



**REGULAR MEETING
OF THE
BOARD OF COMMISSIONERS
CAPITAL AREA TRANSIT SYSTEM
AND
PUBLIC TRANSPORTATION COMMISSION
MARCH 16, 2021
4:30 p.m.
CATS Administrative Building
350 North Donmoor
Baton Rouge, Louisiana 70806**

AGENDA

- I. CALL TO ORDER: Ms. Erika Green**
- II. ROLL CALL: Ms. Amie McNaylor**
- III. APPROVAL OF MINUTES OF FEBRUARY 23, 2021 MEETING: Ms. Erika Green**
- IV. PRESIDENT’S ANNOUNCEMENTS: Ms. Erika Green**
- V. ADMINISTRATIVE MATTERS**
 - 1. Executive and Financial Report: Mr. Bill Deville and Executive Staff**
- VI. COMMITTEE REPORTS AND ANY ACTION THEREON**
 - 1. Finance & Executive: Ms. Erika Green**
 - 2. Technical, Policies & Practices: Dr. Peter Breaux (no meeting held)**
 - 3. Audit: Mr. Kahli Cohran (no meeting held)**
 - 4. Planning: Mr. Kevin O’Gorman**
 - 5. Community Relations: Ms. Linda Perkins**
- VII. ACTION ITEMS**
 - 1. Consideration of approval to purchase five support vehicles**
 - 2. Consideration of approval of MV Transportation equitable adjustment request**
 - 3. Consideration of renewal of MV Transportation paratransit services contract**
 - 4. Consideration of authorization to negotiate and enter into a contract with Acumen Building Enterprise for contactless fare payment solution**

5. **Consideration of approval of CATS Disadvantaged Business Enterprise (DBE) goal**
6. **Consideration of adoption of CATS Strategic Plan**

VIII. ADJOURNMENT

Individuals having questions regarding the meeting should contact Amie McNaylor, 225.389.8920, 350 North Donmoor, Baton Rouge, LA 70806.

Individuals needing special accommodations during this meeting should contact Karen Denman (225) 389-8920, Ext. 1504, 350 North Donmoor, Baton Rouge, LA 70806, 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
FEBRUARY 23, 2021**

4:30 p.m.

**Virtually and at the
CATS Administrative Building
350 North Donmoor
Baton Rouge, LA 70806**

MINUTES

I. CALL TO ORDER: Mr. Mark Bellue

Mr. Bellue called the meeting to order.

II. ROLL CALL: Ms. Amie McNaylor

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

III. NOMINATION AND ELECTION OF OFFICERS: Mr. Mark Bellue

Mr. Bellue took a moment of personal privilege as he would no longer be President and expressed his appreciation for the support of the board members over the last two years while he has served as President.

Ms. Green shared that the Nominating Committee recommended the following slate of officers: President – Erika Green; Vice-President – Kahli Cohran; Treasurer – vacant; and Secretary – Antoinette Pierre.

There were no nominations from the floor.

Mr. Lambert moved that the full board accept the slate of officers as proposed and Mr. Hill seconded the motion.

It was noted that a Treasurer would be appointed in March.

Ms. Perkins thanked Mr. Bellue for his service and congratulated the officers on their election. She stressed the need to portray themselves as officers and to include all board members on their decisions.

Ms. Green stated that Mr. Bellue's sacrifice is noted and appreciated.

IV. APPROVAL OF MINUTES OF DECEMBER 15, 2020 MEETING: Mr. Mark Bellue

Mr. Bellue moved to approve the minutes of the January 19, 2021 meeting and Ms. Green seconded the motion.

V. PRESIDENT'S ANNOUNCEMENTS: Ms. Erika Green

There were no President's announcements from either Ms. Green or Mr. Bellue.

VI. ADMINISTRATIVE MATTERS

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

Mr. Deville congratulated the new officers and thanked Mr. Bellue for his service.

Mr. Deville let the board know that the agency continues to monitor COVID cases. He shared that there will be a 30-day notice given to the public before resuming fare collections.

Ms. Williams noted that there are currently 140 total operators. There are 115 active operators. There are 25 inactive operators and 14 who are out for various reasons.

The January Operations challenge winners for OTP were Gloria Banks, Alfred Weeden, Re'ena Byrd, Janice Kinchen, and Corneshia Sharper.

The January Maintenance challenge winner for productivity was James Stewart.

The January Customer Service challenge winner for least abandoned calls was Emily Maten.

Ms. Williams let the members know that ridership for January was 100,271. This is a 52% reduction in ridership from January 2020. The on-time performance for the month was 78.35%. This is the highest it has been in a very long time.

The percentage of trips operated in January was 98.67%. The agency operated 196,689 miles, which is indicative of the service provided. There was one preventable accident per 100,000 miles in January, and there were 5,620 mean miles between road calls.

There was a question of how many operators are needed to be at full capacity and it was noted that CATS needs to hire approximately 15 additional operators. The agency is trying to schedule a training class for March.

Mr. Hill commended staff and operators for the increase in OTP. Ms. Williams noted that it is a collective effort.

Ms. Soileau noted that the Planning Committee will receive the final draft of the Strategic Plan at its next meeting, along with a draft of the Capital Improvement Plan.

CATS is working with CSRS and the City-Parish to monitor the potential Amazon fulfillment center at Cortana.

There is a feasibility study RFP for the Baker Transit Center.

The metropolitan transportation plan is underway with CRPC and CATS is beginning the discussion regarding regional transit relevant to CRPC's plan.

The Planning Department is beginning to look at shelters to refurbish and replace.

Ms. Thomas noted that she met with BRCC to identify training and certification opportunities for CATS employees.

CATS was awarded a \$337,000 grant from the FTA Public Transportation COVID-19 Mitigation Research Demonstration Grant Program that will be used to implement contactless fare payment.

CATS continues to meet with Hitachi's production team on the development of phase one of the project with the AIM grant.

The Council on Aging remains closed during COVID-19. CATS will resume its partnership on a senior intern post-pandemic.

CATS has had preliminary meetings with Pierlott & Associates for the CATS Disadvantaged Business Enterprise plan and goal. Meetings are taking place to discuss changes to the plan and to work on setting new goals for projects that will use federal funding from October 2020 through September 2023.


CATS is working with the Louisiana Department of Health and Hospitals, through Our Lady of the Lake, to allow CATS operators and front line employees to immediately receive the vaccine as non-law enforcement first responders.

Accidents and injuries have remained about the same as last month but are still lower than pre-COVID levels.

Forum 225 announced Theo Richards as the 2021 Baton Rouge Young Professional Original honoree. This is awarded because of his work with CATS as well as City Year Baton Rouge, IDEA Public Schools, Mid-City Redevelopment Alliance, and Volunteer in Public Schools.

Ms. Perkins congratulated Ms. Thomas on the grant award and Mr. Richards on his award.

Mr. Deville stated that the search for a new Human Resources Director is concluding with Gallagher and two finalists are being considered.



CATS is wrapping up obtaining its education information and materials needed for the Communications Action Plan to run concurrently with outside millage tax renewal PAC organization plans. The plan will be carried out by the CEO and his management team with guidance and support from Atlas/Emergent Method/Clay Young Enterprises.

The timeline for the October vote is as follows: CIP and revenue projections completed by HNTB in February; CIP and revenue projections presented to the board in April; CATS Board to vote on the final ballot language in May; early voting takes place September 25th through October 2nd; election day is October 9th. There is also an election that takes place on March 26, 2022, and on April 30, 2022.

It was requested by Ms. Green at the January F&E meeting that the advertising revenue for 2020 and the projection for 2021 be provided, and that information is as follows: 2020 actual was \$491,973; 2021 projection is \$476,009.

Mr. Cutrone presented the January financials and noted that the total current assets as of January 31, 2021, are \$43,272,164. The total assets are \$67,004,205. The total current liabilities are \$20,484,515 and the total liabilities are \$23,371,588. The total net assets are \$43,632,616. The total liabilities and net assets are \$67,004,205.

The total operating expenses for the month of January are \$2,243,702.

The total CATS-generated operating revenues for the month as of January 31, 2021, are \$45,162. The total non-federal subsidies for the month are \$1,599,586 and the total federal subsidies are \$313,093.

The total operating revenues as of January 31, 2021 are \$1,957,841.

The net operations balance as of January 31, 2021, is a deficit of \$515,012.

2. Introduction and initial audit communications by Postlethwaite & Netterville: Tiffani Dorsa

Ms. Dorsa let the members know that P&N is required to provide this communication to the board members.

P&N policies and procedures are designed to provide reasonable assurance that the firm and its personnel comply with applicable professional independence standards. The policies address financial interests, business and family relationships, and non-audit services that may be thought to bear on independence. P&N is not aware of any circumstances that have impaired its independence.

The audit planning process entails understanding the operations of the last year; understanding of internal control to determine the nature, timing, and extent of audit procedures; risk assessment process at the account-balance or class-of-transactions level; and evaluation of the design effectiveness of internal control over financial reporting and the assessment of control risk.

The concept of materiality is the maximum aggregate amount of misstatements, which if not detected and not corrected, would cause the firm to modify its opinion on the financial statements. There are both quantitative and qualitative considerations.

The auditors have responsibilities that consist of forming and expressing an opinion; does not relieve management or those charged with governance of their responsibilities; to provide

reasonable, not absolute assurance of detecting material misstatements; to gain a basic understanding of the internal control policies and procedures to design an effective and efficient audit approach; to inform the Board of any material illegal acts uncovered; render an opinion on the financial statements that they are presented fairly in all material respects; and to gather appropriate and sufficient evidence to gain reasonable assurance that the financial statements are free from material misstatement, whether due to error or fraud.

It was noted that this is the third year that P&N has been the audit firm for the agency.

It was noted that the CATS pension is audited by another firm, and preliminary discussions have taken place to ensure a timely receipt of that audit to be incorporated.

VII. COMMITTEE REPORTS AND ANY ACTION THEREON

1. Finance and Executive: Mr. Mark Bellue

Mr. Bellue noted that the committee did not meet due to the lingering effects of the ice storm and inclement weather.

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

Dr. Breaux noted that the committee did not meet.

3. Audit: Mr. Cohran

Ms. Green referred the members to the minutes of the February 3rd meeting in their packets and provided highlights.

4. Planning: Mr. Kevin O’Gorman

Mr. O’Gorman referred the members to the minutes of the January 27th meeting in their packets. He noted that the committee received updates on BRT, MovEBR coordination, and program management.

5. Community Relations: Ms. Linda Perkins

Ms. Perkins noted that the committee did not meet. She commended Ms. Williams for all the work she is doing.

VIII. ACTION ITEMS

1. Consideration of adoption of 2020 Louisiana Compliance Questionnaire and authorization for board officers to execute the Compliance Questionnaire

It was noted that the questionnaire is an audit requirement and is done annually.

Mr. Bellue moved that the Louisiana Compliance Questionnaire be adopted and that the board officers be authorized to execute the Compliance Questionnaire and Ms. Pierre seconded the motion.

Ms. Green shared that her desire is to have open communication from both herself and the administration to share updates. She noted that any board member with questions or concerns should share those with her.

IX. ADJOURNMENT

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

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Baton Rouge, LA 70802
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EXECUTIVE STAFF

Bill Deville
Chief Executive Officer

MARCH 2021 Executive Report Bill Deville and CATS Staff

COVID-19 UPDATES: *Bill Deville*

- Governor Edwards announced that the state has moved into Phase 3 and this will be in effect until at least March 31st.
- Now that the state has moved into Phase 3, CATS will plan to resume fare collections and will also modify capacity limits, but only after providing the riding public a 30 day advance notice, and only after all safety protocols have been taken.

OPERATIONS: *Dwana Williams*

- There are 137 total operators, and there are currently 118 active operators available to work. There are 19 inactive operators who are out for various reasons.
- The February Operations challenge winners for OTP are Shelia Bennett, Terrica Tanner, Sheker Gipson, Re'ena Byrd, and Tabatha Armwood.
- The February Maintenance challenge winner for productivity is Paul Robertson.
- The February Customer Service challenge will for least abandoned calls is Agnes Brown.
- See attached Performance Measures that reflect measures for the month.

PLANNING AND PROGRAM DEVELOPMENT: *Cheri Soileau* SERVICE:

- February 2021 service change will take place March 28, 2021
 - Schedules have been finalized and are in the process of being printed
- The lease for the 30' electric buses has been finalized and service is anticipated for the downtown circulator/Capitol Park Trolley in early summer 2021; this is dependent on the COVID regulations from the CDC, State of Louisiana, DOT, and Federal Transit Administration.
- The Transit Development Plan
 - The Strategic Plan has been sent to all Board members. No comments were received. Planning Committee has reviewed the document and it will go to the Board for a March 2021 approval.
- The RFP for the Baker Transit Center closed and the submissions are being reviewed. CATS staff is involved in the review process and it is anticipated that a recommendation will go to the MPO TAC/TPC in March.
- Staff has met with the engineering firm and an Amazon representative regarding the Amazon/Cortana development; these meetings will continue to ensure no disruption to service during the construction process and to work with Amazon for service for their employees.

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- CRPC is beginning their Metropolitan Transportation Plan update as required, and CATS is beginning the discussion regarding regional transit relevant to CRPC's plan.
- The Planning Committee received a draft of a Ten-Year Capital Improvement Plan.
 - CATS and HNTB are currently identifying funding sources and projecting cash flow for the CIP; once these items are in place, the Board will receive the overall plan.
- Staff has met with representatives from Uber Louisiana regarding how Uber fits with transit and to understand Uber's transit support.

ADMINISTRATIVE UPDATES: *Pearlina Thomas*

- CATS had 16 employees from Operations, Human Resources, Finance, and Procurement (directors, managers, and employees) complete the Human Resources, Supervision, and Emotional Intelligence training.
 - Most found the emotional intelligence training helpful with resource tools to improve communication with their staff and other departments.
- There will be training on March 12th with Pierlott & Associates for FTA Civil Rights and Disadvantaged Business Enterprise (DBE).
 - This will cover monitoring DBE goals on projects for FTA reporting, creating prime contracting opportunities for DBEs, and increasing DBE subcontracting opportunities.
- Schedules are being finalized to provide all CATS frontline employees to attend Critical Incident Response, Conflict Resolution, and Desiccation Training provided by certified instructors with the Baton Rouge Police Department.
- The CAO continues to work with BRCC to advance the partnership to offer more professional advancement opportunities to CATS employees.
 - The agency anticipates including mechanics in a Hydraulics Certification later this month.
- The two-way messaging service with the AIM grant received favorable national press with Hitachi. CATS continues to meet weekly with the production team on development of Phase 1.
 - Go live of the first phase of the project will be in 90 days. This includes the following:
 - Development of a short text code/QR posted at high-frequency stops
 - The code will allow customers to text and receive bus schedule information.
 - Phase 2 will include development of two-way messaging between customers and customer service representatives.
 - CATS has received the grant in the TrAMS system.

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- The CAO is working with Acumen Building Enterprise and the FTA to scale the scope of the COVID-19 Mitigation Research Grant.
 - Theo Richards is coordinating the efforts among CATS, Acumen, and the public relations team.
- In accordance with their contract requirements, MV Transportation submitted a letter requesting to exercise the first year of the two-year extension options on the paratransit services contract.
 - Representatives from MV met with each board member as well as Baker Mayor Darnell Waites regarding this extension.
- CATS is working with Pierlott & Associates to establish new DBE goals to be applied on all projects that receive FTA funding for fiscal years October 2020 through September 2023.
 - The Civil Rights Office of the FTA is responsible for DBE oversight.
- CATS frontline employees have multiple options for receiving the COVID-19 vaccination.
 - CATS is partnering with the Mayor's Office of Homeland Security and Emergency Preparedness (MOHSEP) to respond to disaster and emergency events; this allowed CATS employees to qualify as first responders.
 - CATS frontline employees (operators, supervisors, dispatchers, mechanics, custodians, building & grounds, and facility employees) to receive the vaccination on Friday, March 12th and Monday, March 15th.
- The Department of Health and Hospitals has classified public transit workers as non-law enforcement, which gives CATS employees the opportunity to schedule an appointment to receive the vaccine through OLOL.
 - The COVID-19 questionnaire can be found on the OLOL website.

TECHNOLOGY: *Bill Deville*

- The Tyler Technology Enterprise System training sessions for CATS staff are continuing and are about 35 to 40%% completed; financials have advanced enough to begin focusing on HR modules.
 - Tyler has taken CATS recommended future status topics and uploaded them into the Tyler/Munis training database; this is now allowing CATS to start working and resolve bugs/kinks as they go through training.
- Planning and Operations, along with AVL and Maintenance staff are seeking solutions and grant funding for scheduling/AVL software.
- Once grant funding is secured and prioritized, a Business Analytics software solicitation will get underway to procure an agency-wide tool to gather reporting data automatically from core systems in order to create improved KPI reporting that is now lacking; this is needed for better management and control of finance, personnel, transportation, and maintenance operations.

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The use of “dashboard” reporting is strongly desired by CEO and senior management.

- An enterprise asset management system is being looked into by Planning and Finance, along with secured funding.

CEO NOTES: *Bill Deville*

- The executive search conducted by Gallagher for CATS Human Resources Director has concluded, and CEO and staff have concluded committee interviews of finalists, and a new HR Director has accepted the job offer pending background checks, drug screening, etc., and will start April 5th.
- The CAO and COO are finalizing plans for CATS front line transit workers to receive vaccinations starting Friday, the 12th, and Monday, the 15th.
- OLOL, in cooperation with the State, is working with CATS to assist in getting eligible citizens to “certain group vaccinations sites”, using existing routes.
- Board member Laurence Lambert, connected staff with Uber leadership interested in our on demand services, and has proceeded to add CATS to its national program of assisting CATS with getting citizens to vaccination sites.
- CATS is wrapping up obtaining its education information and materials needed for its “Communications Action Plan” to run concurrently with outside millage tax renewal PAC organization plans. The Communications Action Plan will be carried out by the CEO and his management team with guidance and support from Atlas/Emergent Method/Clay Young Enterprises.
 - Timeline for October vote:
 - End of February – CIP and revenue projections completed by HNTB
 - April – CIP and revenue projections presented to Board
 - May 18, 2021 – CATS Board to vote on final ballot language
 - June 16, 2021 – deadline to submit final ballot language
 - Early voting – September 25th through October 2nd (excluding Sunday, September 26th)
 - October 9, 2021 – Election Day, open primary
 - March 2022 – millage expires
 - March 26, 2022 and April 30, 2022 – election dates
- MV Transportation met with CATS COO and ADA/paratransit management team in Baton Rouge the week of February 15th, followed by meetings with individual CATS board members to 1.) explain the cost impact caused by the Pandemic, 2.) explain how collaborating with CATS staff, they have identified ways to complete the staffing shortfall, and improve service routing, as the pandemic turns for the better; and 3.) concluding with explanation on plans for the next year options.
- MV Transportation is offering to assist with getting citizens to COVID vaccination sites and will be looking into ways to assist CATS in that effort.
- With the efforts of board member Laurence Lambert and Jonathan Charbonnet, Atlas Technical, CATS on call Program Manager, Amazon and its

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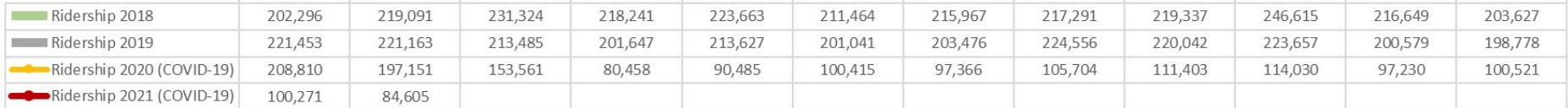


project management team for the Amazon Cortana Distribution Center, met with CATS to begin collaboration efforts on how CATS can best serve their employees (2,000 plus in the mornings and afternoons) transportation needs at the facility, and at the same time coordinate traffic flow so that neither gets in the way of the other (up to 200 18 wheelers) and maintaining all needed safety protocols; it appears that the CATS Cortana Transfer Transit Center may need to be relocated, and Amazon will work with CATS on this potential project.

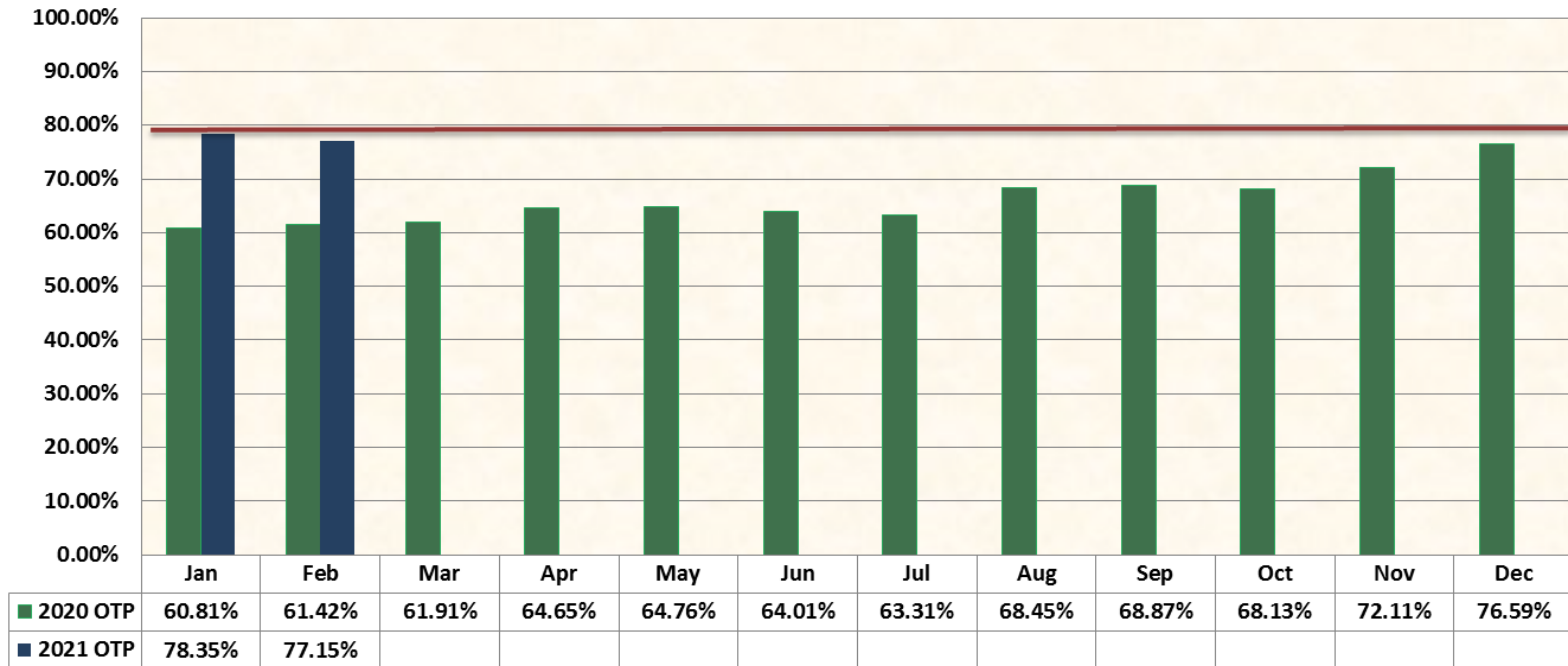
- Amazon was pleased with the meeting, and made a point to say they will make sure CATS gets credit for the efforts being made in this process
- CATS and the Baton Rouge Center for Visual and Performing Arts School unveiled the winning art from the “love Louisiana” contest that was held with their 4th and 5th grade students.
 - The winning artwork is now wrapped on two buses, the second place winner has their artwork in 10 shelters, and all entries are interior bus ads.

Finance: *John Cutrone*

- See attached financial report for the month.



On-Time Performance 2020-2021

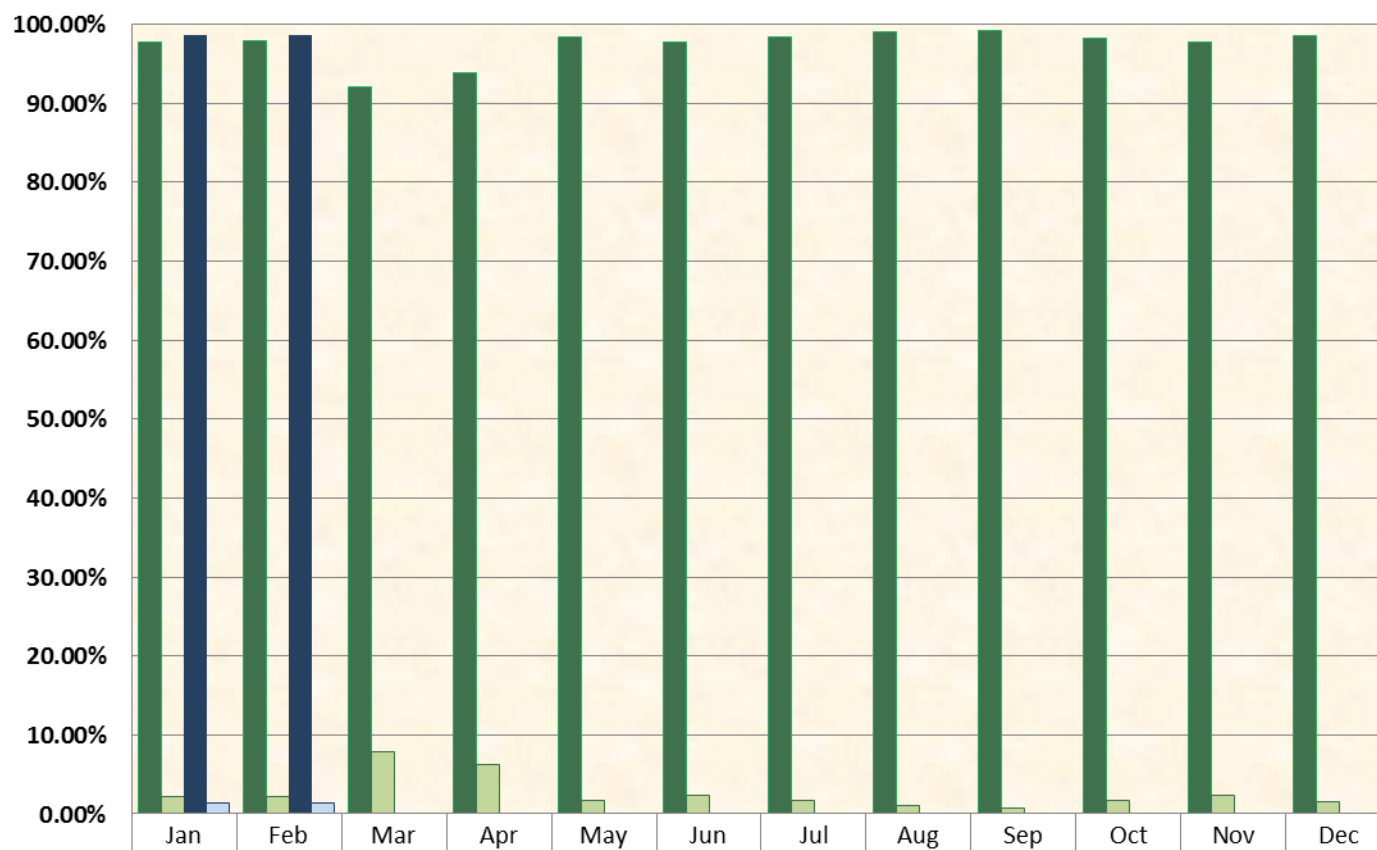


*Target 80% On-Time Performance

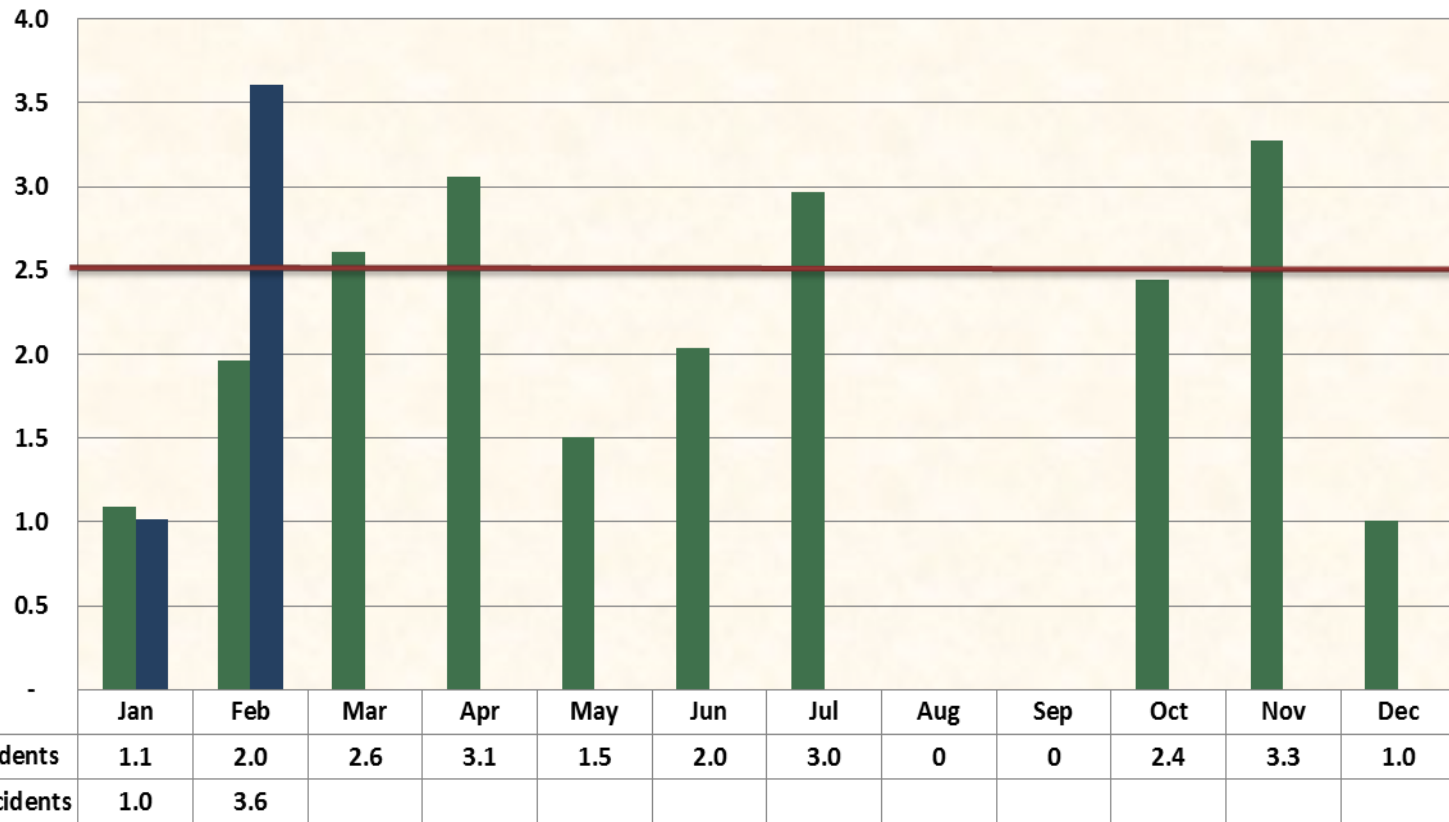
Note: On-Time performance is measured at scheduled timepoints which represent 6.78% of the total system bus stops



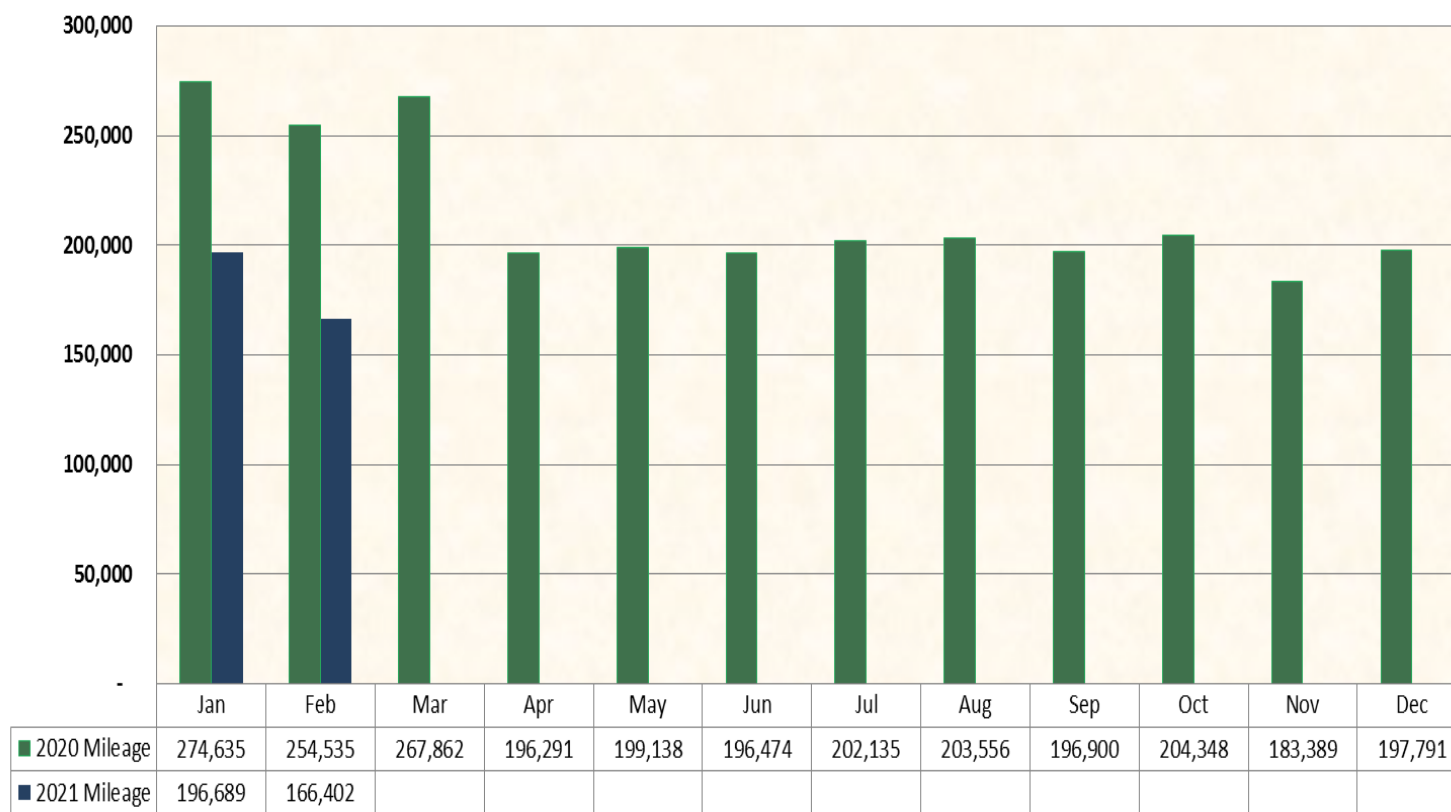
% Trips Operated 2020-2021

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Preventable Accidents per 100,000 Miles 2020-2021

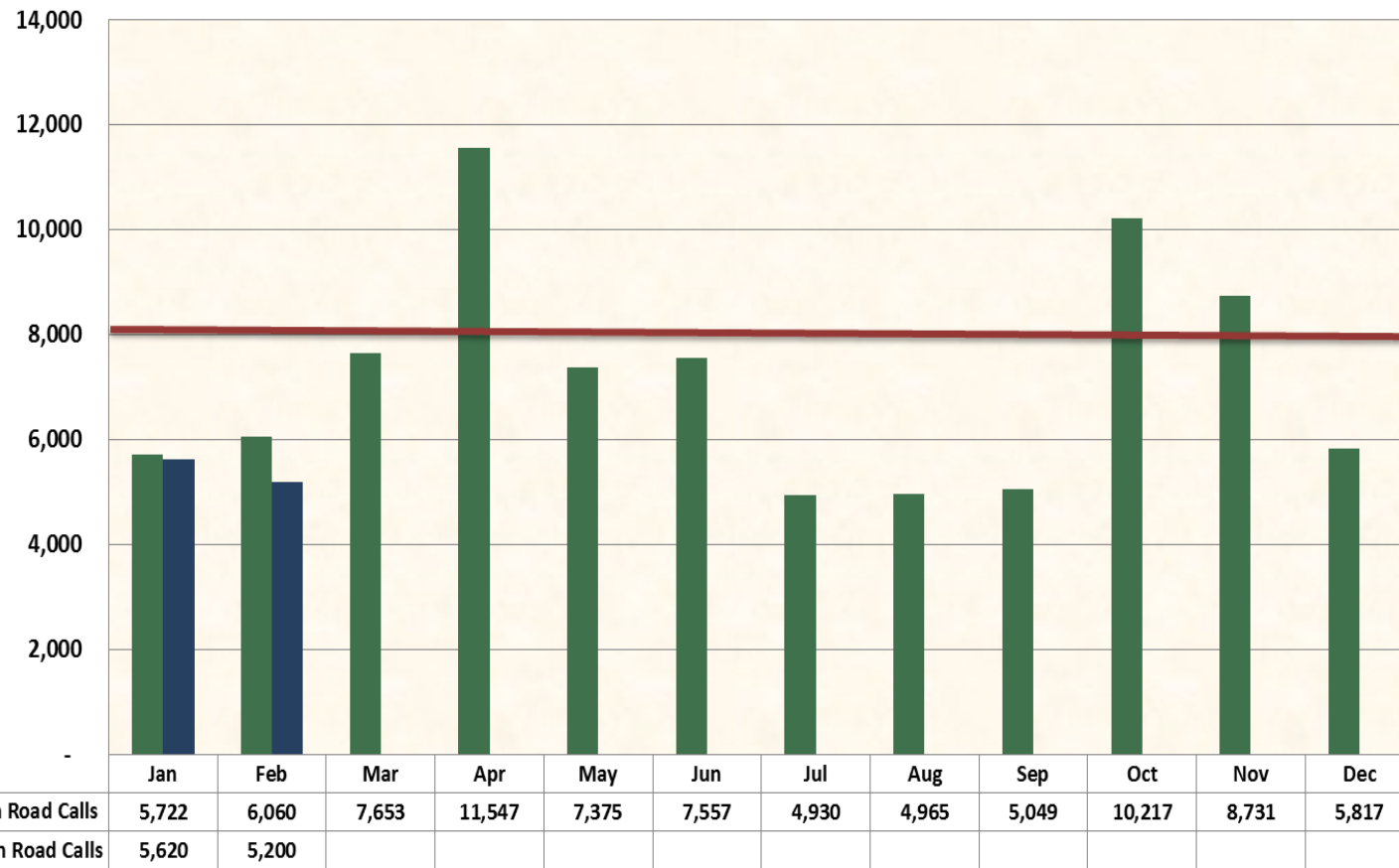


***Target Below 2.5 Preventable Accidents Per 100,000 Miles**





Mean Miles Between Road Calls 2020-2021



**Capital Area Transit System
Balance Sheet
February, 2021**

2/28/2021 2/29/2020

ASSETS

Current Assets:		
Cash and Cash Equivalents	20,681,988	12,267,693
Accounts Receivable	578,938	291,081
Property Tax Receivable	17,692,659	18,017,422
Due from Governments	2,571,572	3,188,535
Notes Receivable	0	0
Interest and Dividends Receivable	0	0
Inventory	418,069	343,832
Prepaid Expenses and Other Assets	202,085	150,722
Total Current Assets:	42,145,311	34,259,285
Restricted Assets:		
Cash and Cash Equivalents	3,301,718	298,690
Total Restricted Assets:	3,301,718	298,690
Investments	0	0
Net Pension Asset, Long-Term	496,897	496,897
Equipment, Net	19,704,274	21,689,064
Total Assets	65,648,201	56,743,937
LIABILITIES AND NET ASSETS		
Current Liabilities		
Accounts Payable and Accrued Expenses	363,172	210,591
Accrued Payroll and Tax Liabilities	648,757	(4,481)
Accrued Interest (Bus Lease)	0	(0)
Note Payable	0	0
Accrued Compensated Absences	720,381	751,112
Claims Payable and Related Liabilities	1,065,376	1,065,376
Capital Lease Payable	608,884	595,000
Deferred Revenue (Grants/Prop Tax)	15,405,296	14,417,335
Other Current Liabilities	0	0
Total Current Liabilities	18,811,866	17,034,933
Long-Term Liabilities		
Note Payable, Less Current Portion	0	0
Accrued Compensated Absences, Less Current Portion	0	0
Capital Lease Payable, Less Current Portion	1,585,098	2,193,983
Estimated Liabilities	1,301,975	1,301,975
Total Long-Term Liabilities	2,887,073	3,495,958
Total Liabilities	21,698,940	20,530,891
Net Assets:		
Investments in Capital Assets, Net of Related Debt	17,510,292	18,900,081
Restricted Cash and Cash Equivalents	3,301,718	298,690
Unrestricted	23,137,251	17,014,274
Total Net Assets:	43,949,262	36,213,046
Total Liabilities And Net Assets	65,648,201	56,743,937

Capital Area Transit System
Statement of Operating Budget vs. Actual
For the Period Ended February, 2021

	Current Month			Year to Date			Approved Budget
	Budget	Actual	Variance	Budget	Actual	Variance	Budget
Operating Revenues							
Passenger Paid Fares	0	0	0	0	0	0	840,258
Special Transit Fares (Contract)	0	0	0	0	2,601	2,601	109,000
ADA/Paratransit Revenue	0	0	0	0	0	0	59,040
Advertising Revenue	39,667	37,755	(1,912)	79,334	77,564	(1,770)	476,004
Interest Income	4,997	1,045	(3,952)	9,994	3,612	(6,382)	59,964
Other Agency Revenue	18,950	37,971	19,021	37,900	38,156	256	227,400
Total CATS Generated	63,614	76,771	13,157	127,228	121,933	(5,295)	1,771,666
Non Federal Revenue							
Hotel/Motel Tax	74,959	87,086	12,127	149,918	174,171	24,253	899,508
Parish Transportation Fund	45,833	45,833	0	91,666	91,667	1	549,996
Property Tax Revenue	1,466,667	1,466,667	(0)	2,933,334	2,933,333	(1)	17,600,004
Total Non Federal	1,587,459	1,599,586	12,127	3,174,918	3,199,171	24,253	19,049,508
Federal Operating Subsidies							
FTA - Preventive Maintenance	612,592	685,495	72,903	1,225,184	873,588	(351,596)	7,351,102
FTA - Capital Projects (Project Admin)	26,667	0	(26,667)	53,334	0	(53,334)	320,004
FTA - Planning	0	0	0	0	33,801	33,801	686,000
Total Federal Operating	639,259	685,495	46,236	1,278,518	907,389	(371,129)	8,357,106
Total Operating Revenues	2,290,332	2,361,852	71,520	4,580,664	4,228,493	(352,171)	29,178,280
Operating Expenses							
Labor	871,618	755,658	115,960	1,836,624	1,541,163	295,461	11,329,365
Fringe Benefits	487,077	422,818	64,259	1,026,340	1,171,844	(145,504)	6,382,219
Casualty and Liability	128,917	144,325	(15,408)	257,834	225,589	32,245	1,547,000
Services	233,729	142,049	91,680	467,458	343,642	123,816	2,804,718
Purchased Transportation	162,500	119,000	43,500	325,000	220,060	104,940	1,950,000
Materials & Supplies	303,751	200,237	103,514	607,502	400,105	207,397	3,645,000
Utilities	14,583	2,276	12,308	29,166	14,791	14,375	175,000
Miscellaneous Expenses	104,164	21,990	82,174	208,330	126,035	82,295	1,250,040
Leases and Rentals	7,911	7,703	208	15,822	16,531	(709)	94,938
Total Operating Expenses	2,314,250	1,816,056	498,194	4,774,076	4,059,758	714,318	29,178,280
Net SURPLUS/(DEFICIT) Before Depreciation	(23,918)	545,796	569,714	(193,412)	168,735	362,147	0
Depreciation	0	229,151	(229,151)	0	458,302	(458,302)	
NET Operating SURPLUS/(DEFICIT)	(23,918)	316,645	340,563	(193,412)	(289,567)	(96,155)	0



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**MEETING OF THE
FINANCE AND EXECUTIVE COMMITTEE
BOARD OF COMMISSIONERS
CAPITAL AREA TRANSIT SYSTEM AND
PUBLIC TRANSPORTATION COMMISSIONS
MARCH 11, 2021
Virtually and at the
CATS Administrative Office
350 North Donmoor Avenue**

MINUTES

The Finance and Executive Committee met on Thursday, March 11, 2021, at 10:30 a.m. Present at the meeting were members Kahli Cohran (in-person), Erika Green (virtually), and Antoinette Pierre (virtually). Also present were Bill Deville and members of CATS staff.

I. Call to order and establishment of quorum

Mr. Cohran facilitated the meeting for Ms. Green, who was virtually attending the meeting. He welcomed those assembled and thanked everyone for joining the meeting.

II. President's Announcements

Mr. Cohran shared that the thought the event CATS held with the BRCVPA was successful and he hopes that the agency will continue to look for partnerships such as this in the community.

III. Executive Report and Financials

Mr. Deville noted that since the state has moved to Phase 3, CATS will plan to resume fare collections and will also modify capacity limits, but only after providing the public a 30 day notice and only after all safety protocols have been taken.

Ms. Williams noted that there are currently 137 total operators. There are 118 active operators. There are 19 inactive operators and 14 who are out for various reasons.

Ms. Williams noted that the February Operations Challenge winners were Shelia Bennett, Terrica Tanner, Sheker Gipson, Re'ena Byrd, and Tabatha Armwood.

The February Maintenance challenge winner was Paul Robertson.

The February Customer Service challenge winner was Agnes Brown.

Ms. Williams let the committee know that ridership for February was 84,605. CATS was closed for two and a half days as a result of the ice storm in February. The on-time performance for the month was 77.15%. It was noted that CATS is still monitoring individual and route OTP to identify issues that need to be corrected; some route corrections will be addressed in the March service change while others will be handled in September.

The percentage of trips operated in February was 98.64%. The agency operated 166,402 miles, which is indicative of the service provided. There were 3.6 preventable accidents per 100,000 miles in February, and there were 5,200 mean miles between road calls.

It was noted that the maximum capacity will be revisited when the state moves back to Phase 3 and the rise in COVID-19 cases has plateaued.

There was discussion of the miles operated and it was requested that staff track three years' worth of miles operated when the service changes in February.

Mr. Cohran shared his kudos for the continued improvement on the OTP.

It was noted that six routes have been identified that need to have corrections made; three of those routes are Route 18 LSU-Cortana Mall, Route 21 Fairfields Avenue-Cortana Mall, and Route 54 Airline Highway North-Southern University.

Ms. Soileau let the members know that the service change will take place on March 28th.

The RFP for the Baker Transit Center closed and the submissions are being reviewed. CATS staff is involved in the review process and it is anticipated that a recommendation will go to the MPO TAC/TPC in March.

Staff has met with the engineering firm and an Amazon representative regarding the Amazon/Cortana development; these meetings will continue to ensure no disruption to service during the construction process and to work with Amazon for service for their employees.

CRPC is beginning their Metropolitan Transportation Plan updated and CATS is beginning the discussion regarding regional transit relevant to CRPC's plan.

The Planning Committee received a draft of a Ten-Year Capital Improvement Plan. CATS and HNTB are currently identifying funding sources and projecting cash flow for the CIP; once these items are in place, the Board will receive the overall plan.

CATS had 16 employees from Operations, Human Resources, Finance, and Procurement complete the Human Resources, Supervision, and Emotional Intelligence training.

There will be training on March 12th with Pierlott & Associates for FTA Civil Rights and Disadvantaged Business Enterprise (DBE).

The CAO continues meeting with BRCC to find ways for CATS employees to have access to opportunities.

The two-way messaging service with the AIM grant is still in the works with CATS and Hitachi staff meeting weekly. The go-live of the first phase of the project will be in 90 days.

CATS is working with Acumen Building Enterprise and the FTA to scale the scope of the COVID-19 Mitigation Research Grant.

MV Transportation submitted a letter requesting to exercise the first year of the two-year extension options.

CATS frontline employees have multiple options to receive the vaccine.

Mr. Deville stated that the executive search by Gallagher for the Human Resources Director has concluded and CATS has extended an offer. An announcement will be made pending drug test, background check, etc.; the new director is expected to start April 5th.

Board member Laurence Lambert connected CATS staff with Uber representatives interested in on-demand services regarding vaccinations.

CATS is wrapping up obtaining its education information and materials needed for its Communications Action Plan that will be carried out by the CEO and staff he has identified. The Plan will receive support from Atlas, Emergent Method, and Clay Young Enterprises.

Mr. Cutrone presented the February financials and noted that the total current assets as of February 28, 2021, are \$42,145,311. The total assets are \$65,648,201. The total current liabilities are \$18,811,866 and the total liabilities are \$21,698,940. The total net assets are \$43,949,262. The total liabilities and net assets are \$65,648,201.

The total operating expenses for the month of February are \$1,816,056.

The total CATS-generated operating revenues for the month as of February 28, 2021, are \$76,771. The total non-federal subsidies for the month are \$1,599,856 and the total federal subsidies are \$685,495.

The total operating revenues as of February 28, 2021 are \$2,361,852.

The net operations balance for the month as of February 28, 2021, is a surplus of \$316,645. The net operations balance for the year is a deficit of (\$289,567).

IV. Recommend approval of Equitable Adjustment request from MV Transportation

Ms. Thomas and Mr. Hoover of MV explained that the adjustment was necessary to offset revenue losses in 2020.

It was noted that CATS and MV met with all board members as well as Baker Mayor Darnell Waites.

The equitable adjustment will be retroactive to January 2020 and will last potentially through April 2021.

Ms. Green recommended that the full board approve the equitable adjustment request from MV Transportation for the year 2020 at a cost not to exceed \$171,000 and Mr. Cohran seconded the motion. The motion carried unanimously with no abstentions.

V. Recommend renewal of MV Transportation contract for paratransit services

Ms. Thomas noted that MV is requesting to exercise the first of the two renewal options in the paratransit services contract. MV is requesting that a sliding scale be put in place in the event there are events in the future that lead to revenue losses.

Ms. Green recommended that the full board approve the renewal of the MV Transportation paratransit services contract for a period of one year and

Mr. Cohran seconded the motion. The motion carried unanimously with no abstentions.

VI. Recommend authorization to negotiate and enter into contract with Acumen Building Enterprise for contactless fare collection system

Ms. Thomas noted that this project is the result of the COVID-19 Mitigation Grant award. CATS will be working on a contactless fare payment solution.

The first phase will be cards and it will eventually transition to mobile phone accessibility.

Acumen has both the hardware and the software to implement the program.

The grant is for \$337,000 and it is a 100% grant.

Ms. Green recommended that the full board authorize the CEO to negotiate and enter into a contract with Acumen Building Enterprise for contactless fare collection system and Mr. Cohran seconded the motion. The motion passed unanimously with no abstentions.

VII. Recommend approval of CATS Disadvantaged Business Enterprise (DBE) goal

Ms. Thomas shared that staff has been working with Pierlott & Associates to develop the DBE goal that will be effective for projects from October 2020 through September 2023.

The DBE goal is 11%, with 5% being race neutral and 6% being race conscious.

It was noted that the goal may be adjusted during this period.

The goal is established based on an FTA formula and work CATS is projected to undertake during this time period.

There was discussion of the particulars of the DBE program and ways the agency can conduct outreach to companies to encourage participation.

Ms. Green recommended that the full board approve the DBE goal of 11% and Mr. Cohran seconded the motion. The motion carried unanimously with no abstentions.

VIII. Recommend approval to purchase five Chevrolet Traverse support vehicles

Mr. Godwin noted that staff came to the board in 2020 to purchase five support vehicles and this request is for the other five. These new vehicles are replacing Street Supervisor vehicles that have surpassed their useful life.

Mr. Cohran recommended the full board approve the purchase of five Chevrolet Traverse support vehicles at a cost not to exceed \$124,832 and Ms. Green seconded the motion. The motion passed unanimously with no abstentions.

IX. Recommend adoption of CATS Strategic Plan

Ms. Soileau noted that the plan has been presented to the Planning Committee and the full board was invited to provide feedback. The suggestions from the Planning Committee have been incorporated and the Planning Committee, though it did not have quorum, recommended unofficially that the plan be sent to the full board for adoption.

Mr. Cohran recommended that the full board adopt the Strategic Plan and Ms. Green seconded the motion. The motion carried unanimously with no abstentions.

There being no further business, the meeting adjourned.



**MEETING OF THE
PLANNING COMMITTEE
BOARD OF COMMISSIONERS
CAPITAL AREA TRANSIT SYSTEM AND
PUBLIC TRANSPORTATION COMMISSIONS
MARCH 5, 2021
1:30 p.m.
Virtually and
350 North Donmoor Avenue
Baton Rouge, Louisiana 70806**

MINUTES

The Planning Committee met on Friday, March 5, 2021, at 1:30p.m. Virtually present at the meeting were members Kevin O’Gorman and Laurence Lambert. Also present were Bill Deville, members of HNTB, and members of CATS staff. There was no quorum so no action was taken.

I. Capital Improvement Plan update

Ms. Soileau let the members know that the plan that was presented is still in draft form. This ten-year plan incorporates all the capital projects, including but not limited to vehicles, technology, facilities, etc.

It was requested that an Executive Summary be created to summary the plan.

There was discussion of the projects, the costs, and various timelines.

It was noted that this CIP is part of the larger Transit Development Plan.

HNTB is working with staff to finalize the plan and is working through the finance coordination at this point.

II. Recommend adoption of Strategic Plan

Ms. Soileau noted that the plan was sent to the board members and no one sent back suggested revisions. The changes that were discussed at the last Planning Committee meeting have been incorporated into the current draft.

It was noted that there is no quorum so no formal recommendation could be made. The members present agreed that the plan should be sent to the F&E Committee and full board for approval.

III. Service change update

Ms. Soileau noted that the service change is being moved to March 28th. This is being done to allow the Planning Department to ensure that all schedules are correct.

Ms. Soileau shared that staff is working to get an RFP solicited for scheduling software that will allow future service changes to be done in-house.

IV. Updates

- 1. Cortana/Amazon development**
- 2. Baker Transit Center**
- 3. CRPC Metropolitan Transportation Plan**

Ms. Soileau shared that CATS met with representatives from Amazon to discuss the development at Cortana. It was noted that meetings would continue to ensure that CATS would stay aware of construction as well as potential transportation for employees.

It was noted that the RFP for a Baker Transit Center feasibility study received two proposals and a final determination will be made regarding the contract award.

It was noted that it is likely not feasible for the Baker project to continue without a private funding partnership.

The CRPC Metropolitan Transportation Plan is being updated and CATS is listening to stakeholder input.

It was noted that Ascension Parish has mentioned transportation several times.

It was noted that CATS is still working with MovEBR and is providing feedback on routes where they will be working.

Bryan Jones shared that HNTB has gotten a notice to proceed on BRT and Forte & Tablada has gotten notice to proceed for work on Florida from North 22nd Street to Airline Highway.

The next Planning Committee is tentatively scheduled for April 23rd.

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
March 10, 2021
350 North Donmoor, Baton Rouge, LA**

MINUTES

The 504/Community Relations Committee met on Wednesday, March 10, 2021, at 12:30 p.m. Present at the meeting was Linda Perkins and Johnathan Hill. Also present were Bill Deville, members of CATS staff, and Representatives of MV Transportation.

I. Introduction

Mrs. Perkins welcomed everyone gathered for the March Community Relations Committee Meeting. MV Transportation had not joined the zoom yet and Mrs. Perkins asked Ms. Denman to start with the certifications report.

II. MV Transportation Report – Representatives

Ms. Barnes noted she included the 12-month rolling period to show the increase or decrease in trips since March 2020. For the past three months, CATS is averaging between 3,500-3,700 trips per month. From January and February 2020 verses 2021 there is a difference in trips, but with the new operators we are anticipating a greater demand.

Ms. Barnes noted no complaints for December and January. Ms. Barnes and Ms. Denman are actively working on procedures on accurately tracking complaints.

Mr. Hill inquired if there was discrepancy about what a complaint is and is not. Ms. Barnes noted not about what a complaint is, but the procedure of complaints.

Ms. Barnes shared there have been zero road calls since December 2020. Mr. Hoover is working closely with Mr. Anthony to track the vehicles daily and establishing SOP. Due to the manpower shortage, there was a decline in on time performance for January and February.

Ms. Barnes noted that CATS on Demand subscription verses demand trips are split equally. To increase the number of subscription trips; campaign will start in May or June 2020

III. Certifications – Karen Denman

Ms. Denman noted once MV gets fully staffed we can go back to transporting more people.

The team is in the process of recertifying riders because the riders they are easier to certify at the moment verses the temp riders. This is due no in person interviews at the moment.

Ten applications have gone out for recertification. Once completed the will schedule virtual meetings; if recertified, she will mail out new id cards and policy/procedure manual.

In person interviews will resume once cleared and should run a lot smoother.

Ms. Denman mentioned CATS on Demand applications are being printed online and obtained through doctor's office. She had eight applications mailed in January and 11 in February. 22 were granted temporary ridership in January and 25 in February.

There was discussion on the shortage of operators noted from last month's meeting. Leslie Barnes, MV Baton Rouge General Manager was introduced. As of Monday, March 15, 2021 there will be 25 operators in revenue service; currently MV has an active roster 16. A new run cut was implemented last week and will go into effect Saturday, March 13, 2021.

Ms. Thomas mentioned Ms. Barnes contributions and growth at MV. CATS is excited to have Ms. Barnes joining the Baton Rouge MV Team.

Mr. Hoover echoed Ms. Barnes abilities, noted a trainer is in from Phoenix to conduct training and working with Mr. Anthony on SOP for vehicles.

Ms. Thomas asked Mr. Hoover to explain the plan increasing operators as we increase the service hours.

Mr. Hoover noted we started year with 12 drivers and increased to 16 at the beginning of February. We are entering April with 25 plus drivers and based on the demand at the time, you are able to do 2200 – 2300 hours with 12-15 operators. With improving the phase level in Louisiana, we believe those hours are going to grow. We expect to see demand within the 3000–3300-hour range in April and will need 25 drivers.

IV. Customer service – Dwana Williams

Ms. Wynn shared there was a 42% reduction in monthly concerns and 82% reduction for valid concerns. In February there were 37 total and three were

found valid. The three complaints were as followed: one late bus; one safety; one courtesy.

Ms. Wynn shared with Ms. Perkins the safety concern was a mask. Route 57 and 10 had no concerns reported for January and February. A total of four routes during the life-line service had a decrease in concerns from for February 2021 compared for February 2020.

Mr. Thomas noted that the call center received 17,775 calls and 15,690 were answered. The call center had a completion rate of 88%. To assist with obtaining the 90% goal, a monthly challenge has been implemented. The phone lines were having intermittent connectivity issues and it was quickly resolved by IT. In addition, the call center was closed two days during the winter weather storm.

Ms. Williams shared five operators, Ms. Angus with Customer Service and Mr. Robertson with Maintenance were selected as employees of the month in February. Operator Bird has been selected twice in a row.

V. Council on Aging update – Pearlina Thomas

Ms. Perkins thanked Ms. Thomas for providing the COA monthly report and requested Ms. Denman provides the report starting in April. Ms. Thomas noted that with current Covid status, the COA is still working to open their centers. Ms. Thomas will remain engaged with COA on public relations

VI. CATS Engagement update – Pearlina Thomas

Ms. Thomas shared Ms. Williams is hosting National Driver Appreciation Day on March 18, 2021 starting at 4 am in the operator's breakroom. Also, Ms. Thomas and Mr. Richards will be finalizing the Crime Stoppers partnership and will have a press conference (TBD).

Ms. Perkins asked Ms. Williams to elaborate more of the vaccine opportunity. In partnership with MOSHEP, CATS frontline employees will have the opportunity to register vaccinations administered on Friday, March 12, 2021 or Monday, March 15, 2021.

Ms. Perkins inquired if CATS would mandate the vaccination for all employees. Ms. Thomas noted our insurance company suggested not and to strongly encourage all employees to get vaccinated. Ms. Williams verified that the vaccination opportunity would include MV Operators. Mr. Hill asked Ms. Williams about accommodations for operator's 2nd dose and its potential side effects. Ms. Williams confirmed that it will be addressed on a case-by-case basis considering the reaction is different for each individual.

Mr. Deville noted the OLOL partnership for mass vaccination site. Ms. Williams included that in meeting with OLOL, they have identified four routes (17, 54, 20 and 60) that customers can take to access the site. In addition, Ms. Thomas explained Uber has allocated \$10 million dollars across the country to assist people travel to vaccination sites.

There was discussion around current access to health and hospitals by Mr. Hill. In addition to, CATS overall messaging of marketing transportation to vaccination sites in conjunction with OLOL partnership and others.

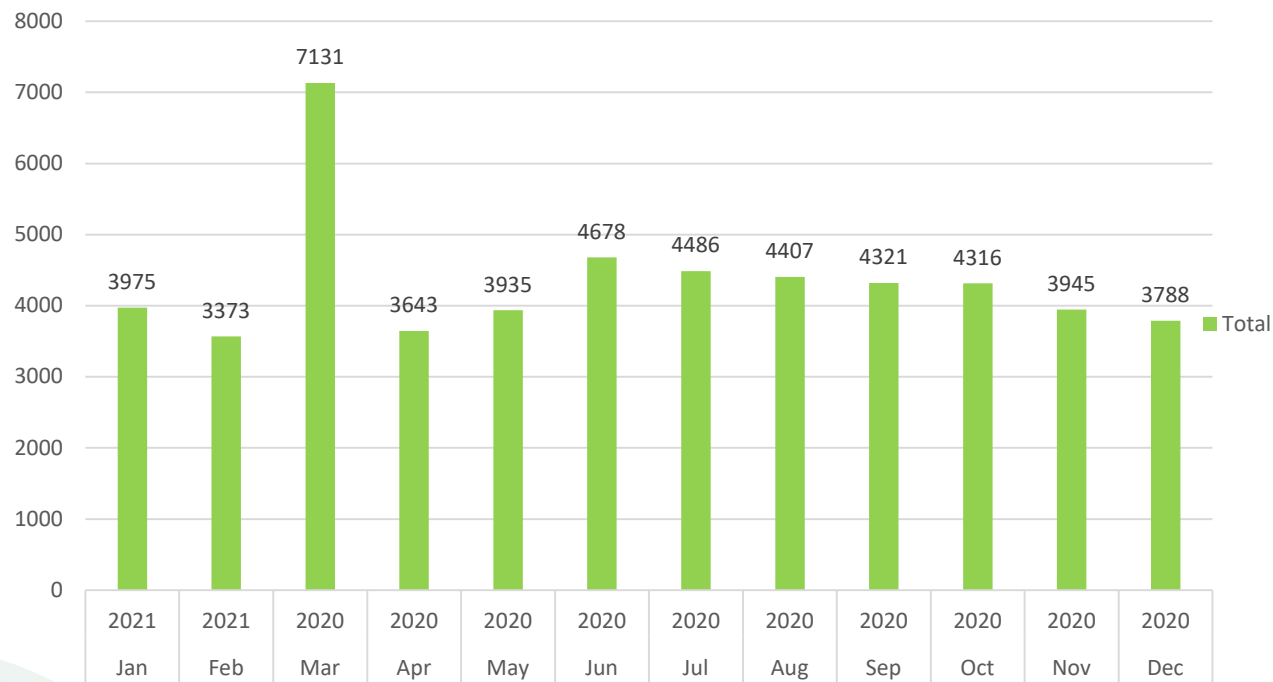
There being no further business, the meeting adjourned at 1:17 pm.



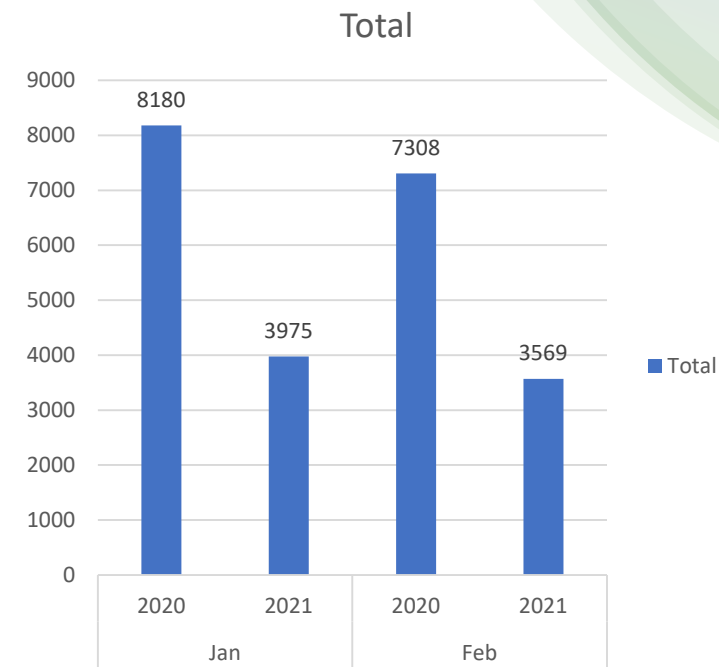
MV TRANSPORTATION

12 MONTH ROLLING SERVICE REPORT

SCHEDULED TRIPS 2020 VS 2021



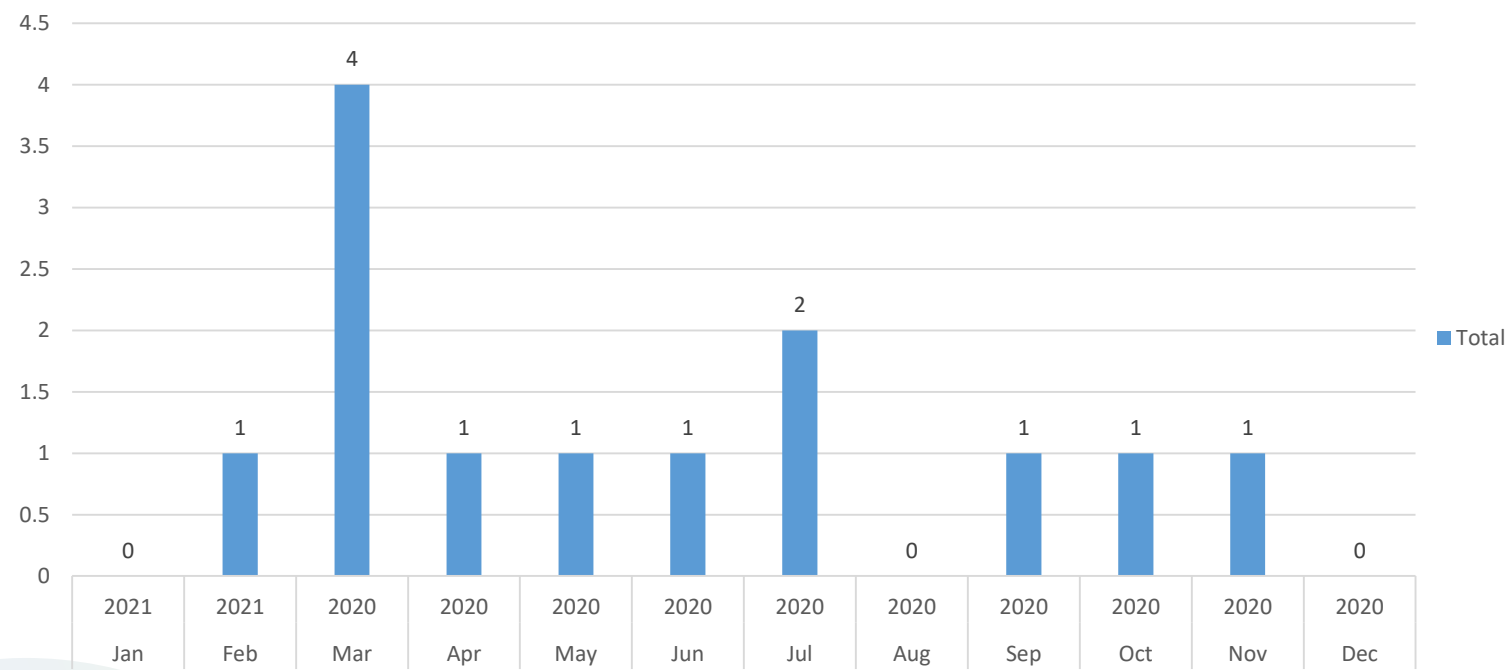
12 MONTH ROLLING PERIOD



JAN/FEB 2020 VS JAN/FEB 2021

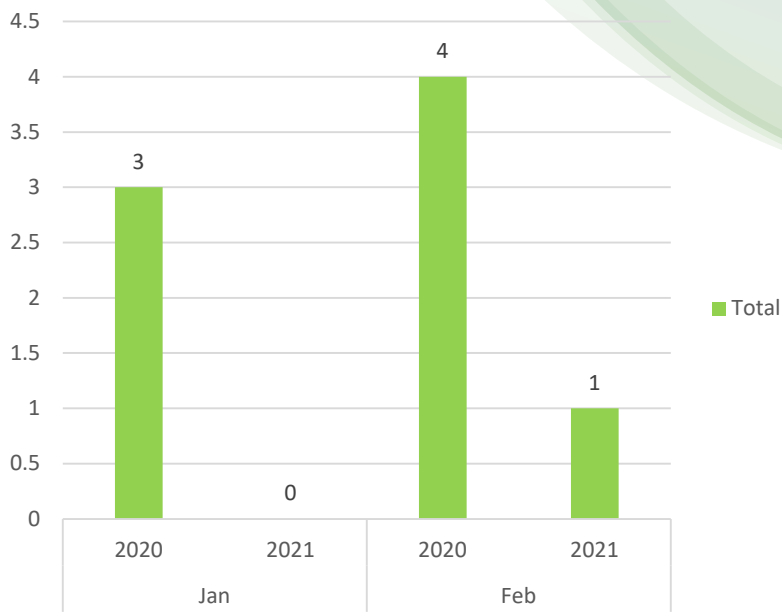
COMPLAINTS 2020 VS 2021

Total



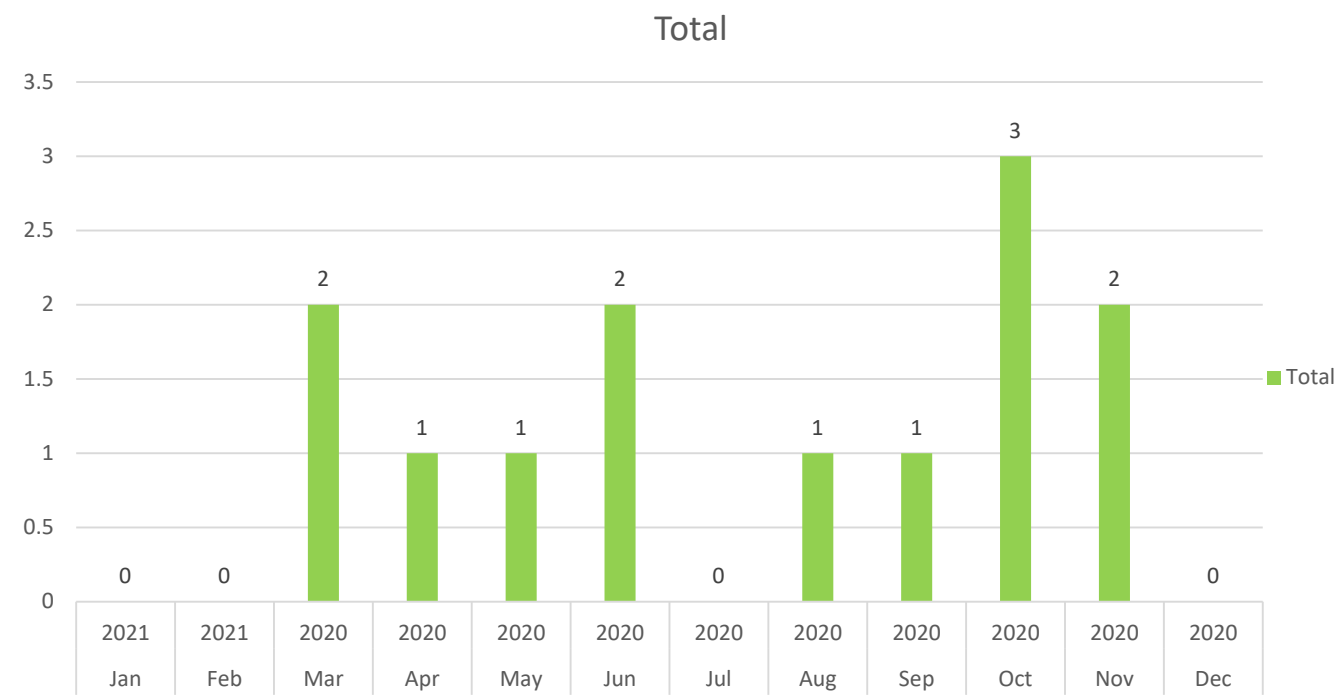
12 MONTH ROLLING PERIOD

Total

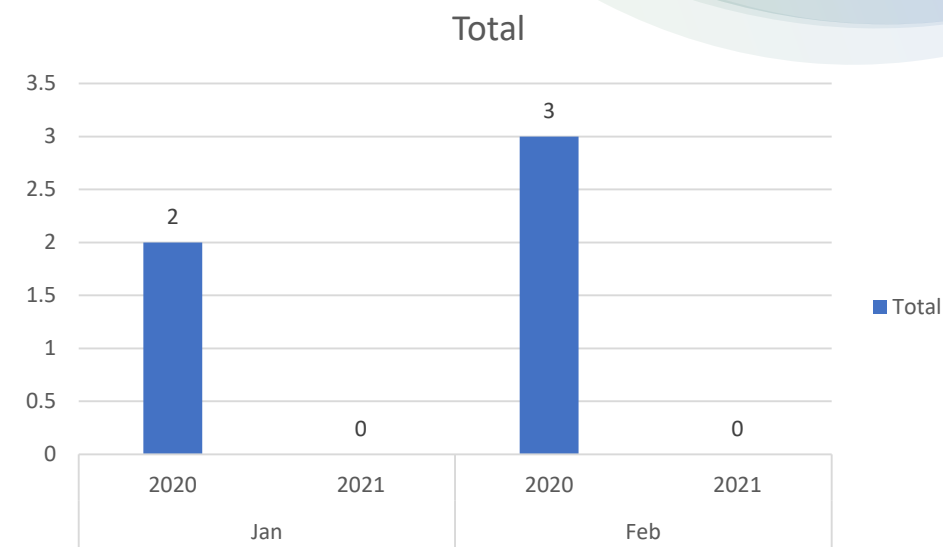


JAN/FEB 2020 VS JAN/FEB 2021

ROAD CALLS 2020 VS 2021

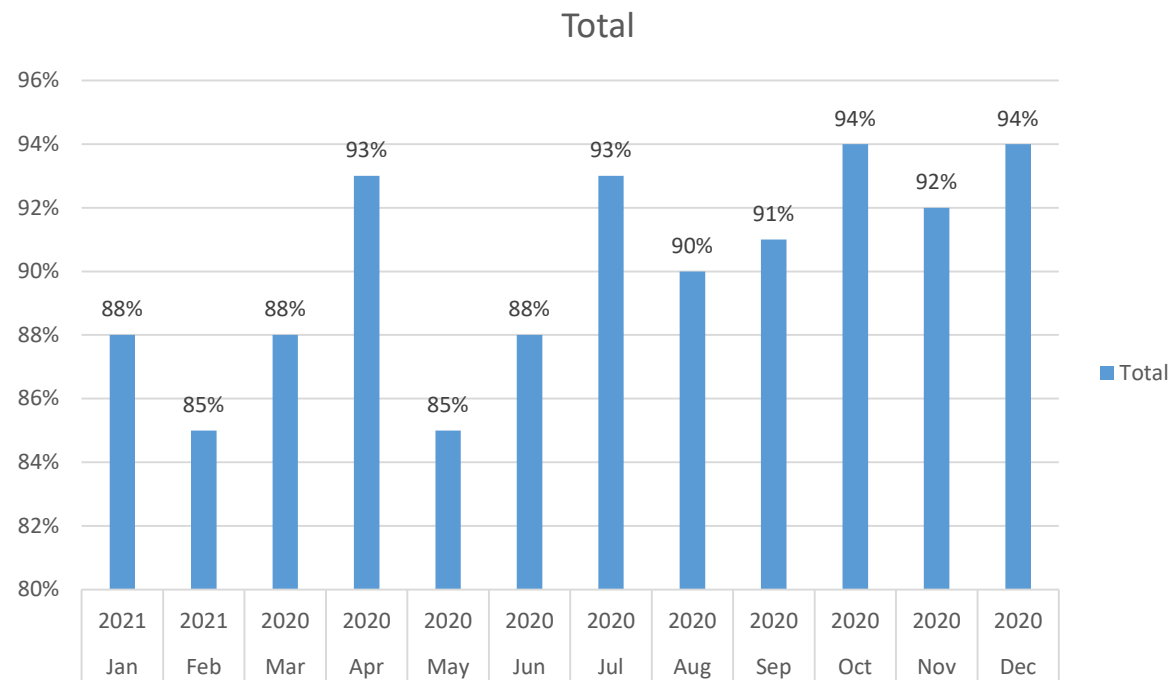


12 MONTH ROLLING PERIOD

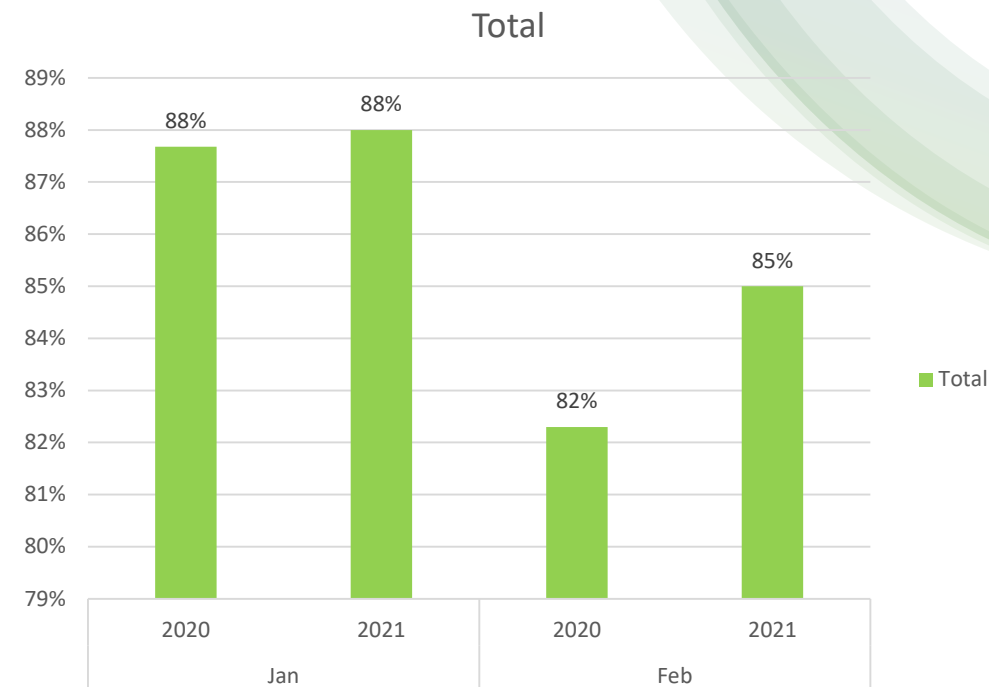


JAN/FEB 2020 VS JAN/FEB 2021

ON TIME PERFORMANCE 2020 VS 2021

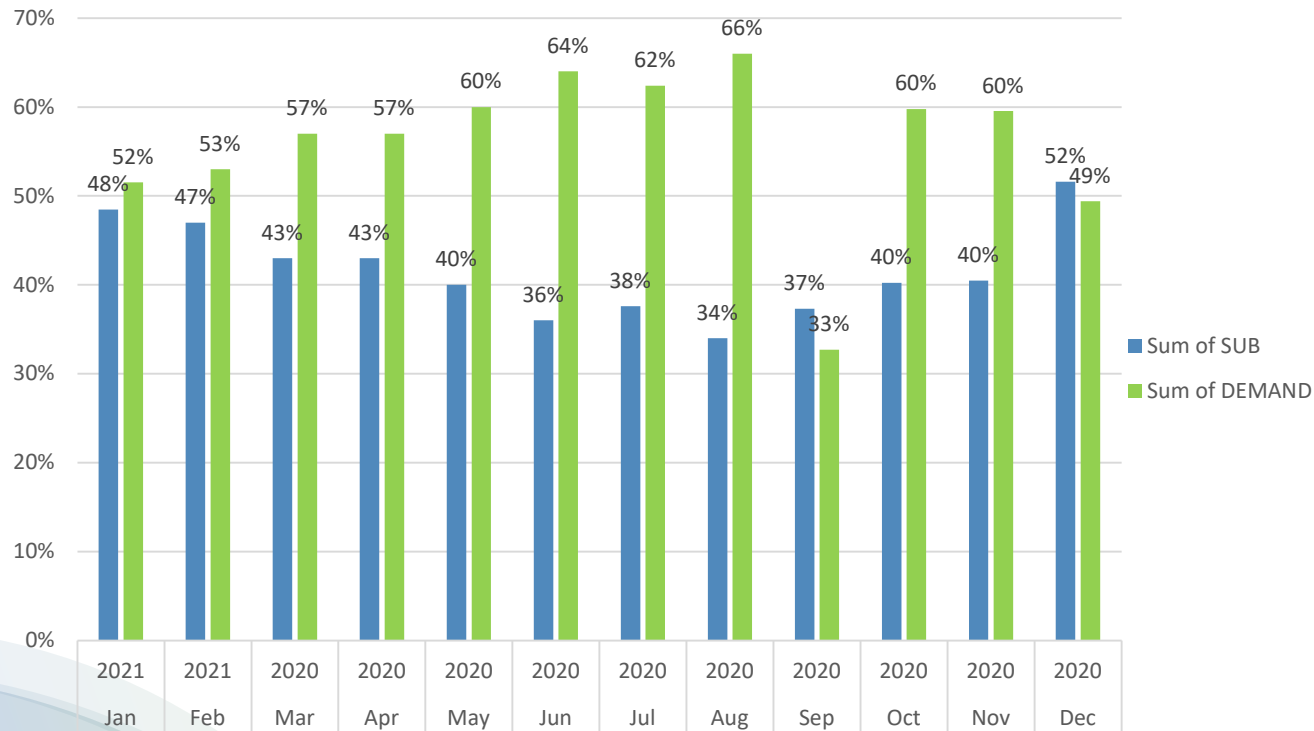


12 MONTH ROLLING PERIOD

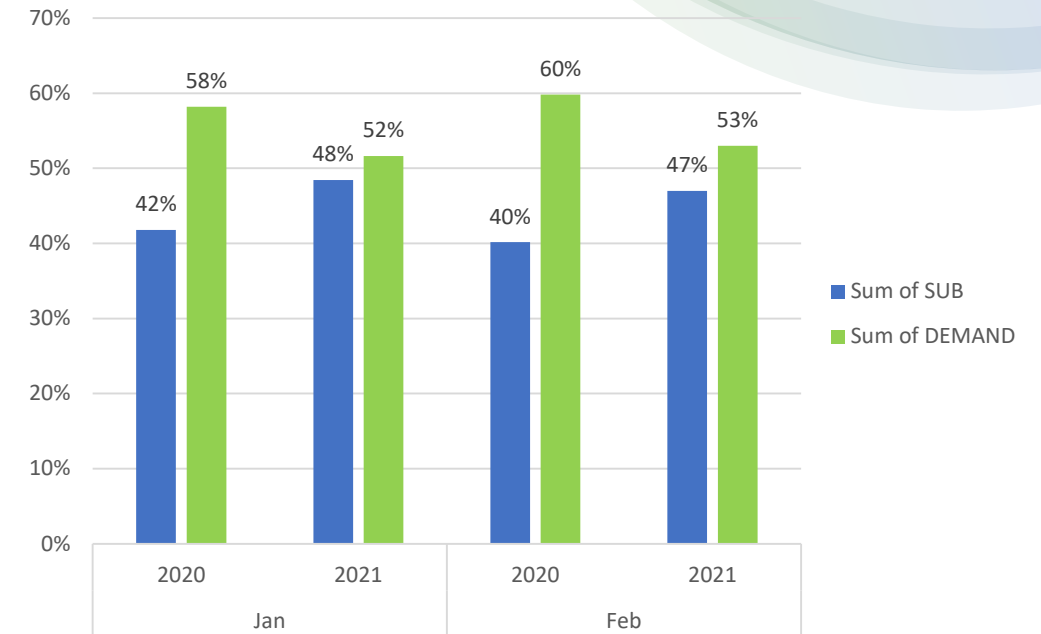


JAN/FEB 2020 VS JAN/FEB 2021

SUBSCRIPTIONS/DEMAND 2020 VS 2021

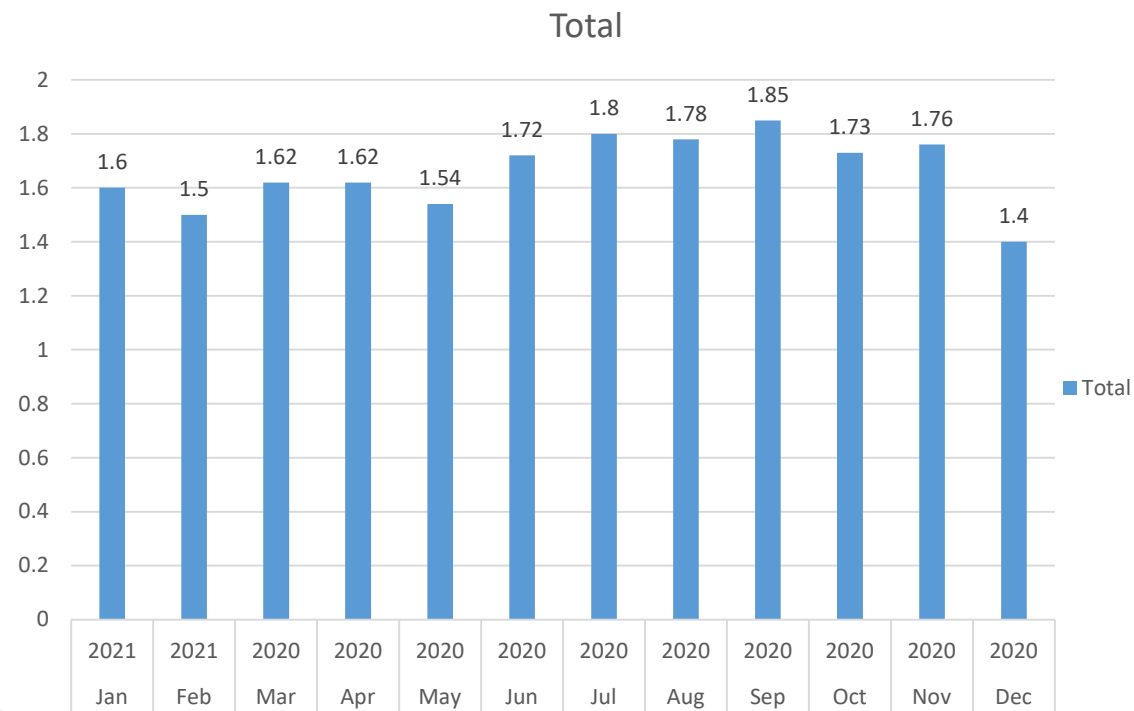


12 MONTH ROLLOING PERIOD



JAN/FEB 2020 VS JAN/FEB 2021

PPH – GOAL 1.5



12 MONTH ROLLING PERIOD



JAN/FEB 2020 VS JAN/FEB 2021

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CATS

CAPITAL AREA TRANSIT SYSTEM

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CATS BOARD APPROVAL REQUEST:

Contract / P.O. #

Date: March 1, 2021

Department requesting approval: Maintenance

Project Manager: James Godwin

Project/Contract: Purchase (5) Vehicles off State Contract

Budgeted project (Yes/No): Yes

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

Project/Contract Summary

This contract is to purchase (5) Chevrolet Traverse off the La, State Contract. Contract Line: 400018787. These vehicles will replace the last (6) 2009 Dodge Nitro support vehicles. The (6) 2009 Dodge Nitro are 12 years old and has reach there useful life of 5 years and or 150,000 miles.

Project/Contract Amount: Not to exceed 124,832.00



Project Manager Approval



Supervisor approval



COO Approval



Procurement approval



CEO approval

Rhonda Kimbel
Procurement Analyst
rkimbel@brcats.com

brcats.com

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EXECUTIVE STAFF

Pearlina Thomas
Chief Administrative Officer
pthomas@brcats.com

CATS BOARD APPROVAL REQUEST:

Date: March 16, 2021

Department requesting approval: Administration

Project Manager: Pearlina Thomas, CAO

Project/Contract: ADA Paratransit Services Amendment No.1 - Equitable Adjustment Request / Change Order Related to the COVID-19 Pandemic

Project/Contractor: MV Contract Transportation, Inc.

Project/Contract Date(s): February 20, 2018 – May 5, 2021

Renewal options (Yes/No): Yes

Budgeted project (Yes/No): Yes

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

1. **Project/Change Order Summary:** MV Transportation, Inc., to provide paratransit service for CATS in accordance with the award of Solicitation RFP # 2017-ADA-Para-005. In response to the COVID-19 (Coronavirus) Pandemic the Agency modified its fix route service to a "Life Line Service" and the Paratransit service was reduced to essential "medical treatment" services only. MV Transportation is requesting an equitable adjustment / change order to recover some of the losses, due to the significant loss of revenue hours, with no increase to the total contract amount.
 - a. **Equitable Adjustment of \$179,469**
 - b. **Less than \$495,550.41 of the approved budgeted annual contract amount**
2. Should the pandemic continue in 2021, MV Transportation is requesting to submit monthly adjustment from January 1 to April 30,

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2021, with the first of the two one year extensions starting May 5, 2021.

Project/Contract Amount: Total Contract Cost for Three (3) Years \$6,974,000

 Pearlina Thomas, CAO

Project Manager Approval



Procurement Approval



Comptroller approval



CEO approval

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EXECUTIVE STAFF

Pearlina Thomas
Chief Administrative Officer
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CATS BOARD APPROVAL REQUEST:

Date: March 16, 2021

Department requesting approval: Administration

Project Manager: Pearlina Thomas, CAO

Project/Contract: ADA Paratransit Services Amendment No. 2 – Exercising the First of the Two One Year Extension Options

Project/Contractor: MV Contract Transportation, Inc.

Project/Contract Date(s): May 6, 2018 – May 5, 2022

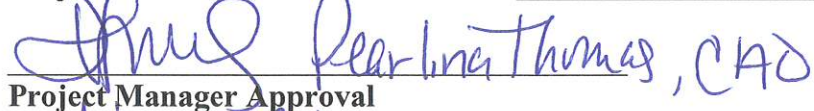
Renewal options (Yes/No): Yes

Budgeted project (Yes/No): Yes

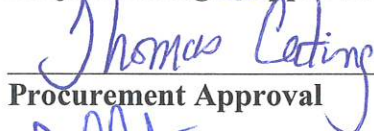
Grant(s) Funded (Yes/No): No

Project/Change Order Summary: MV Transportation, Inc., to provide paratransit service for CATS in accordance with the award of Solicitation RFP # 2017-ADA-Para-005. In accordance with the requirements of the contract MV Transportation submitted a letter to the Agency indicating their desire to exercise the first of the two one year extension options. MV Transportation proposes an adjusted rate structure to be the new rate structure going forward starting May 6, 2021, for an amount not to exceed the annual approved contract amount.

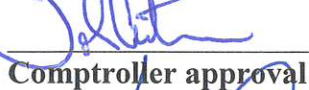
Project/Contract Extension Amount: Not to exceed \$2,324,666.67



Project Manager Approval



Procurement Approval



Comptroller approval



CEO approval

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EXECUTIVE STAFF

Pearlina Thomas
Chief Administrative Officer
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CATS BOARD APPROVAL REQUEST:

Contract Number: TBD

Date: March 16, 2021

Department requesting approval: Business Development

Project Manager: Pearlina Thomas

Project/Contract: Contactless Fare Payment Implementation – The Public Transportation COVID-19 Mitigation Research Demonstration Grant Program

Project/Contract Date(s): March 2021 – March 2022

Renewal options (Yes/No): Yes

If yes, what year/option: One (1) Year with Two – One Year Renewal Options

Budgeted project (Yes/No): No

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

Project/Contract Summary: Acumen Building Enterprise will provide the infrastructure to support contactless fare payment CATS fixed route buses. Acumen's Acufare Bus Validator will be placed near the current fare box to accept passenger payments. Acufare's versatility will allow CATS passengers to pay fares without touching anything.

Project History: The Federal Transportation Administration initiated a Ten Million Dollar (\$10,000,000) Public Transportation COVID-19 Research Demonstration Grant Program to provide transit agencies resources to mitigate the spread of COVID-19 and other communicable diseases. CATS partnered with Acumen Building Enterprise on this grant opportunity and were awarded a \$337,000 grant with no local match required. Acumen will provide CATS with a contactless payment system in a scalable manner to be deployed in phases with flexibility in the program to help grow ridership. The initial

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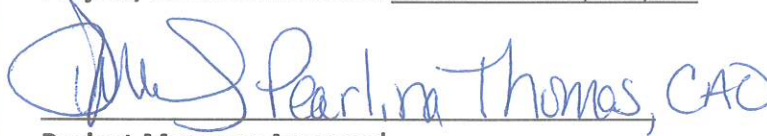


EXECUTIVE STAFF

phase will support the CATS close-loop payment system and phase two will support the introduction of open-loop, account-based payments such as contactless payments with barcode ticketing, then deploy support for Visa, MasterCard and Apple pay for phase three.

Project Award Recommendation: Acumen Building Enterprise

Project/Contract Amount: Not to exceed \$300,000

A handwritten signature in blue ink, appearing to read "Pearlina Thomas, CAO", written over a horizontal line.

Project Manager Approval

A handwritten signature in blue ink, written over a horizontal line.

Finance approval

A handwritten signature in blue ink, appearing to read "Thomas Catling", written over a horizontal line.

Procurement approval

A handwritten signature in blue ink, written over a horizontal line.

CEO approval

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EXECUTIVE STAFF

Pearlina Thomas
Chief Administrative Officer
pthomas@brcats.com

CATS BOARD APPROVAL REQUEST:

Date: March 16, 2021

Department requesting approval: Executive Administration

CATS Civil Rights and DBE Liaison to FTA: Pearlina Thomas, CAO

Federal Transit Administration (FTA) Compliance: CATS Disadvantage Enterprise Goal

Federal Fiscal Years(s): October 2020- September 2023

Budgeted project (Yes/No): Yes

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

FTA Office of Civil Rights Requirements: The FTA Office of Civil Rights is responsible for ensuring public transit providers comply with all nondiscrimination requirements. The office oversees the implementation of laws and regulations that prohibit discrimination on the basis of race, color, national origin, religion, sex, disability, and age in the provision of services to the public. Within the FTA Office of Civil Rights the Disadvantage Business Enterprise (DBE) Program seeks to ensure nondiscrimination in the award and administration of contracts in the FTA's highway, transit, and airport financial assistance programs and to create a level playing field on which DBEs can compete fairly for FTA-assisted contracts.

Request for Board Action: Approval of the DBE Goal set by the Agency on federal funded projects in fiscal years October 2020 – September 2023, as presented for submission to the FTA March 31, 2021.

CATS Civil Rights and DBE Liaison to FTA

Procurement approval

CEO approval

FINAL REPORT

Overview of DBE Goal Calculation Methodology 2021-2023

presented to the **Capital Area Transit System (CATS)**

presented by



Pierlott & Associates, LLC
Management Consulting

March 9, 2021

Introduction and Summary

This document presents the methodology used by CATS to develop its Overall Disadvantaged Business Enterprise (DBE) Goal for the Federal Fiscal Years (FFYs) 2021 through 2023. The three-year DBE goal was developed according to the methodology prescribed by Title 49, Part 26 of the Code of Federal Regulations (CFR), specifically 49 CFR Part §26.45.

The prescribed methodology requires a two-step process in which a weighted base figure is calculated according to the federally-funded contracting opportunities that are anticipated over the next three federal fiscal years (i.e., October 1, 2020 through September 30, 2023).

Over the next three federal fiscal years, CATS anticipate awarding \$74,375,421 in federal funds in prime contracts. These prime contracting opportunities are distributed among 82 separate North American Industrial Classification System (NAICS) codes.

The following are the results of the methodology for CATS' DBE goals for FFY 2021 through FFY 2023.

- Overall Goal: 11%
- Race-Neutral Goal: 5%
- Race-Conscious Goal: 6%

The details of the two-step process are described in the following sections of this report.

DBE Goal Methodology

The required methodology for calculating a DBE goal is a two-step process, as illustrated in Exhibit 1.

- Step 1 – Calculation of Weighted Base Figure. This includes the following activities:

- (1) Identify the federally funded projects anticipated to be awarded for the three-year goal period, and the federal funding allocation amounts for each project.
- (2) Determine the number of ready, willing, and able DBE firms in the recipient's market area certified by the State Unified Certification Program (UCP) doing work in each category (determined by North American Industrial Classification System [NAICS]) of anticipated contracting opportunities.
- (3) Determine the number of all (DBE and non-DBE) firms doing work in the same NAICS categories within the recipient's market area (e.g., using U.S. Census County Business Patterns database).
- (4) Divide (2) by (3) in each NAICS category and multiply by the percentage of anticipated contract dollars in federal projects for the same category.
- (5) Total the individual percentages for each NAICS category to arrive at the "Weighted Base Figure".

The details of the weighted base figure calculation are summarized in the Appendix in Exhibit A-1 through Exhibit A-3.

- Exhibit A-1 presents the weighted percentage of all of CATS' anticipated federal contracting opportunities classified by NAICS code.
- Exhibit A-2 presents the relative availability of ready, willing, and able DBE firms in the CATS' market area as identified by the State of Louisiana's Unified Certification Program (UCP).

- Exhibit A-3 presents the calculation of the weighted base figure for all federal contracting opportunities by NAICS code for FFY2021 through FFY 2023, as well as activities with subcontracting opportunities.
- Step 2 – Adjusting the Weighted Base Figure. This includes the following activities:
 - (6) Consideration of past DBE goal attainment in each category of anticipated contract opportunities.
 - (7) Consideration of DBE representation as bidders, or proposers for federally-assisted contracts during the prior three-year period.
 - (8) Consideration of the results from any disparity studies in the recipient's market areas that may inform the decision to adjust the Weighted Base Figure.
 - (9) Consider any other relevant evidence that might have a material effect on the availability of DBEs in the recipient's market area.

It is in Step 2 that CATS has the opportunity to adjust the weighted base figure and also determine whether to divide the overall goal into a race-neutral portion versus a race-conscious portion.

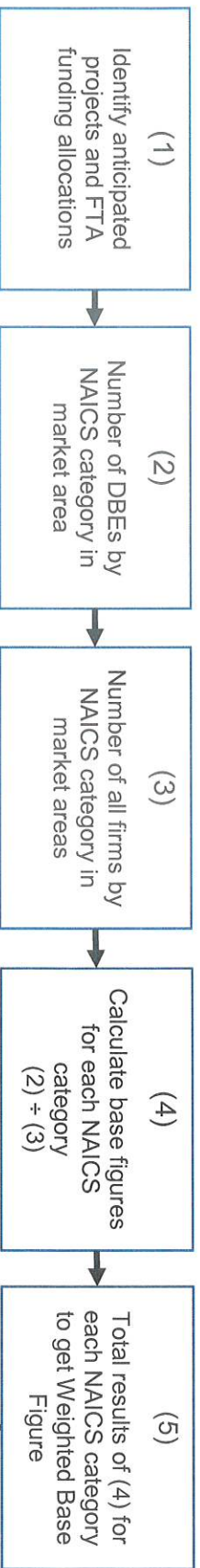
Based on CATS' DBE goal attainment over the last five federal fiscal years (i.e., FFY 2016 through FFY 2020), it was determined that adjusting CATS over DBE goal either upward, or downward is not warranted. Although CATS did not achieve its overall goal in every year, it has demonstrated its ability to achieve in excess of its overall goal in those years in which the goal was attained (see Exhibit A-4).

Based on the number of federal contracting opportunities for which there are subcontracting opportunities (see Exhibit A-3), it was determined that CATS overall goal be divided into a 6% race-conscious portion and a 5% race-neutral portion in order to ensure DBE participation, particularly on

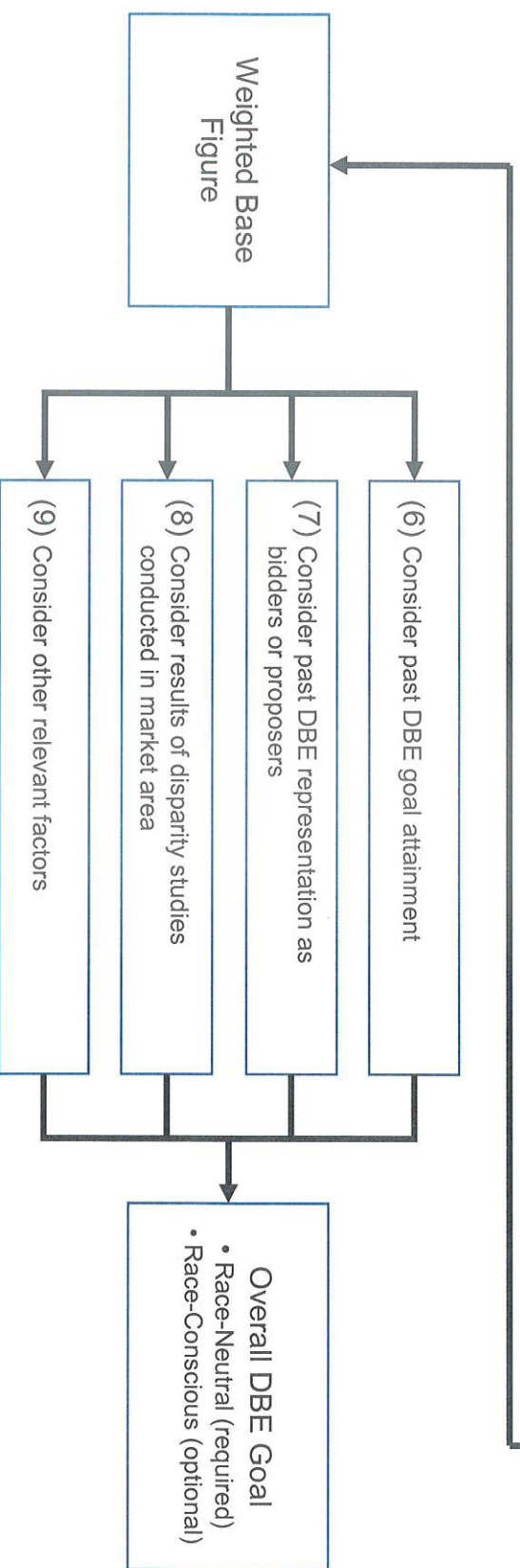
large construction projects, which represents a significant portion of CATS' federal contracting opportunities over the next three years.

Exhibit 1: DBE Goal Calculation Process

Step 1: Calculate Weighted Base Figure



Step 2: Adjust the Weighted Base Figure



A thin white vertical line with a right-pointing arrowhead at its base, positioned between the CATS logo and the title text.

DRAFT STRATEGIC PLAN 2021 - 2026

FROM CATS CEO BILL DEVILLE

Dear Reader,

It is with great excitement that CATS presents to you the enclosed strategic plan. This plan is the culmination of many hours of work and passionate discussion with people inside and outside of our organization to identify our agency's priorities and outline how they can be accomplished. This strategic plan will lead CATS into the next decade.

CATS has already started to work towards meeting the goals of this plan, through purchasing new electric buses, working with the city to obtain a BUILD Grant to implement the regions first bus rapid transit, and improving service reliability. In the months and years to come, our work will be focused on the goals and tasks outlined here.

It is our hope that this plan serves not only as a map to point us in the direction where we are going, but also as a tool of accountability and transparency with our internal CATS team and our external partners and stakeholders. Paired with our capital improvements plan, this presents a long-term strategic vision for the Capital Area Transit System as it helps to move Baton Rouge forward and connect you to what matters in our city.

Sincerely,

Bill Deville
CATS CEO

FROM CATS PRESIDENT ERIKA GREEN

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Sincerely,

Erika Green
President, CATS Board

CATS BOARD OF COMMISSIONERS



**Erika Green,
President**



**Kahli Cohran,
Vice President**



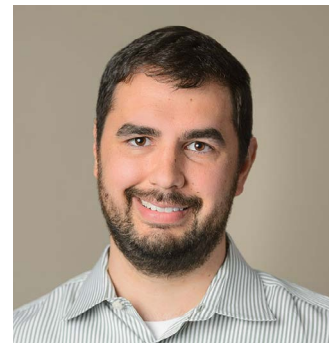
**Antoinette Earthly-Pierre,
Secretary**



**Mark Bellue,
President**



Linda Perkins



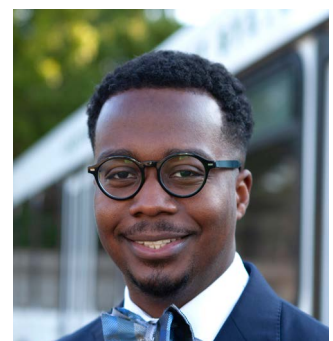
Kevin O'Gorman



Dr. Peter Breaux



Laurence Lambert



Johnathan S. Hill

EXECUTIVE SUMMARY AND BACKGROUND

The Capital Area Transit System (CATS) developed this strategic plan to guide the agency's work to improve the Baton Rouge community through safe and reliable transit while supporting the City's long-term workforce and economic development needs.

The CATS team selected four strategic priorities for the future of the organization, which include focusing on mobility and ridership, management and financial sustainability, capital investment, and community stewardship. Each strategic priority identifies related agency goals to promote each strategic priority. A series of objectives, measures or targets, and action items support each goal, with timelines and responsible parties assigned to ensure maximum transparency to internal and external CATS stakeholders, including riders, operators and the general public.

The selected strategic priorities and their goals are:

Strategic Priority #1 – Mobility and Ridership

CATS is focused on improving mobility and increasing ridership within the region. CATS aims to deliver service excellence and this strategic priority focuses on service elements that impact CATS ability to deliver high quality transportation services that focus on customer satisfaction, safety, operational reliability, service planning and delivery.

- Goal #1: Improve service reliability
- Goal #2: Optimize investments in service and continue to monitor existing and emerging markets
- Goal #3: Enhance customer satisfaction
- Goal #4: Expand transit services across the region

Strategic Priority #2 – Management and Financial Sustainability

CATS seeks to be a responsible fiduciary of the funding entrusted to CATS by the community. The success of the transit system is dependent on the cost-effective management of all revenues and the stability and accountability of its workforce. CATS understands that success requires a strong and engaged workforce. CATS is dedicated to supporting staff development across all levels of the agency.

- Goal #5: Continue to improve planning and management of budgetary resources and expenditures
- Goal #6: Increase funding streams and revenue diversity to ensure long-term financial stability
- Goal #7: Advance employee hiring and performance evaluation processes to support an effective and stable workforce
- Goal #8: Further advance staff development and engagement

EXECUTIVE SUMMARY AND BACKGROUND CONTINUED

Strategic Priority #3 – Capital Investment

Investment in transit infrastructure is critical to maintaining safe, reliable and cost-effective delivery of transit services now and into the future. Infrastructure includes rolling stock, operating facilities and passenger amenities.

- Goal #9: Establish the Five-Year Capital Improvements and Investments Plan (CIIP) as a vehicle to achieve goals outlined in the strategic plan

Strategic Priority #4 – Community Stewardship

CATS is a vital part of Baton Rouge with a responsibility to positively impact the community. Success is dependent upon its commitment to environmental sustainability and its effective and beneficial relationships with the public, CATS customers, transit stakeholders and elected and appointed governmental officials.

- Goal #10: Enhance community's perception of CATS
- Goal #11: Encourage environmental responsibility

THIS PLAN IDENTIFIES THE STEPS CATS MUST TAKE TO IMPROVE BATON ROUGE'S TRANSIT SYSTEM, INCLUDING DEVELOPING KEY STRATEGIC PARTNERSHIPS AND INVESTING IN THE AGENCY'S HUMAN AND PHYSICAL CAPITAL. IF SUCCESSFUL, CATS WILL TRULY CONNECT ITS RIDERS TO WHAT MATTERS TO THEM, FROM WORK OR SCHOOL TO HEALTH CARE, COMMERCE, FELLOWSHIP AND ENTERTAINMENT.

CATS MISSION, VALUES, AND STRATEGIC PRIORITIES

MISSION

ENRICHING THE LIVES OF OUR CUSTOMERS AND
COMMUNITIES BY OFFERING INDEPENDENCE AND SAFETY...
CONNECTING YOU TO WHAT MATTERS.

CATS Values

Customer Focused Service

Drive Economic Innovation

Safety First

Culture of Excellence

Social and Environmental Responsibility

Integrity in everything we do

STRATEGIC PRIORITIES

1 *Mobility and Ridership*

3 *Capital Investment*

2 *Management and Financial
Sustainability*

4 *Community Stewardship*

CATS AGENCY-WIDE ACCOMPLISHMENTS

In recent years, CATS has worked to improve several key areas. The strategic goals are intended to build off of the CATS accomplishments made in these areas. The following list summarizes the agency accomplishments:

Transit Service Expansion

- Fixed route service has increased 84% from 2012 measured by revenue hours of service
- Increased the number of buses in service from 42 in 2012 (50%) to 63
- Increased demand response service for persons with disabilities by 39% since 2012
- 85% of routes with 30-minute frequency or better during peak periods (pre-COVID)
- Transit service extended to areas previously unserved such as Blount Road, River Road and Greenwell Springs
- Developing a microtransit service pilot for the City of Baker to demonstrate the benefits of technology assisted service
- Entered design phase of Plank/Nicholson BRT in 2020 with operations anticipated to begin in 2024

Fleet Improvements

- Reduced average fixed route fleet age from 9.2 years (2012) to 4.4 years (2020)
- Reduced average demand response fleet age from 4.8 years (2012) to 3.7 years (2019)
- Initiated program to introduce electric buses into fleet by 2019

- Improved maintenance performance and vehicle reliability
- Added public Wi-Fi on 37 buses

Capital Improvements

- Opened new Cortana Transit Center in 2020.
- Acquired property necessary for the North Baton Rouge Transit Center
- Installed 100 new bus passenger shelters

Financial

- CATS, along with the City-Parish and Build Baton Rouge, was awarded a \$15 million Better Utilizing Investments to Leverage Development (BUILD) grant by the Federal Transit Administration

Community Relations

- Participated in volunteer efforts to provide food for needy in the city
- Increased participation in civic initiatives through committee involvement

Workforce Development

- Initiated focused bus operator training resulting in safety and reliability improvements
- Recruited and developed a new executive team: Four of the five Executive Team members are new to their positions within the last 3 years

CATS STRATEGIC PRIORITIES

1

MOBILITY & RIDERSHIP

CATS is focused on improving mobility and increasing ridership within the region. CATS aims to deliver service excellence and this strategic priority focuses on service elements that impact CATS ability to deliver high quality transportation services that focus on customer satisfaction, safety, operational reliability, service planning and delivery.

GOAL #1: IMPROVE SERVICE RELIABILITY

Objectives

- Improve on time performance (OTP)
- Enhance vehicle maintenance
- Reduce bus accidents
- Decrease the average fleet age

Performance Measures & Targets

- Annual OTP: 80% OTP by December 2021 and 90% OTP by December 2022
- Average annual miles between road calls: 9,000
- Average annual preventable bus accidents: 2.5 per 100,000 miles
- Average fixed route fleet age: 8 years or less

ACTION ITEMS:

- 1 Develop and execute a campaign to improve OTP
- 2 Provide operator recognition and incentives for safe driving
- 3 Implement operator counseling protocols for all preventable accidents
- 4 Provide operator training on proper bus maintenance and driving techniques to reduce maintenance

GOAL #2: OPTIMIZE INVESTMENTS IN SERVICE AND CONTINUE TO MONITOR EXISTING AND EMERGING MARKETS

Objectives

- Increase ridership on the fixed route system
- Systematically evaluate service performance and improve service productivity
- Increase mobility and accessibility for disadvantaged communities
- Develop a premium service brand for primary transit corridors
- Evaluate non-traditional services to augment traditional service

Performance Measures & Targets

- Fixed route ridership: Increase by *3% annually**
- Boardings per revenue hour: *11*
- Operating cost per trip/boarding: *Reduce by 5%*
- Percent of minority and low-income populations served within CATS service area (within 1/4-mile walk access to transit): 50% minority population and 60% of population in poverty

ACTION ITEMS:

- 1 Complete a comprehensive operations analysis to establish a short term plan for CATS service and operations
- 2 Evaluate service accessibility for historically disadvantaged populations with limited transportation options
- 3 Implement Plank-Nicholson BRT by 2024
- 4 Evaluate near-term opportunities and markets for microtransit

* As a result of the COVID-19 pandemic, ridership has significantly decreased. Once ridership for 2021 is determined, a baseline will be established.

GOAL #3: ENHANCE CUSTOMER SATISFACTION**Objectives**

- Ensure all employees are aware of the importance of customer satisfaction
- Improve customer satisfaction
- Improve customer wayfinding

Performance Measures & Targets

- Overall customer satisfaction: *85%*
- Customer complaints per boarding: *Reduce by 5% annually*

ACTION ITEMS:

- 1 Develop and execute a campaign intended to enhance customer service
- 2 Implement customer service training for all front-line staff
- 3 Ensure all customer complaints follow a standard internal evaluation process

GOAL #4: EXPAND TRANSIT SERVICES ACROSS THE REGION**Objectives**

- Promote and educate on the benefits of transit
- Market transit as connection tool to link job centers, neighborhoods, residents, and campuses to destination hot spots
- Position CATS as regional transit provider during times of emergency or disasters

Performance Measures & Targets

- Total ridership generated by new initiatives, partnerships, or services: *Track*
- Percent participation in regional disasters as an emergency service provider: *100%*

ACTION ITEMS:

- 1 Identify towns and parishes most likely to partner and create targeted messaging
- 2 Communicate and educate elected officials on the importance of public transportation in successful communities
- 3 Produce annual marketing campaigns to new and returning students at all campuses

2 Management and Financial Sustainability

CATS seeks to be a responsible fiduciary of the funding entrusted to CATS by the community. The success of the transit system is dependent on the cost-effective management of all revenues and the stability and accountability of its workforce. CATS understands that success requires a strong and engaged workforce. CATS is dedicated to supporting staff development across all levels of the agency.

GOAL #5: CONTINUE TO IMPROVE PLANNING AND MANAGEMENT OF BUDGETARY RESOURCES AND EXPENDITURES

Objectives

- Contain operating cost increases
- Formalize operating budget process
- Formalize capital budget process

Performance Measures & Targets

- Operating cost/revenue hour: *1% or lower annual increase*
- Value of efficiency improvements (quantified operational savings from improved efficiencies): *Track*
- All awarded grants and available funds: *Effectively manage and expend within the grant horizon*

ACTION ITEMS:

- 1 Prepare 5-year financial plan and update annually
- 2 Establish fund management policies that ensure stability through a variety of economic conditions
- 3 Continually explore and implement cost efficiencies
- 4 Negotiate a sound, cost-efficient labor contract

GOAL #6: INCREASE FUNDING STREAMS AND REVENUE DIVERSITY, AND ENSURE LONG-TERM FINANCIAL STABILITY

Objectives

- Maintain and increase long-term stable funding sources
- Increase state transit funding through advocacy efforts
- Seek and form creative business partnerships

Performance Measures & Targets

- Annual state operating revenues: *\$500,000 or more*
- Non-taxpayer revenue streams: *Seek*
- Non-DOT grants: *Pursue*

ACTION ITEMS:

- 1 Renew property tax referendum in 2021 / 2022
- 2 Pursue discretionary FTA grants
- 3 Pursue non-DOT grants
- 4 Establish non-traditional funding sources
- 5 Explore innovative financing opportunities, such as value capture and joint development; prioritize based on likelihood of partnership and potential return

GOAL #7: ADVANCE EMPLOYEE HIRING AND PERFORMANCE EVALUATION PROCESSES TO SUPPORT AN EFFECTIVE AND STABLE WORKFORCE

Objectives

- Create a robust hiring and recruitment program
- Refine the agency's performance management process
- Recognition for high performing employees and staff
- Provide a competitive compensation for operator and mechanic positions

Performance Measures & Targets

- Administrative staff turnover: *Track and reduce*
- Operating and maintenance staff turnover: *Reduce by 5%*

ACTION ITEMS:

- 1 Formalize hiring practices to include current HR best practices including position posting policies, background checks, use of recruiters, etc.
- 2 Create internal processes to monitor and document employee performance for use as in employment decisions
- 3 Consider and evaluate employee incentive programs such as performance compensation and recognition programs
- 4 Consider partnering with local colleges and universities to promote transit career tracks
- 5 Utilize exit interviews to improve organizational function

GOAL #8: FURTHER ADVANCE STAFF DEVELOPMENT AND ENGAGEMENT

Objectives

- Support staff development through training and continuing education opportunities
- Listen to employees and respond to staff concerns
- Provide meaningful opportunities for staff to engage in strategic priorities
- Position CATS as an employer of choice and “best place to work” in Baton Rouge

Performance Measures & Targets

- Level of staff engagement and satisfaction via employee engagement and satisfaction survey: *Gauge and track*
- Employee participation in professional development programs: *Track*
- Employee participation in leadership programs or professional conferences: *Track*

ACTION ITEMS:

- 1 Conduct an internal employee survey; develop task forces to implement suggestions and identify improvements
- 2 Develop ongoing training programs for operators, maintenance staff, dispatch, and supervisors
- 3 Support external career development opportunities for salaried staff
- 4 Develop an internal feedback process where staff comments and concerns can be submitted anonymously
- 5 Certify CATS as an official apprenticeship for the Louisiana Workforce Commission

3

Capital Investment

Investment in transit infrastructure is critical to maintaining safe, reliable and cost-effective delivery of transit services now and into the future. Infrastructure includes rolling stock, operating facilities and passenger amenities.

GOAL #9: ESTABLISH THE FIVE-YEAR CAPITAL IMPROVEMENTS AND INVESTMENTS PLAN (CIIP) AS A VEHICLE TO ACHIEVE GOALS OUTLINED IN THE STRATEGIC PLAN

Objectives

- Ensure transparency on the progress of the CIIP
- Expand funding sources and allocations for capital projects
- Regularly monitor project performance
- Monitor community satisfaction with completed capital improvement projects
- Regularly evaluate and revise project prioritization and implementation
- Monitor and update the Fleet Management Plan

Performance Measures & Targets

- Progress on the CIIP: *Provide annually*
- “State of Good Repair” for capital assets: *Maintain using the FTA Transit Economic Requirements Model (TERM) scale*

ACTION ITEMS:

- 1 Develop a project implementation schedule for the two-year budget and Five-Year Capital Improvements and Investments Plan
- 2 Track progress of the CIIP and provide quarterly and yearly project updates on the agency website
- 4 Track community satisfaction and awareness of capital improvement projects
- 5 Coordinate with other agencies and plans to advance CATS capital improvements
- 6 Continue progress on the Plank-Nicholson BRT Corridor

4

Community Stewardship

CATS is a vital part of Baton Rouge with a responsibility to positively impact the community. Success is dependent upon its commitment to environmental sustainability and its effective and beneficial relationships with the public, CATS customers, transit stakeholders and elected and appointed governmental officials.

GOAL #10: ENHANCE COMMUNITY’S PERCEPTION OF CATS

Objectives

- Increase interaction with community leaders and stakeholders
- Foster improved customer education and outreach
- Build partnerships with community and elected leaders
- Promote agency transparency
- Improve and enhance online and virtual public relations and engagement
- Branding consistent with CATS values

Performance Measures & Targets

- Brand reputation and perception gauged through resident and stakeholder surveys: *Track and improve*
- Agency participation in community events: *Track and increase*
- Level of digital engagement: *Track and increase*

ACTION ITEMS:

- 1 Become a regular participant in scheduled community events, job fairs, and philanthropic events
- 2 Evaluate and prioritize advertising and communications outlets to promote the CATS brand
- 3 Complete regular (bi-annual) resident and stakeholder survey to measure public perception
- 4 Monitor CATS performance and provide regular updates to the public
- 5 Monitor passenger amenities and facilities for cleanliness to create an inviting customer experience

GOAL #11: ENCOURAGE ENVIRONMENTAL RESPONSIBILITY**Objectives**

- Help reduce greenhouse-gas emissions in the region
- Expand agency's environmentally sustainable practices
- Develop agency processes to ensure environmental sustainability action and accountability

Performance Measures & Targets

- Percentage of alternative fuel fleet (electric): *50%*
- Service-related greenhouse gas emissions: *Annual reduction as measured by the APTA Transit Emissions Quantifier Tool*

ACTION ITEMS:

- 1 Participate in the American Public Transportation Association (APTA) Sustainability Committee to learn agency best practices
- 2 Establish an interdepartmental task force to guide the development of an agency-wide sustainability approach

PERFORMANCE METRICS AND TARGETS

EXAMPLE TRACKER

STRATEGIC PRIORITY	PERFORMANCE MEASURE OR TARGET	BASELINE	GOAL	ACTUAL PERFORMANCE			
				Q1	Q2	Q3	Q4
#1 Mobility and Ridership	On time performance (OTP)		90%				
	Average annual miles between road calls		9,000				
	Average preventable bus accidents per 100,000 mi.		2.5				
	Average fixed route fleet age		< 8yrs				
	Annual increase in fixed route ridership		3%				
	Boardings per revenue hour		11				
	Reduced operating cost per trip/boarding (annually)		5%				
	Minority populations served (of total region)		50%				
	Low-income populations served (of total region)		60%				
	Overall customer satisfaction		85%				
	Reduced annual customer complaints per boarding		5%				
	Total ridership generated by new initiatives, partnerships, or services		TBD				
	Participation in regional disasters as an emergency service provider		100%				
#2 Management and Financial	Annual limit to operating cost/revenue hour increase		1% or less				
	Annual tracked value of efficiency improvements (quantified operational savings from improved efficiencies)		TBD				
	Utilize all available grant funds within the grant horizon		100%				
	Increased and maintain state operating revenues, goal of \$500,000 annually		\$500k				
	Sought non-taxpayer revenue streams		TBD				
	Pursued non-DOT grants		TBD				
	Administrative staff turnover		Minimize				
	Reduce operating and maintenance staff turnover		5%				
	Staff satisfaction (internal survey)		85%				
	Employee participation in professional development programs		TBD				
	Employee participation in leadership programs		TBD				

* As a result of the COVID-19 pandemic, ridership has significantly decreased. Once ridership for 2020 is determined, a baseline will be established

PERFORMANCE METRICS AND TARGETS

EXAMPLE TRACKER

STRATEGIC PRIORITY	PERFORMANCE MEASURE OR TARGET	BASELINE	GOAL	ACTUAL PERFORMANCE			
				Q1	Q2	Q3	Q4
#3 Capital Investment	Provide annual progress on the CIIP		1x per Yr				
	Ensured “State of Good Repair” for capital assets using the FTA Transit Economic Requirements Model (TERM) scale		Meet				
#4 Community Stewardship	Brand reputation and perception through resident and stakeholder surveys		85%				
	Agency participation in community events		TBD				
	Website views		TBD				
	E-mail engagement/interaction		TBD				
	Social media followers		TBD				
	Percentage of alternative fuel fleet (electric)		50%				
	Level of service-related greenhouse gas emissions, as measured by the APTA Transit Emissions Quantifier Tool		TBD				

FEBRUARY 2021 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	1,322	226	106		Free service	Free service	Free service	1,654	\$0.00
10	Scenic Hwy / Southern University	1,799	263	195		Free service	Free service	Free service	2,257	\$0.00
11	Northside Circulator	2,270	560	142		Free service	Free service	Free service	2,972	\$0.00
12	Government St / Jefferson Hwy	2,119	300	132		Free service	Free service	Free service	2,551	\$0.00
14	Thomas Delpit Dr / Roosevelt St	3,420	366	134		Free service	Free service	Free service	3,920	\$0.00
15	Glen Oaks / Blount Rd / Crestworth	1,696	155	217		Free service	Free service	Free service	2,068	\$0.00
16	Capitol Park Shuttle	No service	No service	No service		No service	No service	No service	0	\$0.00
17	Perkins Rd	3,067	483	321		Free service	Free service	Free service	3,871	\$0.00
18	Cortana Transit Center / Tigerland	2,043	182	258		Free service	Free service	Free service	2,483	\$0.00
20	N. Acadian Thwy	4,744	736	531		Free service	Free service	Free service	6,011	\$0.00
21	Fairfields Ave	3,994	669	381		Free service	Free service	Free service	5,044	\$0.00
22	Winbourne Ave	3,271	670	227		Free service	Free service	Free service	4,168	\$0.00
23	Foster Dr	1,710	203	157		Free service	Free service	Free service	2,070	\$0.00
41	Plank Rd	5,966	1,096	145		Free service	Free service	Free service	7,207	\$0.00
44	Florida Blvd	7,640	994	1,164		Free service	Free service	Free service	9,798	\$0.00
46	Cortana Transit Center / L'auberge Casino & Hotel	2,742	373	121		Free service	Free service	Free service	3,236	\$0.00
47	Highland Rd / LSU	4,385	1,618	442		Free service	Free service	Free service	6,445	\$0.00
54	N. Airline Hwy / Southern University	2,709	519	318		Free service	Free service	Free service	3,546	\$0.00
57	Sherwood Forest Blvd / Greenwell Springs Rd / Siegen Ln	4,901	790	319		Free service	Free service	Free service	6,010	\$0.00
58	Coursey Blvd / O'Neal Ln / Ochsner	2,997	335	278		Free service	Free service	Free service	3,610	\$0.00
59	East Florida Blvd / O'Neal Ln / Ochsner	2,238	253	276		Free service	Free service	Free service	2,767	\$0.00
60	Medical Circulator	512	61	28		Free service	Free service	Free service	601	\$0.00
70	CATS Terminal / Southern University / Baker	1,958	201	157		Free service	Free service	Free service	2,316	\$0.00
72	Florida Blvd LIMITED	No service	No service	No service		No service	No service	No service	0	\$0.00
80	Southern University Shuttle	No service	No service	No service		Free service	No service	No service	0	\$0.00
										\$0.00
										\$0.00
	Total	67,503	11,053	6,049		\$0.00	\$0.00	\$0.00	84,605	\$0.00

[illegible]

[illegible]

FEBRUARY 2021 COMPARED TO FEBRUARY 2020

#	ROUTE NAME	2021		2020	
		RIDERSHIP	REVENUE	RIDERSHIP	REVENUE
8	Gus Young Ave / BRCC	1,654	\$ -	3,253	\$1,385.64
10	Scenic Hwy / Southern University	2,257	\$ -	7,611	\$3,917.40
11	Northside Circulator	2,972	\$ -	4,085	\$2,606.99
12	Government St / Jefferson Hwy	2,551	\$ -	6,626	\$2,914.50
14	Thomas Delpit Dr / Roosevelt St	3,920	\$ -	4,355	\$2,408.71
15	Glen Oaks / Blount Rd / Crestworth	2,068	\$ -	2,456	\$1,797.79
16	Capitol Park Shuttle	0	Free service	107	\$-
17	Perkins Rd	3,871	\$ -	9,752	\$4,863.74
18	Cortana Transit Center / Tigerland	2,483	\$ -	7,088	\$4,138.86
20	N. Acadian Thwy	6,011	\$ -	8,807	\$5,096.97
21	Fairfields Ave	5,044	\$ -	7,121	\$3,738.06
22	Winbourne Ave	4,168	\$ -	8,082	\$4,807.94
23	Foster Dr	2,070	\$ -	4,127	\$2,569.93
41	Plank Rd	7,207	\$ -	18,950	\$10,202.05
44	Florida Blvd	9,798	\$ -	26,347	\$12,280.86
46	Cortana Transit Center / L'auberge Casino & Hotel	3,236	\$ -	6,703	\$4,489.23
47	Highland Rd / LSU	6,445	\$ -	24,048	\$11,998.25
54	N. Airline Hwy / Southern University	3,546	\$ -	10,680	\$6,410.16
57	Sherwood Forest Blvd / Greenwell Springs Rd / Siegen Ln	6,010	\$ -	15,513	\$11,225.68
58	Coursey Blvd / O'Neal Ln / Ochsner	3,610	\$ -	4,632	\$2,899.97
59	East Florida Blvd / O'Neal Ln / Ochsner	2,767	\$ -	5,042	\$3,246.74
60	Medical Circulator	601	\$ -	954	\$560.88
70	CATS Terminal / Southern University / Baker	2,316	\$ -	4,289	\$2,933.96
72	Florida Blvd LIMITED	0	\$ -	4,537	\$1,618.79
80	Southern University Shuttle	0	Free service	1,628	\$-

CATS Procurement Listing for CATS Board

March 16th 2021		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								
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)	11/13/18	RFQ for Design Services for BRT Stations on Plank Rd & Fla Blvd. to include new transit facilities	Future BRT work will not be completed via this contract. Stop work issued 03/20/20. 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	6/20/19	6/19/2024	06/15/19	RFQ for Design Services for Transit Amenities and Related Equipment	Future BRT work will not be completed via this contract. 8/9/19- Executed Contract 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 – <i>On hold</i> 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.

CATS Procurement Listing for CATS Board

**March 16th
2021**

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Service Description	Contr Type	Vendor Name	Amt	Start Date	End Date	Board Approved	Services/ Product Provided	Notes / Comments
Audit Services CATS & Pension External Audit Services	Service Contract	Postlethwaite & Netterville	\$279,500	Jan 2019	Dec 2021	06/23/20	External Audit Services	Contract executed 06/20. 06/23/20 Board Approved. Additional \$63,000 for CATS CYE 2019 to initial \$32,000 for <u>new total of \$95,000</u> 7/16/19–Board approved additional \$119,500 for CATS CYE 2018 to initial \$31,500 for <u>new total of \$151,000</u> . 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.
C								
Claims Adjuster Bus Fleet Liability & Worker Comp	Service Contract New RFP	Brown Claims Management Group Adjuster Claim Services Bus Liab&W C	Refer to updated Hourly Rates for renewal period 1/1/21 thru 12/31/21	Extension from 01/01/21 03/01/2020 Renewal: 3/1/19	Extension until 12/31/21 12/31/2020 2/29/20	Extension Approved 12/15/20 06/23/20	<i>Adjustor Claim Services, Investigations, Fleet Liability and Workers Comp</i> (original 5 year contract	12/15/20 Board approved extension until 12/31/21. New RFP to be developed. 06/23/20 Board Approved to extend. Period Extension thru 12/31/20 allowing time to formulate <u>new RFP</u> . 3/11/2020- Contract signed and mailed to vendor for extension. 9/9/16 – Contract renewal finalized. 8/30/16 – CATS Board approved renewal of contract. 8/11/16.
Compliance Assistance FY2019 FTA Comprehensive Oversight Review	Consulting Services	Pierlott & Associates	\$144,349 current value after Amendment of \$96,492	12-24-18	Extended to 03/31/21	05/21/19	Consultant to assist with preparing FTA Triennial 2019 to include tasks: Corrective Action Support, Post-Review Assistance for Oversight Review	08/18/20 – Contract Extension for Period ending 03/31/21. No increase in contract value. 11/18/19- Contract Extended for Period of Performance only until 04/30/20. 05/21/19 Board approved funds of \$96,492. Original value of \$47,857 was executed on 2/05/19 by CEO.
D								
Drug & Alcohol 3rd Third Party Adm D & A Services for Safety Sensitive	Services New RFP	IHSN 6 th extension	\$25,000 Estimated for 3 years	5/1/20 Extension from 05/01/2020	Extension until 12/31/21 Extension until 12/31/20	12/15/20 6/23/20	Extension allowing rebid 2021. FTA mandated Third Partying Administrator services for Drug & Alcohol /substance abuse services for safety sensitive employees. PO 2019052	Extension Approved. Targeting making award by 04/21. 06/23/20 Board Approved. Period Extension thru 12/31/20 allowing time to formulate new RFP. Estimated cost to be \$25,000 for a 3 year contract. 3/18/19 CATS extended 12-month renewal with IHSN with only a \$0.50 increase on drug tests. Contract originated in 2012.

CATS Procurement Listing for CATS Board

**March 16th
2021**

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Service Description	Contr Type	Vendor Name	Amt	Start Date	End Date	Board Approved	Services/ Product Provided	Notes / Comments
F								
Financing Bus Finance Lease /Purchase (10 Gillig Buses)	Bus financing for 7 years through 2024	Banc of America Public Capital Corp (Scottsdale, AZ)	Finance 10 Gillig Diesel Buses for 7 years.	04/17	10/24	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 3/31/2021 5th renewal	Materials City Parish	Mansfield Oil (was assigned by FuelTrac) Via City Parish solicitation. Contract for Diesel and Gasoline	Approx. annual cost \$1.9m Oil Price Info Serv OPIS + \$ 0.039 adm fee + tax = price per gal (ppg)	3/31/20 Initial start date of contract 11/01/14 C-P Metro Council approved award to FuelTrac on 8/13/14	03/31/21 5 th renewal PO2020079 Current 2 year contr w/5 one year renewals available thru 2021		City Parish included CATS in 2014 fuel solicitation as a separate entity to participate in the fuel dispensing system.	CATS is waiting on the Approved City Parish contract pricing allowing this to be renewed. Renewal - 2/7/20 - See Board Request Listing for this annual renewal. 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	Service	Rockit Science	\$160,000 Maximum 2 st Renewal \$160,000 Maximum 1 st Renewal \$125,000 Maximum per year	10/1/20 10/1/19 10/1/18	9/30/21 9/30/20 9/30/19	9/22/20 9/17/19 09/18/18	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.	Board Approved 09/22/20. 9/17/19 – Board approved 1 st 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. 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

**March 16th
2021**

Yellow = Action Item / needs Board Approval now

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Service Description	Contr Type	Vendor Name	Amt	Start Date	End Date	Board Approved	Services/ Product Provided	Notes / Comments
Generators-Procurement	Materials State Contract	ARCCO Power Systems	\$92,117	Delivery expected 08/17/20	Generators 08/31/20 350 Donmoor Switch Pending delivery	6/23/20	150 KW Generator & 350 KW Generator at 2250 Florida Blvd. Power Office and Fueling Station. Switch for 350 Donmoor.	Delivered and installed 2 generators 08/20. Grant funded. Allows continued operations in the event of a power outage. Generators and Installation est. \$170,000. Final cost anticipated to be \$135,917.
Generators – Installation	Public Works Bid	Finisher LLC installation	\$46,200	08/17/20	2 Generators 08/31/20 Switch Pending delivery	6/23/20	Install 150 KW & 350 KW Generator at 2250 Florida Blvd. tp power Office and Fueling Station. Switch only install at Donmoor.	Generator Installation completed 08/20. Switch at Donmoor install pending. Award made 7/31//20. Grant available to fund. Allows continued operations in the event of a power outage.
I								
Insurance Auto Physical Damage Policy	Services	Stone Agency	\$74,900	9/20	09/21	09/22/20	Auto damage including terrorism coverage	Board Approved so Accounting has addressed this matter.
L								
Legal Services <i>Contract is thru 5/18/20</i>	Services	Abadie Law Firm, APLC	Monthly Retainer Fee + hourly rates apply.	5/19/19	5/18/22	02/19/19	Three (3) year Legal Services Contract Approved by CATS board on 2/19/2019	Contract terminated 02//13/21. 02/19/19 – Board approved new 3-year contract. No changes from last year.
Legal Services Employment Law	Services	Breazeale, Saches & Wilson, LLP	\$125,000	04/08/20	04/08/21	11/17/20	Contract Increase by \$75,000 Legal Services relating to Employment and Labor Matters. PO2020177	11/17/20 Board Approved Contract increase by \$75,000. Services to include: Employment Law including legal services with ongoing dealings with the Amalgamate Transit Union (ATU) in negotiating and administering of the collective bargaining agreements with its employee's union (Amalgamate Transit Union Local 1546) grievance and interest arbitrations, civil rights, ADA, wage and hour, and other employment claim. Other services will be supplies per direction of the CEO

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
O								
Oil Products	Materials ITB	Lard Oil (\$70,045.00)	\$70,045	1/1/2021	12/31/21	12/15/20	Antifreeze, Synthetic Transmission fluid and Diesel Exhaust Fluid	Board Approved. Prior year vendor is being replaced.
		Central Oil (\$36,204.00)	\$36,204	1/01/21	12/31/21		Gear Oil, Motor Oil and Wheel Grease	12/01/20 – Bid Opening. Provided here for the Boards information since this went out in one Invitation to Bid but awarded to 2 different vendors based on the lowest bid for specific products.
On-Call Services RFP PR # 2019-On-CallServices-	Consulting	The Goodman Corporation	\$160,000	08/01/20	07/31/21	07/21/20	TO 001 Sub-Area Planning approach for transit options	Task order 001 issued for \$160,000..Board Approved up to \$160,000. This task includes technical analysis, public outreach, alternatives, and implementation plan for micro-transit service.
On-Call Services RFP PR # 2019-On-CallServices-	Consulting	Atlas Technical Consultants	\$354,770	08/03/20	12/31/21	07/21/20	TO 001 for Program Management. General Administrative Support, Project Development, Delivery and Planning Services for 5 year Capital Improvement and Investments Plan	Period of Performance Extended to 12/31/21. Task order 001 issued for \$354,770..Board Approved up to \$354,770.This task will provide administrative support for project development & planning for capital improvement plan.
On-Call Services RFP PR # 2019-On-CallServices-0	Consulting	HNTB	\$313,445	08/20/20	07/31/21	07/21/20	TO 001 for Development of Transit Operations Plan	Task order 001 issued for \$313,445..Board Approved up to \$350,000. This task order will provide for the development of a transit operations (bus service) plan.
On-Call Services RFP PR # 2019-On-CallServices	Consulting	HNTB	\$78,104	10/20/20	0721/21	10/20/20	TO 002 Rider, Non-Rider Transit Stakeholder Surveys	10/20/20 Approved by Board. Task Order 002 issued 10/28/20.
P								

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	
Paratransit Services ADA	Service	MV Transp.	3 year contract amount \$6,975,000	5/6/18 3 yr contract w/ 2 one year renewals	5/6/21 (potential 5 year contract thru 2023)	2/20/18	Contracted Para-Transit Service Provider	1) 03/16/21 Requesting Board Approval for 1 st of 2 one year renewals agreed to (start of first renewal will be 05/6/21). 2) 03/16/21 Requesting Board Approval for Hourly Rate Adjustment for Modified Services 2020. 11/17/20 Board did not make a motion to provide a temporary Rate Adjustment. 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.	
Planning and Scheduling	Consulting	Arthur Gaudet	\$125,000	02/01/20	02/01/21	6/23/20	Planning & Scheduling Assistance	Contract Amended. Current value \$125,000, 6/20.	
S									
Security Guard Services	Service	Weiser Security Services, Inc.	Approx. \$237,000 annual cost	Extension approved & rebid 1 st quarter 2021 2 nd of 2 renewals 1/1/19 1 st of 2 one-year renewals	12/31/21 12/31/20	12/15/20 1/21/2020	24/7 - Security Guard Services at CATS 2250 Florida Blvd. location.	Contract Signed 01/06/21. Rebid early 2021 still pending. 12/15/20 Board Approved to extend for 1 year starting 01/01/21. 3/1/2020 – Contract renewed. 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 System Software	Services	Tyler Technologies Solutions	New price \$822,803.00 first 5 years (Options for 3 years)	08/01/20	7/31/25 (potential 8 year contract thru 2028)	12/17/19	ERP Software	Contract executed by CATS. Board Approved on 12/17/19. Awarded to Tyler Technologies Solution. 12/13/19- Received negotiation prices from Tyler, new price is \$822,803.00 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 Implementation Services	Service	Intueor Consulting	\$147,500	08/01/20	12/31/21	6/23/20	ERP Software Implementation Services –	Contract has been executed by CATS. 5/5/20-3 Bids were opened and evaluated. 4/7/20- RFP Effort Started.	

CATS Procurement Listing for CATS Board

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2021**

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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	RouteMatch	One year of tech support, warranties, & maintenance coverage \$117,500	8/1/20	7/31/21	6/23/20	Tech Support, Maintenance & Warranty Coverage for AVL, APC & AVA Sys	Period Ending 07/31/21 has been paid 07/31/20. Negotiated down to \$117,500/yr. 1 Option year, at same price to 7/31/22 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	Material Supply ITB	Bridgestone Americas Tire Operations, LLC	1 st option year estimated cost is \$204,800 per year \$600,000 (est cost for 3 years) -----	9/01/20 09/1/17	1 st of 2 on 1 yr options 8/31/21 8/31/20	08/18/20 1/21/20	Tire lease for buses	08/18/20 Board Approved to exercise 1 st of 2 one year options. Extended thru 8/31/21. Estimated \$204,800 for 1 year. 1/24/2020- Order has been placed. 1/21/2020- Board approved. 1/10/20- Submit Board approval request.
Technical Innovation Services	Service	Hitachi	Not To Exceed \$300,000	09/01/20	8/31/21 (2) 1 yr options	09/22/20	Multi-channel messaging with passengers. Mobile ticketing options. System to provide data collection. All to improve the rider;s experience.	Board has approved. 80% Funding provided via AIM Grant.
Technical Innovation Services	Service	Acumen Building Enterprise	Not To Exceed \$300,000	03/20/21	03/19/22 (2) 1 yr options		Touchless pay for CATS fixed routes.	03/16/21 Requesting Board Approval. Public Transit COVID-19 Research Demonstration Grant to provide funding with no local match required.
V								

CATS Procurement Listing for CATS Board

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Service Description	Contr Type	Vendor Name	Amt	Start Date	End Date	Board Approved	Services/ Product Provided	Notes / Comments	
Vehicles (21) ADA Paratransit Vans Driver Protection Systems	Materials	Creative Bus Sales State Contract	\$25,560	06/11/20	09/30/20	6/23/20	21 Protective Van Protective Systems to protect drivers	All received in September 2020. Order placed 6/26/20. 6/23/20 Board Approved. Cares Act Funded.	
Vehicles Electric Buses (3) (35ft) w/Extended Battery Range and install 3 electric charging stations	Rolling Stock	BYD America 3 Electric Buses and install 3 electric charging stations	Final Order 3 buses no Chargers \$2,296,240 Bid Price for 3 buses and 3 charging stations \$2,381,245 Approx unit cost for one bus and one charging station \$791,748	12/20/2020 3 rd Order 12/20/2019 – 2nd order 01/16/18	12/31/23 3 rd Order 12/20/20 – 2 nd order 01/16/23 Contract can be used for the next 5 years from the date of award	11/17/20 12/17/2019 Board Approved 1/16/18 PO Issued on 3/7/18. Delivery to be by Feb 22, 2019	Allows for up to 9 buses, 35 foot w/extended battery range and install in-house charging stations. 3 separate orders of 3.	2 buses from order 2 arrived 02/21. PO Issued 11/18/20 for 3 rd and final order. 11/17/20 Board Approved request for 3 rd order for 3 buses. 3 rd Order Deliver anticipated in 2023. 12/20/19 – 2 nd order for 3 buses-Board Approved and buses ordered expected to arrive by 12/20. 1/16/18 – Board approved award to BYD for 1 st order of 03 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. CATS Received bids from BYD, New Flyer and Proterra.	
Vehicles Electric Bus Charges	Rolling Stock PO Change Order	BYD America 2 Electric charging stations	\$56,667	06/11/20	09/01/20	6/23/20	2 Chargers for BYD Electric Buses	Delivery accepted. Order placed 6/24/20. .	
Vehicles Diesel Buses (7) 35ft Delivery 2023 & 2024 <i>8 buses Delivered Nov/Dec 2018</i> <i>*orders as needed – on going until contract expires</i>	Rolling Stock ITB	Gillig, LLC 35 ft diesel	\$3,489,166 final order. 2021 for 7 buses for delivery in 2023 & 2024 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	2021	2024 8 buses delivery in Nov/Dec 2018	1/22/21 Board Approved To purchase 12 buses on 12/20/16 week of 7/17/17	Final 7 Buses- Delivery 2023 and 2024	2 POs issued 1/22/21. 1/21/21 Board Approved purchase of 7 buses to be received in 2023 and 2024. No future orders due to contract expiring 02/21. 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.	

CATS Procurement Listing for CATS Board

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Vehicles Bus Driver Protective Systems	Materials	Gillig, LLC 28 Driver Protection Systems	\$137,400	06/11/20	08/31/20	6/23/20	28 Driver Protective Systems for Diesel Buses	Delivered 11/30/20. 6/23/20 Board Approved. Cares Act Funded.	
Vehicles ADA Paratransit Vans 12- passenger Elkhart	Rolling Stock	Creative Bus Sales – State Contract	\$265,130	1/31/2020	07/31/20	1/21/2020	To purchase (4) Elkhart Coach EC-II ADA Paratransit Vans, 12 – passenger to replace currently operated and maintain goal plan for an average 3 years.	All received in September 2020. Change Order of \$5,005 approved by Board 6/23/20. Order placed for this CO 06/26/20. 1/24/2020- Order has been placed. 1/21/2020- Board approved. Note: Barriers added via Care Act for these 4 units. CO for \$5,005 reflected in amount to the left.	
Vehicles Support SUVs 5- Chevrolet Traverse support vehicles	Rolling Stock	Gerry Lane Chevrolet	\$124,832	9/23/2020	12/31/20	09/22/20	To purchase (5) Chevrolet Traverse SUVs to replace (5) 2019 Dodge Ntro support vehicles.	Vehicles now in service. Order placed 09/23/20 with a 90 day delivery promised. Grant available for these replacement units	
Vehicles 3-Electric Buses - Lease for 2 years	Rolling Stock	BYD America	\$375,000	Estimated 03/01/21	Estimated 02/28/23	12/15/20	24 mo lease for BYD 30 ft buses.	Lease contract under review for finalization and award. 12/15/2020 Board Approved the lease 30 ft buses to resume services downtown. These buses can be charged with CATS' existing charging stations and are similar in most aspects to our existing Electric Fleet. Grant funds are available to assist in paying these leases.	

CATS Procurement Listing for CATS Board

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Vehicles Support SUVs 5- Chevrolet Traverse support vehicles	Rolling Stock	Gerry Lane Chevrolet	\$124,832	3/17/2021	06/30/21		To purchase (5) Chevrolet Traverse SUVs to replace (5) 2019 Dodge Nitro support vehicles. (1) Nitro will be retired along with the 5 being replaced.	Requesting Board Approval 03/16/21. Grant available for these replacement units	
W									
Website Re-Design	Website Services	Covalent Logic	\$16,000 Change Order value Estimate ReDesign \$87,000 plus Hosting Fees \$4,000/yr	08/01/20 01/01/17	07/31/21 07/31/20 3 years w/2 one year renewals available	07/21/20 12/20/16	Extension of contract for added functionality and annual hosting fee. Original Website Re-Design - includes Hosting and Software Services	August 2020 – Exercise optional year 1 hosting fee plus support to increase functionality of the website. 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.	

2020 Contracts Authorized by CATS CEO

(includes CEO approved procurements between \$20,000 to \$50,000)
March 2021

Description	Vendor Name	Amount	Start Date	End Date	CEO Approved	Services Provided	Comments
Advisor to Senior Management for Strategic Guidance	S W Leader, Inc.	\$50,000	6/01/20	6/01/21	06/20	Advisor to CATS Senior Management relating to Strategic Guidance & Planning PO 2020212	CEO will direct consultant to work in coordination with CATS Transit Planner/Scheduler and Micro transit Project Manager, and COO staff, to review for immediate implementation during remainder of the COVID-19 (Coronavirus) pandemic and post pandemic period
Advisor to Senior Management for Strategic Guidance	Aries 2.0 Management Group, LLC	\$50,000	4/10/20	4/10/21	04/20	Advisor to Senior Management for Strategic Guidance PO 2020173	Develop internal framework with management staff to include courses of action, timelines, progress milestones and monitoring processes to address CATS' mission critical objectives. Interface with CATS' Senior Management Team by providing on call services on as needed bases to achieve mission objectives
Consultant to CATS CEO	New Age Industries	\$50,000	3/1/20	12/31/20	03/20	Professional Services - Paul Tolliver (Consultant to CATS/CEO) PO 2020117	Senior Advisor to CATS Senior Management in the areas of: Technology, Operations, BRT Programing, Capital Improvement Program and other duties assigned by the CEO
Federal Grants Guidance	Stephanie Pulley	\$50,000	4/7/20	4/7/21	04/20	Federal Grants Strategic Guidance PO 2020151	Services will include grant strategic guidance, as well as procurement and accounting strategies
Federal Grants Strategic Guidance	Sullivan Bosworth LLC	\$50,000	2/10/20	2/10/21	02/20	Federal Grants Strategic Guidance PO2020073	Strategic Guidance for grant identification and grant management processes
Government Relations Consulting	Southern Strategy Group of LA	\$50,000	1/1/20	12/31/20	01/20	Services relating to Governmental Affairs, Relations and Educational Services (lobbying) PO 2020010	2021 contract is being formalized. Support and strategy guidance for Governmental Relations and Educational Services

2020 Contracts Authorized by CATS CEO

(includes CEO approved procurements between \$20,000 to \$50,000)
March 2021

Description	Vendor Name	Amount	Start Date	End Date	CEO Approved	Services Provided	Comments
Legal Services To Amend and Create Policies and Procedures	Broussard Dispute Resolutions	\$50,000	5/1/20	4/30/21	05/20	Legal Services to amend & create Policies & Procedures Agreements. PO#2020176	Provider of legal services to representation in the following areas: Employment: render legal services to CATS on amending and creating policies and procedures for CATS Human Resources and Operations as it relates to the current COVID-19 pandemic to assure compliance with Local, State and Federal Employment Laws and CATS responsibility to and engaging with employees; Public Transit Employment Regulatory Requirement, which includes assisting CATS to secure the maximum benefit from and adherence to federal and state subsidy programs with respect to Laws, Acts, Bills and/or any Legislative actions in response to the COVID-19 (Coronavirus) Pandemic, and adherence to federal, state, and local legal employment regulatory requirements. Additional services at the request of the CEO
Consultant to CATS CEO. Support for Maintenance, Operations including Bus Inspection	ESA Management & Engineering Consultant	\$50,000	12/24/19	12/24/21	12/19	Support for Maintenance, Operations including Bus Inspection	Support required to ensure rolling stock needs are assessed and requirements in the procurement process are followed and properly documented
Executive Search Services for CATS Human Resources Director	Gallagher Benefits Services, Inc.	\$26,250	09/01/20	11/30/20	09/20	6 step search process to bring qualified candidates to CATS for the hire of a Human Resources Director	Search has been extended into 2021. Due to the level of this position, this effort has been outsourced.

2020 Contracts Authorized by CATS CEO

(includes CEO approved procurements between \$20,000 to \$50,000)
March 2021

Description	Vendor Name	Amount	Start Date	End Date	CEO Approved	Services Provided	Comments
Human Resources Consultant	Amy Tullos Cannon	\$41,800	09/21/20	03/20/21	09/20	<i>Support and guidance relating to Human Resources</i>	Need generated by the departure of the CATS Human Resources Director. Relation can be terminated if warranted with short notice
Compliance Training, NTD Support and Procurement periodic on demand support	The Goodman Corporation	\$49,500	08/01/20	03/31/21	10/06/20	<i>Compliance, Procurement and NTD Support</i>	Temporary Support as workload has increased to ensure CATS addresses matters before we move forward with increased work efforts
Litigation Support Services	Lyons Research Group	\$50,000	02/19/21	02/19/22	02/19/21	<i>Support Litigation as directed by CATS</i>	Support with investigations as directed by CATS.
Legal Services as required by CATS	Law Office of Derrick Moore	\$50,000	01/04/21	01/04/22	03/02/21	<i>Legal services including but not limited to: fleet liability, procurement law, public transit regulations, settlement, judgements and general services</i>	Legal support for various transit matters.
Planning-Key Performance Indicator	HDR Engineering	\$49,973	10/28/20	03/12/21	10/28/20	<i>Service Planning Metrics & Industry Performance Measures</i>	Deliverables are: Service Planning Technical Memorandum, Service Standard Document and Project Management Meeting as well as support with documents relating to meetings