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

**4:30 pm  
BREC Administration Building 6201 Florida Boulevard  
Commission Room  
Baton Rouge, LA 70806**

## **AGENDA**

- I. CALL TO ORDER: Mr. Jim Brandt**
- II. ROLL CALL: Ms. Amie McNaylor**
- III. NOMINATION AND ELECTION OF OFFICERS**
- IV. APPROVAL OF MINUTES OF JANUARY 15, 2019 MEETING: Board President**
- V. PRESIDENT'S ANNOUNCEMENTS: Board President**
- VI. SAFETY MOMENT: Ms. Renee Simpson**
- VII. ADMINISTRATIVE MATTERS**
  - 1. Executive and Financial Report: Mr. Bill Deville and Executive Staff**
- VIII. COMMITTEE REPORTS AND ANY ACTION THEREON**
  - 1. Finance & Executive: Mr. Jim Brandt**
  - 2. Technical, Policies & Practices: Dr. Peter Breaux (no meeting held)**
  - 3. Audit: Mr. Kahli Cohran (no meeting held)**
  - 4. Planning: Mr. Kevin O'Gorman (no meeting held)**
  - 5. Community Relations: Ms. Linda Perkins**

**IX. ACTION ITEMS**

- 1. Consideration of award of legal services contract with Abadie Law Firm, A.P.L.C.**

**X. PUBLIC COMMENT**

**XI. ADJOURNMENT**

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

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



**MEETING OF THE  
BOARD OF COMMISSIONERS OF  
CAPITAL AREA TRANSIT SYSTEM  
AND  
PUBLIC TRANSPORTATION COMMISSION  
JANUARY 15, 2019  
4:30 p.m.  
BREC Administration Building  
6201 Florida Boulevard  
Baton Rouge, LA 70806**

**MINUTES**

**I. CALL TO ORDER: Mr. Jim Brandt**

Mr. Brandt called the meeting to order.

**II. ROLL CALL**

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

**III. APPROVAL OF MINUTES OF DECEMBER 18, 2018 MEETING**

Ms. Perkins moved to approve the minutes of the December 18, 2018, meeting and Ms. Pierre seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously with no abstentions.

**IV. PRESIDENT'S ANNOUNCEMENTS**

Mr. Brandt introduced the new CATS Board member Laurence Lambert. He shared that Mr. Lambert is principal at Vectura Consulting Services, LLC and is a graduate of LSU.

Mr. Brandt congratulated Mr. Bellue and Ms. Pierre on their reappointments to the board and noted that Mr. Thomas was not reappointed. He recognized Mr. Thomas's dedication to the agency during his time on the board.

Mr. Brandt shared that the agency would begin serving the new Ochsner medical facility on January 16<sup>th</sup>.

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

## **V. SAFETY MOMENT**

Ms. Simpson shared a safety moment centered on tips for transit operators.

## **VI. ADMINISTRATIVE MATTERS**

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

Ms. Dwana Williams shared that, in Operations, there are currently 131 active operators.

Ms. Williams updated the members on the performance measures. She noted that CATS had 203,627 passenger trips in December. There were 1.9 preventable accidents per 100,000 miles. Ms. Williams shared that there were 385 trips cancelled in December of the approximately 35,000 trips for the month. The percentage of on-time trips was 66.0%. There were 41.7 complaints per 100,000 miles in December. Ms. Williams shared that there were 1,305.1 miles between mechanical failures and 4,377.5 miles between road calls.

Mr. Deville reported that, in 2018, CATS experienced a new level of stakeholder support and was able to successfully be awarded several grants facilitating a number of projects and programs. He shared that the agency was invited to participate in a number of collaborative projects for the betterment of the Baton Rouge area.

CATS has several projects planned for 2019, notably including the Service Improvement Plan scheduled for February 24<sup>th</sup>. CATS is working with Will Scott & Company to do an executive search for a Chief Operating Officer and hopes to have qualified candidates by early second quarter.

The first BRT project is underway with BYD electric buses scheduled for delivery in March. The Plank Road BRT revenue service is slightly delayed to near the end of 2019 to work in the major joint Transit

Oriented Development project, the Plank-Nicholson BRT Corridor Small Starts project in collaboration with City-Parish and the Redevelopment Authority.

Operations and Communications is working to determine how to best utilize the new electric buses once they are ready for revenue service, between their arrival and the beginning of BRT revenue service.

CATS will be implementing its first microtransit pilot project. TransLoc is working with the agency to study the possible areas for implementation.

Postlewaite & Netterville CPA firm confirmed they will arrange a team of accounting practice and finance software auditors to review and confirm changes made by the Finance staff.

Ms. Rhonda Williams shared that CATS had \$172,543 in self-generated revenue for December. There was \$1,564,583 in non-federal revenue and \$369,800 in federal revenue for a total of \$2,106,926 in operating revenue for December. Year to date the agency has collected \$27,045,216 in total operating revenue.

The operating expenses for December were \$1,897,066. Year to date the agency has spent \$25,937,627 in operating expenses.

Ms. Williams reported on the Key Performance Indicators for December and noted that in grants, CATS has received the initial "Recipient Information Request" for the upcoming Triennial Review.

The agency spent \$95,221 in overtime in December that is primarily related to operator terminations, which have led to supervisors filling trips where possible.

It was noted there was no update on the Medicaid process.

Ms. Williams shared that the farebox committee plans to reconvene in January to discuss the recommendations made by the committee.

## **VII. COMMITTEE REPORTS AND ANY ACTION THEREON**

### **1. Finance and Executive: Mr. Jim Brandt**

Mr. Brandt referred the members to the minutes of the committee's January 10<sup>th</sup> meeting in their packets. He shared the highlights and noted that the action items would be considered later in the meeting.

He noted that the action item to consider waiving fares was discussed in the meeting and the committee members were unanimous in their desire to recommend the full board approve waiving fares for the first week of revenue service for the improvement implementation.

**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**

Mr. O'Gorman noted the committee did not meet but would be meeting in the near future to discuss the two year capital budget.

**5. Community Relations: Ms. Linda Perkins**

Ms. Perkins noted the committee did not meet.

Mr. Bryan Basford of MV Transportation noted that there were 7,217 scheduled trips; of those, 671 were cancellations and 232 were no-shows. There were four complaints for the month and the on-time percentage was 94.6%.

Mr. Basford let the board members know that CATS On Demand is now operating with 21 total vehicles in the fleet and that the CATS Maintenance Department does great work keeping the fleet running as some of the vehicles are aged.

## **VIII. ACTION ITEMS**

**1. Consideration of approval to extend adjuster claims services contract with Brown Claims Management Group, LLC**

Mr. Brown noted that this renewal is being recommended by CATS staff. He shared that the CATS Project Manager determined it is in the best interest of the agency to renew and extend the contract for a period of one year. CATS has allowed Brown Claims to apply the Consumer Price Index (CPI), which will result in an increase of 2.23% to the adjuster hourly rate, the clerical hourly rate, and the file origination fee.

Mr. Abadie let the board members know that Brown Claims has been a good partner to CATS and to Mr. Abadie in liability cases.

Mr. Bellue moved that the CEO is authorized to renew the adjuster claims services contract with Brown Claims Management Group, LLC for a period of one year and Ms. Perkins seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously with no abstentions.

**2. Consideration of adoption of 2019 CATS Strategic Plan**

Ms. McNaylor shared that the revisions to the 2019 Strategic Plan were centered on goals and action items. The goals and action items completed in 2018 were replaced with the goals and action items listed in the new plan. She noted there were no changes to the priorities, core values, or mission statement.

It was noted that the plan had been reviewed by both the Planning and F&E Committees and was unanimously recommended by both for approval.

Ms. Pierre moved that the CATS 2019 Strategic Plan be adopted and Ms. Perkins seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously with no abstentions.

**3. Consideration of approval for CEO to waive passenger fares from February 24 through March 2, 2019**

Ms. McNaylor noted that there was discussion of waiving fares for the first week of the Service Improvement Plan revenue service at the F&E Committee meeting. She shared that the average weekly revenue for 2018 was \$26,960, and the revenue for the same week in 2018 was \$31,188.

Ms. McNaylor let the members know that the agency waived fares in 2014 for the first week of the service expansion and the staff felt it was a successful endeavor.

Mr. Brandt moved that the CEO is authorized to waive passenger fares from February 24 through March 2, 2019 for the Service Improvement implementation and Ms. Perkins seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously with no abstentions.

**4. Consideration of approval to award the contract for the construction of the Cortana Transit Center ITB**

It was noted that the F&E Committee heard information pertaining to the construction bid but did not take action as there was a hearing scheduled for the next day; that hearing did not take place. The low bid was rejected as it was not responsive.

It was noted that the bid solicitation was emailed to 41 prospective contractors, including 13 small businesses and DBE firms in addition to the advertisement in The Advocate and the Weekly Press (DBE publication).

Mr. Abadie shared that two bids were received and the low bid was non-responsive. The firm that submitted the low bid filed a protest regarding the other bid that was received. At this time, that protest is unresolved.

It was recommended that the contract be awarded to the second lowest bidding firm subject to a determination that the bid was responsive in order to not stall the construction process. It was noted that there is a protest pending.

There was discussion concerning the procurement, the bids received, and the protest.

Mr. Bellue moved that, subject to a determination of CATS management that the bid submitted by the Kelly Construction Group, LLC was responsive, the CEO is authorized to award the construction of the Cortana Transit Center ITB to the Kelly Construction Group, LLC and to enter into a contract with the Kelly Construction Group, LLC in the amount of \$465,181. Mr. O'Gorman seconded the motion. Mr. Brandt invited public comment and Mr. Crank inquired as to where the money was coming from and where it was going. Voting yes were Messrs. Bellue, Brandt, and O'Gorman. Voting no were Dr. Breaux, Mr. Cohran, and Ms. Pierre. Mr. Lambert and Mss. Green and Pierre abstained. The motion failed.

**IX. PUBLIC COMMENTS**

Mr. Greg Drake shared that he had both praise and concerns. He noted that when Mr. Deville took over, the system was broken and there were many problems that have since been resolved. He said that the Ochsner service is a problem. He had to go to the media to get a resolution that is still not a good one. He noted that the customer service department is not knowledgeable, is rude, and needs to treat everyone the same.



**Mr. Shea Crank said the operators are rude and this is a problem.**

**X. ADJOURNMENT**

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

DRAFT

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Baton Rouge, LA 70802  
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## EXECUTIVE STAFF

**Bill Deville**  
Chief Executive Officer

**Darrell Brown**  
Chief Administrative Officer

## EXECUTIVE REPORT

February 2019

Bill Deville and Executive Staff

### OPERATIONS AND MAINTENANCE: *Dwana Williams*

- Operations now has 133 active Operators
- See attached Performance Measures

### CEO NOTES: *Bill Deville*

- CATS has rebid the construction project for the East (Cortana) Transit Center and hopes to have a recommendation at the March board meeting.
- Three electric buses are scheduled to arrive ahead of the planned revenue service startup for CATS Plank Road BRT route. Once these buses arrive and Operations has determined where they will be best utilized, there will be a planned press event to announce their arrival and early usage start date.
- CATS has been approached by BRAF after they met with Congressman Garrett Graves and staff in Washington, D.C. to look into the potential of implementing the Boston Paratransit/Transportation Network Companies on demand template that has been very successful there. They have inquired as to whether this would work in Baton Rouge, and CATS staff is investigating.
- CATS will have staff representing our agency at the SWTA Annual Conference the week of March 3<sup>rd</sup>; this year's conference is in El Paso, Texas.
- Director of Maintenance James Godwin will be traveling to the BYD Electric Bus Manufacturing Facility in the Los Angeles area to perform the final electric bus pre-delivery inspection later this month.

### PLANNING: *Bill Deville*

#### FACILITIES PLANNING: *James Baker or Bill Deville*

##### North Baton Rouge Transit Center:

- CATS is anticipating FTA's approval of the 2018 formula funding.
- Legal counsel for CATS is working with LSU officials to complete certain requirements prior to executing the purchase agreement.
- An updated property survey has been completed and it confirms observations raised by legal counsel regarding encroachment issues. These issues will be presented to LSU and Division of Administration officials for reconciliation.

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

- The bid documents have been re-advertised and a pre-bid conference was held February 13<sup>th</sup>.
- Bids are due for the project on March 6<sup>th</sup>.
- Construction is estimated to begin in April with completion expected by the third quarter of 2019. Revenue service is anticipated by August 2019.

##### Downtown Transit Center:



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## EXECUTIVE STAFF



- Recent discussions with DOTD officials and DPW officials continue in an effort to identify suitable downtown sites to accommodate the transit center's operations.

### **Bus Rapid Transit:**

#### **Plank-Nicholson BRT:**

- CATS, the Redevelopment Authority, and the City-Parish participated in a series of workshops January 28-29, 2019 to present the locally preferred alternative.
- A preliminary assessment of the BRT stations has been completed by SJB. The assessment concentrated on right-of-way limitations, ADA compliance, site evaluations, and the development of conceptual design plans. The assessment confirmed the suitability and acceptability of the BRT station locations; it also allows the design phase to advance to the utility phase. CATS and DPW project managers conducted a detailed walking tour of each proposed BRT station location to review potential challenges along the Plank Road right-of-way. There was also discussion regarding traffic, bike paths, complete streets/road diets and signalization plans in conjunction with the initial phase of BRT service on Plank Road and the forthcoming Plank-Nicholson BRT route, and as it may relate to the planned Phase 2 of the Plank/Nicholson BRT Corridor project.
- The CATS BRT project team and the Plank-Nicholson BRT committee continue to collaborate and share operational, design, and community information. Some of the topics being discussed include ridership projections, station locations and concept designs, cost estimates, construction, and procurement.
- The CATS BRT project team is collaborating with CATS Finance staff to determine the operating and maintenance cost budget effects resulting from the planned addition of the Plank-Nicholson BRT Corridor operation by 2022, which is the estimated revenue service projection.
- CATS recently participated in a planning workshop with the Redevelopment Authority, the City-Parish, and HNTB to establish parameters for the Plank-Nicholson BRT Corridor Redefinition Study.

### **City of Baker:**

#### **Park-and-Ride project**

- The Baker Transit Center is a bus layover facility and a park-and-ride location is being discussed with collaboration among CATS, the City of Baker, and CRPC.
- Project funding has been identified by CRPC with local match to be provided by CATS and the City of Baker.

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EXECUTIVE STAFF



- A site planning and design concepts study to be funded by CRPC will be initial phase of the project. The study is slated for completion in May 2019.
- The anticipated revenue start date is expected in 18 to 24 months, contingent upon funding.

**Service Planning: *Bill Deville***

- The Service Improvement Plan is scheduled for an implementation date of February 24, 2019. Various departments in the agency have been working to ensure the plan will be successfully implemented and employees, operators, customers, and the community will be aware of the changes.
- The first week of service – February 24<sup>th</sup> through March 2<sup>nd</sup> – under the new plan will be free for all customers utilizing both the fixed-route and CATS on Demand service.

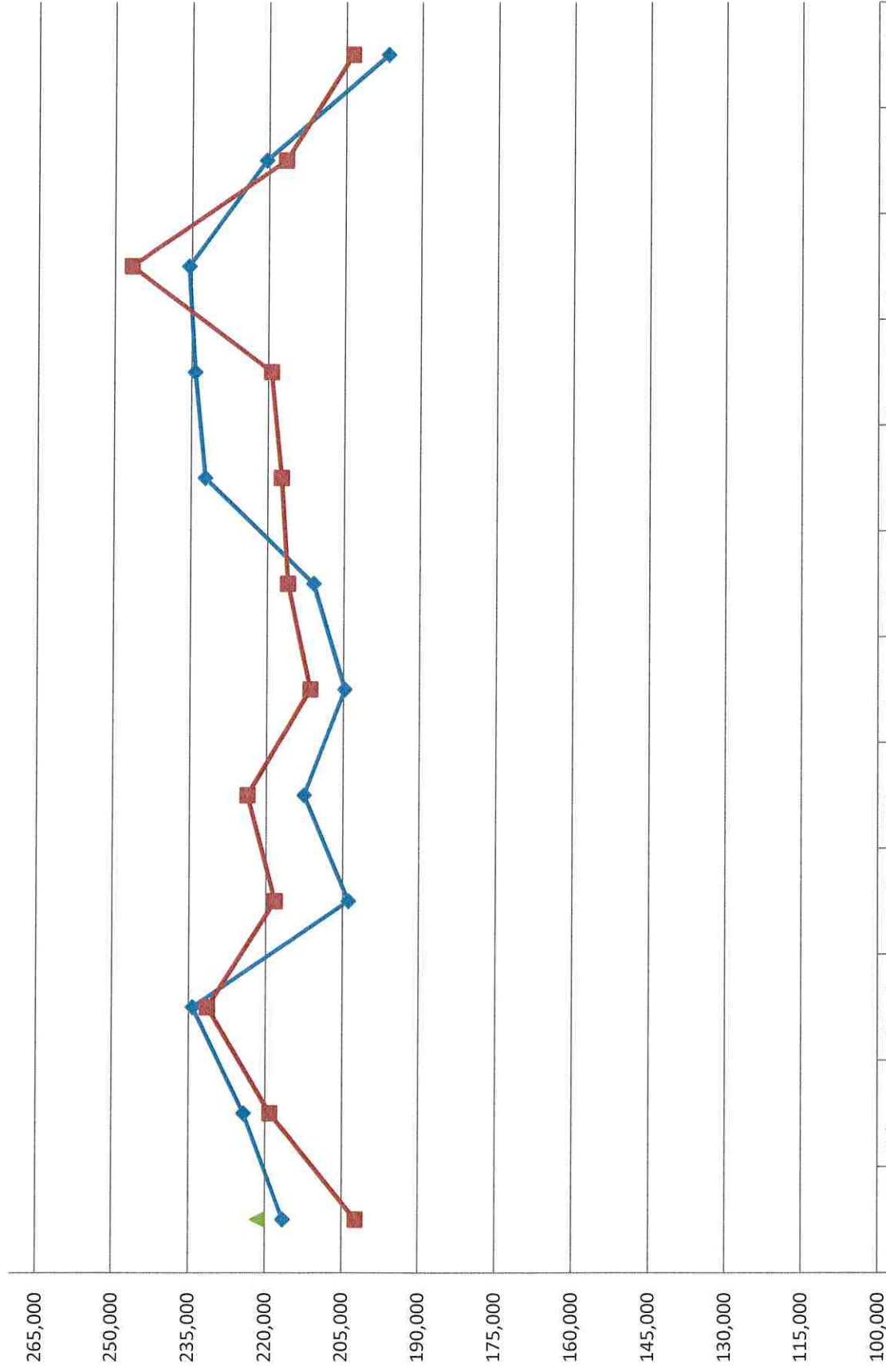
**Finance: *Rhonda Williams***

**Key Performance Indicators (KPIs):**

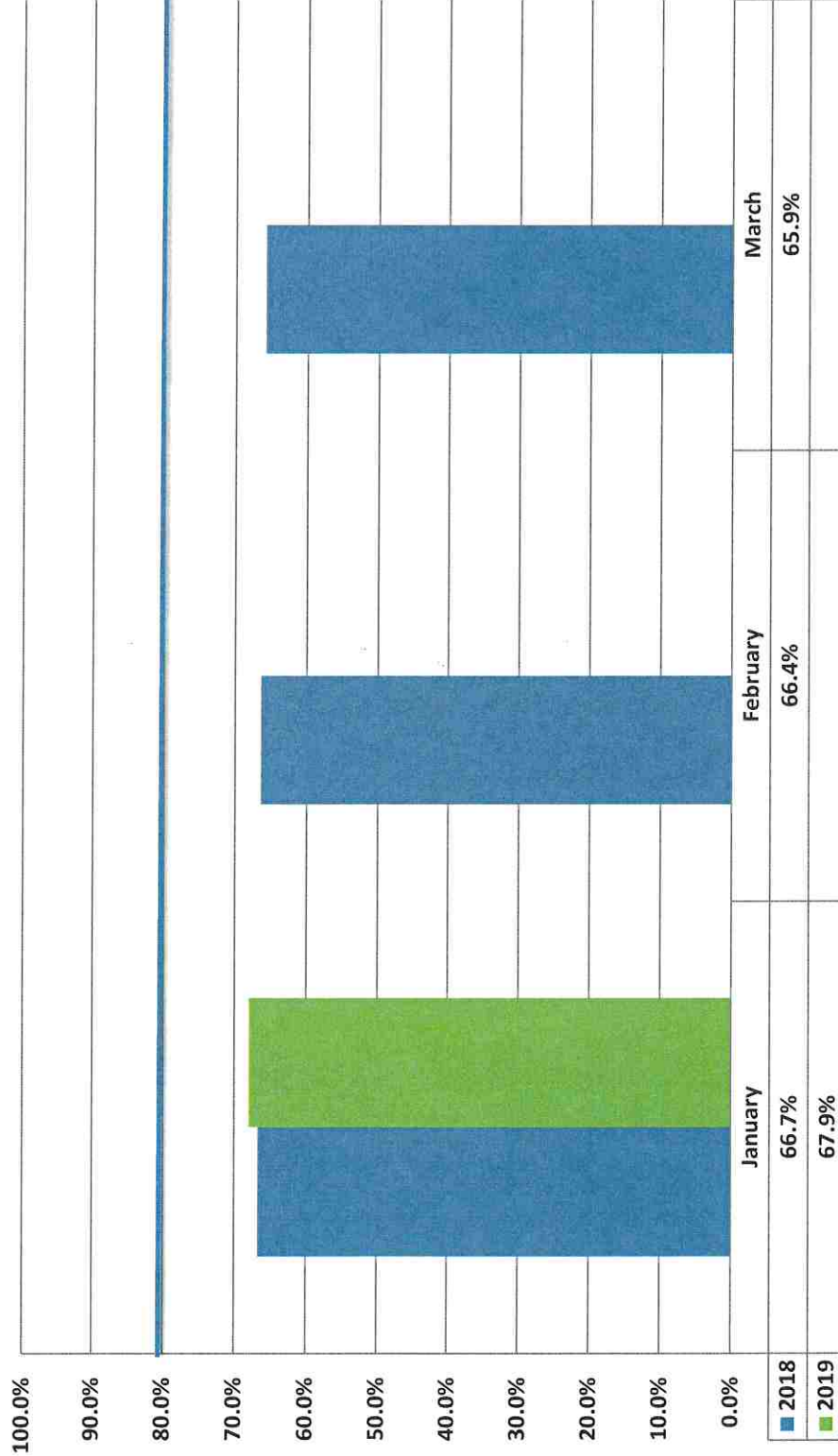
- Grants –staff is preparing information requested by the FTA for the Triennial Review Process.
  - Staff is analyzing the Nicholson-Plank BRT Project for possible funding from the FTA Capital Investment Program. Public meetings were held January 28<sup>th</sup> and 29<sup>th</sup> to present the preferred alternative.
- Medicaid – staff is reviewing the recertification process for Logisticare. We have reached out to the Department of Health for updates on providing non-emergency Medical Transportation Services as the process has changed.
- Analyzing fare box revenue –no updates.



## Ridership

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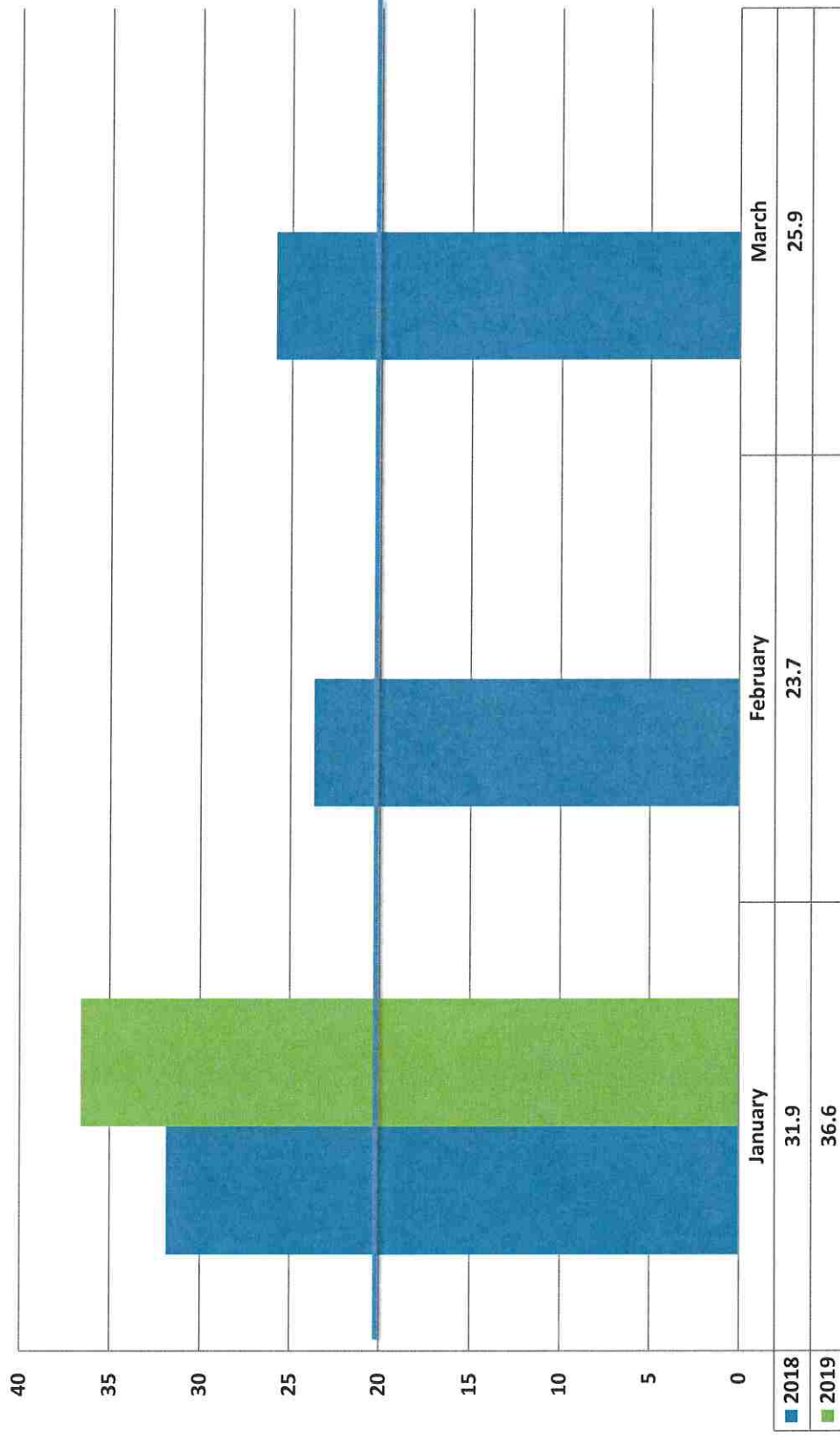
## On-Time Performance



\*Target 80% On-Time Performance

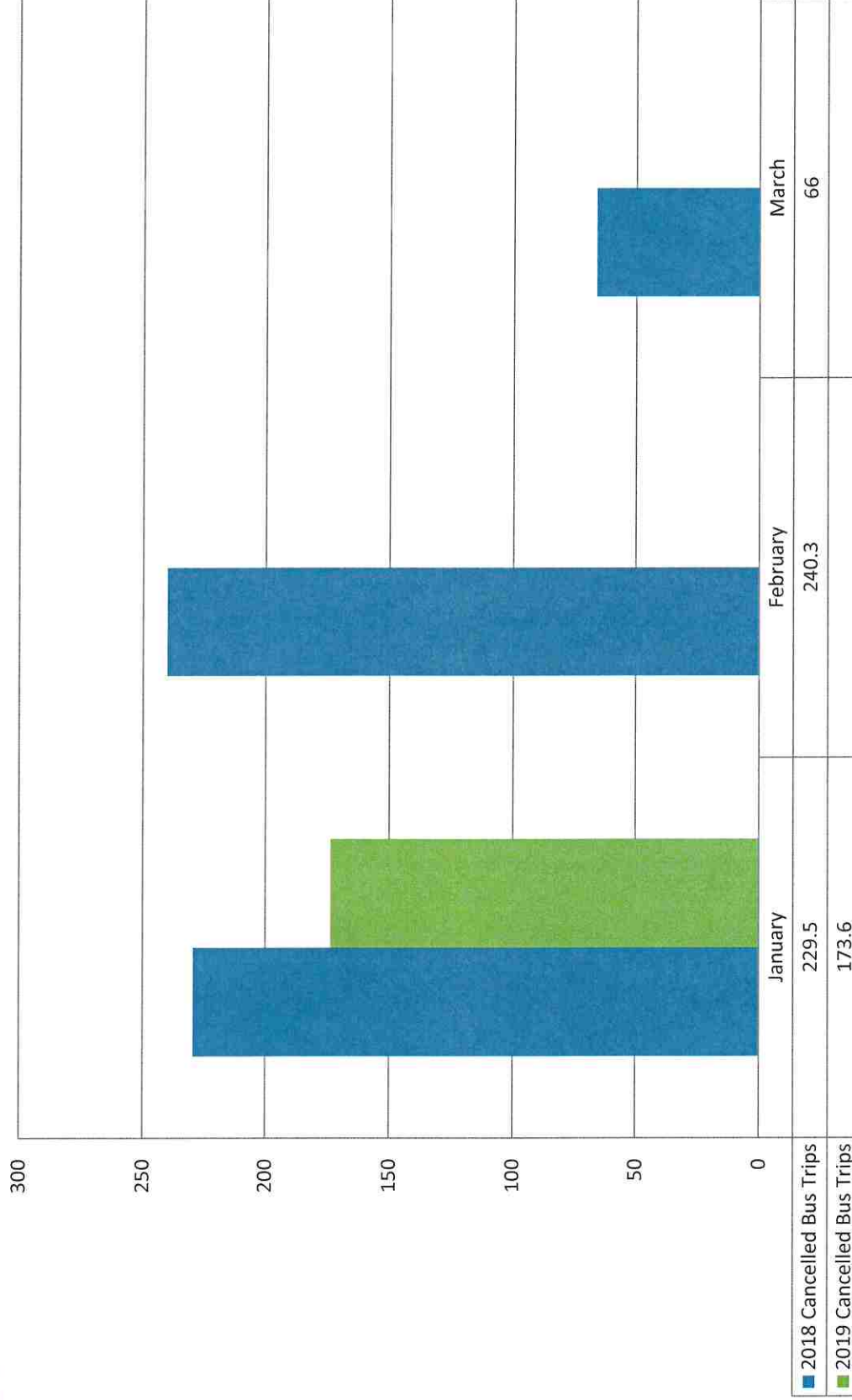
Note: On-Time performance is measured at scheduled timepoints which represent 13.44% of the total system bus stops

## Customer Complaints Per 100,000 Boardings



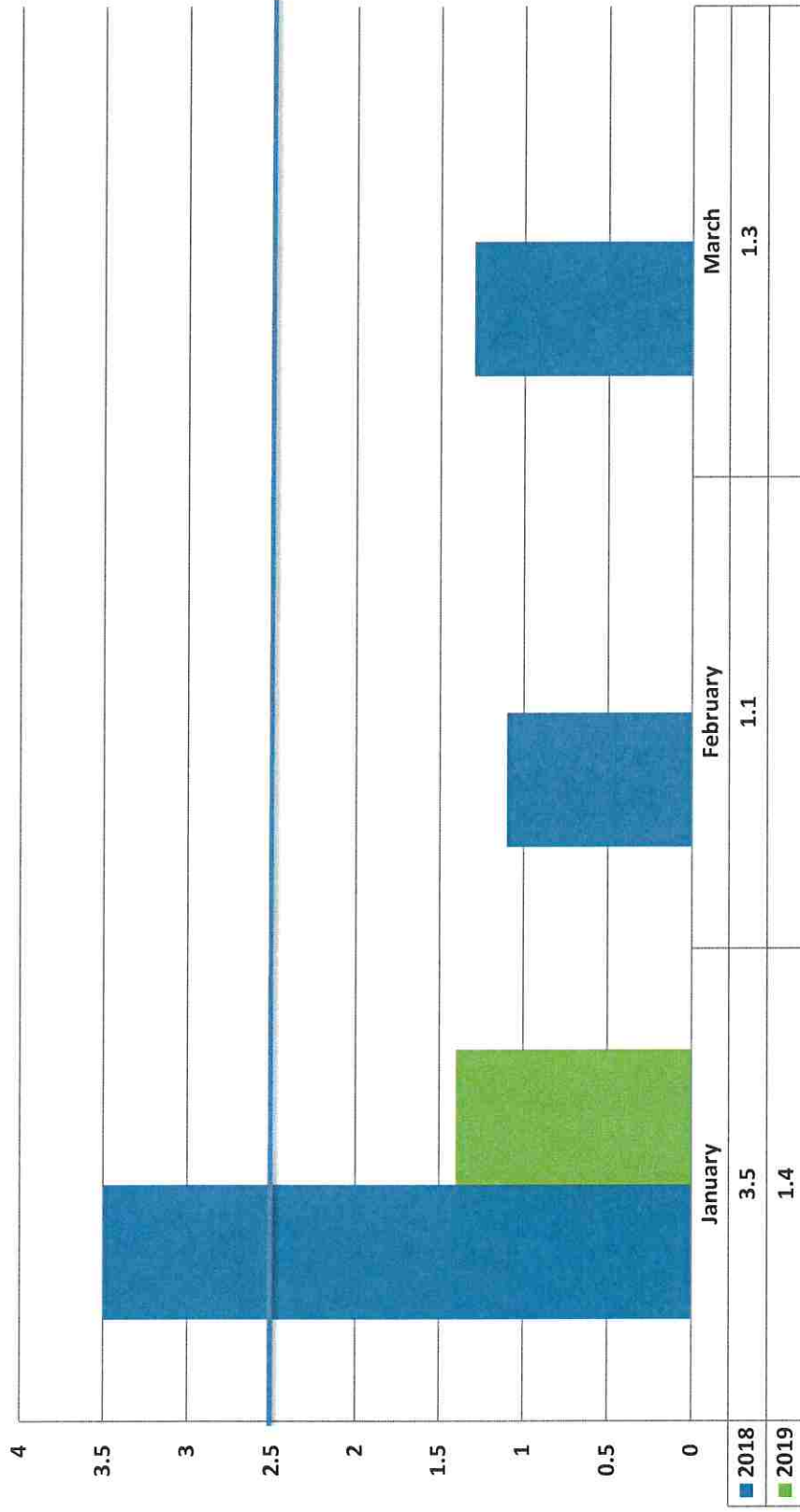
\*Target less than 20 Customer Complaints per 100,000 Boardings

## Bus Trip Cancellations





## Preventable Accidents Per 100,000 Miles



\*Target Less Than 2.5 Preventable Accidents Per 100,000 Miles



CAPITAL AREA TRANSIT SYSTEM

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**MEETING OF THE  
FINANCE AND EXECUTIVE COMMITTEE  
BOARD OF COMMISSIONERS  
CAPITAL AREA TRANSIT SYSTEM AND  
PUBLIC TRANSPORTATION COMMISSIONS  
FEBRUARY 14, 2019  
Ninth Floor Conference Room  
5700 Florida Boulevard**

**MINUTES**

The Finance and Executive Committee met on Thursday, February 14, 2019, at 10:30 a.m. Present at the meeting were members Jim Brandt, Kahli Cohran, Erika Green, Linda Perkins, and Antoinette Pierre and board member Mark Bellue. Also present were Bill Deville, Darrell Brown, Dwana Williams, and members of CATS staff.

**I. Call to order and establishment of quorum**

Mr. Brandt welcomed those assembled.

**II. President's Announcements**

Mr. Brandt reminded the committee that the Service Improvement Plan is scheduled for a February 24<sup>th</sup> implementation. He noted that the agency has been conducting information sessions this week and there are remaining sessions at the Bluebonnet Library and the Baker Library.

Mr. Brandt reminded the board members there is a photographer scheduled for new headshots for the CATS website on February 26<sup>th</sup>.

**III. Safety Moment**

Ms. Renee Simpson shared a safety moment that centered on personal safety.

**IV. Executive Report and Financials**

Mr. Deville noted that there was no update from the Human Resources Department.

It was noted that Mr. Brown and Mr. Godwin would be traveling soon to California to perform inspections on the BYD electric buses scheduled for delivery to CATS in March.

Ms. Dwana Williams updated the committee on the performance measures. She noted that CATS had 221,453 passenger trips in January. There were 1.4 preventable accidents per 100,000 miles. Ms. Williams shared that there were 173 trips cancelled in January of the approximately 35,000 trips for the month. The percentage of on-time trips was 67.9%. There were 36.6 complaints per 100,000 miles in January. Ms. Williams shared that she would report on the mechanical failures and road calls at the March board meeting as there were discrepancies in the reporting.

Mr. Deville shared that CATS has rebid the construction project for the Cortana Transit Center and hopes to have a recommendation at the March meeting.

Three electric buses are scheduled to arrive ahead of the planned revenue service startup for CATS Plank Road BRT route. Once these buses arrive and Operations has determined where they will be best utilized, there will be a planned press event to announce their arrival and the early usage start date.

CATS has been approached by BRAF after BRAF met with Congressman Graves and staff to look into the potential of implementing the Boston Paratransit/Transportation Network Companies "on-demand" template that has been successful there. They have inquired as to whether this would work in Baton Rouge and CATS staff is investigating.

In Facilities Planning, Mr. Deville let the board know that CATS is anticipating FTA's approval of the 2018 formula funding.

Legal counsel is working with LSU officials to complete the sale of the land for the North Baton Rouge property. Mr. Abadie shared that he was hopeful the sale could be completed by the end of March.

Mr. Deville shared that the construction is slated to begin at the Cortana Transit Center following the contract award with completion expected by the third quarter of 2019.

Mr. Deville let the members know that CATS, the Redevelopment Authority, and the City-Parish participated in a series of workshops to present the locally preferred alternative for the Plank-Nicholson Corridor BRT project.

The CATS BRT project team is working with CATS finance staff to determine budget effects on the operating and maintenance cost resulting from the planned addition of the Plank-Nicholson BRT Corridor operation by 2022.

Mr. Deville shared that CATS is working with the City of Baker on a park-and-ride project that is slated to be a bus layover facility and a park-and-ride location. Project funding has been identified by CRPC with local match to be provided by CATS and the City of Baker.

The Service Implementation Plan is scheduled for an implementation date of February 24<sup>th</sup> and various departments in the agency have been working to ensure the plan will be successfully implemented. The first week of service (February 24 through March 2) will be free for all customers utilizing both fixed-route and CATS On Demand service.

Ms. Tiffany Dorsa of Postlewaite & Netterville shared that her firm has been working to correct errors in the agency's financial statements and that the auditors are nearly 85% complete. It was noted that there would be many recommendations when the audit process of the financials was complete.

Ms. Rhonda Williams noted that there was no financial statement to report nor were there any pertinent updates to be provided.

**V. Recommend award of legal services contract with Abadie Law Firm, A.P.L.C.**

Mr. Abadie left the room during the discussion of this item. Mr. Brandt noted that he has had the opportunity to work closely with Mr. Abadie over the last several years, and he was extremely impressed with Mr. Abadie's working knowledge of both the agency and transit law. He let the members know that Mr. Abadie's firm has been representing CATS since its inception approximately 40 years ago.

Mr. Brandt noted that he inquired of the contract status with Abadie Law Firm and was told it was in the third year of the existing three year contract. Mr. Brandt and Mr. Abadie negotiated and mutually agreed to enter into a new three year contract at the same contract rates.

Mr. Brandt moved that the full board recommend the award of the legal services contract with Abadie Law Firm, A.P.L.C. for a period of three years at the current contract rates and Mr. Cohran seconded the motion. Mr.

**Brandt 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  
FEBRUARY 13, 2019  
Ninth Floor Conference Room  
5700 Florida Boulevard, Baton Rouge, LA**

**MINUTES**

The 504/Community Relations Committee met on Wednesday, February 13, 2019, at 10:30 a.m. Present at the meeting were Linda Perkins, Kahli Cohran, Bill Deville, Dwana Williams, Karen Denman, members of CATS staff, and Bryan Basford and Crystal Wilson of MV Transportation.

**I. Introduction**

Ms. Perkins welcomed those assembled and thanked them for coming.

**II. MV Transportation Report –**

Mr. Basford introduced Ms. Crystal Wilson, the new Operations Manager for the CATS On Demand service.

Mr. Basford of MV Transportation noted that CATS On Demand had 8,249 scheduled trips in January. Of the scheduled trips, 7,591 were completed; 658 were cancellations and 310 were no-shows.

Mr. Basford noted that 60% of the trips were subscription and 40% were demand trips.

Mr. Basford shared that there were 5 complaints for the month.

Mr. Basford noted that the on-time performance for the month was 94.7%.

**III. Certifications – Karen Denman**

Ms. Denman shared a newly implemented quarterly newsletter catered to the paratransit community.

**Ms. Denman let the members know that she was hoping to begin certifying the riders in March. Since the transition to MV Transportation in May 2018, CATS On Demand has not been certifying riders; they have all been given temporary eligibility. It was noted that this is not inclusive of the needed re-certifications but was only an effort to certify new riders joining the system.**

**Ms. Denman shared that there are currently 387 temporarily eligible riders.**

**IV. Customer service – Angella Wynn**

**Ms. Wynn noted there were 81 total complaints received in January. There were 24 that required corrective action and there were also two commendations for the month.**

**Ms. Wynn shared four complaints for being passed up, two for courtesy, and 18 for performance.**

**Ms. Wynn let the committee know that, in January, the Customer Care Department fielded an average of 1,151 calls daily and customers were on hold an average of 20 seconds.**

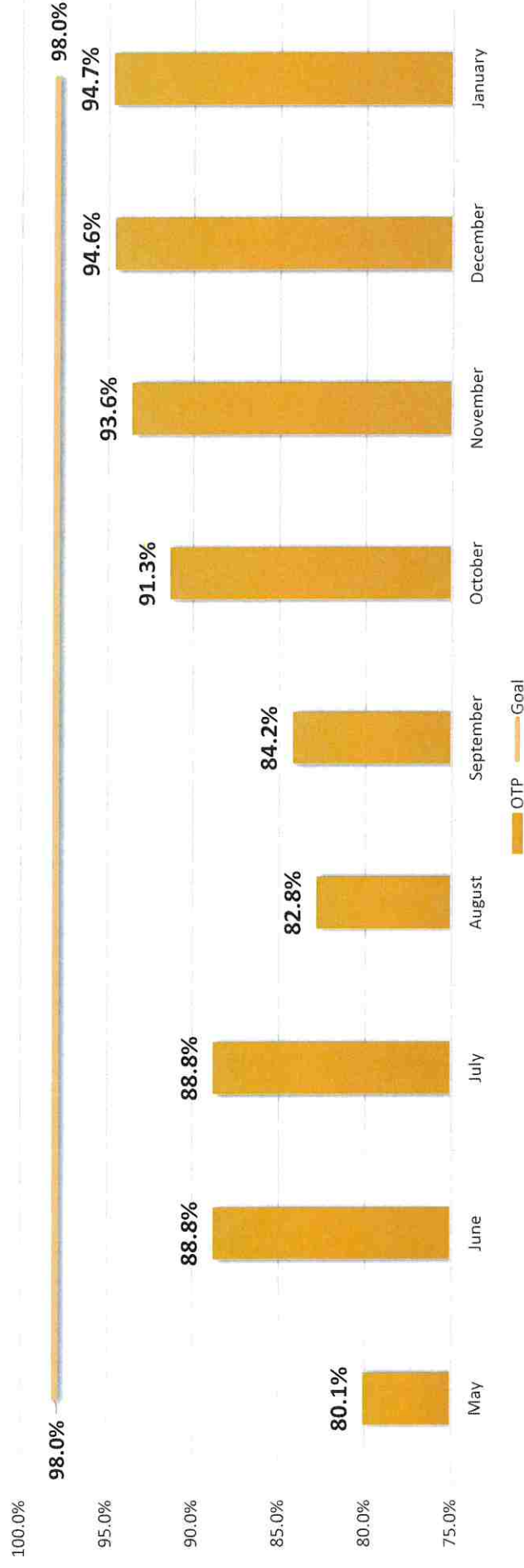
**V. Discussion of operator training – Dwana Williams**

**It was noted that the Operations Department is still conducting ongoing operator training when infractions occur. The Southwest Transit Association (SWTA) will be onsite to conduct their second round of customer service training for all operators.**

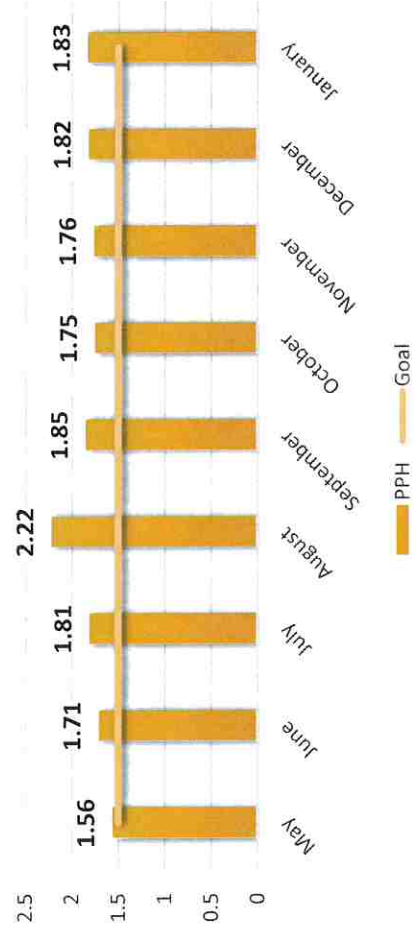
**There being no further business, the meeting adjourned.**



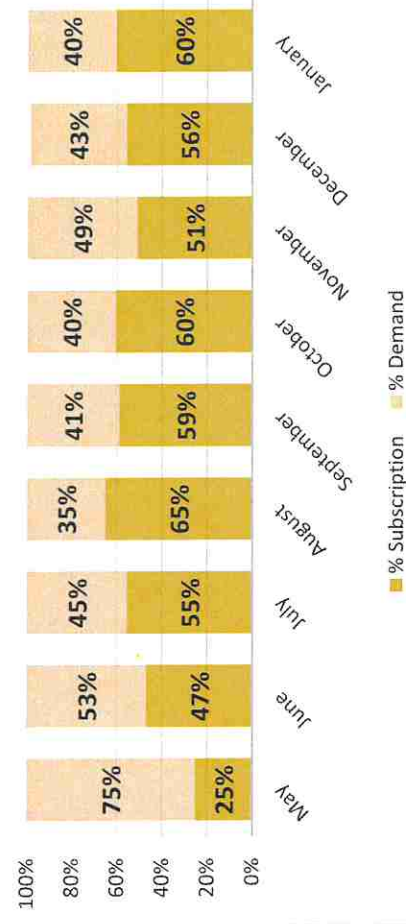
## On-Time Performance



## Passengers Per Hour (PPH) Productivity

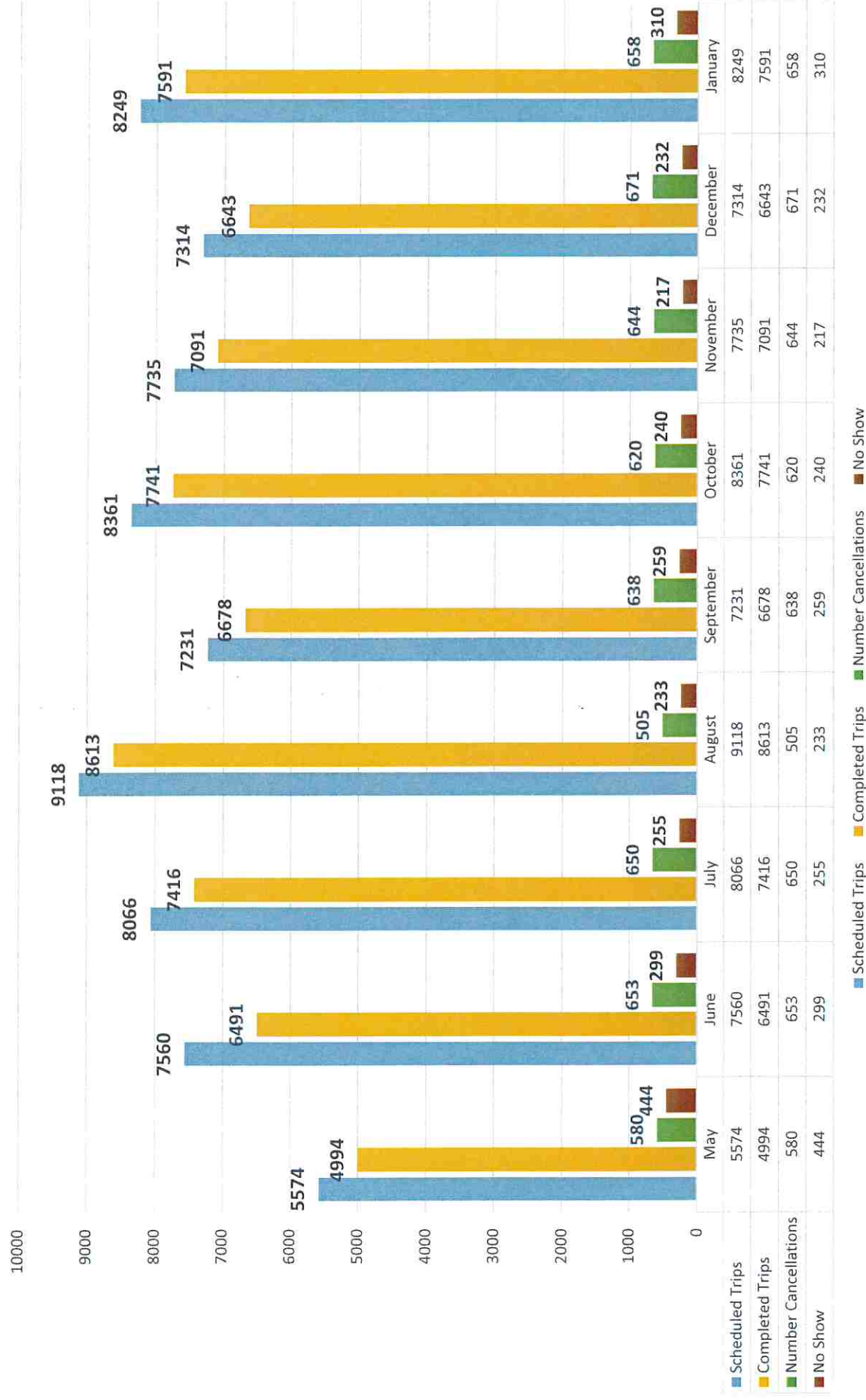


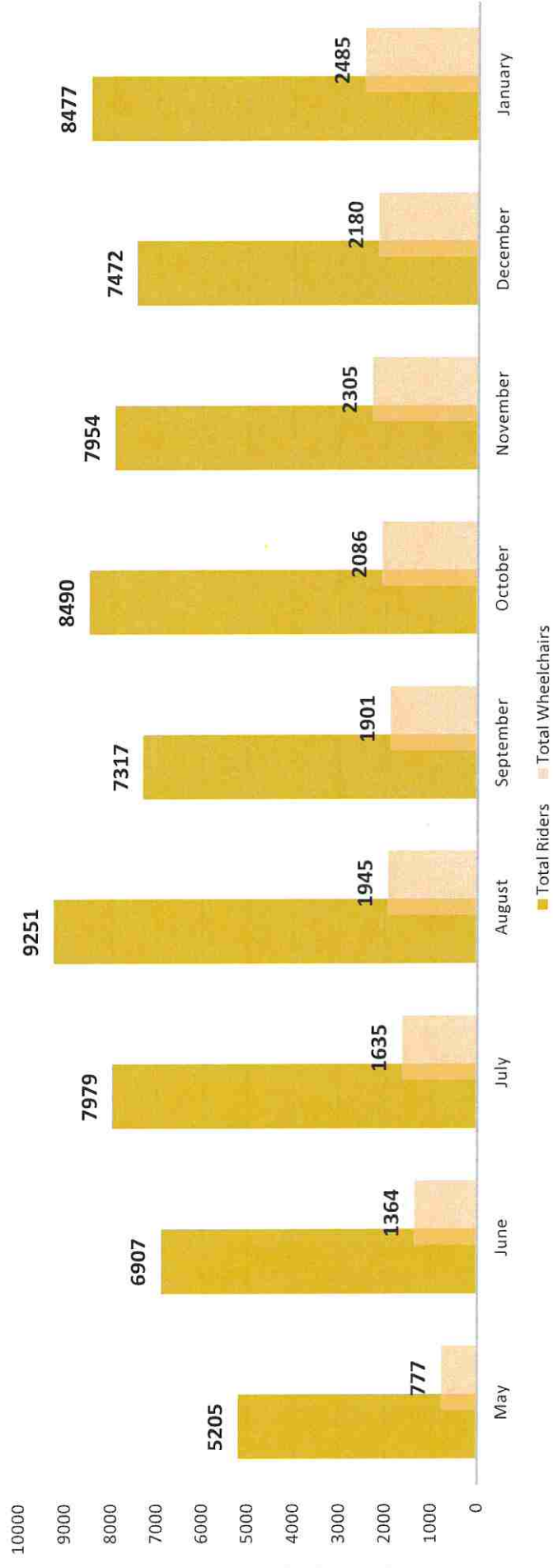
## SUBSCRIPTION VS. DEMAND





## Scheduled vs. Completed/Canceled/No-Show

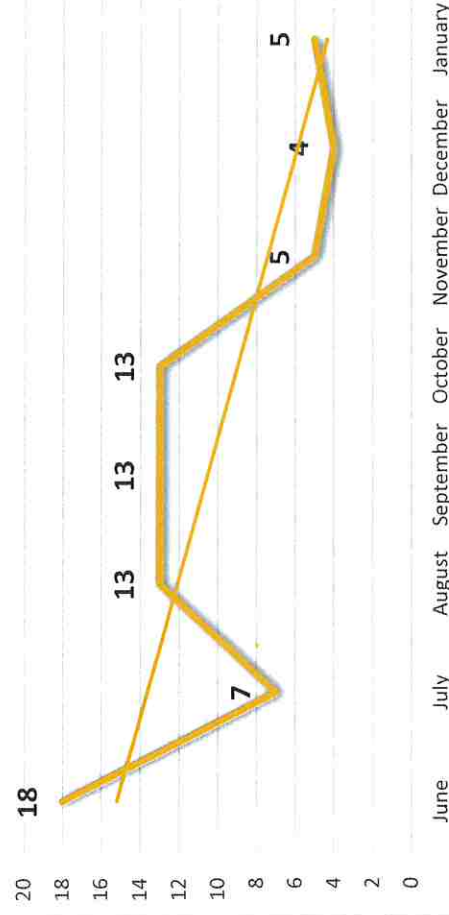




### # Road Calls



### # Complaints



2250 Florida Boulevard  
Baton Rouge, LA 70802  
PHONE: 225.389.8920



## MEMORANDUM

To: CATS Board of Commissioners

From: William "Bill" Deville, CATS CEO

Date: February 8, 2019

Re: **Recommend Legal Services Contract with Abadie Law Firm, A.P.L.C.  
From May 19, 2019 through May 18, 2022 (3 year Period)**

**Purpose:**

This report is to summarize the results of CATS review of the legal services provided by Abadie Law Firm, A.P.L.C., a Baton Rouge, Louisiana professional law firm and to enter into a new legal services contract.

**Background:**

CATS currently contracts with Abadie Law Firm, A.P.L.C. for professional legal services. This firm has represented CATS legal services needs for over 40 years. The current contract with this firm was awarded pursuant to a formal competitive process and was approved by CATS Board in April 2011. This contract is due to end on May 19, 2019.

**Contract Justification:**

CATS conducted a review of the services provided by this firm and found them to be extremely knowledgeable, specializing in public transit laws. We concluded that this firm has provided the following services in an exemplary manner:

- a) Worked extensively with CATS for many years in regards to FTA laws and regulations.
- b) Has a thorough understanding of CATS unique labor obligations and have provided legal guidance in union negotiations as well as successfully represented CATS during arbitrations. The firm has taken Section 13(c) training specific to transit negotiation tactics to avoid arbitration.
- c) Developed CATS Fleet Liability PPM (a monitoring system currently used) and drafted the CATS Settlement & Judgment Policy that sets forth the requirement for payments.
- d) Developed and maintains the fleet litigation manual.
- e) Understands the Louisiana Revised Statutes enacted in 2005 clarifying CATS as a political subdivision setting forth related rules and regulations.
- f) Understands federal statutes and regulatory references relating to federal grants and other aspects of CATS operations.

William "Bill" Deville  
CATS CEO  
[bdeville@brcats.com](mailto:bdeville@brcats.com)



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Baton Rouge, LA 70802  
PHONE: 225.389.8920



- g) Very familiar with Louisiana's open meetings, public records, ethic codes and other applicable Louisiana laws, local, state and federal compliance, procurement and contracts and FTA Triennial reviews.
- h) Subscribes to various transit publications and attends and participates in various transit law workshops to keep up with the latest changes in the federal transit laws.
- i) Responds timely and appropriately when called upon by CATS Board members and staff teaming with CATS to attain needed results.

**Proposed Price & Fee Schedule:**

The proposed hourly rates have been relatively low in the past and currently continue to be lower in comparison to other proposals CATS received during the 2011 RFP solicitation process (even with the inclusion of a monthly retainer). It should be noted that a retainer fee is beneficial to CATS due to the volume of calls made to the attorneys by staff and board members.

The proposed hourly rates in the table below are significantly less than the **Louisiana Attorney General's Fee Schedule** recently published in February 2016 (see attached), where there have been no updates since then, according to the Attorney General's office this date. Note that all prices have remained the same for the past 3 years, other than the 1<sup>st</sup> item listed below, which is the same hourly rate as last year's rate.

<b>Abadie Law Firm Proposed Price and Fee Schedule</b>		
<b>Service Description</b>		<b>Negotiated Rates</b>
(Contract Period May 19, 2019 to May 18, 2022)		
Attorneys with greater than 10 years of experience		\$ 200.00 per hour
Attorneys with 5 to 10 years of experience		\$ 175.00 per hour
Attorneys with 3 to 5 years of experience		\$ 150.00 per hour
Attorneys with less than 3 years of experience		\$ 125.00 per hour
Hourly Para-Legal rate		\$ 60.00 per hour
Law Clerks rate		\$ 40.00 per hour
Printed Copies (per page fee)		\$ .25 per page
Electronic Research (per minute fee)		\$ 2.00 per minute
Fax /Long Distance Calls		N/A if less than \$5
Out-of-Pocket Direct Expenses (with receipts)		Actual
Retainer Fee (per month fee)*		\$1,400.00 per month
* <b>Retainer Fee</b> - Includes attendance and representation at CATS monthly Board Meetings and Board Committee Meetings (as requested) and general communications such as phone calls, emails, etc., with CATS Staff and Board Members for items that have not ripened to the point of opening a file, irrespective of the amount of time required. The time spent on this type of communication is estimated to be at a minimum of 10 hours per month.		
Note: All proposed rates are under the LA Attorney General approved Maximum Hourly rates for professional services		

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**Procurement Contract Requirements:**

According to Louisiana Public Bid Law, there are no state statutes regulating the procurement of professional services. Therefore, a publicly advertised competitive bid process and/or a request for proposal is not required. In addition, this contract will not involve federal (FTA) funding.

**Recommendation to Award Contract to Abadie Law Firm:**

Because there are no state requirements for procurement of professional services and it is projected that no federal funds will be utilized in this contract, we believe it to be in CATS best interest to contract with Abadie Law Firm, A.P.L.C. law firm for the next three (3) years.

Over the years, this firm has consistently demonstrated their experience and knowledge in the public transportation field, and that has been quite beneficial to CATS. Therefore, we respectfully **request your concurrence and approval in the award of a Legal Services Contract to Abadie Law Firm, A.P.L.C.**



# CATS Procurement Listing for CATS Board

February 19, 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	
<b>A</b> <b>Adjuster Claims</b> Bus Fleet Liability & Worker Comp <b>End date is 2/28/19</b>	Service RFP	<b>Brown Claims Management Group</b> Adjuster Claim Services Bus Liability & Workers Comp	Refer to updated Hourly Rates for renewal period 3/1/19 thru 2/29/20	<b>Renewal: 3/1/19</b>	<b>2/29/20 Current end date is 2/28/19.</b>	Board to Approve 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 – <b>Board approved.</b> 3/1/18 – New Contract issued for one year. 2/20/18 – <b>Board approved.</b> 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 – <b>Contract renewal finalized.</b> 8/30/16 – CATS Board approved renewal of contract. 8/11/16	
<b>A&amp;E Design Services</b> BRT Stations Plank Rd & Fla Blvd. PR #775	A&E Design Services	<b>SJB Group, LLC</b>	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 - <b>Board approved</b> 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.	
<b>A&amp;E Design Services</b> Transit Amenities & Related Equip PR #934	A&E Design Services	<b>TBD</b>	Approx Cost TBD	TBD	TBD	TBD	RFQ for Design Services for Transit Amenities and Related Equipment	Will include Shelters, Kiosks, Landscapes, etc. Design consultant will also assist CATS with the construction bids in determining the lowest responsive bidder in meeting the technical specifications. RFQ not solicited yet.	
<b>A&amp;E Design Services</b> NBR Transit Ctr PR #1307	A&E Design Services	<b>TBD</b>	Approx Cost TBD	TBD	TBD	TBD	RFQ for Design Services for the North Baton Rouge Transit Center	Firm to undertake the development of a series of 4 major bus transfer centers, where NBR Transit Center is one. The planned facilities will feature bus parking bays, canopy structures, driver's lounge, enclosed passenger facilities, passenger seating, bike racks, trash receptacles, lighting, safety bollards, kiosks and ticket machines, etc.	
<b>A&amp;E Services</b> On-Call Services PR #	A&E Services	<b>TBD</b>	Approx Cost TBD	TBD	TBD	TBD	RFQ for On-Call Services	2/8/19 – RFQ to be distributed and posted on CATS website 2/13/19. Services to include A&E and other services for CATS, as necessary, such as Finance, General Admin Support, Marketing & Advertising, Operations, Procurement, IT, and Corporate Affairs	
<b>Audit Services</b> CATS & Pension External Audit Services	RFP Services Contract	<b>Postlethwaite &amp; Netterville</b>	Approx Cost \$148,000 for 3 years	Jan 2019	Dec 2021	Board Approved 11/13/18	RFP for External Audit Services to replace an existing contract ending 12/31/18	11/13/18 - <b>Board approved</b> 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.	
<b>C</b> <b>Construction</b> Cortana Transit Center PR #1304	ITB	<b>Kelly Construction Group</b>	Approx Cost \$465,181	1 <sup>st</sup> Quarter 2019	<b>May, 2019</b>	Board did not approve 1/15/19	ITB for Construction of Cortana Transit Center	1/30/19 – CATS notified Kelly Construction their bid was non-responsive. CATS will rebid. 1/15/19 – Board did not approve an award. Hearing/Protest to take place. CATS will either rebid or award. 1/10/19 – F&E will discuss recommendation to award to lowest responsive & responsible bidder. Bid Opening/Due Date: 12/27/18. Two (2) bids were received, with low bid deemed non-responsive, thus rejected.	



# CATS Procurement Listing for CATS Board

February 19, 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	
<b>Construction</b> Cortana Transit Center PR #1304	ITB	TBD	Approx Cost \$465,181	1 <sup>st</sup> Quarter 2019	July, 2019		REBID: ITB for Construction of Cortana Transit Center	2/6/19 – CATS posted ITB to website and emailed to vendor list. Bid Due Date: 3:00pm, March 6, 2019.	
<b>Construction</b> Bus Washers	ITB	TBD	\$400,000					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.	
<b>Customer Satisfaction Surveys</b> End date is 4/30/19 with one renewal	Consult Service	ETC Institute	\$68,120	5/1/18	4/30/19 One year contract renewal available	4/16/18 Board approved contract to ETC Institute	Board surveys twice a year at a total cost of \$68120. Refer to the CEO recommendation to award letter.	Approved by CATS Board on April 16, 2018 – CATS Board approved 4/13/18 Procurement prepared the recommendation for award letter to CATS CEO recommending ETC Instituted as selected by the PEC members.	
<b>F</b> <b>Financing</b> <b>Bus Finance Lease /Purchase</b> (10 Gillig Buses)	RFP	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.	
<b>Fuel Diesel and Gasoline</b> Joint C-P & CATS Contract Approved thru 3/31/2019	RFP by City Parish	FuelTrac Via City Parish solicitation. Contract for Diesel and Gasoline	Oil Price Info Serv OPIS + \$ 0.039 adm fee + tax = price per gal (ppg)	11/01/14 C-P Metro Council approved award to FuelTrac on 8/13/14	03/31/19 Current 2 year contr w/5 one year renewals available thru 2021	Board Approved for one year renewal thru 3/31/19	City Parish included CATS in 2014 fuel solicitation as a separate entity to participate in the fuel dispensing system.	2/4/19 – City Parish is working on the renewal and will notify CATS when renewed. 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.	
<b>G</b> <b>Graphic Design Services</b>	RFP	Rockit Science	\$125,000 Maximum per year	10/1/18	9/30/19	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.	9/18/18 – 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.	



# CATS Procurement Listing for CATS Board

February 19, 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							
<b>L</b> <b>Legal Services</b> <i>Contract is thru 5/18/19</i>	Consult Legal Services	Abadie Law Firm, APLC	Monthly Retainer Fee + hourly rates apply.	(new) 5/19/19 (old) 5/19/16	(new) 5/18/22 (old) 5/18/19	Board Approved 5/17/16	New 3-year contract to be in place to begin May 19, 2019 and end May 18, 2022. Three (3) year Legal Services Contract Approved by CATS board on 5/17/16
<b>M</b> <b>Materials &amp; Supplies</b> Transit Amenities for Cortana Ctr and Plank Rd BRT	ITB	TBD	Approx Cost TBD	TBD	TBD	TBD	Off-the-shelf amenities for Cortana and Plank Rd BRT
<b>P</b> <b>Paratransit Services</b> <b>ADA</b>	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
<b>S</b> <b>Security Guard Services</b>	RFP Services	Weiser Security Services, Inc.	Approx. \$237,000 annual cost	1/1/19 1 <sup>st</sup> of 2 one-year renewals	12/31/19	Board Approved 11/13/18	24 / 7 - Security Guard Services at CATS 2250 Florida Blvd. locatn.
<b>Software ERP Sys Specification Development</b>	RFP Services	Intueor Consulting, Inc.	\$94,474	9/1/18	4/30/19	Board Approved 8/21/18	Board Approved 8/21/18 F&E approved 8/16/18
							2/6/19 – New 3-year contract has been negotiated and is to be brought to Board in February. No changes from last year. 9/30/16–contract finalized. 5/17/16 – Legal contract approved by Board. 5/12/16 – F&E is recommending board approval of a new contract. 5/6/16 - A new multi-year contract being negotiated. 4/18/16–one month contract extension was approved by CATS board thru 5/19/16.
							2/8/19 - ITB being drafted now to include “off-the-shelf” amenities, such as bike racks, planters, charging stations, trash receptacles, bollards, drinking fountains.
							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.
							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.
							Board Approved on 8/21/18. The Consultant will develop a detailed Scope of Work (SOW) and Technical Specifications for a software technical solution for an RFP to be advertised by CATS. The consultant will also assist CATS IT and Procurement Departments in the technical review of the proposals received to ensure CATS SOW and technical specification needs and requirements are met. This assistance will help CATS proposal evaluation committee (PEC) greatly in determining if the proposals submitted meet the technical requirements of the RFP.



# CATS Procurement Listing for CATS Board

February 19, 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
Software ERP Sys	System Wide Software	TBD	TBD	TBD	TBD		CATS is currently working to draft and issue an RFP for system-wide software – ERP Software	2/8/19 – CATS Procurement is working with Intueor on drafting the RFP, after months of Intueor working with all CATS Departments to gather information. We are hoping to have the RFP out within 30-60 days and awarding mid-2019.
Software RouteMatch Services	Service for Tech Support, Warranty & Maint	RouteMatch Software Warranty	one year of tech support, warranties, & maintenance coverage \$165,052	8/1/18	7/31/19	Board Approved 7/17/18	F&E approved 7/12/18 Tech Support, Maintenance & Warranty Coverage for AVL, APC & AVA Sys	Board Approved on 7/17/18. 7/12/18 - Item pending board approval to renew tech support and warranty coverage for AVL, APC & AVA Systems from 8/1/18 thru 7/31/19.
T Tire Lease for Buses (Maintenance) Contract for 3 years thru 8/31/20 w/ 2 one year renewals thru 8/31/22 Start renewal process June 2020	Material Supply ITB	Bridgestone Americas Tire Operations, LLC	\$600,000 (est cost for 3 years) ----- 2016 Average cost is \$200,000 per year	9/1/17 Current Contract with Goodyear is thru 8/17/17	8/31/20 Initial Contract for 3 years w/ 2 one year renewals through 8/31/22	Board Approved 7/18/17	Board Approved 7/18/17  F&E approved 7/13/17  ----- Goodyear agreed to extend contract thru 8/31/17 at same prices.	Board Approved on 7/18/17. 7/13/17-CATS Maint. and Procurement Depts recommend an award of contract to Bridgestone. 6/30/17- It was determined that Bridgestone was the lowest responsive and responsible vendor. 6/22/17 Bid opening. CATS Received 3 bids from (1) Bridgestone, (2) Goodyear & (3) Michelin.
V Vehicles ADA Para-Transit Vans	Rolling Stock 1 ADA Vans Gasoline 12 Pass 2 W/C spaces	Creative Bus Sales  (Gasoline) LA State Contract #4400010611	\$63,252.22 Each \$63,252.22 Total	estimated 8/25/18	Estimated 2/01/19 150 day ARO (after receipt of order)	Board Approved 8/21/18	Board Approved 8/21/18  F&E approved 8/16/18  Intend to Purchase from the LA State Contract	Board Approved on 8/21/18. This gasoline powered vehicle will be purchased from the approved vendor Creative Bus Sales off of the Louisiana State Contract #4400010611. CATS Procurement is currently working with this vendor to ensure the appropriate FTA documents are obtained for this purchase, i.e., Buy America, % List of Components in the vehicle, Lobbying Certificate, and SAM search, etc.
Vehicles ADA Para-Transit Vans	Rolling Stock 3 ADA Vans Gasoline 12 Pass 2 W/C spaces	Creative Bus Sales  (Gasoline) LA State Contract #4400010611	\$63,252.22 Each x 3 = \$189,756.66 Total	estimated 8/25/18	estimated 1/30/19 150 day ARO (after receipt of order)	Board Approved 7/17/18	F&E approved 7/12/18  Intend to Purchase from LA State Contract	Board Approved on 7/18/18. These gasoline powered vehicles will be purchased from the approved vendor Creative Bus Sales off of the Louisiana State Contract #4400010611. CATS Procurement is currently working with this vendor to ensure the appropriate FTA documents are obtained for this purchase, i.e., Buy America, % List of Components in the vehicle, Lobbying Certificate, and SAM search, etc.



# CATS Procurement Listing for CATS Board

CATS Procurement Listing for CATS Board									
February 19, 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	
<b>Vehicles Electric Buses (3) (35ft)</b> 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 <b>\$2,381,245</b> Approx unit cost for one bus and one charging station <b>\$791,748</b>	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. <b>Delivery to be by Feb 22, 2019</b>	Purchase 3 electric buses, 35 foot w/extended battery range and install 3 in-house charging stations.	3/7/18 – P.O. submitted to BYD for the order of 3 Elec Buses with delivery date by 2/22/19. 1/16/18 – Board approved award to BYD for 3 buses. 1/12/18 - F&E meeting – CATS recommended an award of contract for the purchase of 3 electric 35 foot buses to the lowest priced and responsive bid submitted by BYD. F&E voted to move the item to full board for approval. 11/14/17 – All 3 bids received are still under review. The lowest responsive and responsible bid has not been determined. No recommendation for award has been made to-date. 10/19/17 – CATS Received 3 bids from BYD, New Flyer and Proterra.	
<b>Vehicles Diesel Buses (8) 35ft</b> <b>Delivery Schedule Nov/Dec 2018</b> 16 to 18 month Delivery period	Rolling Stock ITB	Gillig, LLC <b>35 ft diesel</b> Per bus price + amenities added \$417,227.20 total order \$5,006,726.40	3 <sup>rd</sup> 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.	
<b>Website Re-Design</b> <b>Start renewal process Oct 2019</b>	Website Services RFP	Covalent Logic	Estimate ReDesign \$87,000 plus Hosting Fees est \$4,000/yr	01/01/17	12/31/19 3 years w/2 one year renewals available	Board Approved 12/20/16	Website Re-Design - includes Hosting and Software Services	July 2017 – launched new website. 12/15/16 – Award approved by F&E to Covalent Logic, who scored highest among 3 proposals received. 11/10/16 – RFP has been solicited to multiple potential proposers. Proposals will be due by November 30 <sup>th</sup> . Contract Award Recommendation is scheduled to be on 12/20/16 Board meeting agenda.	
<b>2018 Contracts Authorized by CATS CEO</b> <i>(includes CEO approved procurements between \$20,000 to \$50,000)</i> <i>Listed Alphabetically by Description – yellow highlights indicates latest approved project by CEO</i>									
Description	Vendor Name	Amount	Start Date	End Date	CEO Approved	Services Provided	Comments		
<b>A&amp;E</b> <b>Cortana Walmart</b> Conceptual Drawings	<b>Monroe &amp; Corie, Inc.</b> (PR 383)	<b>\$34,180</b> Max Amt	<b>4/16/18</b>	<b>5/15/19</b>	Written Contr PO 2018051	Consultant will provide the Interim Transit Hub Improvements at Cortana / Walmart Site. PR-383).	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.		

# JANUARY

		2019		2018	
#	ROUTES	RIDERSHIP	REVENUE	RIDERSHIP	REVENUE
8	Gus Young Ave/BRCC	2,949	\$1,468.53	13,821	\$ 8,139.77
10	Scenic Hwy/Southern University	7,063	\$3,519.25	6,317	\$ 3,294.94
11	Northside Circulator	4,714	\$3,357.62	5,051	\$ 3,213.05
12	Government St/Jefferson Hwy	9,569	\$4,251.27	10,059	\$ 3,985.07
14	Thomas Delpit Dr	4,363	\$2,599.73	3,395	\$ 2,125.36
16	Capitol Park Trolley	143	Free service	0	\$ -
17	Perkins Rd	11,949	\$6,427.72	13,122	\$ 6,657.35
18	LSU/Cortana Mall	7,764	\$4,097.99	6,041	\$ 3,288.12
20	North Acadian Thwy	10,553	\$6,596.91	12,400	\$ 7,682.90
21	Fairfields Ave	5,727	\$3,143.26	30	\$ 7.00
22	Winbourne Ave	8,086	\$4,885.46	0	\$ -
23	Foster Dr	5,703	\$3,332.69	0	\$ -
41	Plank Rd	20,435	\$11,759.65	20,306	\$ 10,868.37
44	Florida Blvd	30,999	\$14,877.98	31,794	\$ 14,816.37
46	Gardere/OLOL/L'auberge	5,383	\$4,218.57	64	\$ 18.10
47	Highland Rd	25,681	\$11,574.28	49,446	\$ 27,318.66
50	Glen Oaks/Greendale Circulator	2,413	\$1,653.78	0	\$ -
52	Baker Circulator	1,419	\$1,244.13	1,002	\$ 879.21
54	Airline HwyNorth/Southern University	12,000	\$7,748.04	0	\$ -
55	East Florida Blvd/BREC	2,871	\$2,194.67	0	\$ -
56	Mall to Mall via Drusilla/Tara	5,960	\$2,804.33	18	\$ 12.22
57	Sherwood Forest Blvd	13,446	\$9,606.62	12,577	\$ 8,755.82
58	Coursey Blvd/O'Neal Ln	4,901	\$3,140.57	8,190	\$ 5,042.64
59	East Florida Blvd/O'Neal Ln	4,596	\$2,802.29	574	\$ 312.38
60	Medical Circulator	756	\$474.83	583	\$ 310.74
70	Baker/Southern Univ/ CATS Terminal	4,159	\$2,417.96	0	\$ -
72	Florida Limited Stops	5,031	\$1,915.73	5,531	\$ 1,720.24
103	Downtown/Airport Express	257	\$176.70	82	\$ 51.26
80	SU	2,563	Free service	1,893	\$ -
	Terminal Fare Box Probed 8-18				
	Genfare Trip Adjustments				
	<b>TOTAL PASSENGERS</b>	221,453	\$ 122,290.56	202,296	\$108,499.57

JANUARY 2019

Route Number	Route Name	RIDERSHIP			REVENUE			TOTAL	
		Weekday	Saturday	Sunday	Weekday	Saturday	Sunday	Ridership	REVENUE
8	Gus Young Ave/BRCC	2,526	253	170	\$1,265.72	\$125.45	\$77.36	2,949	\$1,468.53
10	Scenic Hwy/Southern University	6,228	535	300	\$3,075.17	\$270.98	\$173.10	7,063	\$3,519.25
11	Northside Circulator	3,987	417	310	\$2,893.33	\$293.40	\$170.89	4,714	\$3,357.62
12	Government St/Jefferson Hwy	8,418	652	499	\$3,770.81	\$254.70	\$225.76	9,569	\$4,251.27
14	Thomas Delpit Dr	3,578	522	263	\$2,208.79	\$247.76	\$143.18	4,363	\$2,599.73
16	Capitol Park Trolley	143	No service	No service	Free service	No service	No service	143	\$0.00
17	Perkins Rd	10,337	970	642	\$5,625.53	\$447.77	\$354.42	11,949	\$6,427.72
18	LSU/Cortana Mall	6,177	910	677	\$3,419.79	\$363.55	\$314.65	7,764	\$4,097.99
20	North Acadian Thwy	9,170	829	554	\$5,837.72	\$501.43	\$257.76	10,553	\$6,596.91
21	Fairfields Ave	4,634	585	508	\$2,470.82	\$335.77	\$336.67	5,727	\$3,143.26
22	Winbourne Ave	6,639	972	475	\$4,173.80	\$492.27	\$219.39	8,086	\$4,885.46
23	Foster Dr	5,008	418	277	\$2,975.45	\$229.11	\$128.13	5,703	\$3,332.69
41	Plank Rd	16,892	2,019	1,524	\$10,127.02	\$986.50	\$646.13	20,435	\$11,759.65
44	Florida Blvd	25,062	3,435	2,502	\$12,377.70	\$1,427.64	\$1,072.64	30,999	\$14,877.98
46	Gardere/OLOL/L'auberge	4,415	542	426	\$3,508.71	\$375.31	\$334.55	5,383	\$4,218.57
47	Highland Rd	21,178	2,569	1,934	\$9,862.64	\$1,004.66	\$706.98	25,681	\$11,574.28
50	Glen Oaks/Greendale Circulator	1,964	242	207	\$1,369.53	\$152.20	\$114.05	2,413	\$1,635.78
52	Baker Circulator	1,209	114	96	\$1,085.17	\$76.16	\$82.80	1,419	\$1,244.13
54	Airline HwyNorth/Southern University	10,124	1,152	724	\$6,565.95	\$646.64	\$535.45	12,000	\$7,748.04
55	East Florida Blvd/BREC	2,576	295	No service	\$1,994.39	\$200.28	No service	2,871	\$2,194.67
56	Mall to Mall via Drusilla/Tara	4,982	586	392	\$2,437.24	\$229.58	\$137.51	5,960	\$2,804.33
57	Sherwood Forest Blvd	11,333	1,148	965	\$8,288.15	\$689.53	\$628.94	13,446	\$9,606.62
58	Coursey Blvd/O'Neal Ln	4,452	449	No service	\$2,862.07	\$278.50	No service	4,901	\$3,140.57
59	East Florida Blvd/O'Neal Ln	3,558	612	426	\$2,294.47	\$281.05	\$226.77	4,596	\$2,802.29
60	Medical Circulator	698	36	22	\$448.28	\$20.80	\$5.75	756	\$474.83
70	Baker/Southern Univ/ CATS Terminal	3,568	332	259	\$2,116.28	\$161.56	\$140.12	4,159	\$2,417.96
72	Florida Limited Stops	5,031	No service	No service	\$1,915.73	No service	No service	5,031	\$1,915.73
103	Downtown/Airport Express	221	12	24	\$149.90	\$12.05	\$14.75	257	\$176.70
80	Southern University Shuttle	2,563	No service	No service	Free service	No service	No service	2,563	\$0.00
								0	\$0.00
	Terminal Fare Box 8-18							0	\$0.00
	Touchdown Express							0	\$0.00
								0	\$0.00
								0	\$0.00
								0	\$0.00
								0	\$0.00
	Total	186,671	20,606	14,176	\$105,120.16	\$10,104.65	\$7,047.75	221,453	\$122,272.56

TRIPS BY ROUTES JANUARY 2019

Route Name	Route Number	RIDERSHIP	REVENUE	MILEAGE	TIME
Gus Young Ave/BRCC	8	2,949	\$1,468.53		
Scenic Hwy/Southern University	10	7,063	\$3,519.25		
Northside Circulator	11	4,714	\$3,357.62		
Government St/Jefferson Hwy	12	9,569	\$4,251.27		
Thomas Delpit Dr	14	4,363	\$2,599.73		
Capitol Park Trolley	16	143	\$0.00		
Perkins Rd	17	11,949	\$6,427.72		
LSU/Cortana Mall	18	7,764	\$4,097.99		
North Acadian Thwy	20	10,553	\$6,596.91		
Fairfields Ave	21	5,727	\$3,143.26		
Winbourne Ave	22	8,086	\$4,885.46		
Foster Dr	23	5,703	\$3,332.69		
Plank Rd	41	20,435	\$11,759.65		
Florida Blvd	44	30,999	\$14,877.98		
Gardere/LOLO/L'auberge	46	5,383	\$4,218.57		
Highland Rd	47	25,681	\$11,574.28		
Glen Oaks/Greendale Circulator	50	2,413	\$1,635.78		
Baker Circulator	52	1,419	\$1,244.13		
Airline HwyNorth/Southern University	54	12,000	\$7,748.04		
East Florida Blvd/BREC	55	2,871	\$2,194.67		
Mall to Mall via Drusilla/Tara	56	5,960	\$2,804.33		
Sherwood Forest Blvd	57	13,446	\$9,606.62		
Coursey Blvd/O'Neal Ln	58	4,901	\$3,140.57		
East Florida Blvd/O'Neal Ln	59	4,596	\$2,802.29		
Medical Circulator	60	756	\$474.83		
Baker/Southern Univ/ CATS Terminal	70	4,159	\$2,417.96		
Florida Limited Stops	72	5,031	\$1,915.73		
Downtown/Airport Express	103	257	\$176.70		
Southern University Shuttle	80	2,563	\$0.00		
<b>Terminal Fare Box Probed 7/9/18</b>					
<b>Total</b>		<b>221,453</b>	<b>\$122,272.56</b>	<b>-</b>	<b>0.00</b>