



REGULAR MEETING  
OF THE  
BOARD OF COMMISSIONERS  
CAPITAL AREA TRANSIT SYSTEM  
AND  
PUBLIC TRANSPORTATION COMMISSION  
SEPTEMBER 17, 2019  
4:30 pm

BREC Administration Building 6201 Florida Boulevard  
Commission Room  
Baton Rouge, LA 70806

## AGENDA

- I. CALL TO ORDER: Mr. Mark Bellue
- II. ROLL CALL: Ms. Amie McNaylor
- III. APPROVAL OF MINUTES OF AUGUST 20, 2019 MEETING: Mr. Mark Bellue
- IV. PRESIDENT'S ANNOUNCEMENTS: Mr. Mark Bellue
- V. ADMINISTRATIVE MATTERS
  1. Executive and Financial Report: Mr. Bill Deville and Executive Staff
- VI. COMMITTEE REPORTS AND ANY ACTION THEREON
  1. Finance & Executive: Mr. Mark Bellue (no meeting held)
  2. Technical, Policies & Practices: Dr. Peter Breaux
  3. Audit: Mr. Kahli Cohran (no meeting held)
  4. Planning: Mr. Kevin O'Gorman
  5. Community Relations: Ms. Linda Perkins
- VII. ACTION ITEMS
  1. Consideration of authorization for the CEO to renew strategic creative partner Rockit Science contract
  2. Consideration of authorization for the CEO to renew the RouteMatch annual technical support, warranty, and technical contract for a period of one year

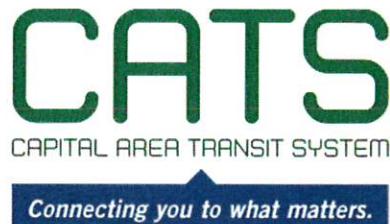
3. Consideration of authorization to add John Cutrone as signatory on behalf of CATS for all Whitney/Hancock Bank accounts and to remove Jeanette Eckert as signatory and consideration of authorization for the CEO to execute all documents required by Whitney/Hancock Bank to effectuate these changes
4. Consideration of approval of CATS ADA Paratransit Manual
5. Consideration of authorization for the CEO to enter into a lease for new office space for CATS
6. Consideration of Authorization for the CEO to settle the claims of Lionel Hayes and Sharon Chambers 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 19<sup>th</sup> Judicial District Court and is Suit Number 669,306, Sec. 22; and that Lionel Hayes and Sharon Chambers are the plaintiffs and Capital Area Transit System is the defendants.)

**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.



MEETING OF THE  
BOARD OF COMMISSIONERS OF  
CAPITAL AREA TRANSIT SYSTEM  
AND  
PUBLIC TRANSPORTATION COMMISSION  
AUGUST 20, 2019  
4:30 p.m.  
BREC Administration Building  
6201 Florida Boulevard  
Baton Rouge, LA 70806

**MINUTES**

**I. CALL TO ORDER: Mr. Mark Bellue**

Mr. Bellue called the meeting to order.

**II. ROLL CALL**

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

**III. APPROVAL OF MINUTES OF JULY 16, 2019 MEETING**

Mr. Brandt moved to approve the minutes of the July 18, 2019, meeting and Ms. Perkins seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously with no abstentions.

**IV. PRESIDENT'S ANNOUNCEMENTS**

Mr. Bellue reviewed the public comment process.

Mr. Bellue informed those present that there was one item that would be considered in executive session and that public comments would be taken after the meeting resumed.

## **V. SAFETY MOMENT**

**Mr. Bellue noted this item had been removed from the agenda.**

## **VI. ADMINISTRATIVE MATTERS**

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

**Mr. Deville provided agency updates and introduced Ms. Pearlina Thomas. He noted that she is with the agency on an interim basis as the interim Chief Administrative Officer and is working to fill the vacancy left by Darrell Brown's departure. She has experience in the public sector and with policy, programs, and implementation.**

**DCEO Charles Odimgbe has been meeting with all the departments and is working on department goals, expectations, etc.**

**The agency had its triennial review August 7<sup>th</sup> and 8<sup>th</sup> and a summary of the review and follow up process will be provided to the Board once it has been reviewed by CATS staff.**

**Mr. Jim Fight shared that the agency is interviewing 41 candidates for employment in various departments. A new hire orientation for bus operators has been scheduled for August 26<sup>th</sup>. The agency has completed interviews for the Comptroller and has extended an offer of employment to the preferred candidate. Training modules are being introduced to all departments and the initial effort will be tailored to supervision for the agency.**

**Ms. Dwana Williams shared that, in Operations, there are currently 126 active operators. The department lost five operators to termination and FMLA. There are ten operators in the training class now and approximately 20 more have been hired to begin training August 26<sup>th</sup>.**

**Ms. Williams noted that CATS had 203,476 passenger trips in July. There were 1.1 preventable accidents per 100,000 miles, and 1,419.7 trips cancelled of the approximately 33,000 trips for July. The percentage of on-time trips was 67.56%, there were 51.6 complaints per 100,000 miles, and there were 6,130 mean miles between road calls for the month.**

**Mr. Odimgbe let the board know that he is working with Operations and Maintenance to address the various performance measures that are trending downward. He noted that several options are being considered to address the challenges.**

**Mr. Deville extended his condolences to the family of former Governor Kathleen B. Blanco and noted that CATS worked with Dr. Shawn Wilson of DOTD to provide shuttle service for her funeral services.**

**Mr. Deville shared that CATS is planning several press events to occur between now and October to announce the launch of the three easily identifiable and branded electric buses into fixed-route service on a temporary basis. The press event for the electric buses is planned for September 16<sup>th</sup> at the CATS terminal.**

**CATS is also preparing an event in late September or early October, depending on the weather, for the grand opening of the Cortana Transit Center.**

**CATS is preparing to conduct stakeholder/non-rider surveys that will be administered by ETC Institute, the same group that performs the customer satisfaction surveys. This information will be used by multiple departments in the agency in preparation for our community outreach campaign.**

**The microtransit pilot program work continues and CATS hopes to have an RFP ready for solicitation in September 2019. This will allow CATS to serve two zones in North Baton Rouge – the area around the Baton Rouge Metropolitan Airport and Southern University as well as the City of Baker.**

**CATS received a Low-No grant award notice for \$2.6 million for the purchase of three additional electric buses from its May 2019 application.**

**It was noted that CATS staff provided an overview of BRT activity for the past year at the request of FTA Region VI. The NEPA/preliminary engineering project has been authorized and awaits notice to proceed.**

**FTA provided recommendations for the BRT projects and suggested using the preliminary design from the NEPA preliminary design phase to guide other design firms under contract for Architectural and Engineering services.**

**Mr. Deville presented the July financials and noted that the total current assets as of July 31, 2019 are \$26,191,474. The total assets are \$54,791,190. The total current liabilities are \$7,615,145 and the total liabilities are \$13,653,181.**

**The operating expenses as of July 31, 2019 are \$2,682,464.**

**The total CATS-generated operating revenues as of July 31, 2019 are \$216,758. The total non-federal subsidies are \$1,467,373 and the total federal subsidies are \$367,629. The total operating subsidies are \$1,835,002.**

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

### **1. Finance and Executive: Mr. Mark Bellue**

**Mr. Bellue referred the members to the minutes of the committee's August 15<sup>th</sup> meeting in their packets. He shared the highlights of the meeting and noted there was one change to the action item regarding the Whitney/Hancock Bank item.**

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

**Dr. Breaux noted the committee did not meet.**

### **3. Audit: Mr. Cohran**

**Mr. Cohran noted the committee did not meet.**

### **4. Planning: Mr. Kevin O'Gorman**

**Mr. O'Gorman referred the members to the minutes of the August 16<sup>th</sup> meeting and shared the highlights. He noted that there was discussion of the two year capital budget that would be shared at the next Planning Committee meeting.**

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

**Ms. Perkins referred the members to the minutes of the committee's August 14<sup>th</sup> meeting in their packets and shared the highlights of the meeting.**

**Mr. Bryan Basford of MV Transportation noted that CATS On Demand had 8,066 scheduled trips in July; of those, 650 were cancellations and 255 were no shows, for a total of 7,416 completed trips.**

**Mr. Basford noted that 49% of the trips were subscription and 51% were demand trips. There were zero valid complaints for the month and the on-time performance was 92.1%.**

There was discussion of the vehicle fleet and it was noted that there are typically two to four “down” vehicles daily and MV is sending two of its vehicles to assist with the fleet.

Ms. Perkins shared that this would be Mr. Basford’s last meeting as he has accepted another position with MV. He will continue to be available to CATS in the interim and will assist in training his replacement.

## VIII. ACTION ITEMS

1. Consideration of authorization to remove Rhonda Williams and to add Charles Odimgbe as signatory on behalf of CATS for all Whitney/Hancock Bank accounts and recommend authorization for the CEO to execute all documents required by Whitney/Hancock Bank to effectuate these changes

It was noted that Ms. Williams's name was not included in the recommendation from F&E but was included in this item.

This is a requirement of the bank and must be done to add and/or remove a signatory for CATS accounts.

Mr. O’Gorman moved that the CEO is authorized to remove Rhonda Williams as a signatory and add Charles Odimgbe as a signatory for all Whitney/Hancock Bank accounts and that the CEO is authorized to execute all documents required by Whitney/Hancock Bank to effectuate these changes. Mr. Brandt seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously with no abstentions.

### **RESOLUTION OF A STATE OR LOCAL GOVERNMENT OPERATING UNDER AUTHORITY OF A BOARD, COUNCIL, OR OTHER TYPE GOVERNING BODY**

**Whitney Bank, also dba Hancock Bank  
Capital Area Transit System  
2250 Florida Boulevard  
Baton Rouge, LA 70802**

- A. We, the undersigned, certify that we are the President and Secretary/Clerk of the above-named State or Local Government (hereinafter referred to as the “Governing Authority”) duly created, organized, and operating under the Constitution and Laws of the State of Louisiana Federal Employer ID Number 72-0755868, and that the following is a true, correct, and certified copy of a resolution

adopted at a meeting of the Governing Authority, properly called and duly held on August 20, 2019 and that this resolution has been properly entered into the minutes of the Governing Authority, having not been modified or rescinded.

B. To be resolved that:

- (1) The Financial Institution named above is designated as a depository for the funds of this Governing Authority;
- (2) This resolution shall continue to have effect until express written notice of its recession, modification, or cancellation has been received and recorded by this Financial Institution;
- (3) All transactions, if any, with respect to any deposits, withdrawals, rediscounts and borrowing by or on behalf of the Governing Authority with this Financial Institution prior to the adoption of the resolution are hereby ratified, approved, and confirmed;
- (4) Any of the persons named below, so long as they are acting in a representative capacity as agents of the Governing Authority, are authorized to make any and all contracts, agreements, stipulations and orders which they may deem advisable and necessary to open an Account(s) with the Financial Institution and for the effective exercise of powers over said account(s) for the transaction of all business concerning funds deposited in, money borrowed from, or other business transacted by and between this Governing Authority and said Financial Institution and to endorse checks and orders for the payment of moneys and withdrawal funds on deposit with this Financial Institution, subject to any restriction(s) stated below. The Governing Authority agrees to, shall be bound by, and otherwise be liable for, the terms and conditions of all such contracts, stipulations, and orders. It shall be the responsibility of the Governing Authority to provide written notice to this Financial Institution should the authority of any of the agents it has so authorized to transact business on its behalf has been terminated. This Financial Institution shall incur no liability for acting in good faith upon the representations of said agents until such notice is properly given;
- (5) Any and all prior resolutions adopted by this Governing Authority and certified to this Financial Institution as governing the operation of this Governing Authority's account(s), are in full force and effect, unless supplemented or modified by this authorization;

- (6) The Governing Authority agrees to the terms and conditions of any account agreement, properly opened by any authorized representative of the Governing Authority and authorizes this Financial Institution named above, at any time, to charge the Governing Authority for all checks, drafts, or other orders, for the payment of moneys, drawn on the Financial Institution;
- C. Each person named below (name and title) is authorized to exercise the powers granted herein on all accounts opened under this Agreement and accompanying Master Signature Card on behalf of the Governing Authority:
- William J. "Bill" Deville, Chief Executive Officer  
Jeanette Eckert, Grants Manager  
Charles Odimgbe, Deputy Chief Executive Officer  
Dwana Williams, Chief Operating Officer
- D. I further certify that the Governing Authority has, and at the time of adoption of this resolution did have, full power and lawful authority to adopt the foregoing resolution(s) and to confer the powers granted to the person(s) named herein:

IN WITNESS WHEREOF, we have hereunto affixed our signatures as of August 20, 2019.

Mark Bellue, CATS Board President  
Amie McNaylor, CATS Board Assistant Secretary

2. Consideration of authorization for the CEO to settle the worker's compensation claim of John Scott. (This matter might possibly be discussed in executive session. As required by the Open Meeting Law, notice is hereby given that this claim is a pending worker's compensation claim and that John Scott is the plaintiff and Capital Area Transit System is the defendant.)

Mr. Bellue moved to enter into executive session to discuss this pending workers compensation claim. Mr. Brandt seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously with no abstentions. At this point, the board entered into executive session.

Following the executive session, Mr. Brandt moved that the CEO is authorized to settle the worker's compensation claim of John Scott for the sum of sixty-eight thousand and 00/100 (\$68,000) dollars and Ms. Pierre seconded the motion. Mr. Bellue invited public comment

**and there was none. The motion passed unanimously with no abstentions.**

## **X. PUBLIC COMMENTS**

**Mr. Jewell Mendes wanted to discuss personnel matters but was informed that the board, per its bylaws, does not discuss personnel matters.**

**Yvette Rhines, the newly elected President of ATU Local 1546, introduced the new Union Board officers as follows:**

**Yvette Rhines, President/Business Agent**

**George Decuir, Vice President**

**Toye Hebert, Financial Secretary**

**Shavez Smith, Executive Board/Operations**

**Anthony Holmes, Executive Board/Maintenance**

**Emily Maten, Recording Secretary**

**Angelina Primus-Jackson, Sergeant of Arms**

**Ms. Agnes Carlin requested that the bench at the stop at the Wesley Plaza Senior Homes on Hollywood be upgraded to a covered stop.**

## **XI. ADJOURNMENT**

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

2250 Florida Boulevard  
Baton Rouge, LA 70802  
PHONE: 225.389.8920



Connecting you to what matters.

## EXECUTIVE STAFF

**Bill Deville**  
*Chief Executive Officer*

**Charles Odimgbe**  
*Deputy Chief Executive Officer*

**Dwana Williams**  
*Chief Operations Officer*

## EXECUTIVE REPORT

September 2019

Bill Deville and Executive Staff

### AGENCY UPDATES: *Bill Deville*

- Mr. John Cutrone, CPA, has been hired as the new Comptroller for the agency. He will be in charge of the Finance Department and is leading the management of the agency's finances.
  - Mr. Cutrone comes to CATS with 25 years' experience at various levels of finance and accounting, and he has worked in both the public and private sectors.

### HUMAN RESOURCES: *Jim Fight*

- CATS hired 27 operators who began training August 26<sup>th</sup>.
  - This marks the largest training class to join the agency in five years.

### OPERATIONS AND MAINTENANCE: *Dwana Williams*

- We currently have 130 active operators working. There are 140 total operators; the remaining 10 are on FMLA and light duty.
- See attached Performance Measures.

### CEO NOTES: *Bill Deville*

- CATS is conducting stakeholder/non-rider surveys that are administered by the ETC Institute. This information will be used by multiple departments in the agency in preparation for our community outreach campaign.
- The fall customer satisfaction surveys will begin the week of September 16<sup>th</sup> with onboard surveys.
- The Microtransit Pilot Program work continues and CATS hopes to have an RFP ready for solicitation by September, 2019, whereby two North Baton Rouge zones will be merged for a service area in North Baton Rouge that includes the Airport, Southern University, and the city of Baker; we will have a timeline of this pilot program for the board at the September board meeting.
- CATS board president and several committee chairs were able to meet with Congressman Garret Graves on August 29<sup>th</sup> to discuss the BRT project as well as other CATS initiatives. The meeting was brief but well received, and the Congressman and board members took advantage of the photo opportunity alongside and inside the newly wrapped BYD electric bus.

### PLANNING AND PROGRAM DEVELOPMENT:

- Planning staff has been riding several routes – numbers 14, 15, 18, 22, 46, 47, 58, 59, and 80 – in order to adjust schedules and time points for the upcoming October service adjustment. Proactive adjustments to the 46 route were made to service Our Lady of the Lake Children's Hospital when it opens in October.

2250 Florida Boulevard  
Baton Rouge, LA 70802  
PHONE: 225.389.8920



*Connecting you to what matters.*

## EXECUTIVE STAFF

- Planning has assisted with identifying and evaluating administrative office facilities.

### FACILITIES PLANNING: *Bill Deville*

#### North Baton Rouge Transit Center:

- Legal counsel indicated that LSU and the Division of Administration have completed the process of notifying the previous owner(s) of the intent to sell the property. The title search is underway and closing is anticipated shortly.

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

- Construction is continuing at the site and all transit furnishings including benches, bike racks, light fixtures, and trash bins are being installed.
- Construction is expected to be completed no later than October, with revenue service starting immediately.

### BUS RAPID TRANSIT:

#### Plank Road BRT, Phase One:

- The Plank BRT Phase One project's final engineering is on hold until the completion of the NEPA process and receiving environmental approval for the entire Plank Road BRT and Plank-Nicholson BRT projects. HNTB is the consultant on record and slated to complete the environmental and NEPA process.

#### Plank-Nicholson BRT, Phase Two:

- The City-Parish has received a signed contract and is now in the City-Parish execution process. The contract has been signed by the Director of Transportation and Drainage and forwarded to the Purchasing Department; it is now under legal review by the Parish Attorney. An Advanced Notice to Proceed was issued last week and HNTB is scheduling a kickoff meeting this week.
- An environmental workshop is tentatively scheduled for October.

### ADMINISTRATIVE OFFICE FACILITIES: *Bill Deville*

- Management has identified three options that would address the administrative office requirements and hopes to complete choice negotiations this week.
  - We will seek to get board approval as soon as possible under these urgent conditions.
- Staff is visiting and evaluating each location, their facilities and leasing options to determine their suitability and cost effectiveness.
- Facilities that have been identified are adequate in size to fully accommodate all administrative functions and personnel from 5700.

2250 Florida Boulevard  
Baton Rouge, LA 70802  
PHONE: 225.389.8920



*Connecting you to what matters.*

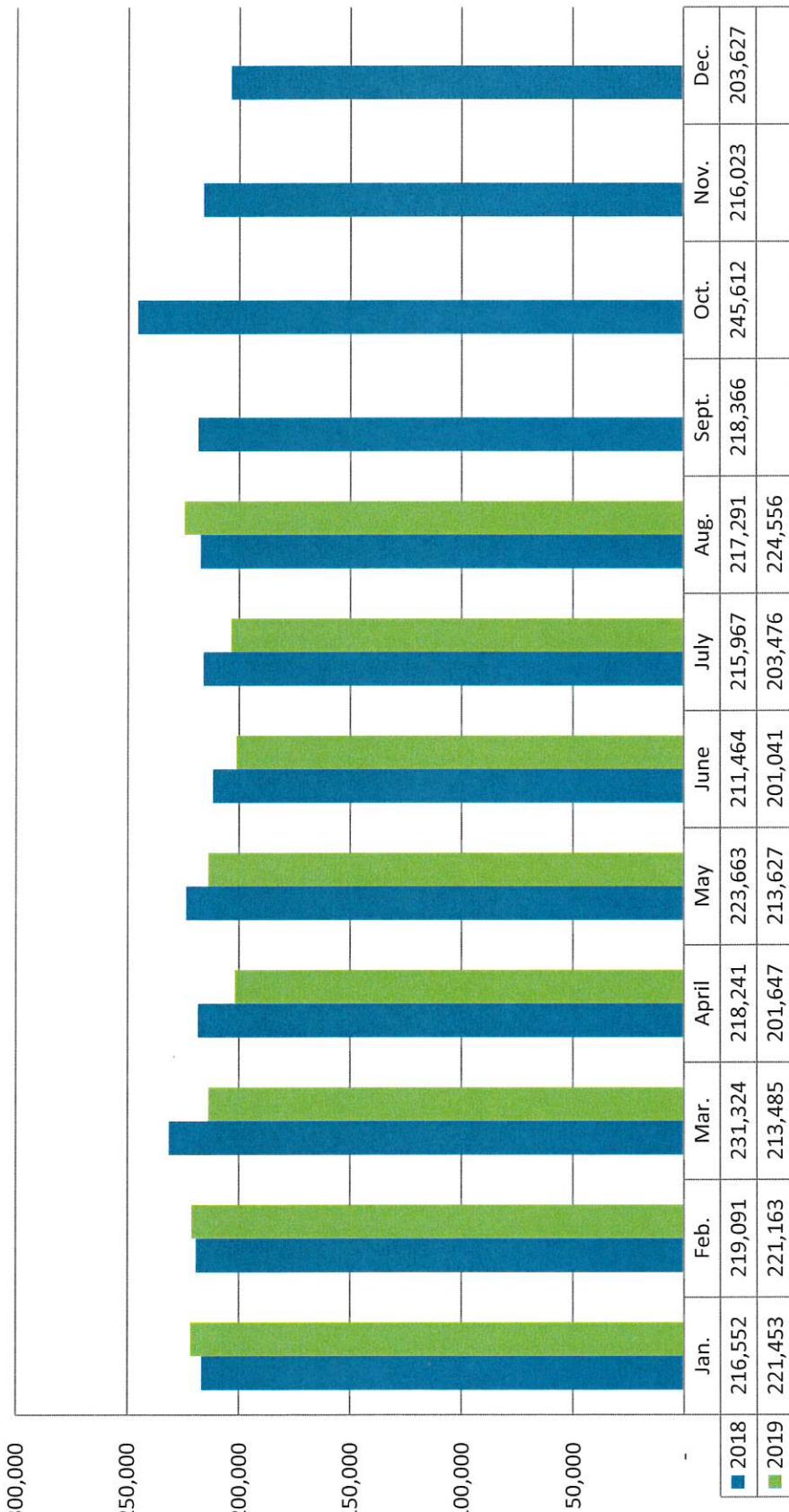
**EXECUTIVE STAFF**

- Management is looking to execute a 12- to 36 month lease with options immediately within the confines of board governance guidelines as this is an urgent matter.

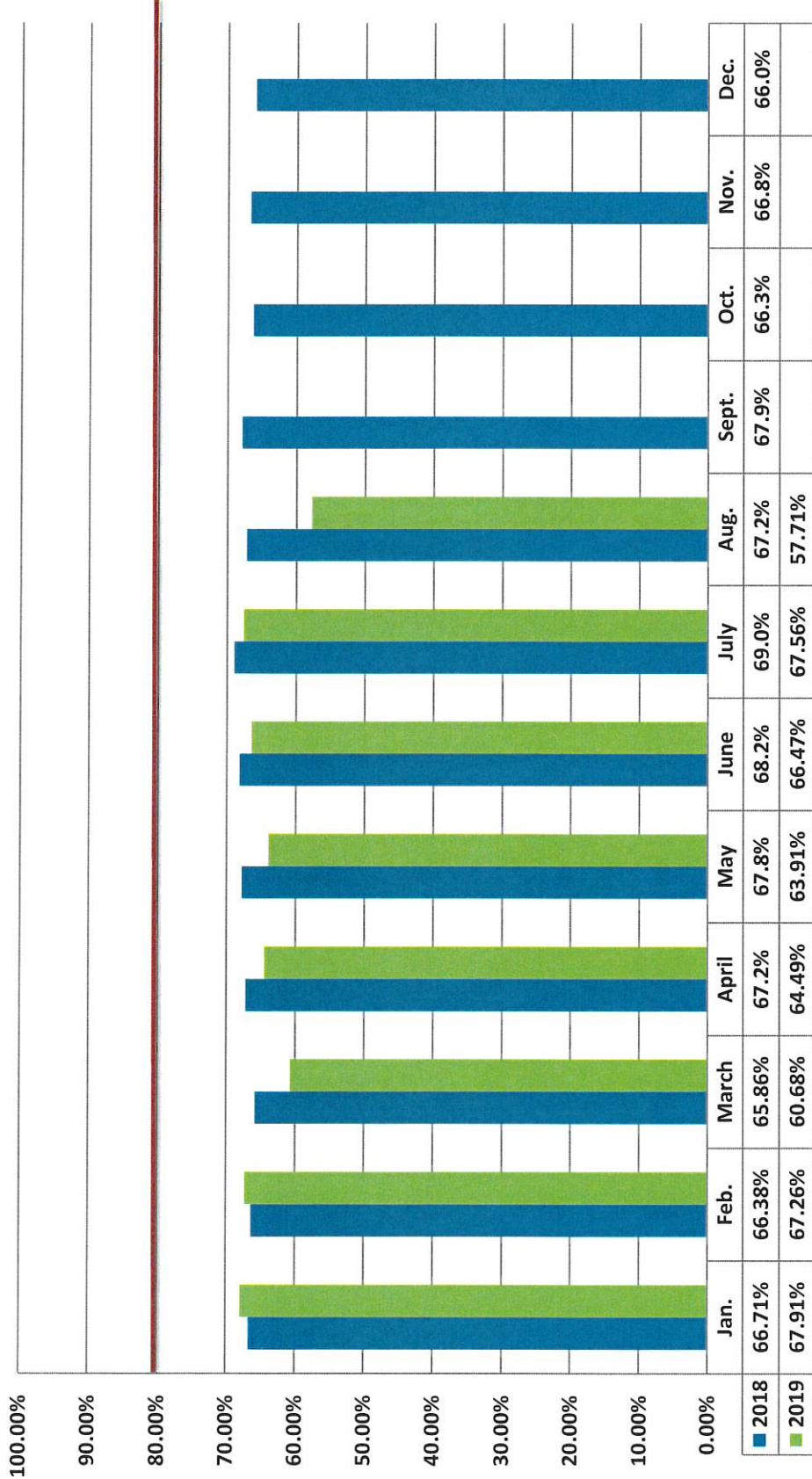
**Finance: Mr. John Cutrone**

- See attached financial report.

## Ridership



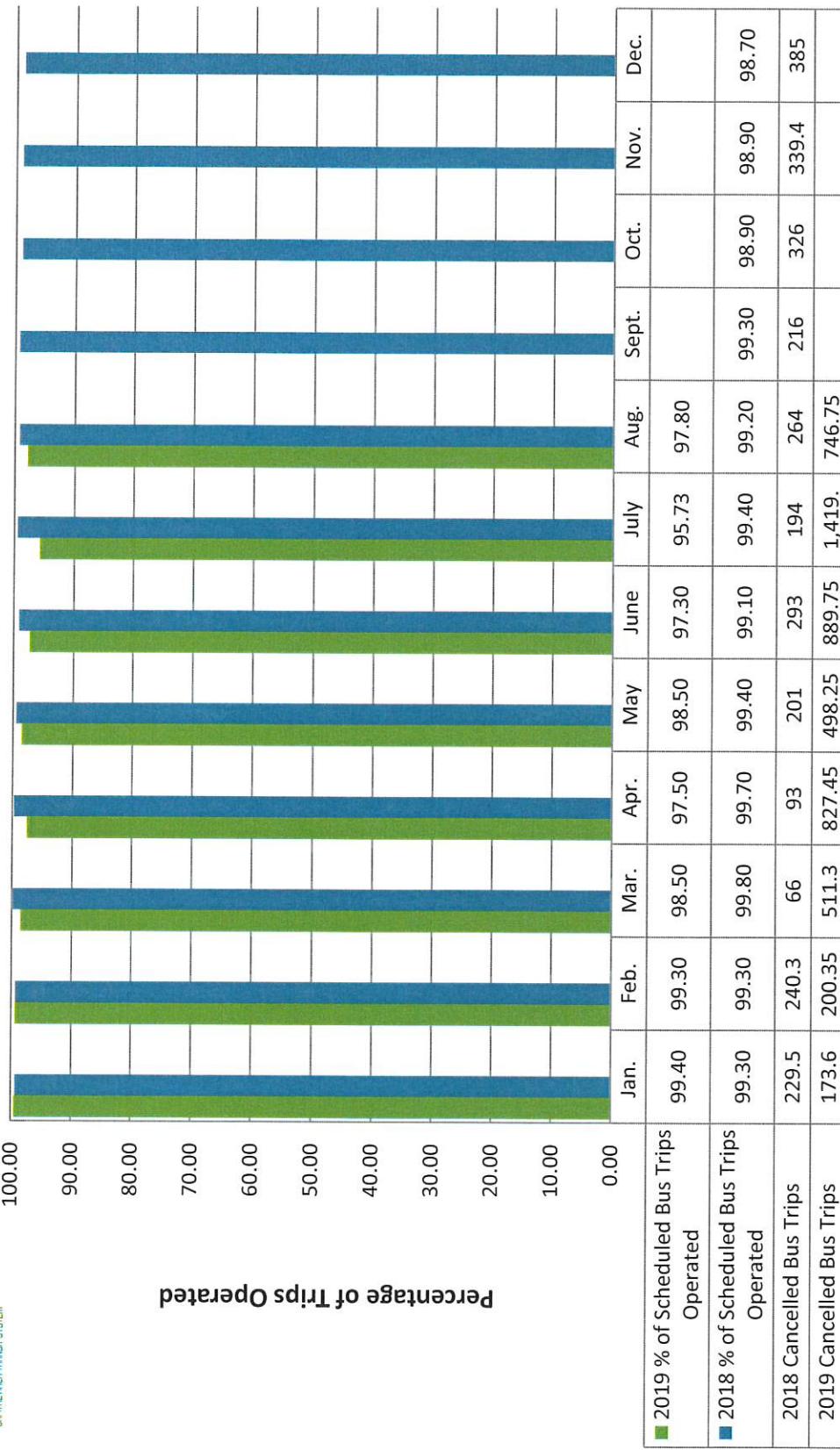
## On-Time Performance



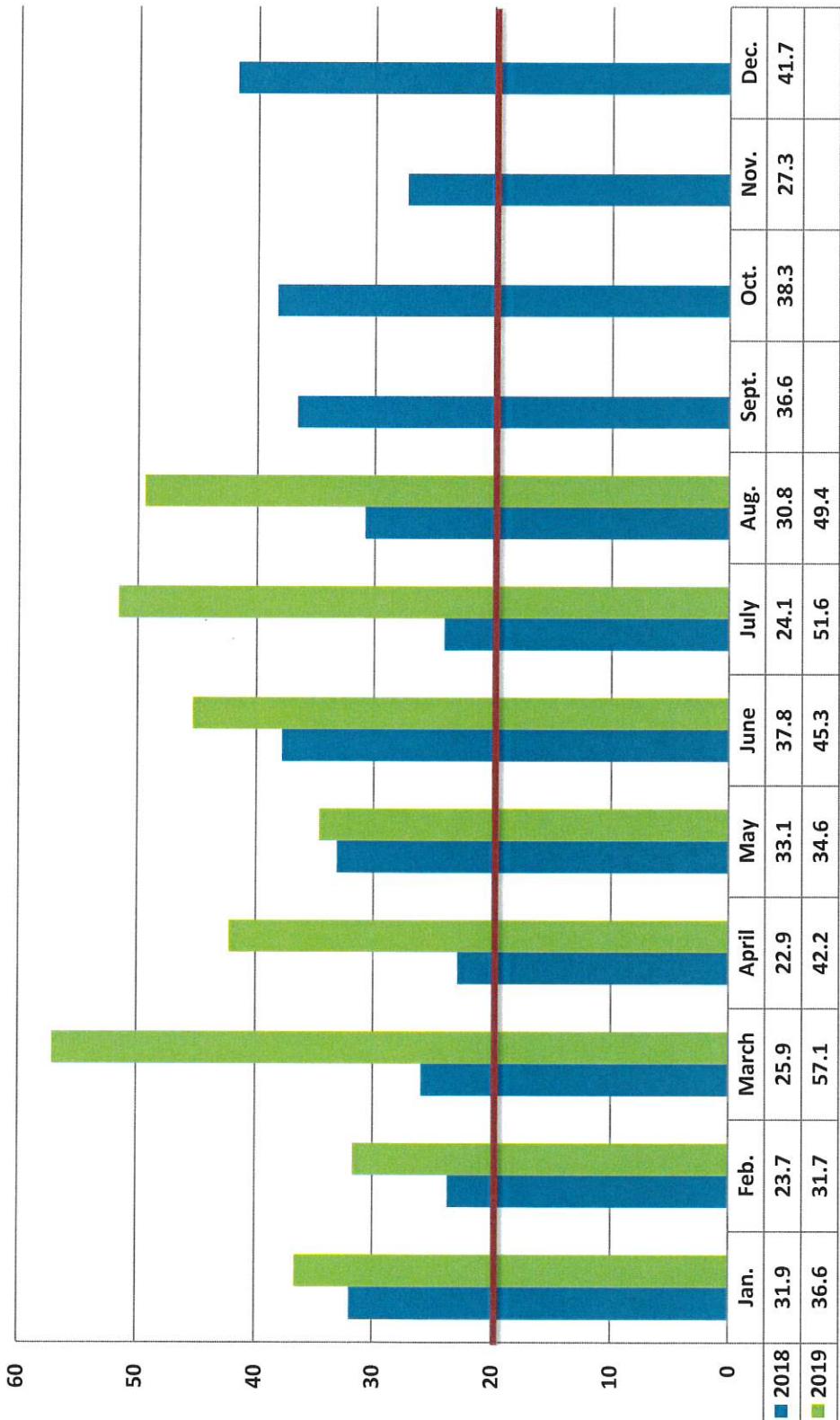
\*Target 80% On-Time Performance

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

## % Trips Operated 2018-2019

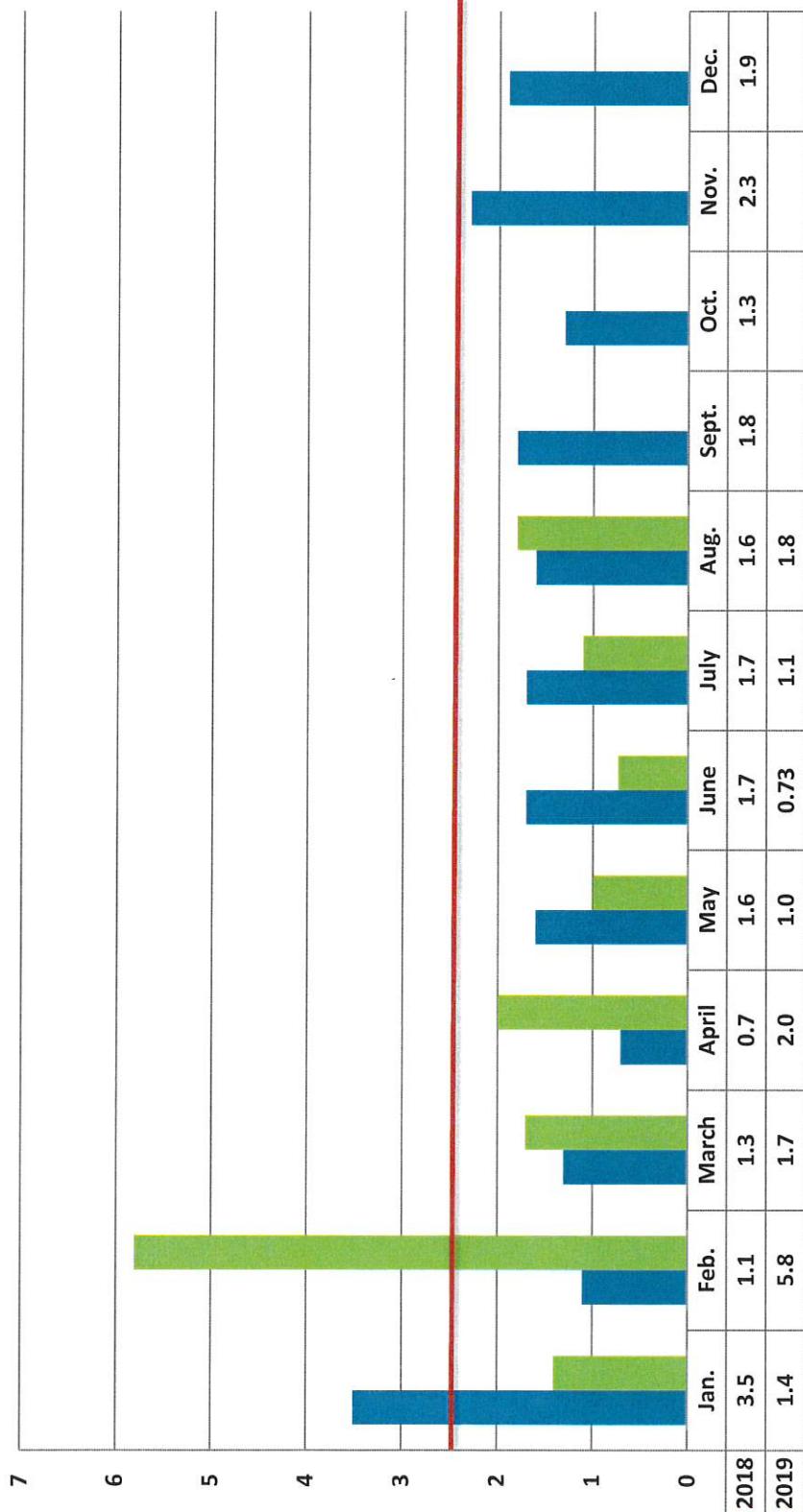


## Customer Complaints Per 100,000 Boardings



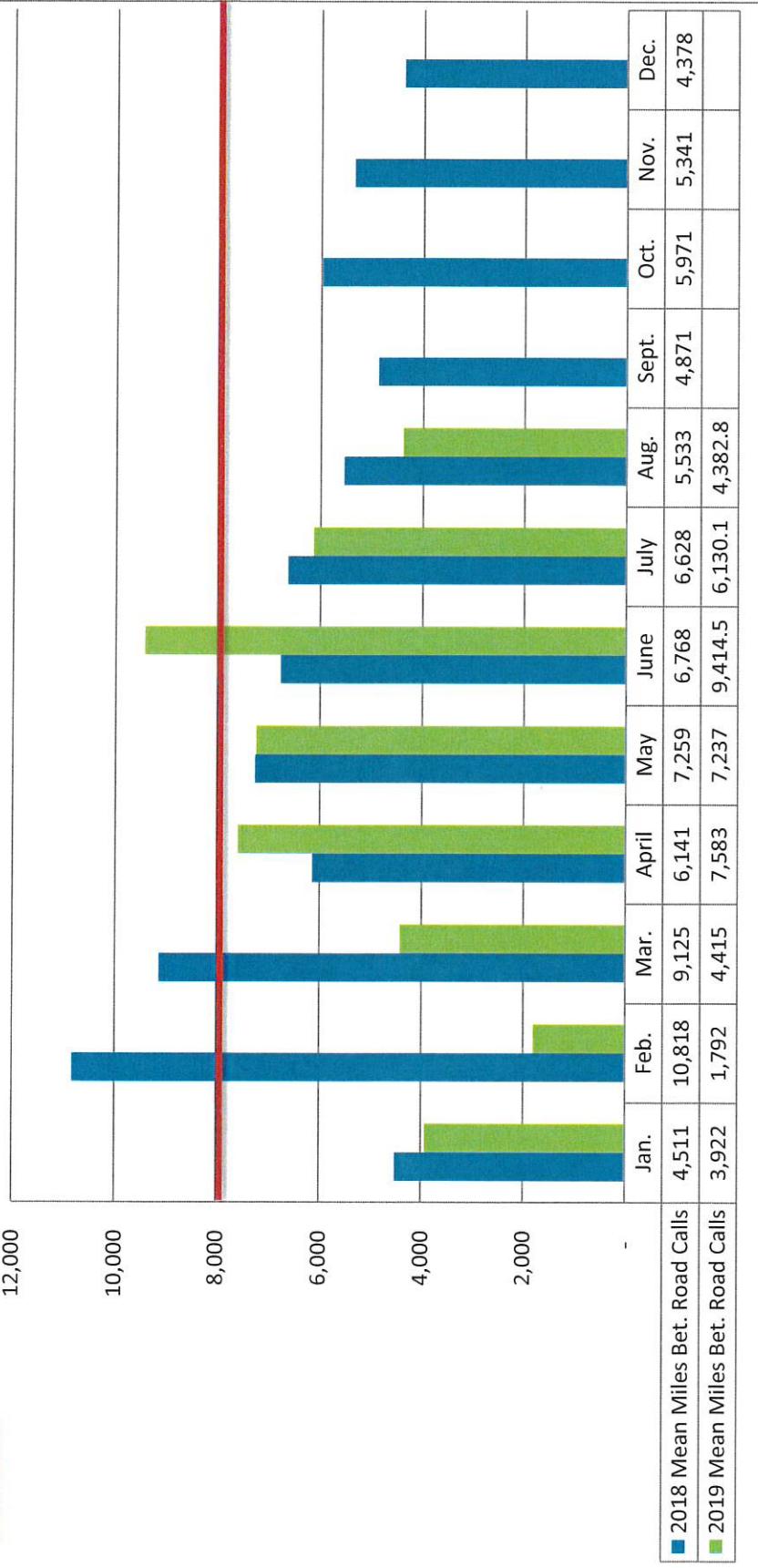
\*Target less than 20 Customer Complaints per 100,000 Boardings

## Preventable Accidents per 100,000 Miles



\*Target 2.5 Preventable Accidents Per 100,000 Miles

## Mean Miles Between Road Calls



**Capital Area Transit System**  
**Balance Sheet**  
August, 2019

8/31/2019      8/31/2018

**ASSETS**

<b>Current Assets:</b>			
Cash and Cash Equivalents		3,732,304	2,836,750
Accounts Receivable		559,756	316,173
Property Tax Receivable		17,300,802	17,291,859
Due from Governments		3,081,675	954,028
Notes Receivable		0	0
Interest and Dividends Receivable		0	0
Inventory		83,013	655,080
Prepaid Expenses and Other Assets		7,423	223,405
<b>Total Current Assets:</b>		<b>24,764,973</b>	<b>22,277,294</b>
<b>Restricted Assets:</b>			
Cash and Cash Equivalents		389,310	694,618
<b>Total Restricted Assets:</b>		<b>389,310</b>	<b>694,618</b>
Investments		0	0
Net Pension Asset, Long-Term		1,466,268	490,522
Equipment, Net		27,202,963	20,421,136
<b>Total Assets</b>		<b>53,823,513</b>	<b>43,883,570</b>

**LIABILITIES AND NET ASSETS**

<b>Current Liabilities</b>			
Accounts Payable and Accrued Expenses		4,134,111	501,103
Accrued Payroll and Tax Liabilities		244,768	(517,902)
Accrued Interest (Bus Lease)		(0)	(0)
Note Payable		0	0
Accrued Compensated Absences		424,440	142,274
Claims Payable and Related Liabilities		855,488	883,056
Capital Lease Payable		220,482	(328,137)
Deferred Revenue (Grants/Prop Tax)		(0)	5,232,785
Other Current Liabilities		0	0
<b>Total Current Liabilities</b>		<b>5,879,288</b>	<b>5,913,178</b>
<b>Long-Term Liabilities</b>			
Note Payable, Less Current Portion		0	0
Accrued Compensated Absences, Less Current Portion		0	266,320
Capital Lease Payable, Less Current Portion		2,788,983	3,938,590
Estimated Liabilities		3,249,053	1,192,231
<b>Total Long-Term Liabilities</b>		<b>6,038,036</b>	<b>5,397,141</b>
<b>Total Liabilities</b>		<b>11,917,324</b>	<b>11,310,319</b>
<b>Net Assets:</b>			
Investments in Capital Assets, Net of Related Debt		24,193,498	16,810,683
Restricted Cash and Cash Equivalents			
Unrestricted		17,712,692	15,762,568
<b>Total Net Assets:</b>		<b>41,906,189</b>	<b>32,573,251</b>
<b>Total Liabilities And Net Assets</b>		<b>53,823,513</b>	<b>43,883,570</b>

**Capital Area Transit System**

Page 1

**Statement of Operating Budget vs. Actual**

For the Period Ended August, 2019

	Current Month			Year to Date			2019 Approved
	Budget	Actual	Var. Amount	Budget	Actual	Var. Amount	Annual Budget

**Operating Expenses**

Labor	\$907,132	\$815,761	\$91,371
Fringe Benefits	\$540,182	\$512,426	\$27,756
<b>Total Labor and Fringe Benefits</b>	<b>\$1,447,314</b>	<b>\$1,328,187</b>	<b>\$119,127</b>
Casualty and Liability	\$140,540	\$153,501	(\$12,961)
Services	\$149,226	\$225,334	(\$76,109)
Purchased Transportation	\$187,500	\$201,237	(\$13,737)
Materials & Supplies	\$227,770	\$343,189	(\$115,419)
Utilities	\$22,667	\$16,179	\$6,488
Miscellaneous Expenses	\$61,650	\$67,535	(\$5,885)
Leases and Rentals	\$13,333	\$0	\$13,333
<b>Total Operating Expenses</b>	<b>\$2,249,999</b>	<b>\$2,335,162</b>	<b>(\$85,163)</b>

\$7,257,056	\$6,504,459	\$752,597	\$10,885,584
\$4,321,453	\$4,423,828	(\$102,375)	\$6,482,179
<b>\$11,578,508</b>	<b>\$10,928,287</b>	<b>\$650,222</b>	<b>\$17,367,763</b>
\$1,124,319	\$1,167,430	(\$43,111)	\$1,686,478
\$1,193,806	\$1,591,502	(\$397,696)	\$1,790,709
\$1,500,000	\$1,593,477	(\$93,477)	\$2,250,000
\$1,822,159	\$2,831,872	(\$1,009,714)	\$2,733,238
\$181,333	\$118,419	\$62,914	\$272,000
\$493,199	\$658,827	(\$165,628)	\$739,799
\$106,667	\$45,646	\$61,020	\$160,000
<b>\$17,999,991</b>	<b>\$18,935,461</b>	<b>(\$935,469)</b>	<b>\$26,999,987</b>

**Operating Revenues**

Passenger Paid Fares	\$141,803	\$159,584	\$17,782
Special Transit Fares (Contract)	\$25,943	\$12,655	(\$13,289)
ADA/Paratransit Revenue	\$7,667	\$8,784	\$1,118
Advertising Revenue	\$61,054	\$40,900	(\$20,154)
Interest Income	\$13,515	\$7,127	(\$6,388)
Other Agency Revenue	\$14,947	\$330	(\$14,617)
<b>Total Operating Revenues</b>	<b>\$264,929</b>	<b>\$229,381</b>	<b>(\$35,548)</b>

\$1,134,420	\$1,151,132	\$16,712	\$1,701,630
\$207,546	\$152,248	(\$55,299)	\$311,319
\$61,333	\$58,577	(\$2,757)	\$92,000
\$488,431	\$405,371	(\$83,060)	\$732,647
\$108,122	\$132,453	\$24,331	\$162,183
\$119,577	\$129,653	\$10,076	\$179,366
<b>\$2,119,430</b>	<b>\$2,029,434</b>	<b>(\$89,996)</b>	<b>\$3,179,145</b>

<b>Operating Shortfall/Subsidy Required</b>	<b>(\$1,985,070)</b>	<b>(\$2,105,781)</b>	<b>(\$120,711)</b>	<b>(\$15,880,561)</b>	<b>(\$16,906,027)</b>	<b>(\$1,025,466)</b>	<b>(\$23,820,842)</b>
---	----------------------	----------------------	--------------------	-----------------------	-----------------------	----------------------	-----------------------

**(Federal, State & Local Subsidies)**

**Non Federal Revenue**

Hotel/Motel Tax	\$104,235	\$0	(\$104,235)
Parish Transportation Fund	\$45,833	\$137,500	\$91,667
Property Tax Revenue	\$1,467,373	\$1,467,373	\$0
<b>Total Non Federal Subsidies</b>	<b>\$1,617,441</b>	<b>\$1,604,873</b>	<b>(\$12,569)</b>

\$833,882	\$918,200	\$84,318	\$1,250,823
\$366,667	\$412,500	\$45,833	\$550,000
\$11,738,980	\$11,738,980	\$0	\$17,608,470
<b>\$12,939,528</b>	<b>\$13,069,680</b>	<b>\$130,152</b>	<b>\$19,409,293</b>

**Federal Operating Subsidies**

FTA - Preventive Maintenance	\$348,879	\$730,929.08	\$382,050
FTA - Planning	\$18,750	\$104,900	\$86,150
<b>Total Federal Subsidies</b>	<b>\$367,629</b>	<b>\$835,829</b>	<b>\$468,200</b>
<b>Total Operating Subsidies</b>	<b>\$1,985,070</b>	<b>\$2,440,702</b>	<b>\$455,631</b>

\$2,791,033	\$6,081,033	\$3,290,000	\$4,186,549
\$150,000	\$104,900	(\$45,100)	\$225,000
\$2,941,033	\$6,185,933	\$3,244,900	\$4,411,549
<b>\$15,880,561</b>	<b>\$19,255,613</b>	<b>\$3,375,052</b>	<b>\$23,820,842</b>

<b>Net Operations Balance +/-</b>	<b>\$0</b>	<b>\$334,920</b>		<b>\$0</b>	<b>\$2,349,586</b>		<b>\$0</b>
-----------------------------------	------------	------------------	--	------------	--------------------	--	------------



MEETING OF THE  
TECHNICAL, POLICIES, AND  
PRACTICES COMMITTEE  
BOARD OF COMMISSIONERS  
CAPITAL AREA TRANSIT SYSTEM AND  
PUBLIC TRANSPORTATION COMMISSIONS  
SEPTEMBER 5, 2019  
BREC Administration Office  
Room 1801  
6201 Florida Boulevard, Baton Rouge, LA

MINUTES

The Technical, Policies, and Practices Committee met on Thursday, September 5, 2019, at 10:30 a.m. Present at the meeting were members Peter Breaux, Laurence Lambert, and Antoinette Pierre. Also present were Bill Deville and members of CATS staff.

I. Recommend approval of CATS ADA Paratransit Manual

Ms. Pearlina Thomas noted that the manual has been accepted by the FTA for its triennial review of the agency. The final step in the FTA approval is to have the CATS Board of Commissioners ratify the manual.

It was noted by Ms. Thomas that the process allowed for further validation that the agency undertake a restructure and reorganization.

It was noted that Ms. Eckert helped revise the manual for compliance.

There were questions concerning the revisions that were made to the manual. This information was not readily available. The Committee members requested that an executive summary be created and distributed to board members prior to approval.

There was discussion regarding the compilation and housing of all the CATS policies and manuals that have been approved and are implemented at the staff level. It was requested that a comprehensive master manual be created by the staff.

There was a request to have the staff share a summary of the FTA triennial findings.

**Dr. Breaux moved that the CATS ADA Paratransit Manual with the requested executive summary be sent to the F&E Committee to recommend approval by the full board and Mr. Lambert seconded the motion. Dr. Breaux invited public comment and there was none. The motion carried unanimously with no abstentions.**

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



**MEETING OF THE  
504/COMMUNITY RELATIONS COMMITTEE  
BOARD OF COMMISSIONERS  
CAPITAL AREA TRANSIT SYSTEM AND  
PUBLIC TRANSPORTATION COMMISSIONS  
SEPTEMBER 11, 2019  
Room 1809  
6201 Florida Boulevard, Baton Rouge, LA**

**MINUTES**

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

**I. Introduction**

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

**II. MV Transportation Report –**

Mr. Basford introduced the new General Manager for MV Transportation’s CATS On Demand service, Walter “Lenny” Cooksey. It was noted Mr. Cooksey comes to CATS from Jacksonville Transit Authority (JTA) in Jacksonville, Florida.

Mr. Basford of MV Transportation noted that CATS On Demand had 9,118 scheduled trips in August. Of the scheduled trips, 8,613 were completed; 505 were cancellations and 233 were no-shows.

Mr. Basford noted that 48% of the trips were subscription and 52% were demand trips.

Mr. Basford shared that there were six valid complaints for the month.

Mr. Basford noted that the on-time performance for the month was 87%.

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

There was discussion of the vehicle replacement schedule and Ms. Denman indicated that staff would be determining funding availability.

**It was noted that the air conditioner issues are prevalent, and Mr. Basford suggested there be a mid-summer maintenance campaign to focus on ACs.**

**The committee was informed that MV has been bringing in their own vehicles at no cost to CATS.**

### **III. Certifications – Karen Denman**

**Ms. Denman shared the certification numbers for August for CATS On Demand. There were 49 applications mailed in August; this does not account for the applications received via other methods. Of those, two were certified, none were temporary certifications and no one was deemed ineligible during the month. There were two recertifications for the month.**

**Mr. Deville noted that recertifications need to begin again and there needs to be a campaign to expedite the process. There was discussion concerning the recertification process and the manpower availability for the required need.**

### **IV. Customer service – Angella Wynn and Dwana Williams**

**Ms. Wynn noted there were 111 total complaints received in August. There were 38 that required corrective action and there were four commendations for the month.**

**Ms. Wynn shared there were 12 complaints for being passed up, zero for courtesy, and 26 for performance.**

**There was considerable discussion of the reason for the continued “pass up” complaints and it was reiterated that this is unacceptable. There was dialogue regarding the action taken when an operator commits a “pass up” with a customer.**

**There was discussion of the need for more timely distribution of complaints to those who need to know about them, and Mr. Odimgbe indicated that this policy could be implemented quickly.**

**Ms. Williams shared that there are currently 130 active operators and there are an additional 25 in training.**

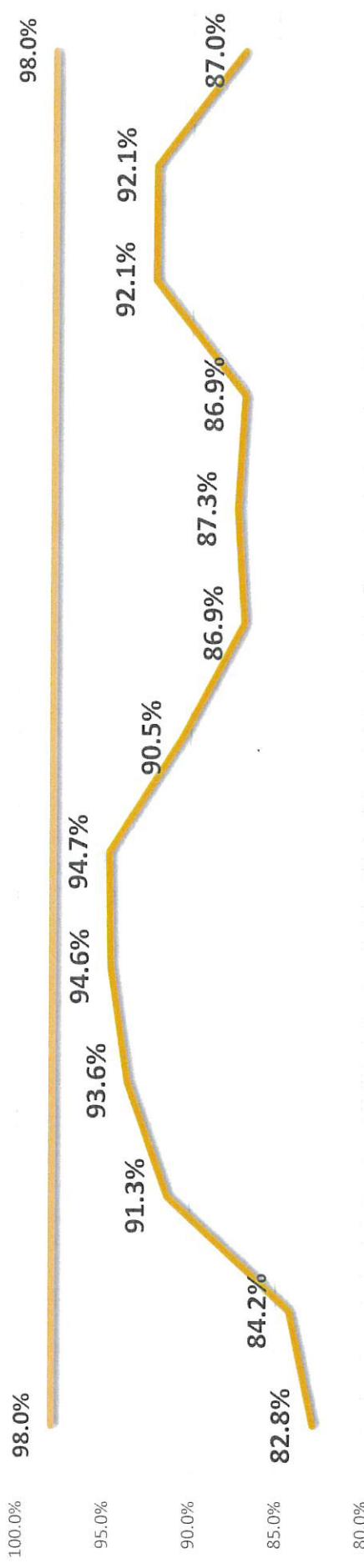
**It was noted that staff would be developing a report to capture the number of cadets with and without a Commercial Driver’s License (CDL) as well as an estimated completion percentage. Ms. Pierre shared that she was impressed with the new class of cadets.**

**The committee was notified that there is a possibility of partnering with the East Baton Rouge School System for an operator campaign. Mr. Deville shared that there may be a potential to partner with BRCC for operators.**

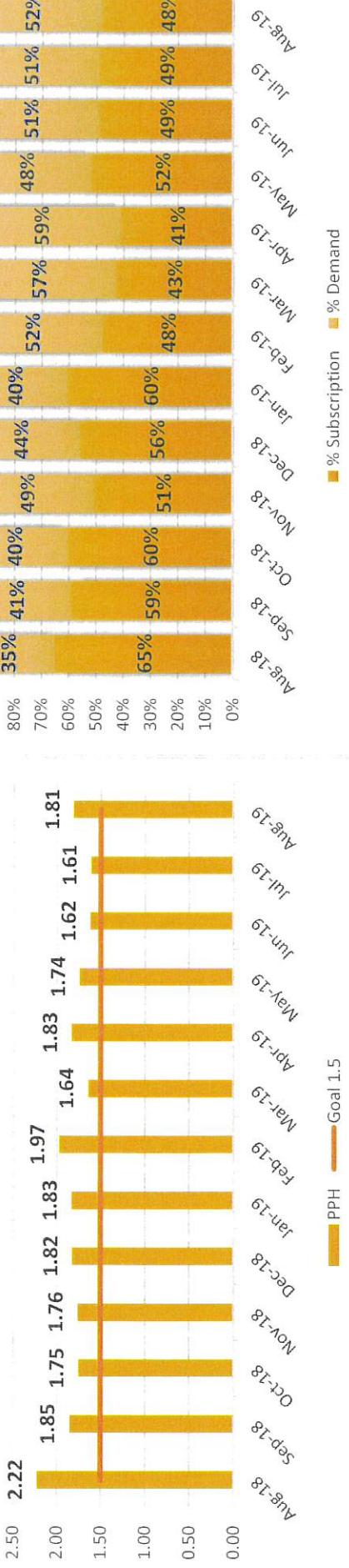
**Ms. Wynn noted that she is looking into having the customer service representatives shadow another customer service department, perhaps in transit and perhaps someone in the private sector. Ms. Pierre shared that there is an online certification program for customer service.**

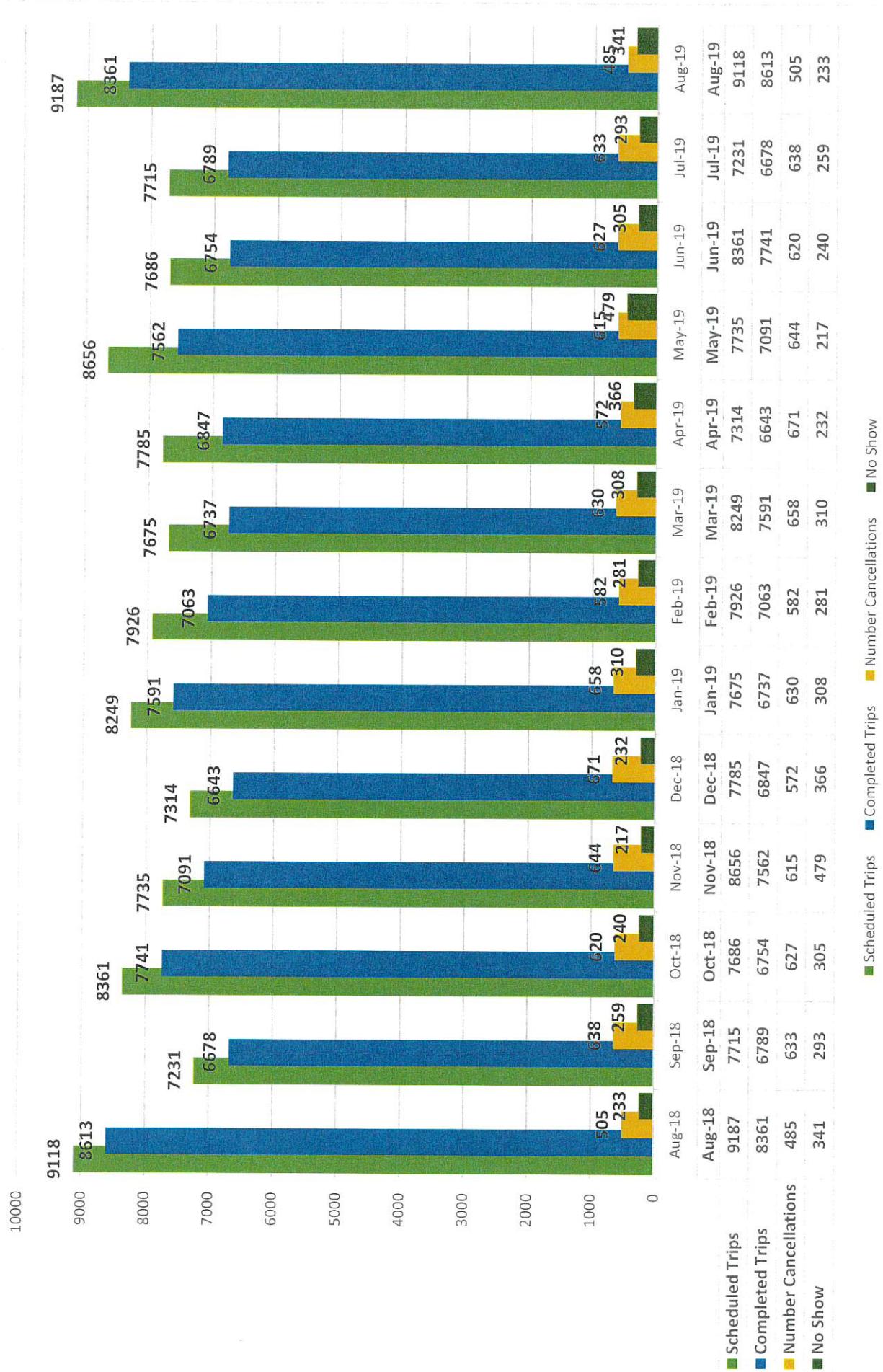
**There being no further business, the meeting adjourned.**

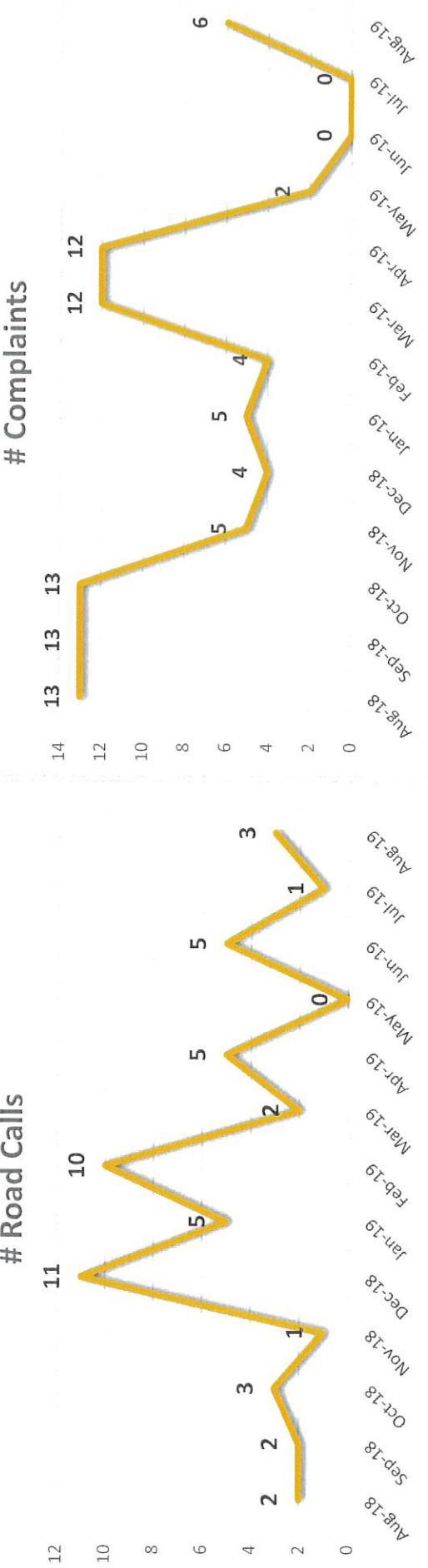
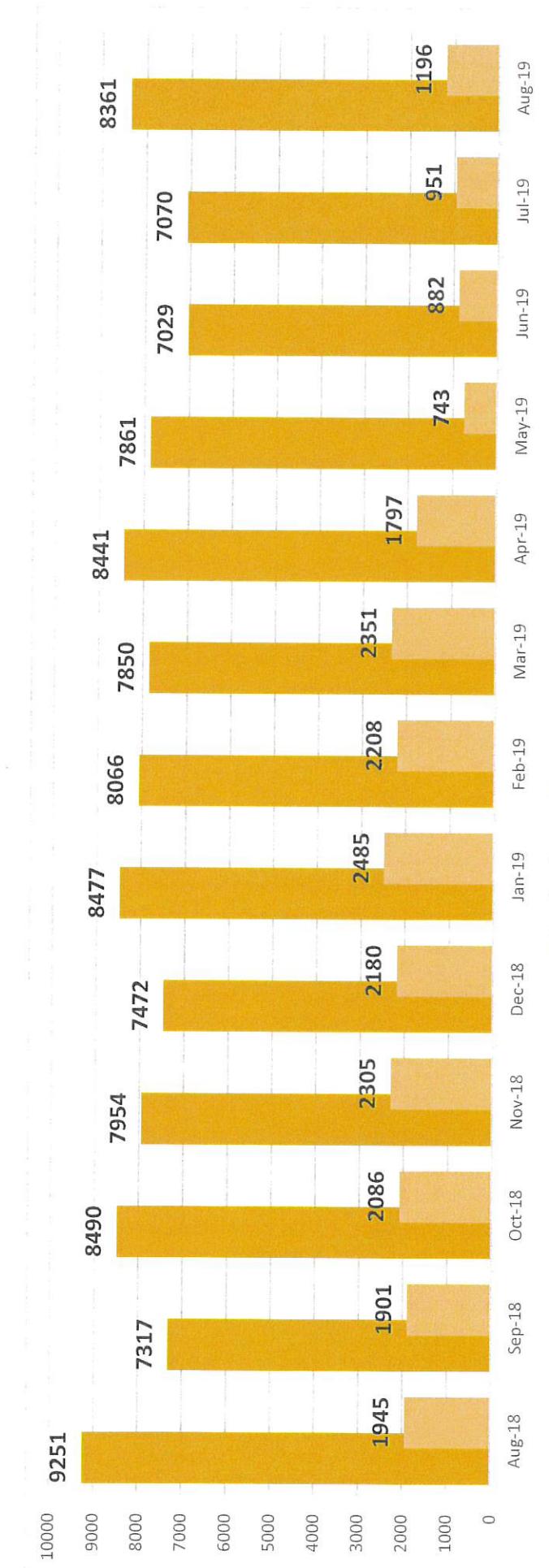
## On-Time Percentage



## Passengers Per Hour (PPH) Productivity







2250 Florida Boulevard  
Baton Rouge, LA 70802  
PHONE: 225.389.8920



Connecting you to what matters.

### EXECUTIVE STAFF

**Amie McNaylor**  
Communications Director  
[amcnaylor@brcats.com](mailto:amcnaylor@brcats.com)

## CATS BOARD APPROVAL REQUEST: P.O. #2018062

Date: September 12, 2019

Department requesting approval: Communications

Project Manager: Alex Sevier

Project/Contract: Rockit Science Agency, Inc. Strategic Creative Consulting Contract

Project/Contract Date(s): October 1, 2019 through September 30, 2020

Renewal options (Yes/No): Yes

If yes, what year/option: first renewal

Budgeted project (Yes/No): Yes

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

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

Rockit Science works with the Communications Department for graphic design services, market strategy, photography, videography, and media planning.

In addition to maintaining the brand awareness that has been developed over the last several years, CATS will be working with Rockit on a focused Education Outreach Campaign that will span the course of the year. There will also be targeted internal campaigns throughout the year to ensure the all CATS employees are kept aware of all the initiatives the agency is working.

The first year of the contract had a not to exceed amount of \$125,000 and through the first eleven months, we have spent approximately \$100,000.

The proposed budget for the next twelve months is a not to exceed amount of \$160,000. The increased amount will primarily be allocated to the internal campaigns and the Education Outreach.

2250 Florida Boulevard  
Baton Rouge, LA 70802  
PHONE: 225.389.8920



*Connecting you to what matters.*

## EXECUTIVE STAFF

The first year of the partnership has been very productive and beneficial, and the Communications Department recommends the continuation of the partnership with Rockit Science.

**Project/Contract Amount:** Not to exceed \$160,000

---

**Project Manager approval**

---

**Supervisor approval**

---

**Procurement approval**

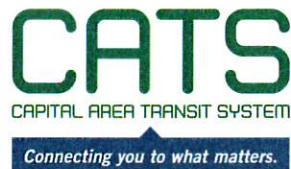
---

**CEO approval**

**Sample motion for Rockit Science**

I hereby move that the CEO is authorized to renew the strategic creative partner contract with Rockit Science for a period of one year and an amount not to exceed \$160,000.

2250 Florida Boulevard  
Baton Rouge, LA 70802  
PHONE: 225.389.8920



### EXECUTIVE STAFF

**Micah Anthony**  
Director of Vehicle  
Technology  
[m anthony@brcats.com](mailto:m anthony@brcats.com)

## CATS BOARD APPROVAL REQUEST: P.O. #2018165

Date: September 12, 2019

Department requesting approval: Vehicle Technology

Project Manager: Micah Anthony

Project/Contract: RouteMatch AVL, AVA, and APC System Annual Technical Support, Maintenance, and Warranty contract

Project/Contract Date(s): August 1, 2019 through July 31, 2020

Renewal options (Yes/No): No

If yes, what year/option: N/A

Budgeted project (Yes/No): Yes

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

Project/Contract Summary: This contract supports the RouteMatch software and technology utilized on CATS vehicles. The annual cost for the above referenced contract has been negotiated for a considerable discount for the 2019-2020 period. CATS successfully secured the discount with RouteMatch due to software and hardware deficiencies, as well as milestone shortcomings. We are requesting the CATS Board of Commissioners to approve the reduced amount of \$165,052 for a period of one year.

Project/Contract Amount: \$165,052

---

Project Manager approval

---

Supervisor approval

2250 Florida Boulevard  
Baton Rouge, LA 70802  
PHONE: 225.389.8920



*Connecting you to what matters.*

EXECUTIVE STAFF

---

Procurement approval

---

CEO approval

---

**Sample motion for RouteMatch**

I hereby move that the CEO is authorized to enter into a contract with RouteMatch for annual technical support, warranty, and technical for a period of one year and an amount of \$165,052.

**Sample motion for Whitney/Hancock Bank signatories**

I hereby move that the CEO is authorized to remove Jeanette Eckert as a signatory and add John Cutrone as a signatory for all Whitney/Hancock Bank accounts and that the CEO is authorized to execute all documents required by Whitney/Hancock Bank to effectuate these changes.

**Sample motion for ADA Paratransit Manual**

I hereby move that the CATS ADA Paratransit Manual be adopted.

---

	Bon Carrie Technology Center (FL Blvd)	Renaissance Park (Laurel blk from FL)	350 N Donmoor Ave (Blk from FL)	5700 Florida Blvd
Location: Distance from CATS	Approximately 3.2 miles	Approximately 0.5 miles	Approximately 2.3 miles	Approximately 2.0 miles
Costs: Gross lease	\$17.00 per sq. ft.	\$12.00 per sq. ft.	\$8.50 per sq. ft	\$12.36 per sq. ft
Lease Area	7,500 sq. ft.	8,700 sq. ft. (plus)	10,875 sq. ft	8,472 sq ft

### 5700 Florida Blvd.

Description	Per Month	Annualized Per SF	Per SF/Month	Total SF	Per Year
Year 1:	\$10,843.68	\$12.36	\$1.03	10,555.00	\$130,124.16
Year 2:	\$10,843.68	\$12.36	\$1.03	10,555.00	\$130,124.16
Year 3:	\$10,843.68	\$12.36	\$1.03	10,555.00	\$130,124.16
<b>Total</b>				<b>10,555.00</b>	<b>\$390,372.48</b>

### 350 N. Donmoor Ave.

Description	Per Month	Annualized Per SF	Per SF/Month	Total SF	Per Year
Year 1:	\$7,476.56	\$8.25	\$0.69	10,875.00	\$89,718.72
Year 2:	\$7,703.13	\$8.50	\$0.71	10,875.00	\$92,437.56
Year 3:	\$7,929.69	\$8.75	\$0.73	10,875.00	\$95,156.28
<b>Total</b>					<b>\$277,312.56</b>

- Office furniture needed; not certain yet of quantity/cost (if not molded, trying to determine how to salvage from 5<sup>th</sup> and 9<sup>th</sup> floors with no power/no elevators)
- All technology equipment and telephones have been removed from 5700 – in climate storage;
- Files to be removed next (targeting this week depending on lease options);
- FTA aware and indicated potential relief, not certain yet;
- Staff seeking to see if any damages can be covered by Mid Tower or our own insurance;
- IT says it could take up to 30 days to re-install technology and telephone wired and wireless systems

**Sample motion for office space**

I hereby move that the CEO is authorized to enter into a three year lease with the owner of the property located at 350 North Donmoor Avenue at a cost not to exceed \$277,312.56 and with such other terms and conditions as the CEO deems appropriate.

**SAMPLE MOTION TO AUTHORIZE THE CEO TO SETTLE  
THE CLAIMS OF LIONEL HAYES AND SHARON CHAMBERS**

I hereby move that the CEO is authorized to settle the claims of Lionel Hayes for the sum of THIRTY-ONE THOUSAND and 00/100 (\$31,000.00) DOLLARS plus court costs and the claims of Sharon Chambers for the sum of EIGHTEEN THOUSAND FIVE HUNDRED and 00/100 (\$18,500.00) DOLLARS plus court costs each under the terms and conditions of the settlement and judgment payment policy adopted by the Board on July 20, 2004 as amended.

## CATS Procurement Listing for CATS Board

September 17, 2019		Yellow = Action Item / needs Board Approval now				Blue = Projects Pending Board Action within 1 to 3 months		
Service Description	Contr Type	Vendor Name	Amt	Start Date	End Date	Board Approved	Services/ Product Provided	Notes / Comments
<b>A</b> <b>Adjuster Claims</b> Bus Fleet Liability & Worker Comp end date is 2/29/20	Service RFP	Brown Claims Management Group Adjuster Claim Services Bus Liab & W C	Refer to updated Hourly Rates for renewal period 3/1/19 thru 2/29/20	Renewal: 3/1/19	2/29/20	Board Approved Renewal through 2/29/20	Board Approved renewal period of 3/1/18 – 2/28/19 (original 5 year contract for Adjustor Claim Services, Investigations, Fleet Liability and Workers Comp claims). Seeking renewal thru 2/29/20	1/15/19 - <b>Board approved</b> . 3/1/18 – New Contract issued for one year. 2/20/18 – <b>Board approved</b> . 2/15/18 – F&E approved. 8/15/17 – Board Approved - 8/10/17 – F&E approved. 7/21/17 – Per Project Manager, this contract will be a 6 month renewal. 9/9/16 – Contract renewal finalized. 8/30/16 – CATS Board approved renewal of contract. 8/11/16
<b>A&amp;E Design Services</b> BRT Stations Plank Rd & Fla Blvd. PR #775	A&E Design Services	SJB Group, LLC	Approx Cost \$323,000	Estimated Date: TBD (18 mo)	Estimated Date: TBD (18 mo)	Board Approved 11/13/18	RFQ for Design Services for BRT Stations on Plank Rd & Fla Blvd. to include new transit facilities	11/13/18 - <b>Board approved</b> 11/8/18 – F&E Committee approved to move to full Board. 10/25/18 – CATS received final offer in the amount of \$322,544.55 from SJB. 10/10/18 – Evaluations still ongoing. 8/21/18 – New RFQ is advertised and notifications sent to vendor list, posted on CATS website. Proposal Opening Date: 8/29/18.
<b>A&amp;E Design Services</b> Transit Amenities & Related Equip PR #334 RFQ 2019-AmenitiesDesign-005	A&E Design Services	Reich Landscape Architecture	Approx Cost \$180,000	TBD	TBD	Board Approved Contract Award in May	RFQ for Design Services for Transit Amenities and Related Equipment	5/15/19 - <b>Board approved</b> 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 due to 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.
<b>A&amp;E Design Services</b> 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 - <b>On hold</b> 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.
<b>On-Call Services RFP</b> PR # 2019-On-CallServices-009	Consulting	TBD	Approx Cost TBD	TBD	TBD	TBD	CATS issued RFP for non-A&E on-call services on 3/28/2019	8/1/19 – PEC to submit scores, evaluations this month. 7/2/19 - Procurement met with PEC to discuss process & hand out packets. 5/16/19 – Proposals publicly opened. 3/28/19 – RFP solicited for On-Call Services. Pre-proposal conference to be held on 4/17/19 at 2pm. Proposals due on 5/16/19. 3/4/19 – RFQ is cancelled. CATS to reissue RFP for non A&E on-call services. 2/8/19 – RFQ distributed and posted on CATS website 2/13/19. Services to include services for CATS, such as Finance, General Admin Support, Marketing & Advertising, Operations, Procurement, IT, & Corp Affairs
<b>Audit Services CATS &amp; Pension</b> External Audit Services	RFP Services Contract	Postlethwaite & Netterville	(Add \$119,500 for CATS CYE 2018) = \$151,000	Jan 2019	Dec 2021	Board to approve increase of \$119,500 in July.	RFP for External Audit Services to replace an existing contract ending 12/31/18	7/16/19 – <b>Board approved</b> additional \$119,500 for CATS CYE 2018 to initial \$31,500 for <b>new total of \$151,000</b> . 11/13/18 - <b>Board approved</b> 11/8/18 – F&E Committee approved to move to full Board. RFP opened on 10/30/18. For Calendar Years ending in 2018 through 2020, with 2 one-year renewal options.

## CATS Procurement Listing for CATS Board

September 17, 2019							Yellow = Action Item / needs Board Approval now			Blue = Projects Pending Board Action within 1 to 3 months		
Service Description	Contr Type	Vendor Name	Amt	Start Date	End Date	Board Approved	Board Approved	Services/ Product Provided	Notes / Comments			
<b>C</b> <b>Construction</b> Cortana Transit Center PR #1304	ITB	Kelly Construction Group, LLC	Approx Cost \$55,000	Within 3 weeks of issuance of the Notice to Proceed (3/27/19)	180 days from NTP/PO: 9/23/19	Board Approved 3/19/2019	Board Approved 3/19/2019	<u>REBID:</u> ITB for Construction of Cortana Transit Center – ITB #2019-CortanaTransitCtr-002 recommending award to lowest bidder, Kelly Construction Group, LLC. <b>2/6/19</b> – CATS posted ITB to website and emailed to vendor list. Bid Due Date: 3:00pm, March 6, 2019.	3/19/19 – <b>Board approved.</b> Notice to Proceed with PO sent out on 3/27/19. <b>3/14/19</b> – F&E Approved. 3/6/19 – Bids opened. CATS received 3 bids, and is recommending award to lowest bidder, Kelly Construction Group, LLC. <b>2/6/19</b> – CATS posted ITB to website and emailed to vendor list. Bid Due Date: 3:00pm, March 6, 2019.			
<b>Construction</b> Bus Washers PR #1206	ITB	Tillage Construction	\$589,000	Within 3 weeks of issuance of the Notice to Proceed	.	Board Approved 7/16/2019	Board Approved 7/16/2019	Procurement has solicited bids for two (2) bus washers. Vendor to remove old units and replace with new ones.	7/16/19 – <b>Board approved</b> award of \$589,000 to lowest bid in July. <b>6/19/19</b> – Bids publicly read at bid opening. Procurement reviewed. <b>5/2/19</b> – ITB solicited. Bid Opening Date: 5/29/19 at 3pm. <b>4/2/19</b> – Final draft of ITB being reviewed for Procurement to finalize and send out. <b>2/8/19</b> – ITB is being drafted, almost complete, for 2 bus washers, using Federal funds. We are hoping to have the bids out within the next 30 days or sooner.			
<b>Compliance Assistance</b> (FY2019 FTA Comprehensive Oversight Review	Consult Service	Pierrott & Associates	\$144,349 (Add \$96,492 to current contract)	12/24/18	8/31/19 or Until FY2019 FTA comp oversight review, whichever occurs later.	Board approved 5/21/19 Written Contract PO 2018261	Board approved 5/21/19 Written Contract PO 2018261	Consultant to assist CATS with preparation of upcoming FTA Triennial 2019 to include tasks: Corrective Action Support, Post-Review Assistance for Oversight Review	<b>5/21/19 – Board approved</b> additional funds of \$96,492 for a total contract amount of \$144,349. <b>8/10/18</b> Original contract was executed on 2/5/19 for \$47,857, which was within the threshold for CEO approval.			
<b>Customer Satisfaction Surveys</b> End date is 4/30/19 with one renewal	Consult Service	ETC Institute	\$103,375 (Add \$32,215 to renewal for 2019) \$68,120	5/1/19	4/30/20	Board approved renewal contract and add \$32,215	Board approved One year contract renewal	Board surveys twice a year at a renewed total cost of \$103,375. Refer to CEO recommendation to renew letter.	<b>4/16/19 – Board approved</b> renewal w/additional amount for added tasks. <b>4/11/19</b> F&E to review and approve renewal with additional tasks for more funds. CATS Board approved 1 <sup>st</sup> contract on April 16, 2018. <b>4/13/18</b> Procurement prepared the recommendation for award letter to CATS CEO recommending ETC Instituted as selected by the PEC members.			
<b>D</b> <b>Acting Deputy CEO &amp; Senior Operations Advisor to CATS Senior Management</b>	Consult Service	New Age Industries, LLC (NAI)	\$50,000	6/10/19	6/19/20	Board approved 5/21/19 Written Contract PO 2019152	Board approved 5/21/19 Written Contract PO 2019152	Consultant to assist CATS with development of new COO job description; assist in oversight and management of day-to-day operating and maintenance duties; assist with filling CATS Deputy CEO vacancy with a qualified candidate; and work with CEO and executive staff to implement recommendations, goals and objectives as defined in CATS Strategic and Capital Improvement Investment Plans.	<b>5/21/19 – Board approved</b> this new contract with New Age Industries.			

## CATS Procurement Listing for CATS Board

September 17, 2019		Yellow = Action Item / needs Board Approval now				Blue = Projects Pending Board Action within 1 to 3 months		
Service Description	Contr Type	Vendor Name	Amt	Start Date	End Date	Board Approved	Services/ Product Provided	Notes / Comments
<b>F</b> <b>Financing Bus Finance Lease /Purchase (10 Gillig Buses)</b>	RFP Bus financing for 7 years through 2024	Banc of America Public Capital Corp (Scottsdale, AZ)	Finance 10 Gillig Diesel Buses for 7 years.	Apr 2017	Oct 2024	Board approved 3/21/17.	Capital Bus Lease/Purchase Finance 10 Gillig Buses Pay over 7 year period. Total Cost: \$4,217,800 2 payments of \$328,137 per year = \$656,273 per yr	3/21/17 – <b>Board approved</b> 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 3/21/17. Inquiries due here by 2/20/17 with our responses out via Addendum on 2/23/17.
<b>Fuel Diesel and Gasoline Joint C-P &amp; CATS Contract Approved thru 3/31/2019</b>	RFP by City Parish	Mansfield Oil (was assigned by FuelTrac) Via City Parish solicitation. Contract for Diesel and Gasoline	Oil Price Info Serv OPS + \$ 0.039 adm fee + tax = price per gal (ppg)	1/1/01/14 C-P Metro Council approved award to FuelTrac on 8/13/14	03/31/20 Current 2 year cont w/5 one year renewals available thru 2021	Board Approved on 3/19/19 one year renewal thru 3/31/20	City Parish included CATS in 2014 fuel solicitation as a separate entity to participate in the fuel dispensing system.	3/19/19 – <b>Board approved</b> . Renewal contract sent out for one year and notified CATS. This will go to March Board. 3/21/18 – 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 – <b>Board Approved</b> for renewal period of 4/1/18 thru 3/31/19. See CEO Letter Recommending Renewal Contract. 3/21/17 – <b>Board approved renewal of contract</b> . 3/21/17 – Contract needs Board Approval for renewal period of 4/1/17 thru 3/31/18. See CEO Letter Recommending Renewal Contract.
<b>G</b> <b>Graphic Design Services</b>	RFP	Rockit Science	\$125,000 Maximum per year	10/1/18	9/30/19	Board Approved 9/18/18	Assist CATS in creating and executing marketing programs, incl. marketing strategies and designs to increase CATS ridership base, build and maintain a positive brand in the community, and showcase the accomplishments of the Agency.	9/18/18 – <b>Board Approved</b> 7/27/18 - An RFP solicitation was sent to 52 graphic design firms and advertised in The Advocate and The Weekly Press. CATS received 5 proposals which were evaluated by the Proposal Evaluation Committee (PEC). Highest scoring firm is Rockit Science, with contract award recommendation to be in the amount of \$125,000 for 12 months, with the option for up to four (4) twelve-month renewals.
<b>L</b> <b>Legal Services Contract is thru 5/18/20</b>	Consult Legal Services	Abadie Law Firm, APLC	Monthly Retainer Fee + hourly rates apply.	(new) 5/19/19	(new) 5/18/22	Board Approved 2/19/2019	Three (3) year Legal Services Contract Approved by CATS board on 2/19/2019	2/19/19 – <b>Board approved</b> new 3-year contract. No changes from last year.
<b>M</b> <b>Materials &amp; Supplies Transit Amenities for Cortana Ctr and Plank Rd BRT</b>	ITB	TBD	Approx Cost \$55,000	TBD	TBD	Off-the-shelf amenities for Cortana and Plank Rd BRT	Off-the-shelf amenities for Cortana and Plank Rd BRT	4/1/19 – <b>On hold</b> per CATS Management. 2/8/19 - ITB being drafted now to include "off-the-shelf" amenities, such as bike racks, planters, charging stations, trash receptacles, bollards, drinking fountains.

## CATS Procurement Listing for CATS Board

September 17, 2019							Yellow = Action Item / needs Board Approval now			Blue = Projects Pending Board Action within 1 to 3 months		
Service Description	Contr Type	Vendor Name	Amt	Start Date	End Date	Board Approved	Services/ Product Provided		Notes / Comments			
<b>O</b> <b>Oil (Motor) and Antifreeze</b>	ITB	Miguez Fuel (Antifreeze)	Approx. Total Cost for 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.	1/1/19	12/31/19	Board to approve in April 2019	CATS currently has no contract in place for Motor Oil or Antifreeze, so an ITB was solicited for these items through 12/31/19 with one renewal option.	4/16/19 – Board approved. 4/2/19 – ITB for antifreeze and motor oil to be awarded, where the antifreeze will be awarded to Miguez Fuel (for a total of \$15,000), who currently contracts with CATS for hydraulic turbine oil, diesel exhaust fluid (at a total of \$36,670). Contract for remainder of CY2019 will be <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.				
<b>P</b> <b>Paratransit Services ADA</b>	RFP Services	MV Transp.	3 year contract amount \$6,975,000	5/6/18	4/30/21 (potential 5 year contract thru 2023)	Board approved 2/20/18 to MV Transportation. 1/16/18	Contracted Para-Transit Service Provider		2/20/18 – Board approved award to MV. 1/16/18 – Board deferred until Feb Board meeting. 1/12/18 – F&E meeting Based on the Proposal Evaluation Committee results; CATS recommends an award of contract to MV Transportation as CATS paratransit services contractor.			
<b>S</b> <b>Security Guard Services</b>	RFP Services	Weiser Security Services, Inc.	Approx. \$237,000 annual cost	1/1/19	12/31/19	Board Approved 1/13/18	24/7 - Security Guard Services at CATS 2250 Florida Blvd. location.		11/13/18 - Board approved 11/8/18 – F&E Committee approved to move to full Board. <b>Board Approved original award on 1/15/16</b> – Security contract awarded to Weiser Security Services, Inc. 3-year contract with 2 options to renew for 12-months each.			
<b>Software ERP Sys Specification Development</b>	RFP Services	Intueor Consulting, Inc.	\$94,474	9/1/18	180 days following final award of ERP Software System	Board Approved 8/21/18	Board Approved 8/2/18	CATS issued an RFP for system-wide software – ERP Software Proposals Due: 8/13/19 at 10:00am	Board Approved on 8/21/18. The Consultant will develop a detailed Scope of Work (SOW) and Technical Specs for a software technical solution for an RFP. They will also assist CATS IT and Procurement Departments in the technical review of the proposals received to ensure CATS SOW and technical specification needs and requirements are met. This assistance will help CATS proposal evaluation committee (PEC) greatly in determining if the proposals submitted meet the technical requirements of the RFP.	8/28/19 – Proposals received on due date. Procurement reviewed for responsiveness. 8/4/19 – Addendum #2 issued to respond to questions and make changes to the RFP. 8/1/19 – Addendum #1 issued to extend due date and allow more time for CATS responses to many questions submitted. New Due Date: 8/28/19. 6/26/19 – RFP is advertised, posted on CATS website and notification sent to vendor list. Due: 8/13/19.		
<b>Software ERP Sys RFP</b>	System Wide Software	TBD	TBD	TBD	Board to approve in Fall, 2019	TBD	CATS issued an RFP for system-wide software – ERP Software Proposals Due: 8/13/19 at 10:00am					

## CATS Procurement Listing for CATS Board

September 17, 2019							Yellow = Action Item / needs Board Approval now			Blue = Projects Pending Board Action within 1 to 3 months		
Service Description	Contr Type	Vendor Name	Amt	Start Date	End Date	Board Approved	Services/ Product Provided		Notes / Comments			
<b>Software RouteMatch Services</b>	Service for Tech Support, Warranty & Maint	RouteMatch Software Warranty	One year of tech support, warranties, & maintenance coverage <b>\$165,052</b>	8/1/19	7/31/20	Board to Approve 9/17/19	Tech Support, Maintenance & Warranty Coverage for AVL, APC & AVA Sys		Board to approve renewal for \$165,052 on 9/17/19. Renew warranty services contract through 7/31/20. <b>Board Approved on 7/17/18.</b> 7/12/18 - to renew tech support and warranty coverage for AVL, APC & AVA Systems from 8/1/19 thru 7/31/20.			
<b>T Tire Lease for Buses (Maintenance)</b> <small>Contract for 3 years thru 8/31/20 w/ 2 one year renewals thru 8/31/22 Start renewal process June 2020</small>	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	8/31/20	Board Approved 7/18/17	Initial Contract for 3 years w/ 2 one year renewals through 8/31/22	F&E approved 7/13/17	Board Approved on 7/18/17. 7/13/17-CATS Maint. and Procurement Depts recommend an award of contract to Bridgestone. 6/30/17- It was determined that Bridgestone was the lowest responsive and responsible vendor. 6/22/17 Bid opening. CATS Received 3 bids from (1) Bridgestone, (2) Goodyear & (3) Michelin.			
<b>V Vehicles Electric Buses (3) (35ft) w/Extended Battery Range and install 3 electric charging stations</b>	Rolling Stock	Buses 3 Electric Buses and install 3 electric charging stations	Total Bid Price for 3 buses and 3 charging stations \$2,381,245 Approx unit cost for one bus and one charging station \$791,748	01/16/18	01/16/23	Board Approved 1/16/18 PO Issued on 3/7/18. <b>Delivery to be by Feb 22, 2019</b>	Purchase 3 electric buses, 35 foot w/extended battery range and install 3 in-house charging stations.		5/1/19 – All 3 buses have been received. Waiting on post-award documents per FTA requirements before payment can be made. 3/7/18 – P.O. submitted to BYD for the order of 3 Elec Buses with delivery date by 2/22/19. 1/16/18 – <b>Board approved award to BYD for 3 buses.</b> 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. 1/14/17 – All 3 bids received are still under review. 10/19/17 – CATS Received 3 bids from <b>BYD, New Flyer and Proterra.</b>			
<b>Vehicles Diesel Buses (8) 35ft</b>	Rolling Stock	Gillig, LLC 35 ft diesel Per bus price + added amenities	3 <sup>rd</sup> order. Purchase of 8 buses 56 Buses will be ordered over 5 years thru 2020 36 less 8 = 28 Assignments left on the bid	P.O. has been issued	8 buses delivery in Nov/Dec 2018	Board Approved To purchase 12 buses on 12/2016 week of 7/17/17	Bus unit price: \$421,780 ea Total P.O.: \$5,061,362.40		1/3/19 – Procurement was notified that all 8 buses have been received by CATS Maintenance. 7/21/17 P.O. sent to Gillig – 7/17/17 – Pending P.O. / will be issued this week to Gillig for 8 buses. Waiting on Buy Am info from them before sending P.O. The delivery date is 16 months. 4/11/17 – Awaiting approved PR from CEO to issue PO for 8 buses (on hold). <b>3/21/17 – Update:</b> P.O. pending since board approval in Dec. 2016. Per management, the P.O. will be changed to reflect the purchase of 8 buses instead of 12 and will be sent later this week.			

## CATS Procurement Listing for CATS Board

September 17, 2019							Yellow = Action Item / needs Board Approval now			Blue = Projects Pending Board Action within 1 to 3 months				
Service Description	Contr Type	Vendor Name	Amt	Start Date	End Date	Board Approved	Services/ Product Provided	Notes / Comments						
<b>Website Re-Design</b> Start renewal process Oct 2019	Website Services RFP	Covalent Logic	Estimate \$87,000 plus Hosting Fees est \$4,000/yr	01/01/17	12/31/19 3 years w/2 one year renewals available	Board Approved 12/20/16	Website Re-Design - includes Hosting and Software Services	July 2017 – launched new website. 12/15/16 – Award approved by F&E to Covalent Logic, who scored highest among 3 proposals received. 11/10/16 – RFP has been solicited to multiple potential proposers. Proposals will be due by November 30 <sup>th</sup> . Contract Award Recommendation is scheduled to be on 12/20/16 Board meeting agenda.						
<b>2019 Contracts Authorized by CATS CEO</b> <i>(Includes CEO approved procurements between \$20,000 to \$50,000)</i>														
Description	Vendor Name	Amount	Start Date	End Date	CEO Approved	Services Provided	Comments							
US DOT BUILD Grant Application Assistance	HNTB Corporation	\$45,611 Max Amt	5/24/19	12/31/19	Written Contr PO 2019148	Consultant to assist CATS with certain aspects of the BRT Project and Grant Application	5/30/19 – Contract executed and sent to vendor.							
Assessment of CATS 2250 Florida Blvd Facilities	GOTECH, Inc.	\$48,500	3/29/19	45 days after start	Written Contr PO 2019090	Consultant to complete a Building Component Assessment and a Civil Site Inspection & Survey	6/6/19 – Contract executed and sent to vendor.							
Materials Testing & Resident Inspection Services at Cortana Transit Ctr & Plank Rd BRT	The Beta Group	\$50,000	4/2/19	3/30/20	Written Contr PO 2019092	Contractor to provide Materials Testing and Resident Inspection Services at Cortana Transit Center and Plank Road BRT	5/28/19 – Contract executed and sent to vendor.							
A&E Cortana Walmart Conceptual Drawings	Monroe & Corie, Inc. (PR 383)	\$46,820 Max Amt	4/16/18	9/1/19	Written Contr PO 2018051	Consultant will provide the Interim Transit Hub Improvements at Cortana / Walmart Site. PR-383).	5/22/19 – Contract Amended: Add \$12,640 and extend through 9/1/2019, 1/19/19 – Contract Amended: Add \$2,790 and extend through 5/15/19. 7/26/18- Contract Amended: Add \$18,765 to current amount of \$12,625; and extend through 12/31/18. 4/12/18 – Contract Finalized.			11/20/18 – Gallagher submitted proposal for CATS. Timeline should be approximately 8 months to complete.				
Salary Comp Study	Gallagher Benefit Services	\$45,000	1/1/19	Until terminated	Written Contr	Consultant to meet with CATS leadership and compare to similar markets for salary compensation study. Final report will be sent to Board and CATS leadership.								
Drug & Alcohol 3 <sup>rd</sup> Third Party Admin D & A Services for Safety Sensitive	IHSN	\$15,000 12 months of service	5/1/19	4/30/20	Written Contr PO 2019052	FTA mandated Third Party services for Drug & Alcohol /substance abuse services for safety sensitive employees.	3/8/19 – CATS is extending the 12-month renewal contract with IHSN with only a \$0.50 increase on drug tests. Orig Contr began 2012. One year Renewal.			July 2019 – CATS to extend current contract for approx. 90 days. May 2019 – Assistance needed by Director of Finance in services listed for \$50/hr and max of \$30,000				
Financial Consultant Contract	Vicki Harris	\$30,000	4/5/19	10/5/19	Written Contr PO 2019111	Consultant to provide Finance Department with assistance in reconciling accounts, verification of grants receivables, bank reconciliations, etc.								

## CATS Procurement Listing for CATS Board

September 17, 2019								Yellow = Action Item / needs Board Approval now		
Service Description	Contr Type	Vendor Name	Amt	Start Date	End Date	Board Approved	Services/ Product Provided	Blue = Projects Pending Board Action within 1 to 3 months		
Government Relations Consulting	Southern Strategy Group of LA	\$50,000 Max Amt.	1/1/19	12/31/19		Written Contr PO 2019071 3/2/2018	Consultant provides Government Affairs, Relations and Educational services (lobbying)	Mar 2019 – Extend contract through 2019. No other changes. Mar 2018. Max contract amount \$50,000.		
HR Consultant Contract	Dee Everett HR Consulting	\$50,000 (\$50 hr) One year contract	6/1/18	5/31/20		Written Contr PO 2019164 6/8/18	Consultant provides confidential investigative HR resources/services by way of advice, consultation, analysis, guidance and other misc. tasks assigned by the CEO as needed.	June 2019 – Extended contract through May 31, 2020. Jun 2018 Consulting HR assistance and other specialized HR functions.		
Interim CAO	PLAC Enterprise	\$50,000	7/29/19	12/31/19		Written Contr PO 2019201	Consultant provides oversight of various CATS departments, under direction of the CEO.	July 2019 – Issued contract to PLAC Enterprise, LLC (Pearlina Thomas) Rate: \$125/hr		
IT Back Up Server Appliance	Venture Technologies CEO Letter recommended	\$28,328	7/1/18	6/30/23		PO 2018082 6/12/18 RFP #2018-Server-008	5 year back-up IT system for CATS existing backup server. Includes and all in one server backup server solution, 5 yr updates, instant replacement, cloud storage & AWS replication	Apr 2018 - Advertised and received 3 proposals.PEC recommended letter Sent CEO letter recommending award of contract.		
Microtransit Pilot Program	TransLoc, Inc.	\$25,000	12/20/18	6/19/19	w/option to renew an additional 3 months		Microtransit pilot program to serve CATS routes either outside of the current areas that CATS serves and other areas as found necessary.	1/15/19 – This was discussed at the Board meeting and the Board approved this. After Pilot program, CATS may choose to enter into a longer contract, which would be presented at the proper Board meeting.		
Oil and Related Products (Maintenance)	Material Supplies ITB Petro Choice: \$34,620 (Motor oil) Sun Coast: \$17,065		1/1/19	12/31/19		Board approved 1/17/17 thru 12/31/18. Contract has 4 one year renewals available thru 1/16/22	2019 ITB has one (1) renewal option for Motor Oil and Antifreeze. Contract through 12/31/19. 2017 Contract Renewal options available up to four (4) successive one (1) year periods or through 1/16/22. Price adjustment based on the PPI at time of the renewal. Vendor needs to provide PPI calculations for increase.	4/2/19 – ITB solicited for Motor Oil and Antifreeze. Petro Choice would be awarded the Motor Oil for \$34,620. Miguez Fuel would be awarded the Antifreeze for \$15,000, and they currently contract with CATS for other items for \$36,670. Board to approve total contract to Miguez for \$51,670 in April. 12/15/17 – It has been determined that the usage for the Oil Related Products for CYE 2017 are much less than the original anticipated usage, thereby lowering the projected annual cost to \$17,065 for products from Sun Coast and \$36,670 for products from Miguez Fuel. These contracts will be renewed for one year for the period of 1/1/19 thru 12/31/19 and are within the CEO threshold authority. 1/17/17– <b>Board approved new bid award to 2 separate suppliers for the purchase and delivery of Oil Related Products. – Sun Coast Oil was the lowest bid for - Gear Oil, Motor Oil, Transmission Fluid &amp; Wheel Grease. Miguez Fuel was lowest bid for Hydraulic Turbine Oil and Diesel Exhaust Fluid.</b>		

## CATS Procurement Listing for CATS Board

September 17, 2019							Yellow = Action Item / needs Board Approval now			Blue = Projects Pending Board Action within 1 to 3 months		
Service Description	Contract Type	Vendor Name	Amt	Start Date	End Date	Board Approved	Services/Products Provided		Notes / Comments			
Procurement Consultant		Kathy Hernandez Procurement Consulting	\$25,000 Max Amt	9/10/19	12/31/19	Written Contr PO 2019264 9/17/19	Consultant provides "as needed" Procurement services, specifically working with "on-call" services, and other Procurement tasks as assigned by the Procurement Manager and CAO, on an as needed basis.	Sept 2019 – Renew contract that expired 9/9/19 through 12/31/19 on an "as needed" basis. Consulting Procurement assistance and other specialized Procurement functions. Rate: \$45/hr				
Workers' Comp Evaluation Services		Global Profit Strategies	\$50,000 Max Amt.	9/9/19	12/31/19	Written Contr PO 2019272 9/17/19	Consultant provides professional services to evaluate CATS Workers' Comp Plan	Sept 2019 – Evaluation of the CATS Workers' Compensation plan and other related professional services. Rate: \$200/hr				

AUGUST 2019 Route Revenue and Ridership Totals

Route Number	Route Name	RIDERSHIP	REVENUE
8	Gus Young Ave / BRCC	3,734	\$ 1,815.39
10	Scenic Hwy / Southern University	8,069	\$ 4,162.40
11	Northside Circulator / 72nd Ave / Scotlandville	4,203	\$ 2,754.49
12	Government St / Jefferson Hwy	8,297	\$ 3,571.07
14	Thomas Delpit Dr / Roosevelt St	5,671	\$ 3,280.50
15	Blount Rd / Crestworth	3,761	\$ 2,205.55
16	Capitol Park Trolley	93	Free service
17	Perkins Rd	11,045	\$ 5,741.66
18	Tigerland / Cortana Mall	8,807	\$ 5,044.93
20	North Acadian Thwy	10,954	\$ 6,432.36
21	Fairfields Ave	7,887	\$ 4,549.20
22	Winbourne Ave	8,508	\$ 4,977.68
23	Foster Dr	5,858	\$ 3,131.53
41	Plank Rd	20,639	\$ 11,576.01
44	Florida Blvd	30,738	\$ 15,395.50
46	Cortana / Gardere / L'auberge	7,423	\$ 5,504.42
47	Highland Rd / LSU	25,777	\$ 13,260.03
54	Airline Hwy North / Southern University / Metro Airport	11,972	\$ 7,174.55
57	Sherwood Forest Blvd / Greenwell Springs Rd	16,920	\$ 11,929.22
58	Coursey Blvd / O'Neal Ln / Ochsner	4,842	\$ 2,817.98
59	East Florida Blvd / O'Neal Ln / Ochsner	6,183	\$ 4,292.77
60	Medical Circulator	1,122	\$ 502.01
70	CATS Terminal / Southern University / Baker	5,210	\$ 3,538.45
72	Florida Blvd Limited Stops	5,789	\$ 2,315.36
80	Southern University Shuttle / Jag Train	1,054	Free service
		RIDERSHIP	REVENUE
		Total	224,556 \$ 125,973.06

**AUGUST 2019 COMPARISON TO AUGUST 2018**

#	ROUTES	2019		2018	
		RIDERSHIP	REVENUE	RIDERSHIP	REVENUE
8	Gus Young Ave / BRCC	3,734	\$ 1,815.39	3,761	\$ 2,002.46
10	Scenic Hwy / Southern University	8,069	\$ 4,162.40	7,326	\$ 3,813.75
11	Northside Circulator / 72nd Ave / Scotlandville	4,203	\$ 2,754.49	4,217	\$ 2,837.36
12	Government St / Jefferson Hwy	8,297	\$ 3,571.07	7,778	\$ 3,107.81
14	Thomas Delpit Dr / Roosevelt St	5,671	\$ 3,280.50	4,662	\$ 2,761.57
15	Blount Rd / Creshworth (began service 02/24/2019)	3,761	\$ 2,205.55	0	\$ -
16	Capitol Park Trolley	93	Free service	1	Free service
17	Perkins Rd	11,045	\$ 5,741.66	11,812	\$ 6,150.14
18	Tigerland / Cortana Mall	8,807	\$ 5,044.93	7,461	\$ 3,929.45
20	North Acadian Thwy	10,954	\$ 6,432.36	9,238	\$ 5,708.34
21	Fairfields Ave	7,887	\$ 4,549.20	5,119	\$ 3,233.79
22	Winbourne Ave	8,508	\$ 4,977.68	5,698	\$ 3,554.86
23	Foster Dr	5,858	\$ 3,131.53	3,897	\$ 2,587.85
41	Plank Rd	20,639	\$ 11,576.01	21,347	\$ 11,758.03
44	Florida Blvd	30,738	\$ 15,395.50	34,357	\$ 15,490.93
46	Gardere / OLOL / L'auberge (ended service 02/23/2019)	0	\$ -	6,590	\$ 4,813.54
46	Cortana / Gardere / L'auberge (began service 02/24/2019)	7,243	\$ 5,504.42	0	\$ -
47	Highland Rd / LSU	25,777	\$ 13,260.03	26,759	\$ 13,185.33
50	Glen Oaks Circulator (ended service 02/23/2019)	0	\$ -	1,772	\$ 1,215.94
52	Baker Circulator (ended service 02/23/2019)	0	\$ -	1,147	\$ 855.99
54	Airline Hwy North / Southern University / Metro Airport	11,972	\$ 15,395.50	10,328	\$ 6,385.80
55	East Florida Blvd / SF BREC (ended service 02/23/2019)	0	\$ -	2,961	\$ 2,069.12
56	Mall to Mall / Drusilla Ln / Tara Blvd (ended service 02/23/2019)	0	\$ -	4,432	\$ 2,177.57
57	Sherwood Forest Blvd / Greenwell Springs Rd	16,920	\$ 11,929.22	13,762	\$ 10,153.11
58	Coursey Blvd / O'Neal Ln / Ochsner	4,842	\$ 2,817.98	4,740	\$ 2,801.44
59	East Florida Blvd / O'Neal Ln / Ochsner	6,183	\$ 4,292.77	4,215	\$ 2,501.31
60	Medical Circulator	1,112	\$ 502.01	807	\$ 463.87
70	CATS Terminal / Southern University / Baker	5,210	\$ 3,538.45	5,677	\$ 3,245.47
72	Florida Blvd Limited Stops	5,789	\$ 2,315.36	5,477	\$ 1,921.13
80	Southern University Shuttle	1,054	Free service	1,735	Free service
103	Airport / Downtown Express (ended service 02/23/2019)	0	\$ -	215	\$ 173.89

Route YTD for AUGUST 2019

ROUTE NUMBER	ROUTE NAME	January	February	March	April	May	June	July	August	September	October	November	December	Total
Gus Young Ave / BRCC		2,949	3,007	3,191	2,656	3,009	2,842	2,633	3,734					23,670
8	Scenic Hwy / Southern University	7,030	7,533	7,933	7,480	5,653	7,480	5,622	6,704	8,089				53,206
10	Northside Circulator / 72nd Ave / Scotlandville	4,714	4,139	4,029	3,384	3,738	3,429	3,738	3,429	3,505	4,203			31,190
11	Government St / Jefferson Hwy	9,568	9,087	8,811	8,186	8,206	7,715	7,784	8,297					87,565
12	Thomas Deloit Dr / Roosevelt St	4,363	4,323	5,473	5,134	5,564	4,714	4,835	5,671					40,064
14	Blount Rd / Crestworth (began service 02/24/2019)	0	482	3,053	3,025	3,536	2,837	2,751	3,761					19,445
15	Capitol Park Trolley	143	7	83	6	23	41	50	93					446
16	Perkins Rd	11,949	10,919	11,732	10,432	12,132	10,742	10,446	11,045					88,542
17	Tigerland / Cordata Mall	7,784	7,285	7,263	6,877	7,635	7,612	7,632	8,827					60,945
18	North Acadian Hwy	10,553	10,700	10,171	8,970	9,538	9,290	10,141	10,934					80,277
20	Fairfield's Ave	5,727	6,232	6,623	6,538	7,830	7,184	7,089	7,837					55,150
21	Winbourne Ave	8,086	7,002	6,986	6,174	7,506	7,046	7,050	8,508					58,278
22	Foster Dr.	5,703	6,159	5,651	5,789	5,424	6,043	5,490	5,889					46,137
23	Plank Rd	20,455	21,206	20,396	18,735	20,515	18,456	18,980	20,639					159,372
41	Florida Blvd	30,989	32,373	30,994	30,190	31,909	30,540	29,655	30,738					247,398
44	Gardere / OGL / Lauberger (ended service 02/23/2019)	5,333	5,288	0	0	0	0	0	0					0
46	Cordata / Gardner / Lauberger (began service 02/24/2019)	0	0	6,985	7,113	7,248	7,451	7,322	7,423					10,651
47	Highland Rd / LSU	25,681	24,188	24,449	21,979	22,586	23,471	22,866	25,777					43,472
50	Glen Oaks Circulator (ended service 02/23/2019)	2,413	2,053	0	0	0	0	0	0					19,117
52	Baker-Circulator (ended service 02/23/2019)	1,419	1,288	0	0	0	0	0	0					4,476
54	Airline Hwy North / Southern University / Metro Airport	12,000	12,078	10,907	10,199	10,553	9,785	11,156	11,972					2,707
55	East Florida Blvd / St-BREC (ended service 02/23/2019)	2,871	2,462	0	0	0	0	0	0					88,690
56	Mah-e-Mahl-Brusilla-Lar-Tare Blvd (ended service 02/23/2019)	5,960	4,495	0	0	0	0	0	0					5,363
57	Sherwood Forest Blvd / Greenwell Springs Rd	13,446	13,260	15,147	15,294	16,212	15,388	15,549	16,920					121,216
58	Courtesy Blvd / O'Neal Ln / Ochsner	4,901	4,689	4,700	4,300	5,306	4,195	4,426	4,822					37,339
59	East Florida Blvd / O'Neal Ln / Ochsner	4,596	4,880	5,812	5,066	5,370	5,137	5,350	6,183					42,414
60	Medical Circulator	756	745	1,017	902	1,233	1,025	1,134	1,122					7,984
70	CATS Terminal / Southern University / Baker	4,159	4,105	4,239	4,507	4,317	4,506	4,830	5,210					35,925
72	Florida Blvd Limited Stops	5,031	5,564	4,938	5,209	6,145	4,813	5,616	5,789					43,125
80	Southdown Boulevard Extension (ended service 02/23/2019)	2,563	5,020	3,617	3,543	502	1,281	2,212	1,084					17,822

TOTAL UNLINKED TRIPS		221,453	221,163	213,485	201,647	213,627	201,029	203,476	224,556	0	0	0	0	1,700,436
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Number of Weekdays		21	20	20	21	22	20	20	22	22				168
Number of Saturdays		6	4	6	5	5	5	4	5	4				39
Number of Sundays		5	4	5	4	4	5	5	5	4				36
Emergency Days		0	0	0	0	0	0	0	0	0				0
Total days		31	28	31	30	31	30	31	31	31	0	0	0	243
New Years	Milk			Mardi Gras	Good Friday	Memorial Day		Independence Day		Labor Day		Thanksgiving	Christmas	