



**REGULAR MEETING
OF THE
BOARD OF COMMISSIONERS
CAPITAL AREA TRANSIT SYSTEM
AND
PUBLIC TRANSPORTATION COMMISSION
DECEMBER 17, 2019
4:30 pm
BREC Administration Building 6201 Florida Boulevard
Commission Room
Baton Rouge, LA 70806**

AGENDA

- I. CALL TO ORDER: Mr. Mark Bellue**
- II. ROLL CALL: Ms. Amie McNaylor**
- III. APPROVAL OF MINUTES OF NOVEMBER 19, 2019 MEETING: Mr. Mark Bellue**
- IV. PRESIDENT’S ANNOUNCEMENTS: Mr. Mark Bellue**
- V. ADMINISTRATIVE MATTERS**
 - 1. Executive and Financial Report: Mr. Bill Deville and Executive Staff**
- VI. COMMITTEE REPORTS AND ANY ACTION THEREON**
 - 1. Finance & Executive: Mr. Mark Bellue**
 - 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**
- VII. ACTION ITEMS**
 - 1. Consideration of approval of purchase of three BYD electric buses**
 - 2. Consideration of approval of ERP software contract**
 - 3. Consideration of approval of Kevin O’Gorman absences**

- 4. Consideration of approval of construction contract for administrative office improvements**
- 5. Consideration of approval and adoption of CATS 2020 budget**

VIII. PUBLIC COMMENT

IX. 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 Monday immediately preceding the Tuesday meeting.



CAPITAL AREA TRANSIT SYSTEM

Connecting you to what matters.

**MEETING OF THE
BOARD OF COMMISSIONERS OF
CAPITAL AREA TRANSIT SYSTEM
AND
PUBLIC TRANSPORTATION COMMISSION
NOVEMBER 19, 2019**

4:30 p.m.

**BREC Administration Building
6201 Florida Boulevard
Baton Rouge, LA 70806**

MINUTES

I. CALL TO ORDER: Mr. Mark Bellue

Mr. Bellue called the meeting to order.

II. ROLL CALL

Present at the meeting were Messrs. Bellue, Brandt, Breaux, Cohran, and Lambert Mss. Green, Perkins, and Pierre. Mr. O’Gorman was absent. Also present were Mr. Bill Deville, CEO; Mr. Charles Odimgbe, DCEO; other CATS staff; Creighton Abadie, CATS attorney; and members of the public.

III. APPROVAL OF MINUTES OF OCTOBER 15, 2019 MEETING

Ms. Perkins moved to approve the minutes of the October 15, 2019, meeting and Mr. Lambert seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously with no abstentions.

IV. PRESIDENT’S ANNOUNCEMENTS

Mr. Bellue reviewed the public comment process.

Mr. Jim Brandt spoke and shared that he would be resigning from the CATS Board of Commissioners and this would be his last meeting. He conveyed that he had thoroughly enjoyed his time on the board. He noted

that he had served six years and several of those were as President, and he was honored to have held the position. He noted that he would also be resigning from the CATS Pension Board. Mr. Brandt thanked Mr. Deville and the CATS staff for their work. He also thanked the board members for their work and collaboration through the years.

V. ADMINISTRATIVE MATTERS

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

Mr. Deville expressed his thanks to Mr. Brandt for his dedication to the agency over the last six years and especially for his guidance as Mr. Deville became the CEO in 2016.

Mr. Deville provided agency updates and noted that CATS, along with the City-Parish and Build Baton Rouge, has been awarded the BUILD grant for \$15 million. The agency was informed of the award on November 7th by Congressman Garret Graves, and the official announcement was made the following day.

CATS is concluding the process to procure ERP software for the agency and plans to bring a recommendation to the CATS Board in December.

Work is beginning on the revisions to the Strategic Plan and those revisions will be brought to the Planning Committee when they are complete.

CATS has planned a Don't Drink and Drive event for New Year's Eve. In partnership with Healthy Blue, the agency will be extending fixed route service until 2:30am on New Year's Eve night. Passengers will be able to ride the system for free from midnight until 2:30am.

CATS is working with the City-Parish, the Louisiana Housing Corporation, and St. Vincent de Paul for their annual Thanksgiving Day luncheon at the Raising Cane's River Center. The agency will provide a shuttle to take members of the community to the River Center to participate in the event.

Mr. Jim Fight shared that the agency will have open enrollment for benefits from November 14th through November 22nd, and there will be a new component where providers will be onsite to answer questions. Flu shots for employees were offered on Friday, November 15th and Tuesday, November 19th.

Mr. Charles Odingbe shared that, in Operations, there are currently 129 active operators. There are 139 total operators and the remaining operators are on FMLA and light duty.

Mr. Odingbe noted that CATS had 223,657 passenger trips in October. There were 3.6 preventable accidents per 100,000 miles, and 907.10 trips cancelled for the month. The percentage of on-time trips was 57.49%, there were 27.3 customer contacts per 100,000 boardings, and there were 4,554.5 mean miles between road calls for the month.

Mr. Odingbe shared that staff is working diligently to reverse the current trends.

It was requested that timelines for initiatives to reverse the current trends be provided at the next meeting. Some of the requested timelines include on-time performance, rectifying fleet issues, as well as tracking the number of cadets hired, new training classes, and where the agency is in terms of reaching operator goals.

Mr. Deville shared that the CATS proposed 2020 budget has been posted on the CATS website for public inspection and the board members will be contacted to meet regarding the budget prior to the December F&E and Board meetings.

CATS attended a meeting requested by Congressman Graves and his staff with BRAF, where paratransit stakeholders were present. The meeting was productive and CATS looks forward to working with the ARC.

CATS was invited by the Mayor of Baker and CRPC to participate in several meetings to review the updated conceptual designs for the proposed Baker Park and Ride and how it would function within the parameters of the mixed-use development. Mayor Waites also held a media event, and the CEO was invited to participate and be interviewed for the project.

CATS was invited by the BRC Housing leadership to attend BR Choice Neighborhood Key Implementation, where a mixed-use housing project at the former Earl K. Long site was discussed.

Southern University is beginning an inclusive planning initiative that will create a community-driven vision for the Baton Rouge campus and surrounding Scotlandville community. There will also be an implementation strategy, and CATS has been identified as a key leader in expressing views and advancing the project.

The Complete Streets Technical Advisory Committee is proposing updates to their cross sections and would like to obtain feedback from the technical committee as outlined in the 2014 City-Parish Complete Streets Policy.

CATS was invited to attend the Build Baton Rouge Plank Road Master Plan reveal on November 5th, where the agency was recognized for our role in advancing this project. BBR's President and CEO Chris Tyson expressed his appreciation for the collaboration from the beginning with CATS on this revitalization effort.

It was noted that NEPA and preliminary engineering are underway for the ten-mile Plank-Nicholson BRT corridor. It has been determined that a Categorical Exclusion is the appropriate level of environmental review. A Finding of No Significant Impact (FONSI) is anticipated by March 2020. HNTB, the engineers for the project, conducted a NEPA Environmental workshop on October 29th to update stakeholders on the project. State Historic Preservation Office representatives were in attendance as well as FTA representatives.

Legal counsel has indicated that the title attorney is working to clear an old lien on the property for the North Baton Rouge Transit Center.

Construction is substantially complete at the Cortana Transit Center. Cameras are being installed and a punch list has been developed. CATS staff is completing the timeline to begin revenue service.

CATS staff made FTA officials aware of the move to the I110 Underpass at Florida and they have indicated they will help where possible with the relocation. The Planning Department will begin work on preliminary engineering and CATS staff will begin reaching out to the DDD, LaDOTD, and other stakeholders regarding the project.

Mr. Deville presented the October financials and noted that the total current assets as of October 31, 2019 are \$21,019,629. The total assets are \$50,638,181. The total current liabilities are \$6,624,937 and the total liabilities are \$12,662,973.

The operating expenses as of October 31, 2019 are \$2,398,617.

The total CATS-generated operating revenues as of October 31, 2019 are \$378,055. The total non-federal subsidies are \$2,242,046 and the

total federal subsidies are \$641,904. The total operating subsidies are \$2,883,950.

There was discussion regarding services and materials/supplies being over budget and it was noted that there were capital expenditures previously recorded as operating expenditures; additionally, inventory was not being recorded properly.

VI. COMMITTEE REPORTS AND ANY ACTION THEREON

1. Finance and Executive: Mr. Mark Bellue

Mr. Bellue referred the members to the highlights of the minutes of the November 14th meeting and shared the highlights. He noted the action items were presented to the F&E Committee and were unanimously recommended for approval by the board.

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

Dr. Breaux noted the committee did not meet.

3. Audit: Mr. Cohran

Mr. Cohran noted the committee did not meet.

4. Planning: Mr. Kevin O’Gorman

Ms. McNaylor gave a report in Mr. O’Gorman’s absence. She referred the members to the minutes of the committee’s November 7th meeting and shared the highlights. She shared there was no quorum and no action was considered at the meeting. It was noted that service planning was discussed, as well as BRT, transit centers, and capital projects.

5. Community Relations: Ms. Linda Perkins

Ms. Perkins noted the committee did not meet. She invited Mr. Cooksey of MV to give the CATS On Demand report.

Mr. Cooksey noted that CATS On Demand had 9,639 scheduled trips in October. Of those, 868 were cancellations and 474 were no shows, for a total of 8,297 completed trips.

Mr. Cooksey shared that there were three valid complaints for the month.

The on-time performance for the month was 83.2%.

There were six road calls for the month.

VII. ACTION ITEMS

- 1. Consideration of approval of increase in Cortana Transit Center amenities contract**

It was noted that the original contract for transit amenities had various change orders that brought the total amount of the contract beyond the \$50,000 threshold for the CEO's authority. It was noted that the change orders were for engineering, redesigns of the shelters, and other items.

Ms. Perkins moved that the CEO is authorized to enter into an amended contract with Monroe & Corie that increases the architectural and engineering design services contract for the Cortana Transit Center with Monroe & Corie by \$6,227.50. Ms. Green seconded the motion and Mr. Lambert abstained. Mr. Bellue invited public comment and there was none. The motion passed with one abstention.

VIII. PUBLIC COMMENT

There were no public comments.

IX. ADJOURNMENT

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

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EXECUTIVE STAFF

Bill Deville
Chief Executive Officer

Charles Odingbe
Deputy Chief Executive Officer

Dwana Williams
Chief Operations Officer

EXECUTIVE REPORT

December 2019

Bill Deville and Executive Staff

AGENCY UPDATES: *Bill Deville*

- CATS provided shuttle service for St. Vincent de Paul's annual Thanksgiving Day lunch at the Raising Cane's River Center.

OPERATIONS AND MAINTENANCE: *Dwana Williams*

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

CEO NOTES: *Bill Deville*

- The CATS proposed 2020 budget has been posted on the CATS website for public inspection and a number of the board members were able to meet to discuss the budget prior to the F&E meeting; those remaining are welcome to meet or discuss by conference call between now and the Tuesday Board meeting.
- Staff held its first meeting following the BRT BUILD Grant award with senior staff as well as board members Kevin O'Gorman, Kahli Cohran, and Laurence Lambert. Good progress was made in defining the path forward that will lead to a CEA between the CATS and the City-Parish; that CEA will define funding resources and allocation(s), as well as timelines for major milestones, including NEPA. A determination has been made and agreed by both senior staff and those board members present that CATS should merge the Plank and Nicholson BRT projects while still implementing Plank Road BRT as Phase One.
- The CEO met with FTA Region VI representatives in Fort Worth and was introduced to the FTA BUILD grant award project team, including the assigned FTA Director, engineer, planner, procurement specialist, and program management specialist; the Program Director expressed congratulations and wanted to find out more about DOTD Road Transfer Program and the MoveBR programs, both of which will serve as key funding resources for the BRT corridor.
- BRAC is having a one-day Leadership Baton Rouge event with a focus on City and State Government on Tuesday, December 10th, and a number of speakers have been invited including the CATS CEO; CATS will be there to discuss the CATS mission, its impact on government, and major projects and initiatives in a 30 to 45 minute talk followed by Q&A, before the BRAC 2020 Class of 45 community leaders.
- Some of CATS staff met with BYD's new Manager of their Central Division, now 3 USA divisions, Jason Yan; CATS board approved 9 BYD electric buses, we have 6 left on the purchase order, and after a caution was shared by our Congressman regarding potential tariff legislation by Congress, BYD has committed to a policy where no tariffs will be passed on the their buyers.

PLANNING AND PROGRAM DEVELOPMENT:

- CATS is authorized to submit budget/ALI revisions through TrAMS and update the TIP/STIP. The revisions are reviewed by FTA typically in 5 – 10 business

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EXECUTIVE STAFF



days. CATS can revise the rolling stock ALI from “diesel” to “electric”. There is language that allows for this flexibility in the TIP.

- Additional Planning staff has been trained on TrAMS and NTD to ease reporting requirements.
- Staff from Planning and Communications attended a “Mobility for All” webinar for a grant opportunity with a deadline of January 6, 2020. Staff will meet with representatives from the ARC to make a determination on the application.
- The EPA has announced the upcoming availability of approximately \$44 million in the Diesel Emission Reduction Program (DERA). The anticipated opening is December 9th and previous application periods have been 90 days.
- Finance and Grants continue to work on ECHOs; reimbursements from previous ECHO draws were charted incorrectly and most have been reconciled. The FTA requires planning or other sign-off as a control measure.

FACILITIES PLANNING: *Bill Deville*

North Baton Rouge Transit Center:

- Legal counsel indicated the title attorney is working to clear an old lien on the property; the timeline to clear the lien is not known at this point.

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

- Construction is substantially complete, with only minor items remaining.
- Cameras are being installed and a punch list has been developed.
- CATS staff is completing the timeline to begin revenue service and have an unveiling of the new site.

Downtown Baton Rouge West Transit Center:

- CATS staff will be meeting with City-Parish engineers to identify who should be in the discussion for this site being used as a bus pull-through loop.

Medical District South Baton Rouge Transit Center:

- CATS Board member Laurence Lambert offered to assist the agency with locating a suitable site in the Medical District for this project through his association with key stakeholders.

OFFICE FACILITIES: *Bill Deville*

- City-Parish will conduct appraisals utilizing their staff, and we plan on meeting with City-Parish this week to finalize next steps for the two properties adjacent to 2250.
- GOTECH/Meyer is preparing a new scope of work to include master plan for the 2250 site. Part of this assessment will include an alternative site analysis. They recommend bringing Dr. Richardson (ESA) to the project as he has transit system planning and operations experience. Once completed, this information will enable CATS to proceed with seeking funding for the AOM project master plan.

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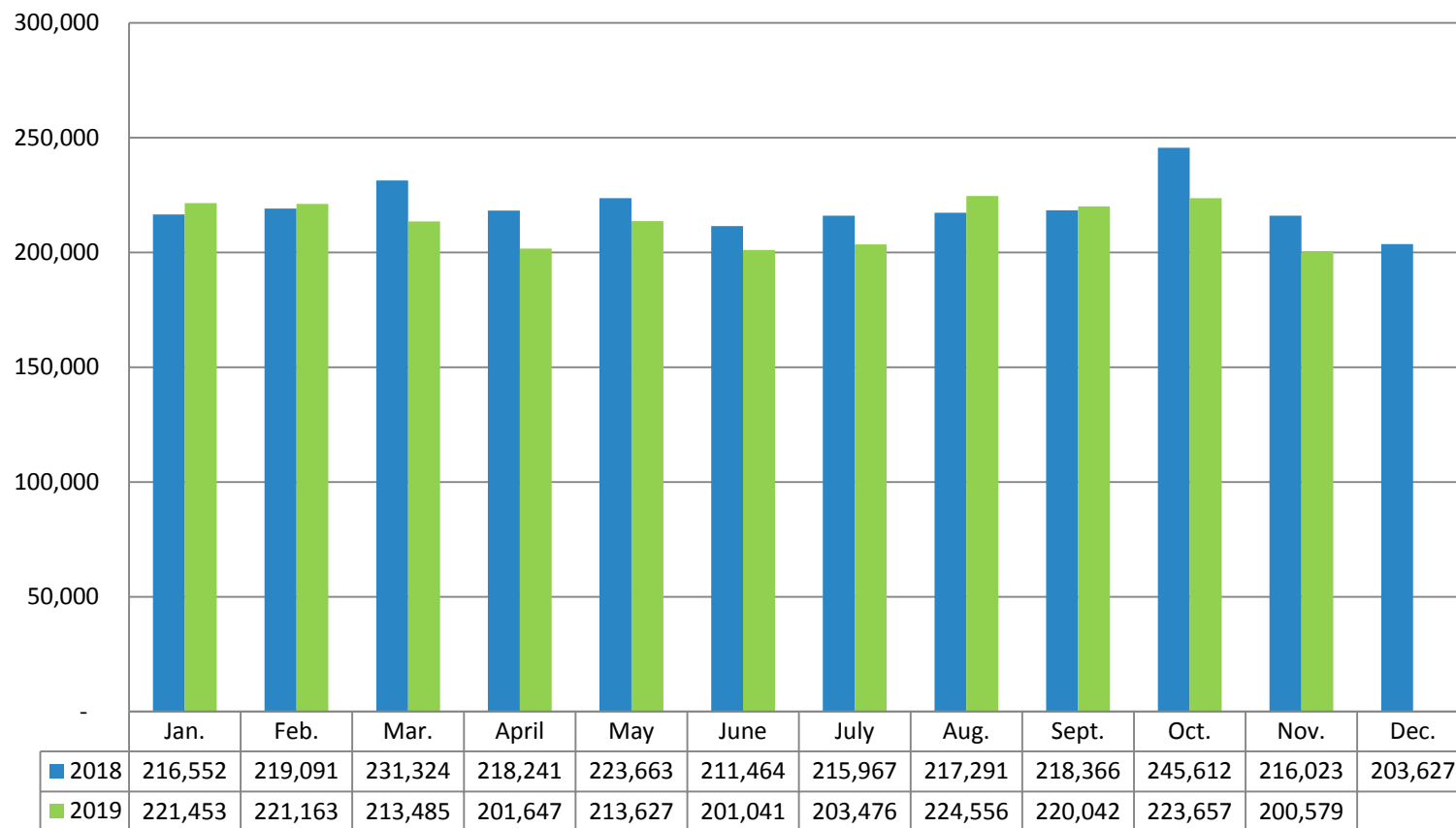
EXECUTIVE STAFF

- CATS CAO has progressed with mediating office space needs within the confines of the existing floor space, as well as fine tuning ADA compliance needs near door entrances.

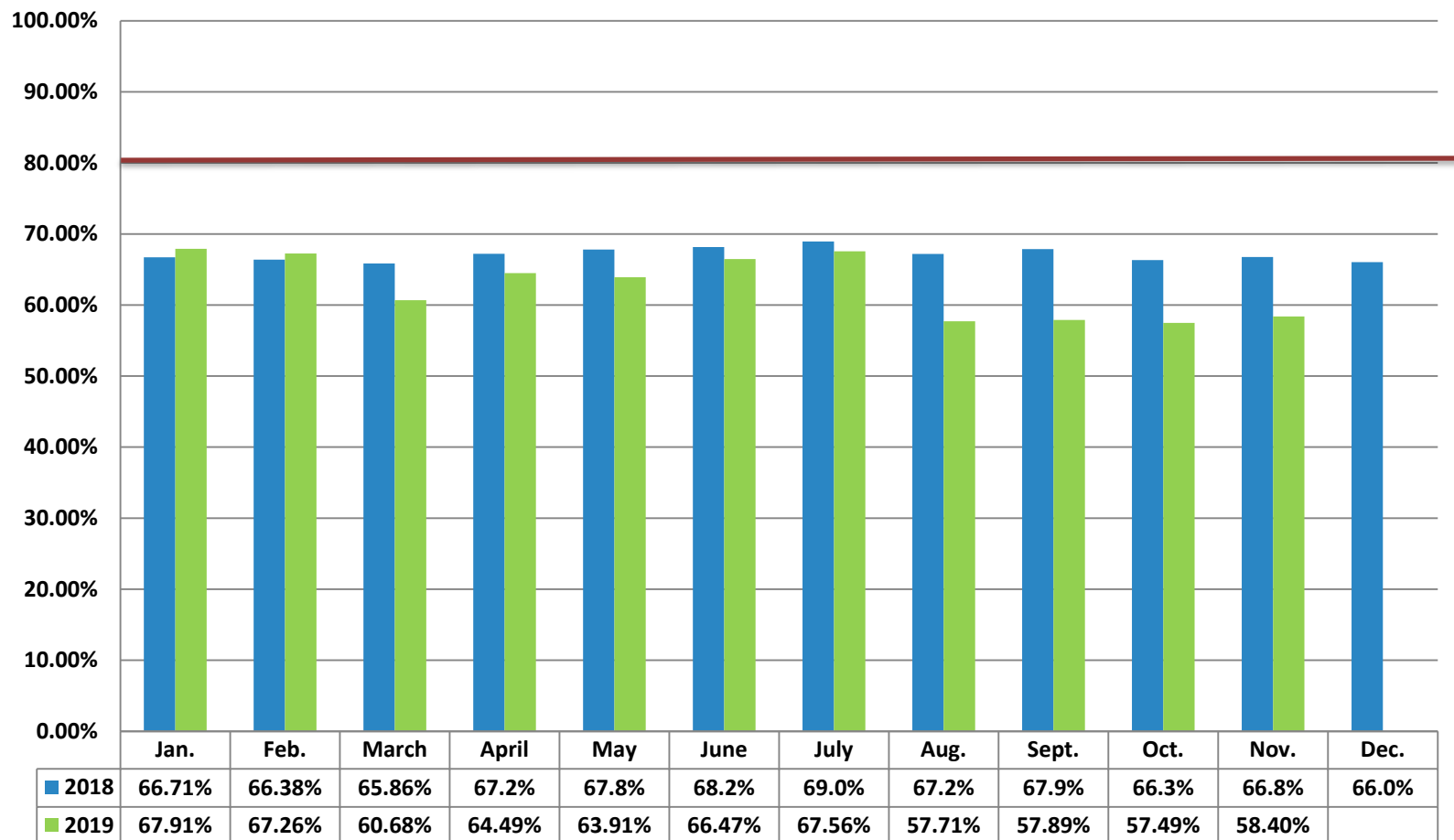
Finance: *Mr. John Cutrone*

- See attached financial report.

Ridership



On-Time Performance



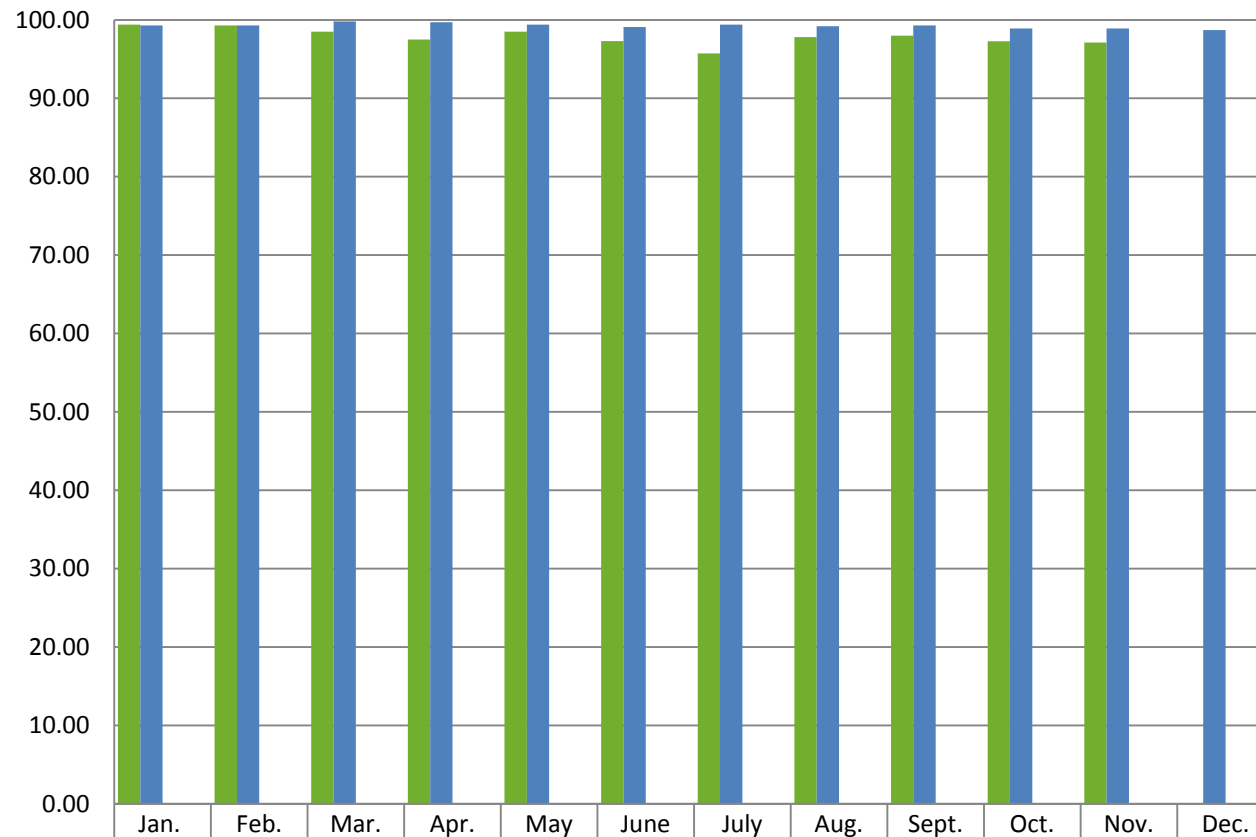
***Target 80% On-Time Performance**

Note: On-Time performance is measured at scheduled timepoints which represent 6.78% of the total system bus stops



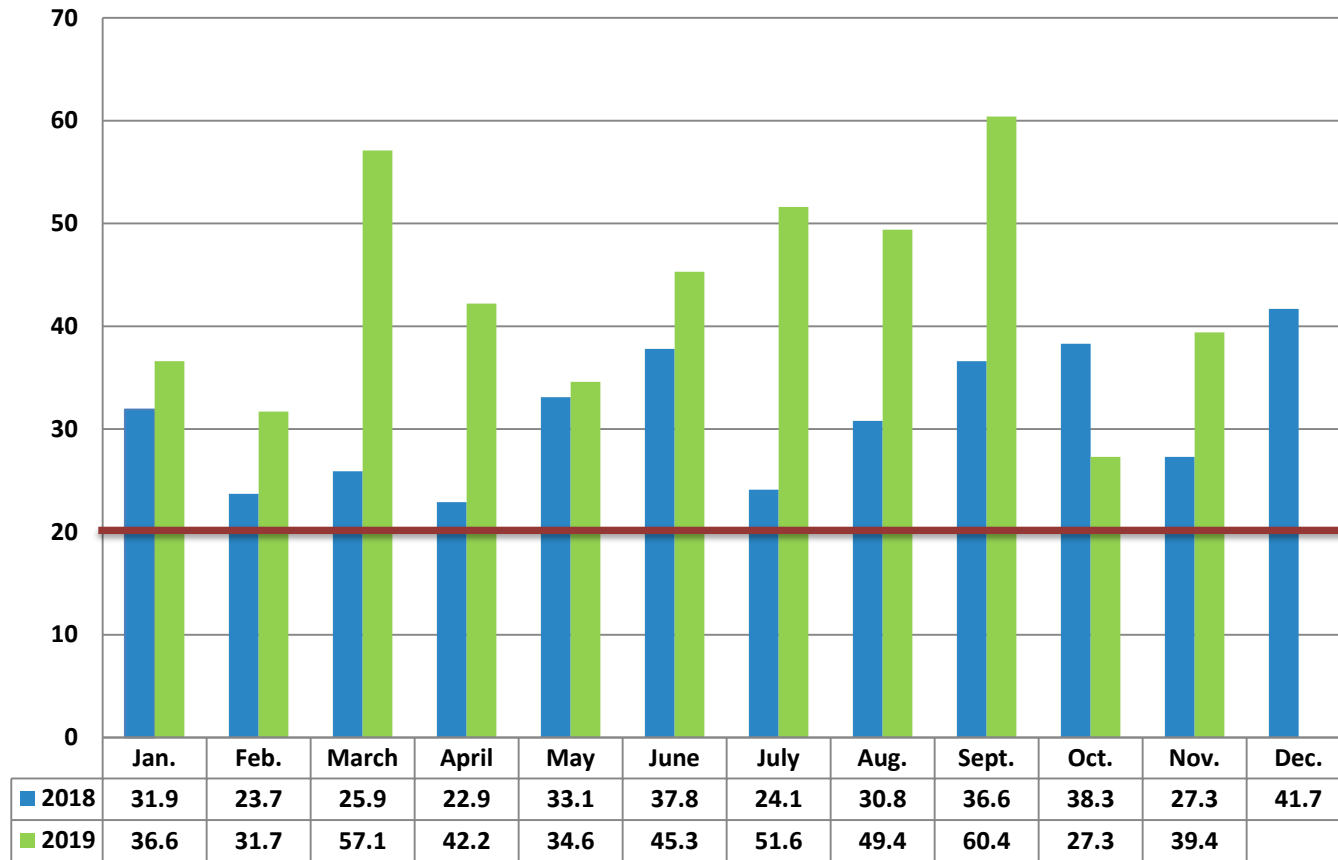
% Trips Operated 2018-2019

Percentage of Trips Operated



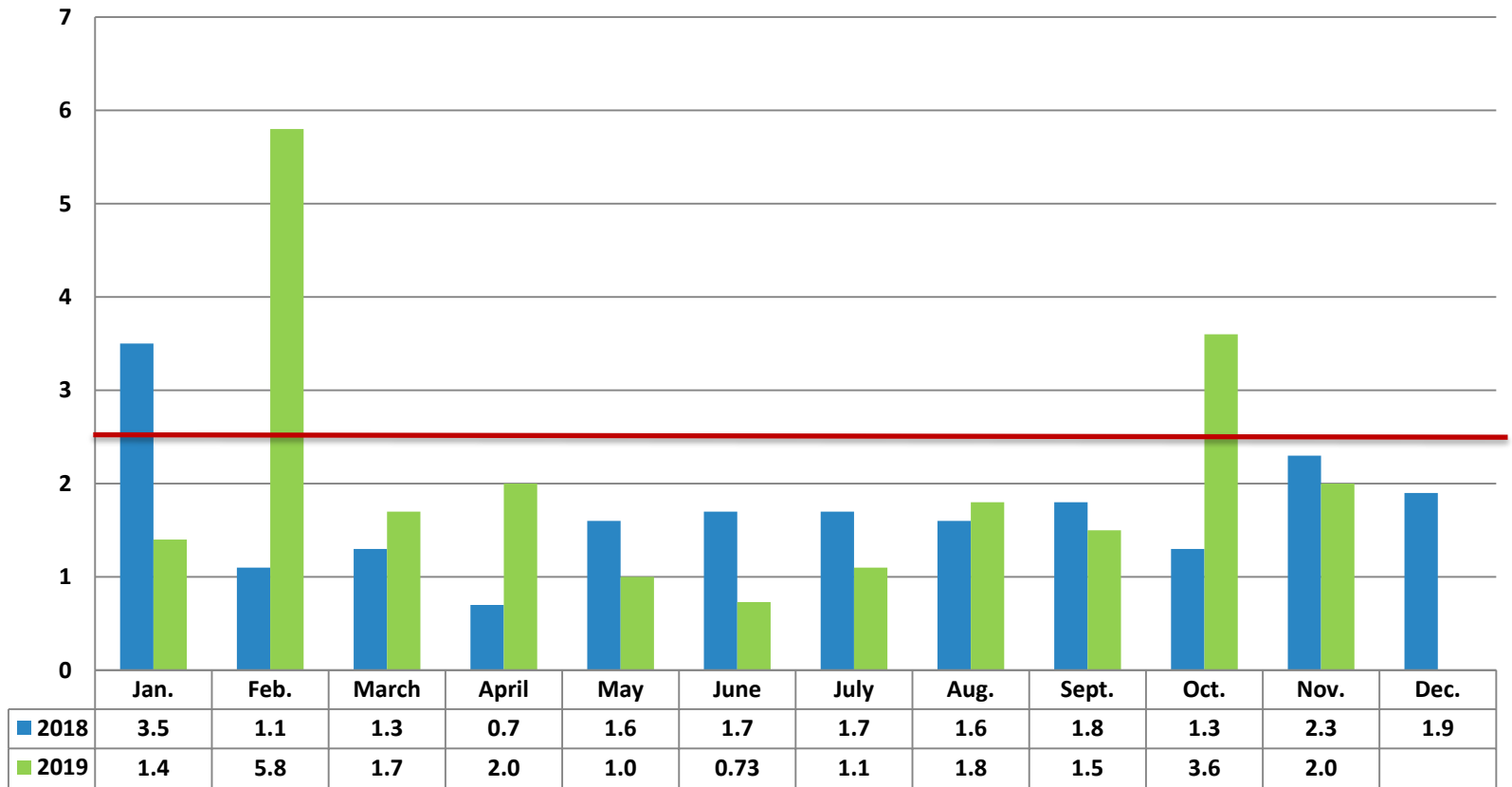
■ 2019 % of Scheduled Bus Trips Operated	99.40	99.30	98.50	97.50	98.50	97.30	95.73	97.80	98.00	97.27	97.11	
■ 2018 % of Scheduled Bus Trips Operated	99.30	99.30	99.80	99.70	99.40	99.10	99.40	99.20	99.30	98.90	98.90	98.70
2018 Cancelled Bus Trips	229.5	240.3	66	93	201	293	194	264	216	326	339.4	385
2019 Cancelled Bus Trips	173.6	200.35	511.3	827.45	498.25	889.75	1,419.	746.75	674.25	907.10	960.25	

Customer Contacts Per 100,000 Boardings



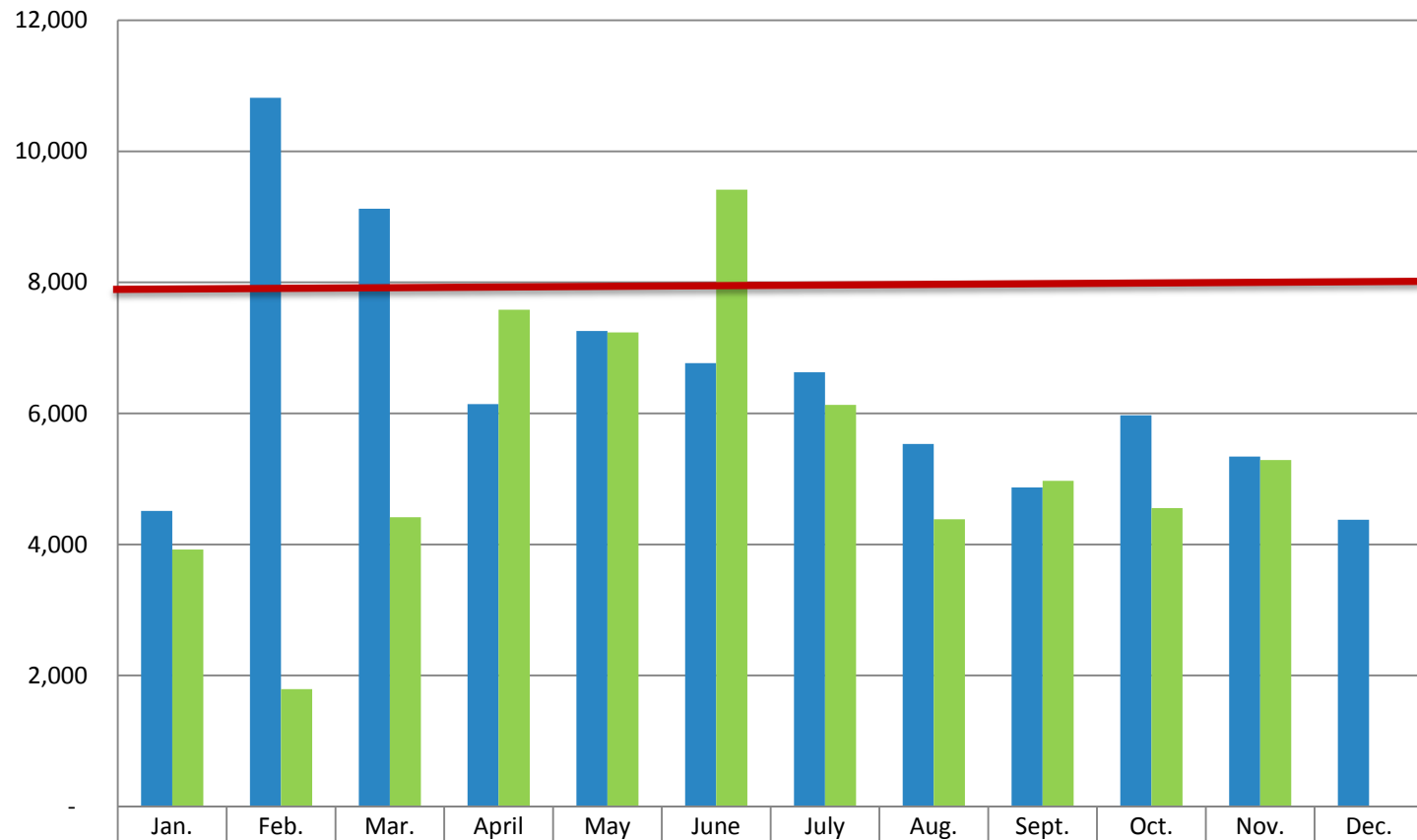
*Target less than 20 Customer Complaints per 100,000 Boardings

Preventable Accidents per 100,000 Miles



*Target 2.5 Preventable Accidents Per 100,000 Miles

Mean Miles Between Road Calls



■ 2018 Mean Miles Bet. Road Calls	Jan.	Feb.	Mar.	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
	4,511	10,818	9,125	6,141	7,259	6,768	6,628	5,533	4,871	5,971	5,341	4,378
■ 2019 Mean Miles Bet. Road Calls	3,922	1,792	4,415	7,583	7,237	9,414.5	6,130.1	4,382.7	4,970.8	4,554.5	5,287.80	

Capital Area Transit System

Balance Sheet

November, 2019

11/30/2019 11/30/2018

ASSETS

Current Assets:		
Cash and Cash Equivalents	260,974	(2,487,881)
Accounts Receivable	691,964	411,389
Property Tax Receivable	17,300,802	17,291,859
Due from Governments	339,802	876,839
Notes Receivable	0	0
Interest and Dividends Receivable	0	0
Inventory	48,777	722,631
Prepaid Expenses and Other Assets	116,449	117,821
Total Current Assets:	18,758,768	16,932,658
Restricted Assets:		
Cash and Cash Equivalents	546,031	694,618
Total Restricted Assets:	546,031	694,618
Investments	0	0
Net Pension Asset, Long-Term	1,466,268	490,522
Equipment, Net	27,849,838	20,392,232
Total Assets	48,620,905	38,510,030
LIABILITIES AND NET ASSETS		
Current Liabilities		
Accounts Payable and Accrued Expenses	5,070,595	1,084,078
Accrued Payroll and Tax Liabilities	301,133	(490,400)
Accrued Interest (Bus Lease)	0	0
Note Payable	0	0
Accrued Compensated Absences	424,440	142,274
Claims Payable and Related Liabilities	855,488	883,056
Capital Lease Payable	220,482	(328,137)
Deferred Revenue (Grants/Prop Tax)	0	5,232,785
Other Current Liabilities	0	0
Total Current Liabilities	6,872,138	6,523,656
Long-Term Liabilities		
Note Payable, Less Current Portion	0	0
Accrued Compensated Absences, Less Current Portion	0	266,320
Capital Lease Payable, Less Current Portion	2,788,983	3,938,590
Estimated Liabilities	3,249,053	1,192,231
Total Long-Term Liabilities	6,038,036	5,397,141
Total Liabilities	12,910,174	11,920,797
Net Assets:		
Investments in Capital Assets, Net of Related Debt	24,840,373	16,781,779
Restricted Cash and Cash Equivalents		
Unrestricted	10,870,358	9,807,454
Total Net Assets:	35,710,731	26,589,233
Total Liabilities And Net Assets	48,620,905	38,510,030

Capital Area Transit System

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Statement of Operating Budget vs. Actual

For the Period Ended November, 2019

	Current Month			Year to Date			2019 Approved Annual Budget
	Budget	Actual	Var. Amount	Budget	Actual	Var. Amount	
Operating Expenses							
Labor	\$907,132	\$1,190,644	(\$283,512)	\$9,978,452	\$9,293,105	\$685,347	\$10,885,584
Fringe Benefits	\$540,182	\$798,837	(\$258,656)	\$5,941,998	\$6,401,931	(\$459,933)	\$6,482,179
Total Labor and Fringe Benefits	\$1,447,314	\$1,989,481	(\$542,167)	\$15,920,449	\$15,695,036	\$225,413	\$17,367,763
Casualty and Liability	\$140,540	\$55,625	\$84,915	\$1,545,938	\$1,415,255	\$130,684	\$1,686,478
Services	\$149,226	\$257,337	(\$108,111)	\$1,641,483	\$2,394,570	(\$753,087)	\$1,790,709
Purchased Transportation	\$187,500	\$215,519	(\$28,019)	\$2,062,500	\$2,213,550	(\$151,050)	\$2,250,000
Materials & Supplies	\$227,770	\$407,857	(\$180,087)	\$2,505,468	\$3,941,750	(\$1,436,281)	\$2,733,238
Utilities	\$22,667	\$8,616	\$14,051	\$249,333	\$149,133	\$100,200	\$272,000
Miscellaneous Expenses	\$61,650	\$142,521	(\$80,871)	\$678,149	\$1,037,131	(\$358,982)	\$739,799
Leases and Rentals	\$13,333	\$0	\$13,333	\$146,667	\$61,278	\$85,389	\$160,000
Total Operating Expenses	\$2,249,999	\$3,076,956	(\$826,957)	\$24,749,988	\$26,907,703	(\$2,157,715)	\$26,999,987
Operating Revenues							
Passenger Paid Fares	\$141,803	\$136,966	(\$4,836)	\$1,559,828	\$1,603,469	\$43,642	\$1,701,630
Special Transit Fares (Contract)	\$25,943	\$20,148	(\$5,795)	\$285,376	\$211,885	(\$73,491)	\$311,319
ADA/Paratransit Revenue	\$7,667	\$12,374	\$4,708	\$84,333	\$94,567	\$10,234	\$92,000
Advertising Revenue	\$61,054	\$51,119	(\$9,935)	\$671,593	\$577,965	(\$93,628)	\$732,647
Interest Income	\$13,515	\$319	(\$13,197)	\$148,668	\$135,700	(\$12,968)	\$162,183
Other Agency Revenue	\$14,947	\$17,574	\$2,626	\$164,419	\$251,854	\$87,435	\$179,366
Total Operating Revenues	\$264,929	\$238,499	(\$26,429)	\$2,914,216	\$2,875,440	(\$38,776)	\$3,179,145
Operating Shortfall/Subsidy Required	(\$1,985,070)	(\$2,838,456)	(\$853,386)	(\$21,835,772)	(\$24,032,263)	(\$2,196,491)	(\$23,820,842)
Federal, State & Local Subsidies							
Non Federal Revenue							
Hotel/Motel Tax	\$104,235	\$0	(\$104,235)	\$1,146,588	\$1,692,874	\$546,286	\$1,250,823
Parish Transportation Fund	\$45,833	\$137,500	\$91,667	\$504,167	\$550,000	\$45,833	\$550,000
Property Tax Revenue	\$1,467,373	\$1,467,373	\$0	\$16,141,098	\$16,141,098	\$0	\$17,608,470
Total Non Federal Subsidies	\$1,617,441	\$1,604,873	(\$12,569)	\$17,791,852	\$18,383,971	\$592,119	\$19,409,293
Federal Operating Subsidies							
FTA - Preventive Maintenance	\$348,879	\$492,679.00	\$143,800	\$3,837,670	\$5,526,427	\$1,688,757	\$4,186,549
FTA - Planning	\$18,750	\$0	(\$18,750)	\$206,250	\$288,040	\$81,790	\$225,000
Total Federal Subsidies	\$367,629	\$492,679	\$125,050	\$4,043,920	\$5,814,467	\$1,770,547	\$4,411,549
Total Operating Subsidies	\$1,985,070	\$2,097,552	\$112,481	\$21,835,772	\$24,198,438	\$2,362,667	\$23,820,842
Net Operations Balance +/-	\$0	(\$740,905)		\$0	\$166,175		\$0



**MEETING OF THE
FINANCE AND EXECUTIVE COMMITTEE
BOARD OF COMMISSIONERS
CAPITAL AREA TRANSIT SYSTEM AND
PUBLIC TRANSPORTATION COMMISSIONS
DECEMBER 12, 2019
350 North Donmoor Avenue**

MINUTES

The Finance and Executive Committee met on Thursday, December 12, 2019, at 10:30 a.m. Present at the meeting were members Mark Bellue, Kahli Cohran, and Erika Green. Also present were Bill Deville, Charles Odingbe, Creighton Abadie, and members of CATS staff.

I. Call to order and establishment of quorum

Mr. Bellue welcomed those assembled. He noted that there was not currently a quorum and the action item would be taken when a quorum was established.

II. President's Announcements

Mr. Bellue noted that the agenda would be amended to hear one the action items so Ms. Thomas could go to another meeting once a quorum was established.

III. Executive Report and Financials

Mr. Deville gave the committee members an update on the new office building at 350 North Donmoor. He noted that the agency moved in the space quickly to alleviate the confines of 2250 when all the admin staff was there. Ms. Thomas noted that she got verbal phone quotes from construction companies to make interior renovations to the space and those quotes were under the \$50,000 threshold for CEO contract authority. Once the contractor was onsite, an employee had a slip and fall incident that led staff to determine that the building was not in ADA compliance. Ms. Thomas requested the vendor to provide a quote to make ADA compliance

renovations to the building as well. The additional quote caused the work to exceed the \$50,000 threshold.

As a quorum was now established, Mr. Cohran moved to amend the agenda to take action item #7 out of order and Ms. Green seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously with no abstentions.

IV. Recommend approval of construction contract for ADA required improvements to administrative office

Ms. Thomas and Mr. Deville noted that the agency was promised by the FTA that the agency would be able to utilize grant funding to pay to relocate from the 5700 Florida office building. There was considerable discussion concerning the funds for the project and it was noted that no grant has been approved and CATS has not sent a formal letter to the FTA to make such a request. Ms. Thomas shared that the project would not exceed \$86,100.

There was lengthy discussion concerning the need for the renovations and the committee requested that Ms. Thomas create a narrative to include the scope of work and the quote provided to CATS.

It was noted that Honore Construction was the vendor selected for the project.

Mr. Cohran moved that the committee take no action and send the item and the requested information to the full board for consideration and Ms. Green seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously with no abstentions.

V. Executive Report and Financials, continued

Mr. Deville noted that CATS provided a Thanksgiving shuttle service for St. Vincent de Paul's annual Thanksgiving Day luncheon at the Raising Cane's River Center.

Mr. Deville noted there was no Human Resources update.

Ms. Williams noted that there are currently 130 active operators. There are 140 total operators; the remaining operators are on FMLA and light duty.

Ms. Williams informed the committee that ridership for November was 200,579 and the on-time performance was 58.40%. There were 39.4 customer contacts in November and there were 960.25 cancelled trips for

the month. There were 2.0 preventable accidents per 100,000 miles in November and 5,287.80 mean miles between road calls.

Mr. Deville shared that he had an opportunity to meet with representatives from BYD when they were last in Baton Rouge. He noted that there would be a 30-foot electric bus on display at the December board meeting and this could be a potential addition to the CATS fleet. The 30-foot buses are smaller than the current buses in the agency's fleet.

There was discussion concerning the option to potentially lease and/or lease purchase vehicles in the near future. It was requested that staff prepare a document detailing the options discussed and how they fit in the capital budget.

There was substantial discussion of the continued lack of operators, the fact that the agency has not been able to reach its goal, and what was being done to address the issue. Committee members reiterated their request to see a prepared handout detailing the training classes, the status of the cadets, and the timeline to get those cadets into revenue service.

Mr. Deville shared that the CATS proposed 2020 budget has been posted on the CATS website for public inspection and that several board members have taken an opportunity to review the budget in detail with Mr. Deville and Mr. John Cutrone.

Staff held its first meeting following the award of the BUILD grant with senior staff as well as board members Kahli Cohran, Laurence Lambert, and Kevin O'Gorman. Good progress was made in defining the path forward that will lead to a CEA between CATS and the City-Parish; that CEA will define funding resources and allocations, as well as timelines for major milestones, including NEPA. A determination has been made and agreed by both senior staff and those board members present that CATS should merge the Plank and Nicholson BRT projects while still implementing the Plank Road BRT as Phase One.

The CEO met with FTA Region VI representatives in Fort Worth and were introduced to the FTA BUILD grant award project team.

Some of CATS staff met with BYD's new manager of their Central Division and they have committed to a policy where no tariffs will be passed to their buyers. Mr. Deville is awaiting that written promise.

Mr. Charles Odimgbe shared that CATS is authorized to submit budget revisions through TrAMS and update the TIP/STIP. Additional planning staff has been trained on TrAMS and NTD to ease reporting requirements.

Staff from Planning and Communications attended a “Mobility for All” webinar for a grant opportunity with a deadline of January 6, 2020.

The EPA has announced the upcoming availability of approximately \$44 million in the Diesel Emission Reduction Program. The anticipated opening is in December and previous application periods have lasted 90 days.

Mr. Odimgbe noted that legal counsel indicated the title attorney is working to clear an old lien on the property for the North Baton Rouge Transit Center.

It was noted that construction is substantially complete at Cortana and cameras are being installed and a punch list is being developed. Staff is completing the timeline to begin revenue service and a press event is being planned for January.

CATS staff will be meeting with City-Parish engineers to identify who should be in the discussion for the site at I110 being used as the transfer center.

CATS Board member Laurence Lambert has offered to assist the agency with locating a suitable site in the Medical District for the South Baton Rouge Transit Center through his association with key stakeholders.

Mr. Deville shared that the City-Parish will conduct appraisals utilizing their staff for land adjacent to the 2250 facility. GOTECH/Meyer is preparing a new scope of work to include a master plan of the 2250 site.

Mr. Cutrone presented the November financials and noted that the total current assets as of November 30, 2019 are \$18,758,768. The total assets are \$48,620,905. The total current liabilities are \$6,872,138 and the total liabilities are \$12,910,174. The total net liabilities and assets are \$48,620,905.

The total operating expenses as of November 30, 2019 are \$3,076,956.

The total CATS-generated operating revenues as of November 30, 2019 are \$238,499. The total non-federal subsidies are \$1,604,873 and the total federal subsidies are \$492,679. The total operating subsidies are \$2,097,552.

VI. Recommend approval of three BYD electric buses

Mr. James Godwin shared that CATS has previously purchased three electric buses from BYD and the contract calls for the purchase of up to six

more buses. It was noted that there are budgeted grant funds for this purchase.

Mr. Cohran moved that the full board approve the purchase of three BYD electric buses and Ms. Green seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously with no abstentions.

VII. Recommend approval of Kevin O’Gorman absences

It was noted that this is a requirement when a board member misses two of any three regularly scheduled meetings and Mr. O’Gorman was required to miss the October 15th and November 19th meetings.

Mr. Cohran moved that the full board approve Kevin O’Gorman’s absences and Ms. Green seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously with no abstentions.

VIII. Recommend approval of ERP software contract

Mr. Paul Simon shared that the agency has been working toward this project for several years. The contract will be for a financial and human resources package that allows the agency to bring the payroll function in-house and to better manage finances and resources.

Mr. Simon noted that the Proposal Evaluation Committee received proposals based on an RFP that was prepared with expert assistance from Intueor Technologies. The proposers came to CATS and spent several days with the PEC demonstrating their product.

Tyler Technologies was deemed to be the best provider for CATS. Tyler has more than 30 customers in Louisiana and many of them are public sector clients.

Mr. Simon informed the committee that it would take approximately one year to fully implement the system.

It was noted that there is \$1.5 million in grant funding budgeted from two grants for the project.

The contract will be for five years, with up to three, one-year renewals. Staff is still negotiating the final cost for the contract but the amount will not exceed \$1,303,376 for the total life of the contract.

Ms. Green moved that the full board approve the ERP software contract with Tyler Technologies at a cost to be negotiated and brought to the

December board meeting and Mr. Cohran seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously with no abstentions.

IX. Recommend approval of CATS 2020 budget

Mr. Cutrone shared the proposed 2020 budget with the committee and noted that the revenue is currently estimated at \$28.9 million to fund expenses of approximately \$28.9 million.

The 2020 operating revenue budget is projected as the following: \$2,930,637 in CATS generated revenue; \$19,554,264 in non-federal revenue, with \$17,780,000 in property tax revenue; \$3,314,597 in federal operating revenue; and \$3,106,386 in FTA capital projects. The total proposed operating revenues are \$28,905,884.

The 2020 operating expenses budget is projected as \$18,593,732 in labor and fringe benefits and total operating expenses of \$28,905,884.

Mr. Cohran moved that the full board approve and adopt the CATS 2020 operating budget and Ms. Green seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously with no abstentions.

There being no further business, the meeting adjourned.



**MEETING OF THE
504/COMMUNITY RELATIONS COMMITTEE
BOARD OF COMMISSIONERS
CAPITAL AREA TRANSIT SYSTEM AND
PUBLIC TRANSPORTATION COMMISSIONS
DECEMBER 11, 2019
350 North Donmoor, Baton Rouge, LA**

MINUTES

The 504/Community Relations Committee met on Wednesday, December 11, 2019, at 10:30 a.m. Present at the meeting were Linda Perkins, Bill Deville, Charles Odimgbe, Dwana Williams, Karen Denman, members of CATS staff, and Walter “Lenny” Cooksey of MV Transportation.

I. Introduction

Ms. Perkins welcomed those assembled and thanked them for coming. She noted that representatives from the Council on Aging were present and thanked them for attending.

II. MV Transportation Report –

Mr. Cooksey of MV Transportation shared that an MV Baton Rouge operator was awarded Operator of the Month for the MV Transit organization.

Mr. Cooksey noted that CATS On Demand had 8,603 scheduled trips in November. Of the scheduled trips, 7,335 were completed; 864 were cancellations and 404 were no-shows.

Mr. Cooksey noted that 42% of the trips were subscription and 58% were demand trips.

Mr. Cooksey shared that there were four valid complaints for the month.

Mr. Cooksey noted that the on-time performance for the month was 86.2%.

It was noted that there were six road calls for the month.

Mr. Cooksey let the committee know that wheelchair lifts on the vehicles continue to be an issue. It was noted that more CATS On Demand customers

than ever are using large, motorized wheelchairs; this adds additional wear and tear on the lifts.

It was noted that the age of the vehicles is a setback.

A request was made to form a committee comprised of both CATS and MV CATS On Demand employees to determine the needs to be addressed and to develop ways to correct them.

Mr. Deville and Mr. Cooksey discussed the paratransit Microtransit option and noted that MV is working with the provider UServe to reach an agreement for a pilot program for CATS On Demand. It was noted that CATS would work with the Council on Aging, the Arc Baton Rouge, and the Lighthouse for the Blind as potential clients for the pilot program.

III. Certifications – Karen Denman

Ms. Denman shared the certification numbers for November for CATS On Demand. There were 12 applications mailed in November; this does not account for the applications received via other methods. Of those, 42 were certified, none were temporary certifications and no one was deemed ineligible during the month. There were four recertifications for the month. She noted that interviews were able to restart when the ADA department relocated to the new administrative office at 350 North Donmoor.

IV. Customer service – Dwana Williams

Ms. Williams shared that there were some changes made to the Customer Care Department for training to occur; this training was from October to early December.

Mr. Jimmy Thomas let the committee know that he implemented a training program and a new code of conduct for employees. New metrics will be applied and all the representatives have been trained. Additional steps have been taken to enhance the communication between the Operations Dispatch staff and the Customer Care representatives to ensure better communication with customers.

A request was made to have a report created that details the operator training classes, the status of cadets, and the status of training on an ongoing basis.

Ms. Williams noted there were 79 total contacts made in November. There were 15 that required corrective action and there were three commendations for the month.

Ms. Williams shared there were five complaints for late buses, two for early buses, two for cancelled buses, and one for reckless driving.

V. Council on Aging – Pearlina Thomas

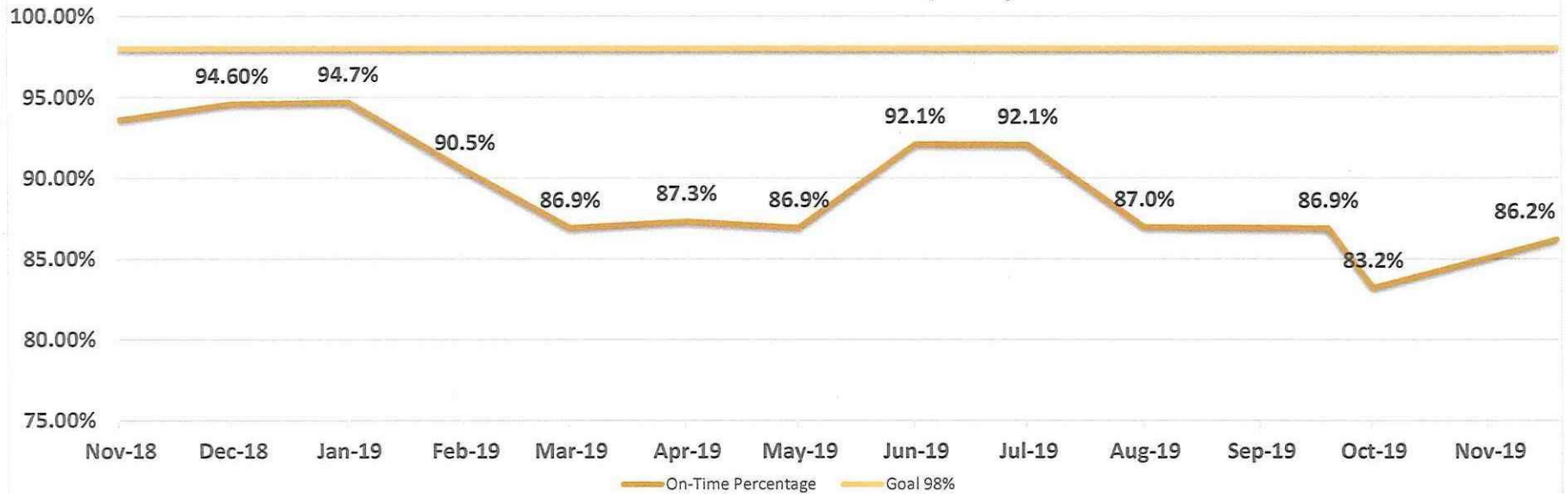
It was noted that the COA will conduct elderly sensitivity training for CATS operators and MV CATS On Demand operators that will cover both the fixed route and paratransit systems.

CATS will implement a seniors internship program in conjunction with the COA. A volunteer will work at the Donmoor office for 15 hours weekly and greet visitors.

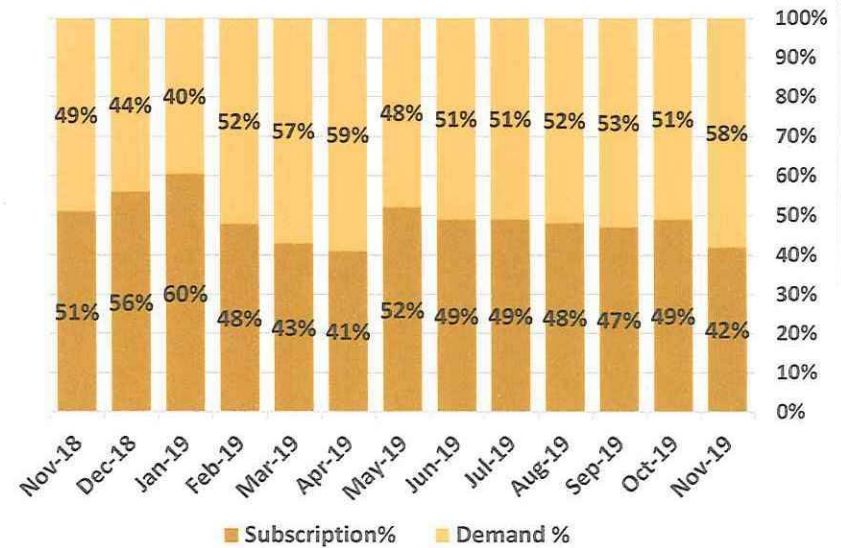
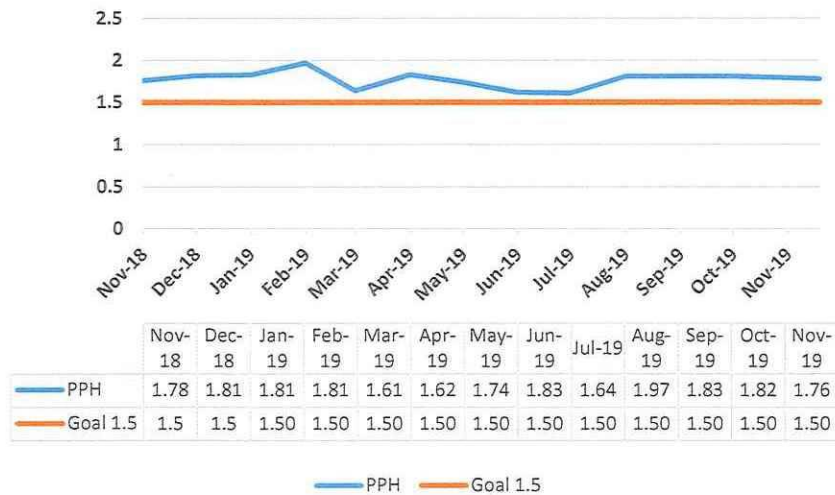
Ms. Perkins requested that the agency begin to spend more money to promote the positive things the agency is doing.

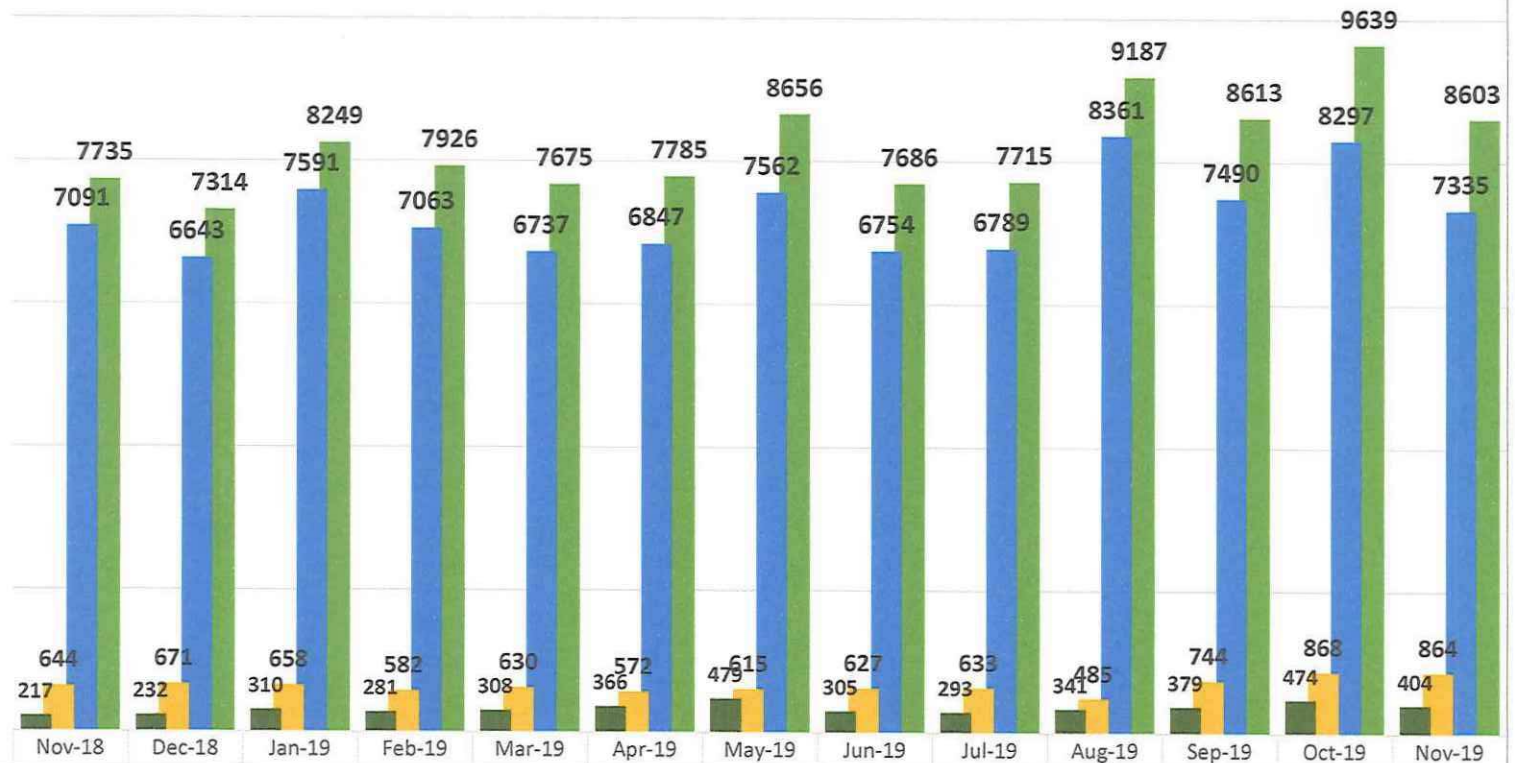
There being no further business, the meeting adjourned.

On Time Performance (OTP)

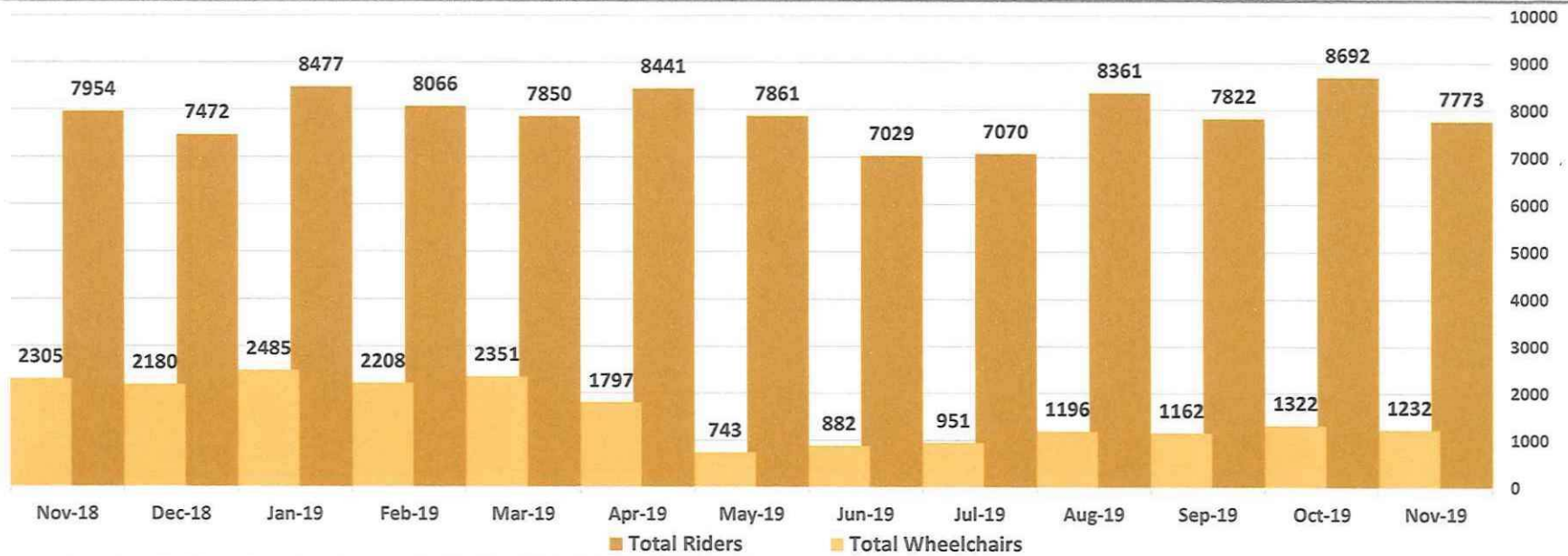


Passengers Per Hour (PPH)





	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19
Scheduled Trips	7735	7314	8249	7926	7675	7785	8656	7686	7715	9187	8613	9639	8603
Completed Trips	7091	6643	7591	7063	6737	6847	7562	6754	6789	8361	7490	8297	7335
Number Cancellations	644	671	658	582	630	572	615	627	633	485	744	868	864
No Show	217	232	310	281	308	366	479	305	293	341	379	474	404



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Baton Rouge, LA 70802
PHONE: 225.389.8920

EXECUTIVE STAFF



CATS BOARD APPROVAL REQUEST:
P.O. #2018029

Date: December 11, 2019

Department requesting approval: Maintenance

Project Manager: James Godwin

Project/Contract: Three (3) BYD electric buses

Project/Contract Date(s): March 6, 2018 (original contract)

Renewal options (Yes/No): Yes. The original contract was for an option of up to nine (9) buses and three have been purchased. This is for three additional electric buses. There will be three remaining on the contract for purchase.

If yes, what year/option: See above note.

Budgeted project (Yes/No): Yes

Grant(s) Funded (Yes/No): Yes

Project/Contract Summary: This is for three (3) BYD electric buses and three (3) turnkey on-site charging systems. This is being purchased from the Baton Rouge, Louisiana 35' Solicitation #2017-ElecBus-003. The net cost for the bus is \$765,415 and the net cost for the charging system is \$28,333.33.

These buses are for fixed-route vehicle replacement.

Project/Contract Amount: \$2,381,245.00

James Godwin
Project Manager approval

[Signature] Dwain White
Supervisor approval

[Signature] Pearlina Thomas
Procurement approval

[Signature]
CEO approval

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PHONE: 225.389.8920



CATS BOARD APPROVAL REQUEST:

Contract/P.O. #2020001

Date: December 16, 2019

Department requesting approval: IT

Project Manager: Paul Simon

Project/Contract: Tyler Technologies, ERP Software Solutions

Project/Contract Date(s): January 1, 2020 through December 31, 2024

Renewal options (Yes/No): Yes, allowed, this is primary award

If yes, what year/option: N/A – 1st year of contract

Budgeted project (Yes/No): Yes

Grant(s) Funded (Yes/No): Yes (LA-90-437/LA-90-451/Dummy Grant)

Project/Contract Summary: This is the award recommendation for this contract. The original terms are a five year contract with up to three, one year renewals.

Background:

The Capital Area Transit System desires to obtain ERP Software System and related services for an initial five (5) years with three (3) twelve-month renewal options available, for a possible 8-year contract.

Procurement Processes:

The RFP solicitation was advertised in The Advocate (official journal) and in the Weekly Press (DBE Publication) on June 26 and July 11, 2019. The RFP was also emailed directly to 20 IT/Software firms. We received over 90 questions during the open inquiry period which were answered via an Addendum to the RFP on August 1, 2019. The RFP Due Date was revised to allow CATS more time to answer the many questions submitted, and issued an Addendum to extend the date for CATS responses to inquiries and the proposal Due Date. On **August 28, 2019** CATS Procurement received three (3) proposals in response to the RFP from the following firms: **(1) Avail Technologies, Inc.** (State College, PA); **(2) Crowe, LLP** (Chicago, IL) and **(3) Tyler Technologies, Inc.** (Yarmouth, ME).

Rhonda Kimbel
Procurement Analyst
rkimbel@brcats.com

Procurement Proposal Content & Compliance Review:

CATS Procurement Department staff conducted a compliance review of the three (3) proposals received and found them to meet the requirements of the RFP. The three (3) firms were deemed to be responsive and responsible proposers.

Proposal Evaluation Committee Member Selection:

The Proposal Evaluation Committee (PEC) was comprised of eleven (11) CATS staff members and one (1) member from outside of CATS staff, who were selected by the Project Manager and approved by the CEO, based on their background and/or expertise in various aspects of the solicitation requirements.

Proposal Evaluation Committee Review:

The CATS PEC members were advised to base their comments and scores on the criteria set forth in the RFP. With that as a foundation, please see a summary of PEC meetings and the selection process is reflected below.

Dates	Summary of PEC Meetings and Selection Process
8/23/2019 Delivery of PEC Packets to PEC	On 8/23/2019 The CATS Evaluation Instruction Packets outlining the procurement evaluation process were distributed to the PEC. The packet included 1) <u>CATS (best practices) RFP Evaluators Guide</u> ; 2) <u>RFP & addenda</u> ; 3) <u>Confidentiality/No Conflict of Interest Certification</u> ; and 4) <u>Evaluation Criteria/Scoring & Comment form</u> (one for each proposal).
9/06/2019 Delivery of RFP and Proposals to PEC Members	On 9/6/19 the PEC members received copies of the proposals from the Project Manager. The members were instructed to thoroughly review the best practices RFP Evaluators Guide, the RFP and the submitted proposals prior to meeting as a group. In addition, they were instructed to reflect their written comments along with their " <u>preliminary draft</u> " scores using the criteria categories reflected in the RFP.
9/23/19 Discussion of initial scores from PEC	Procurement obtained the references on the 3 proposers, and advised the PEC that the scores could change, depending on the reference information provided, although most are favorable references. How to enter evaluations and scores was discussed.
10/08/19 Meeting with Andy of Intueor	Procurement and the PEC met with Andy of Intueor (IT Consultant for this RFP) to go over his findings in the proposals submitted and explain what the PEC should consider.
10/22/2019 thru 10/30/2019 Presentations by Proposers	From 10/22/19 through 10/30/19 the three (3) proposers performed their presentations on their products offered. The PEC was then instructed to take this information into consideration to prepare their final scoring.

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11/01/2019 PEC Meeting and Final Scoring	<p>The PEC members discussed their review comments and scores for each of the proposals.</p> <p><u>PEC Final Scoring:</u> The PEC members were again advised to consider the proposals and the criteria outlined in the RFP. The aggregate PEC Scores are reflected in the Table below.</p> <table><tr><th>Ranking Order</th><th>Proposing Firms</th><th>PEC Scores</th></tr><tr><td>1st</td><td>Tyler Technologies</td><td>82.4</td></tr><tr><td>2nd</td><td>Avail Technologies</td><td>79</td></tr><tr><td>3rd</td><td>Crowe</td><td>75</td></tr></table> <p>The PEC agreed to recommend <u>Tyler</u> as the selected firm. CATS Procurement Department concurred with the PEC recommendation.</p>	Ranking Order	Proposing Firms	PEC Scores	1 st	Tyler Technologies	82.4	2 nd	Avail Technologies	79	3 rd	Crowe	75
Ranking Order	Proposing Firms	PEC Scores											
1 st	Tyler Technologies	82.4											
2 nd	Avail Technologies	79											
3 rd	Crowe	75											
11/5/19 Final Cost Reviewed	On 11/5/19, the prices from each firm were presented to the PEC members after Procurement applied the formula for evaluation purposes. The budgeted amount for this project is <u>\$1,514,731</u> for the 5-year term. While CATS deems the proposed price to be fair and reasonable, management will be mindful of and minimize all controllable costs.												
12/13/2019 Final Cost	On 12/13/19, Tyler Technologies renegotiated their pricing. The new total price for the <u>1st 5 year term</u> is <u>\$822,893.00</u> . 3 year optional maintenance/supports/license at \$287,485.00 totaling \$1,110,378.00.												

Proposal Evaluation Committee (PEC) Recommendation:

Given the above, awarding the contract to **Tyler Technologies** is in CATS best interest, considering the RFP, their Proposal and other factors. The negotiated contract amount is not to exceed **\$822,893.00** for the 5 year contract term.

Project/Contract Amount: Not to exceed \$1,110,378.00

Project Manager approval

Supervisor approval

Procurement approval

CEO approval

Attachment 15
Cost

Schedule 1: Summary

Summary of Total Software, Professional Services, and Maintenance /Support Costs

Cost Categories	Proposed Cost	Explanation/Notes (if necessary)**
Software License Fees (Schedule 2)	\$ 93,491	Annual SaaS Fee
Professional Services (Schedules 3):		
Implementation Services (Schedule 3)	\$ 222,440	
Data Conversion Estimate (Schedule 3)	\$ 41,240	
Interfaces Estimate (Schedule 3)	\$ -	
Enhancements/Custom Reports (Schedule 3)	\$ -	
Training (Schedule 4)	\$ -	
Other Costs (Schedule 5)	\$ 91,758	Includes travel estimate
Sales Tax	\$ -	(proposers must include any applicable sales tax)
Total Cost During Project Period	\$ 448,929	

Total 5 Year Maintenance & Support Costs (Schedule 2)	\$ 467,455
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5 Year Total Cost of Ownership	\$ 822,893
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Assumptions/Additional Comments

Please check all cell formulas!!

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Baton Rouge, LA 70802
PHONE: 225.389.8920



EXECUTIVE STAFF

Pearlina Thomas
Chief Administrative Officer
pthomas@brcats.com

CATS BOARD APPROVAL REQUEST:

RQ3476

Date: December 12, 2019

Department requesting approval: Facilities

Project Manager: Pearlina Thomas

Project/Contract: Interior Renovations & ADA and Lifer Safety Code Improvements to CATS Administrative Building 350 N. Donmoor Ave

Project/Contract Date(s): November 16, 2019 – January 31, 2020

Renewal options (Yes/No): No

If yes, what year/option: No

Budgeted project (Yes/No): No

Grant(s) Funded (Yes/No): Yes

Project/Contract Summary: Perform interior renovations per the design development provided by CAO, Ms. Thomas, including the construction of five (5) new offices inside the existing hall way and conference room, change doors, replace ceiling tiles, cove base removal and replace with wood base board in conference room, paint walls in executive office, conference room, administrative office common areas, prep and clean project work locations.

Perform ADA and life safety code improvements to the main and side entrance to exterior of administrative building (including but not limited to concrete demolition, new concrete pavement, and concrete ramp with handrails as necessary, automatic door operator access push entry panels, restriping parking spaces per ADA code.)

Project/Contract Amount: Not to exceed \$86,100.00


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CATS

CAPITAL AREA TRANSIT SYSTEM

Connecting you to what matters.

EXECUTIVE STAFF

 Pearlina Thomas

Project Manager Approval



Supervisor approval

 Pearlina Thomas

Procurement approval



CEO approval

HONORE' COMPANIES L.L.C.

DESIGN - CONSTRUCTION - MANAGEMENT

6655 VAN GOGH AVENUE BATON ROUGE, LOUISIANA 70806
225-281-2857

Date: November 11, 2019

RE: Capital Area Transit System (BRCATS)
Headquarters
Baton Rouge, LA.

signed and returned in agreement with HCL
for the above detailed scope.

*Note: If Additional Scope is performed
separately, additional cost may
occur due to Mobilization and
Demobilization, as well as current
market prices.*

Service Order

Scope

Perform Interior Renovations per the design development intent of sketch provided by C.A.O. Ms. Thomas. Including Window wall(s) demolition and reconstruction, Doors(4) removal and replacement, Doors exchange remove and reset, Ceiling Tile replacement (Exec. Office & Conference Room), Cove Base removal & replace with wood base board, Paint Walls (Exec Office, Conference Room, Admin Office, Common Areas), prep and clean project work locations. Honore Companies LLC (HCL) will perform services per the schedule and clearance as directed by Ms. Thomas, as well as project amenities.

Assumptions

In developing this proposal and cost estimate, HCL has made the following assumptions:

- This proposal assumes that HCL will be given access to the property, in a timely manner.
- HCL has estimated 21 days in the field construction. In the event that site conditions hinder progress, additional time may be necessary to fully access all areas of interest. If needed, costs for additional field time will be provided under a separate cover letter.
- No utility conflicts or relocations.

Site Location

BRCATS Headquarters 350 North Donmoor,
Baton Rouge, LA

Fee

Costs will be based under the terms and conditions of an executed Professional Construction Services Agreement, the effective start date for the project shall be upon approval. Total costs for this scope is \$37,300.00 and will not be exceeded without prior approval. This Service Order should be

Schedule

Construction completion can be performed no later than 21 working days from the receipt of the signed and approved Purchase order/ Notice to Proceed.

Prices are good for 14 days from date on proposal

Prepared for:

Ms. Thomas
Chief Administrative Officer
BRCATS
350 North Donmoor
Baton Rouge, LA 70806

Approval

BRCATS:

Signature _____

Date _____

HONORE COMPANIES L.L.C.

/s/ Dalton W. Honore' II
Signature _____

11/11/19
Date _____



"BUILDING WITH AN AMERICAN SPIRIT"

W-9

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

► Go to www.irs.gov/Form1099 for instructions and the latest information.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Honore Companies LLC	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
<input checked="" type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ <small>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</small> <input type="checkbox"/> Other (see instructions) ▶ _____	Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
5 Address (number, street, and apt. or suite no.) See instructions. 6655 Van Gogh Ave.	Requester's name and address (optional) Capital Area Transit System
6 City, state, and ZIP code Baton Rouge LA 70806	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

				-				-				
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or

Employer identification number

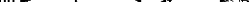
2	7		-	4	1	7	7	0	6	5
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Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person ▶  Date ▶ 11/11/19

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
 - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
 - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
 - Form 1099-S (proceeds from real estate transactions)
 - Form 1099-K (merchant card and third party network transactions)
 - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
 - Form 1099-C (canceled debt)
 - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/9/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Michael Simon 201 St. Charles Avenue Suite 2500 New Orleans, LA 70170 504-919-6266 (Phone) 855-844-4464 (Fax)	CONTACT NAME: Michael L Simon Jr PHONE (A/C No. Ext): 504-919-6266 FAX (A/C No): 855-844-4464 E-MAIL ADDRESS: msimon@imginsure.com PRODUCER CUSTOMER ID #:														
INSURED Honore Companies LLC 6655 Van Gogh Avenue Baton Rouge, LA 70806	<table border="1"><thead><tr><th>INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr></thead><tbody><tr><td>INSURER A: IAT (Wilshire) Insurance Company</td><td>13234</td></tr><tr><td>INSURER B:</td><td></td></tr><tr><td>INSURER C:</td><td></td></tr><tr><td>INSURER D:</td><td></td></tr><tr><td>INSURER E:</td><td></td></tr><tr><td>INSURER F:</td><td></td></tr></tbody></table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: IAT (Wilshire) Insurance Company	13234	INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:	
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INSURER D:															
INSURER E:															
INSURER F:															

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	X	IARG12000410-02	9/16/19	9/16/20	EACH OCCURRENCE \$ 1,000,000
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000					
	MED EXP (Any one person) \$ 5,000					
	PERSONAL & ADV INJURY \$ 1,000,000					
GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						GENERAL AGGREGATE \$ 2,000,000
						PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$
						BODILY INJURY (Per person) \$
						BODILY INJURY (Per accident) \$
						PROPERTY DAMAGE (Per accident) \$
						\$
						\$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE					EACH OCCURRENCE \$
						AGGREGATE \$
						\$
						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A				WC STATUTORY LIMITS OTH-ER
						E.L. EACH ACCIDENT \$
						E.L. DISEASE - EA EMPLOYEE \$
						E.L. DISEASE - POLICY LIMIT \$
						General Aggregate \$
						Each Occurrence \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Jobsite: Capital Area Transit System- 350 North Donmoor, Baton Rouge, LA 70806

CERTIFICATE HOLDER**CANCELLATION**

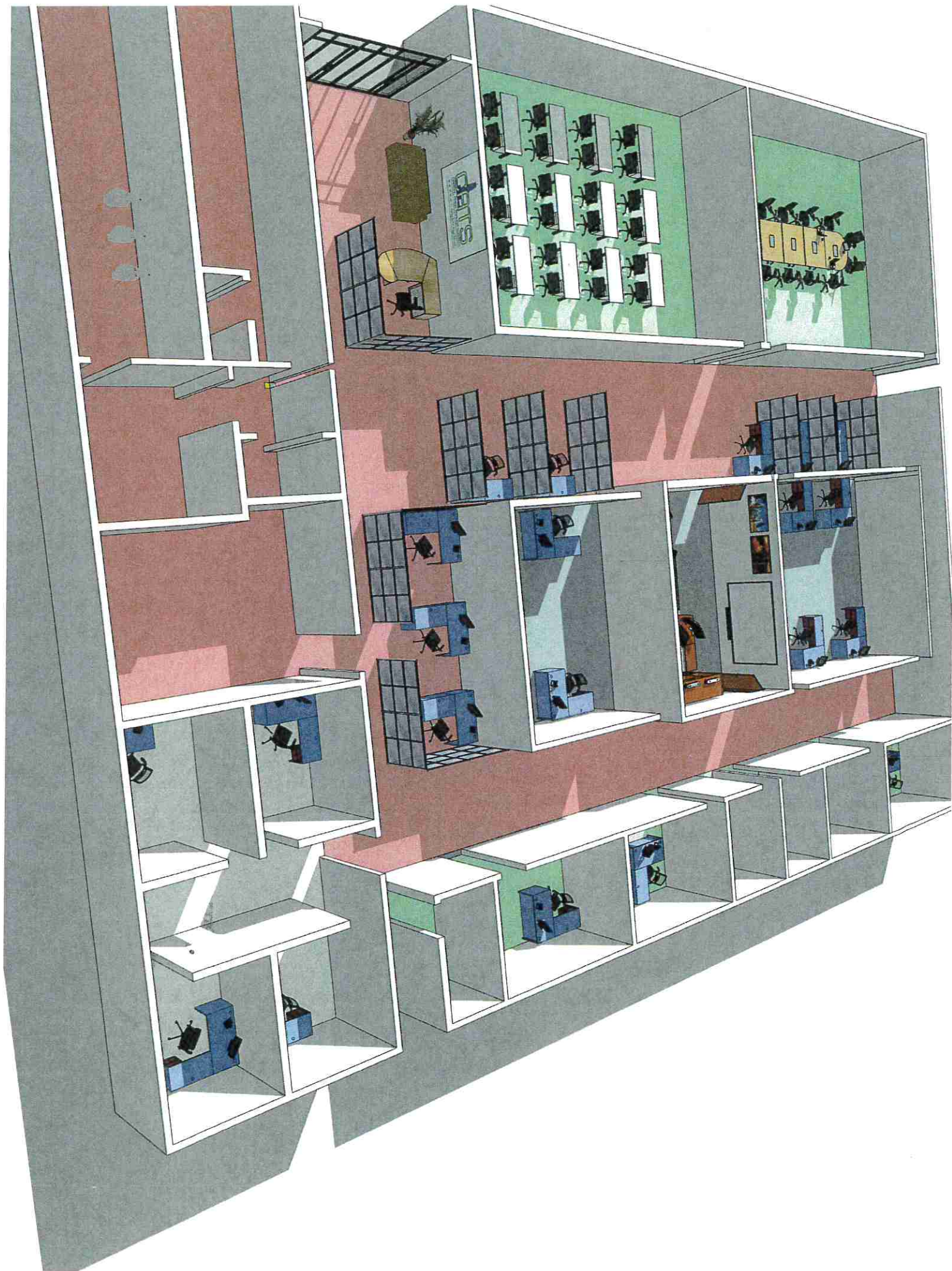
Capital Area Transit System
2250 Florida Blvd
Baton Rouge, Louisiana 70802

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Michael L. Simon Jr.

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Internal Memo

To: Bill Deville, CEO

From: Pearlina Thomas, CAO

Date: November 26, 2019

Re: Contractor Recommendation

Dear Mr. Deville,

After receiving the building inspector's recommendations of the requirements to bring the front entrance up to transit American Disabilities Act (ADA) standards and as a result of the incident involving an employee falling when exiting the CATS Administration Building at 350 N. Donmoor, Friday, November 22, 2019, I solicited three (3) quotes to from contractors to perform the exterior renovations to the both the main and side entrances of the building. Based on the project mockup and each contractor performing a walkthrough of the project the following quotes were provided:

The Lester Group, LLC \$57,731.00

Neighborhood Restorations of BR, Inc., \$62,000.00

Honore' Companies L.L.C. \$38,200.00

Based on the similarities in the scope of work provided, the ability to move forward on performing the work immediately and the lowest it being the lowest responsible bid; I recommend moving forward with an agreement to allow Honore' Companies, L.L.C., to perform the exterior renovations that will bring both the main and side entrances of the CATS Administration building to ADA standards.

I am available if you have any questions or need any additional information regarding this recommendation.

Thank you,

Pearlina Thomas, CAO



HONORE' COMPANIES L.L.C.
DESIGN - CONSTRUCTION - MANAGEMENT
6655 VAN GOGH AVENUE BATON ROUGE, LOUISIANA 70806
225-281-2857

Date: November 26, 2019

RE: Capital Area Transit System (BRCATS)
Headquarters
Baton Rouge, LA.

Service Order

Scope

Perform ADA and life safety code improvements to main/side entrance to exterior of building (incl. but not limited to concrete demolition, new concrete pavement, concrete ramp(s) with handrails as necessary, Automatic door operator access push entry panels, restriping parking spaces per ADA code). Renovations per the design development intent of sketch provided by C.A.O. Ms. Thomas. Honore Companies LLC (*HCL*) will perform services per the schedule and clearance as directed by Ms. Thomas, as well as project amenities.

Assumptions

In developing this proposal and cost estimate, *HCL* has made the following assumptions:

- This proposal assumes that *HCL* will be given access to the property, in a timely manner.
- *HCL* has estimated 21 days in the field construction. In the event that site conditions hinder progress, additional time may be necessary to fully access all areas of interest. If needed, costs for additional field time will be provided under a separate cover letter.
- No utility conflicts or relocations.
- Existing Front Door Operator is operational.

Site Location

BRCATS Headquarters 350 North Donmoor,
Baton Rouge, LA

Fee

Costs will be based under the terms and conditions of an executed Professional Construction Services Agreement, the effective start date for the project shall be upon approval. Total costs for this scope is **\$38,200.00** and will not be exceeded without prior approval. This Service Order should be

signed and returned in agreement with *HCL* for the above detailed scope.

Note: If Additional Scope is performed separately, additional cost may occur due to Mobilization and Demobilization, as well as current market prices.

Schedule

Construction completion can be performed no later than 21 working days from the receipt of the signed and approved Purchase order/ Notice to Proceed.

Prices are good for 14 days from date on proposal

Prepared for:

Ms. Thomas
Chief Administrative Officer
BRCATS
350 North Donmoor
Baton Rouge, LA 70806

Approval

BRCATS

Signature

Date

HONORE COMPANIES L.L.C.

_____/s/ Dalton W. Honore' II

Signature

_____/11/26/19

Date



"BUILDING WITH AN AMERICAN SPIRIT"

Narrative on Interior and Exterior Renovation Project at CATS Administration Building

Thursday, December 12, 2019, CATS Boardmember Erica Green, requested a narrative to provide a historical prospective on the renovation project at the CATS Administration building, 350 N. Donmoor Ave and assurance that additional request for approval to perform more renovations would not come before the Board.

The August 8, 2019 series of events that forced CATS Executive and Administration staffs to move from 5700 Florida to the facility at 2250 Florida requiring multiple groups to share office space, some people were had to use any area that was available for the day, while others often worked remotely. Although this unconventional arrangement gave firsthand insight to the contributions of some that might otherwise remain unseen by others; it was a great blow to productivity in several areas. The task of identifying new office space was becoming taxing until we found the 350 N. Donmoor Avenue location.

Shortly after moving into the Executive, administrative, finance, ADA, communication, planning, training, and procurement functions and the 27 staff members to the 350 N. Donmoor Ave location, it was clear the available office space to grow the CATS staff was now limited. Fortunately, there was a lot of open space in the hallways and in the very large conferenced room that could be converted into additional workspaces.

The 350 N. Donmoor Ave location has over 10,000 square feet, yet only 7500 were ready to occupy as offices when we moved into the building mid-October. The large open floor plan provided opportunity to increase the workspaces by adding cubicles. After careful considerations, it was clear, cubicles alone would provide a temporary fix that would not be a long-term practical solution to satisfy our need for more workspaces. Therefore, we looked at using the open space in the existing hallway and reducing the size of the large conference room to increase the number of interior offices. The five (5) new offices, four (4) cubicles, the renovations to the conference room and the executive office provides additional functional space needed to grow as CATS expands its staff and our Capital Program.

Three quotes were solicited to perform the interior renovations. Based on the similarities in the scope of work provided, their ability to move forward with the project immediately and the lowest responsible bid being \$47,900.00, under the approval threshold of CEO, Mr. Deville, it was recommended to move forward with Honore' Companies, LLC as the contractor, which required no Board approval.

Scope: perform interior renovations per the design development intent of sketch provided by CAO Ms. Thomas, including window, wall(s) demolition and reconstruction,

doors removal and replacement, door exchange remove and reset, ceiling tile replacement (executive office and conference room), cove base removal and replace with wood base board, paint walls (executive office, conference room, admin office common areas), construct five (5) new offices within existing hall and conference room, prep and clean project location.

November 22, 2019, an unfortunate incident that involved a CATS employee falling exiting the side entrance and the uneven handicamp ramp at the front entrance of the building caused us to consider the necessary requirements to bring both the main and side entrances into compliance with ADA standards. Again, three quotes were solicited, based on the similarities in the scope of work provided their ability to perform the work timely and being the lowest responsible bid of \$38,200.00, I recommended Honore' Companies, LLC to perform the exterior renovations that will bring both the main and side entrances of the CATS Administration building to ADA standards.

Scope: perform ADA and life safety code improvements to the main/side entrances to the exterior of the building including but not limited to concrete demolition, new concrete pavement, concrete ramp(s) with handrails, as necessary, automatic door operator access push entry panels, restriping parking spaces per ADA.

The \$38,200.00 contract amount is under the \$50,000.00 authorization of CEO, Mr. Deville. However, to avoid the idea or notion that separating the two contracts would be an attempt to circumvent seeking Board approval, the two scopes of services and dollar amounts are combined. Therefore, we are requesting the Board to approval the contract for Honore' Companies, LLC, in the amount not to exceed \$86,100.00.



OPERATING AND CAPITAL BUDGET
FOR THE YEAR ENDING DECEMBER
31, 2020

2250 Florida Boulevard
Baton Rouge, LA 70802
PHONE: 225.389.8920

CONTACT

Bill Deville
Chief Executive Officer
bdeville@brcats.com



CATS 2020 Operating Budget Narrative

The revenue for Calendar Year 2020 is currently estimated at nearly \$28.9 million to fund estimated expenses of \$28.9 million.

CATS CY2020 Operating budget is \$28,905,885, compared to CY2019 Operating budget of \$26,999,987; this is an increase of \$1,465,228, or 7.05%.

Highlights:

- CATS construction of its Cortana East Transit Center is expected to be completed by the end of 2019. Revenue service will begin early in the first quarter of 2020.
- CATS, along with the City-Parish and Build Baton Rouge, was awarded a \$15,000,000 BUILD grant in the fourth quarter of 2019, for its Plank-Nicholson Bus Rapid Transit (BRT) Corridor project with NEPA reviews starting no later than the end of the first quarter 2020; categorical environmental exclusion is expected from the NEPA process. The successful award of the BUILD grant helps pave the way for the \$40 million BRT project, and CATS will be seeking to adjust its Capital Budget to reflect the early success of the grant application/award.
- CATS concluded the planning component of the Microtransit project in 2019, via Transloc technology contract, and the agency will be implementing its first Microtransit service pilot for six months, with Phase I beginning by the end of the first quarter of 2020. The proposed service area in North Baton Rouge includes two zones: the Baton Rouge Metropolitan Airport and Southern University, and the City of Baker.
- CATS is nearing the end of the planning phase to implement a pilot ADA paratransit microtransit-type service with the current CATS On Demand provider, MV Transportation. This service is slated to begin in the first quarter of 2020 and will serve a sampling of the elderly and disabled communities across East Baton Rouge.
- CATS began a new Service Improvement Plan that will be implemented in spring 2020.

2250 Florida Boulevard
Baton Rouge, LA 70802
PHONE: 225.389.8920

CONTACT



- CATS will be seeking to begin the process to obtain funding to contract for a formal Comprehensive Operational Analysis (COA) by the end of 2020.
- CATS will continue to work with neighboring parish governments in 2020 to find ways to improve inter-parish transportation planning efforts; one program initiated by the City of Baker in 2019 is its planned Baker Park and Ride project. This project would include a CATS Park and Ride right-of-way within the boundaries of the planned hotel, retail, and housing real estate development; financial support is being led by CRPC for the project.
- CATS has begun looking for ways to strategically invest in improvements and expansion of its 2250 Administration, Operations, and Maintenance (AOM) facility; further planning efforts are expected to take place in 2020, including expansion of sorely needed parking space for employees.
- The CATS Planning Committee has noted its support of the relocation of the current downtown transit center/terminal service to the I-110 Underpass area at Florida Boulevard; it is expected that planning and construction will begin in 2020.
- CATS expects to contract a “bench” of consultants and contractors for its “on call” programs to strategically help the agency with revenue leveraging, the aforementioned COA, and program management of its board approved operating and capital programs.
- FTA concluded its 2019 Triennial Review, and CATS is applying the agreed upon responses in 2020.
- CATS has applied, and will continue to apply, for grants to fund the goal of using electric buses on all BRT routes. The agency received its first three electric buses in the spring of 2019 and plans to replace the aged fleet with smaller, 29-foot electric buses; this is expected to start by the fourth quarter of 2020.

Operating Revenue

Operating Revenues are expected to total \$28.9 million. As indicated by the attached budget and revenue projections, the majority of CATS operating revenues come from the dedicated property tax millage and federal grants,

2250 Florida Boulevard
Baton Rouge, LA 70802
PHONE: 225.389.8920

CONTACT



with the balance coming from Passenger Revenues, the Parish Transportation Fund, Hotel/Motel tax, and Advertising revenues.

Operating Expenses

With 19 Fleet vehicles reaching full life expectancy, CATS is challenged to continue improving comprehensive service and maintenance programs within the confines of the 2020 operating budget, with the goal of continuing and improving service reliability. While there is a national shortage of transit operators, CATS is developing plans to obtain and maintain a full employment of operators. Together with the service improvement plan, CATS expects positive results in improved customer service and service sustainability. In 2020, CATS will continue to upgrade its technology efforts, critical in today's transit world.

Capital Program

CATS rapid transit network plan for East Baton Rouge got a huge push forward with the November 2019 BUILD grant award for \$15 million. The environmental review of all the BRT stations and transit centers located within the Plank Road-Nicholson BRT Corridor will get underway in the first quarter 2020.

The Florida Blvd BRT stations will be included in the environmental review, and CATS will begin reassessing the timing and funding needs for this vital BRT route.

Continuing its efforts to obtain funding at all levels, coupled with the grant and local revenues being received, CATS is positioning itself for the next two to five years with a Board approved Capital Improvement Investment Plan.

CATS is expected to get the final approval to obtain title to proposed North Transit Hub located on Airline Highway adjacent to the new LSU Urgent Care and Health Facilities location.

CATS is planning to begin designing and construction for the relocation of its *Downtown 22nd* and Terminal service to I-110 and Florida in 2020.

Construction of the East Cortana Transit Center is expected to be completed in the fourth quarter of 2019, allowing revenue service to begin early in 2020.

CATS is seeking a proposed site for its South Transit Center, in 2020, with two options becoming available via CATS Board members and the East Baton Rouge and Health District, both are open to entertaining proposals.

Capital Area Transit System

Operating Budget

For the Year Ending December 31, 2020

Operating Revenues

Draft

Description	2020	2019	Dollar
	Budget	Budget	Variance
Operating Revenue			
Passenger Paid Fares	1,726,698	1,701,630	25,068
Special Transit Fares (Contract)	243,330	311,319	(67,989)
ADA/Paratransit Revenue	117,144	92,000	25,144
Advertising Revenue	540,000	732,647	(192,647)
Interest Income	163,453	162,183	1,270
Other Agency Revenue	140,012	179,366	(39,354)
Total CATS Generated	2,930,637	3,179,146	(248,509)
Non Federal Revenue			
Hotel/Motel Tax	1,224,264	1,250,823	(26,559)
Parish Transportation Fund	550,000	550,000	0
Property Tax Revenue	17,780,000	17,608,470	171,530
Total Non Federal	19,554,264	19,409,292	144,972
Federal Operating Subsidies			
FTA - Preventive Maintenance	3,083,512	4,186,549	(1,103,037)
FTA - Project Administration	0	0	0
FTA - Planning	100,000	225,000	(125,000)
FTA - JARC/New Freedom	131,085	0	131,085
Total Federal Operating	3,314,597	4,411,549	(1,096,952)
Total Operating Revenues	25,799,498	26,999,987	(1,200,489)
FTA - Capital Projects	3,106,386	0	3,106,386
TOTAL SOURCES OF REVENUE	28,905,884	26,999,987	1,905,897

Capital Area Transit System

Operating Budget

For the Year Ending December 31, 2020

Operating Expenses

DRAFT

Description	2020	2019	Dollar
	Budget	Budget	Variance
Operating Expenses			
Labor	11,653,980	10,885,580	768,400
Fringe Benefits	6,939,752	6,482,182	457,570
Labor and Fringe Benefits	18,593,732	17,367,762	1,225,970
Casualty and Liability	1,805,525	1,686,478	119,047
Services	1,917,114	1,790,710	126,404
Purchased Transportation	2,408,825	2,250,000	158,825
Materials & Supplies	2,926,174	2,733,238	192,936
Utilities	291,200	272,000	19,200
Miscellaneous Expenses	792,020	739,799	52,221
Leases and Rentals	171,294	160,000	11,294
Total Operating Expenses	28,905,884	26,999,987	1,905,897
NET BALANCE (+/-)	0.00	0.00	

NOVEMBER 2019 GENFARE RECORDED RIDERSHIP AND REVENUE PER ROUTE BY TYPE OF DAY

Route Number	Route Name	RIDERSHIP				REVENUE			TOTAL	
		Weekday	Saturday	Sunday		Weekday	Saturday	Sunday	Ridership	REVENUE
8	Gus Young Ave / BRCC	2,412	655	264		\$1,025.00	\$260.36	\$113.35	3,331	\$1,398.71
10	Scenic Hwy / Southern University	6,194	484	394		\$2,934.38	\$254.19	\$171.80	7,072	\$3,360.37
11	Northside Circulator / 72nd Ave / Scotlandville	2,795	392	274		\$2,132.10	\$197.54	\$170.81	3,461	\$2,500.45
12	Government St / Jefferson Hwy	5,300	760	458		\$2,384.90	\$267.87	\$172.36	6,518	\$2,825.13
14	Thomas Delpit Dr / Roosevelt St	3,732	1,082	351		\$1,978.74	\$455.91	\$205.11	5,165	\$2,639.76
15	Glen Oaks / Blount Rd / Crestworth	1,676	262	116		\$1,230.74	\$161.98	\$79.90	2,054	\$1,472.62
16	Capitol Park Shuttle	38	No service	No service		Free service	No service	No service	38	\$0.00
17	Perkins Rd	8,454	1,132	783		\$4,495.17	\$653.54	\$401.65	10,369	\$5,550.36
18	Tigerland / Cortana Mall	5,631	984	651		\$3,330.94	\$503.96	\$309.26	7,266	\$4,144.16
20	North Acadian Thwy	6,572	855	927		\$3,956.69	\$486.34	\$420.78	8,354	\$4,863.81
21	Fairfields Ave	6,555	876	681		\$3,618.81	\$434.22	\$294.82	8,112	\$4,347.85
22	Winbourne Ave	6,388	923	404		\$3,742.13	\$461.72	\$232.01	7,715	\$4,435.86
23	Foster Dr	3,628	486	246		\$2,183.72	\$321.76	\$167.97	4,360	\$2,673.45
41	Plank Rd	14,954	2,732	1,605		\$8,670.70	\$1,314.90	\$798.54	19,291	\$10,784.14
44	Florida Blvd	19,420	4,090	2,896		\$9,455.53	\$1,876.44	\$1,149.21	26,406	\$12,481.18
46	Cortana / Gardere / L'auberge	5,335	841	699		\$3,826.20	\$471.14	\$434.91	6,875	\$4,732.25
47	Highland Rd / LSU	19,092	2,960	2,150		\$10,025.53	\$1,400.61	\$962.54	24,202	\$12,388.68
54	Airline Hwy North / Metro Airport / Southern University	9,122	1,220	947		\$5,538.41	\$689.49	\$601.96	11,289	\$6,829.86
57	Sherwood Forest Blvd / Greenwell Springs Rd / Siegen Ln	12,407	2,032	1,377		\$9,083.72	\$1,270.03	\$811.65	15,816	\$11,165.40
58	Coursey Blvd / O'Neal Ln / Ochsner	4,152	949	No service		\$2,530.41	\$443.03	No service	5,101	\$2,973.44
59	East Florida Blvd / O'Neal Ln / Ochsner	3,790	939	263		\$2,858.31	\$536.00	\$139.63	4,992	\$3,533.94
60	Medical Circulator	868	110	57		\$464.24	\$34.10	\$21.75	1,035	\$520.09
70	CATS Terminal / Southern University / Baker	3,832	577	361		\$2,638.18	\$367.62	\$187.27	4,770	\$3,193.07
72	Florida Blvd Limited Stops	5,612	No service	No service		\$2,159.81	No service	No service	5,612	\$2,159.81
80	Southern University Shuttle / Jag Train	1,375	No service	No service		Free service	No service	No service	1,375	\$0.00
										\$110,974.39
	Total	159,334	25,341	15,904		\$90,264.36	\$12,862.75	\$7,847.28	200,579	\$110,974.39

RIDERSHIP PER ROUTE BY MONTH YEAR-TO-DATE FOR NOVEMBER 2019 INCLUDING LSU TIGER TRAILS

ROUTE NUMBER	ROUTE NAME	January	February	March	April	May	June	July	August	September	October	November	December	Total
LSU	Tiger Trails (operated by First Transit)	124,367	141,526	120,052	107,597	28,987	24,729	21,735	74,008	165,521	165,950	131,806		1,106,278
8	Gus Young Ave / BRCC	2,949	3,007	3,191	2,655	3,009	2,642	2,683	3,734	3,295	3,688	3,331		34,184
10	Scenic Hwy / Southern University	7,063	7,887	7,918	7,463	7,480	5,622	6,704	8,069	8,978	9,007	7,072		83,263
11	Northside Circulator / 72nd Ave / Scotlandville	4,714	4,189	4,029	3,384	3,738	3,428	3,505	4,203	4,548	4,342	3,461		43,541
12	Government St / Jefferson Hwy	9,569	9,087	8,811	8,186	8,206	7,715	7,794	8,297	7,608	7,316	6,518		89,107
14	Thomas Delpit Dr / Roosevelt St	4,363	4,323	5,473	5,131	5,554	4,714	4,835	5,671	6,104	5,974	5,165		57,307
15	Blount Rd / Crestworth (began service 02/24/2019)	0	482	3,053	3,025	3,536	2,837	2,751	3,761	3,239	2,532	2,054		27,270
16	Capitol Park Trolley	143	7	83	6	23	41	50	93	62	208	38		754
17	Perkins Rd	11,949	10,919	11,172	10,432	12,132	10,747	10,446	11,045	11,061	10,981	10,369		121,253
18	Tigerland / Cortana Mall	7,764	7,295	7,263	6,877	7,635	7,612	7,692	8,807	8,398	8,336	7,266		84,945
20	North Acadian Thwy	10,553	10,700	10,171	8,970	9,508	9,280	10,141	10,954	9,747	10,108	8,354		108,486
21	Fairfields Ave	5,727	6,252	6,623	6,518	7,890	7,164	7,089	7,887	8,004	8,273	8,112		79,539
22	Winbourne Ave	8,086	7,002	6,906	6,174	7,506	7,046	7,050	8,508	8,580	8,719	7,715		83,292
23	Foster Dr	5,703	6,199	5,651	5,769	5,424	6,043	5,490	5,858	4,865	4,985	4,360		60,347
41	Plank Rd	20,435	21,206	20,396	18,735	20,515	18,456	18,990	20,639	21,224	21,352	19,291		221,239
44	Florida Blvd	30,999	32,373	30,994	30,190	31,909	30,540	29,655	30,738	27,914	28,773	26,406		330,491
46	Gardere / OLOL / L'auberge (ended service 02/23/2019)	5,383	5,268	0	0	0	0	0	0	0	0	0		10,651
46	Cortana / Gardere / L'auberge (began service 02/24/2019)	0	0	6,905	7,113	7,248	7,461	7,322	7,423	7,474	8,433	6,875		66,254
47	Highland Rd / LSU	25,681	24,198	24,449	21,979	22,596	23,471	22,966	25,777	25,336	26,049	24,202		266,704
50	Glen Oaks Circulator (ended service 02/23/2019)	2,413	2,063	0	0	0	0	0	0	0	0	0		4,476
52	Baker Circulator (ended service 02/23/2019)	1,419	1,288	0	0	0	0	0	0	0	0	0		2,707
54	Airline Hwy North / Southern University / Metro Airport	12,000	12,078	10,907	10,199	10,593	9,785	11,156	11,972	12,083	12,534	11,289		124,596
55	East Florida Blvd / SF BREC (ended service 02/23/2019)	2,871	2,492	0	0	0	0	0	0	0	0	0		5,363
56	Mall to Mall / Drusilla Ln / Tara Blvd (ended service 02/23/2019)	5,960	4,495	0	0	0	0	0	0	0	0	0		10,455
57	Sherwood Forest Blvd / Greenwell Springs Rd	13,446	13,260	15,147	15,294	16,212	15,388	15,549	16,920	16,095	17,160	15,816		170,287
58	Coursey Blvd / O'Neal Ln / Ochsner	4,901	4,669	4,700	4,300	5,306	4,185	4,436	4,842	4,839	5,330	5,106		52,614
59	East Florida Blvd / O'Neal Ln / Ochsner	4,596	4,880	5,812	5,086	5,370	5,137	5,350	6,183	6,031	5,387	4,987		58,819
60	Medical Circulator	756	745	1,017	902	1,283	1,025	1,134	1,122	1,280	1,236	1,035		11,535
70	CATS Terminal / Southern University / Baker	4,159	4,105	4,239	4,507	4,307	4,596	4,830	5,210	5,162	4,952	4,770		50,837
72	Florida Blvd Limited Stops	5,031	5,564	4,958	5,209	6,145	4,813	5,616	5,789	5,957	6,346	5,612		61,040
80	Southern University Shuttle	2,563	5,020	3,617	3,543	502	1,281	242	1,054	2,158	1,636	1,375		22,991
103	Airport / Downtown Express (ended service 02/23/2019)	257	110	0	0	0	0	0	0	0	0	0		367

TOTAL UNLINKED TRIPS	345,820	362,689	333,537	309,244	242,614	225,758	225,211	298,564	385,563	389,607	332,385	0	2,344,714
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	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Number of Weekdays	21	20	20	21	22	20	22	22	20	23	19		230
Number of Saturdays	5	4	6	5	5	5	4	5	4	4	5		52
Number of Sundays	5	4	5	4	4	5	5	4	6	4	5		51
Emergency Days	0	0	0	0	0	0	0	0	0	0	0		0
Total days	31	28	31	30	31	30	31	31	30	31	29	0	333
	New Years		Mardi Gras	Good Friday	Memorial Day		Independence Day		Labor Day		Thanksgiving Day	Christmas	
	MLK										Veterans Day		

TOTAL RIDERSHIP AND REVENUE PER ROUTE FOR NOVEMBER 2019

Route Number	Route Name		
		RIDERSHIP	REVENUE
8	Gus Young Ave / BRCC	3,331	\$ 1,398.71
10	Scenic Hwy / Southern University	7,072	\$ 3,360.37
11	Northside Circulator / 72nd Ave / Scotlandville	3,461	\$ 2,500.45
12	Government St / Jefferson Hwy	6,518	\$ 2,825.13
14	Thomas Delpit Dr / Roosevelt St	5,165	\$ 2,639.76
15	Blount Rd / Crestworth	2,054	\$ 1,472.62
16	Capitol Park Trolley	38	Free service
17	Perkins Rd	10,369	\$ 5,550.36
18	Tigerland / Cortana Mall	7,266	\$ 4,144.16
20	North Acadian Thwy	8,354	\$ 4,863.81
21	Fairfields Ave	8,112	\$ 4,347.85
22	Winbourne Ave	7,715	\$ 4,435.86
23	Foster Dr	4,360	\$ 2,673.45
41	Plank Rd	19,291	\$ 10,784.14
44	Florida Blvd	26,406	\$ 12,481.18
46	Cortana / Gardere / L'auberge	6,875	\$ 4,732.25
47	Highland Rd / LSU	24,202	\$ 12,388.68
54	Airline Hwy North / Southern University / Metro Airport	11,289	\$ 6,829.86
57	Sherwood Forest Blvd / Greenwell Springs Rd	15,816	\$ 11,165.40
58	Coursey Blvd / O'Neal Ln / Ochsner	5,106	\$ 2,973.44
59	East Florida Blvd / O'Neal Ln / Ochsner	4,987	\$ 3,533.94
60	Medical Circulator	1,035	\$ 520.09
70	CATS Terminal / Southern University / Baker	4,770	\$ 3,193.07
72	Florida Blvd Limited Stops	5,612	\$ 2,159.81
80	Southern University Shuttle / Jag Train	1,375	Free service
		RIDERSHIP	REVENUE
	Total	200,579	\$ 110,974.39

NOVEMBER 2019 COMPARED TO NOVEMBER 2018

#	ROUTE NAME	2019		2018		DIFFERENCE	
		RIDERSHIP	REVENUE	RIDERSHIP	REVENUE	RIDERSHIP	REVENUE
8	Gus Young Ave / BRCC	3,331	\$ 1,398.71	3,363	\$ 1,688.37	-32	\$ (289.66)
10	Scenic Hwy / Southern University	7,072	\$ 3,360.37	7,652	\$ 3,864.73	-580	\$ (504.36)
11	Northside Circulator / 72nd Ave / Scotlandville	3,461	\$ 2,500.45	4,217	\$ 3,065.07	-756	\$ (564.62)
12	Government St / Jefferson Hwy	6,518	\$ 2,825.13	7,766	\$ 3,107.72	-1,248	\$ (282.59)
14	Thomas Delpit Dr / Roosevelt St	5,165	\$ 2,639.76	4,618	\$ 2,562.84	547	\$ 76.92
15	Blount Rd / Crestworth (<i>began service 02/24/2019</i>)	2,054	\$ 1,472.62	0	\$ -	2,054	\$ 1,472.62
16	Capitol Park Shuttle	38	Free service	5	Free service	33	\$ -
17	Perkins Rd	10,369	\$ 5,550.36	11,170	\$ 5,574.03	-801	\$ (23.67)
18	Tigerland / Cortana Mall	7,266	\$ 4,144.16	7,315	\$ 3,821.71	-49	\$ 322.45
20	North Acadian Thwy	8,354	\$ 4,863.81	8,923	\$ 5,542.20	-569	\$ (678.39)
21	Fairfields Ave	8,112	\$ 4,347.85	5,729	\$ 3,321.29	2,383	\$ 1,026.56
22	Winbourne Ave	7,715	\$ 4,435.86	7,092	\$ 4,206.40	623	\$ 229.46
23	Foster Dr	4,360	\$ 2,673.45	4,794	\$ 3,044.16	-434	\$ (370.71)
41	Plank Rd	19,291	\$ 10,784.14	20,392	\$ 11,532.72	-1,101	\$ (748.58)
44	Florida Blvd	26,406	\$ 12,481.18	31,957	\$ 14,701.65	-5,551	\$ (2,220.47)
46	Gardere / OLOL / L'auberge (<i>ended service 02/23/2019</i>)	0	\$ -	5,768	\$ 4,364.15	-5,768	\$ (4,364.15)
46	Cortana / Gardere / L'auberge (<i>began service 02/24/2019</i>)	6,875	\$ 4,732.25	0	\$ -	6,875	\$ 4,732.25
47	Highland Rd / LSU	24,202	\$ 12,388.68	24,413	\$ 11,717.87	-211	\$ 670.81
50	Glen Oaks Circulator (<i>ended service 02/23/2019</i>)	0	\$ -	2,151	\$ 1,509.13	-2,151	\$ (1,509.13)
52	Baker Circulator (<i>ended service 02/23/2019</i>)	0	\$ -	1,132	\$ 986.19	-1,132	\$ (986.19)
54	Airline Hwy North / Southern University / Metro Airport	11,289	\$ 6,829.86	11,124	\$ 6,530.75	165	\$ 299.11
55	East Florida Blvd / SF BREC (<i>ended service 02/23/2019</i>)	0	\$ -	3,012	\$ 2,049.83	-3,012	\$ (2,049.83)
56	Mall to Mall / Drusilla Ln / Tara Blvd (<i>ended service 02/23/2019</i>)	0	\$ -	4,935	\$ 2,475.48	-4,935	\$ (2,475.48)
57	Sherwood Forest Blvd / Greenwell Springs Rd	15,816	\$ 11,165.40	12,483	\$ 8,896.04	3,333	\$ 2,269.36
58	Coursey Blvd / O'Neal Ln / Ochsner	5,106	\$ 2,973.44	4,994	\$ 3,026.94	112	\$ (53.50)
59	East Florida Blvd / O'Neal Ln / Ochsner	4,987	\$ 3,533.94	4,860	\$ 2,924.45	127	\$ 609.49
60	Medical Circulator	1,035	\$ 520.09	801	\$ 498.83	234	\$ 21.26
70	CATS Terminal / Southern University / Baker	4,770	\$ 3,193.07	5,578	\$ 3,149.77	-808	\$ 43.30
72	Florida Blvd Limited Stops	5,612	\$ 2,159.81	5,939	\$ 2,010.37	-327	\$ 149.44
80	Southern University Shuttle	1,375	Free service	3,675	Free service	-2,300	\$ -
103	Airport / Downtown Express (<i>ended service 02/23/2019</i>)	0	\$ -	165	\$ 113.06	-165	\$ (113.06)

TOTAL PASSENGERS & REVENUE	200,579	\$ 110,974.39	216,023	\$ 116,285.75	-15,444	-\$5,311.36
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CATS Procurement Listing for CATS Board

December 6, 2019		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 2/29/20.	Service RFP	Brown Claims Management Group Adjuster Claim Services Bus Liab & W C	Refer to updated Hourly Rates for renewal period 3/1/19 thru 2/29/20	Renewal: 3/1/19	2/29/20	Board Approved Renewal through 2/29/20	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). Seeking renewal thru 2/29/20	1/15/19 – Board approved. 3/1/18 – 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	SJB Group, LLC	Approx Cost \$323,000	Estimated Date: TBD (18 mo)	Estimated Date: TBD (18 mo)	Board Approved 11/13/18	RFQ for Design Services for BRT Stations on Plank Rd & Fla Blvd. to include new transit facilities	11/13/18 - Board approved 11/8/18 – F&E Committee approved to move to full Board. 10/25/18 – CATS received final offer in the amount of \$322,544.55 from SJB. 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 #934 RFQ 2019-AmenitiesDesign-005	A&E Design Services	Reich Landscape Architecture	Approx Cost \$180,000	TBD	TBD	Board Approved Contract Award in May	RFQ for Design Services for Transit Amenities and Related Equipment	5/15/19 - Board approved 4/17/19 – Proposals were received by Procurement, and PEC evaluated proposals and recommend an award at the June 2019 Board meeting for \$180,000. 3/28/19 – RFQ was solicited. Proposals due at 10:00am on 4/17/19. 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.
A&E Design Services NBR Transit Ctr PR #1307	A&E Design Services	TBD	Approx Cost TBD	TBD	TBD	TBD	RFQ for Design Services for the North Baton Rouge Transit Center	4/1/19 – On hold at this time per CATS Management. Firm to undertake the development of a series of 4 major bus transfer centers, where NBR Transit Center is one. To feature bus parking bays, canopy structures, driver's lounge, enclosed passenger facilities, bike racks, trash receptacles, lighting, safety bollards, kiosks and ticket machines, etc.
On-Call Services RFP PR # 2019-On-CallServices-009	Consulting	TBD	Approx Cost TBD	TBD	TBD	TBD	CATS issued RFP for non-A&E on-call services on 3/28/2019 Proposers agreed to extend binding period through 11/12/19 as CATS needs more time for evaluating them.	12/4/19- Collecting References 8/1/19 – PEC to submit scores, evaluations this month. 7/2/19 - Procurement met with PEC to discuss process & hand out packets. 5/16/19 – Proposals publicly opened. 3/28/19 – RFP solicited for On-Call Services. Pre-proposal conference to be held on 4/17/19 at 2pm. Proposals due on 5/16/19. 3/14/19 – RFQ is cancelled. CATS to reissue RFP for non A&E on-call services. 2/8/19 – RFQ distributed and posted on CATS website 2/13/19. Services to include services for CATS, such as Finance, General Admin Support, Marketing & Advertising, Operations, Procurement, IT, & Corp Affairs
Audit Services CATS & Pension External Audit Services	RFP Services Contract	Postlethwaite & Netterville	(Add \$119,500 for CATS CYE 2018) = \$151,000	Jan 2019	Dec 2021	Board to approve increase of \$119,500 in July.	RFP for External Audit Services to replace an existing contract ending 12/31/18	7/16/19 – Board approved additional \$119,500 for CATS CYE 2018 to initial \$31,500 for new total of \$151,000. 11/13/18 - Board approved 11/8/18 – F&E Committee approved to move to full Board. RFP opened on 10/30/18. For Calendar Years ending in 2018 through 2020, with 2 one-year renewal options.

CATS Procurement Listing for CATS Board								
December 6, 2019		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
C								
Construction Cortana Transit Center PR #1304	ITB	Kelly Construction Group, LLC	Approx Cost \$525,000	Within 3 weeks of issuance of the Notice to Proceed (3/27/19)	180 days from NTP/PO: 9/23/19	Board Approved 3/19/2019	REBID: ITB for Construction of Cortana Transit Center – ITB #2019-CortanaTransitCtr-002	3/19/19 – Board approved. Notice to Proceed with PO sent out on 3/27/19. 3/14/19 – F&E Approved. 3/6/19 – Bids opened. CATS received 3 bids, and is recommending award to lowest bidder, Kelly Construction Group, LLC. 2/6/19 – CATS posted ITB to website and emailed to vendor list. Bid Due Date: 3:00pm, March 6, 2019.
Construction Bus Washers PR #1206	ITB	Tillage Construction	\$589,000	Within 3 weeks of issuance of the Notice to Proceed		Board Approved 7/16/2019	Procurement has solicited bids for two (2) bus washers. Vendor to remove old units and replace with new ones.	7/16/19 – Board approved award of \$589,000 to lowest bid in July. 6/19/19 – Bids publicly read at bid opening. Procurement reviewed. 5/2/19 – ITB solicited. Bid Opening Date: 5/29/19 at 3pm. 4/2/19 – Final draft of ITB being reviewed for Procurement to finalize and send out. 2/8/19 – ITB is being drafted, almost complete, for 2 bus washers, using Federal funds. We are hoping to have the bids out within the next 30 days or sooner.
Compliance Assistance (FY2019 FTA Comprehensive Oversight Review	Consult Service	Pierlott & Associates	\$144,349 (Add \$96,492 to current contract) \$47,857	12/24/18	Extension for 4/30/2020. 8/31/19 or until FY2019 FTA comp oversight review, whichever occurs later.	Board approved 5/21/19 Written Contract PO 2018261	Consultant to assist CATS with preparation of upcoming FTA Triennial 2019 to include tasks: Corrective Action Support, Post-Review Assistance for Oversight Review	11/8/19- Contract Extension for Period of Performance only, until 4-30-2020 (Garrick) 5/21/19 – Board approved additional funds of \$96,492 for a total contract amount of \$144,349. 8/10/18. Original contract was executed on 2/5/19 for \$47,857, which was within the threshold for CEO approval.
Customer Satisfaction Surveys End date is 4/30/19 with one renewal	Consult Service	ETC Institute	\$103,375 (Add \$32,215 to renewal for 2019) \$68,120	5/1/19	4/30/20 One year contract renewal	Board approved renewal contract and add \$32,215	Board surveys twice a year at a renewed total cost of \$103,375. Refer to CEO recommendation to renew letter.	4/16/19 – Board approved renewal w/additional amount for added tasks. 4/11/19 F&E to review and approve renewal with additional tasks for more funds. CATS Board approved 1 st contract on April 16, 2018. 4/13/18 Procurement prepared the recommendation for award letter to CATS CEO recommending ETC Instituted as selected by the PEC members.
D								
Acting Deputy CEO & Senior Operations Advisor to CATS Senior Management	Consult Service	New Age Industries, LLC (NAI)	\$50,000	6/10/19	6/19/20	Board approved 5/21/19 Written Contract PO 2019152	Consultant to assist CATS with development of new COO job description; assist in oversight and management of day-to-day operating and maintenance duties; assist with filling CATS Deputy CEO vacancy with a qualified candidate; and work with CEO and executive staff to implement recommendations, goals and objectives as defined in CATS Strategic and Capital Improvement	5/21/19 – Board approved this new contract with New Age Industries.

CATS Procurement Listing for CATS Board

December 6, 2019		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
							Investment Plans.	
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. 3/16/17 - 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 <i>Joint C-P & CATS Contract</i> Approved thru 3/31/2019	RFP by City Parish	Mansfield Oil (was assigned by 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	03/31/20 Current 2 year contr w/5 one year renewals available thru 2021	Board Approved on 3/19/19 one year renewal thru 3/31/20	City Parish included CATS in 2014 fuel solicitation as a separate entity to participate in the fuel dispensing system.	3/19/19 – Board approved. Renewal contract sent out. 3/14/19 – F&E Approved. 2/8/19 – City Parish has renewed for one year and notified CATS. This will go to March Board. 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.
G								
Graphic Design Services	RFP Consult Services	Rockit Science	\$160,000 Maximum 1st Renewal \$125,000 Maximum per year	10/1/19 10/1/18	9/30/20 9/30/19	Board Approved 9/17/19 Board Approved 9/18/18	Assist CATS in creating and executing marketing programs, incl. 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.	9/17/19 – Board approved 1st renewal through 9/30/20 for Strategic Creative Consulting Services under this contract. 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 <i>Contract is thru 5/18/20</i>	Consult Legal Services	Abadie Law Firm, APLC	Monthly Retainer Fee + hourly rates apply.	(new) 5/19/19	(new) 5/18/22	Board Approved 2/19/2019	Three (3) year Legal Services Contract Approved by CATS board on 2/19/2019	2/19/19 – Board approved new 3-year contract. No changes from last year.
O								
Oil (Motor) and Antifreeze RENEWAL IN	ITB	Miguez Fuel (Antifreeze) Petro Choice (Motor Oil)	Approx. Total Cost for Miguez Fuel through 12/31/19 \$51,670 Approx Cost	1/1/19	12/31/19	Board to approve in April 2019	CATS currently has no contract in place for Motor Oil or Antifreeze, so an ITB was solicited for these items through 12/31/19 with one renewal option.	4/16/19 – Board approved. 4/2/19 – ITB for antifreeze and motor oil to be awarded, where the antifreeze will be awarded to Miguez Fuel (for a total of \$15,000), who currently contracts with CATS for hydraulic turbine oil, diesel exhaust fluid (at a total of \$36,670). Contract for remainder of CY2019 will be \$51,670 . Motor Oil will be awarded to Petro Choice for a total of \$34,620 , within the

CATS Procurement Listing for CATS Board								
December 6, 2019		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
PROCESS			for Petro Choice: \$34,620					CEO's threshold of \$50,000.
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								
Security Guard Services	RFP Services	Weiser Security Services, Inc. RENEWAL IN PROCESS	Approx. \$237,000 annual cost	1/1/19 1 st of 2 one-year renewals	12/31/19	Board Approved 11/13/18	24 /7 - Security Guard Services at CATS 2250 Florida Blvd. location.	11/13/18 - Board approved 11/8/18 – F&E Committee approved to move to full Board. Board Approved original award on 1/15/16 – Security contract awarded to Weiser Security Services, Inc. 3-year contract with 2 options to renew for 12-months each.
Software ERP Sys Specification Development	RFP Services	Intueor Consulting, Inc.	\$94,474	9/1/18	180 days following final award of ERP Software System	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 Specs for a software technical solution for an RFP. They 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 ERP System	RFP Services	Tyler Technologies Solution- IN PROCESS	New price \$822,893.00 (Option to extend 3 years)	1/1/2020-12/31/2024 (1 st - 5 years)	12/31/24	Pending	Board Approved F&E Approved	Board Approved on . Intent to Award to Tyler Technologies Solution. 12/13/19- Received negotiation prices from Tyler, new price is \$822,893.00 for 5 year term w/option to extend for 3 years. 12/6/19 – Emailed letter for Intent to Recommend Award to Tyler Technologies.
Software ERP Sys RFP	System Wide Software		\$1,303,376 – Bid proposal price			Board to approve in Fall, 2019	CATS issued an RFP for system-wide software – ERP Software Proposals Due: 8/13/19 at 10:00am	8/28/19 – Proposals received on due date. Procurement reviewed for responsiveness. 8/14/19 – Addendum #2 issued to respond to questions and make changes to the RFP. 8/1/19 – Addendum #1 issued to extend due date and allow more time for CATS responses to many questions submitted. New Due Date: 8/28/19. 6/26/19 – RFP is advertised, posted on CATS website and notification sent to vendor list. Due: 8/13/19.

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
Software RouteMatch Services	Service for Tech Support, Warranty & Maint	RouteMatch Software Warranty	One year of tech support, warranties, & maintenance coverage \$165,052	8/1/19	7/31/20	Board Approved 9/17/19	Tech Support, Maintenance & Warranty Coverage for AVL, APC & AVA Sys	9/17/19 - Board approved 12-month renewal for \$165,052 . Renew warranty services contract through 7/31/20. Board Approved on 7/17/18 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 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.	5/1/19 – All 3 buses have been received. Waiting on post-award documents per FTA requirements before payment can be made. 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. 10/19/17 – CATS Received 3 bids from BYD, New Flyer and Proterra.
Vehicles Diesel Buses (8) 35ft <i>Delivery Schedule Nov/Dec 2018 16 to 18 month Delivery period</i>	Rolling Stock ITB	Gillig, LLC 35 ft diesel Per bus price + added amenities \$417,227.20 total order \$5,006,726.40	3 rd 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 been issued	8 buses delivery 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	1/3/19 – Procurement was notified that all 8 buses have been received by CATS Maintenance. 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								

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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	Only the WEB HOSTING is procured annually. (Renewal date 7/1/2020) PO2019190 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 30 th . Contract Award Recommendation is scheduled to be on 12/20/16 Board meeting agenda.
2019 Contracts Authorized by CATS CEO (includes CEO approved procurements between \$20,000 to \$50,000) <i>Listed Alphabetically by Description – yellow highlights indicate latest approved project by CEO</i>								
Description		Vendor Name	Amount	Start Date	End Date	CEO Approved	Services Provided	Comments
US DOT BUILD Grant Application Assistance		HNTB Corporation	\$45,611 Max Amt	5/24/19	12/31/19	Written Contr PO 2019148	Consultant to assist CATS with certain aspects of the BRT Project and Grant Application	5/30/19 – Contract executed and sent to vendor.
Assessment of CATS 2250 Florida Blvd Facilities		GOTECH, Inc.	\$48,500	3/29/19	45 days after start	Written Contr PO 2019090	Consultant to complete a Building Component Assessment and a Civil Site Inspection & Survey	6/6/19 – Contract executed and sent to vendor.
Materials Testing & Resident Inspection Services at Cortana Transit Ctr & Plank Rd BRT		The Beta Group	\$50,000	4/2/19	3/30/20	Written Contr PO 2019092	Contractor to provide Materials Testing and Resident Inspection Services at Cortana Transit Center and Plank Road BRT	5/28/19 – Contract executed and sent to vendor.
A&E Design Services Interim Transit Hub Cortana Walmart Conceptual Drawings		Monroe & Corie, Inc. (PR 383) (PR #3164 – Add'l amt of \$6,227.50)	\$46,820 Max Amt \$53,047.50 New Max Amt	4/16/18 9/1/2019	9/1/19 4/30/2020	Written Contr PO 2018051 Amendment	Consultant will provide the Interim Transit Hub Improvements at Cortana / Walmart Site. PR-383). Contract construction administrative services	11/7/19 - Contract Amend: Add \$6,227.50 and extend to 4/30/2020. This amt brings it over the \$50k limit. Board approval needed. 5/22/19 – Contract Amended: Add \$12,640 and extend through 9/1/2019. 1/19/19 – Contract Amended: Add \$2,790 and extend through 5/15/19. 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.
(Salary) Comp Study		Gallagher Benefit Services	\$45,000	1/1/19	Until terminated	Written Contr	Consultant to meet with CATS leadership and compare to similar markets for salary compensation study. Final report will be sent to Board and CATS leadership.	11/20/18 – Gallagher submitted proposal for CATS. Timeline should be approximately 8 months to complete.
Construction: Parking Lot project behind Convention St. & North Blvd.		The Luster Group	\$27,000	Approx. 10/5/19	Until terminated	PO 2019296	Contractor to install limestone, trim trees and haul off debris for employee parking at these lots.	9/26/19 – PO issued to vendor, after all approvals received.

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Drug & Alcohol 3rd Third Party Adm D & A Services for Safety Sensitive		IHSN	\$15,000 12 months of service	5/1/19	4/30/20	Written Contr PO 2019052	FTA mandated Third Party Administrator services for Drug & Alcohol /substance abuse services for safety sensitive employees.	3/8/19 – CATS is extending the 12-month renewal contract with IHSN with only a \$0.50 increase on drug tests. Orig Contr began 2012. One year Renewal.	
Financial Consultant Contract		Vicki Harris	\$30,000	4/5/19	10/5/19	Written Contr PO 2019111	Consultant to provide Finance Department with assistance in reconciling accounts, verification of grants receivables, bank reconciliations, etc.	July 2019 – CATS to extend current contract for approx. 90 days. May 2019 – Assistance needed by Director of Finance Rate: \$50/hr and max of \$30,000.	
Government Relations Consulting		Southern Strategy Group of LA	\$50,000 Max Amt.	1/1/19	12/31/19	Written Contr PO 2019071 3/2/2018	Consultant provides Governmental Affairs, Relations and Educational services (lobbying)	Mar 2019 – Extend contract through 2019. No other changes. Mar 2018. Max contract amount: \$50,000.	
HR Consultant Contract HR Special Assistance to the CEO		Dee Everett HR Consulting	\$50,000 (\$50 hr) One year contract	6/1/18	5/31/20	Written Contr PO 2019164 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.	June 2019 – Extended contract through May 31, 2020. Jun 2018 Consulting HR assistance and other specialized HR functions. Rate: \$50/hr	
Interim CAO		PLAC Enterprise	\$50,000	7/29/19	12/31/19	Written Contr PO 2019201	Consultant provides oversight of various CATS departments, under direction of the CEO, including on-call services, Title VI, EEO, Risk Management, DBE and Procurement.	July 2019 – Issued contract to PLAC Enterprise, LLC (Pearlina Thomas) Rate: \$125/hr	
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 existing 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 award of contract.	
Microtransit Pilot Program		TransLoc, Inc. IN PROCESS	\$25,000	12/20/18	6/19/19 w/option to renew an additional 3 months	1/15/19	Microtransit pilot program to serve CATS routes either outside of the current areas that CATS serves and other areas as found necessary.	1/15/19 – This was discussed at the Board meeting and the Board approved this. After Pilot program, CATS may choose to enter into a longer contract, which would be presented at the proper Board meeting.	
Oil and Related Products (Maintenance) Start renewal inquiry process by Sept, 2019 for Jan 2020		Material Supplies ITB IN PROCESS FOR RENEWALS	Petro Choice: \$34,620 (Motor oil) Sun Coast: \$17,065 (Gear oil, synthetic trans. fluid and wheel grease) Miguez Fuel: \$36,670 (Hydraulic turbine oil,	1/1/19	12/31/19	Board approved 1/17/17 thru 12/31/18. Contract has 4 one year renewals available thru 1/16/22 CATS CEO is able to approve, as threshold is below Board amount of \$50,000 for each contract	2019 ITB has one (1) renewal option for Motor Oil and Antifreeze. Contract through 12/31/19. 2017 Contract 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. Items not renewed, due to higher price increases, will be bid. A new ITB will be solicited within the next 30 days. These will go to Board for approval, as price is estimated at approximately \$70,000 for the year 2019. These 2 items are motor oil and antifreeze.	4/2/19 – ITB solicited for Motor Oil and Antifreeze. Petro Choice would be awarded the Motor Oil for \$34,620. Miguez Fuel would be awarded the Antifreeze for \$15,000, and they currently contract with CATS for other items for \$36,670. Board to approve total contract to Miguez for \$51,670 in April. 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 \$17,065 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 1/1/19 thru 12/31/19 and are within the CEO threshold authority. 1/17/17– Board approved	

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			diesel exhaust fluid)					new bid award to 2 separate suppliers for the purchase and delivery of Oil Related Products. – <u>Sun Coast Oil</u> 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.	
Procurement Consultant		Kathy Hernandez Procurement Consulting	\$25,000 Max Amt	9/10/19	12/31/19	Written Contr PO 2019264 9/17/19	Consultant provides “as needed” 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 2019 – Renew contract that expired 9/9/19 through 12/31/19 on an “as needed” basis. Consulting Procurement assistance and other specialized Procurement functions. Rate: \$45/hr	
Relocate CATS Admin Offices to 350 N. Donmoor		Armstrong Relocation Company	\$24,957	10/1/19	10/4/19	PO 2019302	Vendor to package, box, label all files from bookshelves, desks and cabinets from 5700 Florida, and move storage items from Life Storage to 350 N. Donmoor.	10/1/19 – Vendor was awarded contract based on lowest price.	
Workers’ Comp Evaluation Services		Global Profit Strategies	\$50,000 Max Amt.	9/9/19	12/31/19	Written Contr PO 2019272 9/17/19	Consultant provides professional services to evaluate CATS Workers’ Comp Plan	Sept 2019 – Evaluation of the CATS Workers’ Compensation plan and other related professional services. Rate: \$200/hr	