

2250 Florida Boulevard
Baton Rouge, LA 70802
PHONE: 225.389.8920

BOARD MEMBERS

Mark Bellue
President

Erika Green
Vice President

Kevin O'Gorman
Treasurer

**Antoinette Earthly-
Pierre**
Secretary

Dr. Peter Breaux
Member

Johnathan Hill
Member

Laurence Lambert
Member

Kevin O'Gorman
Member

Linda Perkins
Member



Notice for Public Comments for CATS Board of Commissioners July 21, 2020 meeting

Subject: Notice and Instructions
Meeting: July 21, 2020 Regular Meeting (Virtual)
Category: Notice
Type: Information, Procedural

This notice is in reference to Capital Area Transit System Board of Commissioners' Certification Pursuant to Gubernatorial Proclamation JBE 2020-30 regarding board member participation by telephone or video conference as it relates to the CATS Board of Commissioner Meetings.

Please be advised that, due to the public health emergency caused by the coronavirus disease 2019 (COVID-19) and the "Stay at Home" orders issued by President Trump and Governor Edwards, the CATS Board may, for the duration of this emergency, conduct Board meetings and committee meetings electronically via telephone and/or video conference.

The Regular Meeting scheduled July 21, 2020, will be available via Zoom:

<https://zoom.us/j/95965361186?pwd=VS9TeFliekxycjJxVXc2cWZDSUp6QT09>

Meeting ID: 959 6536 1186

Passcode: 151896

Dial by your location

+1 312 626 6799 US (Chicago)
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+1 301 715 8592 US (Germantown)
+1 346 248 7799 US (Houston)
+1 669 900 9128 US (San Jose)
+1 253 215 8782 US (Tacoma)

Meeting ID: 959 6536 1186

Passcode: 151896

Find your local number: <https://zoom.us/u/atEAPbfvp>

Written public comments will be accepted until Section VII (Action Items) of the agenda is reached during the meeting. Individuals wishing to make a public comment about any of the posted action items or other public comments will need to email catsboard@brcats.com. Upon the closing of the comments, the public comments that have been submitted will be read in to the record.



**REGULAR MEETING
OF THE
BOARD OF COMMISSIONERS
CAPITAL AREA TRANSIT SYSTEM
AND
PUBLIC TRANSPORTATION COMMISSION
JULY 21, 2020
4:30 pm
Virtually and at CATS Administrative
Office Building
350 North Donmoor Avenue
Baton Rouge, LA 70806**

AGENDA

- I. CALL TO ORDER: Mr. Mark Bellue**
- II. ROLL CALL: Ms. Amie McNaylor**
- III. APPROVAL OF MINUTES OF JUNE 23, 2020 MEETING: Mr. Mark Bellue**
- IV. PRESIDENT’S ANNOUNCEMENTS: Mr. Mark Bellue**
- V. ADMINISTRATIVE MATTERS**
 - 1. Executive and Financial Report: Mr. Bill Deville and Executive Staff**
- VI. COMMITTEE REPORTS AND ANY ACTION THEREON**
 - 1. Finance & Executive: Mr. Mark Bellue**
 - 2. Technical, Policies & Practices: Dr. Peter Breaux (no meeting held)**
 - 3. Audit: Mr. Kahli Cohran (no meeting held)**
 - 4. Planning: Mr. Kevin O’Gorman**
 - 5. Community Relations: Ms. Linda Perkins (no meeting held)**
- VII. ACTION ITEMS**
 - 1. Consideration of authorization to renew website redesign and hosting services contract with Covalent Logic**
 - 2. Consideration of authorization to execute task order for Atlas Technical Consultants for Program Management**
 - 3. Consideration of authorization to execute task order for HNTB Corporation for Transit Development Plan**

- 4. Consideration of authorization to execute task order for The Goodman Corporation for microtransit implementation**

VIII. PUBLIC COMMENT

IX. ADJOURNMENT

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

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

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Baton Rouge, LA 70802
PHONE: 225.389.8920



Connecting you to what matters.

BOARD MEMBERS

WHEREAS, due to underlying health concerns of several members of the CATS Board which could be negatively affected by COVID-19, the CATS Board will not be able to obtain a quorum of the members of the CATS Board and will otherwise be unable to operate due to quorum requirements;

WHEREAS, the CATS Board, therefore, needs to implement the authorization located in section two of Proclamation Number 84 JBE 2020.

NOW THEREFORE, pursuant to the authority contained in Proclamation Number 84 JBE 2020, the CATS Board hereby certifies on this 20th day of July, 2020, that it is unable to obtain an in-person quorum for its meeting scheduled for Tuesday, July 21, 2020, due to the threat of COVID-19, and that, therefore, its members may participate in such meeting via teleconference or video conference. Additionally, all efforts will to be made to provide for observation and input by members of the public. The meeting may be assessed by live stream.

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

Mark Bellue, President,
CATS Board of Commissioners

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

Bill Deville, CEO, CATS

2250 Florida Boulevard
Baton Rouge, LA 70802
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EXECUTIVE STAFF

Bill Deville
Chief Executive Officer



JULY 2020 **Executive Report** **Bill Deville and CATS Staff**

COVID-19 UPDATES: *Bill Deville*

- The agency continues to waive fares and enforce limited seating and rear entry for those without mobility impairments.
- The agency continues to monitor COVID-19 status, daily ridership trends, and local news conferences and announcements from elected officials.
- The agency's new COVID cases continue to be limited; once the COVID spike retreats, we will resume looking at adding back fares, as well as front door entrance and exiting.
- CATS has begun requiring customers to wear masks or face coverings when onboard vehicles since the [Executive Order](#) was issued by Mayor-President Sharon Weston Broome on Friday, July 3rd.

OPERATIONS: *Dwana Williams*

- There are 145 total operators, and there are currently 111 active operators working; the remaining operators are out as a result of COVID-19, FMLA, and Workers' Comp.
- See attached June Performance Measures that reflect measures during COVID-19.

ADMINISTRATION: *Pearlina Thomas*

- **HUMAN RESOURCES:**
 - The role of Facilities/Contracts Manager, along with Buildings and Grounds has been moved to Administration and the Custodial Staff has moved to the Maintenance Department; this will improve efficiency, increase effectiveness, and streamline processes.
 - The Facilities/Contracts Manager will be able to work more closely with Procurement.
 - Employees covered by the Collective Bargaining Agreement will be under Operations.
 - Training and professional development efforts continue and a training workshop will be held in August with Human Resources and Operations Managers and Supervisors to improve interdepartmental communications and address practices as we remain fluid in improving the ways we live with and respond to COVID-19.
 - The current operator training class has 13 cadets who have completed their third party testing, received their CDLs, and are with line instructors; there is one cadet still in training and one that has joined Operations full time.
 - CATS is continuing to advance partnerships with BRCC, Southern University, the Louisiana Workforce Commission, and Employ BR to provide professional development and to fill vacancies in the agency.

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EXECUTIVE STAFF



- The following positions are being advertised at this time:
 - Mechanic
 - Bus operator
 - Maintenance Supervisor
 - Information Technology Analyst
 - Electronics Technician
 - Buildings and Grounds Crew
 - Planning and Capital Projects Manager
- **PROCUREMENT:**
 - Monthly contract status report attached
- **COVID-19 Response Task Force:**
 - The task force continues to meet three times weekly.
 - The task force is working closely with vendors to keep adequate supplies of PPE stocked for the agency.
 - CATS is preparing for a mask giveaway for our customers.
 - To date, the following supplies have been distributed to CATS employees
 - 4,470 surgical masks
 - 310 cloth masks
 - 150 face shields
 - 1,578, 4-ounce bottles of hand sanitizer
 - 34,450 pairs of gloves
 - 3,264, 32-ounce bottles of disinfectant
 - 87 cases of pull-roll paper towels

PLANNING AND PROGRAM DEVELOPMENT: *Bill Deville*

Service:

- CATS has been monitoring the ridership daily since the onset of the Stay at Home Order from Governor Edwards. Ridership trends are down, still in the area of 3,000 daily riders versus around 8,000 daily riders pre-COVID, as a result of the virus, as they are in the rest of the country.
- Nationally known planning and scheduling expert consultant Arthur Gaudet was brought back to urgently help CATS contend with the Covid-19 emergency declaration/Stay at Home order from Governor Edwards. CATS essential "lifeline" service began on April 5th and is running at a reduced level. Mr. Gaudet is assisting the CEO and CATS leadership to monitor the Covid-19 service and ridership in order to develop best service scenarios for Governor's phased in "reopening" order. The Stay at Home Order is being incrementally rescinded effective May 15th and CATS is also identifying and rectifying issues that caused service performance downward trend in 2019, and is preparing service models that could be implemented later for CATS return to what may be the "new normal".

Capital:

- BRT –Plank/Nicholson BRT Corridor project – A major milestone was accomplished with approvals received last week from both the State Historic

Preservation Office and environmental clearance by FTA. Next steps include refining BUILD grant budget and development of the next CEA between CATS and the City-Parish.

Transit Hubs/Centers –

- East, Cortana – completed.
- Downtown – federal funding is being sought to fund the amenities needed for the relocation of the 2250 and 22nd street CATS Terminal to the Florida at I-110 site via a FTA Bus and Bus Facilities grant application that was submitted last week.
- North, LSU permanent/EKL temporary site – CATS counsel reported title is finally cleared; awaiting formal title documents before CATS can move forward with FTA next steps.
- South, Mall of Louisiana temporary site – staff and board member Laurence Lambert seeking permanent site.
- Baker Park & Ride – CATS continues meetings with principals in this project: CRPC and Mayor Waites. CRPCA and the City of Baker purchased the Park & Ride property and are moving ahead with the Planning study. Please see following link for WHLA rendering of the retail development resulting as TOD (transit oriented development). Here are the latest Baker TOD development graphics:
<https://www.dropbox.com/sh/wzwd5ws2hr18swn/AABIP72OSR8SLhJpa0Y1dCk6a?dl=0>
- Planning study by the City of Baker and CRPC is next step.

• **Technology – highlighted solicitation scoping or contract negotiations:**

Key Technology Needs Status

- Preliminary stages are underway of implementing the Tyler Technology Enterprise system with Intueor; we will continue to update on the progress.
- Enterprise Resource Planning System – The Foundation(negotiating)
 - HR, Payroll
 - Finance AP, AR, Budget, etc.
 - Project Management/Project Controls
 - Procurement, etc.
- Enterprise Asset Management System
 - Evaluate if current system meets the needs of CATS, or replace
- Scheduling/AVL System SaaS (software as a service licensing by subscription for both meets needs much quicker)
 - Current situation is tolerable, but facing challenges
 - Replace AVL as soon as possible – 2 year extension action item needed in the interim – they won't do one year term.
 - Move Scheduling in house as soon as possible
- Customer Service System

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EXECUTIVE STAFF



- Procure work rules based customer service application
- Business Analytics Solicitation about to start
 - Procure an agency wide tool to gather reporting data automatically from the core systems

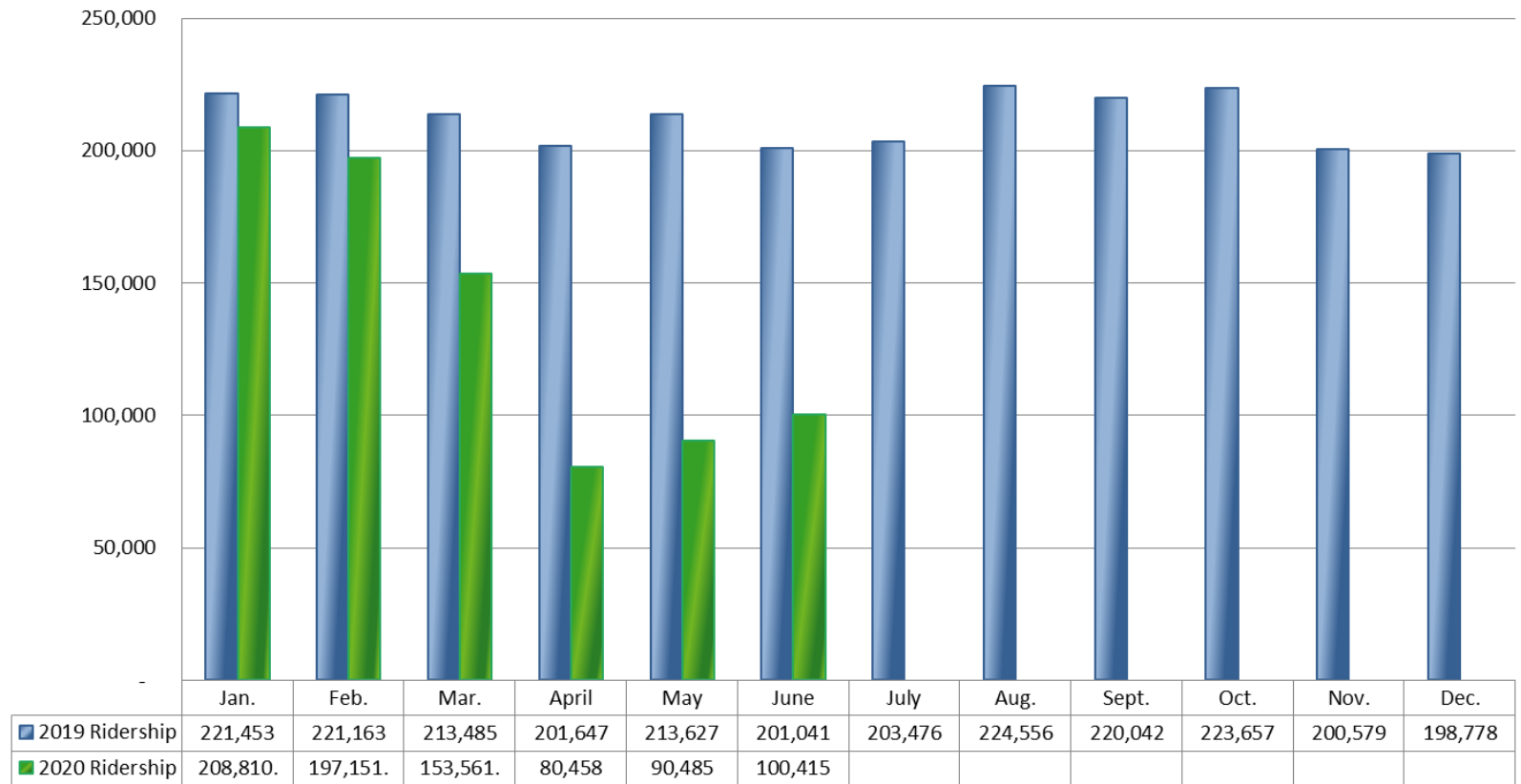
CEO NOTES: *Bill Deville*

- Engaged outside legal counsel to assist in quickly growing pandemic crisis related issues/challenges, i.e. COVID-19 policies and legislative compliance, labor, personnel, etc.
 - CATS is further developing a Pandemic Virus Policy and Service Restoration Checklist according to congressional legislation in coordination with State law and will update the board as requested, by the August board meeting.
 - “The Pandemic Virus Service Restoration Strategy must be nimble and flexible. Therefore an analysis of policy, financial and legal ramifications of restoring service is being conducted. This is the purpose of the Pandemic Virus Service Restoration Checklist.
 - The state must find the right middle ground between phasing in “reopening” and not falling back. The middle ground involves state and local government officials being able to rapidly respond to outbreaks and respond to specific activities that are the sources of spread of the virus. This involves people continuing to social distance and wear masks. CATS must be nimble enough to respond to this fluid situation. The basic protocols of social distancing, masks and sanitization of work places, facilities and transit vehicles may be with us for a while.
 - CATS staff has been invited to participate in SWTA as panelists in their Summer Training Virtual Webinars.
 - CATS staff has chosen Atlas Technical to be its On Call Program Manager; both HNTB and The Goodman Corporation are preparing task orders for Transit Development Plan and Microtransit implementation respectively.
 - CATS will be working closely with Atlas to prioritize and promptly move all programs and projects identified in CATS Strategic Plan (which includes a major Capital Investment Improvement Plan).

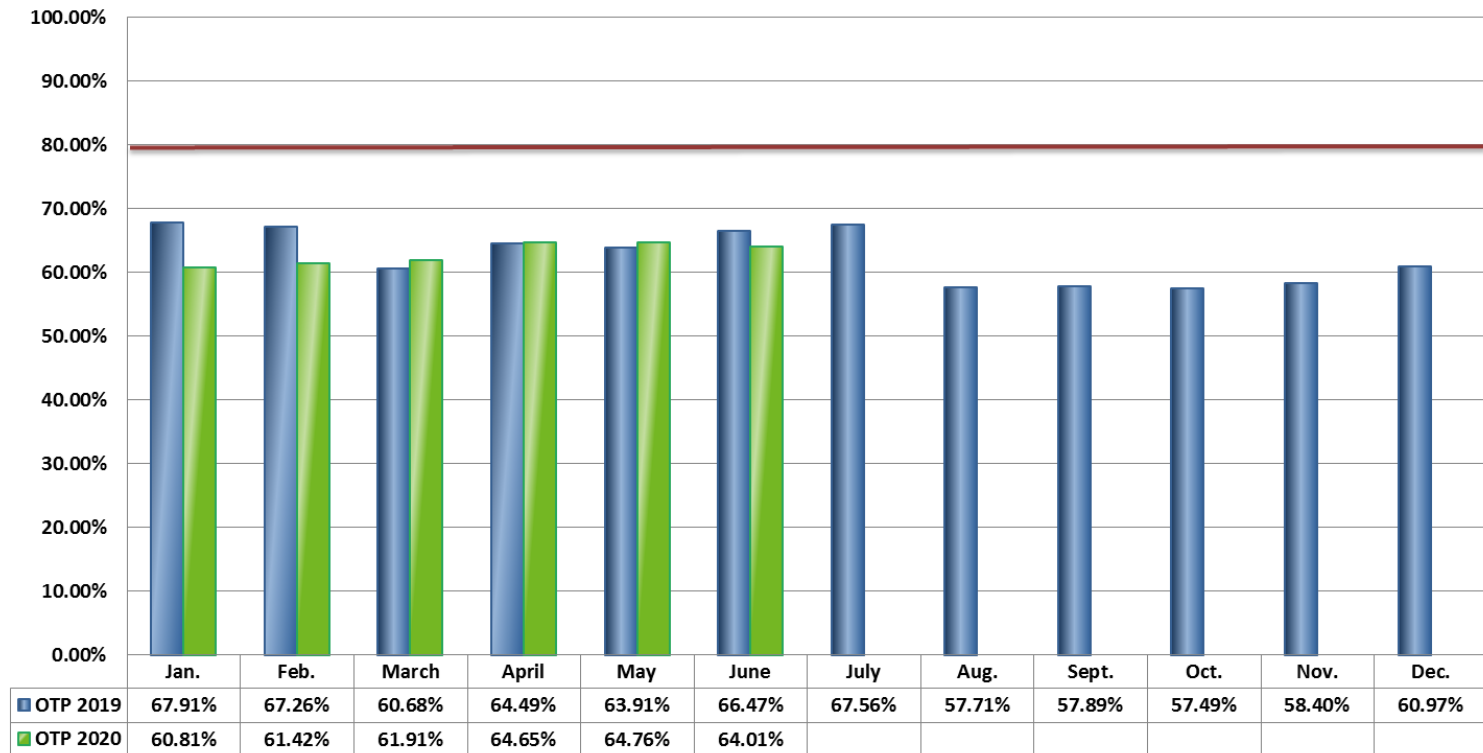
Finance: *Mr. John Cutrone*

- See attached financial report.

Ridership 2019-2020



On-Time Performance 2019-2020

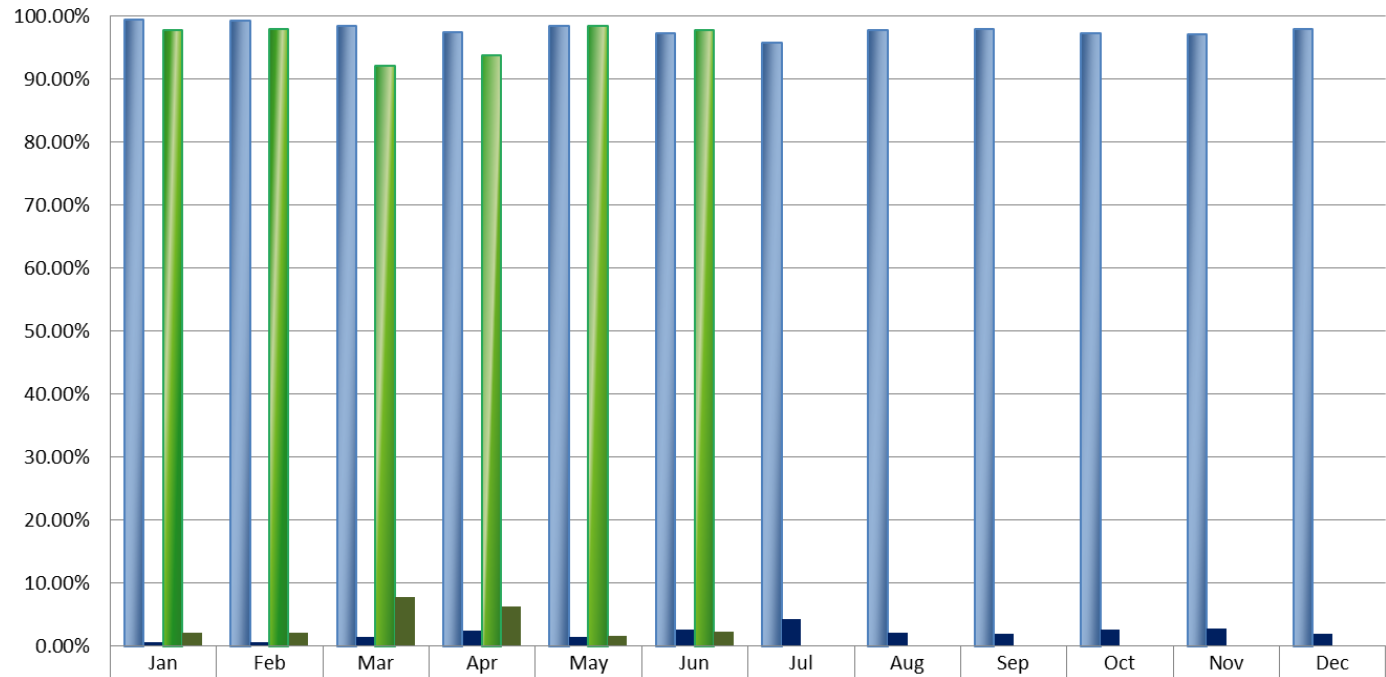


***Target 80% On-Time Performance**

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

% Trips Operated 2019-2020

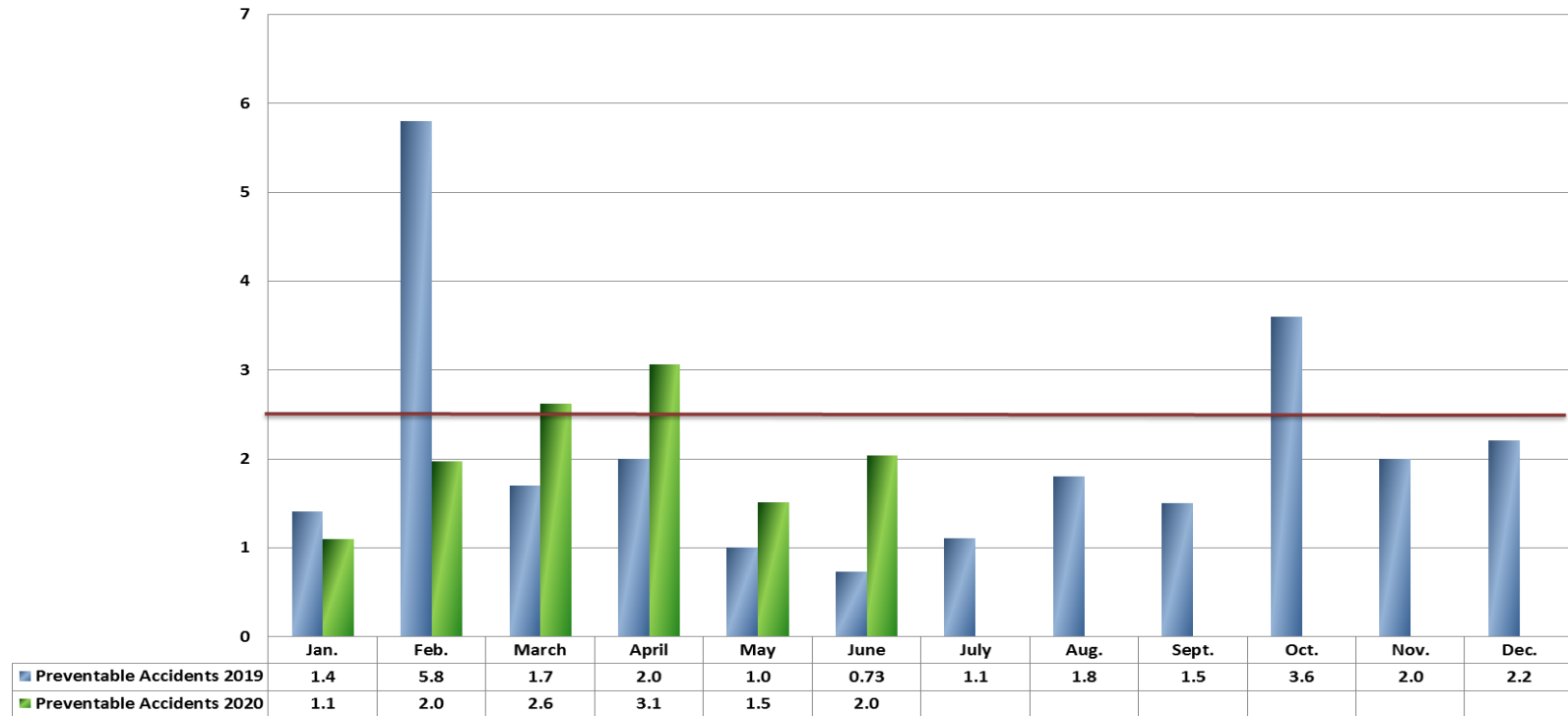
% Trips Operated



2019 % of Scheduled Bus Trips Operated	99.40%	99.30%	98.50%	97.50%	98.50%	97.30%	95.73%	97.80%	98.00%	97.27%	97.11%	97.97%
2019 % Missed Trips	0.60%	0.70%	1.50%	2.50%	1.50%	2.70%	4.27%	2.20%	2.00%	2.73%	2.89%	2.03%
2020 % of Scheduled Bus Trips Operated	97.80%	97.89%	92.13%	93.76%	98.38%	97.71%						
2020 % Missed Trips	2.20%	2.11%	7.87%	6.24%	1.62%	2.29%						

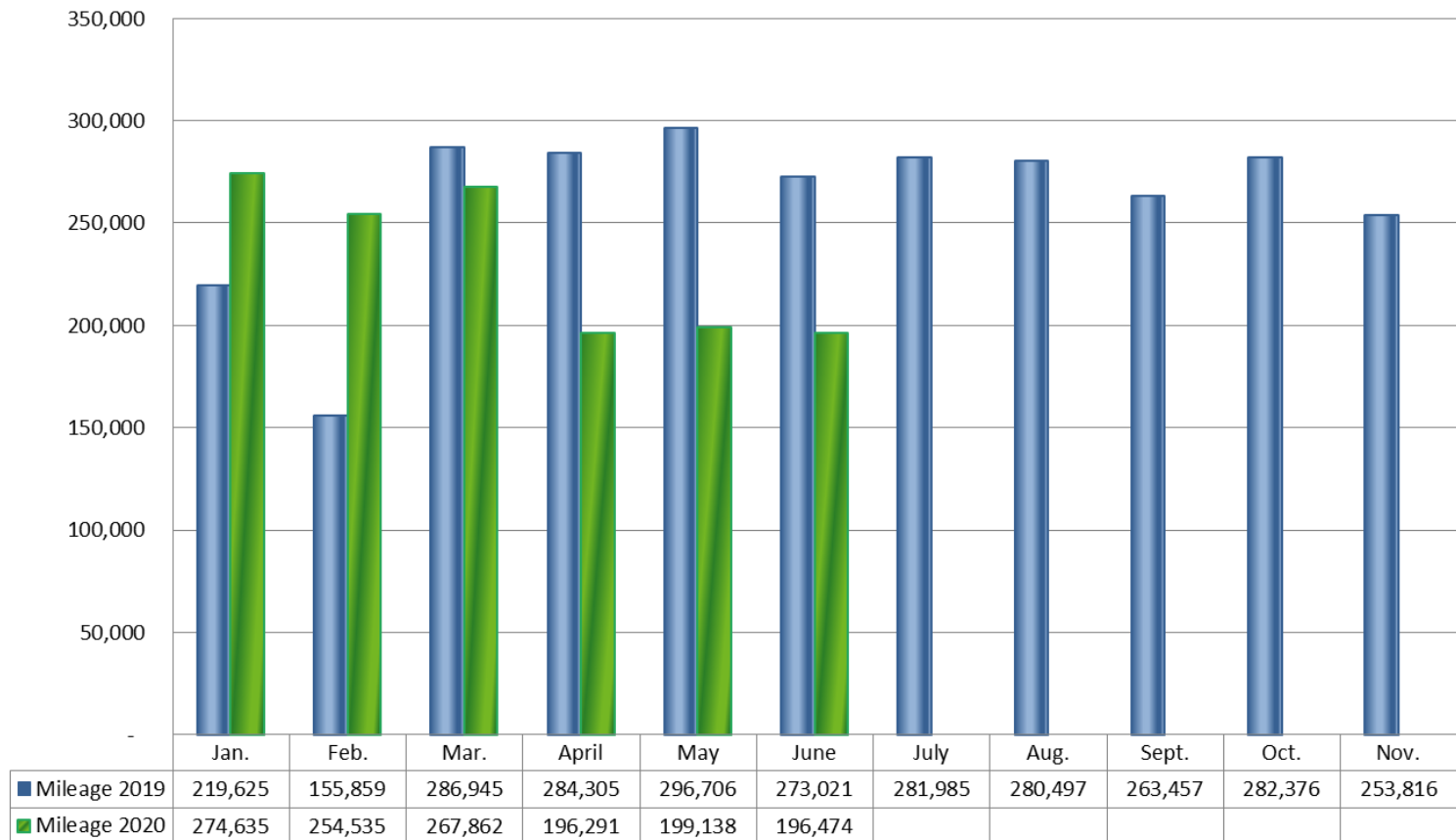


Preventable Accidents per 100,000 Miles 2019-2020



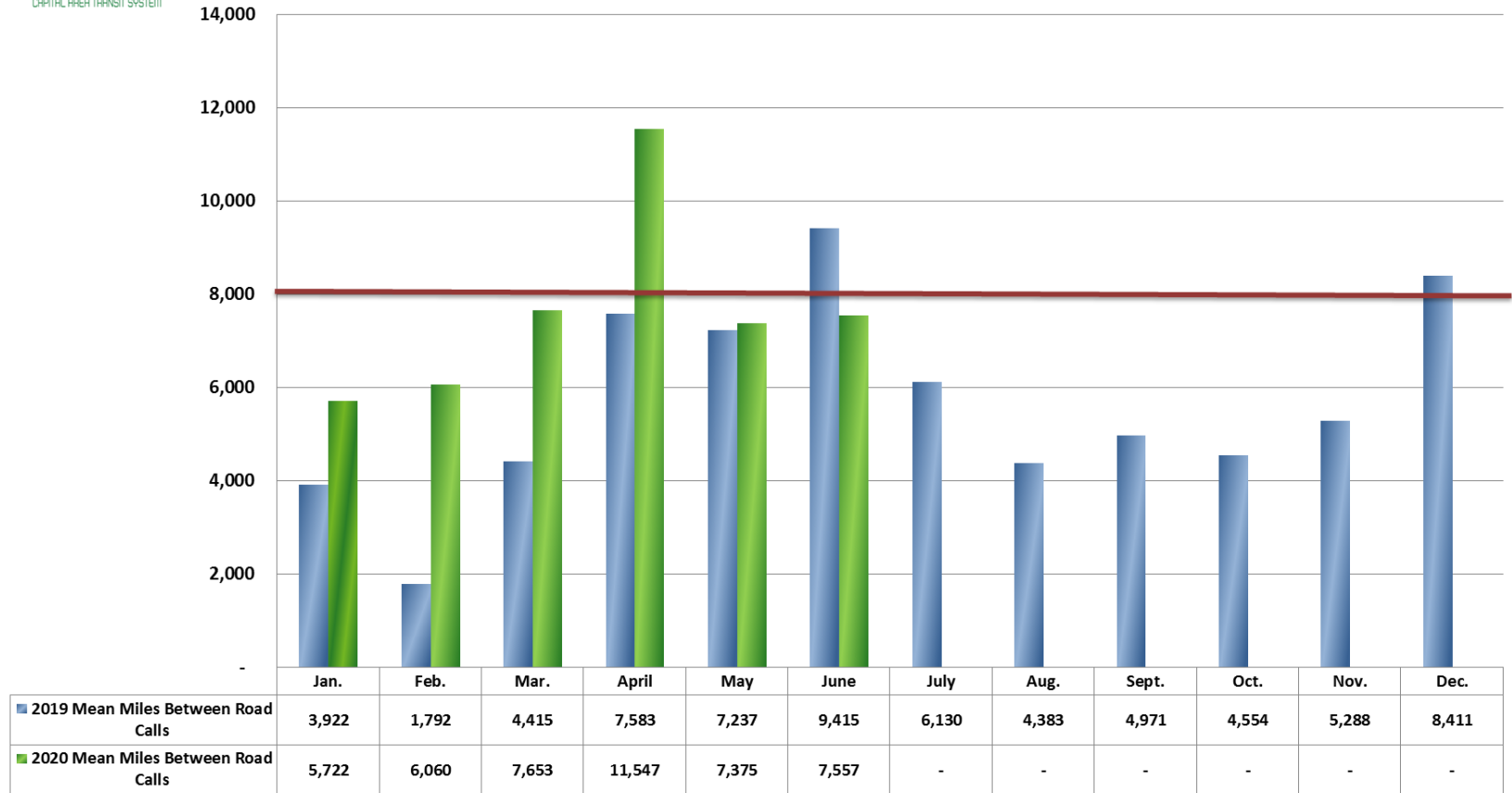
*Target 2.5 Preventable Accidents Per 100,000 Miles

Mileage 2019-2020





Mean Miles Between Road Calls 2019-2020



Capital Area Transit System
Balance Sheet
June, 2020

6/30/2020 6/30/2019

ASSETS

Current Assets:		
Cash and Cash Equivalents	11,717,152	7,662,700
Accounts Receivable	192,604	700,494
Property Tax Receivable	17,261,603	17,300,802
Due from Governments	5,414,306	3,081,675
Notes Receivable	0	0
Interest and Dividends Receivable	0	0
Inventory	336,405	223,896
Prepaid Expenses and Other Assets	65,224	20,168
Total Current Assets:	34,987,294	28,989,736
Restricted Assets:		
Cash and Cash Equivalents	301,638	695,900
Total Restricted Assets:	301,638	695,900
Investments	0	0
Net Pension Asset, Long-Term	496,897	1,466,268
Equipment, Net	20,813,230	24,928,078
Total Assets	56,599,059	56,079,982
LIABILITIES AND NET ASSETS		
Current Liabilities		
Accounts Payable and Accrued Expenses	185,513	4,584,488
Accrued Payroll and Tax Liabilities	96,609	265,003
Accrued Interest (Bus Lease)	0	0
Note Payable	0	0
Accrued Compensated Absences	751,112	424,440
Claims Payable and Related Liabilities	1,065,376	855,488
Capital Lease Payable	266,864	236,889
Deferred Revenue (Grants/Prop Tax)	8,490,667	0
Other Current Liabilities	0	0
Total Current Liabilities	10,856,141	6,366,307
Long-Term Liabilities		
Note Payable, Less Current Portion	0	0
Accrued Compensated Absences, Less Current Portion	0	0
Capital Lease Payable, Less Current Portion	2,193,983	2,788,983
Estimated Liabilities	1,301,975	3,254,871
Total Long-Term Liabilities	3,495,958	6,043,854
Total Liabilities	14,352,099	12,410,161
Net Assets:		
Investments in Capital Assets, Net of Related Debt	18,352,384	21,902,206
Restricted Cash and Cash Equivalents		
Unrestricted	23,894,576	21,767,614
Total Net Assets:	42,246,960	43,669,820
Total Liabilities And Net Assets	56,599,059	56,079,982

Capital Area Transit System
Statement of Operating Budget vs. Actual
For the Period Ended June 30, 2020

	Current Month			Year to Date			Approved Budget
	Budget	Actual	Variance	Budget	Actual	Variance	
Operating Revenues							
Passenger Paid Fares	154,262	0	(154,262)	925,572	361,552	(564,020)	1,851,144
Special Transit Fares (Contract)	19,669	2,601	(17,068)	118,014	75,865	(42,149)	236,028
ADA/Paratransit Revenue	0	0	0	0	44,375	44,375	0
Advertising Revenue	45,000	32,404	(12,568)	270,000	230,390	(39,610)	540,000
Interest Income	13,621	1,682	(11,939)	81,726	40,111	(41,615)	163,452
Other Agency Revenue	11,668	33,491	21,823	70,008	144,546	74,538	140,016
Total CATS Generated	244,220	70,178	(174,014)	1,465,320	896,838	(568,482)	2,930,640
Non Federal Revenue							
Hotel/Motel Tax	102,022	250,942	148,920	612,132	578,889	(33,243)	1,224,264
Parish Transportation Fund	45,833	275,000	229,167	275,000	275,000	0	549,996
Property Tax Revenue	1,481,667	1,481,667	0	8,890,002	8,810,135	(79,867)	17,780,004
Total Non Federal	1,629,522	2,007,609	378,087	9,777,132	9,664,024	(113,110)	19,554,264
Federal Operating Subsidies							
FTA - Cares Grant	0	2,001,791	2,001,791	0	12,261,791	12,261,791	0
FTA - Preventive Maintenance	256,959	0	(256,959)	1,541,754	540,451	(1,001,303)	3,083,508
FTA - Planning	8,333	0	(8,333)	49,998	41,415	(8,583)	99,996
FTA - Formula	10,924	0	(10,924)	65,544	0	(65,544)	131,088
FTA - Capital Projects	258,866	280,620	21,754	1,553,196	344,490	(1,208,706)	3,106,392
FTA - Electric Buses	0	0	0	0	0	0	0
Total Federal Operating	535,082	2,282,411	1,747,329	3,210,492	13,188,147	9,977,655	6,420,984
Total Operating Revenues	2,408,824	4,360,199	1,951,403	14,452,944	23,749,010	9,296,066	28,905,888
Operating Expenses							
Labor	919,067	865,895	53,172	5,514,402	5,076,700	437,702	11,028,804
Fringe Benefits	491,263	553,188	(61,925)	2,947,578	3,791,444	(843,866)	5,991,936
Casualty and Liability	101,166	154,759	(53,593)	606,996	885,405	(278,409)	1,213,992
Services	209,810	115,529	94,281	1,258,860	767,830	491,030	2,517,720
Purchased Transportation	203,319	108,927	94,392	1,219,914	800,373	419,542	2,439,828
Materials & Supplies	318,424	273,594	44,830	1,910,544	1,671,021	239,523	3,821,088
Utilities	23,666	16,180	7,486	141,996	103,103	38,893	283,992
Miscellaneous Expenses	125,738	107,960	17,778	754,428	445,838	308,590	1,508,856
Leases and Rentals	8,306	7,703	603	49,836	46,604	3,232	99,672
Total Operating Expenses	2,400,759	2,203,735	197,024	14,404,554	13,588,317	816,237	28,905,888
Depreciation	0	229,151	(229,151)	0	1,374,906	(1,374,906)	
NET SURPLUS/(DEFICIT)	8,065	1,927,313	1,919,276	48,390	8,785,787	8,737,397	



**MEETING OF THE
FINANCE AND EXECUTIVE COMMITTEE
BOARD OF COMMISSIONERS
CAPITAL AREA TRANSIT SYSTEM AND
PUBLIC TRANSPORTATION COMMISSIONS
JULY 16, 2020
350 North Donmoor Avenue**

MINUTES

The Finance and Executive Committee met on Thursday, July 16, 2020, at 10:30 a.m. Present at the meeting were members Mark Bellue, Kahli Cohran, and Laurence Lambert. Also present were Bill Deville, Creighton Abadie, and members of CATS staff.

I. Call to order and establishment of quorum

Mr. Bellue welcomed those assembled.

II. President's Announcements

Mr. Bellue noted that updated proposal information for the on-call action items had been distributed prior to the meeting.

Mr. Lambert moved to amend the agenda so that the action items would be taken ahead of the executive report and Mr. Cohran seconded the motion. Mr. Bellue invited public comment and there was none. The motion carried unanimously with no abstentions.

III. Recommend approval to renew website redesign and hosting services contract with Covalent Logic

Ms. McNaylor shared that the website was redesigned by Covalent Logic and they have continued to host the site.

This is the third year of the contract and it allows for a revamp and additional functionalities to be built in the content management of the site.

It was requested that the proposal be submitted to the board with the request letter for the renewal.

It was noted that the hosting fee is \$4,000 annually and that the refresh of the site and additional functionality is approximately \$10,000. The agency is asking to renew the contract at a cost not to exceed \$16,000.

A suggestion was made that the website reflects the aesthetic of the social media pages and other branding efforts.

Mr. Lambert moved that the full board renew the website redesign and hosting services contract for a cost not to exceed \$16,000 and Mr. Cohran seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously with no abstentions.

IV. Recommend approval of task order for Atlas Technical Consultants for Program Management

Jonathan Charbonnet of Atlas Technical Consultants noted that they will work with CATS to develop procedures and standards used to govern overall management of the project, which will include project initiation, document controls and reporting, communications controls, schedule management, budget management, and project identification and prioritization.

A gap analysis will be conducted and Atlas will monitor and report on the progress of all project activity.

It was noted they will work to augment CATS staff as well as to provide program management.

It was noted that not all tasks would necessarily be utilized.

The task order is slated to be effective through December 31, 2020 and will not exceed \$354,770 for that time period.

Mr. Cohran moved that the full board approve the task order for Atlas Technical Consultants for program management at a cost not to exceed \$354,770 and Mr. Belue seconded the motion. Mr. Lambert abstained. Mr. Bellue invited public comment and there was none. The motion passed.

V. Recommend approval of task order for HNTB Corporation for Transit Development Plan

Bryan Jones shared that the task order for HNTB encompasses project management, public/stakeholder engagement coordination, organizational

review, transit vision and strategic plans, proposed capital program, funding strategies, and implementation plan.

The first task will be primarily focused on transit vision, strategic plans and the proposed capital program.

Mr. Jones noted that the first task order is expected to go through spring 2021 and will not exceed \$350,000.

Mr. Cohran moved that the full board approve the task order for HNTB Corporation for the Transit Development Plan at a cost not to exceed \$350,000 and Mr. Belue seconded the motion. Mr. Lambert abstained. Mr. Bellue invited public comment and there was none. The motion passed.

VI. Recommend approval of task order for The Goodman Corporation for Microtransit implementation

Barry Goodman, attending virtually, shared that The Goodman Corporation will be working on project management and final report production, review of accessible transit conditions, stakeholder engagement/public outreach, developing accessible transit options, and the implementation plan.

The first project to be undertaken will be to rework and rebid the microtransit service project. This will be done with a proprietary tool developed by Cambridge Systematics.

It was requested that Mr. Goodman provide examples of Cambridge Systematics work to board members.

Mr. Cohran moved that the full board approve the task order for The Goodman Corporation for microtransit implementation at a cost not to exceed \$150,000 and Mr. Belue seconded the motion. Mr. Lambert abstained. Mr. Bellue invited public comment and there was none. The motion passed.

VII. Executive Report and Financials

Mr. Deville noted that the agency continues to waive fares and enforce limited seating and rear entry for those without mobility impairments. The agency continues to monitor COVID-19 status, daily ridership trends, and local news conferences and announcements from elected officials.

There was discussion of the barriers that were approved for purchase at the June board meeting. It was noted that it will be approximately 10 weeks before the barriers will be delivered and installed. The agency will consider resuming fare collection when the barriers have been installed in the vehicles.

CATS has begun requiring customers to wear masks or face coverings when onboard CATS vehicles since the Executive Order was issued by Mayor-President Sharon Weston Broome on Friday, July 3rd.

Ms. Williams noted that there are currently 111 active operators. There are 145 total operators. The remaining operators are out as a result of COVID-19, FMLA, and Workers Comp.

Ms. Williams let the committee know that ridership for June was 110,415, which is slightly higher than ridership in May 2020 but still less than June 2019. The on-time performance was 64.01%. The percentage of trips operated in June was 97.71%. The agency operated 196,474 miles. There were 2.0 preventable accidents per 100,000 miles in June and 7,557 mean miles between road calls.

Mr. Gaudet noted that he is reviewing routes and running times in an effort to improve OTP. Some of the routes have schedules that are not realistic and there needs to be a greater focus on street supervision improvements.

Ms. Thomas shared that the role of Facilities/Contracts Manager, along with Buildings and Grounds, has been moved to Administration, and the Custodial Staff has moved to the Maintenance Department. This will improve efficiency, increase effectiveness, and streamline processes. The Facilities Manager will be able to work more closely with Procurement and employees covered under the Collective Bargaining Agreement will be under Operations.

The current operator training class has 13 cadets who have completed their third party testing, received their CDLs, and are with the line instructors. There is one cadet still in training and six that have joined Operations full time.

The following positions are being advertised at this time: mechanic, bus operator, maintenance supervisor, information technology analyst, electronics technician, buildings and grounds crew, and planning and capital projects manager.

The COVID-19 Task Force continues to meet and is working with vendors to keep adequate supplies of PPE stocked for the agency. CATS is preparing for a mask giveaway for customers.

To date, the following supplies have been distributed to CATS employees: 4,470 surgical masks; 310 cloth masks; 1,578, 4-ounce bottles of hand sanitizer; 34,450 pairs of gloves; 3,264, 32-ounce bottles of disinfectant; and 87 cases of pull-roll paper towels.

Mr. Gaudet shared that he has been working with one of the members of the Finance Department who has a working knowledge of RouteMatch to plot average daily, Saturday, and Sunday ridership. This will make it possible to forecast trends.

There is still limited seating in the vehicles due to COVID-19 so the ridership is not entirely representative of ridership. CATS anticipates continuing essential lifeline service through September and possibly into January. There are some routes that may come back online before the end of the year based on ridership demand, including the Florida Limited and the Southern University Shuttle.

Consideration needs to be given to the long-term goals of providing service and what that looks like for the agency and the community. One option available is to build service from the current lifeline model and build statistically. Another option is to go back to the goals from the Strategic Plan, which may or may not be realistic to pursue as this model adds more operators and not many vehicles.

In order for OTP to improve, there must be adequate running and recovery time, and there must be enough buses, operators, and supervisors. The schedules need to be built from adequate and reliable data and the data is not currently reliable. There are many earlies in the system; this is a preventable issue with proper supervision.

CATS vehicles are still in Phase 1 capacity because there are no barriers in the vehicles; once the barriers are installed, Phase 2 seating capacity of 50% can be obtained.

Mr. Deville shared that approvals were secured from both the State Historic Preservation Office and the FTA for the BRT corridor project.

Mr. Deville let the members know that CATS continues meetings with principals in the Baker Park and Ride project.

It was noted that preliminary stages are underway in the implementation of the Tyler Technology Enterprise system with Intueor. Payroll and Human Resources will be the first departments brought online with the new system.

Mr. Cutrone presented the June financials and noted that the total current assets as of June 30, 2020, are \$34,987,294. The total assets are \$56,599,059. The total current liabilities are \$10,856,141 and the total liabilities are \$14,352,099. The total net assets are \$42,246,960, compared to \$43,669,820 in 2019.

The total operating expenses for the month of June are \$2,203,735.

The total CATS-generated operating revenues for the month as of June 30, 2020, are \$70,178. The total non-federal subsidies for the month are \$2,007,609 and the total federal subsidies are \$2,282,411. The net operations balance as of June, 2020, is \$1,927,313.

There being no further business, the meeting adjourned.



**MEETING OF THE
PLANNING COMMITTEE
BOARD OF COMMISSIONERS
CAPITAL AREA TRANSIT SYSTEM AND
PUBLIC TRANSPORTATION COMMISSIONS
JULY 15, 2020
3:30 p.m.
350 North Donmoor Avenue
Baton Rouge, Louisiana 70806**

MINUTES

The Planning Committee met on Wednesday, July 15, 2020, at 2:00 p.m. Present at the meeting were members Kevin O’Gorman, Mark Bellue, Kahli Cohran, and Laurence Lambert. Johnathan Hill was also present. Also present were Bill Deville and members of CATS staff.

I. Service planning

Mr. Deville shared that the agency modified its service after the Stay at Home Order was issued by Governor Edwards in March. Essential lifeline service was implemented on April 5th with the assistance of Arthur Gaudet.

Mr. Gaudet noted that he had been working with CATS to evaluate and make changes to the current service. The focus of his work shifted when the pandemic hit and the Governor issued his stay at home order.

Once the lifeline service was established, Mr. Gaudet’s efforts returned to scheduling and working on improving on-time performance (OTP). The new work done produced schedules that are in line with the goals set forth in the Five Year Strategic Plan, and they should result in improved OTP as well.

Making the schedule changes would require approximately 41,000 additional revenue hours, but there are several factors at play that could affect a decision to move forward with the schedules.

A sustained effort to improve OTP must be undertaken to make substantial changes. A planned service change for March 2020 was cancelled before COVID-19 because there were fatal flaws in the schedules. There must be adequate running time, recovery time, enough buses, enough operators, and enough supervisors to sufficiently maintain changes.

Mr. Gaudet noted that there must be operator feedback to any plan in order for it to be truly successful. Quality data must also be a factor when making changes.

There was discussion concerning the amount of early trips that negatively impact OTP and ways to address these problems.

Added revenue hours will have an incremental cost per hour and cost per mile. Current productivity and cost effectiveness have been affected by the current OTP. Service quality, service quantity, and cost must be considered when making any changes. There will be a recovery period after the COVID-19 pandemic with several unknowns, including returning passengers and telecommuting.

It was noted that there needs to be more discussion to determine what the goal of planned service changes will be.

II. BRT update

Bryan Jones shared a brief summary for those new to the project and noted how the plan transitioned from a streetcar to a bus rapid transit corridor and the collaboration among the City-Parish, CATS, and Build Baton Rouge.

He shared that environmental clearance has been secured and now the parties are working through various interagency agreements.

III. Transit centers update

a. North Baton Rouge Transfer Center

Mr. Deville shared that CATS legal counsel indicated that CATS is waiting for LSU to sign necessary paperwork.

It was noted that the property was included in the environmental clearance done by HNTB. The design and construction will be partially funded by BUILD grant funds.

b. Downtown Baton Rouge I110 Transfer Center

It was noted that the site for the downtown center may not be final yet. The on-call consultants will assist with this project.

c. East Baton Rouge Cortana Transfer Center

This site is complete and in operation.

d. South Baton Rouge Transfer Center

The on-call consultants will assist with determining a site and moving forward with this transit center.

IV. Capital projects update

There was discussion of the amenities for transit centers and it was noted that Reich Landscape Architecture is working on this project. It was noted that no design work has been done and will not be done until the FTA and City-Parish agreement is finalized.

There was discussion of the BRT design and it was noted that the BRT would have a look that is distinct and that the rest of the agency's shelters and transit centers will complement the BRT aesthetic.

It was noted that the downtown transit center must begin moving forward. There was mutual agreement that the center does not have to be elaborate and can be simple in the same way that Cortana is simple.

It was noted that Tyler Technologies is working on the ERP implementation with Intueor. Payroll and Human Resources will be the first areas to be online.

V. Recommend approval of task order for Atlas Technical Consultants for Program Management

Jonathan Charbonnet of Atlas Technical Consultants noted that they will work with CATS to develop procedures and standards used to govern overall management of the project, which will include project initiation, document controls and reporting, communications controls, schedule management, budget management, and project identification and prioritization.

A gap analysis will be conducted and Atlas will monitor and report on the progress of all project activity.

Mr. Charbonnet noted that Atlas has worked with MARTA and DART and had success with those agencies.

It was noted they will work to augment CATS staff as well as to provide program management.

He shared that the gap analysis will take 30 to 90 days; after that time, a more detailed task order will be provided for additional work.

There was discussion among the members that no costs or timelines were provided in the information submitted and therefore the Planning Committee would not make a recommendation. The items will be sent to the F&E Committee with no recommendation.

It was strongly suggested that CATS staff have all necessary information for the F&E and board meetings.

VI. Recommend approval of task order for HNTB Corporation for Transit Development Plan

Mr. Deville noted that the agency needs to have a Comprehensive Operational Analysis done but the TDP will be a step in the interim.

It was noted this item would be sent to the F&E Committee with no recommendation from the Planning Committee.

Mr. Jones shared that the task order for HNTB encompasses project management, public/stakeholder engagement coordination, organizational review, transit vision and strategic plans, proposed capital program, funding strategies, and implementation plan.

The first task will be primarily focused on transit vision and strategic plans and proposed capital program.

It was noted that it is anticipated that the cost for twelve months will be no more than \$350,000.

VII. Recommend approval of task order for The Goodman Corporation for Microtransit implementation

It was noted this item would be sent to the F&E Committee with no recommendation from the Planning Committee.

Barry Goodman, attending virtually, shared that The Goodman Corporation will be working on project management and final report production, review of accessible transit conditions, stakeholder engagement/public outreach, develop accessible transit options, and implementation plan.

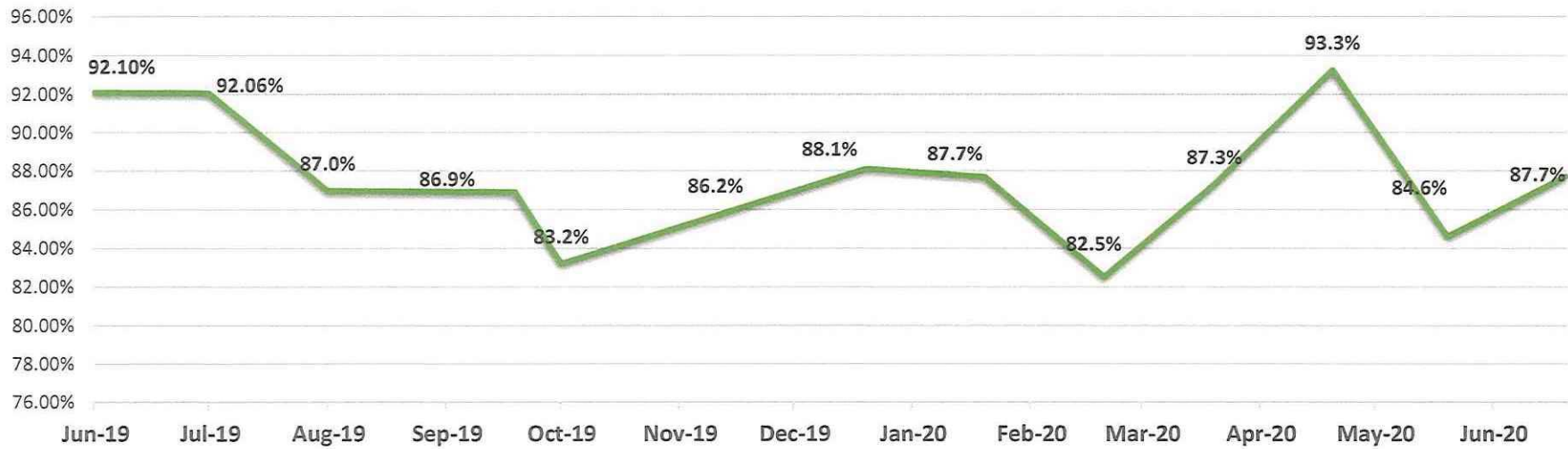
The first project to be undertaken will be to rework and rebid the microtransit service project.

There was discussion among the committee members and staff related to the potential for duplication of efforts among the consulting groups. There was concern as to who will be managing the project at CATS to ensure there is no duplication and that work is shared among the groups.

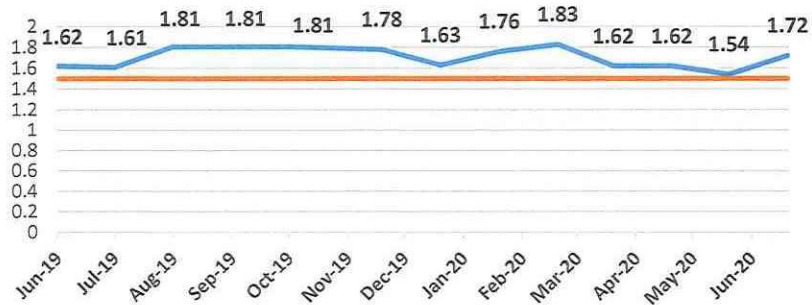
It was noted from the committee members that internal communication is crucial to ensuring the on-call project is successful. CATS staff must be made aware of the projects and kept abreast of the status of the projects.

There being no further business, the meeting adjourned.

On-Time Percentage



PPH PRODUCTIVITY

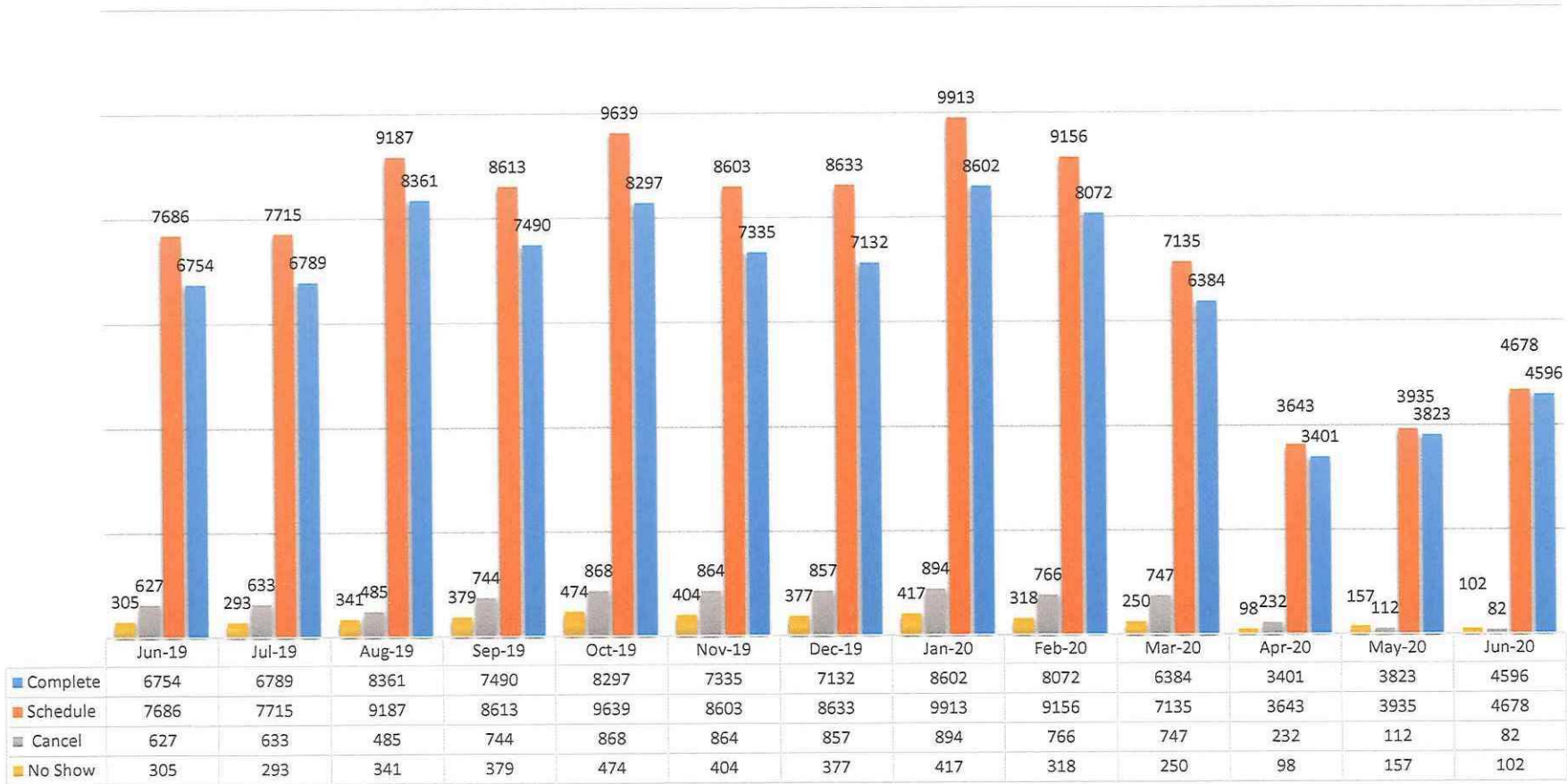


	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20
PPH	1.72	1.54	1.62	1.62	1.83	1.76	1.63	1.78	1.81	1.81	1.81	1.61	1.62
Goal 1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.50	1.50	1.50	1.50

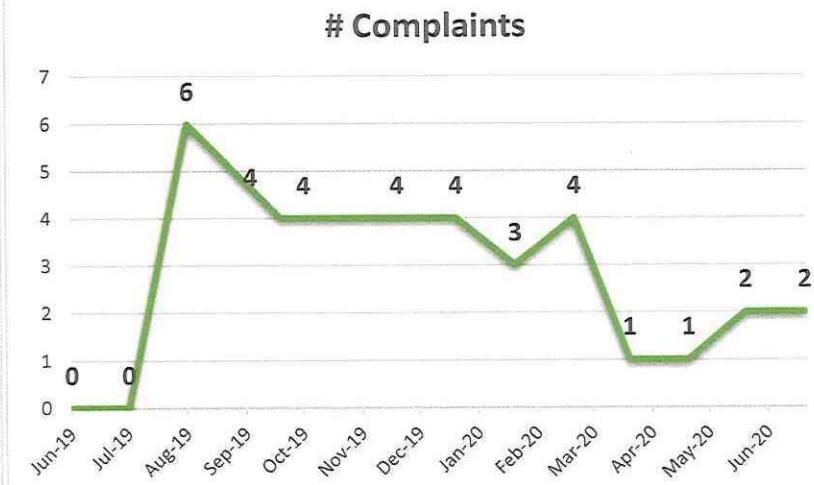
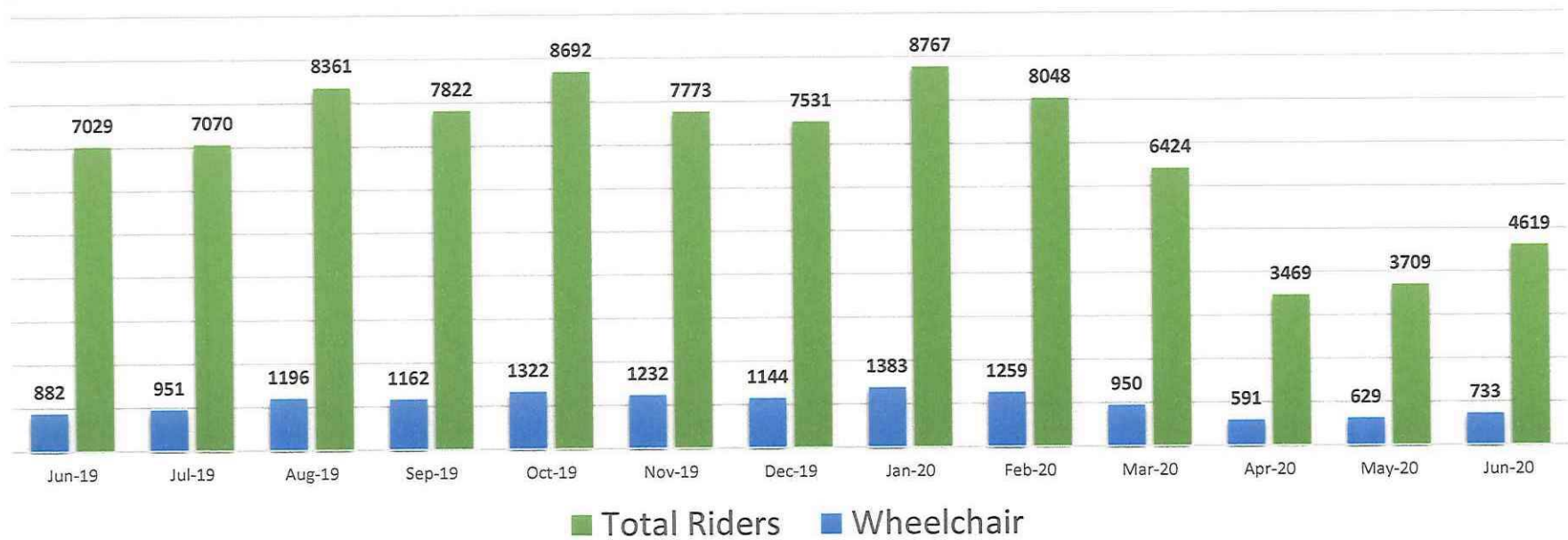
— PPH — Goal 1.5



■ Subscription% ■ Demand %



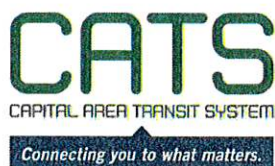
■ Complete
 ■ Schedule
 ■ Cancel
 ■ No Show



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EXECUTIVE STAFF

Amie McNaylor
Communications Director
amcnaylor@brcats.com



**CATS BOARD APPROVAL REQUEST:
P.O. #2019190**

Date: July 6, 2020

Department requesting approval: Communications

Project Manager: Amie McNaylor

Project/Contract: Covalent Logic, LLC Website Redesign, Hosting Services, and Software Contract

Project/Contract Date(s): August 1, 2020 through July 31, 2021

Renewal options (Yes/No): Yes

If yes, what year/option: first renewal

Budgeted project (Yes/No): Yes

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

Project/Contract Summary: This is the first renewal option for this contract. The original terms are a two year contract with up to three, one year renewals.

Covalent Logic works with Communications Department on the agency website.

The contract calls for Covalent Logic to host the website, provide technical support and maintenance, and redesign/refresh the website.

The first year of the contract had a not to exceed amount of \$87,000.

The anticipated budget for the next twelve months is \$16,000, which includes annual hosting fee and a "refresh" of the website, as well as increased functionality for the web admin (Communications Department).

Renewal Contract Amount: \$16,000

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EXECUTIVE STAFF

Annie S. McNayler

Project Manager approval

Mike Dull

Supervisor approval

Thomas Cating

Procurement approval

Frankie

CEO approval

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CONTACT

Bill Deville
Chief Executive Officer
bdeville@brcats.com

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CATS BOARD APPROVAL REQUEST:

Contract/P.O. #2020218

On-Call Services Task Order #2020-01

Date: July 21, 2020

Department requesting approval: Executive

Project Manager: Bill Deville

Project/Task Order: ATLAS Technical Consultants, (ATLAS) will assist Capital Area Transit System (CATS) on Project Development & and Planning roles by providing supplement staff on an as-needed basis for all types of project planning, development and delivery. ATLAS will provide these on-call services to CATS' executive management, staff, teaming partners, and other entities and stakeholders as requested.

Project/Task Order Date(s): July 21, 2020 to July 21, 2021

Renewal options (Yes/No): No

If yes, what year/option: N/A

Budgeted project (Yes/No): No

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

Project/Task Order Award Recommendation to: Atlas Technical Consultants

Project/Task Order Summary: ATLAS will provide General Administrative Support, Project Development and Delivery and Planning Services for the CATS' Five Year Capital Improvements and Investment Plan in conjunction with the CATS 2017-2022 Strategic Plan. ATLAS will provide as needed On-Call services to assist CATS with all assigned general administrative support, development, delivery and planning activities of projects with the objective of meeting the Program specific goals and milestones.

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CONTACT

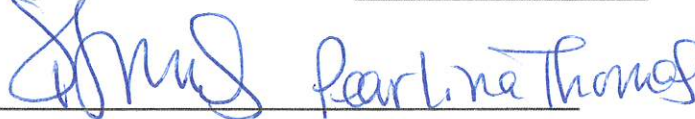


Background: Capital Area Transit System utilized the Request for Proposal (RFP) process to recognize vendors/firms to make up an On-Call Service Bench in the following categories: Project Development and Delivery, Planning, General Administrative Support, Marketing and Advertising, Operations, Procurement, Information Technology, and Corporate Affairs

Work is issued to the pre-qualified vendors/firms by task order. Use of federal funding requires CATS to conduct a solicitation process prior to the issuing of task orders. CATS reserve the right, in its sole discretion to hold mini-procurements among the vendors/firms on the On-Call Services Bench selection that was approved by CATS' Board of Commissioners February 18, 2020.

After evaluating each proposal, staff determined Atlas Technical Consultant met the qualifications to fulfill the above mentioned task.

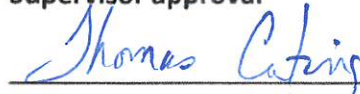
Project/Task Order Amount: Not to exceed \$354,770


Pearlina Thomas

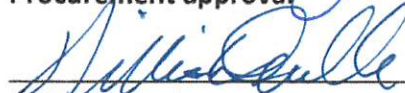
Project Manager approval


William R. Delle

Supervisor approval


Thomas C. King

Procurement approval


William R. Delle

CEO approval

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CATS

CAPITAL AREA TRANSIT SYSTEM

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CONTACT

Bill Deville
Chief Executive Officer
bdeville@brcats.com

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CATS BOARD APPROVAL REQUEST:

Contract/P.O. #2020219

On-Call Services Task Order #2020-02

Date: July 21, 2020

Department requesting approval: Executive

Project Manager: Bill Deville

Project/Task Order: HNTB will review CATS existing vision plan and CATS Five Year Strategic Plan and the Year Two (2) revisions to identify provisions that may require updating or revision based on input from previous subtask HNTB will revise the documents accordingly as a basis for updating capital and operating plans. In addition, HNTB will hold a workshop with select CATS staff to finalize the Vision Plan.

Project/Task Order Date(s): July 21, 2020 to July 21, 2021

Renewal options (Yes/No): No

If yes, what year/option: N/A

Budgeted project (Yes/No): No

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

Project/Task Order Award Recommendation to: HNTB

Project/Task Order Summary: The Strategic Plan drives the agency's capital program. A transit capital plan is typically comprised of routine capital needs (equipment, facility upgrades, bus replacement, etc.) and strategic projects such as BRT lines and transit centers. Capital programs usually cover a period of five to ten years and are updated annually to ensure the program is current. HNTB will assist CATS in preparing a 10-year capital program to provide a basis for future funding program initiatives.

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CONTACT

CATS

CAPITAL AREA TRANSIT SYSTEM

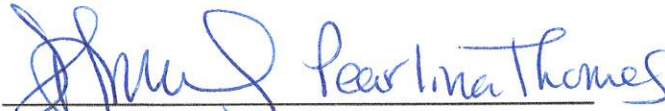
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Background: Capital Area Transit System utilized the Request for Proposal (RFP) process to recognize vendors/firms to make up an On-Call Service Bench in the following categories: Project Development and Delivery, Planning, General Administrative Support, Marketing and Advertising, Operations, Procurement, Information Technology, and Corporate Affairs

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After evaluating each proposal, staff determined HNTB met the qualifications to fulfill the above mentioned task.

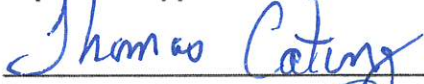
Project/Task Order Amount: Not to exceed \$350,000



Project Manager approval



Supervisor approval



Procurement approval



CEO approval

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CONTACT

Bill Deville
Chief Executive Officer
bdeville@brcats.com

CATS BOARD APPROVAL REQUEST:

Contract/P.O. #2020220

On-Call Services Task Order #2020-03

Date: July 21, 2020

Department requesting approval: Executive

Project Manager: Bill Deville

Project/Task Order: The Goodman Corporation (TGC) Team recommends a Sub-Area Planning (SAP) approach as the vest path forward to consider which transit options will best deliver public transportation benefits for each targeted area. TGC will focus on accessible transit and first and last mile options such as: bike sharing, car-sharing, scooter, demand responsive transit (micro-transit, fixed schedule (not fixed route), flex route service, circulator, autonomous vehicles, and bike and pedestrian connections.

Project/Task Order Date(s): July 21, 2020 to July 21, 2021

Renewal options (Yes/No): No

If yes, what year/option: N/A

Budgeted project (Yes/No): No

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

Project/Task Order Award Recommendation to: The Goodman Corporation

Project/Task Order Summary: TGC team will kick-off the project with a work session with the CATS team. TGC team will present an overview of the study methodologies and work plan, discuss desired study goals and outcomes, review scope of services and deliverables, and explore public transportation issues in and around the sub-areas. TGC team will request to develop a Study Committee to start the process of building a contact list of key stakeholders,

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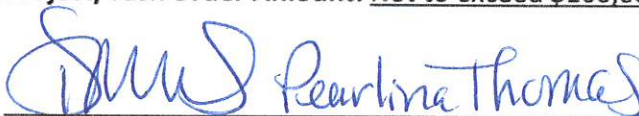
community groups, and individuals, local and regional agencies with whom the team should contact.

Background: Capital Area Transit System utilized the Request for Proposal (RFP) process to recognize vendors/firms to make up an On-Call Service Bench in the following categories: Project Development and Delivery, Planning, General Administrative Support, Marketing and Advertising, Operations, Procurement, Information Technology, and Corporate Affairs

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After evaluating each proposal, staff determined The Goodman Corporation met the qualifications to fulfill the above mentioned task.

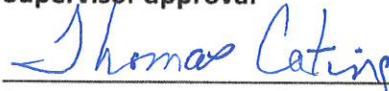
Project/Task Order Amount: Not to exceed \$160,000

 Pearlina Thomas

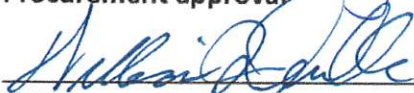
Project Manager approval



Supervisor approval

 Thomas Catling

Procurement approval



CEO approval

CATS Procurement Listing for CATS Board

July 16 2020

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	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	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.
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 3/1/19 thru 2/29/20	Extension from 03/01/2020 Renewal: 3/1/19	Extension until 12/31/2020. 2/29/20	06/23/20	Board Approved renewal period of 3/1/18 – 2/28/19 (<i>original 5 year contract for Adjustor Claim Services, Investigations, Fleet Liability and Workers Comp claims</i>). Seeking renewal thru 2/29/20	06/23/20 Board Approved to extend. Period Extension thru 12/31/20 allowing time to formulate new RFP. 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.

CATS Procurement Listing for CATS Board

July 16 2020

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
D								
Drug & Alcohol 3rd Third Party Adm D & A Services for Safety Sensitive	Services New RFP	IHSN 6 th extension	\$15,000	5/1/20 Extension from 05/01/2020	12/31/20 Extension until 12/31/2020.	6/23/20	FTA mandated Third Partying Administrator services for Drug & Alcohol /substance abuse services for safety sensitive employees. Witten Contract PO 2019052	Targeting making award by 09/20. 06/23/20 Board Approved. Period Extension thru 12/31/20 allowing time to formulate new RFP. 3/18/19 CATS extended 12-month renewal with IHSN with only a \$0.50 increase on drug tests. Contract originated in 2012.
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 Joint C-P & CATS Contract 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.	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 1 st Renewal \$125,000 Maximum per year	10/1/19 10/1/18	9/30/20 9/30/19	9/17/19	Assist CATS in creating and executing marketing programs, incl. marketing strategies and designs to increase CATS ridership base, build and maintain a positive brand in the community, and showcase the accomplishments of the Agency.	9/17/19 – Board approved 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

July 16 2020

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
Generators-Procurement	Materials State Contract	ARRCO Power Systems	\$92,117	Delivery expected 08/17/20	Delivery expected 08/17/20	6/23/20	150 KW Generator & 350 KW Generator at 2250 Florida Blvd. Power Office and Fueling Station. Switch for 350 Donmoor.	Deliver anticipated 7/31/20. 6/23/20 Board Approved. Grant available to fund. Allows continued operations in the event of a power outage. Generators and Installation est. \$170,000.
Generators – Installation	Public Works Bid	TBD for installation	Estimated \$78,000	Late August, yet to be defined	Estimated 14 days after start date	6/23/20	150 KW & 350 KW Generator at 2250 Florida Blvd. Power Office and Fueling Station. Switch only install at Donmoor.	Quotes due 07/24/20. 06/23/20 Board Approved. Grant available to fund. Allows continued operations in the event of a power outage. Generators and Installation est. \$170,000.
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	2/19/19 – Board approved new 3-year contract. No changes from last year.
O								
Oil Products (Motor oils) and Antifreeze	Materials ITB	Miguez Fuel (\$49,169.90) Petro Choice (\$40,390.00) Sun Coast (\$17,398.00)	2020 renewals are all under \$50k per vendor.	1/1/2020	12/31/20	CATS CEO is able to approve, as threshold is below Board amount of \$50,000 for each contract	Current contracts will expire 12/31/2020. 2017 Contract Renewal options available up to four (4) successive one (1) year periods or through 1/16/22. Price adjustment based on the PPI at time of the renewal. Vendor needs to provide PPI calculations for increase.	4/14/20 – All 3 PO's emailed to Vendors. (CEO approved) 4/16/19 – Board approved. 4/2/19 – ITB for antifreeze and motor oil to be awarded, where the antifreeze will be awarded to Miguez Fuel (for a total of \$15,000), who currently contracts with CATS for hydraulic turbine oil, diesel exhaust fluid (at a total of \$36,670). Contract for remainder of CY2019 will be <u>\$51,670</u> . Motor Oil will be awarded to Petro Choice for a total of \$34,620, within the CEO's threshold of \$50,000.
P								
Paratransit Services ADA	Service	MV Transp.	3 year contract amount \$6,975,000	5/6/18 3 yr contract w/ 2 one year renewals	4/30/21 (potential 5 year contract thru 2023)	2/20/18	Contracted Para-Transit Service Provider	2/20/18 – Board approved award to MV. 1/16/18 – Board deferred until Feb Board meeting. 1/12/18– F&E meeting Based on the Proposal Evaluation Committee results; CATS recommends an award of contract to MV Transportation as CATS paratransit services contractor.
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. 06/23/20 Board Approved.

CATS Procurement Listing for CATS Board

July 16 2020

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Service Description	Contr Type	Vendor Name	Amt	Start Date	End Date	Board Approved	Services/ Product Provided	Notes / Comments
S								
Security Guard Services	Service	Weiser Security Services, Inc.	Approx. \$237,000 annual cost	2 nd of 2 renewals 1/1/19 1 st of 2 one-year renewals	12/31/20	1/21/2020	24 /7 - Security Guard Services at CATS 2250 Florida Blvd. location. New RFP in Oct/2020	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)	07/10/20	6/30/25 (potential 8 year contract thru 2028)	12/17/19	ERP Software	Contract under review by CATS. Board Approved on 12/17/19. Intent to Award 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	07/01/20	12/31/21	6/23/20	ERP Software Implementation Services –	Contract under review by CATS. 06/23/20 Board Approved. 5/5/20-3 Bids were opened and evaluated, 4/7/20- RFP Effort Started.
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	In the CATS Procurement Process. 06/23/20 Board approved. 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	\$600,000 (est cost for 3 years) ----- 2016 Average cost is \$200,000 per year	9/1/17 Current Contract with Goodyear is thru 8/17/17	8/31/20 Initial Contract for 3 years w/ 2 one year renewals through 8/31/22	1/21/20	Tire lease for buses	1/24/2020- Order has been placed. 1/21/2020- Board approved. 1/10/20- Submit Board approval request.

CATS Procurement Listing for CATS Board

July 16 2020

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Service Description	Contr Type	Vendor Name	Amt	Start Date	End Date	Board Approved	Services/ Product Provided	Notes / Comments
V								
Vehicles (21) ADA Paratransit Vans Driver Protection Systems	Materials	Creative Bus Sales State Contract	\$25,560	06/11/20	07/31/20	6/23/20	21 Protective Van Protective Systems to protect drivers	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	Total Bid Price for 3 buses and 3 charging stations \$2,381,245 Approx unit cost for one bus and one charging station \$791,748	12/20/2019 – 2nd order 01/16/18	12/20/20 – 2 nd order 01/16/23 Contract can be used for the next 5 years from the date of award	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.	12/20/19 – 2 nd order for 3 buses-Board Approved and buses ordered expected to arrive by 12/20/20. 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	.Order placed 6/24/20. 6/23/20 Board Approved.
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	Order placed 6/26/20. 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	Delivery in process for 9/01/2020	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.	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.

CATS Procurement Listing for CATS Board

July 16 2020

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Service Description	Contr Type	Vendor Name	Amt	Start Date	End Date	Board Approved	Services/ Product Provided	Notes / Comments
W								
Website Re-Design	Website Services	Covalent Logic	\$16,000 Estimate ReDesign \$87,000 plus Hosting Fees est \$4,000/yr	08/01/20 01/01/17	12/31/20 12/31/19 3 years w/2 one year renewals available	07/20 Request 12/20/16	Increase functionality and annual hosting fee. Website Re-Design - includes Hosting and Software Services	July 2020 - 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.

JUNE 2020 GENFARE RECORDED RIDERSHIP AND REVENUE PER ROUTE BY TYPE OF DAY

		RIDERSHIP				REVENUE			TOTAL	
Route Number	Route Name	Weekday	Saturday	Sunday		Weekday	Saturday	Sunday	Ridership	REVENUE
8	Gus Young Ave / BRCC	2,221	257	101		Free service	Free service	Free service	2,579	\$0.00
10	Scenic Hwy / Southern University	1,625	115	146		Free service	Free service	Free service	1,886	\$0.00
11	Northside Circulator	3,049	425	104		Free service	Free service	Free service	3,578	\$0.00
12	Government St / Jefferson Hwy	2,871	477	190		Free service	Free service	Free service	3,538	\$0.00
14	Thomas Delpit Dr / Roosevelt St	2,573	362	277		Free service	Free service	Free service	3,212	\$0.00
15	Glen Oaks / Blount Rd / Crestworth	1,906	252	110		Free service	Free service	Free service	2,268	\$0.00
16	Capitol Park Shuttle	No service	No service	No service		No service	No service	No service	0	\$0.00
17	Perkins Rd	3,497	470	315		Free service	Free service	Free service	4,282	\$0.00
18	Cortana Transit Center / Tigerland	2,235	577	275		Free service	Free service	Free service	3,087	\$0.00
20	N. Acadian Thwy	4,685	700	431		Free service	Free service	Free service	5,816	\$0.00
21	Fairfields Ave	4,264	517	368		Free service	Free service	Free service	5,149	\$0.00
22	Winbourne Ave	2,992	359	286		Free service	Free service	Free service	3,637	\$0.00
23	Foster Dr	1,479	213	54		Free service	Free service	Free service	1,746	\$0.00
41	Plank Rd	7,285	958	354		Free service	Free service	Free service	8,597	\$0.00
44	Florida Blvd	11,971	1,845	1,021		Free service	Free service	Free service	14,837	\$0.00
46	Cortana Transit Center / L'auberge Casino & Hotel	3,609	447	282		Free service	Free service	Free service	4,338	\$0.00
47	Highland Rd / LSU	7,592	1,140	380		Free service	Free service	Free service	9,112	\$0.00
54	N. Airline Hwy / Southern University	3,128	485	306		Free service	Free service	Free service	3,919	\$0.00
57	Sherwood Forest Blvd / Greenwell Springs Rd / Siegen Ln	6,163	719	658		Free service	Free service	Free service	7,540	\$0.00
58	Coursey Blvd / O'Neal Ln / Ochsner	3,766	506	277		Free service	Free service	Free service	4,549	\$0.00
59	East Florida Blvd / O'Neal Ln / Ochsner	2,612	445	367		Free service	Free service	Free service	3,424	\$0.00
60	Medical Circulator	593	38	32		Free service	Free service	Free service	663	\$0.00
70	CATS Terminal / Southern University / Baker	2,144	317	197		Free service	Free service	Free service	2,658	\$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
	Total	82,260	11,624	6,531		\$0.00	\$0.00	\$0.00	100,415	\$0.00

RIDERSHIP PER ROUTE BY MONTH YEAR-TO-DATE FOR JUNE 2020

ROUTE	ROUTE NAME	January	February	March	April	May	June	Total
8	Gus Young Ave / BRCC	2,795	3,253	2,275	1,896	2,358	2,579	15,156
10	Scenic Hwy / Southern University	7,425	7,648	5,623	1,999	1,718	1,886	26,299
11	Northside Circulator	3,640	4,092	2,922	2,774	3,241	3,578	20,247
12	Government St / Jefferson Hwy	7,328	6,667	5,944	2,022	2,932	3,538	28,431
14	Thomas Delpit Dr / Roosevelt St	5,404	4,355	4,469	2,625	2,798	3,212	22,863
15	Glen Oaks / Blount Rd / Crestworth	2,874	2,522	2,039	1,553	1,966	2,268	13,222
16	Capitol Park Shuttle	85	107	12	3	0	0	207
17	Perkins Rd	10,567	9,755	7,962	3,355	3,696	4,282	39,617
18	Cortana Transit Center / Tigerland	8,013	7,100	5,590	2,998	2,851	3,087	29,639
20	N. Acadian Thwy	9,843	8,830	7,238	4,510	5,167	5,816	41,404
21	Fairfields Ave	7,667	7,121	5,184	4,441	4,987	5,149	34,549
22	Winbourne Ave	7,597	8,082	6,264	2,753	3,271	3,637	31,604
23	Foster Dr	4,980	4,166	3,549	1,996	1,747	1,746	18,184
41	Plank Rd	20,580	18,950	13,993	7,906	8,317	8,597	78,343
44	Florida Blvd	27,321	26,347	21,148	12,002	14,032	14,837	115,687
46	Cortana Transit Center / L'auberge Casino & Hotel	6,980	6,743	5,163	3,148	3,548	4,338	29,920
47	Highland Rd / LSU	25,105	24,055	17,072	7,187	7,955	9,112	90,486
54	N. Airline Hwy / Southern University	11,603	10,692	8,345	3,876	4,051	3,919	42,486
57	Sherwood Forest Blvd / Greenwell Springs Rd / Siegen Ln	15,956	15,530	11,383	5,577	6,974	7,540	62,960
58	Coursey Blvd / O'Neal Ln / Ochsner	5,384	4,632	3,542	2,478	3,146	4,549	23,731
59	East Florida Blvd / O'Neal Ln / Ochsner	5,267	5,047	3,892	2,348	2,941	3,424	22,919
60	Medical Circulator	1,304	969	706	411	726	663	4,779
70	CATS Terminal / Southern University / Baker	4,647	4,323	3,999	2,302	2,063	2,658	19,992
72	Florida Blvd LIMITED	5,612	4,537	4,232	298	0	0	14,679
80	Southern University Shuttle	833	1,628	1,015	0	0	0	3,476
TOTAL UNLINKED TRIPS		208,810	197,151	153,561	80,458	90,485	100,415	830,880

	January	February	March	April	May	June	Total
Number of Weekdays	21	19	22	21	20	22	125
Number of Saturdays	4	5	4	4	5	4	26
Number of Sundays	6	5	5	5	6	4	31
Emergency Days	0	0	0	0	0	0	0
Total days	31	29	31	30	31	30	182
Holiday(s)	New Years Day MLK Day	Mardi Gras		Good Friday Lifeline Service	Memorial Day		

RIDERSHIP PER ROUTE BY MONTH YEAR-TO-DATE W/ LSU TIGER TRAILS

ROUTE NUMBER	ROUTE NAME	January	February	March	April	May	June	Total
8	Gus Young Ave / BRCC	2,795	3,253	2,275	1,896	2,358	2,579	15,156
10	Scenic Hwy / Southern University	7,425	7,648	5,623	1,999	1,718	1,886	26,299
11	Northside Circulator	3,640	4,092	2,922	2,774	3,241	3,578	20,247
12	Government St / Jefferson Hwy	7,328	6,667	5,944	2,022	2,932	3,538	28,431
14	Thomas Delpit Dr / Roosevelt St	5,404	4,355	4,469	2,625	2,798	3,212	22,863
15	Glen Oaks / Blount Rd / Crestworth	2,874	2,522	2,039	1,553	1,966	2,268	13,222
16	Capitol Park Shuttle	85	107	12	3	0	0	207
17	Perkins Rd	10,567	9,755	7,962	3,355	3,696	4,282	39,617
18	Cortana Transit Center / Tigerland	8,013	7,100	5,590	2,998	2,851	3,087	29,639
20	N. Acadian Thwy	9,843	8,830	7,238	4,510	5,167	5,816	41,404
21	Fairfields Ave	7,667	7,121	5,184	4,441	4,987	5,149	34,549
22	Winbourne Ave	7,597	8,082	6,264	2,753	3,271	3,637	31,604
23	Foster Dr	4,980	4,166	3,549	1,996	1,747	1,746	18,184
41	Plank Rd	20,580	18,950	13,993	7,906	8,317	8,597	78,343
44	Florida Blvd	27,321	26,347	21,148	12,002	14,032	14,837	115,687
46	Cortana Transit Center / L'auberge Casino & Hotel	6,980	6,743	5,163	3,148	3,548	4,338	29,920
47	Highland Rd / LSU	25,105	24,055	17,072	7,187	7,955	9,112	90,486
54	N. Airline Hwy / Southern University	11,603	10,692	8,345	3,876	4,051	3,919	42,486
57	Sherwood Forest Blvd / Greenwell Springs Rd / Siegen Ln	15,956	15,530	11,383	5,577	6,974	7,540	62,960
58	Coursey Blvd / O'Neal Ln / Ochsner	5,384	4,632	3,542	2,478	3,146	4,549	23,731
59	East Florida Blvd / O'Neal Ln / Ochsner	5,267	5,047	3,892	2,348	2,941	3,424	22,919
60	Medical Circulator	1,304	969	706	411	726	663	4,779
70	CATS Terminal / Southern University / Baker	4,647	4,323	3,999	2,302	2,063	2,658	19,992
72	Florida Blvd LIMITED	5,612	4,537	4,232	298	0	0	14,679
80	Southern University Shuttle	833	1,628	1,015	0	0	0	3,476

LSU	Tiger Trails (operated by First Transit)	94,927	123,276	68,559	0	0	2,213	288,975
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TOTAL UNLINKED TRIPS	303,737	320,427	222,120	80,458	90,485	102,628	1,119,855
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	January	February	March	April	May	June	Total
Number of Weekdays	21	19	22	21	20		103
Number of Saturdays	4	5	4	4	5		22
Number of Sundays	6	5	5	5	6		27
Emergency Days	0	0	0	0	0		0
Total days	31	29	31	30	31		152
Holiday(s)	New Years Day	Mardi Gras		Good Friday	Memorial Day		
	Martin Luther King Jr Day			Lifeline Service			

JUNE 2020 COMPARED TO JUNE 2019

#	ROUTE NAME	2020		2019		DIFFERENCE	
		RIDERSHIP	REVENUE	RIDERSHIP	REVENUE	RIDERSHIP	REVENUE
8	Gus Young Ave / BRCC	2,579	\$ -	2,642	\$ 1,204.86	-63	\$ (1,204.86)
10	Scenic Hwy / Southern University	1,886	\$ -	5,622	\$ 2,869.11	-3,736	\$ (2,869.11)
11	Northside Circulator	3,578	\$ -	3,428	\$ 2,382.99	150	\$ (2,382.99)
12	Government St / Jefferson Hwy	3,538	\$ -	7,715	\$ 3,272.03	-4,177	\$ (3,272.03)
14	Thomas Delpit Dr / Roosevelt St	3,212	\$ -	4,714	\$ 2,810.39	-1,502	\$ (2,810.39)
15	Glen Oaks / Blount Rd / Crestworth	2,268	\$ -	2,837	\$ 1,937.33	-569	\$ (1,937.33)
16	Capitol Park Shuttle	0	\$ -	41	Free service	-41	
17	Perkins Rd	4,282	\$ -	10,747	\$ 5,389.08	-6,465	\$ (5,389.08)
18	Cortana Transit Center / Tigerland	3,087	\$ -	7,612	\$ 4,766.62	-4,525	\$ (4,766.62)
20	N. Acadian Thwy	5,816	\$ -	9,280	\$ 5,493.98	-3,464	\$ (5,493.98)
21	Fairfields Ave	5,149	\$ -	7,164	\$ 4,028.83	-2,015	\$ (4,028.83)
22	Winbourne Ave	3,637	\$ -	7,046	\$ 4,099.87	-3,409	\$ (4,099.87)
23	Foster Dr	1,746	\$ -	6,043	\$ 3,681.17	-4,297	\$ (3,681.17)
41	Plank Rd	8,597	\$ -	18,456	\$ 10,177.25	-9,859	\$ (10,177.25)
44	Florida Blvd	14,837	\$ -	30,540	\$ 14,337.86	-15,703	\$ (14,337.86)
46	Cortana Transit Center / L'auberge Casino & Hotel	4,338	\$ -	7,461	\$ 5,038.60	-3,123	\$ (5,038.60)
47	Highland Rd / LSU	9,112	\$ -	9,785	\$ 11,197.95	-673	\$ (11,197.95)
54	N. Airline Hwy / Southern University	3,919	\$ -	15,388	\$ 6,006.69	-11,469	\$ (6,006.69)
57	Sherwood Forest Blvd / Greenwell Springs Rd / Siegen Ln	7,540	\$ -	4,185	\$ 10,681.35	3,355	\$ (10,681.35)
58	Coursey Blvd / O'Neal Ln / Ochsner	4,549	\$ -	5,137	\$ 2,359.63	-588	\$ (2,359.63)
59	East Florida Blvd / O'Neal Ln / Ochsner	3,424	\$ -	1,025	\$ 3,338.98	2,399	\$ (3,338.98)
60	Medical Circulator	663	\$ -	4,596	\$ 425.92	-3,933	\$ (425.92)
70	CATS Terminal / Southern University / Baker	2,658	\$ -	4,813	\$ 3,048.34	-2,155	\$ (3,048.34)
72	Florida Blvd LIMITED	0	\$ -	1,281	\$ 1,876.36	-1,281	
80	Southern University Shuttle	0	\$ -	0	\$-	0	\$ -

TOTAL RIDERSHIP & REVENUE	100,415	\$ -	177,558	\$110,425.19	-77,143	-\$108,548.83
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