Notice Posted: April 17, 2017 Time: 9:05 a.m.

Annie S. McMaster, Assistant Secretary

CAPITAL AREA TRANSIT SYSTEM

Moving Baton Rouge forward

REGULAR MEETING
OF THE
BOARD OF COMMISSIONERS
CAPITAL AREA TRANSIT SYSTEM
AND
PUBLIC TRANSPORTATION COMMISSION
APRIL 18, 2017
4:30 pm
BREC Administration Building
6201 Florida Boulevard, Commission Room
Baton Rouge, LA 70806

AGENDA

I. CALL TO ORDER: Ms. Linda Perkins

II. ROLL CALL

III. INVOCATION

IV. APPROVAL OF MINUTES OF MARCH 21, 2017, MEETING

V. PRESIDENT'S ANNOUNCEMENTS

VI. ADMINISTRATIVE MATTERS:

1. Executive Report: Mr. Bill Deville and Executive Staff
2. Financial Report: Mr. Conner Burns

VII. COMMITTEE REPORTS AND ANY ACTION THEREON

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

VIII. ACTION ITEMS

1. **Authorize Roderick Goldman to sign checks on behalf of CATS for all Whitney/Hancock Bank accounts and authorize the CEO to execute all documents required by Whitney Bank/Hancock Bank to effectuate these changes**

2. **Authorize the CEO to declare computer equipment as surplus**

3. **Adopt the 2016 Louisiana Compliance Questionnaire and authorize Board officers to execute the Compliance Questionnaire**

4. **Authorize the purchase of real property located on Airline Highway from Louisiana State University and the State of Louisiana and authorize the Board President to execute all documents required to purchase the property**

5. **Adopt and levy the ad valorem tax millage rate of 10.6 mills for the City of Baton Rouge for the year 2017**

6. **Adopt and levy the ad valorem tax millage rate of 10.6 mills for the City of Baker for the year 2017**

7. **Authorization for the CEO to settle the claim of Alicia Bailey under the terms of the settlement and judgment payment policy adopted by the Board on July 20, 2004 as amended. (This matter might possibly be discussed in executive session. As required by the Open Meeting Law, notice is hereby given that this claim is pending in the 19th Judicial District Court and is Suit Number 635,582, Sec. D; and that Alicia Bailey is the plaintiff and Capital Area Transit System and Melissa Savoie are the defendants.)**

8. **Authorization for the CEO to settle the claim of Isis Lebray under the terms of the settlement and judgment payment policy adopted by the Board on July 20, 2004 as amended. (This matter might possibly be discussed in executive session. As required by the Open Meeting Law, notice is hereby given that this claim is pending in the 19th Judicial District Court and is Suit Number 652,908, Sec. 26; and that Isis Lebray is the plaintiff and Capital Area Transit System and Jasmine Converse are the defendants.)**

IX. PUBLIC COMMENTS

X. ADJOURNMENT

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

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

MEETING OF THE
BOARD OF COMMISSIONERS OF
CAPITAL AREA TRANSIT SYSTEM
AND
PUBLIC TRANSPORTATION COMMISSION
MARCH 21, 2017
4:30 p.m.
BREC Administration Building
6201 Florida Boulevard
Baton Rouge, LA 70806

MINUTES

I. CALL TO ORDER: Mr. Jim Brandt

Mr. Brandt called the meeting to order.

II. ROLL CALL

Present were Messrs. Brandt, Breaux, Cohran, and O'Gorman and Ms. Perkins. Messrs. Bellue and Cutrera and Mss. Collins-Lewis and Pierre were absent. Also present were Mr. Bill Deville, CEO; Mr. Conner Burns, CFO; Mr. Darrell Brown, CAO; other CATS staff; Creighton Abadie of Lindsay & Abadie, A.P.L.C., CATS attorney; and members of the public.

III. INVOCATION

Ms. Perkins gave the invocation.

IV. APPROVAL OF MINUTES OF FEBRUARY 21, 2017 MEETING

Ms. Perkins moved to approve the minutes of the February 21, 2017, meeting and Dr. Breaux seconded. Mr. Brandt invited public comment and there was none. The motion passed unanimously.

V. PRESIDENT'S ANNOUNCEMENTS

Mr. Brandt discussed the protocol for public comments at board meetings. He reminded the public that comments are welcomed and let them know they should complete a comment card with Ms. Greenlee prior to speaking.

All committees have been filled for 2017. Ms. Perkins will continue to chair the Community Relations Committee and there may be an additional member added; Mr. 'Gorman will continue to chair the Audit Committee; Dr. Breaux will continue to chair the Technical Policies and Practices Committee; Mr. O'Gorman will be the new chair of the Planning Committee, and Messrs. Bellue and Cohran will be joining that committee; and Mr. Brandt will continue to chair the Finance and Executive Committee, and the at-large position on this committee will be filled once the new board members are appointed.

Mr. Brandt reminded the board members that the retreat is planned for April 27-28th. This will also be a strategic planning session.

There will be a new board member orientation for the recently appointed members prior to the board retreat.

VI. ADMINISTRATIVE MATTERS

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

In Human Resources, Mr. Darrell Brown noted that CATS made the following hires in February: Operations – 1 Operator and 5 Cadets; and Maintenance – 1 Utility Technician.

Mr. Brown reported that, in Maintenance, preventive maintenance inspections (PMIs) are at 97%. He shared that the first of the twelve 2017 Gillig buses went into production on March 6th and that there is an air conditioner campaign ongoing in the Maintenance Department to ensure all ACs are operational for the upcoming warm months.

Mr. Brown reported that the performance measures are being reviewed to ensure that all numbers presented are accurate. Mr. Deville added that all numbers are being reviewed, including the performance measures, financials, and other numbers reported to the board and the public.

Mr. Deville shared that the service enhancement plan is underway and meetings are being held with stakeholders to share the information. The plan will come before the board for approval. Mr. Deville noted that plans for the modified BRT are ongoing.

Mr. Deville updated the board on the hubs. The South Baton Rouge hub currently located at the Mall of Louisiana is still slated to be permanently located at the future

site of the Our Lady of the Lake Children's Hospital. The work for the purchase of the North Baton Rouge hub site from LSU is continuing.

Mr. Deville commented that work progresses on the new website, and the strategic plan will be discussed at the upcoming CATS board retreat.

Mr. Deville shared that he recently traveled to Washington, D.C. to meet with both SWTA and Congressional leaders.

Mr. Deville concluded by noting that Mr. Rod Goldman would be assuming the role of Chief Operations Officer beginning in April. Mr. Goldman comes to CATS with decades of experience and worked with CATS for two years as a consultant with MV Transportation.

2. **Financial Statements: Mr. Conner Burns**

Mr. Burns shared that the certificate of indebtedness is complete. The money that was borrowed from Red River Bank was repaid. The Board restricted reserves were replenished and are frozen at $3,000,000.

Mr. Burns described the highlights of the written report contained in the members' packets showing the status of grants. The balance of grant funds remaining was $3,538,941.

He then discussed the highlights of the financial statements. The 2017 year-to-date property tax monies received was $12,326,475, and the amount expended from that source was $3,401,895. February operating revenues were $213,139 and governmental revenues were $2,364,479, for a total source of funds of $2,577,618. The total direct operating expenses were $2,455,658.

The year-to-date operating expenses break down as follows: Operations – 50%, Maintenance – 22%, ADA – 10%, Administration – 11%, Customer Care/Facility – 3%, Security – 2%, and Project Administration – 2%.

Mr. Brandt moved to amend the order of the agenda to have action items taken ahead of committee reports in order to keep a quorum of the members. Dr. Breaux seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously with no abstentions.

VII. ACTION ITEMS

1. **Approve one year renewal of contract with FuelTrac for diesel and gasoline**

Mr. Burns noted that this is a second renewal option on the existing contract. CATS participates in a contract initiated by the City-Parish with FuelTrac. Mr. Brandt noted this was unanimously recommended for approval by the F&E Committee.

Dr. Breaux moved that the CEO is authorized to renew the contract with FuelTrac for diesel and gasoline for one year and Mr. O'Gorman seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously with no abstentions.

2. **Approve renewal of building lease with Mid-City Tower for one year**

Mr. Burns shared that the proposed lease would be a one-year lease with two, one-year renewal options. The lease terms were investigated and deemed to be a competitive cost per square foot. Mr. Brandt noted that this was unanimously recommended for approval by the F&E Committee.

Ms. Perkins moved that the CEO is authorized to renew the building lease with Mid-City Tower for one year at the rate of $1.13 per square foot for the fifth floor and $1.22 per square foot for the ninth floor and under such terms and conditions as the CEO deems appropriate. Mr. O'Gorman seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously with no abstentions.

3. **Select the lender for financing of the 2017 Gillig buses and authorize the CEO to enter into a contract with the chosen lender**

Mr. Burns noted that a Request for Proposals was done. He shared that twelve institutions were solicited, advertisements were placed, and the RFP was placed on the CATS website. The Proposal Evaluation Committee is recommending Banc of America Public Capital Corporation as the lender for the ten 2017 Gillig buses that are being financed.

Details include a term of seven years and an interest rate of 2.3%.

The two remaining buses will be paid with cash by CATS. Mr. Brandt noted that this was unanimously recommended for approval by the F&E Committee.

Dr. Breaux moved that Banc of America Public Capital Corporation be declared the successful proposer for the financing of the 2017 Gillig buses and that the CEO be authorized to enter into a contract with Banc of America Public Capital Corporation as set forth in the RFP and proposal by Banc of America Public Capital Corporation and under such terms and conditions as the CEO deems appropriate. Mr. Cohran seconded the motion. Mr. Brandt invited public comment and Mr. Chris Huddleston asked which banks were provided the RFP. The motion passed unanimously with no abstentions.

4. **Authorize the CEO to enter into an amended contract with Reliant Transportation for paratransit services to increase rates paid to Reliant Transportation**

Mr. Deville noted that CATS needs to develop a new RFP for paratransit services as this has not been done in many years. In the interim, Reliant has requested a rate

increase that CATS has determined to be a fair increase. It is imperative that CATS continue providing this service while a new RFP is developed. Mr. Brandt noted this was unanimously recommended for approval by the F&E Committee.

Ms. Perkins moved that the CEO is authorized to enter into an amended contract with Reliant Transportation Group to increase the rates paid to Reliant Transportation Group to $39.35 per hour and Mr. Cohran seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously with no abstentions.

5. **Set the CEO's contract authority including authorizing the CEO to execute contracts on behalf of CATS for matters involving $50,000 or less annually**

Mr. Brandt noted that this is the same policy that has been in place since 2013.

Mr. Abadie shared that this authority was given to Mr. Deville as the Interim CEO and simply needed to be extended to him as the permanent CEO. Mr. Brandt noted this was unanimously recommended for approval by the F&E Committee.

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

RESOLUTION REGARDING THE CEO'S CONTRACT AUTHORITY

BE IT RESOLVED by the Board of Commissioners of Capital Area Transit System that the CEO or his designee is authorized to execute contracts on behalf of CATS or to obligate CATS to agreements, without approval from the Board of Commissioners, for (a) matters involving $50,000 or less annually, or (b) vehicle parts, provided that non-vehicle matters involving $20,000 to $50,000 shall be reported to the Board.

Mr. Brandt noted that the next action item involved pending litigation and should be considered in executive session. He therefore moved that the board enter into executive session to consider the pending litigation. Ms. Perkins seconded the motion. Mr. Brandt invited public comment and there was none. The motion carried passed unanimously with no abstentions.

VII. ACTION ITEMS – CONTINUED

6. **Authorization for the CEO to settle the claim of Marie Travis under the terms of the settlement and judgment payment policy adopted by the Board on July 20, 2004 as amended. (This matter might possibly be discussed in executive session. As required by the Open Meeting Law, notice is hereby given that this claim is pending, but no suit has been filed; the date of the accident is April 14, 2016; and that Marie Travis is the plaintiff and Capital Area Transit System is the defendant.)**

Upon returning from executive session, Mr. O'Gorman moved that the CEO is authorized to settle the claim of Marie Travis for the sum of Fourteen Thousand Four Hundred and 00/100 ($14,400.00) Dollars under the terms and conditions of the settlement and judgment payment policy adopted by the Board on July 20, 2004 as amended. Ms. Perkins seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously with no abstentions.

VIII. PUBLIC COMMENTS

Mr. Brandt invited public comments and there were none.

IX. COMMITTEE REPORTS AND ANY ACTION THEREON

1. Finance and Executive: Mr. Brandt

Mr. Brandt referred the members to the minutes of the committee's March 16th meeting in their packets. He shared the highlights of the meeting and noted that there the action items head already been covered. Mr. Brandt shared that Covalent Logic provided an update and review of the Communications Plan that has been in progress with Covalent and the CATS staff. He noted this update was done at his request. He also provided an update on the status of the CATS website and shared that the project was progressing on time.

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

Dr. Breaux noted the committee did not meet.

3. Audit: Mr. O'Gorman

Mr. O'Gorman referred the members to the minutes of the committee's March 16th meeting in their packets. He shared the highlights of the meeting and noted that a theft of fare box receipts was discussed. It was noted that as soon as the theft was discovered, the proper steps were taken and the proper authorities were notified. CATS is following the recommendations made by the auditor regarding process controls to reduce the possibility of this occurring in the future.

4. Planning: Mr. O'Gorman

Mr. O'Gorman referred the members to the minutes of the committee's March 10th meeting in their packets. He noted that the existing members – himself, Mr. Brandt, and Dr. Breaux – were joined by new board members Mark Bellue and Kahli Cohran on the committee. He shared the highlights of the meeting and noted that the committee reviewed the 2016 Measures of Success and gave a brief overview for the new members. There was also discussion of the development of a strategic plan.

5. Community Relations: Ms. Linda Perkins

Ms. Perkins referred the members to the minutes of the committee's March 15th meeting in their packets. She shared the highlights of the meeting and noted that there was an in-depth discussion of ongoing training that is underway to ensure customer service is being prioritized.

Mr. Morgan Landry of Reliant Transportation reported that Reliant provided 6,182 completed rides in February and 92% were on-time. There were 3,950 total hours and zero valid complaints.

X. ADJOURN

Before adjourning the meeting, Mr. Brandt noted that he would be absent from the April board meeting and that Ms. Perkins would lead the meeting in his absence.

Ms. Perkins moved to adjourn the meeting. Mr. O'Gorman seconded the motion, and the motion passed unanimously with no abstentions.

EXECUTIVE REPORT
April 2017
Bill Deville & Executive Staff

ADMINISTRATION: ***Darrell Brown***

- CATS currently has 142 operators on the roster. A new training class with eight cadets began on April 3rd.

OPERATIONS and MAINTENANCE: ***Darrell Brown/Rod Goldman***

- Preventative Maintenance Inspections (PMI) are at 95%.
- Ten of the 12 new Gillig buses are onsite, and the remaining two will be onsite at the end of this week.
- Operations celebrated Driver's Appreciation Day on March 17th.
- Operations has reestablished the Operator of the Month, and the Operators for March were Janise Czech and Brendlan Powers.

PERFORMANCE MEASURES: ***Darrell Brown /Rod Goldman***

RIDERSHIP

	Mar 16	Mar 17	YTD 2016	YTD 2017
Total Trips	222,603	234,227	675,718	675,038

CUSTOMER SATISFACTION

	Mar 16	Mar 17	YTD 2016	YTD 2017
On-Time	78%	86%	79%	85%
	Mar 16	**Mar 17**	**YTD 2016**	**YTD 2017**
Customer Complaints	81	*	246	132

***Customer Complaint process is under revision and we will provide data as soon as it is verified.**

PLANNING: ***Bill Deville***
Service Planning: ***Bill Deville***

- **Phase One of the Service Improvement Projects** implementation is planned for **no later than end of second quarter, 2017. Please see attached public notice announcements for public hearings. Metro Council meeting for authorization of changes will be scheduled for June.**
- **Phase two of the Service Improvement Projects**, the Comprehensive Operational Analysis (COA) of all existing service routes, is in process to create the scope and seek funding requirements.

- **Phase One of the CATS modified BRT plan, the *Florida Boulevard* modified BRT project** planning is underway. Staff is looking into conceptual design models, estimated costs, grant and foundation funding and match requirements, federal and local governmental compliance milestones and timeline for the Florida BRT Station Stops, including right of way inspections for space needed for the more elaborate shelters and potentially needed allocation space for Transportation Network Companies (TNC) like Uber, and "ride share" entities like "bike share".
- **Phase Two of CATS modified BRT plan, the *Plank Road* modified BRT project** is in the planning stages.
- CATS continues to develop and implement continuous annual stakeholder and community outreach plans for the planned service improvement and will continue to reach out to our neighboring parishes intending to *open dialogue* as to how CATS can assist them with their transportation and traffic challenges.

FACILITIES PLANNING: ***Darrell Brown/James Baker***

- **North Baton Rouge Hub** – CATS continues engagement activities with LSU and FTA Region VI headquarters regarding the startup authorization and process, with the preliminary environmental review statement (EIS), or categorical exclusion (CATEX) being the first step. **LSU is preparing a Cooperative Endeavor Agreement (CEA) for CATS to review. CATS plans to present the CEA to the Board at its April meetings.**
- **South Transit Hub** – OLOL Health District Infrastructure Committee met a few weeks ago hosted by Suzy Sonnier. OLOL has retained Perkins & Will Architects out of Atlanta Georgia to conduct a Master Plan study of the new Children's Hospital site. OLOL would like to meet with you and discuss transportation related issues and opportunities on Thursday, Oct 30th, 2pm; meanwhile, staff is exploring the installation of rider amenities at the temporary Mall of Louisiana hub.
- **East Baton Rouge Hub** –CATS is re-evaluating this and other potential sites in the **general** Cortana Mall area; the Planning Committee Board Chair will address this in his committee report; CATS meanwhile is pursuing via the City Parish Traffic Engineering office, immediate safety supported crosswalks as needed, especially for the current temporary transit hub located near the Wal-Mart area.
- **Downtown Hub** – discussions are underway for potential sites.

EXECUTED CONTRACTS: ***Bill Deville***

- No contracts $50,000 and under were executed.

CEO NOTES: ***Bill Deville or Executive Staff members:***

- **CATS Strategic Plan project** underway with CEO Vision Narrative, Operations, Capital, and Financial planning projects;
- **CATS 2017 Board Retreat** project underway and is planned for April 27th and 28th, led by Insight Strategies, in conjunction with CEO, Executive Staff, and Covalent.
- **CATS new Website project is underway, and the expected completion is the end of May 2017.**

FINANCE: ***Conner Burns***

- **Bus Financing**
  - The 2016 material audit is in process and will be presented to the Board upon completion

CATS Capital Projects Status Report:

Project:	Cortana Mall Area Transit Hub	North Baton Rouge Transit Hub/ LSU Urgent Care Area
Project Type	TBD	Off-street
Current Status	As an alternative to the Cortana Mall/ Virginia College location, management is evaluating the suitibility and acceptability of utilizing the DOTD right-of-way property situated at Florida and Airline as the transit hub site to serve the Cortana Mall vicinity.	Staff in discussions with LSU officials regarding the disposition of the property acquisition (purchase/lease).

Outstanding Issues:

- Communicate with DOTD officials to identify and address any outstanding issues associate with utilizing their public right-of-way property for the transit hub.
- Management needs to secure acceptance and approval for the development of Cortana Mall area transit hub.
- Secure City/Parish officials and surrounding stakeholders acceptance of the transit hub.

- Securing and determining the cost of the LSU property via purchase or lease.
- FTA grant approval subject to resolution of property acquisition issues and any environmental clearance requirements.

Project Schedule Durations:

Site Selection/Approval	3-6 Mons
Design/Contract Bid Award	8-12 Mons
Construction/Testing	12 Mons
Revenue Service	2018-19

Site Selection/Approval	3 Mons
Design/Contract Bid Award	9-12 Mons
Construction/Testing	12-15 Mons
Revenue Service	2018-19

Cortana Area Transit Hub Rendering

North BR Transit Hub Rendering

CATS Capital Projects Status Report:

	Medical District/OLOL Area Transit Hub	Downtown Transit Hub
Project:		
Project Type	Off-street	TBD
Current Status	Discussions with OLOL officials regarding the CATS's proposed coordination with the planned Children's Hospital development.	The prospect of constructing a downtown transit transfer center in conjunction with the development of the proposed second phase of the River Center parking garage is in question.

Outstanding Issues:

- Preliminary discussions with OLOL officials indicated they are open and receptive to the benefits of the transit hub development.
- Planned improvements for the Margaret Ann Ave. right-of-way offers opportunities for the cost-efficient construction and enhanced transit operations.
- The timing of the hub project is dependent on the construction schedule of Margaret Ann Ave improvements.

- The Mayor's office is evaluating the disposition of the second phase of the River Center garage.
- CATS management is exploring the suitibility and acceptibility of alternate locations that could effectively and efficiently accommodate the transit hub's operations.

Project Schedule Durations:

Site Selection/Approval	3-6 Mons	Site Selection/Approval	TBD
Design/Contract Bid Award	8-12 Mons	Design/Contract Bid Award	TBD
Construction/Testing	12-15 Mons	Construction/Testing	TBD
Revenue Service	TBD	Revenue Service	TBD

OLOL Planned Children's Hospital

CATS Capital Projects Status Report:

Project:	Administrative Office Facilities	Bus Rapid Transit (BRT) Development
Project Type	Facility Planning	Florida Bus Rapid Transit
Current Status	CATS needs to find suitable office facilities to accommodate its approximately 40 administrative staff. The current leased office facilities at 5700 Florida are not suitable requiring management to explore alternate accommodations.	The Florida BRT is envisioned as an expressed transit service along Florida Ave from downtown to Cortana Mall. Management proposes enhanced service with limited but enhanced transit stations served by new electric buses.

Outstanding Issues:

- Management negotiated a one year lease renewal for 5700 Florida.
- Management is entertaing other office leasing options. In addition to committing to a long term lease management is evaluating the feasibility of building new office facilities.
- Management has identify a building at 654 Main Street located at 7th Street whose facilities and lease terms warrant consideration.
- Management is conducing a cost-benefit analysis of several prospects including lease, purchase and building new facilities.

  Determine the move-in date.

Management is seeking a expedient manner for the procurement of the new electric buses

Management is awaiting approval of a DOTD grant for the funding of the transit amenities (including shelters, seating, lighting, passenger waiting areas, etc).

Project Schedule Durations:

Cost-Benefit Review	2-3 Mons
Board authorization	Mons
Lease / purchase closing	Mons
Build out Improvements	Mons
Move In	2018-19

654 Main Street @ 7th Street

FINANCIAL REPORT

For the Period Ended March 31, 2017

CATS GRANT BALANCES BY FPC CODE

As of April 10, 2017

Grant Number	FPC 00 Capital	FPC 02 Planning	FPC 04 OPS	FPC 06 Proj Admin	Subtotal	Encumbrance	Grant Balance Total	Grant Type	Total by Type
FAIN 2016-023	544,113				544,113	-544,113	0	**Buses**	**0**
2016 5339									
LA-37-X029	22,606			1,696	24,302		24,302		
2007 JARC - WtW									
LA-37-X033	8,458		111,538	33,651	153,647		153,647		
2008 JARC - WtW									
LA-37-X041				77,261	77,261		77,261		
2009 & 2010 JARC									
LA-37-X047				75,775	75,775		75,775	**JARC**	**330,985**
2011 & 2012 JARC									
LA-57-X012			134,024	46,661	180,685		180,685		
2007-2009 New Freedom									
LA-57-X043			312,057	34,672	346,729		346,729	**New Freedom**	**527,414**
2011-2012 New Freedom									
LA-90-X332	23,675				23,675		23,675		
2008 Formula									
LA-90-X404	30,538				30,538		30,538		
2013 Formula									
LA-90-x426	34,957				34,957		34,957		
2014 Formula									
LA-90-x437	465,908	16,667			482,575		482,575		
2015 Formula									
LA-90-x451	581,271	134,735			716,006	-94,359	621,647	**Formula**	1,193,392
2016 Formula									
LA-95-0003	1,181,063				1,181,063	-1,181,063	0		0
2013 CMAQ									
LA-95-x012			1,163,865		1,163,865		1,163,865	**CMAQ**	1,163,865
2016 CMAQ									
LA-95-0010	388,228				388,228	-64,943	323,285	**DOTD**	323,285
Bus Shelters									
BALANCES	3,280,817	151,402	1,721,484	269,716	5,423,419	-1,884,478	3,538,941		**3,538,941**

Operating: ECHO 17-16 for $559,932 CMAQ and ECHO 17-18 for $54,087 for JARC

Capital: ECHO 17-17 for $73,837 for Shelters and ECHO 17-19 for $26,045 for Security

Amounts not in obligation: 2015 - Hub/Transit Center - $650,000, Bus Washer - $50,000

Amounts not in obligation: 2016 - Hub/Transit Center - $800,000, Bus Washer - $75,000

Amounts not in obligation: 2017 - Electric Buses - $2,300,000

2017 - 5307 FTA Formula Grant - $5,780,000

2017 - 5339 FTA Formula Grant (Bus) - $556,000

CATS CAPITAL BUDGET

As Of: April 1, 2017

Project No.	Description		Status	Grant	Grant %	Completion Date	TOTALS Cost	Grant	Local
117-A	Shelters 6		In Progress	LA-90-0404	80%	*Q1-Q4 2017*	37,923	30,338	7,585
117-B	Shelters - 2017		In Progress	Formula Grants	80%	*Q1-Q4 2017*	62,500	50,000	12,500
119	Shelters 8 - State Enhancement		In Progress	LA-95-X010	80%	*Q1-Q4 2017*	485,360	388,288	97,072
120	HVAC & Rehab Terminal		In Progress	Local	0%	*Q1 2018*	500,000	-	500,000
130-A	Bus - 2017 (2) - $421,780		In Progress	Formula Grants	85%	*Q2 2017*	843,560	717,026	126,534
130-B	Electric Bus		In Progress	2017 CMAQ	85%	*Q3 2017*	2,705,882	2,300,000	405,882
130-C	Bus - 2017 (10) - $421,780		In Progress	2016 5339	85%	*Q1 2017*	667,000	544,113	122,887
131	Bus - 2018 (12) - $425,998		In Planning	Formula Grants	85%	*Q1 2018*	5,111,976	4,345,180	766,796
132	Bus - 2019 (12) - $430,258		In Planning	Formula Grants	85%	*Q1 2019*	5,163,096	4,388,632	774,464
133	Bus - 2020 (12) - $434,560		In Planning	Formula Grants	85%	*Q1 2020*	5,214,724	4,432,515	782,209
135	Utility Vehicles - 2017 Model (5) - $21,500		In Planning	Local	0%	*Q3 2017*	107,500	-	107,500
136	Utility Vehicles -2018 (6) - $22,725		In Planning	Formula Grants	0%	*Q4 2018*	136,350	-	136,350
137	Utility Vehicles -2019 (6) - $23,878		In Planning	Formula Grants	0%	*Q4 2019*	143,268	-	143,268
139	ADA Vans -2017 (1) - $102,435		In Planning	Formula Grants	85%	*Q3 2017*	102,435	87,070	15,365
140	ADA Vans -2018 (4) - $105,000		In Planning	Formula Grants	85%	*Q3 2018*	420,000	357,000	63,000
141	ADA Vans -2019 (4) - $107,600		In Planning	Formula Grants	85%	*Q3 2019*	430,400	365,840	64,560
142	ADA Vans -2020 (4) - $110,300		In Planning	Formula Grants	85%	*Q3 2020*	441,200	375,020	66,180
143-A	IT - Transit Software - Phase One		In Planning	Formula Grants	80%	*Q1-Q4 2017*	350,000	280,000	70,000
143-B	IT - Transit Software - Phase Two		In Planning	Formula Grants	80%	*Q1-Q4 2018*	200,000	160,000	40,000
145	Bus Washers		In Planning	Formula Grants	80%	*Q4 2017*	220,000	176,000	44,000
147-A	Transit Hub/Transit Center - Phase One		In Planning	Formula Grants	80%	*Q1-Q4 2017*	1,989,560	1,591,648	397,912
147-B	Transit Hub/Transit Center - Phase Two		In Planning	Formula Grants	80%	*Q1-Q4 2017*	275,440	220,352	55,088
149	Facilities Equipment		In Planning	Local	0%	*Q1-Q4 2017*	27,500	-	27,500
152	Computer Hardware	Elec	In Planning	Local	0%	*Q1-Q4 2017*	150,000	-	150,000
154	AVL Equip (5) spares ea	Elec	In Planning	Formula Grants	80%	*Q3 2017*	94,990	-	18,998
155	Replacement Fareboxes (6)	Elec	In Planning		80%	*Q4 2017*	109,710	-	21,942
156	Computers	Elec	In Planning	Local	0%	*Q1-Q4 2017*	80,442	-	80,442
157	Camera Monitor	Elec	In Planning	Local	0%	*Q2 2017*	90,000	-	90,000
158	Laserfiche	IT	In Planning	Local	0%	*Q2 2017*	27,228	-	27,228
159	Card access and security	IT	In Planning	Local	0%	*Q3 2017*	20,144	-	20,144
162	Genfare Boxes - 16		TBD	Formula Grants	80%	*Q4 2018*	220,000	176,000	44,000

CATS - CAPITAL EXPENDITURE BUDGET - SHORT TERM

As Of: April 1, 2017

Project No.	Description	Status	Grant	Grant %	Completion Date	TOTALS Cost	Grant	Local
117-A	Shelters 6	In Progress	LA-90-0404	80%	*Q1-Q4 2017*	37,923	30,338	7,585
119	Shelters 8 - State Enhancement	In Progress	LA-95-X010	80%	*Q1-Q4 2017*	485,360	388,288	97,072
120	HVAC & Rehab Terminal	In Progress	Local	0%	*Q1 2018*	500,000	-	500,000
130-A	Bus - 2017 (2) - $421,780	In Progress	Formula Grants	85%	*Q2 2017*	843,560	717,026	126,534
130-B	Electric Bus	In Progress	2017 CMAQ	85%	*Q3 2017*	2,705,882	2,300,000	405,882
130-C	Bus - 2017 (10) - $421,780	In Progress	2016 5339	85%	*Q1 2017*	667,000	544,113	122,887
139	ADA Vans -2017 (1) - $102,435	In Planning	Formula Grants	85%	*Q3 2017*	102,435	87,070	15,365
143-A	IT - Transit Software - Phase One	In Planning	Formula Grants	80%	*Q1-Q4 2017*	350,000	280,000	70,000
143-B	IT - Transit Software - Phase Two	In Planning	Formula Grants	80%	*Q1-Q4 2018*	200,000	160,000	40,000
145	Bus Washers	In Planning	Formula Grants	80%	*Q4 2017*	220,000	176,000	44,000
147-B	Transit Hub/Transit Center - Phase Tw	In Planning	Formula Grants	80%	*Q1-Q4 2017*	275,440	220,352	55,088
149	Facilities Equipment	In Planning	Local	0%	*Q1-Q4 2017*	27,500	-	27,500
152	Computer Hardware	In Planning	Local	0%	*Q1-Q4 2017*	150,000	-	150,000
154	AVL Equip (5) spares ea	In Planning	Formula Grants	80%	*Q3 2017*	94,990	-	18,998
155	Replacement Fareboxes (6)	In Planning		80%	*Q4 2017*	109,710	-	21,942
156	Computers	In Planning	Local	0%	*Q1-Q4 2017*	80,442	-	80,442
157	Camera Monitor	In Planning	Local	0%	*Q2 2017*	90,000	-	90,000
158	Laserfiche	In Planning	Local	0%	*Q2 2017*	27,228	-	27,228
161	Card access and security	In Planning	Local	0%	*Q2 2017*	-	-	-
162	Genfare Boxes - 16	TBD	Formula Grants	80%	*Q4 2018*	220,000	176,000	44,000

CAPITAL AREA TRANSIT SYSTEM
Balance Sheet
As of March 31, 2017

ASSETS	Note	12/31/16	03/31/17
Current Assets:			
Cash and Cash Equivalents	*i*	$ 73,037	$ 9,787,020
Accounts Receivable		249,968	320,876
Due from Governments	*ii*	251,724	121,899
Inventory		587,295	465,348
Prepaid Expenses and Other Assets		3	24,981
Total Current Assets		1,654,876	11,212,973
Restricted Assets:			
Cash and Cash Equivalents		3,257,415	3,300,666
Total Restricted Assets		3,257,415	3,300,666
Net Pension Asset, Long-Term		1,183,443	1,183,443
Equipment, Net		18,266,072	21,135,615
Total Assets		$ 24,361,806	$ 36,832,697

LIABILITIES AND NET ASSETS			
Current Liabilities:			
Note Payable	*iv*	$ -	$ 100,000
Accounts Payable and Accrued Expenses	*iii*	5,839,467	2,374,276
Accrued Compensated Absences		244,124	244,124
Claims Payable and Related Liabilities		614,241	614,241
Capital Lease Payable		-	-
Red River - RAN Loan		-	-
Total Current Liabilities		6,697,832	3,332,641
Long-Term Liabilities:			
Note Payable, Less Current Portion	*iv*	100,000	-
Accrued Compensated Absences, Less Current Portion		366,186	366,186
Claims Payable and Related Liabilities, Less Current Portion		2,643,037	2,643,037
Capital Lease Payable, Less Current Portion		-	-
Total Long-Term Liabilities		3,109,223	3,009,223
Total Liabilities		9,807,055	6,341,864
Net Assets:			
Investments in Capital Assets, Net of Related Debt		18,266,072	21,135,615
Restricted Cash and Cash Equivalents		3,257,415	3,300,666
Unrestricted		(6,968,736)	6,054,552
Total Net Assets		14,554,751	30,490,833
Total Liabilities and Net Assets		$ 24,361,806	$ 36,832,697

i - Year to Date tax monies: $15,752,618 received. $6,848,643, including RAN loan repayment and reserve replinish.

ii - Includes monthly accruals of federal, city and parish including hotel motel tax.

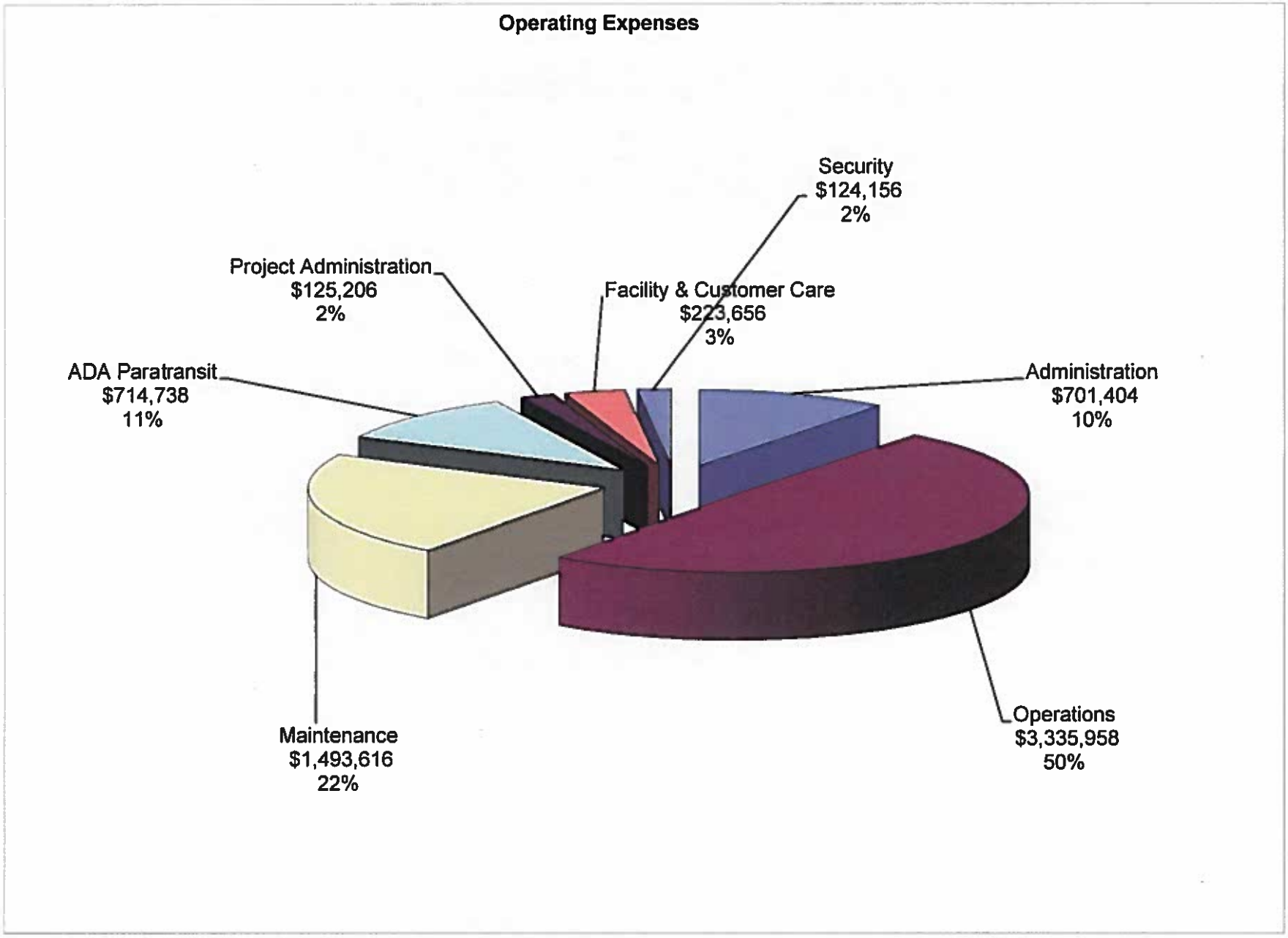
iii - A/P of $1,845,581 includes Reliant, health ins. and fuel. $336,547 in accrued wages. $192,148 in accued liabilities.

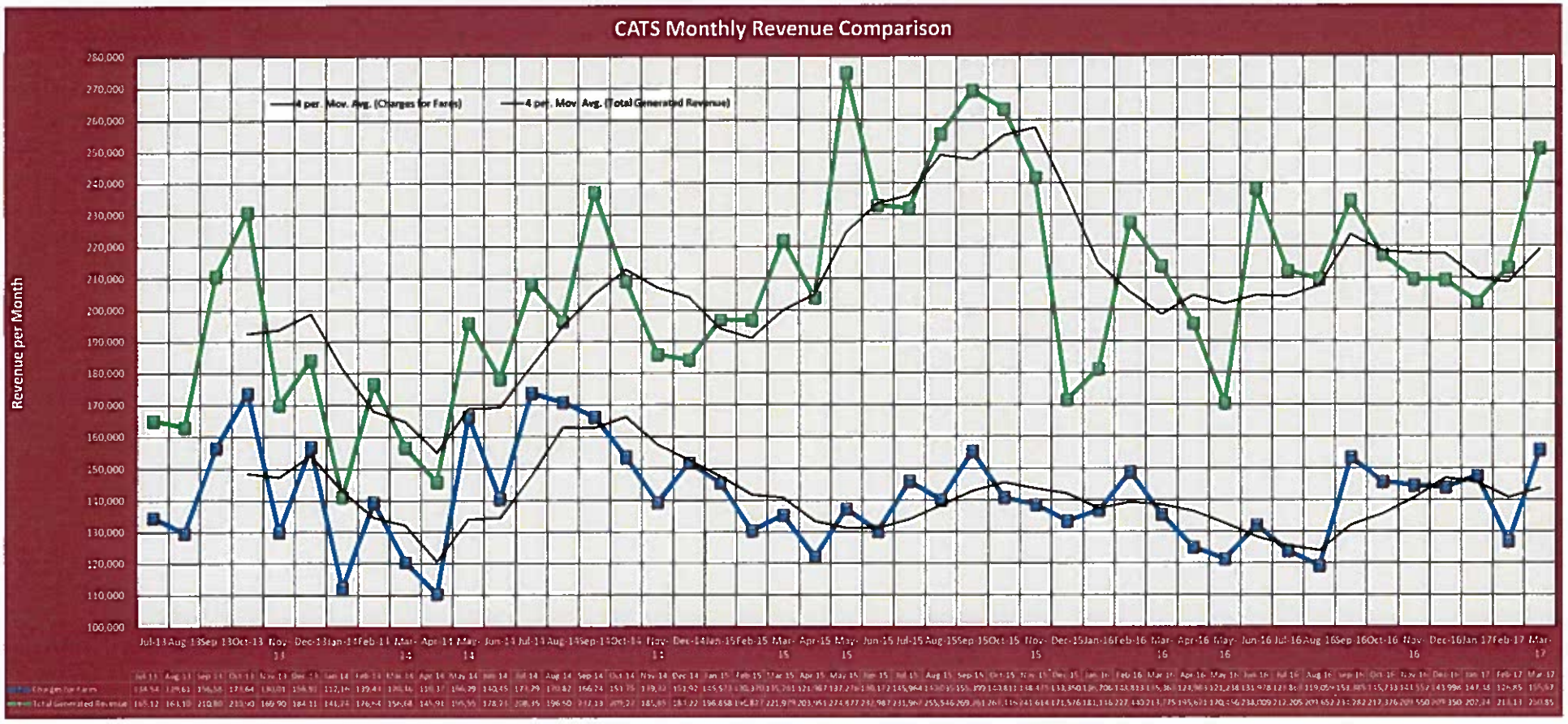
iv - Housing Financing Authority - Final Payment in April 2017

CAPITAL AREA TRANSIT SYSTEM
Statement of Operating Budget vs. Actual
For the Period Ended March 31, 2017

		Approved Budget	Current Month			Year To Date		
			Actual	Budget	Variance	Actual	Budget	Variance
Operating Revenues								
Customer Revenue - Fares	i	1,680,000	155,674	140,000	15,674	430,013	420,000	10,013
Customer Revenue - Contract		350,000	38,045	29,167	8,878	91,301	87,500	3,801
Customer Revenue - Special Events		-	-	-	-	-	-	-
Customer Revenue - Medicaid		320,000	-	26,667	(26,667)	-	80,000	(80,000)
Customer Revenue - ADA		110,000	8,508	9,167	(659)	25,264	27,500	(2,236)
Advertising Revenue		425,000	43,574	35,417	8,157	88,074	106,248	(18,174)
Chartered Transportation Revenue		6,000	2,770	500	2,270	3,966	1,500	2,466
Miscellaneous Revenue (Expense)	i	25,000	579	2,083	(1,504)	25,004	6,250	18,754
Interest Income		10,000	1,707	833	874	2,621	2,500	121
Total Operating Revenues		**2,926,000**	**250,857**	**243,834**	**7,023**	**666,243**	**731,498**	**(65,255)**
Governmental Revenues								
Federal Operating Subsidies								
CMAQ - Electric Buses		2,300,000	-	191,667	(191,667)	-	575,000	(575,000)
CMAQ - Operating		1,316,272	559,932	109,689	450,243	559,932	329,068	230,864
ADA - Paratransit		-	-	-	-	-	-	-
Project Administration		-	-	-	-	-	-	-
JARC/New Freedom		361,877	54,087	30,156	23,931	54,087	90,469	(36,382)
Planning		140,000	-	11,667	(11,667)	-	35,000	(35,000)
Other Formula		3,641,377	-	303,448	(303,448)	-	910,344	(910,344)
Preventive Maintenance		3,650,000	-	304,167	(304,167)	-	912,500	(912,500)
	i	11,409,526	614,019	950,794	(336,775)	614,019	2,852,381	(2,238,362)
Hotel/Motel Tax		1,150,000	100,000	95,833	4,167	300,000	287,500	12,500
Parish Transportation Fund		751,000	62,583	62,583	-	187,750	187,750	-
City-Parish General Fund		-	-	-	-	-	-	-
Property Tax Revenue	ii	16,000,000	3,446,748	1,333,333	2,113,415	6,848,643	4,000,000	2,848,643
Governmental Revenues		**29,310,526**	**4,223,350**	**2,442,543**	**1,780,807**	**7,950,412**	**7,327,631**	**622,781**
Total Sources of Funds		**32,236,526**	**4,474,207**	**2,686,377**	**1,787,830**	**8,616,655**	**8,059,129**	**557,526**
Operating Expenses								
Administration		2,915,628	193,665	242,969	(49,304)	706,960	728,907	(21,947)
Operations		15,527,167	1,049,302	1,293,931	(244,629)	3,335,958	3,881,792	(545,834)
Maintenance		6,604,839	511,575	550,403	(38,828)	1,493,616	1,651,210	(157,594)
ADA Paratransit		2,979,306	243,990	248,276	(4,286)	714,738	744,827	(30,089)
Project Administration		441,492	40,612	36,791	3,821	125,206	110,373	14,833
Facility & Customer Care		1,108,998	75,276	92,417	(17,141)	223,656	277,250	(53,594)
Security		574,740	37,070	47,895	(10,825)	124,156	143,685	(19,529)
Total Direct Operating Expenses	iii	**30,152,170**	**2,151,490**	**2,512,682**	**(361,192)**	**6,724,290**	**7,538,044**	**(813,754)**
Net Operating Balance		**2,084,356**	**2,322,717**	**173,695**	**2,149,022**	**1,892,365**	**521,085**	**1,371,280**
Capital Funds Expended								
Total Expended		8,008,053	124,854	667,338	(542,484)	3,499,096	2,002,013	1,497,083
Less: Federal Contributions		(6,296,697)	(99,882)	(524,725)	424,843	(2,917,987)	(1,574,174)	(1,343,813)
Total Local Funds Expended		1,711,356	24,972	142,613	(117,641)	581,109	427,839	153,270
Local Funds Expended For:								
Capital Lease Payments		123,000	-	10,250	(10,250)	-	30,750	(30,750)
Other Capital Additions		1,961,356	24,972	163,445	(138,473)	581,109	490,337	90,772
Total Capital Funds Expended		**2,084,356**	**24,972**	**173,695**	**(148,723)**	**581,109**	**521,087**	**60,022**
Total Uses of Funds		**32,236,526**	**2,176,462**	**2,686,377**	**(509,915)**	**7,305,399**	**8,059,131**	**(753,732)**
NET BALANCE	iv	**-**	**2,297,745**	**-**	**2,297,745**	**1,311,257**	**-**	**1,311,258**

i - Monthly revenues calculated based on straightline budgeting across year.
i - Second Injury fund reimbursement.
i - Consists of Operating and Capital draws from Federal Grants
ii - $3,426,143 collected in property taxes for current month.
iii- Expenses under budget for month and YTD.
iv - Surplus due to governmental operating draws & RAN Repayment.


Operating Expenses
Security
$124,156
2%
Project Administration
$125,206
2%
Facility & Customer Care
$223,656
3%
ADA Paratransit
$714,738
11%
Administration
$701,404
10%
Maintenance
$1,493,616
22%
Operations
$3,335,958
50%


CATS Monthly Revenue Comparison
Revenue per Month
4 per. Mov. Avg. (Charges for Fares)
4 per. Mov. Avg. (Total Generated Revenue)
280,000
270,000
260,000
250,000
240,000
230,000
220,000
210,000
200,000
190,000
180,000
170,000
160,000
150,000
140,000
130,000
120,000
110,000
100,000

MEETING OF THE
FINANCE AND EXECUTIVE COMMITTEE
BOARD OF COMMISSIONERS
CAPITAL AREA TRANSIT SYSTEM AND
PUBLIC TRANSPORTATION COMMISSIONS
APRIL 13, 2017
Fifth Floor Conference Room
5700 Florida Boulevard

MINUTES

The Finance and Executive Committee met on Thursday, April 13, 2017, at 10:30 a.m. Present at the meeting were members Jim Brandt and Linda Perkins. Also present were Bill Deville, Conner Burns, and members of CATS staff. As there was no quorum, no action was taken at the meeting.

I. Call to order and establishment of quorum

Mr. Brandt welcomed those assembled and called the meeting to order.

Mr. Deville introduced two new hires: Mr. Rod Goldman, Chief Operating Officer and Ms. Trina Bowie, Human Resources Director. Mr. Goldman brings nearly thirty years' experience to CATS in operations and has worked previously with CATS as a subcontractor through MV. He worked with the agency on the system expansion in 2014. Ms. Bowie has spent twenty years in Human Resources and has worked in various industries and with various corporations. Mr. Deville shared his enthusiasm for the new additions to the CATS staff and noted they will bring a wealth of knowledge and expertise to their respective areas of the agency.

II. President's Announcements

Mr. Brandt shared that the appointment of a new CATS board member was delayed as a result of the abrupt ending to the Metro Council meeting the previous afternoon and noted that the appointment will be made in two weeks at the next meeting. The

final board member, the replacement for Ms. Collins-Lewis, will be appointed in June.

Mr. Brandt reminded those assembled that the board retreat is scheduled for April 27-28 and will be primarily focused on the development of the strategic plan.

III. CEO Report

Mr. Deville noted that he would be giving an abbreviated report as he and several staff members have been participating in a strategic planning workshop the last three days.

He noted that the service enhancement plan is in progress and will be presented to the public for consideration soon.

Mr. Deville shared that he has been invited to participate in a transportation summit hosted by Mayor-President Broome on April 25th.

IV. Review of financial statements

Mr. Burns noted the grant balance is $3,538,941. The tax monies received year-to-date is $15,752,618, and the amount expended is $6,848,643.

The total operating revenue for March was $250,857, the total government revenues were $4,223,350, for a total source of funds of $4,474,207. The total direct operating expenses were $2,151,490.

The operating expenses for March were allocated as follows: Operations – 50%, Maintenance – 22%, ADA Paratransit – 11%, Project Administration – 2%, Customer Care and Facilities – 3%, Security – 2%, and Administration – 10%.

Mr. Burns noted that the new procedures for collection of terminal funds began in March.

V. Recommend authorizing CATS staff to proceed with process for 2017 service enhancement plan

It was noted that this is an item for discussion only, and that no action is required.

Mr. Deville shared that CATS staff has put together a proposal for route enhancements and reallocations to take effect in 2017. The proposal will be presented to the public and stakeholders for input and brought to the board for approval. Once the board approves the plan, it will be sent to the Metro Council for final approval before implementation.

After some discussion, it was decided to extend the process by one month to ensure all involved had ample opportunity to review the proposal.

VI. Recommend adding Roderick Goldman as signatory for all Whitney/Hancock Bank accounts

As there was no quorum, this item will be considered at the board meeting.

VII. Recommend authorization for the CEO to declare computer equipment as surplus

As there was no quorum, this item will be considered at the board meeting.

VIII. Recommend adoption of the 2016 Louisiana Compliance Questionnaire and authorization for Board officers to execute the Compliance Questionnaire

As there was no quorum, this item will be considered at the board meeting.

IX. Recommend authorizing the purchase of real property located on Airline Highway from Louisiana State University and the State of Louisiana and authorizing the Board President to execute all documents required to purchase the property

As there was no quorum, this item will be considered at the board meeting.

X. Adopt and levy the ad valorem tax millage rate of 10.6 mills for the City of Baton Rouge for the year 2017

As there was no quorum, this item will be considered at the board meeting.

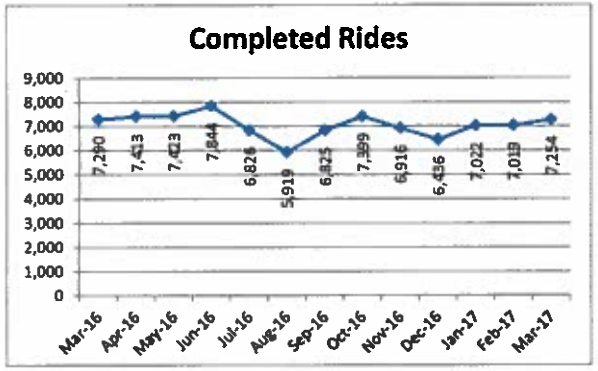
XI. Adopt and levy the ad valorem tax millage rate of 10.6 mills for the City of Baker for the year 2017

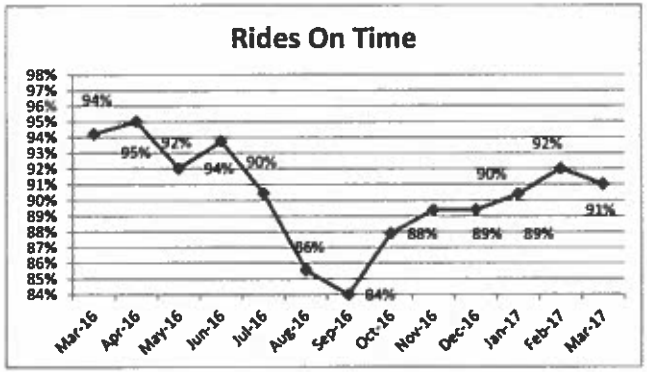
As there was no quorum, this item will be considered at the board meeting.

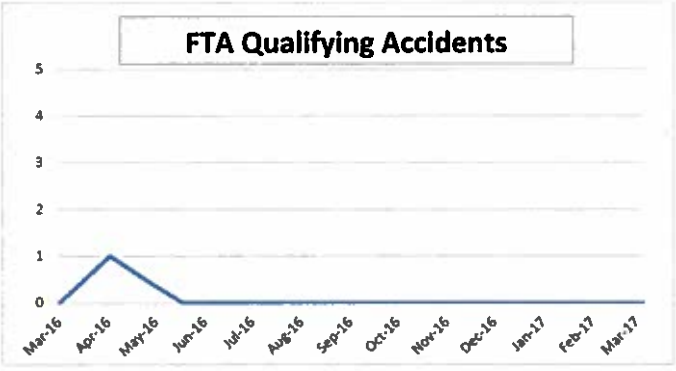
X. Adjourn

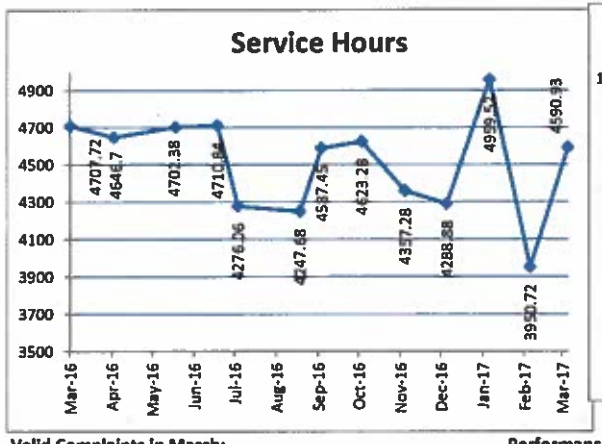
There being no further business, the meeting adjourned.

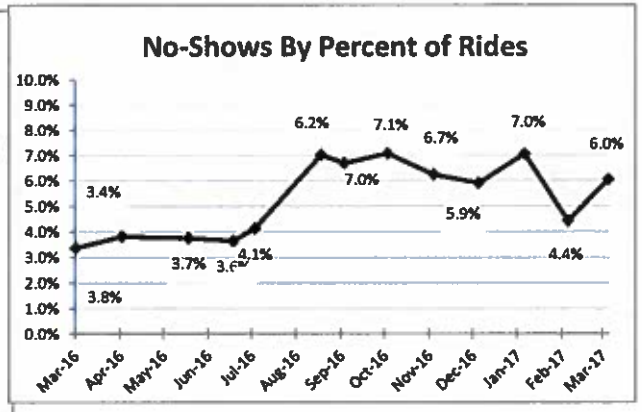
Mar-17

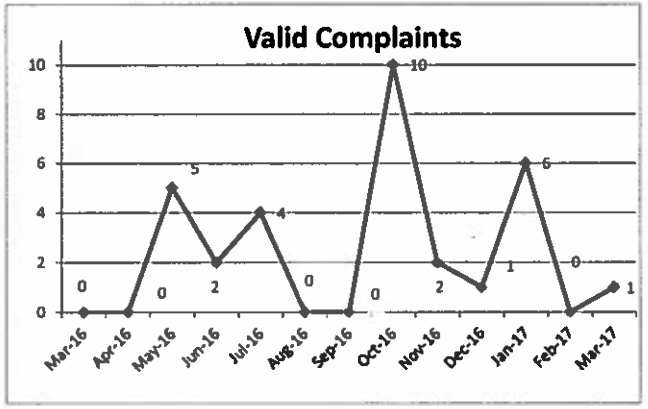












Valid Complaints In March: _____ Performance 1 Customer Service _____ Safety

Total Complaints: 2

GENFARE PASSENGER TRIP STATISTICAL COUNTS MARCH 2017

PASSENGERS	FACTORS	GENFARE	MONTH	YTD
FULL FARE PASSENGERS	1.0	31,326	31,326	92,393
TRANSFERS	1.0	52,275	52,275	149,741
SOUTHERN CAMPUS ROUTES	1.0	4,504	4,504	10,795
LSU CATS ROUTES	1.0	15,890	15,890	44,187
SU CATS ROUTES	1.0	6,826	6,826	19,943
VIRGINIA COLLEGE ROUTES	1.0	2,050	2,050	5,924
BRCC ROUTES	1.0	4,230	4,230	11,002
REMINGTON COLLEGE ROUTES	1.0	369	369	955
TROLLEY ROUTES* (1 Trolley)	1.0	0	0	57
ELDERLY AND HANDICAPPED	1.0	28,841	28,841	80,11
HIGH SCHOOL STUDENT	1.0	1,693	1,693	4,390
CHILDREN UNDER 5	1.0	3,000	3,000	9,710
24 HOUR PASS	1.0	12,261	12,261	35,268
CATS WEEKDAY BUS PASSES	1.0	32,115	32,115	91,908
CATS WEEKEND BUS PASSES	1.0	17,930	17,930	58,039
1-RIDE PASS ADULT	1.0	685	685	2,060
1-RIDE PASS SENIOR	1.0	1,143	1,143	1,746
7-DAY PASS	1.0	4,364	4,364	13,525
31-DAY PASS	1.0	10,556	10,556	31,173
15-RIDE SENIOR PASS	1.0	3,398	3,398	9,844
15-RIDE ADULT PASS	1.0	771	771	2,261
Fare box Trip Adjustments YTD	1.0			
TOTAL PASSENGERS			**234,227**	**675,038**

TRIPS BY ROUTES MARCH 2017

Route Name	Route Number	RIDERSHIP	REVENUE	MILEAGE	TIME
Gus Young/BRCC	8	16,313	$9,429.66	2,353	263.40
Scenic Hwy/Southern	10	7,124	$3,278.44	10,895	873.02
Northside Circulator	11	5,240	$3,507.70	9,826	776.19
Government/Jefferson	12	10,152	$4,391.72	4,185	1,187.95
Thomas Delpit	14	4,263	$2,448.91	3,643	99.80
Capitol Park Trolley	16	0	$0.00	91	108.79
Perkins Rd/Mall of LA	17	13,597	$7,484.55	13,837	1,095.30
LSU/Cortana Mall	18	6,914	$3,778.11	4,683	949.79
North Acadian	20	13,932	$8,112.01	12,087	990.35
Fairfield/Cortana Mall	21	15	$2.00	3,967	587.14
Winbourne	22	0	$0.00	5,381	952.70
Foster Drive	23	0	$0.00	10,527	994.17
Plank Road	41	23,876	$13,601.59	14,418	1,307.91
Florida Blvd	44	37,386	$17,460.89	6,186	1,487.71
Gardere/OLOL	46	27	$3.70	9,760	729.68
Highland Road	47	57,001	$30,314.31	19,253	1,821.31
Glen Oaks/Greendale	50	0	$0.00	2,588	259.86
Baker Circulator	52	1,776	$1,226.34	3,013	800.34
Airline HwyNorth/SUBR	54	0	$0.00	15,269	1,236.83
East Florida/BREC	55	0	$0.00	4,464	355.29
Mall to Mall via Drusilla	56	12	$10.10	9,845	842.45
Sherwood Forest	57	15,764	$11,040.29	10,176	1,064.56
Coursey/O'Neal	58	8,657	$5,558.33	10,838	789.46
East Florida/O'Neal	59	484	$310.41	7,268	543.84
Medical Circulator	60	858	$427.69	3,255	293.59
Baker/Southern Univ/ CATS Terminal	70	0	$0.00	10,129	727.67
Florida Limited	72	6,332	$2,164.97	11,769	556.18
Airport Express	103	0	$0.00	4,652	386.16
Southern University	80	4,504	$0.00	2,643	239.90
Total		234,227	$124,551.72	227,001	22,321.34

Route YTD for 2017(Includes all Ridership Activity)														
PASSENGER TRIPS	**January**	**February**	**March**	**April**	**May**	**June**	**July**	**August**	**September**	**October**	**November**	**December**	**Total**	**%**
													0	0.00%
SU	2,764	3,527	4,504										10,795	1.60%
Gus Young/BRCC	15,539	16,935	16,313										48,787	7.23%
Scenic Hwy/Southern	6,273	6,752	7,124										20,149	2.98%
Northside Circulator	5,624	5,673	5,240										16,537	2.45%
Government/Jefferson	9,924	9,321	10,152										29,397	4.35%
Thomas Delpit	4,172	4,207	4,263										12,642	1.87%
Capitol Park Trolley	10	47	0										57	0.01%
Perkins Rd/Mall of LA	13,114	12,961	13,597										39,672	5.88%
LSU/Cortana Mall	6,412	6,522	6,914										19,848	2.94%
North Acadian	13,653	13,408	13,932										40,993	6.07%
Fairfield/Cortana Mall	4	4	15										23	0.00%
Winbourne	0	0	0										0	0.00%
Foster Drive	0	0	0										0	0.00%
Plank Road	22,579	23,082	23,876										69,537	10.30%
Florida Blvd	33,603	34,869	37,386										105,858	15.68%
Gardere/OLOL/L'auberge	33	29	27										89	0.01%
Highland Road	51,624	55,246	57,001										163,871	24.28%
Glen Oaks/Greendale	0	0	0										0	0.00%
Baker Circulator	1,672	1,731	1,776										5,179	0.77%
Airline HwyNorth/SUBR	291	0	0										291	0.04%
East Florida/BREC	0	0	0										0	0.00%
Mall to Mall via Drusilla	153	19	12										184	0.03%
Sherwood Forest	13,665	14,636	15,764										44,065	6.53%
Coursey/O'Neal	8,786	8,237	8,657										25,680	3.80%
East Florida/O'Neal	432	582	484										1,498	0.22%
Medical Circulator	855	945	858										2,658	0.39%
Baker/Southern Univ/ CATS Terminal	0	0	0										0	0.00%
Florida Limited	5,366	5,490	6,332										17,188	2.55%
Airport Express	4	36	0										40	0.01%
Genfare Adjustment													0	0.00%
TOTAL UNLINKED TRIPS	216,552	224,259	234,227	0	0	0	0	0	0	0	0	0	675,038	100.00%
Elderly & Disabled Rides per Month	28,903	29,416	33,382										91,701	
E & D Rides Per Day	932	1,051	1,077	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	1,019	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	
Number of Weekdays	22	20	23										65	
Number of Saturdays	4	4	4										12	
Number of Sundays	5	4	4										13	
Emergency Days													0	
Total days	31	28	31	0	0	0	0	0	0	0	0	0	90	
	New Years	Mardi Gras		Good Friday	Memorial Day		Independence Day		Labor Day		Veteran's Day	Christmas		
	MLK										Thanksgiving			

CATS Procurement Listing for CATS Board

DATE: Apr 18, 2017 | **Action Item needs Board Approval now** | **Projects Pending Board Action within next 2 to 3 months**

Description	Contr Type	Vendor Name	Amt	Start Date	End Date	Board Approved	Services/ Product Provided	Notes / Comments
A								
Adjuster Claims **Fleet Liability & Worker Comp**	Service RFP	**Baton Rouge Brown Claims Adjuster Services**	Refer to updated Hourly Rates for renewal period 9/1/16 thru 8/31/17	09/01/10	8/31/17	Board Approved Renewal through 8/31/17	Board Approved renewal period of 9/1/16 to 8/31/17 *(original 5 year contract for Adjustor Claim Services, Investigations, Fleet Liability and Workers Comp claims).*	**9/9/16 – Contract renewal finalized. 8/30/16 –** CATS Board approved renewal of contract. **8/11/16** – CATS F&E approved renewal of contract. Due to time constraints, gathering info. and developing a new SOW, CATS determined it is in the best interest to renew contract until 8/31/17. LA Public Bid Laws does not require a solicitation process on service contracts. There are no FTA funds in this project. **8/13/15 Approved for a 6th contract year. 7/15/15** - Contract in its final renewal term.
Audit Services (external) **For CATS & Pension**	External Audit Contract Services RFP	**LaPorte, CPA**	Annual price **$22,000** CATS Pension **$6,500**	start date 1/1/14 for 1st year. 2nd & 3rd year approved by Board	5 year contract with 4 one year renewal options	**Approved CYE audit periods for 2015 & 2016 on 1/20/15**	External Audit contract services for CATS and CATS Pension	**3/16/15 –** Contract complete. Sent finalized contract to LaPorte. 1/20/15 – board approved a 2 year renewal for CYE 2015 & 2016. Services reviewed by CFO and recommended to renew contract for 2 years.
F								
Financing Bus Financing Lease Purchase (10 Gillig Buses)	RFP Bus financing for 7 years through 2024	**Banc of America Public Capital Corp** (Scottsdale, Arizona)	Finance 10 Gillig Diesel Buses for 7 years.	Apr 2017	Oct 2024	**Board approved 3/21/17.**	Capital Bus Lease/Purchase Financing to Finance 10 Gillig Buses to be repaid over a 7 year period. Total Cost: **$4,217,800** 2 payments of $328,137 per year = $656,273 per year.	**3/21/17 –** Board approved financing of 10 Gillig buses. 3/21/17 Needs Board Approval – 3/16/17 - F&E approved item to move to full board for approval. Financing is for 10 Gillig Buses. **2/8/17 –** RFP solicited to multiple financial institutions. Proposals due back 3/2/17. Inquiries due here by 2/20/17 with our responses out via Addendum on 2/23/17.
Fuel Diesel and Gasoline *Next renewal due 4/1/18 C-P Contract*	RFP by City Parish	**FuelTrac** via City Parish solicitation. Contract for Diesel and Gasoline	**Oil Price Info Serv OPIS +** $ 0.039 adm fee + tax = price per gal (ppg)	11/01/14 C-P Metro Council approved award to FuelTrac on 8/13/14	Current 2 year contr w/5 one year renewals available thru 2021	**Board Approved for one year 4/1/2017 thru 3/31/2018**	City Parish included CATS in 2014 fuel solicitation as a separate entity to participate in the fuel dispensing system.	**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. **2/20/17 –** Requested copy of renewal between the C-P and FuelTrac and CATS annual usage report for CYE 12/31/16. After the CP approves renewal we will process through CATS board. **5/5/16 –** Contract renewal signed and complete. Start next renewal process **1/31/17. 4/19/16 –** FuelTrac contract was approved for a one year renewal thru March 31, 2017. The City Parish will include CATS in future renewals. 10/13/14 C-P contract final. 9/16/14
L								
Legal Services *Contract is thru 5/18/2019*	Consult Legal Services	**Lindsay & Abadie, APLC**	Monthly Retainer Fee + hourly rates apply.	5/19/16	5/18/19	**Board Approved 5/17/16**	**Three (3) year Legal Services Contract Approved by CATS board on 5/17/16**	**9/30/16 – contract finalized. 9/19/16 –** Creighton submitted a final change in contract for us to review & approve before signing renewal. **5/17/16 – Legal contract approved by Board. 5/12/16 – F&E is recommending board approval of a new contract with Lindsay & Abadie. 5/6/16** - A new multi-year contract is being negotiated between CATS & Lindsay & Abadie. **4/18/16** – a one month contract extension was approved by CATS board thru 5/19/16

CATS Procurement Listing for CATS Board

DATE: Apr 18, 2017 | **Action Item needs Board Approval now** | **Projects Pending Board Action within next 2 to 3 months**

Description	Contr Type	Vendor Name	Amt	Start Date	End Date	Board Approved	Services/ Product Provided	Notes / Comments
M								
Maintenance Oil Related Products	Material Supplies ITB	N/A	Need Re-Bid	Anti- Freeze		Board approved 1/17/17	Purchase and Delivery of Oil Related Products	**1/17/17** – Board approved new bid awards. **1/12/17**–F&E approved to go to full board approval. **1/10/17** – **Sun Coast Oil** was the lowest responsive and responsible bidder for - Gear Oil, Motor Oil, Transmission Fluid & Wheel Grease. **Miguez Fuel** for - Hydraulic Turbine Oil and Diesel Exhaust Fluid.
		Sun Coast	$6.95 per gal	Gear Oil				
		Miguez Fuel	$6.09 per gal	Hydraulic Turbine Oil				
		Sun Coast	$5.75 per gal	Motor Oil				
		Sun Coast Miguez Fuel Sun Coast	$2.80 per LB $1.20 per gal $19.88 per gal	Wheel Grease Diesel Exhaust Fluid				
P								
Paratransit Services (ADA)	Services RFP	**Reliant Transportation**	+$1.5M			**RFP pending**	ADA Paratransit Services (contract service provider)	3/21/17 – Board approved to amend the contract with increased rates. Awaiting new Scope of Work (SOW) for a new RFP. Feb 2017 - CAO and ADA Coordinator gathering information for new RFP.
Public Relations Communications Contract *start renewal 6/17*	Consult Services RFP	**Covalent Logic, LLC**	hourly rates Annual Budget $118,500	9/1/15	8/31/17 Contract for one w/3 one year renew options	Board approved renewal contract for one year thru 8/31/17 and increase max contract limit to $118,500.	Communications Services for Public Relations, Marketing, Graphic Designs, Crisis Management & Media Planning. **5/17/16** Board Approved to increase contract by $6,000 or a total of $66,000	**9/1/16 – Contract finalized. 8/30/16** CATS Board approved one year renewal through 8/31/17 and raised the maximum limit to $118,500 annually. **8/11/16 - F&E approved to move to full board for approval. 5/17/16 –** Board approved adding $16,000 to current PR contract with Covalent. Contract amt. is: $66,000 thru 8/31/16. **5/12/16** - F&E is recommending increasing the contract by $16,000 through 8/31/16. 9/1/15 - Contract finalized. 8/16/15 - Board Approved.. 7/29/15 – Through a proposal review process, the PEC selected Covalent Logic.
S								
Security Guard Services Current Contract is 3 years thru 1/1/2019	RFP Services	Weiser Security Services, Inc.	$232,611 annual cost	1/1/16 3 year contract with 2 one year renewal	12/31/19	Pending Board Approval	24 /7 Security Guard Services at CATS 2250 Florida Blvd. location.	**1/15/16 – Security contract finalized. Service began.** 12/15/15 – Recommend contract award to Weiser Security firm. 11/13/15 CATS received 2 security guard proposals which are currently being prepared for the proposal evaluation committee (PEC). 10/29/15 No questions received. 10/13/15 - RFP solicitation advertised.
Shelters Construction (37 Shelters) *Flexed TAP Shelter Funds (enhance funds) from DOTD, FHWA to FTA*	Shelter Constr	**Tillage Construction LLC**	Total averaged amount for $6500 or a total of $240,500	7/1/16		Needs Board Approval	Construction to install 37 pre-fab shelters and solar lighting units. Includes shelter assembly, solar lights, and concrete pads.	Board approved 6/21/16 to lowest responsive and responsible bidder Tillage Construction, LLC in the amount of for $240,500.00 (DBE certified contractor). CATS issued an ITB on 5/2/16 (DBE Goal 9%). Received 2 bids opened on 6/2/16. The Luster Group bids: $249,500.00; Tillage Constr bid: $240,500.00. Bids were reviewed and both were deemed responsive and responsible bids.
Shelter Construction Management Oversight	Consult Services	**HWA** Consulting Management	Original amt $49,312.75 Change Order increased total to $107,947.75	9/1/16	11/30/16 Chg Order 3/31/17 Increase max to $107,948	Board approved Change Order 1/17/17	Construction oversight management for the shelters currently being constructed.	Board approved 1/17/17. Max amt $107,947.75. Original contr approved by CEO for $49,312.75 for 3 months 9/1/16 to 11/30/16. Orig est. was $106K. CATS CEO authorized contract up to his authority threshold amt for $50K to keep the project moving forward until the necessary approval form the CATS Board was obtained. This change order extends the contract period and increases the contract maximum compensation so project can be completed.

CATS Procurement Listing for CATS Board

DATE: Apr 18, 2017	Action Item needs Board Approval now					Projects Pending Board Action within next 2 to 3 months		
Description	**Contr Type**	**Vendor Name**	**Amt**	**Start Date**	**End Date**	**Board Approved**	**Services/ Product Provided**	**Notes / Comments**
Software RouteMatch Tech Support, Maint. Warranty for AVL, AVA & APC Systems Start Renew 5/17	Service for Tech Support, Warranty & Maint	**RouteMatch Software Warranty**	one year of tech support, warranties, & maintenance coverage $183,391	7/19/16	7/18/17	Board Approved 8/30/16 for $183,391	Technical Support, Maintenance & Warranty Coverage for Automatic Vehicle Location (AVL), Automatic Voice Announcement and (AVA) Systems.	**9/1/16 – Contract finalized. 8/30/16** – CATS Board approved renewal of technical support, maintenance and warranties through 7/31/17 for $183,391. **8/11/16** - F&E approved
T								
Tire Lease for Buses Current Contract is thru 5/31/2017	Material Supply ITB	**Goodyear Tire & Rubber Co.**	$200,000 per year 2016 contract annual total: $200,000	New contract: 6/1/17 Current contract: 6/1/12	New contract: 5/31/20 Current contract: Good thru 5/31/17	Need Board Approval in May 2017 Board Approved 5/15/15 Board Approved 2 year renewals on 7/21/15 thru 5/31/17	Tire lease with Goodyear for the Gillig buses and Trolleys. Contract has 2 one year renewal options	**4/11/17** – This 5 year contract ends on 5/31/17. Will need to ask board at the May 2017 meeting to extend current contract by 30 to 60 days so a new award can be made. A new ITB is being developed. James provided a new SOW. ITB will be advertised last week in April. Goodyear verbally agreed to extend contract for an additional 60 days if necessary while ITB is out for advertisement. Current Goodyear contract was 5 years and will end 5/31/17.
V								
Vehicles Electric Buses	Rolling Stock	**unknown**	ITB Solicitation being developed	TBD	TBD	TBD	TBD	4/18/17 – Elec Bus Committee Meeting will review draft on 4/19/17. Responses needed prior to issuing the ITB. 2/17/17 - ITB solicitation is being developed. Should be completed by April 2017.
Vehicles Diesel Buses (12) **35ft** *Delivery Schedule Mar / Apr 2017*	Rolling Stock ITB	**Gillig, LLC 35 ft diesel** Per bus price + added amenities $417,227.20 total order $5,006,726.40	2nd order of 12 buses 56 Buses will be ordered over a 5 years thru 2020 48 less 12 = 36 remaining assignments	P.O issued for 12 buses	Anticipated Delivery March / Apr 2017	**Board Approved 8/18/16**	12 Gillig Diesel Buses	March – all vehicles have been delivered. Board Approved 8/18/16 – order for 12 buses. Delivery is scheduled for March / April 2017.
Vehicles Diesel Buses ~~(12)~~ (8) **35ft** *Delivery Schedule Mar/Apr 2018* *(may prefer delayed delivery in July 2018)*	Rolling Stock ITB	**Gillig, LLC 35 ft diesel** Per bus price + added amenities $417,227.20 total order $5,006,726.40	3rd order of ~~12~~ (8) buses 56 Buses will be ordered over 5 years thru 2020 36 less 12 = 24 remaining assignments	P.O. has not been issued	12 bus delivery possible in Mar/Apr 2018 but it may be July 2018	**Board Approved 12/20/16** **(P.O. Pending)**	Bus unit price: $421,780 ea Total P.O.: $5,061,362.40	**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. **12/20/16** - Board Approved purchase of 12 buses for a possible early delivery in Mar/Apr 2018. CATS submitted a non-binding letter requesting Gillig for an early production line entry, but CATS may prefer to delay delivery until July 2018. The P.O. is pending approval and submission to Gillig by CEO and CFO.

CATS Procurement Listing for CATS Board

DATE: Apr 18, 2017	Action Item needs Board Approval now					Projects Pending Board Action within next 2 to 3 months		
Description	**Contr Type**	**Vendor Name**	**Amt**	**Start Date**	**End Date**	**Board Approved**	**Services/ Product Provided**	**Notes / Comments**
W								
Website Re-Design (includes Hosting and Software Services	Website Services RFP	**Covalent Logic**	Estimate ReDesign $87,000 plus Hosting Fees est $4,000/yr	**01/01/17**	**12/31/19** 3 years w/2 one year renewals available	**Board Approved 12/20/16**		**12/15/16** – Award approved by F&E to Covalent Logic, who scored highest among 3 proposals received. **11/10/16** – RFP has been solicited to multiple potential proposers. Proposals will be due by November 30th. Contract Award Recommendation is scheduled to be on 12/20/16 Board meeting agenda.

Contracts Authorized by CATS CEO

(the list below includes contracts between $20,000 and $50,000 only)

Description	Type	Vendor Name	Amount	Start Date	End Date	CEO Approved	Services Provided	Comments
Transit Development Projects Admin Services	Consult Services	**Baker Management Group, Inc.**	Not to Exceed $49,980	**10/01/16**	**06/30/17**	**PO 2016155 Approved by CEO on 12/31/16**	Transit Development Projects Administration Services, such as Transit Transfer Hub Dev; BRT and TOD projects.	Original contract was from 10/1/16 – 12/31/16. Change Order #1 extends contract from 12/31/16 thru 6/30/17. No other changes.
Shelter Construction Management Oversight	Consult Services	**Hewlett Washington & Associates HWA Architects**	Not to Exceed $49,312.75	**9/1/16**	**11/30/16**	**PO approved by CEO on 11/30/16**	Shelter Construction Management Oversight Services for shelters currently being constructed.	Refer to the Shelter Construction Management Oversight Contract listed above for details. This contract was presented to the board for approval at the January 2017 Board Meeting after the contract amount exceeded CEO level of authority. The board approved the increased amount via a change order to the contract.
Strategic Planning	Consult Services	**Insight Strategies**	Not to Exceed $50,000	**01/01/17**	**06/30/17**	**PO 2017012**	Strategic Planning & related consulting services	Max contract amount: $50,000, inclusive of direct expenses, such as travel. Hourly rate: $350; Daily rate: $2,800.