/2019	RFP by City Parish	**FuelTrac** Via City Parish solicitation. Contract for Diesel and Gasoline	**Oil Price Info Serv OPIS** + $ 0.039 adm fee + tax = price per gal (ppg)	11/01/14 C-P Metro Council approved award to FuelTrac on 8/13/14	03/31/19 Current 2 year contr w/5 one year renewals available thru 2021	**Board Approved for one year renewal thru 3/31/19**	City Parish included CATS in 2014 fuel solicitation as a separate entity to participate in the fuel dispensing system.	**10/3/18** – Received notification that Mansfield Oil was assigned contract by FuelTrac, approved by City Parish. **3/26/18 –** Contract was finalized and signed with Fueltrac and the C-P Purchase was copied on all correspondence. **3/20/17 – Board Approved** for renewal period of 4/1/18 thru 3/31/19. See CEO Letter Recommending Renewal Contract. **3/21/17 – Board approved** renewal of contract. **3/21/17** – Contract needs Board Approval for renewal period of 4/1/17 thru 3/31/18. See CEO Letter Recommending Renewal Contract.

CATS Procurement Listing for CATS Board

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Service Description	Contr Type	Vendor Name	Amt	Start Date	End Date	Board Approved	Services/ Product Provided	Notes / Comments
G								
Graphic Design Services	RFP	**Rockit Science**	**$125,000 Maximum per year**	10/1/18	9/30/19	**Board Approved 9/18/18**	Provide assistance to CATS in creating and executing marketing programs, including marketing strategies and designs to increase CATS ridership base, build and maintain a positive brand in the community, and showcase the accomplishments of the Agency.	**9/18/18 – Board Approved. 7/27/18** - An RFP solicitation was sent to 52 graphic design firms and advertised in The Advocate and The Weekly Press. CATS received 5 proposals which were evaluated by the Proposal Evaluation Committee (PEC). Highest scoring firm is Rockit Science, with contract award recommendation to be in the amount of **$125,000** for 12 months, with the option for up to four (4) twelve-month renewals.
L								
Legal Services *Contract is thru* Start renewal process March 2019	Consult Legal Services	**Lindsay & Abadie, APLC**	Monthly Retainer Fee + hourly rates apply.	5/19/16	5/18/19	**Board Approved 5/17/16**	**Three (3) year Legal Services Contract Approved by CATS board on 5/17/16**	**9/30/16–contract finalized. 9/19/16**–Creighton submitted a final change in contract for review/approval before signing renewal. **5/17/16 – Legal contract approved by Board. 5/12/16 – F&E is recommending board approval of a new contract. 5/6/16 -** A new multi-year contract being negotiated.**4/18/16**–one month contract extension was approved by CATS board thru 5/19/16.
O								
Oil and Related Products (Maintenance) Start renewal inquiry process by Dec 2018 for Jan 2019	Material Supplies ITB			1/1/18 to 12/31/18		Board approved 1/17/17 thru 12/31/18. Contract has 4 one year renewals available thru 1/16/22 CATS CEO	Renewal options available up to four (4) successive one (1) year periods or through 1/16/22. Price adjustment based on the PPI at time of the renewal. Vendor needs to provide PPI calculations for increase.	**Board approved** award through 12/31/18. **12/15/17** – It has been determined that the usage for the Oil Related Products for CYE 2017 are much less than the original anticipated usage, thereby lowering the projected annual cost to $46,600 for products from Sun Coast and $36,670 for products from Miguez Fuel. These contracts will be renewed for one year for the period of 1/1/18 thru 12/31/18 (CYE 2018) and are within the CEO threshold authority. Contracts renewals are currently being prepared. **1/17/17–Board approved new bid award to 2 separate** suppliers for the purchase and delivery of Oil Related Products. – Sun Coast Oil was the lowest bid for - Gear Oil, Motor Oil, Transmission Fluid & Wheel Grease. Miguez Fuel was lowest bid for Hydraulic Turbine Oil and Diesel Exhaust Fluid.
		Sun Coast	$6.95 per gal	Gear Oil				
		Miguez Fuel	$6.09 per gal	Hydraulic Turbine Oil				
		Sun Coast	$5.75 per gal	Motor Oil				
		Sun Coast	$2.80 per LB	Wheel Grease				
		Miguez Fuel	$1.20 per gal	Diesel Exhaust Fluid				
		N/A	Need Re-Bid	Anti- Freeze				
				1/17/17 thru 12/31/18 4 renewals available				
P								
Paratransit Services ADA	RFP Services	**MV Transp.**	3 year contract amount **$6,975,000**	**5/6/18** 3 yr contract w/ 2 one year renewals	**4/30/21** (potential 5 year contract thru 2023)	**Board approved** 2/20/18 to MV Transportation. 1/16/18	Contracted Para-Transit Service Provider	**2/20/18 – Board approved award to MV. 1/16/18 –** Board deferred until Feb Board meeting. **1/12/18–** F&E meeting Based on the Proposal Evaluation Committee results; CATS recommends an award of contract to MV Transportation as CATS paratransit services contractor.
S								

CATS Procurement Listing for CATS Board

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Service Description	Contr Type	Vendor Name	Amt	Start Date	End Date	Board Approved	Services/ Product Provided	Notes / Comments
Security Guard Services Start renewal process Sep 2018	RFP Services	**Weiser Security Services, Inc.**	Approx. $232,611 annual cost	**1/1/16** 3 years w/ 2 one year renewals available	**12/31/18** .	Board Approved	24 /7 - Security Guard Services at CATS 2250 Florida Blvd. location.	**Board Approved 1/15/16 – Security contract finalized. Service began.** 12/15/15 – Recommend contract award to Weiser Security firm. 11/13/15 CATS received 2 security guard proposals which are currently being prepared for the proposal evaluation committee (PEC). 10/29/15 No questions received. 10/13/15 - RFP solicitation advertised.
Software ERP Sys Specification Development	RFP Services	**Intueor Consulting, Inc.**	$94,474	9/1/18	4/30/19	**Board Approved 8/21/18**	Board Approved 8/21/18 F&E approved 8/16/18	**Board Approved on 8/21/18.** The Consultant will develop a detailed Scope of Work (SOW) and Technical Specifications for a software technical solution for an RFP to be advertised by CATS. The consultant will also assist CATS IT and Procurement Departments in the technical review of the proposals received to ensure CATS SOW and technical specification needs and requirements are met. This assistance will help CATS proposal evaluation committee (PEC) greatly in determining if the proposals submitted meet the technical requirements of the RFP.
Software RouteMatch Services	Service for Tech Support, Warranty & Maint	**RouteMatch Software Warranty**	one year of tech support, warranties, & maintenance coverage **$165,052**	**8/1/18**	**7/31/19**	**Board Approved 7/17/18**	F&E approved 7/12/18 Tech Support, Maintenance & Warranty Coverage for AVL, APC & AVA Sys	**Board Approved on 7/17/18. 7/12/18 -** Item pending board approval to renew tech support and warranty coverage for AVL, APC & AVA Systems from 8/1/18 thru 7/31/19.
T								
Tire Lease for Buses (Maintenance) Contract for 3 years thru 8/31/20 w/ 2 one year renewals thru 8/31/22 Start renewal process June 2020	Material Supply ITB	**Bridgestone Americas Tire Operations, LLC**	**$600,000** (est cost for 3 years) ---------- 2016 Average cost is $200,000 per year	**9/1/17** Current Contract with Goodyear is thru 8/17/17	**8/31/20** Initial Contract for 3 years w/ 2 one year renewals through 8/31/22	**Board Approved 7/18/17**	Board Approved 7/18/17 F&E approved 7/13/17 ---------- Goodyear agreed to extend contract thru 8/31/17 at same prices.	**Board Approved on 7/18/17. 7/13/17-**CATS Maint. and Procurement Depts recommend an award of contract to Bridgestone. **6/30/17-** It was determined that Bridgestone was the lowest responsive and responsible vendor. **6/22/17** Bid opening. CATS Received 3 bids from (1) Bridgestone, (2) Goodyear & (3) Michelin.
V								
Vehicles ADA Para-Transit Vans	Rolling Stock 1 ADA Vans Gasoline 12 Pass 2 W/C spaces	**Creative Bus Sales** **(Gasoline) LA State Contract** #4400010611	$63,252.22 Each **$63,252.22 Total**	estimated **8/25/18**	Estimated 2/01/19 150 day ARO (after receipt of order)	**Board Approved 8/21/18**	Board Approved 8/21/18 F&E approved 8/16/18 Intend to Purchase from the LA State Contract	**Board Approved on 8/21/18.** This gasoline powered vehicle will be purchased from the approved vendor Creative Bus Sales off of the **Louisiana State Contract** #4400010611. CATS Procurement is currently working with this vendor to ensure the appropriate FTA documents are obtained for this purchase, i.e., Buy America, % List of Components in the vehicle, Lobbying Certificate, and SAM search, etc.

CATS Procurement Listing for CATS Board

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Service Description	Contr Type	Vendor Name	Amt	Start Date	End Date	Board Approved	Services/ Product Provided	Notes / Comments
Vehicles ADA Para-Transit Vans	Rolling Stock 3 ADA Vans Gasoline 12 Pass 2 W/C spaces	**Creative Bus Sales (Gasoline) LA State Contract** #4400010611	$63,252.22 Each x 3 = **$189,756.66 Total**	estimated **8/25/18**	estimated 1/30/19 150 day ARO (after receipt of order)	**Board Approved 7/17/18**	F&E approved 7/12/18 Intend to Purchase from LA State Contract	**Board Approved on 7/18/18.** These gasoline powered vehicles will be purchased from the approved vendor Creative Bus Sales off of the **Louisiana State Contract** #4400010611. CATS Procurement is currently working with this vendor to ensure the appropriate FTA documents are obtained for this purchase, i.e., Buy America, % List of Components in the vehicle, Lobbying Certificate, and SAM search, etc.
Vehicles Electric Buses (3) (35ft) w/Extended Battery Range *and install 3 electric charging stations*	Rolling Stock	**Buses 3 Electric Buses and install 3 electric charging stations**	Total Bid Price for 3 buses and 3 charging stations **$2,381,245** Approx unit cost for one bus and one charging station **$791,748**	01/16/18	01/16/23 Contract can be used for the next 5 years from the date of award	Board Approved 1/16/18 PO Issued on 3/7/18. Delivery to be by Feb 22, 2019	Purchase 3 electric buses, 35 foot w/extended battery range and install 3 in-house charging stations.	**3/7/18 – P.O. submitted to BYD for the order of 3 Elec Buses with delivery date by 2/22/19. 1/16/18 – Board approved award to BYD for 3 buses. 1/12/18 -** F&E meeting – CATS recommended an award of contract for the purchase of 3 electric 35 foot buses to the lowest priced and responsive bid submitted by BYD. F&E voted to move the item to full board for approval. **11/14/17** – All 3 bids received are still under review. The lowest responsive and responsible bid has not been determined. No recommendation for award has been made to-date. **10/19/17** – CATS Received 3 bids from **BYD, New Flyer and Proterra**.
Vehicles Diesel Buses (8) 35ft *Delivery Schedule Nov/Dec 2018 16 to 18 month Delivery period*	Rolling Stock ITB	**Gillig, LLC 35 ft diesel** Per bus price + added amenities $417,227.20 total order $5,006,726.40	3rd order. Purchase of 8 buses 56 Buses will be ordered over 5 years thru 2020 36 less 8 = 28 Assignments left on the bid	P.O. has not been issued	8 bus delivery possible in Nov/Dec 2018	**Board Approved To purchase 12 buses on 12/20/16 week of 7/17/17**	Bus unit price: $421,780 ea Total P.O.: $5,061,362.40	**7/21/17** P.O. sent to Gillig – **7/17/17** – Pending P.O. / will be issued this week to Gillig for 8 buses. Waiting on Buy Am info from them before sending P.O. The delivery date is 16 months. **4/11/17** – Awaiting approved PR from CEO to issue PO for 8 buses (on hold). **3/21/17 – Update**: P.O. pending since board approval in Dec. 2016. Per management, the P.O. will be changed to reflect the purchase of 8 buses instead of 12 and will be sent later this week.
W								
Website Re-Design Start renewal process Oct 2019	Website Services RFP	**Covalent Logic**	Estimate ReDesign $87,000 plus Hosting Fees est $4,000/yr	**01/01/17**	**12/31/19** 3 years w/2 one year renewals available	**Board Approved 12/20/16**	Website Re-Design - includes Hosting and Software Services	**July 2017 – launched new website. 12/15/16 –** Award approved by F&E to Covalent Logic, who scored highest among 3 proposals received. **11/10/16** – RFP has been solicited to multiple potential proposers. Proposals will be due by November 30th. Contract Award Recommendation is scheduled to be on 12/20/16 Board meeting agenda.

2018 Contracts Authorized by CATS CEO

(includes CEO approved procurements between $20,000 to $50,000)

Listed Alphabetically by Description – yellow highlights indicates latest approved project by CEO

Description	Vendor Name	Amount	Start Date	End Date	CEO Approved	Services Provided	Comments
A&E BRT Conceptual Drawings	**WHLC Properties** (PR 307)	$34,300 Max Amt.	2/1/18	9/30/18	Written Contr PO 2018032	Consultant will provide the Capital Improvement Plan /BRT Transit Hub Designs Conceptual Renderings (PR-307).	**Apr 2018 Contract Finalized**
A&E Cortana Walmart Conceptual Drawings	**Monroe & Corie, Inc.** (PR 383)	$31,390 Max Amt	4/16/18	12/31/18	Written Contr PO 2018051	Consultant will provide the Interim Transit Hub Improvements at Cortana / Walmart Site. PR-383).	**7/26/18- Contract Amended:** Add $18,765 to current amount of $12,625; and extend through 12/31/18. **4/12/18 – Contract Finalized.**
Audit Services CATS & Pension External Audit Services	**LaPorte, CPA**	$24,200 $7,800	1/1/18 Period CYE 2017	6/30/18 Final Audit Due Date	Written Contr PO 2017169	External Audit contract services for CATS and CATS Pension. CATS Pension board reimburses CATS for audit costs.	Contract finalized at $24,200 for CATS and $7,800 for CATS Pension (to be reimbursed by the pension board).
DBE Program Evaluation Services Consultant	**Pierlott & Associates**	$23,140 Max Amt	8/13/18	9/20/18	Written Contr PO 2018145	Consultant will provide DBE Program Evaluation Services, where they will evaluate DBE Program Elements and Program Implementation	**8/10/18** – Notice to Proceed Letter sent to Pierlott for service to begin on 8/13/18 and end 9/20/18. Contract document is being worked on.
Drug & Alcohol 3rd Third Party Adm D & A Services for Safety Sensitive	**IHSN**	$15,000 12 months of service	5/1/18	4/30/19	Witten contr PO 2018	FTA mandated Third Partying Administrator services for Drug & Alcohol /substance abuse services for safety sensitive employees.	Orig Contr began 2012. One year Renewal.
Employee Performance Evaluation System Employee Perform Appraisal Evaluation System	**Insight Strategies**	$50,000 Max Amt. Not to Exceed	3/1/18	8/31/18	Written Contr PO 2018030	Consultant to provide a formal Performance Evaluation System for non-union staff employees and Training for Leadership (manager and above). Also to include HR Policy and Procedure Consultation	**Mar 2018** – To elevate their ability to systematically manage performance and effectively provide feedback to employees in a formal performance appraisal.
Government Relations & Affairs	**Southern Strategy Group of LA**	$50,000 Max Amt.	1/1/18	12/31/18	Written Contr PO 2018023 3/2/2018	Consultant provides Governmental Affairs, Relations and Educational services (lobbying)	**Mar 2018** Max contract amount: $50,000, inclusive of direct expenses of $8,000/year.
HR Consultant Contract	**Irma McMillon HR Consulting**	$45,000 ($40 hr)	4/24/17	4/23/19 Two yr contract	Written Contr PO 2017068 4/20/17	Provides HR services w/compliance reviews, audits, emp training, Policies & PPM revisions on as needed basis.	**Apr 2017** Assistance needed by new HR Director with daily operations until vacant positions can be filled
HR Consultant Contract HR Special Assistance to the CEO	**Dee Everett HR Consulting**	$50,000 ($50 hr) One year contract	6/1/18	5/31/19	Written Contr PO 2018102 6/8/18	Consultant provides confidential investigative HR resources/services by way of advice, consultation, analysis, guidance and other misc. tasks assigned by the CEO as needed.	**Jun 2018** Consulting HR assistance and other specialized HR functions.
IT Back Up Server Appliance	**Venture Technologies** CEO Letter recommended	$28,328	7/1/18	6/30/23	PO 2018082 6/12/18 RFP #2018-Server-008	5 year back-up IT system for CATS exisiting backup server. Includes and all in one server backup server solution, 5 yr updates, instant replacement, cloud storage & AWS replication	**Apr 2018** - Advertised and received 3 proposals. PEC recommended Venture. Sent CEO letter recommending Venture for an award of contract.

2018 Contracts Authorized by CATS CEO

(includes CEO approved procurements between $20,000 to $50,000)

Listed Alphabetically by Description – yellow highlights indicates latest approved project by CEO

Description	Vendor Name	Amount	Start Date	End Date	CEO Approved	Services Provided	Comments
Procurement Consultant	**Kathy Hernandez** Procurement Consulting	**$50,000** Max Amt	9/10/18	9/9/19	**Written Contr PO 2018102 9/10/18**	Consultant provides Procurement services, specifically working with "on-call" services, and other Procurement tasks as assigned by the Procurement Manager and CAO, on an as needed basis.	**Sept 2018** – Consulting Procurement assistance and other specialized Procurement functions.

SEPTEMBER

		2018		2017	
#	ROUTES	RIDERSHIP	REVENUE	RIDERSHIP	REVENUE
8	Gus Young/BRCC	4,391	$2,329.67	14,279	$8,087.68
10	Scenic Hwy/Southern University	7,508	$3,707.83	7,209	$3,628.86
11	Norhside Circulator	4,446	$3,163.06	6,064	$3,961.08
12	Government/Jefferson	7,480	$2,799.95	10,936	$4,454.10
14	Thomas Delpit	4,762	$2,781.14	4,399	$2,434.45
16	Capitol Park Trolley	38	$0.00	7	$0.00
17	Perkins Rd/Mall of LA	11,861	$6,003.88	14,162	$7,439.59
18	LSU/Cortana Mall	7,626	$3,913.55	7,313	$1,006.82
20	North Acadian	9,146	$5,185.62	14,390	$8,662.93
21	Fairfield/Cortana Mall	4,976	$2,987.25	6	$0.00
22	Winbourne	5,622	$3,363.56	0	$0.00
23	Foster Drive	4,139	$2,595.56	0	$0.00
41	Plank Road	20,452	$10,759.55	23,654	$12,807.81
44	Florida Blvd	34,556	$15,523.37	37,006	$21,148.43
46	Gardere/OLOL/L'auberge	6,521	$4,673.96	36	$14.70
47	Highland Road	27,662	$13,077.05	57,291	$29,069.96
50	Glen Oaks/Greendale	1,502	$975.09	0	$0.00
52	Baker Circulator	1,126	$877.14	1,597	$1,043.78
54	Airline HwyNorth/SUBR	10,026	$5,929.04	0	$0.00
55	East Florida/BREC	2,793	$1,937.87	0	$0.00
56	Mall to Mall via Drusilla	4,037	$1,850.59	1	$0.00
57	Sherwood Forest	13,503	$9,496.47	14,212	$9,614.03
58	Coursey/O'Neal	4,873	$2,817.85	11,202	$6,642.29
59	East Florida/O'Neal	4,105	$2,318.93	495	$270.72
60	Medical Circulator	727	$438.43	733	$406.59
70	Baker/Southern Univ/ CATS Terminal	5,003	$2,699.36	0	$0.00
72	Florida Limited	4,968	$1,589.05	5,985	$1,635.44
103	Airport Express	161	$120.24	96	$59.05
80	SU	4,356	$0.00	3,164	$0.00
	Terminal Fare Box Probed 8-18				
	Genfare Trip Adjustments				
	TOTAL PASSENGERS	218,366	$113,915.06	234,237	$122,388.31

GENFARE PASSENGER TRIP STATISTICAL COUNTS SEPTEMBER 2018

PASSENGERS	FACTORS	GENFARE	MONTH	YTD
FULL FARE PASSENGERS	1.0	26,896	26,896	259,044
TRANSFERS	1.0	38,893	38,893	421,372
SOUTHERN CAMPUS ROUTES	1.0	4,356	4,356	20,373
LSU CATS ROUTES	1.0	14,473	14,473	123,929
SU CATS ROUTES	1.0	6,708	6,708	47,823
VIRGINIA COLLEGE ROUTES	1.0	1,878	1,878	13,798
BRCC ROUTES	1.0	4,605	4,605	22,776
REMINGTON COLLEGE ROUTES	1.0	1,047	1,047	3,518
TROLLEY ROUTES* (1 Trolley)	1.0	38	38	46
ELDERLY AND HANDICAPPED	1.0	27,692	27,692	244,646
HIGH SCHOOL STUDENT	1.0	1,205	1,205	8,468
CHILDREN UNDER 5	1.0	2,571	2,571	21,764
24 HOUR PASS	1.0	12,030	12,030	101,492
CATS WEEKDAY BUS PASSES	1.0	28,200	28,200	263,740
CATS WEEKEND BUS PASSES	1.0	23,366	23,366	179,450
1-RIDE PASS ADULT	1.0	247	247	3,196
1-RIDE PASS SENIOR	1.0	1,003	1,003	10,455
7-DAY PASS	1.0	6,852	6,852	54,728
31-DAY PASS	1.0	13,068	13,068	123,950
15-RIDE SENIOR PASS	1.0	2,672	2,672	25,742
15-RIDE ADULT PASS	1.0	566	566	7,368
			0	
			0	
			0	
LSU TDE FareBox	**1.0**	**971**	**971**	**981**
Fare box Trip Adjustments YTD			**0**	**15**
TOTAL PASSENGERS			**219,337**	**1,958,674**

Route YTD for 2018 (Includes all Ridership Activity)														
PASSENGER TRIPS	**January**	**February**	**March**	**April**	**May**	**June**	**July**	**August**	**September**	**October**	**November**	**December**	**Total**	**%**
First Transit/LSU	**92,081**	**125,954**	**353,951**	**141,527**	**34,155**	**30,466**	**23,953**	**124,776**	**185,572**				**1,112,435**	**36.23%**
SU	1,893	3,864	3,128	3,758	437	913	289	1,735	4,356				20,373	0.66%
Gus Young/BRCC	13,821	5,217	4,627	4,333	3,655	3,812	3,816	3,761	4,391				47,433	1.54%
Scenic Hwy/Southern	6,317	6,830	7,328	7,318	6,830	6,509	6,612	7,326	7,508				62,578	2.04%
Northside Circulator	5,051	4,664	4,553	4,410	4,476	3,997	3,989	4,217	4,446				39,803	1.30%
Government/Jefferson	10,059	10,792	11,349	10,589	9,394	8,224	8,286	7,778	7,480				83,951	2.73%
Thomas Delpit	3,395	3,554	3,509	3,395	3,851	4,296	4,382	4,662	4,762				35,806	1.17%
Capitol Park Trolley	0	0	0	6	1	0	0	1	38				46	0.00%
Perkins Rd/Mall of LA	13,122	12,016	12,859	12,433	12,543	12,126	12,500	11,812	11,861				111,272	3.62%
LSU/Cortana Mall	6,041	6,546	7,029	6,683	7,481	7,293	7,978	7,461	7,626				64,138	2.09%
North Acadian	12,400	9,327	9,055	9,048	9,292	7,941	9,198	9,238	9,146				84,645	2.76%
Fairfield/Cortana Mall	30	4,611	4,604	4,239	5,528	5,199	5,081	5,119	4,976				39,387	1.28%
Winbourne	0	5,963	7,497	6,559	6,697	6,255	6,059	5,698	5,622				50,350	1.64%
Foster Drive	0	3,409	4,383	3,491	3,775	4,338	3,762	3,897	4,139				31,194	1.02%
Plank Road	20,306	22,072	22,593	21,246	21,868	21,162	21,499	21,347	20,452				192,545	6.27%
Florida Blvd	31,794	33,704	35,530	32,933	36,085	34,771	35,912	34,357	34,556				309,642	10.09%
Gardere/OLOL/L'auberge	64	4,784	6,394	5,371	6,232	5,486	6,574	6,590	6,521				48,016	1.56%
Highland Road	49,446	30,870	30,947	29,432	29,469	27,571	27,076	26,759	27,662				279,232	9.10%
Glen Oaks/Greendale	0	1,299	1,281	1,324	1,704	1,573	1,583	1,772	1,502				12,038	0.39%
Baker Circulator	1,002	1,281	1,205	1,116	1,226	1,131	1,202	1,147	1,126				10,436	0.34%
Airline HwyNorth/SUBR	0	8,291	9,672	9,288	9,592	8,396	8,931	10,328	10,026				74,524	2.43%
East Florida/BREC	0	2,618	2,792	2,921	3,109	2,827	2,709	2,961	2,793				22,730	0.74%
Mall to Mall via Drusilla	18	3,922	4,349	4,047	4,049	3,918	4,002	4,432	4,037				32,774	1.07%
Sherwood Forest	12,577	13,444	14,504	14,083	15,536	14,608	14,381	13,762	13,503				126,397	4.12%
Coursey/O'Neal	8,190	5,384	5,567	5,209	5,015	4,901	4,823	4,740	4,873				48,702	1.59%
East Florida/O'Neal	574	3,695	4,575	4,153	4,640	4,298	4,630	4,215	4,105				34,885	1.14%
Medical Circulator	583	847	775	841	873	795	901	807	727				7,149	0.23%
Baker/Southern Univ/ CATS Terminal	0	4,366	5,004	4,308	3,991	3,772	4,283	5,677	5,003				36,404	1.19%
Florida Limited	5,531	5,657	6,084	5,575	6,138	5,200	5,289	5,477	4,968				49,919	1.63%
Airport Express	82	64	131	132	177	152	154	215	161				1,268	0.04%
Genfare Adjustment							**66**						**66**	**0.00%**
TOTAL UNLINKED TRIPS	**294,377**	**345,045**	**585,275**	**359,768**	**257,818**	**241,930**	**239,920**	**342,067**	**403,938**	**0**	**0**	**0**	**3,070,138**	**100.00%**
Elderly & Disabled Rides per Month	**27,050**	**29,110**	**33,085**	**31,655**	**32,769**	**30,892**	**31,881**	**33,034**	**31,367**				**280,843**	
E & D Rides Per Day	873	1,040	1,067	1,055	1,057	1,030	1,028	1,066	1,046	#DIV/0!	#DIV/0!	#DIV/0!	1,029	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	
Number of Weekdays	20	19	21	20	22	21	21	23	19				186	
Number of Saturdays	5	5	6	5	5	5	4	4	5				44	
Number of Sundays	5	4	4	5	4	4	6	4	6				42	
Emergency Days	1	0	0	0	0	0	0	0					1	
Total days	31	28	31	30	31	30	31	31	30	0	0	0	273	
	New Years	Mardi Gras		Good Friday	Memorial Day		Independence Day		Labor Day		Veteran's Day	Christmas		
	MLK										Thanksgiving			
	Ice Storm													