



2817 Canal Street
New Orleans, LA 70119

New Orleans Regional Transit Authority
Finance Committee
Meeting Agenda - Final

Thursday, March 9, 2023

11:00 AM

RTA Board Room

The New Orleans Regional Transit Authority (RTA) hereby declares that, in accordance with La. R.S. 42:17.1 (A)(2)(a)-(c), a meeting will be held in person on Thursday, March 9, 2023, at 11:00 a.m. Please be advised that mask wearing is encouraged inside the boardroom.

Written comments on any matter included on the agenda will be accepted in the following ways: 1) Submission of a Speaker Card on meeting day; 2) Electronically by email sent to: rtaboard@rtaforward.org prior to the meeting; or 3) By U.S. Mail send to 2817 Canal Street, Attention: Office of Board Affairs, New Orleans, LA 70119.

1. Call To Order

2. Roll Call

3. Consideration of Meeting Minutes

[Finance Committee Meeting Minutes - February 9, 2023]

[23-031](#)

4. Committee Chairman's Report

5. Chief Executive Officer's Report

6. Chief Financial Officer's Report

[January 2023 Financials]

[23-036](#)

7. DBE Report

8. Infrastructure & Planning Report

9. Presentations

A. Compensation Study Preliminary Results

B. 2023 Audit Plan Presentation

[2023 Internal Audit Plan]

[23-033](#)

C. 2022 Annual Fare Report

[2022 Annual Fare Report]

[23-032](#)

10. Procurements

A. Authorizations

Trapeze Support Maintenance Annual Renewal - WITHDRAWN

EDM CARD STOCK

[23-022](#)

Fare Collection Parts

[23-023](#)

RTA and The Kennedy Group Contract - WITHDRAWN

Bus Shelter Construction

[23-027](#)

B. Amendment

Amendment 9 to the CEA between DOTD and RTA to revise Exhibit K

[23-024](#)

11. Audience Questions & Comments

12. New Business

13. Adjournment

[03.09.23 Fin Slides]

[23-102](#)



New Orleans Regional Transit Authority

2817 Canal Street
New Orleans, LA 70119

Board Report and Staff Summary

File #: 23-031

Board of Commissioners

[Finance Committee Meeting Minutes - February 9, 2023]



2817 Canal Street
New Orleans, LA 70119

New Orleans Regional Transit Authority Finance Committee

Meeting Minutes

Thursday, February 9, 2023

11:00 AM

RTA Board Room

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1. Call To Order

2. Roll Call

Commissioners Present: Commissioner Walton, Commissioner Coulon, Commissioner Ewell and Commissioner Neal.

3. Consideration of Meeting Minutes

[Finance Committee Meeting Minutes - January 12, 2023]

[23-015](#)

Commissioner Coulon moved, and Commissioner Neal seconded to approve the Finance Committee Meeting Minutes of January 12, 2023. The motion was approved unanimously.

4. Committee Chairman's Report

No Report.

5. Interim Chief Executive Officer's Report

Lona Hankins reported that while in Washington, DC she met with FTA Administrator, Nuria I. Fernandez.

Lona Hankins reported that on January 29, 2023 the RTA implemented service changes and all issues that occurred from these changes were corrected immediately.

Lona Hankins reported that the RTA received 6 bids on the non-advertised shelters and a recommendation will be brought to the Board at the March Meeting.

Lona Hankins reported that RTA has met with Jefferson Parish regarding the BRT and staff was scheduled to go before the City Council Transportation Committee to present the BRT Project.

6. Chief Financial Officer's Report

Gizelle Banks reported that - Ridership - Ridership in December decreased by 16.7% compared to November 2022 actuals. Through December, total system ridership (bus, streetcar, and paratransit) was 648K and 778K for the previous month of November. The results show improved but mixed results across the spectrum.

Gizelle Banks reported that - Farebox Recovery Rates 2022 vs 2019 (pre-COVID) - Fare revenue continues to offset a slightly modest percentage of operating expenses as ridership continues to rebound. December's farebox recovery rate increased slightly from 8.77% in the prior month to 9.39%; a total increase of 0.6%.

Gizelle Banks reported that - Ferry - Farebox Recovery Rates 2022 vs. 2019 (Pre-COVID) - The decrease in farebox recovery to 7.57% in December from 8.73% in November is a result of increase in passenger revenues and an increase in operating expenses from the prior month. Fare revenues continue to offset a small percentage of operating costs.

Gizelle Banks reported that - Operating Revenues (Budget, Actual & Prior Year) - RTA's two largest revenue sources are General Use Sales Tax \$6.2M and Fare Revenue \$874K. The two combined make up 82.5% or \$7M in total revenue. Overall, total operating revenues for the month of December are \$8.56M. Passenger Fares, however, when compared to the budget, favored unfavorably by 36k or 4%.

Gizelle Banks reported that - Net Revenues (Before and After Government Assistance) = Net Revenue (Before Government Assistance) is -\$1.1M for the month of December. After applying the month's \$1.6M in Government Operating Assistance, Net Revenue is -\$38K for the month of December.

Gizelle Banks reported that - Operating Expenses - Operating Expenses for the month of December are roughly \$9.3M. Labor and Fringe Benefits, the largest expenditure at \$6.4M, comprised 68.7% of this month's actual expenses. In total, operating expenses for the month of December show an increase of 7.79% from \$8.6M in November.

Gizelle Banks reported that - Operating Reserve - To offset Net Revenue (After Government Assistance of approximately \$1.6M), approximately \$792K from Restricted Operating/Capital Reserve was used.

In response to Commissioner Walton, Gizelle Banks reported that there is approximately \$3M in COVID CARES ACT Funds.

In response to Commissioner Walton, Gizelle Banks reported that the Audit will start at the end of March.

[December 2022 Financials]

[23-017](#)

7. DBE Report

Adonis Expose' reported that the RTA awarded a total of \$400,000 in contracts and \$200,000 was awarded to DBE Prime Contractors. The DBE participation was 50%.

Current DBE Projects:

CMAR - Canal Street Ferry Terminal (Construction) - 13%
Disaster Recovery Grants Management and Administration - 39%
Transit Ferry Services - 24%
East New Orleans Maintenance Building - 20%
Business Intelligence & Data Management Reporting System - 36%
On Call Technical Safety Support - 22%
Napoleon Facility Renovation & Upgrade - 2%
Rampart Streetcar Line: Emergency Repair Project- 0%

Current SBE Projects:

DBE Consulting Services - 63%
Construction Cost Audits - 78%
Bus Rapid Transit Feasibility Study - 58%
On Call A&E Services for Design of Interim Downtown Transit Hub - 98%
Facility Maintenance & Construction Support Services - 64%
Classification and Compensation Study - 87%
Leadership & Change Management Training - 88%
Temporary Janitorial Services 99%

Adonis Expose' reported that DBE/SBE Next Workshop:

Tuesday, February 28, 2023

Topic: "How to Write a Clear, Concise and Powerful Capability Statement"

Tuesday, March 28, 2023

Topic: "Entrepreneurial Leadership and Influence"

Tuesday, April 25, 2023

Topic: "Understanding Personal Credit and How to Fix It!"

8. Infrastructure & Planning Report

Dwight Norton reported on the following:

Close-Out:

Riverfront Streetcar - Service restored, working on contract close-out; added repair of Poydras St station now underway

ENO Maintenance Bldg. Exterior Envelope - Reviewing all close-out documents prior to paying final pay app.

Interim Downtown Transfer Center (Phase 1) - Phase 1 downtown is 100% complete-finalizing shelter lighting

Interim N.O. East Hub - Finalizing shelter lighting

Construction: Permanent wharf - Complete -

Substantial completion mid-March (Building, elevators, access) Dry side (Audubon) - May

-Final removal clear out: June (Port of New Orleans deadline)

Napoleon Facility Rehabilitation - Wall stabilization complete; roof rebuild underway - Working on plumbing issues with Architect and Contractor

Rampart Streetcar Restoration Recovery from Hard Rock Hotel Collapse - Target construction completion date early April 2023, Preliminary work has commenced. Service restoration for June 4 pick.

Procurement:

2021 Non-Advertising Shelter - Bid opening 2/6

Design/Engineering

Interim Downtown Transfer Center (Phase 2) - Phase 2 working to resolve lighting plan for design

Advertising Phase 2 Downtown in early 2Q2023

Downtown Transit Center Permanent - Preparing RFQ for design/environmental team

Planning:

Bus Rapid Transit (BRT) Feasibility Study - Council approval of LPA anticipated 2/16 -

Planning phase completion estimated April 2023

Lo-No Emission Vehicle Pilot - Finalize project scope for engineering, infrastructure and vehicles.

Received updated pricing from vendor

Transit Hub Design and Build (RAISE FY21) - Developing RTP (using on-call A&E) for design program and environmental

Fare Technology Modernization (RAISE FY21) - Preparing environmental - Preparing RFP for Technical Consultant

UPT Admin Office Buildout - Developing CEA with CNO (NOBC)

Adoption of LPA on January board and early February council vote. Public meetings week of 1/23

Algiers Point Ferry Terminal Rehabilitation and Modernization - **Awarded \$5.2M for full project buildout**

(likely use on-call A&E pool)

Lower Algiers Car Ferry Landing Barge Replacement - Working on Project Execution Plan, (will use on-call A&E pool)

Algiers Point Landing Barge Replacement - Working on Project Execution Plan, (will use on-call A&E pool)

All Agency Accessibility Study - Developing RFP scope - Q2 2023

Shelter Program expansion (2024) - Developing updated full system prioritization list; RFQ estimated Q2 2023

New Applications:

State DOTD 5339 - Replace para-transit vehicles that are at the end of useful life.
FY2023-2024 Capital Outlay: Ferry Maintenance Barge Replacement - State of Louisiana
Capital Outlay submission, requirement to submit until the funds are spent. Priority 4 in the
FY 2022-2023 budget.
FY2023-2024 Capital Outlay Vehicle Ferry Replacement Study - State of Louisiana Capital
Outlay submission

In response to Commissioner Coulon, Lona Hankins reported that the RTA has to find a way
to accommodate all customers with the new fare collection technology
Lona Hankins reported that the RTA was waiting from a Memorandum of Understanding from
the UPT, and their repair list was greater than the money the RTA has budgeted. for this
project
In response to Commissioner Walton, Dwight Norton reported that many locals don't have
their fare ready once the buses approach and with modern technology they are different ways
a tap card could be used.
Commissioner Walton would like the riding public to be informed that this new technology
would be better and speed up service.

9. Procurements

A. Amendments:

Leadership & Change Management Training - Change Order [23-009](#)

Commissioner Ewell moved and Commissioner Neal seconded to approve the
Leadership & Change Management Training - Change Order. The motion was
approved unanimously.
referred to Consent Agenda

Enactment No: 23-011

B. Authorizations:

Space and Rooftop Lease at Place St. Charles (201 Place St.
Charles, LLC) [23-010](#)

Commissioner Neal moved and Commissioner Ewell seconded to approve the
Space and Rooftop Lease at Place St. Charles (201 Place St. Charles). The
motion was approved unanimously.

referred to Consent Agenda

Enactment No: 23-012

C. Grants:

FY23 RAISE Grant Application [23-014](#)

Commissioner Coulon moved and Commissioner Neal seconded to approve the
FY23 RAISE Grant Application. The motion was approved unanimously.

referred to Consent Agenda

Enactment No: 23-013

10. Audience Questions & Comments

None.

11. New Business

None.

12. Adjournment

Commissioner Neal moved and Commissioner Ewell seconded to adjourn the February 9, 2023, Finance Committee Meeting. The meeting was adjourned unanimously.



New Orleans Regional Transit Authority

2817 Canal Street
New Orleans, LA 70119

Board Report and Staff Summary

File #: 23-036

Finance Committee

[January 2023 Financials]

**January 2023
Analysis of Financials**

Budget	Actuals	Variances		Explanation of Variance
		Amount	%age	
<u>Passenger Revenue</u>				
792,663	843,511	50,848	6.4%	Passenger Fares were 6.4% (\$51k) over projections in January while ridership was 2.1% under budget (791k). Total system wide January 2023 actual ridership and revenue has exceeded January 2022 actual ridership and revenue by 85% and 49%, respectively. Pass Sales were slightly under projections at 0.8% (\$2.5k).
<u>Sales Tax</u>				
8,292,840	9,706,436	1,413,596	17.0%	RTA sales tax collections which are about 90% of operating revenues continue to be strong and keep the agency moving in a positive financial direction exceeding projections almost \$1.4m (17.1%).
<u>Labor</u>				
4,990,241	4,698,866	291,375	5.8%	IBEW wages are \$89,400 under budget and Administrative wages are \$200,000 under budget for the month. IBEW will soon be entering contract negotiations and administrative employee are pending COLA and other wage adjustments in the upcoming months.
<u>Fringe Benefits</u>				
1,436,725	1,284,158	152,567	10.6%	Fringe Benefits are 10.6% below projections in January, almost \$153k. Retirement and disability are approximately \$275k under budget offset by Hospital/Medical which is over \$148k over budget. With the implementation of upcoming computer programs, many fringes are being reviewed and revised.
<u>Services</u>				
1,366,062	677,471	688,591	50.4%	Most Service line items are well under budget for the month. Professional/Technical Services (legal fees, consultants, other outside services, etc.) contributed \$300k to this positive outcome. Contract Maintenance Services added \$230k, Custodial Services another \$96k, and Private Security \$72k.
<u>Materials and Supplies</u>				
1,234,023	753,074	480,949	39.0%	Diesel fuel prices for the month of January were budgeted at \$2.75/gal. (excl. \$0.21/gal. tax). Actual diesel fuel prices for January averaged \$3.53/gal. (before taxes), which was \$0.78/gal. over budget and \$0.66/gal. less than the average price for October. Diesel fuel consumption for November was 6,951 gallons under budget.
<u>Utilities</u>				
156,424	41,242	115,182	73.6%	There were no recordings for Propulsion Power, Electricity or Gas in the month of January. This will be corrected in the month of February.
<u>Taxes</u>				
41,842	22,197	19,645	47.0%	All taxes were under budget for the month of February, fuel and lube taxes were 44% under projections.
<u>Miscellaneous Expenses</u>				
63,810	26,584	37,226	58.3%	The travel budget was \$27k (80%) under budget for the month while other miscellaneous expenses added \$14k to this variance.

**REGIONAL TRANSIT AUTHORITY
CONSOLIDATED INCOME STATEMENT
BUDGET TO ACTUAL COMPARISON
January 31, 2023
Unaudited**

	Current Month				Year to Date				CY2023 Annual Budget
	Budget	Actual	\$ Var.	%Var.	Budget	Actual	\$ Var.	%Var.	
Operating Revenues									
Passenger Fares	792,663	843,511	50,848	6.41%	792,663	843,511	50,848	6.41%	11,323,764
General Use Sales Tax	6,910,213	8,345,951	1,435,738	20.78%	6,910,213	8,345,951	1,435,738	20.78%	90,923,859
State Motor Vehicle Sales Tax	633,581	565,111	(68,470)	(10.81%)	633,581	565,111	(68,470)	(10.81%)	8,336,593
Hotel/Motel Sales Tax	749,046	795,375	46,329	6.19%	749,046	795,375	46,329	6.19%	9,855,868
Other Revenue	213,767	165,683	(48,084)	(22.49%)	213,767	165,683	(48,084)	(22.49%)	2,564,208
Total Operating Revenues	9,299,270	10,715,631	1,416,361	15.23%	9,299,270	10,715,631	1,416,361	15.23%	123,004,292
Operating Expenses									
Labor	4,990,241	4,698,866	291,375	5.84%	4,990,241	4,698,866	291,375	5.84%	63,944,578
Fringe Benefits	1,436,725	1,284,158	152,567	10.62%	1,436,725	1,284,158	152,567	10.62%	18,265,992
Services	1,366,062	677,471	688,591	50.41%	1,366,062	677,471	688,591	50.41%	16,392,717
Materials and Supplies	1,234,023	753,074	480,949	38.97%	1,234,023	753,074	480,949	38.97%	14,551,277
Utilities	156,424	41,242	115,182	73.63%	156,424	41,242	115,182	73.63%	1,827,009
Casualty & Liability	702,339	706,564	(4,225)	(0.60%)	702,339	706,564	(4,225)	(0.60%)	8,807,500
Taxes	41,842	22,197	19,645	46.95%	41,842	22,197	19,645	46.95%	493,455
Miscellaneous	63,810	26,584	37,226	58.34%	63,810	26,584	37,226	58.34%	765,699
Leases and Rentals	20,008	17,584	2,424	12.11%	20,008	17,584	2,424	12.11%	240,100
Total Oper. Exp. (excl. Depr.)	10,011,474	8,227,738	1,783,736	17.82%	10,011,474	8,227,738	1,783,736	17.82%	125,288,327
Net Operating Revenue	(712,204)	2,487,892	3,200,096	(449.32%)	(712,204)	2,487,892	3,200,096	(449.32%)	(2,284,035)
TMSEL Legacy Costs									
TMSEL Pension Costs	0	0	0	0.00%	0	0	0	0.00%	0
TMSEL Health Benefit Costs	116,550	95,326	21,224	18.21%	116,550	95,326	21,224	18.21%	1,398,600
TMSEL Workers' Comp. Costs	90,143	79,428	10,715	11.89%	90,143	79,428	10,715	11.89%	1,081,716
TMSEL All Other Costs	32,469	49,666	(17,197)	(52.97%)	32,469	49,666	(17,197)	(52.97%)	389,627
Total TMSEL Legacy Costs	239,162	224,421	14,741	6.16%	239,162	224,421	14,741	6.16%	2,869,943
Net Rev. (Before Gov't. Asst.)	(951,366)	2,263,472	3,214,838	(337.92%)	(951,366)	2,263,472	3,214,838	(337.92%)	(5,153,978)
Maritime Operations									
Passenger Fares	90,212	73,780	(16,432)	(18.21%)	90,212	73,780	(16,432)	(18.21%)	1,062,178
Labor and Fringe Benefits	(36,719)	(33,447)	(3,272)	8.91%	(36,719)	(33,447)	(3,272)	8.91%	(473,149)
Services	(137,292)	(638,204)	500,912	(364.85%)	(137,292)	(638,204)	500,912	(364.85%)	(1,647,500)
Materials and Supplies	(52,406)	1,808	(54,214)	103.45%	(52,406)	1,808	(54,214)	103.45%	(624,716)
Casualty and Liability	(893,410)	0	(893,410)	100.00%	(893,410)	0	(893,410)	100.00%	(10,720,915)
Other Operating Expenses	(6,762)	(168)	(6,594)	97.52%	(6,762)	(168)	(6,594)	97.52%	(82,240)
Preventive Maintenance	48,500	48,500	0	0.00%	48,500	48,500	0	0.00%	582,000
State Subsidy	436,900	428,333	(8,567)	(1.96%)	436,900	428,333	(8,567)	(1.96%)	5,242,800
Total Maritime Operations	(550,977)	(119,396)	(431,581)	78.33%	(550,977)	(119,396)	(431,581)	78.33%	(6,661,542)
Government Operating Assistance									
Preventive Maintenance	1,119,958	1,242,606	122,648	10.95%	1,119,958	1,242,606	122,648	10.95%	13,439,495
State Parish Transportation	150,026	152,036	2,010	1.34%	150,026	152,036	2,010	1.34%	1,800,318
COVID Funding - RTA	1,578,836	0	(1,578,836)	(100.00%)	1,578,836	0	(1,578,836)	(100.00%)	18,946,038
COVID Funding - Ferries	0	0	0	0.00%	0	0	0	0.00%	0
Total Government Oper. Asst.	2,848,820	1,394,642	(1,454,178)	(51.04%)	2,848,820	1,394,642	(1,454,178)	(51.04%)	34,185,851
Net Revenue (After Gov't. Asst.)	1,346,477	3,538,717	1,329,079	98.71%	1,346,477	3,538,717	1,329,079	98.71%	22,370,331

**REGIONAL TRANSIT AUTHORITY
CONSOLIDATED INCOME STATEMENT
BUDGET TO ACTUAL COMPARISON
January 31, 2023
Unaudited**

	Current Month				Year to Date				CY2023 Annual Budget
	Budget	Actual	\$ Var.	%Var.	Budget	Actual	\$ Var.	%Var.	
Net Revenue (After Gov't. Asst.)	1,346,477	3,538,717	1,329,079	98.71%	1,346,477	3,538,717	1,329,079	98.71%	22,370,331
Government Non-Operating Rev. (Exp.)									
Federal - RTA Capital	1,875,945	561,676	(1,314,269)	(70.06%)	1,875,945	561,676	(1,314,269)	(70.06%)	22,511,334
Local - RTA Capital	182,649	555,963	373,314	204.39%	182,649	555,963	373,314	204.39%	2,191,783
RTA Capital Expenditures	(3,235,256)	(1,117,640)	2,117,616	(65.45%)	(3,235,256)	(1,117,640)	2,117,616	(65.45%)	(38,823,074)
Ferry Grant Revenues	(608,083)	(1,131)	606,952	(99.81%)	(608,083)	(1,131)	606,952	(99.81%)	(7,297,000)
Ferry Grant Expenses	586,417	(13,792)	600,209	102.35%	586,417	(13,792)	600,209	102.35%	7,037,000
FEMA Project Worksheets	0	0	0	0.00%	0	0	0	0.00%	0
FEMA Project Worksheet Expenditure	0	0	0	0.00%	0	0	0	0.00%	0
Loss on Valuation of Assets	0	0	0	0.00%	0	0	0	0.00%	0
Total Gov't. Non-Oper. Rev. (Exp.)	(1,198,328)	(14,923)	1,183,405	0.00%	(1,198,328)	(14,923)	1,183,405	0.00%	(14,379,957)
Total Revenues (Expenses) Before Capital Expenditures and Debt	148,149	3,523,794	3,375,645	2278.55%	148,149	3,523,794	3,375,645	2278.55%	7,990,374
Capital Expenditures									
Interest Income - Capital (bonds)	6,247	124,954	118,707	1900.23%	6,247	124,954	118,707	1900.23%	74,960
Debt Service	(672,111)	(560,872)	111,239	16.55%	(672,111)	(560,872)	111,239	16.55%	(8,065,334)
Total Capital Expenditures	(665,864)	(435,917)	229,947	34.53%	(665,864)	(435,917)	229,947	34.53%	(7,990,374)
Net Revenue less Capital Expenditures & Principal on Long Term Debt	(517,715)	3,087,877	3,605,592	696.44%	(517,715)	3,087,877	3,605,592	696.44%	0
Other Funding Sources									
Restricted Oper. / Capital Reserve	0	(3,087,877)	3,087,877	100.00%	0	(3,087,877)	3,087,877	100.00%	0
Total Other Funding	0	(3,087,877)	3,087,877	100.00%	0	(3,087,877)	3,087,877	100.00%	0
Net Revenue / Expense	(517,715)	0	517,715	0.00%	(517,715)	0	517,715	0.00%	0
 Depreciation - Local	 11,220	 359,892	 (348,672)	 (3107.59%)	 11,220	 359,892	 (348,672)	 (3107.59%)	 134,640
Depreciation - Federal	1,887,000	1,439,567	447,433	23.71%	1,887,000	1,439,567	447,433	23.71%	22,644,000
Total Depreciation	1,898,220	1,799,458	98,762	5.20%	1,898,220	1,799,458	98,762	5.20%	22,778,640

**REGIONAL TRANSIT AUTHORITY
CONSOLIDATED INCOME STATEMENT
ACTUAL TO ACTUAL COMPARISON
January 31, 2023
Unaudited**

	Current Month				Year to Date			
	Prior Yr.	Current Yr.	\$ Var.	%Var.	Prior Yr.	Current Yr.	\$ Var.	%Var.
Operating Revenues								
Passenger Fares	660,936	843,511	182,575	27.62%	660,936	843,511	182,575	27.62%
General Use Sales Tax	8,348,154	8,345,951	(2,203)	(0.03%)	8,348,154	8,345,951	(2,203)	(0.03%)
State Motor Vehicle Sales Tax	406,449	565,111	158,662	39.04%	406,449	565,111	158,662	39.04%
Hotel/Motel Sales Tax	605,138	795,375	190,236	31.44%	605,138	795,375	190,236	31.44%
Other Revenue	137,883	165,683	27,800	20.16%	137,883	165,683	27,800	20.16%
Total Operating Revenues	10,158,560	10,715,631	557,070	5.48%	10,158,560	10,715,631	557,070	5.48%
Operating Expenses								
Labor	4,666,082	4,698,866	(32,783)	(0.70%)	4,666,082	4,698,866	(32,783)	(0.70%)
Fringe Benefits	1,430,221	1,284,158	146,063	10.21%	1,430,221	1,284,158	146,063	10.21%
Services	1,084,536	677,471	407,065	37.53%	1,084,536	677,471	407,065	37.53%
Materials and Supplies	1,078,797	753,074	325,724	30.19%	1,078,797	753,074	325,724	30.19%
Utilities	173,308	41,242	132,067	76.20%	173,308	41,242	132,067	76.20%
Casualty & Liability	649,641	706,564	(56,923)	(8.76%)	649,641	706,564	(56,923)	(8.76%)
Taxes	39,949	22,197	17,753	44.44%	39,949	22,197	17,753	44.44%
Miscellaneous	16,650	26,584	(9,934)	(59.66%)	16,650	26,584	(9,934)	(59.66%)
Leases and Rentals	31,288	17,584	13,703	43.80%	31,288	17,584	13,703	43.80%
Total Oper. Exp. (excl. Depr.)	9,170,472	8,227,738	942,734	10.28%	9,170,472	8,227,738	942,734	10.28%
Net Operating Revenue	988,088	2,487,892	1,499,805	151.79%	988,088	2,487,892	1,499,805	151.79%
TMSEL Legacy Costs								
TMSEL Pension Costs	0	0	0	0.00%	0	0	0	0.00%
TMSEL Health Benefit Costs	80,069	95,326	15,257	19.06%	80,069	95,326	15,257	19.06%
TMSEL Workers' Comp. Costs	54,755	79,428	24,674	45.06%	54,755	79,428	24,674	45.06%
TMSEL All Other Costs	0	49,666	49,666	100.00%	0	49,666	49,666	100.00%
Total TMSEL Legacy Costs	134,823	224,421	89,598	66.46%	134,823	224,421	89,598	66.46%
Net Rev. (Before Gov't. Asst.)	853,265	2,263,472	1,410,207	165.27%	853,264.78	2,263,472	1,410,207	165.27%
Maritime Operations								
Passenger Fares	62,356	73,780	11,425	18.32%	62,356	73,780	11,425	18.32%
Labor and Fringe Benefits	(19,693)	(33,447)	(13,754)	69.84%	(19,693)	(33,447)	(13,754)	69.84%
Services	(590,718)	(638,204)	(47,486)	8.04%	(590,718)	(638,204)	(47,486)	8.04%
Materials and Supplies	(21,430)	1,808	23,238	(108.44%)	(21,430)	1,808	23,238	(108.44%)
Casualty and Liability	0	0	0	0.00%	0	0	0	0.00%
Other Operating Expenses	(35)	(168)	(133)	379.81%	(35)	(168)	(133)	379.81%
Preventive Maintenance	0	48,500	48,500	100.00%	0	48,500	48,500	100.00%
State Subsidy	428,333	428,333	0	0.00%	428,333	428,333	(0)	(0.00%)
Total Maritime Operations	(141,186)	(119,396)	21,789	(15.43%)	(141,186)	(119,396)	21,789	(15.43%)
Government Operating Assistance								
Preventive Maintenance	1,063,543.60	1,242,606	179,062	16.84%	1,063,544	1,242,606	179,062	16.84%
State Parish Transportation	148,541.00	152,036	3,495	2.35%	148,541	152,036	3,495	2.35%
COVID Funding - RTA	0.00	0	0	0.00%	0	0	0	0.00%
COVID Funding - Ferries	0.00	0	0	0.00%	0	0	0	0.00%
Total Government Oper. Asst.	1,212,084.60	1,394,642	182,557	15.06%	1,212,085	1,394,642	182,557	15.06%
Net Revenue (After Gov't. Asst.)	1,924,163.56	3,538,717	1,614,553	83.91%	1,924,164	3,538,717	1,614,553	83.91%

**REGIONAL TRANSIT AUTHORITY
CONSOLIDATED INCOME STATEMENT
ACTUAL TO ACTUAL COMPARISON
January 31, 2023
Unaudited**

	Current Month				Year to Date			
	Prior Yr.	Current Yr.	\$ Var.	%Var.	Prior Yr.	Current Yr.	\$ Var.	%Var.
Net Revenue (After Gov't. Asst.)	1,924,164	3,538,717	1,614,553	83.91%	1,924,163.56	3,538,717	1,614,553	83.91%
Government Non-Operating Rev. (Exp.)								
Federal - Capital	2,935,641	561,676	(2,373,965)	(80.87%)	2,935,641	561,676	(2,373,965)	(80.87%)
Local - Capital	3,589,399	555,963	(3,033,436)	(84.51%)	3,589,400	555,963	(3,033,436)	(84.51%)
Capital Expenditures	(6,525,040)	(1,117,640)	5,407,401	(82.87%)	(6,525,040)	(1,117,640)	5,407,401	(82.87%)
Grant Revenues	2,493,721	(1,131)	(2,494,852)	(100.05%)	2,493,721	(1,131)	(2,494,852)	(100.05%)
Grant Expenses	(3,281,211)	(13,792)	3,267,420	(99.58%)	(3,281,211)	(13,792)	3,267,420	(99.58%)
FEMA Project Worksheets	0	0	0	0.00%	0	0	0	0.00%
FEMA Project Worksheets Expenditur	0	0	0	0.00%	0	0	0	0.00%
Loss on Valuation of Assets	0	0	0	0.00%	0	0	0	0.00%
Total Gov't. Non-Operating Rev. (Exp.)	(787,491)	(14,923)	772,568	(98.11%)	(787,490)	(14,923)	772,568	(98.11%)
Total Revenues (Expenses) Before Capital Expenditures and Debt	1,136,673	3,523,794	2,387,122	210.01%	1,136,673	3,523,794	2,387,121	210.01%
Capital Expenditures								
Interest Income - Capital (bonds)	1,024	124,954	123,931	12104.25%	1,024	124,954	123,931	12104.25%
Debt Service	(776,700)	(560,872)	215,828	(27.79%)	(776,700)	(560,872)	(215,828)	27.79%
Total Capital Expenditures	(775,676)	(435,917)	339,759	(43.80%)	(775,676)	(435,917)	339,759	(43.80%)
Net Revenue less Capital Expenditures & Principal on Long Term Debt	360,997	3,087,877	2,726,880	(755.38%)	360,997	3,087,877	2,726,880	(755.37%)
Other Funding Sources								
Restricted Oper. / Capital Reserve	(360,997)	(3,087,877)	(2,726,880)	755.38%	(360,997)	(3,087,877)	(2,726,880)	755.37%
Total Other Funding	(360,997)	(3,087,877)	(2,726,880)	755.38%	(360,997)	(3,087,877)	(2,726,880)	755.37%
Net Revenue / Expense	0	0	0	0.00%	0	0	0	0.00%
Depreciation - Local	96,144	359,892	(263,748)	(274.33%)	96,144	359,892	(263,748)	(274.33%)
Depreciation - Federal	1,770,883	1,439,567	331,316	18.71%	1,770,883	1,439,567	331,316	18.71%
Total Depreciation Expense	1,867,027	1,799,458	67,568	3.62%	1,867,027	1,799,458	67,568	3.62%

REGIONAL TRANSIT AUTHORITY
STATEMENT OF NET POSITION
AS OF JANUARY 31, 2023 AND 2022

	2023	2022
ASSETS AND DEFERRED OUTFLOW OF RESOURCES		
CURRENT ASSETS:		
Cash	\$ 58,337,657	44,091,187
Accounts Receivable (net)	39,544,531	46,755,842
Prepaid Expenses and other assets	3,290,119	3,065,026
Inventory	827,787	695,826
Total Current Assets	102,000,094	94,607,881
Restricted assets, cash and investments		
Ferry Operating Subsidy	0	0
1991 series bond trustee accounts	0	0
2020 series bond trustee accounts	5,526,592	4,841,341
2000 series bond trustee accounts	0	0
2010 series bond trustee accounts	401,178	396,045
Self-Insurance Reserve	1,415,000	1,415,000
Total restricted assets	7,342,770	6,652,385
Net Pension Assets	7,541,497	7,541,497
Net OPEB Assets	0	0
Property, buildings and equipment, net	291,568,611	295,944,156
Total noncurrent assets	299,110,108	303,485,653
TOTAL ASSETS	408,452,971	404,745,919
DEFERRED OUTFLOW OF RESOURCES		
Deferred charges - prepaid bond	364,588	364,588
Pension deferrals	131,355	131,355
OPEB deferrals	1,079,252	1,079,252
Total Deferred Outflows of Resources	1,575,195	1,575,195
TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES	\$ 410,028,164	\$ 406,321,114

REGIONAL TRANSIT AUTHORITY
STATEMENT OF NET POSITION
AS OF JANUARY 31, 2023 AND 2022

	2023	2022
LIABILITIES, DEFERRED INFLOW OF RESOURCES AND NET POSITION		
CURRENT LIABILITIES (PAYABLE FROM CURRENT ASSETS)		
Accounts payable, accrued expenses, and deferred credits	\$ 36,593,326	42,719,974
Current portion of legal and small claims	2,772,120	2,772,120
Current portion of OPEB Liability	1,207,351	1,207,351
Due to Transdev	618,399	235,614
Total Current Liabilities (payable from current assets)	41,191,196	46,935,059
CURRENT LIABILITIES (PAYABLE FROM RESTRICTED ASSETS)		
Current portion of accrued bond interest	(9,275,449)	(4,479,480)
Current portion of bonds payable net	9,918,750	5,151,250
Current portion of debt service assistance fund loan		
Total Current Liabilities (payable from restricted assets)	643,301	671,770
LONG-TERM LIABILITIES		
Accrued bond interest less current portion	-	0
Legal and small claims less current portion	13,116,700	14,830,851
Bonds-Payable less current portion net	87,455,663	93,692,181
Net Pension Liability		
Total OPEB Liability	5,783,026	5,783,026
Debt service assistance fund loan less current portion	-	
Total long-term liabilities	106,355,389	114,306,058
TOTAL LIABILITIES	148,189,886	161,912,887
DEFERRED INFLOW OF RESOURCES		
Pension Deferrals	11,196,614	11,196,614
OPEB Deferrals	186,423	186,423
Deferred Refunding Gain	2,627,278	2,627,278
TOTAL DEFERRED INFLOWS OF RESOURCES	14,010,315	14,010,315
NET POSITION		
Invested in capital assets, net of related debt	203,469,647	201,580,205
Restricted for Debt Service	7,342,770	6,652,385
Unrestricted	37,015,546	22,165,322
Total net position	247,827,962	230,397,912
TOTAL LIABILITIES, DEFERRED INFLOW OF RESOURCES, AND NET POSITION	\$ 410,028,164	\$ 406,321,114

Regional Transit Authority
Financial Performance Indicators
January 31, 2022
(Excludes Ferry Operations)

	Company-wide		Fixed Route Bus		Streetcar		Paratransit	
	Current Mo.	Year-to-date	Current Mo.	Year-to-date	Current Mo.	Year-to-date	Current Mo.	Year-to-date
Ridership (Unlinked Trips)	747,935	747,935	443,473	443,473	286,719	286,719	17,743	17,743
Total Platform Hours	70,038	70,038	48,117	48,117	11,120	11,120	10,802	10,802
Passenger Revenue	843,511	843,511	498,810	498,810	318,849	318,849	25,852	25,852
Operating Expenses	8,227,738	8,227,738	5,368,387	5,368,387	1,614,459	1,614,459	1,244,892	1,244,892
Operating Cost Per Platform Hour	117.47	117.47	111.57	111.57	145.19	145.19	#DIV/0!	115.25
Annual Budgeted Cost Per Platform Hour		140.47		132.69		185.29		119.88
Farebox Recovery Rate	10.25%	10.25%	9.29%	9.29%	19.75%	19.75%	2.08%	2.08%
Operating Cost Per Unlinked Trip	11.00	11.00	12.11	12.11	5.63	5.63	70.16	70.16
Passenger Revenue Per Unlinked Trip	1.13	1.13	1.12	1.12	1.11	1.11	1.46	1.46
Subsidy per Unlinked Trip	9.87	9.87	10.99	10.99	4.52	4.52	68.70	68.70

**Regional Transit Authority
Financial Performance Indicators
Current to Prior Year Comparison**

REPORT FOR THE MONTH

	Company-wide			Fixed Route Bus			Streetcar			Paratransit		
	For the Month Ended January 31, 2023	2022	Variance	For the Month Ended January 31, 2023	2022	Variance	For the Month Ended January 31, 2023	2022	Variance	For the Month Ended January 31, 2023	2022	Variance
Ridership (Unlinked Trips)	747,935	506,912	241,023	443,473	341,704	101,769	286,719	152,974	133,745	17,743	12,234	5,509
Total Platform Hours	70,038	48,592	21,446	48,117	28,093	20,024	11,120	11,829	(709)	0	8,670	(8,670)
Passenger Revenue	843,511	660,936	182,575	498,810	466,234	32,577	318,849	177,225	141,623	25,852	17,478	8,375
Operating Expenses	8,227,738	9,170,472	(942,734)	5,368,387	5,220,722	147,665	1,614,459	2,407,698	(793,239)	1,244,892	1,542,052	(297,160)
Operating Cost Per Platform Hour	117.47	188.72	(71.25)	111.57	185.84	(74.27)	145.19	203.55	(58.36)	#DIV/0!	177.86	#DIV/0!
Annual Budgeted Cost Per Plat. Hour	140.47	140.47	0.00	132.69	132.69	0.00	185.29	185.29	0.00	119.88	119.88	0.00
Farebox Recovery Rate	10.25%	7.21%	3.04%	9.29%	8.93%	0.36%	19.75%	7.36%	12.39%	2.08%	1.13%	0.94%
Operating Cost Per Unlinked Trip	11.00	18.09	(7.09)	12.11	15.28	(3.17)	5.63	15.74	(10.11)	70.16	126.05	(55.89)
Passenger Revenue Per Unlinked Trip	1.13	1.30	(0.17)	1.12	1.36	(0.24)	1.11	1.16	(0.05)	1.46	1.43	0.03
Subsidy per Unlinked Trip	9.87	16.79	(6.92)	10.99	13.92	(2.93)	4.52	14.58	(10.06)	68.70	124.62	(55.92)

**Regional Transit Authority
Financial Performance Indicators
Current to Prior Year Comparison**

YEAR-TO-DATE REPORT

	Company-wide			Fixed Route Bus			Streetcar			Paratransit		
	For 1 Month Ending January 31, 2023	2022	Variance	For 1 Month Ending January 31, 2023	2022	Variance	For 1 Month Ending January 31, 2023	2022	Variance	For 1 Month Ending January 31, 2023	2022	Variance
Ridership (Unlinked Trips)	747,935	506,912	241,023	443,473	341,704	101,769	286,719	152,974	133,745	17,743	12,234	5,509
Total Platform Hours	70,038	48,592	21,446	48,117	28,093	20,024	11,120	11,829	(709)	10,802	8,670	2,132
Passenger Revenue	843,511	660,936	182,575	498,810	466,234	32,577	318,849	177,225	141,623	25,852	17,478	8,375
Operating Expenses	8,227,738	9,170,472	(942,734)	5,368,387	5,220,722	147,665	1,614,459	2,407,698	(793,239)	1,244,892	1,542,052	(297,160)
Operating Cost Per Platform Hour	117.47	188.72	(71.25)	111.57	185.84	(74.27)	145.19	203.55	(58.36)	115.25	177.86	(62.61)
Annual Budgeted Cost Per Plat. Hour	140.47	140.47	0.00	132.69	132.69	0.00	185.29	185.29	0.00	119.88	119.88	0.00
Farebox Recovery Rate	10.25%	7.21%	3.04%	9.29%	8.93%	0.36%	19.75%	7.36%	12.39%	2.08%	1.13%	0.94%
Operating Cost Per Unlinked Trip	11.00	18.09	(7.09)	12.11	15.28	(3.17)	5.63	15.74	(10.11)	70.16	126.05	(55.89)
Passenger Revenue Per Unlinked Trip	1.13	1.30	(0.17)	1.12	1.36	(0.24)	1.11	1.16	(0.05)	1.46	1.43	0.03
Subsidy per Unlinked Trip	9.87	16.79	(6.92)	10.99	13.92	(2.93)	4.52	14.58	(10.06)	68.70	124.62	(55.92)



New Orleans Regional Transit Authority

2817 Canal Street
New Orleans, LA 70119

Board Report and Staff Summary

File #: 23-033

Finance Committee

[2023 Internal Audit Plan]



New Orleans Regional Transit Authority

Office of Internal Audit and Compliance

2023 Audit Work Plan

February 27, 2023

From: Malon Thompson, CFE, CIGA; Manager of Audit Compliance

To: Gizelle Banks, Chief Financial Officer
Mark Major, Deputy CEO of Finance and Administration
Lona Hankins, Interim Chief Executive Officer

CC: The Executive Leadership Team
The RTA Board of Commissioners

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EXECUTIVE SUMMARY

The Office of Internal Audit and Compliance (OIAC) has prepared the 2023 audit plan in accordance with IIA (Institute of Internal Auditors) Standards and RTA policies. In 2022 the OIAC conducted its first annual risk assessment. The risk assessment was used to determine the 2023 audit plan.

In 2022 the OIAC unit underwent a personnel shift, and as positions became vacant, it was determined that the OIAC would undergo a slight restructuring to allow for a greater emphasis on not only Internal Audit, but on Audit Compliance. Currently the position of Director of Internal Audit Compliance is vacant. However, the internal audit activity will be led by Malon Thompson, CFE, CIGA who serves as the Manager of Audit Compliance. Also, Jack Duffy, a Financial Data and Reporting Analyst, will work mainly on internal consulting, compliance, and special projects. The audit plan is based upon the full utilization of the current staffing level.

Pursuant to the 2023 Audit Work Plan and risk assessment, resources are assigned in the areas of highest risk and vulnerability to assess subject areas, and where appropriate, provide recommendations to improve internal controls, operations, and systems.

BACKGROUND

Mission

The Office of Internal Audit and Compliance (OIAC) is an independent, objective assurance and consulting department designed to add value and improve the Regional Transit Authority's (RTA) operations and to help the organization accomplish its objectives. This is done by developing a systematic, disciplined approach to evaluate and improve the efficiency and effectiveness of risk management, control, and governance processes.

Authority

The authority of the OIAC is stated in the Internal Audit Charter. The OIAC is entitled to full, free, and unrestricted access to all records, physical properties, and personnel pertinent to carrying out any engagement at RTA. Employees are requested to assist the OIAC in fulfilling its roles and responsibilities.

Independence and Objectivity

Per standards set forth by The Institute of Internal Auditors (IIA), the work performed by the OIAC must be independent and the auditors must be objective¹. To maintain Independence and objectivity the OIAC ensures the following:

- The OIAC is free from interference in matters of audit selection, scope, procedures, frequency, timing, or report content
- The OIAC maintains no direct responsibility or authority over any of the activities audited, and do not implement internal controls, develop procedures, install systems, prepare records, or engage in any other activity that may impair internal auditor's judgment

¹ IIA Standard 1100 – Independence and Objectivity

INTRODUCTION

In accordance with the International Standards for the Professional Practice of Internal Auditing (IIA Standards), and RTA's Internal Audit Policy, the OIAC is required to prepare a summary of planned audits for the next calendar year by December of the preceding year. This year marks the first year that the audit plan is based off an annual risk assessment².

A risk assessment is a systemic process of identifying, analyzing, and evaluating risk. Risk is defined as "the possibility of an event occurring that will have an impact on the achievement of objectives. Risk is measured in terms of impact and likelihood."³

RISK ASSESSMENT OVERVIEW

Risk Assessment

Risk assessments are the foundations of an effective internal audit department. Internal audit departments use risk assessment to assess the risk of each auditable area within an internal audit universe to help determine the priority and therefore timing of when internal audits should occur. Risk assessments are not only based on current known information within the organization, but also information from the external environment e.g., evolving regulations, emerging risks, laws, and regulations. Risk assessments should be updated as and when new key information becomes available and not simply limited to a once-a-year exercise. As audits are conducted, the information compiled from the audits will have an ongoing effect on the organization's risk assessment.

Risk Assessment Process

In conducting the risk assessment, the OIAC implemented a six-step process. The process is outlined briefly below:

1. **Understand the Audit Universe**
The audit universe comprises 31 departments, each providing functions and services to the organization.
2. **Identify Risks**
The OIAC created a survey that was completed by various levels of management, review financial statements, prior audits, relevant articles, and interviewed various managers and directors to identify considerable risk areas
3. **Identify Risk Assessment Criteria**
The OIAC identified 14 specific risk areas across 4 different risk categories: Financial, Operational, Compliance, and Reputational
4. **Assess Risk and Risk Interactions**
The OIAC used professional judgment and assigned likelihood and impact scores to each of the risk areas based on surveys interviews and research.
5. **Prioritize Risk**

² The audit plan "must be based on a documented risk assessment, undertaken at least annually. The input of senior management and the board must be considered in this process." International Standards for the Professional Practice of Internal Auditing (Standards) 2010.A1. Institute of Internal Auditors. Effective January 2017

³ International Standards for the Professional Practice of Internal Auditing (Standards) Glossary. Institute of Internal Auditors. Effective January 2017

The OIAC ranked each entity from the highest risk to the lowest risk.

6. Develop the Risk Based Work Plan

The OIAC considered the results of the risk assessment and conducted an internal brainstorming meeting to develop the 2023 audit plan and establish priorities

AUDIT PLAN

OPEB Benefits Plan

The Regional Transit Authority provides certain continuing health care and life insurance benefits for certain retired former NOPSI employees. The Transit Management of Southeast Louisiana (TMSEL) Welfare Benefit Plan (the OPEB Plan) is a single employer defined benefit OPEB plan administered by the Regional Transit Authority. The authority to establish and/or amend the obligation of the employer, employees, and retirees rests with the Regional Transit Authority. The OIAC will conduct a performance audit with the following tentative objectives:

- To determine if the plan is being managed and administered effectively
- To determine if the cost of the benefits is accurately reported and monitored
- To determine if there are documented policies and processes for the OPEB plan.

Self-Insurance and Structured Settlements

Self-insurance, sometimes called self-funding, is when your business forgoes traditional insurance coverage and takes on all the financial risk by setting aside money to pay employees' healthcare claims. Structured settlements are a type of financial arrangement negotiated from a legal settlement, which guarantees the recipient a series of financial payments over a defined number of years. Given the high-risk nature of these practices the OIAC will conduct a performance audit to:

- Review the contract of 3rd party Administrator and determine if the administrator is operating effectively,
- Determine if there is a documented process of review for the reports for self-insurance case reserves and structured settlement liabilities provided by the third-party administrator,
- Determine if the reports provided by the administrators are properly reconciled before submission to an actuary.

Union Contact Compliance

As a result of the Timekeeping and Payroll Audit, it became clear that the OIAC needed to look further into the union Contracts of Amalgamated Transit Union Local Division 1560 fixed route and lift employees as well as the International Brotherhood of Electrical Workers Local Union 1700-4. As these contracts are close to expiring the OIAC will conduct a compliance audit on each existing contract to determine how well both parties complied with the contract, and areas for greater efficiency and effectiveness.

Maintenance – Inventory Management

The Maintenance department contains large levels of inventory. This audit will be conducted by the OIAC to review inventory (maintenance and repair items, tools, and small equipment)

management practices for the department. The OIAC will conduct this audit with the following tentative objectives:

- Ensure that comprehensive policies and procedures have been established for maintenance inventory management, such as procedures over ordering, receiving, use and physical inventory.
- Ensure that maintenance inventory is adequately secured, maintained, and access is properly controlled.
- Ensure adequate controls are in place to mitigate risks and detect waste or abuse of funds or materials.

Information Technology – Systems and Applications Audit

As a result of the risk assessment, it became clear to the OIAC that the organization utilizes a lot of systems and applications. The OIAC will conduct an IT audit with the following tentative objectives:

- Determine the effectiveness of access controls, the capabilities and characteristics of the software utilized by the organization, and the way the software is implemented
- Determining the interrelationships of the software to determine the usefulness of the software, and to highlight duplications of capabilities if present.
- Ensure that controls are in place to include, but is not limited to, data and program security, program change control, access controls, and other security provisions.

AUDIT GOALS

Formalize Audit Procedures and Workflow

The OIAC is relatively new, and as the department has started building it has seen changes in personnel and structuring. Through 2023, the OIAC will work with Senior Management to continue formalizing Audit policies and finding ways to automate workflows to streamline the audit process.

Implementing a Monitoring Program

The monitoring of audit recommendations is completed through the follow-up phase of audits. Follow-ups are a process by which internal auditors evaluate the adequacy, effectiveness and timeliness of actions taken by management on reported observations and recommendations, including those by external auditors and others. This process also includes determining whether senior management and/or the board have assumed the risk of not taking corrective action on reported observations.

The OIAC will implement a monitoring program to track responses to recommendations and the implementation of corrective actions. In addition to that, the OIAC will determine the best way to report on the status of outstanding recommendations and corrective actions.

RESOURCE LIMITATIONS

The OIAC does not currently have the appropriate staffing levels and resources to allow for the audit and consulting coverage of all the organizations' departments and functions. The 2023 Audit Workplan reflects these constraints, and it does not intend to provide coverage for all departments and functions. The 2023 Audit Workplan focuses on critical risk areas, but it also allows flexibility

February 27, 2023

so that the OIAC can add additional projects in response to changing circumstances or current information.



New Orleans Regional Transit Authority

2817 Canal Street
New Orleans, LA 70119

Board Report and Staff Summary

File #: 23-032

Finance Committee

[2022 Annual Fare Report]

2022 Annual Fare Report

Introduction

The New Orleans Regional Transit Authority is committed to providing its riders and other public stakeholders with accurate, timely information related to all Fare Elements.

As established in the agency's fare policy, the objectives of RTA's fare programs are as follows:

Improve Service	Orient Fare-Related Decisions towards enhancing service reliability and increasing overall speed of service.
Maximize Ridership to Drive Revenue for Service Expansion	Set fare structure and fare pricing to maximize ridership and ensure consistent sales growth for investment into service enhancements.
Advance Diversity, Equity, and Inclusion	Approach Fare Elements and Fare-Related Decisions with a focus on diversity, equity, and inclusion and a commitment to equitable access and outcomes for riders.
Enhance Connectivity	Utilize Fare Elements to enhance regional connectivity and integration across all modes of transportation.
Increase Efficiency and Simplicity	Increase speed and efficiency of rider boarding and simplicity of Fare Elements for customers.
Prioritize Local, Regular Riders	Prioritize regular riders through all Fare Elements, while reducing barriers to entry for new riders.
Minimize Operator Involvement in Fare Collection	Minimize the role of operators in fare collection and fare disputes to allow them to focus on providing safe, reliable, and welcoming service.
Optimize Return on Investment	Optimize the value of capital and operating expenditures on Fare Elements.

This report outlines (1) gross fare revenue by mode, sales channel, and fare media; (2) time-based fare products by rider type; (3) fare collection costs incurred in 2022; (4) and a summary of pass sales programs and fare access.

Fare Revenue Report

Source	Est. Gross Sales	Monthly Avg.
MB + SR Farebox	\$ 5,924,283.02	\$ 493,690.25
TVM	\$ 1,648.85	\$ 137.40
Mobile	\$ 2,792,509.75	\$ 232,709.15
In-house	\$ 491,169.15	\$ 40,930.76
E-commerce	\$ 243,542.90	\$ 20,295.24
ADA Office	\$ 50,625.90	\$ 4,219.66
Ferry	\$ 893,650.95	\$ 74,470.91
	\$ 10,397,440.52	\$ 885,857.95

Total Fare Revenue by Mode

The following table shows the share of passenger revenue that can be assigned to each of the three fixed-schedule transit modes operated by RTA. The value of single-ride passes and jazzy passes sold on-board vehicles are assigned in their entirety to their mode. The gross value of fare products specific to bus and streetcar sold through other points of sale (e.g. a regional ride ticket sold via mobile ticketing) are assigned to bus and streetcar as a function of ridership. The gross value of jazzy pass products (eligible on all three modes) sold away from vehicles are assigned across all three modes according to ridership. The gross value of regional ride tickets has been halved.

Mode	2022 Ridership	Est. Gross Sales	Gross \$ / Rider
Bus	5,475,451	\$ 5,359,526.73	\$ 0.98
Streetcar	3,636,900	\$ 3,789,335.19	\$ 1.04
Ferry	849,429	\$ 1,248,578.59	\$ 1.47
	9,961,780	\$ 10,397,440.52	\$ 1.04

Fare Revenue by Sales Channel

The following table shows the gross sales for 2022 according to point of sale.

Source	Est. Gross Sales	Share of Annual Gross
Bus Farebox	\$ 3,421,934.14	32.91%
Streetcar Farebox	\$ 2,502,348.88	24.07%
TVM	\$ 1,648.85	0.02%
Mobile	\$ 2,792,509.75	26.86%
In-house	\$ 491,169.15	4.72%
E-commerce	\$ 243,542.90	2.34%
ADA Office	\$ 50,635.90	0.49%
Ferry	\$ 893,650.95	8.59%
\$ 10,397,440.52		

Mobile refers to all fare products sold and used on riders' personal mobile phones. For the first 8 months of 2022, RTA riders could buy and use mobile tickets with the app 'GoMobile'. In August, RTA launched 'Le Pass,' a new app that featured route planning, rider communication, and mobile ticketing. In developing that app, RTA partnered with Token Transit to provide visual validation mobile ticketing—similar in practice to what was available with GoMobile—through the Le Pass app, as well as other mobile apps, including the Transit, Moovit, Google Maps, and Token Transit's own app. The mobile line in the table below encompasses the gross sales through all platforms, including on both RTA-branded apps during the month of August when sales were active in both venues.

While products sold through the 'In-house', 'E-commerce,' and 'ADA Office' all represent sales made directly from the administrative offices of RTA, each engages riders and payments in a different way. Passes sold 'in-house' and through 'e-commerce' are usually done with riders/purchasers off-site; payments are made by card or check. Sales made through the ADA office are conducted face-to-face with RTA staff; all ADA office sales in 2022 were cash sales.

Ferry single ride tickets and jazzy pass products sold at ferries are included in the ferry line below.

RTA also works with retail partners to make passes available for purchase in physical locations around New Orleans. Some of those sales are represented in the "In-house" sales channel. Passes sold via Walgreen's are not represented in this report.

Fare Revenue by Fare Media

The following table shows gross sales for 2022 according to the medium of the fare product purchased.

Source	Annual	%
Paper Ticket	\$ 7,578,680.77	72.9%
Mobile Pass	\$ 2,792,509.75	26.9%
Token	\$ 26,250.00	0.3%

Time-Based Pass Sales by Rider Type

RTA sells Jazzy Passe, time-based fare products accepted on bus, streetcar, and ferry lines. The following tables show the share of estimated total Jazzy Pass purchases in all fare media according to rider type and length of pass.

Jazzy Pass Sales by Rider Type (all Points of Sale)

	Adult	Priority Rider	Youth	
1-Day JP	763,600	411,114	182,189	1,356,903
3-Day JP	71,194	671	223	72,088
7-Day JP	16,328	153	69	16,550
31-Day JP	18,367	3,673	4,423	26,463
	869,489	415,611	186,904	1,472,004

Jazzy Pass Sales by Rider Type, % (all Points of Sale)

	Adult	Priority Rider	Youth	
1-Day JP	52%	28%	12%	92%
3-Day JP	5%	0%	0%	5%
7-Day JP	1%	0%	0%	1%
31-Day JP	1%	0%	0%	2%
	59%	28%	13%	

Jazzy Pass Time-Value Purchased by Rider Type, % (all Points of Sale)

	Adult	Priority Rider	Youth	
1-Day JP	30%	16%	7%	54%
3-Day JP	9%	0%	0%	9%
7-Day JP	5%	0%	0%	5%
31-Day JP	23%	5%	5%	33%
	66%	21%	13%	

One-Day Jazzy Pass Sales, in focus

The following tables show a more detailed breakdown of one-day jazzy pass sales by rider type and by point of sale to illustrate some of the variation in where and how riders access fare products.

1-Day Jazzy Pass by Point of Sale, # of Sales

	Adult	Priority Rider	Youth	
Bus Farebox	222,333	268,558	81,209	572,100
Streetcar Farebox	308,119	112,312	31,829	452,260
TVM	66	-	-	66
Mobile	213,959	25,420	35,990	275,369
E-Commerce	11,560	3,818	3,644	19,022
In-House	6,813	380	29,313	36,506
ADA Office	750	626	204	1,580
	763,600	411,114	182,189	1,356,903

1-Day Jazzy Pass by Point of Sale, Share of Total Sale Transactions

	Adult	Priority Rider	Youth	
Bus Farebox	16%	20%	6%	42%
Streetcar Farebox	23%	8%	2%	33%
TVM	0%	-	-	0%
Mobile	16%	2%	3%	20%
E-Commerce	1%	0%	0%	1%
In-House	1%	0%	2%	3%
ADA Office	0%	0%	0%	0%
	56%	30%	13%	

Fare Collection Costs

Fare Collection Costs for Cash

Money room operations

Source	2022 Costs Incurred
Labor + Fringe Total	\$ 300,432.72
Service Total	\$ 27,754.39
Materials & Supplies Total	\$ 9,233.87
Money Room Total	\$ 337,420.98

Parts and maintenance for fareboxes and TVMs

Source	2022 Costs Incurred
Fare Tech. Infrastructure Upgrade	\$ 458,057.00
TVM Purchases (3 units)	\$ 198,315.00
Ferry TVMs (6 units)	\$ 369,630.00
Fare Tech Repair Parts and Labor	\$ 209,764.21
Paper Ticket Stock	\$ 100,000.00
Fare Technology Total	\$ 1,335,766.21

The costs shown above largely represent up-front costs of equipment and hardware; they constitute a limited accounting of cash collection costs. The line for parts and labor represents a year-to-year operations cost that RTA should expect to incur annually. Additionally, RTA goes through approximately \$100,000 of paper ticket stock for physical fare media in a year.

Not included in these estimates are labor and fringe costs for hostlers or a full total of fare collection hardware with costs annualized over expected useful life of each asset. These costs deserve more study for future fare reports and will enable better analysis of cash collection costs and the relative efficiency of cash as a payment medium to the RTA.

Fare Collection Costs for Mobile Phone Fare Media

Fare collection costs for mobile ticket payments and mobile phone-based fare products are largely represented in the form of sales fees collected by RTA's mobile fare sales partner, Token Transit. Just over 10% of gross sales made via Token Transit on any mobile sales platform (Le Pass, Transit App, Google Maps, Moovit, or Token Transit App) are collected by Token before a monthly transfer of net revenue is made to RTA.

Gross Sales	Fare Collection Costs	Net Mobile Sales
\$ 2,792,241.75	\$ 295,716.44	\$ 2,496,525.31

Marketing / Access

Overview of Pass Sales Programs

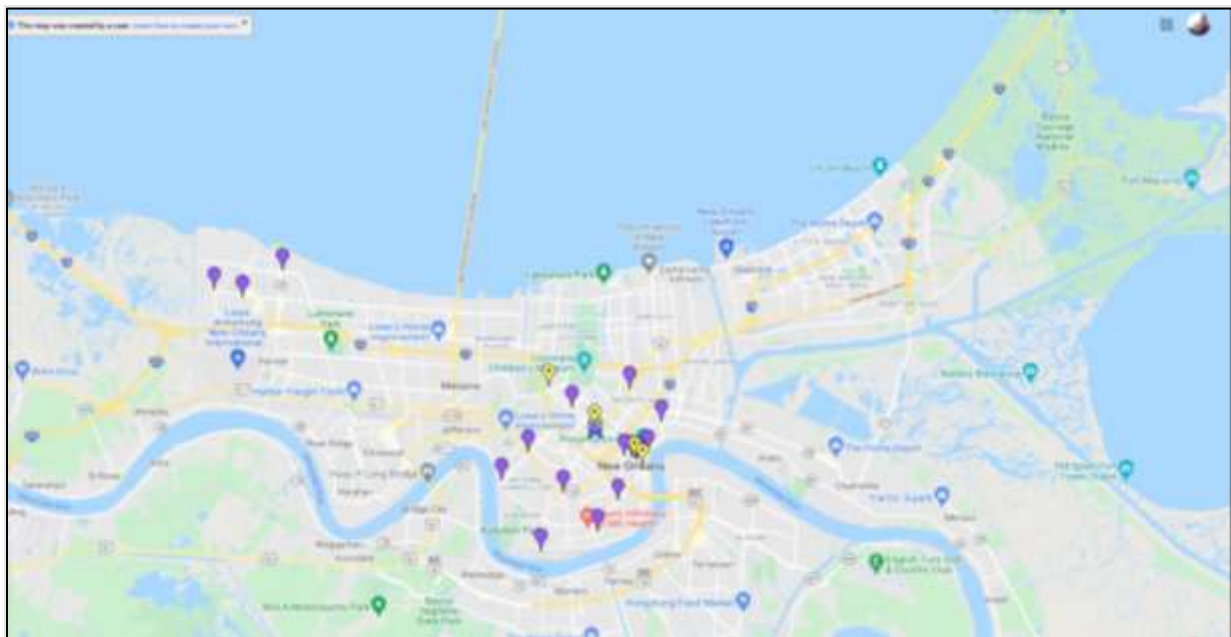
At the close of 2022, RTA had several pass sales programs in various stages of development:

- Implementation of the University Pass is on-going. RTA staff continue to work with Delgado Community College to test applicable fare media in a pilot with approximately two dozen current students. Wider implementation is anticipated for summer or fall of 2023.
- Pass sales in bulk to high schools has seen mixed results. Of two schools interested in converting some yellow-bus riding students to RTA service for the 2022-2023 academic year, one has seen approximately 100 students now take RTA to school. The other charter high school has seen challenges with an opt-in program for students and families. Consultation with school partners and advocacy groups is on-going.
- Third-party pass purchasing in Le Pass ('Redemption Links') is technically possible and has been tested internally. RTA still seeking outside group for pilot project. With this capability, a third-party institution could purchase passes on behalf of its members (e.g. an employer buying passes for employees or a school buying passes for its students) and distribute them as time-based mobile passes.

Access

As shown in a previous section, RTA currently sells fare products through a number of sales channels. Some fare products, including 31-Day Jazzy Passes, are available only through mobile platforms, RTA's e-commerce platform, and via 'in-house' sales to institutional purchasers.

For a rider without a smart phone and/or internet access (studies indicate that between a quarter and a third of New Orleanians lack broadband internet connection), the only option for purchasing 31-Day Jazzy Passes is at third-party vendor locations throughout the City of New Orleans. A map of the available vendors is shown below:





New Orleans Regional Transit Authority

2817 Canal Street
New Orleans, LA 70119

Board Report and Staff Summary

File #: 23-022

Finance Committee

EDM CARD STOCK

DESCRIPTION: Purchase transfer fare tickets as a sole source purchase.	AGENDA NO: Click or tap here to enter text.
ACTION REQUEST: <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Review Comment <input type="checkbox"/> Information Only <input type="checkbox"/> Other	

RECOMMENDATION:

To authorize the Chief Executive Officer to complete the sole source purchase of 4,000,000 fare collection transfer tickets from EDM, Inc.

ISSUE/BACKGROUND:

Due to waived transfer fees, the agency has experienced an increased volume of transfer usage. Additionally, the product's pricing has risen from \$0.028 per each to \$0.0415, a 48.2% increase since March 2021. The total cost for this order is \$166,000.00. Supply chain demands and inflation has drastically affected the cost as well as the production time of 14 -16 weeks.

DISCUSSION:

EDM's transfer tickets are produced using a 10MIL thermal poly paper and has proven to be compatible with the Genfare fareboxes currently in use for both Streetcar and Bus vehicles. These credit-card sized transfer tickets, the industry's standard size, consist of an oxide stripe material which is configured by the read and write magnetic process, which is designed to hold ride data and assist in the automation of the fare/ticket collection process

FINANCIAL IMPACT:

The cost of the purchase will be \$166,000.00 with funding available through local funding source, using account code 1420099.8550.15113.

NEXT STEPS:

Following Board approval, the staff will assign a purchase order for product.

ATTACHMENTS:

1. ICE EDM
2. EDM Specs and Quote
3. EDM Resolution draft

Prepared By: Dawn U. Collins
Title: Administrative Analyst, Operations

Reviewed By: Gerard Guter
Title: Deputy Chief Operating Officer

Reviewed By: Gizelle Banks
Title: Chief Financial Officer



Lona Edwards Hankins
Chief Executive Officer

3/7/2023

Date

Independent Cost Estimate (ICE)

INDEPENDENT COST ESTIMATE SUMMARY FORM

Project Name/Number:

Date of Estimate:

Description of Goods/Services:

Transfer Farebox tickets

☒ New Procurement

☐ Contract Modification (Change Order)

☐ Exercise of Option

Method of Obtaining Estimate:

Attach additional documentation such as previous pricing, documentation, emails, internet screen shots, estimates on letterhead, etc.

☐ Published Price List (attach source and date)

☐ Historical Pricing (attach copy of documentation from previous PO/Contract)

☐ Comparable Purchases by Other Agencies (attach email correspondence)

☐ Engineering or Technical Estimate (attach)

☒ Independent Third-Party Estimate (attach)

☐ Other (specify) _____ attach documentation

☐ Pre-established pricing resulting from competition (Contract Modification only)

Through the method(s) stated above, it has been determined the estimated

total cost of the goods/services is \$ 166,000.00

The preceding independent cost estimate was prepared by:

Dawn Collins

Name

Signature

Est #: **9544**

Quote Date: 11/9/2022

Lead Time: 14 to 16 weeks from Proof Approval



Company Name RTA NEW ORLEANS

Address 2817 CANAL STREET

Address

City/State/Zip NEW ORLEANS LA 70119

Prepaid

Contact DAWN COLLINS

Title Purchasing

Phone

Mobile

Email DCOLLINS@RTAFORWARD.ORG

Prod Desc: TRANSFERS (10 MIL DT POLY)

Basic Product Parameters:

Provides a basic understanding of the various aspects of this product. Details are provided in the SPIN.

FACE SHIELD DISCLAIMER RFID
Numbering Encoding ... Programming
Variable Data Security Foil ... Inks
x Magnetic Stripe Bindery Required

SPIN # **1702**

Included with this quotation is a SPIN (Specification Product Information and Notes). The SPIN contains specific product parameters and details. This document is "Un-Controlled."

<u>Quantity</u>	<u>\$/M</u>	<u>Sub Total</u>	<u>Tooling \$'s</u>	<u>Freight \$'s</u>	<u>Extra \$'s</u>	<u>Total \$'s</u>
2,000,000	\$44.00	\$88,000.00	All Tooling Costs have been included in the \$/M for each quantity.	Freight Costs have been included in \$/M for all Quantities.	No Extra Charges are associated with this Estimate.	\$88,000.00
3,000,000	\$42.00	\$126,000.00				\$126,000.00
4,000,000	\$41.50	\$166,000.00				\$166,000.00

Total Extra Charges

Graphic Requirements

Front

PMS Front
Varnish Front
Sig Front

Back

PMS Back
Varnish Back
Sig Back

Comments:

*STANDARD GROUND FREIGHT SHIPPING INCLUDED.

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Est Date: 11/9/2022

Estimator: Heather

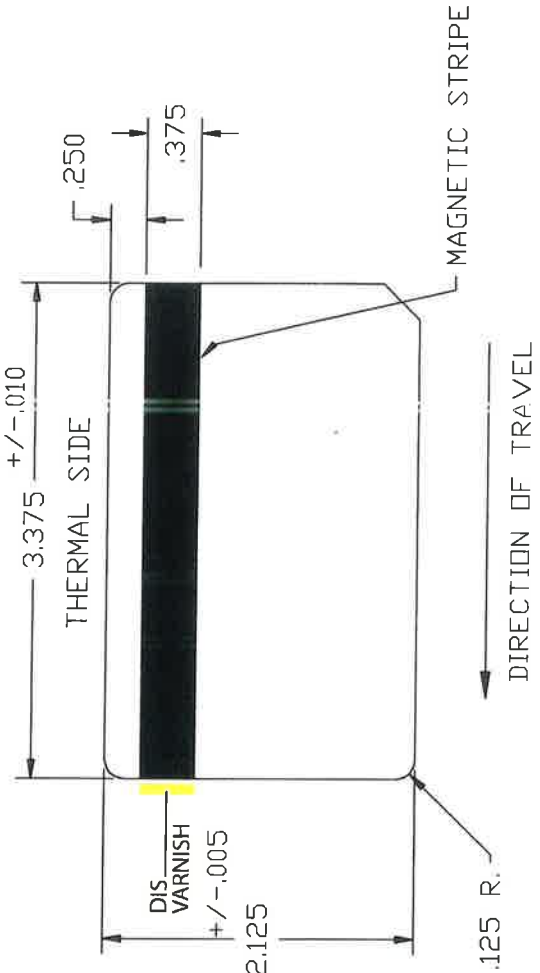
Mod Date: 11/16/2022

Mod by: Heather

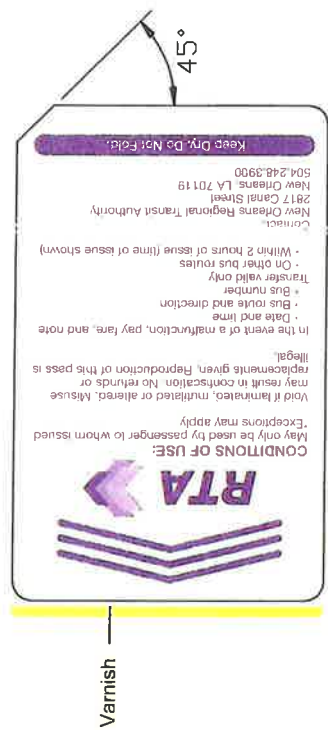
Dieline and Artwork Specifications

Magnetic Stripe:

Coercivity	2750 Oe
Max	1.2
Min	.8



NON THERMAL SIDE



TUMBLE STYLE ORIENTATION

Colors Used:
DIS. VARNISH

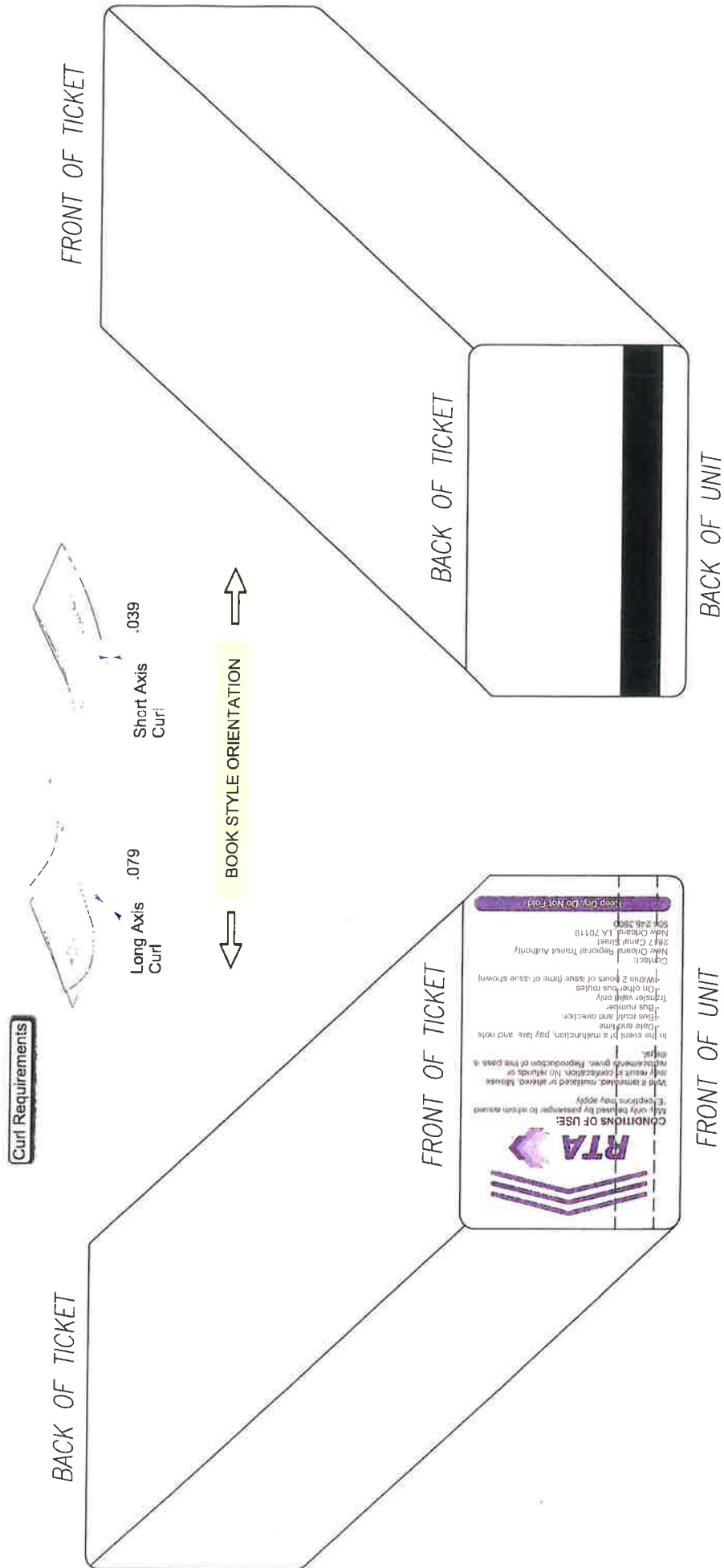
Colors Used:
PMS 2602
VARNISH

SPIN #: 1702

Job Number: 9136-1

Plate Number: 4047-1

Single Cut Packaging Orientation



SPIN # 1702

Job Number: 9136-1

Plate Number: 4047-1



RESOLUTION NO. 23-017

STATE OF LOUISIANA

PARISH OF ORLEANS

**AUTHORIZATION TO SUBMIT ORDER REQUEST FOR SPECIALTY CARD STOCK
PRINTED TRANSFER PASSES FOR BUS AND STREETCAR**

Introduced by Commissioner Walton, seconded by
Commissioner Coulon.

WHEREAS, RTA is requesting the purchase 4,000,000 Poly-coated, magnetically encoded cardstock transfer passes for the purchase amount of \$166,000.00, from EDM Technology, Inc. P.O. Box 1485, Albany, New York, 12201-1485, via sole source procurement.

WHEREAS, this product consists of the following features and/or quantities: Tickets made 10 MIL poly copy paper • Size should be 3.375 W x 2.125 H • Should be white thermal polyester stock and printed in one (1) color on one side, the front of unit • Should have 2750 magnetic stripe track on the thermal side of ticket or back of unit • Should have a 45° angle on the short end • The maximum curl of the ticket at equilibrium with any relative humidity between 20% and 75% shall not exceed the following values: Axis of curl parallel to ticket length: .08/.10 inch Axis of curl perpendicular to ticket length: .08/.10 inch Axis of curl parallel to ticket diagonal: .09/.11 inch • The card and any material added to the card shall be made of a material that will not contaminate the devices that stripe, encode and/or read the card. The card material shall contain no elements that may migrate into and modify the magnetic material on the card

WHEREAS, the transfer tickets provided by EDM are proven to be the only product compatible with the fareboxes the RTA is in current use of on both bus and streetcar vehicles. This product does not damage, or jam said fare boxes, as some previous vendor's products have done.



Regional Transit Authority
2817 Canal Street
New Orleans, LA 70119-6301

504.827.8300

www.norta.com

RESOLUTION NO. 23-017

Page 2

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Regional Transit Authority (RTA) that the Chairman of the Board, or his designee, hereby approves the sole source purchase of fare transfer tickets, in the amount of \$166,000 from EDM, Inc. using budget code 1420099.8551.15113.

THE FOREGOING WAS READ IN FULL; THE ROLL WAS CALLED ON THE ADOPTION THEREOF AND RESULTED AS FOLLOWS:

YEAS:	<u>6</u>
NAYS:	<u>0</u>
ABSTAIN:	<u>0</u>
ABSENT:	<u>1</u>

AND THE RESOLUTION WAS ADOPTED ON THE 28th DAY OF MARCH,
2023.

MARK RAYMOND, JR.
CHAIRMAN
BOARD OF COMMISSIONERS



New Orleans Regional Transit Authority

2817 Canal Street
New Orleans, LA 70119

Board Report and Staff Summary

File #: 23-023

Finance Committee

Fare Collection Parts

DESCRIPTION: Genfare Fare collection replacement parts.	AGENDA NO: Click or tap here to enter text.
ACTION REQUEST: <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Review Comment <input type="checkbox"/> Information Only <input type="checkbox"/> Other	

RECOMMENDATION:

To authorize the Chief Executive Officer to award a contract to Genfare and generate a purchase order for the replacement Genfare fare collection parts.

ISSUE/BACKGROUND:

As the RTA grows and expands, staff has identified items frequently purchased on a reoccurring basis that necessitates a need for blanket purchase orders (PO), with a defined budget to increase operational efficiencies. Genfare fare collection parts are part of the items that have been identified that constitute a blanket PO.

DISCUSSION:

Currently, all of the agency fare collection hardware, including but not limited to; fare boxes, ticket vending machines (TVM), vault and vault electronic key systems, are all Genfare products. The agency uses parts for these components, and in order to keep from voiding warranties and to maintain high-quality assurance standards, Genfare OEM parts are required. All parts purchased for this will be direct replacement parts for existing equipment.

FINANCIAL IMPACT:

The estimated cost for the next three (3) years using account code 1294302.8460.11113 is as with the following not-to-exceed amounts:

Year 1: \$100,000

Year 2: \$135,028

Year 3: \$162,033

Multi-year-total not to exceed amount: \$397,062

NEXT STEPS:

Upon RTA Board Approval, Staff will work with procurement to issue a purchase order to Genfare, and parts will be purchased as needed.

ATTACHMENTS:

1. Resolution
2. Sole source routing documentation

Prepared By: Ryan Moser
Title: Director of Fleet Advancement

Reviewed By: Dwight Norton
Title: Interim Chief of Infrastructure & Planning

Reviewed By: Gizelle Banks
Title: Chief Financial Officer



Lona Edwards Hankins
Chief Executive Officer

3/7/2023

Date



**Regional Transit Authority
SOLE SOURCE JUSTIFICATION FORM
FOR TRANSACTION OVER \$25,000**

FOR PROCUREMENT USE ONLY:

FTA C 4220.1F states: Sole Source Justification - If the recipient decides to solicit an offer from only one source, the recipient must justify its decision adequately considering the standards of subparagraph 3.i(1)(b) of this Chapter. This procurement can be defined as any contract entered without a competitive process, based on a justification that only one known source exists or that only one single supplier can fulfill the requirements. FTA expects this sole source justification to be in writing.

1. The materials/services listed on Requisition number #106967 is available from only one source and competition is precluded for reasons indicated below. There are no substitutes available.
2. This acquisition is restricted to the following source:

MANUFACTURER	
Manufacturer Name	Genfare
Manufacturer Address	P.O Box 277399 Atlanta, GA
Manufacturer's Dealer/Representative	Anthony Sciom
Dealer/Representative address and Phone	847-593-1824

3. Description of the materials/service required, the estimated cost, and required delivery date.

DESCRIPTION	
Materials/Services/Product	Genfare
Estimated Cost	\$544,053.33 397,062.13 (M) 3-1-23
Required Delivery Date	3/1/2023 6:00 AM

4. Specific characteristics of the materials/service that limit the availability to a sole source are unique features and functionality of the system

It is the intent of this Sole Source to produce a blanket PO for direct replacement parts related to the agency fare collection equipment. Currently, all of the agency fare collection hardware, including but not limited to; fare boxes, ticket vending machines (TVM), vault and vault electronic key systems, are all Genfare products. The agency stocks parts for these components, and in order to keep from voiding warranties, and to ensure good products, genfare OEM parts are required. All parts purchased for this will be direct replacement parts for existing equipment. This blanket PO will be funded for an estimated 3 years using account code 1294302.8460.11113.



5. Reason for sole-source

Direct replacement parts/components

(a) Sole Source. When the recipient requires supplies or services available from only one responsible source, and no other supplies or services will satisfy its requirements, the recipient may make a sole source award. When the recipient requires an existing contractor to make a change to its contract that is beyond the scope of that contract, the recipient has made a sole source award that must be justified.

Unique Capability or Availability

Patents or Restricted Data Rights

CERTIFICATION

I certify that statements checked, and information provided above are complete and correct to the best of my knowledge. I understand that the processing of this Sole-Source Justification precludes the use of full and open competition.

REQUESTOR	
Request ID #	44
Name	MOSER, RYAN
Title	DIRECTOR OF FLEET ADVANCEMENT
RTA Extention	8458

MOSER, RYAN

2/7/2023 1:28 PM

Requestor

Date

A. I have reviewed this form and the attachments provided and by signing below I give authority to the above stated department representative to proceed as lead in the procurement process.

Department Head: #Ryan Moser

Ryan Moser

February 13 2023

Signature

Date

B. Certification of Authorized Grant:

Is this item/specification consistent with the Authorized Grant?

Director of Grants/ Federal Compliance : Alisa Maniger

Signature

Date



C. Security:

Security Chief: Robert C Hickman

Robert C Hickman

Signature

February 15 2023

Date

D. Safety: Include Standard Safety Provisions Only:

Additional Safety Requirements Attached

Safety Chief: Michael J Smith

Michael J Smith

Signature

February 15 2023

Date

Risk Management:

Include Standard Insurance Provisions Only?

true

Include Additional Insurance Requirements Attached ?

false

Risk Management Analyst: Marc Popkin

Marc Popkin

Signature

February 15 2023

Date

E. Funding Source:

Funds are specifically allocated in the Department's current fiscal year budget or in a grant to cover this expenditure as follows:

Multiple Years allocation if required:

Year	Amount
Year-1	\$100,000.00
Year-2	\$135,028.24
Year-3	\$162,033.89
Year-4	
Year-5	
Total all years	\$397,062.13

Estimated Amount:

~~\$544,053.33~~ 397,062.13 @ 3-1-23

Total Estimated Cost: \$100,000.00

Funding Type: Local



Federal Funding	State	Local	Other
		\$100,000.00	
Projected Fed Cost	State	Local	Other
		\$100,000.00	

FTA Grant IDs	Budget Codes
	1294302.8460.11113

Budget Analyst: Tiffany Gourrier

Tiffany Gourrier

Signature

February 13 2023

Date

F. DBE/SBE GOAL:

0	% DBE
0	% Small Business

Director of Small Business Development: Adonis Expose

Adonis C. Expose

Signature

February 15 2023

Date

DBE/EEO Compliance Manager:: Adonis Expose

Adonis C. Expose

Signature

February 15 2023

Date

G. Information Technology Vetting:

IT Director: Sterlin Stevens

<u>Sterlin Stevens</u>	
Signature	Date

H. Authorizations: I have reviewed and approved this sole source justification request.

Chief: #Dwight Norton

Dwight Daniel Norton

Signature

February 15 2023

Date



Director of Procurement: Ronald Baptiste Jr.

Ronald Gerard Baptiste

Signature

February 22 2023

Date

Chief Financial Officer: Gizelle Banks

Gizelle Johnson-Banks

Signature

February 28 2023

Date

Chief Executive Officer: Lona E. Hankins

Lona Edwards Hankins

Signature

February 28 2023

Date



RESOLUTION NO. 23-017

STATE OF LOUISIANA

PARISH OF ORLEANS

**AUTHORIZATION TO AWARD A CONTRACT TO GENFARE, LLC, FOR THE
PURCHASE OF GENFARE FARE COLLECTION PARTS.**

Introduced by Commissioner Walton, seconded by Commissioner
Coulon.

WHEREAS, the Chief Executive Officer of the RTA has the need to procure fare collection parts;
and

WHEREAS, the purchase genfare fare collection parts will enable the RTA to carry out its day-to-
day operation effectively; and

WHEREAS, staff has evaluated and determined that purchasing fare collection parts via a sole
source is the most cost-effective way to purchase; and

WHEREAS, RTA's Disadvantage Business Compliance Manager determined that there was no
DBE goal set for this project since there are no subcontracting opportunities; and

WHEREAS, staff evaluated all cost components submitted by the vendor and determined the price
to be fair and reasonable; and



RESOLUTION NO. 23-017

Page 2

WHEREAS, it is the opinion of the RTA Board of Commissioners that the purchase of fare collection parts is critical to maintaining the function, reliability, and support of service on behalf of the Regional Transit Authority; and

WHEREAS, funding for the above-stated project is made available through local funds account 1294302.8406.1111 with a Year One not to exceed the amount of ONE HUNDRED THOUSAND DOLLARS. Year Two not to exceed the amount of ONE HUNDRED THIRTY-FIVE THOUSAND TWENTY-EIGHT DOLLARS. Year Three not to exceed the amount of ONE HUNDRED SIXTY-TWO THOUSAND THIRTY-THREE DOLLARS, and over three-year total not to exceed the amount of THREE-HUNDRED NINETY-SEVEN THOUSAND SIXTY-TWO DOLLARS.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the RTA that the Chairman of the Board, or his designee, is authorized to execute a contract with Genfare, LLC.

THE FOREGOING WAS READ IN FULL, THE ROLL WAS CALLED ON THE ADOPTION THEREOF AND RESULTED AS FOLLOWS:

YEAS:	<u>6</u>
NAYS:	<u>0</u>
ABSTAIN:	<u>0</u>
ABSENT:	<u>1</u>

AND THE RESOLUTION WAS ADOPTED ON THE 28th DAY OF March.

**MARK RAYMOND, JR.
CHAIRMAN
RTA BOARD OF COMMISSIONERS**



New Orleans Regional Transit Authority

2817 Canal Street
New Orleans, LA 70119

Board Report and Staff Summary

File #: 23-027

Finance Committee

Bus Shelter Construction

DESCRIPTION: Purchase and Installation of Non-Advertising Bus shelters throughout the New Orleans area.	AGENDA NO: Click or tap here to enter text. FILE ID: Click or tap here to enter text.
ACTION REQUEST: <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Review Comment <input type="checkbox"/> Information Only <input type="checkbox"/> Other	

RECOMMENDATION:

Authorize the Chief Executive Officer to award a contract to Pivotal Engineering in the amount of \$885,083.00 for the Scope of Work designated as Base Bid of \$745,270.00 and Alternate1 of \$139,813.00 items in the Louisiana Uniform Public Bid Form.

ISSUE/BACKGROUND:

The Regional Transit Authority plan to enhance the rider experience by adding bus shelters throughout the New Orleans area to provide comfort and safety for waiting passengers. Twenty-six shelter locations were identified by using RTA ridership data and other equity data inputs. Each selected location was also analyzed by using the City of New Orleans zoning and permitting criteria for shelter installation.

DISCUSSION:

An engineering package which details the scope of work has been completed by Infinity Engineering Consultants, LLC. The drawings and specifications were the documents provided to potential bidders by way of the RTA ProcureWare System. The funding available will be sufficient for items designated as base bid and alternate 1 as per the Engineering Package.

FINANCIAL IMPACT:

The construction funding is being made available by the following sources: FTA grant #LA2018-015 in the amount of \$133,841.60 with local match of \$33,460.40; FTA grant #LA2021-031 in the amount of \$460,000.00 with local match of \$115,000.00; FTA grant #LA2016-011 in the amount of \$111,572.00 with local match of \$27,893.00 and fiscal year local budget in the amount of \$180,333.00.

NEXT STEPS:

Upon RTA Board approval, an award letter will be issued to Pivotal Engineering and a purchase order will be requested.

ATTACHMENTS:

1. Resolution

2. RTA's Solicitation Request Routing Sheet
3. Estimate of Probable Cost for Base Bid and Alternate
4. Procurement Summary-IFB 2022-015

Prepared By: Rose Quezergue, rquezergue@rtaforward.org
Title: Project Manager, II

Reviewed By: Dwight Norton, dnorton@rtaforward.org
Title: Interim Chief Planning and Infrastructure

Reviewed By: Gizelle Johnson Banks
Title: Chief Financial Officer



3/7/2023

Lona Edwards Hankins
Interim Chief Executive Officer

Date

OPINION OF PROBABLE COST
FOR
NON- ADVERTISEMENT BUS SHELTER
PROGRAM



Prepared by:



4001 Division St.
Metairie, Louisiana 70002
Phone (504) 304-0548
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June, 2022

PRELIMINARY OPINION OF PROBABLE COST OF CONSTRUCTION
ALUMNI DR AT ELYSIAN FIELDS AVE
 NEW ORLEANS, LA
 JUNE 2022

Item No.	Description	Estimated Quantity	Unit	Unit Price	Total Price
1	Mobilization/Demobilization	1	LS	\$ 5,309.00	\$ 5,309.00
2	Clearing and Grubbing	1	LS	\$ 506.00	\$ 506.00
3	Concrete Sidewalk (4" Thick)	25	SY	\$ 112.00	\$ 2,800.00
4	6" Concrete Barrier Curb & Gutter Bottom or Rolling Strip	36	LF	\$ 72.00	\$ 2,592.00
5	Concrete Pavement (10" Thick)	20	SY	\$ 156.00	\$ 3,120.00
6	Base Course	10	CY	\$ 91.00	\$ 910.00
7	Geogrid	70	SY	\$ 7.00	\$ 490.00
8	Traffic Barricades and Signs	1	LS	\$ 199.00	\$ 199.00
CONSTRUCTION SUB TOTAL:					\$ 15,926.00
CONTINGENCY:					30.00% \$ 4,778.00
PROBABLE COST OF CONSTRUCTION:					\$20,704.00

PRELIMINARY OPINION OF PROBABLE COST OF CONSTRUCTION

FRANKLIN AVE AT GENTILLY BLVD

NEW ORLEANS, LA

JUNE 2022

Item No.	Description	Estimated Quantity	Unit	Unit Price	Total Price
1	Mobilization/Demobilization	1	LS	\$ 2,483.00	\$ 2,483.00
2	Clearing and Grubbing	1	LS	\$ 237.00	\$ 237.00
3	Concrete Sidewalk (4" Thick)	6	SY	\$ 112.00	\$ 672.00
5	Concrete Pavement (10" Thick)	18	SY	\$ 156.00	\$ 2,808.00
6	Base Course	10	CY	\$ 91.00	\$ 910.00
7	Geogrid	35	SY	\$ 7.00	\$ 245.00
8	Traffic Barricades and Signs	1	LS	\$ 93.00	\$ 93.00
CONSTRUCTION SUB TOTAL:					\$ 7,448.00
CONTINGENCY:					30.00% \$ 2,235.00
PROBABLE COST OF CONSTRUCTION:					\$9,683.00

PRELIMINARY OPINION OF PROBABLE COST OF CONSTRUCTION
GENTILLY BLVD AT NORMAN MAYER AVE
 NEW ORLEANS, LA
 JUNE 2022

Item No.	Description	Estimated Quantity	Unit	Unit Price	Total Price
1	Mobilization/Demobilization	1	LS	\$ 990.00	\$ 990.00
2	Clearing and Grubbing	1	LS	\$ 95.00	\$ 95.00
5	Concrete Pavement (10" Thick)	10	SY	\$ 156.00	\$ 1,560.00
6	Base Course	2	CY	\$ 91.00	\$ 182.00
7	Geogrid	15	SY	\$ 7.00	\$ 105.00
8	Traffic Barricades and Signs	1	LS	\$ 37.00	\$ 37.00
CONSTRUCTION SUB TOTAL:				\$	2,969.00
CONTINGENCY:				30.00% \$	891.00
PROBABLE COST OF CONSTRUCTION:					\$3,860.00

PRELIMINARY OPINION OF PROBABLE COST OF CONSTRUCTION
GENTILLY BLVD AT NORMAN MAYER AVE STOP 1488
 NEW ORLEANS, LA
 JUNE 2022

Item No.	Description	Estimated Quantity	Unit	Unit Price	Total Price
1	Mobilization/Demobilization	1	LS	\$ 1,335.00	\$ 1,335.00
2	Clearing and Grubbing	1	LS	\$ 128.00	\$ 128.00
3	Concrete Sidewalk (4" Thick)	4	SY	\$ 112.00	\$ 448.00
5	Concrete Pavement (10" Thick)	10	SY	\$ 156.00	\$ 1,560.00
6	Base Course	3	CY	\$ 91.00	\$ 273.00
7	Geogrid	30	SY	\$ 7.00	\$ 210.00
8	Traffic Barricades and Signs	1	LS	\$ 50.00	\$ 50.00
CONSTRUCTION SUB TOTAL:				\$	4,004.00
CONTINGENCY:				30.00% \$	1,202.00
PROBABLE COST OF CONSTRUCTION:					\$5,206.00

PRELIMINARY OPINION OF PROBABLE COST OF CONSTRUCTION

N MIRO ST AT ELYSIAN FIELDS AVE

NEW ORLEANS, LA
JUNE 2022

Item No.	Description	Estimated Quantity	Unit	Unit Price	Total Price
1	Mobilization/Demobilization	1	LS	\$ 3,817.00	\$ 3,817.00
2	Clearing and Grubbing	1	LS	\$ 364.00	\$ 364.00
3	Concrete Sidewalk (4" Thick)	28	SY	\$ 112.00	\$ 3,136.00
5	Concrete Pavement (10" Thick)	18	SY	\$ 156.00	\$ 2,808.00
6	Base Course	8	CY	\$ 91.00	\$ 728.00
7	Geogrid	65	SY	\$ 7.00	\$ 455.00
8	Traffic Barricades and Signs	1	LS	\$ 143.00	\$ 143.00
CONSTRUCTION SUB TOTAL:					\$ 11,451.00
CONTINGENCY:					30.00% \$ 3,436.00
PROBABLE COST OF CONSTRUCTION:					\$14,887.00

PRELIMINARY OPINION OF PROBABLE COST OF CONSTRUCTION
ELYSIAN FIELDS AVE AT N CLAIBORNE AVE
 NEW ORLEANS, LA
 JUNE 2022

Item No.	Description	Estimated Quantity	Unit	Unit Price	Total Price
1	Mobilization/Demobilization	1	LS	\$ 2,002.00	\$ 2,002.00
2	Clearing and Grubbing	1	LS	\$ 191.00	\$ 191.00
3	Concrete Sidewalk (4" Thick)	14	SY	\$ 112.00	\$ 1,568.00
5	Concrete Pavement (10" Thick)	10	SY	\$ 156.00	\$ 1,560.00
6	Base Course	4	CY	\$ 91.00	\$ 364.00
7	Geogrid	35	SY	\$ 7.00	\$ 245.00
8	Traffic Barricades and Signs	1	LS	\$ 75.00	\$ 75.00
CONSTRUCTION SUB TOTAL:				\$	6,005.00
CONTINGENCY:				30.00% \$	1,802.00
PROBABLE COST OF CONSTRUCTION:					\$7,807.00

PRELIMINARY OPINION OF PROBABLE COST OF CONSTRUCTION

LB LANDRY AVE AT NEWTON ST

NEW ORLEANS, LA

JUNE 2022

Item No.	Description	Estimated Quantity	Unit	Unit Price	Total Price
1	Mobilization/Demobilization	1	LS	\$ 2,005.00	\$ 2,005.00
2	Clearing and Grubbing	1	LS	\$ 191.00	\$ 191.00
3	Concrete Sidewalk (4" Thick)	14	SY	\$ 112.00	\$ 1,568.00
5	Concrete Pavement (10" Thick)	10	SY	\$ 156.00	\$ 1,560.00
6	Base Course	4	CY	\$ 91.00	\$ 364.00
7	Geogrid	36	SY	\$ 7.00	\$ 252.00
8	Traffic Barricades and Signs	1	LS	\$ 75.00	\$ 75.00
CONSTRUCTION SUB TOTAL:				\$	6,015.00
CONTINGENCY:				30.00% \$	1,805.00
PROBABLE COST OF CONSTRUCTION:					\$7,820.00

PRELIMINARY OPINION OF PROBABLE COST OF CONSTRUCTION

S GALVEZ AT CANAL STREETNEW ORLEANS, LA
JUNE 2022

Item No.	Description	Estimated Quantity	Unit	Unit Price	Total Price
1	Mobilization/Demobilization	1	LS	\$ 1,763.00	\$ 1,763.00
2	Clearing and Grubbing	1	LS	\$ 168.00	\$ 168.00
5	Concrete Pavement (10" Thick)	18	SY	\$ 156.00	\$ 2,808.00
6	Base Course	3	CY	\$ 91.00	\$ 273.00
7	Geogrid	30	SY	\$ 7.00	\$ 210.00
8	Traffic Barricades and Signs	1	LS	\$ 66.00	\$ 66.00
CONSTRUCTION SUB TOTAL:					\$ 5,288.00
CONTINGENCY:					30.00% \$ 1,587.00
PROBABLE COST OF CONSTRUCTION:					\$6,875.00

PRELIMINARY OPINION OF PROBABLE COST OF CONSTRUCTION

TULANE AVE AT SOUTH CLARK ST

NEW ORLEANS, LA

JUNE 2022

Item No.	Description	Estimated Quantity	Unit	Unit Price	Total Price
1	Mobilization/Demobilization	1	LS	\$ 990.00	\$ 990.00
2	Clearing and Grubbing	1	LS	\$ 95.00	\$ 95.00
5	Concrete Pavement (10" Thick)	10	SY	\$ 156.00	\$ 1,560.00
6	Base Course	2	CY	\$ 91.00	\$ 182.00
7	Geogrid	15	SY	\$ 7.00	\$ 105.00
8	Traffic Barricades and Signs	1	LS	\$ 37.00	\$ 37.00
CONSTRUCTION SUB TOTAL:					\$ 2,969.00
CONTINGENCY:					30.00% \$ 891.00
PROBABLE COST OF CONSTRUCTION:					\$3,860.00

PRELIMINARY OPINION OF PROBABLE COST OF CONSTRUCTION

LEONIDAS ST AT S CLAIBORNE AVE

NEW ORLEANS, LA
JUNE 2022

Item No.	Description	Estimated Quantity	Unit	Unit Price	Total Price
1	Mobilization/Demobilization	1	LS	\$ 1,763.00	\$ 1,763.00
2	Clearing and Grubbing	1	LS	\$ 168.00	\$ 168.00
5	Concrete Pavement (10" Thick)	18	SY	\$ 156.00	\$ 2,808.00
6	Base Course	3	CY	\$ 91.00	\$ 273.00
7	Geogrid	30	SY	\$ 7.00	\$ 210.00
8	Traffic Barricades and Signs	1	LS	\$ 66.00	\$ 66.00
CONSTRUCTION SUB TOTAL:				\$	5,288.00
CONTINGENCY:				30.00% \$	1,587.00
PROBABLE COST OF CONSTRUCTION:					\$6,875.00

PRELIMINARY OPINION OF PROBABLE COST OF CONSTRUCTION
BULLARD AVE AT E BARRINGTON DR
 NEW ORLEANS, LA
 JUNE 2022

Item No.	Description	Estimated Quantity	Unit	Unit Price	Total Price
1	Mobilization/Demobilization	1	LS	\$ 1,301.00	\$ 1,301.00
2	Clearing and Grubbing	1	LS	\$ 124.00	\$ 124.00
3	Concrete Sidewalk (4" Thick)	4	SY	\$ 112.00	\$ 448.00
5	Concrete Pavement (10" Thick)	10	SY	\$ 156.00	\$ 1,560.00
6	Base Course	3	CY	\$ 91.00	\$ 273.00
7	Geogrid	21	SY	\$ 7.00	\$ 147.00
8	Traffic Barricades and Signs	1	LS	\$ 49.00	\$ 49.00
CONSTRUCTION SUB TOTAL:					\$ 3,902.00
CONTINGENCY:					30.00% \$ 1,171.00
PROBABLE COST OF CONSTRUCTION:					\$5,073.00

PRELIMINARY OPINION OF PROBABLE COST OF CONSTRUCTION

BULLARD AVE AT I-10 SERVICE RDNEW ORLEANS, LA
JUNE 2022

Item No.	Description	Estimated Quantity	Unit	Unit Price	Total Price
1	Mobilization/Demobilization	1	LS	\$ 4,934.00	\$ 4,934.00
2	Clearing and Grubbing	1	LS	\$ 470.00	\$ 470.00
3	Concrete Sidewalk (4" Thick)	22	SY	\$ 112.00	\$ 2,464.00
5	Concrete Pavement (10" Thick)	18	SY	\$ 156.00	\$ 2,808.00
6	Base Course	39	CY	\$ 91.00	\$ 3,549.00
7	Geogrid	56	SY	\$ 7.00	\$ 392.00
8	Traffic Barricades and Signs	1	LS	\$ 185.00	\$ 185.00
CONSTRUCTION SUB TOTAL:				\$	14,802.00
CONTINGENCY:				30.00% \$	4,441.00
PROBABLE COST OF CONSTRUCTION:					\$19,243.00

PRELIMINARY OPINION OF PROBABLE COST OF CONSTRUCTION

CHEF MENTEUR HWY AT ELAINE

NEW ORLEANS, LA
JUNE 2022

Item No.	Description	Estimated Quantity	Unit	Unit Price	Total Price
1	Mobilization/Demobilization	1	LS	\$ 1,874.00	\$ 1,874.00
2	Clearing and Grubbing	1	LS	\$ 179.00	\$ 179.00
3	Concrete Sidewalk (4" Thick)	12	SY	\$ 112.00	\$ 1,344.00
5	Concrete Pavement (10" Thick)	10	SY	\$ 156.00	\$ 1,560.00
6	Base Course	4	CY	\$ 91.00	\$ 364.00
7	Geogrid	33	SY	\$ 7.00	\$ 231.00
8	Traffic Barricades and Signs	1	LS	\$ 70.00	\$ 70.00
CONSTRUCTION SUB TOTAL:				\$	5,622.00
CONTINGENCY:				30.00% \$	1,687.00
PROBABLE COST OF CONSTRUCTION:					\$7,309.00

PRELIMINARY OPINION OF PROBABLE COST OF CONSTRUCTION
CHEF MENTEUR HWY AT DONG PHUONG
 NEW ORLEANS, LA
 JUNE 2022

Item No.	Description	Estimated Quantity	Unit	Unit Price	Total Price
1	Mobilization/Demobilization	1	LS	\$ 4,510.00	\$ 4,510.00
2	Clearing and Grubbing	1	LS	\$ 430.00	\$ 430.00
3	Concrete Sidewalk (4" Thick)	48	SY	\$ 112.00	\$ 5,376.00
5	Concrete Pavement (10" Thick)	10	SY	\$ 156.00	\$ 1,560.00
6	Base Course	10	CY	\$ 91.00	\$ 910.00
7	Geogrid	82	SY	\$ 7.00	\$ 574.00
8	Traffic Barricades and Signs	1	LS	\$ 169.00	\$ 169.00
CONSTRUCTION SUB TOTAL:				\$	13,529.00
CONTINGENCY:				30.00% \$	4,059.00
PROBABLE COST OF CONSTRUCTION:					\$17,588.00

PRELIMINARY OPINION OF PROBABLE COST OF CONSTRUCTION

NAPOLEON AVE AT FRERET STNEW ORLEANS, LA
JUNE 2022

Item No.	Description	Estimated Quantity	Unit	Unit Price	Total Price
1	Mobilization/Demobilization	1	LS	\$ 2,005.00	\$ 2,005.00
2	Clearing and Grubbing	1	LS	\$ 191.00	\$ 191.00
3	Concrete Sidewalk (4" Thick)	14	SY	\$ 112.00	\$ 1,568.00
5	Concrete Pavement (10" Thick)	10	SY	\$ 156.00	\$ 1,560.00
6	Base Course	4	CY	\$ 91.00	\$ 364.00
7	Geogrid	36	SY	\$ 7.00	\$ 252.00
8	Traffic Barricades and Signs	1	LS	\$ 75.00	\$ 75.00
CONSTRUCTION SUB TOTAL:					\$ 6,015.00
CONTINGENCY:					30.00% \$ 1,805.00
PROBABLE COST OF CONSTRUCTION:					\$7,820.00

PRELIMINARY OPINION OF PROBABLE COST OF CONSTRUCTION
NAPOLEON AVE AT TCHOUPITOULAS ST
 NEW ORLEANS, LA
 JUNE 2022

Item No.	Description	Estimated Quantity	Unit	Unit Price	Total Price
1	Mobilization/Demobilization	1	LS	\$ 2,249.00	\$ 2,249.00
2	Clearing and Grubbing	1	LS	\$ 215.00	\$ 215.00
3	Concrete Sidewalk (4" Thick)	17	SY	\$ 112.00	\$ 1,904.00
5	Concrete Pavement (10" Thick)	10	SY	\$ 156.00	\$ 1,560.00
6	Base Course	5	CY	\$ 91.00	\$ 455.00
7	Geogrid	40	SY	\$ 7.00	\$ 280.00
8	Traffic Barricades and Signs	1	LS	\$ 84.00	\$ 84.00
CONSTRUCTION SUB TOTAL:				\$	6,747.00
CONTINGENCY:				30.00% \$	2,025.00
PROBABLE COST OF CONSTRUCTION:					\$8,772.00

PRELIMINARY OPINION OF PROBABLE COST OF CONSTRUCTION

MORRISON RD AT MARTIN DR

NEW ORLEANS, LA

JUNE 2022

Item No.	Description	Estimated Quantity	Unit	Unit Price	Total Price
1	Mobilization/Demobilization	1	LS	\$ 4,071.00	\$ 4,071.00
2	Clearing and Grubbing	1	LS	\$ 388.00	\$ 388.00
3	Concrete Sidewalk (4" Thick)	42	SY	\$ 112.00	\$ 4,704.00
5	Concrete Pavement (10" Thick)	10	SY	\$ 156.00	\$ 1,560.00
6	Base Course	9	CY	\$ 91.00	\$ 819.00
7	Geogrid	74	SY	\$ 7.00	\$ 518.00
8	Traffic Barricades and Signs	1	LS	\$ 153.00	\$ 153.00
CONSTRUCTION SUB TOTAL:				\$	12,213.00
CONTINGENCY:				30.00% \$	3,664.00
PROBABLE COST OF CONSTRUCTION:					\$15,877.00

PRELIMINARY OPINION OF PROBABLE COST OF CONSTRUCTION
S CARROLLTON AVE AT EARTH BLVD
 NEW ORLEANS, LA
 JUNE 2022

Item No.	Description	Estimated Quantity	Unit	Unit Price	Total Price
1	Mobilization/Demobilization	1	LS	\$ 2,442.00	\$ 2,442.00
2	Clearing and Grubbing	1	LS	\$ 233.00	\$ 233.00
3	Concrete Sidewalk (4" Thick)	9	SY	\$ 112.00	\$ 1,008.00
5	Concrete Pavement (10" Thick)	18	SY	\$ 156.00	\$ 2,808.00
6	Base Course	5	CY	\$ 91.00	\$ 455.00
7	Geogrid	41	SY	\$ 7.00	\$ 287.00
8	Traffic Barricades and Signs	1	LS	\$ 92.00	\$ 92.00
CONSTRUCTION SUB TOTAL:				\$	7,325.00
CONTINGENCY:				30.00% \$	2,198.00
PROBABLE COST OF CONSTRUCTION:					\$9,523.00

PRELIMINARY OPINION OF PROBABLE COST OF CONSTRUCTION

JEFFERSON HWY AT DANKIN ST

NEW ORLEANS, LA

JUNE 2022

Item No.	Description	Estimated Quantity	Unit	Unit Price	Total Price
1	Mobilization/Demobilization	1	LS	\$ 4,129.00	\$ 4,129.00
2	Clearing and Grubbing	1	LS	\$ 394.00	\$ 394.00
3	Concrete Sidewalk (4" Thick)	32	SY	\$ 112.00	\$ 3,584.00
5	Concrete Pavement (10" Thick)	18	SY	\$ 156.00	\$ 2,808.00
6	Base Course	9	CY	\$ 91.00	\$ 819.00
7	Geogrid	71	SY	\$ 7.00	\$ 497.00
8	Traffic Barricades and Signs	1	LS	\$ 155.00	\$ 155.00
				CONSTRUCTION SUB TOTAL:	\$ 12,386.00
				CONTINGENCY:	30.00% \$ 3,716.00
				PROBABLE COST OF CONSTRUCTION:	\$16,102.00

PRELIMINARY OPINION OF PROBABLE COST OF CONSTRUCTION
MICHOUD BLVD AT CHEF MENTEUR HWY
 NEW ORLEANS, LA
 JUNE 2022

Item No.	Description	Estimated Quantity	Unit	Unit Price	Total Price
1	Mobilization/Demobilization	1	LS	\$ 3,130.00	\$ 3,130.00
2	Clearing and Grubbing	1	LS	\$ 299.00	\$ 299.00
3	Concrete Sidewalk (4" Thick)	29	SY	\$ 112.00	\$ 3,248.00
5	Concrete Pavement (10" Thick)	10	SY	\$ 156.00	\$ 1,560.00
6	Base Course	7	CY	\$ 91.00	\$ 637.00
7	Geogrid	57	SY	\$ 7.00	\$ 399.00
8	Traffic Barricades and Signs	1	LS	\$ 117.00	\$ 117.00
CONSTRUCTION SUB TOTAL:					\$ 9,390.00
CONTINGENCY:					30.00% \$ 2,817.00
PROBABLE COST OF CONSTRUCTION:					\$12,207.00

PRELIMINARY OPINION OF PROBABLE COST OF CONSTRUCTION
METHODIST HOSPITAL ST AT READ BLVD
 NEW ORLEANS, LA
 JUNE 2022

Item No.	Description	Estimated Quantity	Unit	Unit Price	Total Price
1	Mobilization/Demobilization	1	LS	\$ 2,005.00	\$ 2,005.00
2	Clearing and Grubbing	1	LS	\$ 191.00	\$ 191.00
3	Concrete Sidewalk (4" Thick)	14	SY	\$ 112.00	\$ 1,568.00
5	Concrete Pavement (10" Thick)	10	SY	\$ 156.00	\$ 1,560.00
6	Base Course	4	CY	\$ 91.00	\$ 364.00
7	Geogrid	36	SY	\$ 7.00	\$ 252.00
8	Traffic Barricades and Signs	1	LS	\$ 75.00	\$ 75.00
CONSTRUCTION SUB TOTAL:				\$	6,015.00
CONTINGENCY:				30.00% \$	1,805.00
PROBABLE COST OF CONSTRUCTION:					\$7,820.00

PRELIMINARY OPINION OF PROBABLE COST OF CONSTRUCTION

READ BLVD AT LAKE FOREST BLVD

NEW ORLEANS, LA

JUNE 2022

Item No.	Description	Estimated Quantity	Unit	Unit Price	Total Price
1	Mobilization/Demobilization	1	LS	\$ 20,877.00	\$ 20,877.00
2	Clearing and Grubbing	1	LS	\$ 1,989.00	\$ 1,989.00
3	Concrete Sidewalk (4" Thick)	145	SY	\$ 112.00	\$ 16,240.00
4	6" Concrete Barrier Curb & Gutter Bottom or Rolling Strip	180	LF	\$ 72.00	\$ 12,960.00
5	Concrete Pavement (10" Thick)	34	SY	\$ 156.00	\$ 5,304.00
6	Base Course	30	CY	\$ 91.00	\$ 2,730.00
7	Geogrid	250	SY	\$ 7.00	\$ 1,750.00
8	Traffic Barricades and Signs	1	LS	\$ 780.00	\$ 780.00
CONSTRUCTION SUB TOTAL:					\$ 62,630.00
CONTINGENCY:					30.00% \$ 18,789.00
PROBABLE COST OF CONSTRUCTION:					\$81,419.00

PRELIMINARY OPINION OF PROBABLE COST OF CONSTRUCTION

ST PETER AT N CLAIBORNE AVE

NEW ORLEANS, LA

JUNE 2022

Item No.	Description	Estimated Quantity	Unit	Unit Price	Total Price
1	Mobilization/Demobilization	1	LS	\$ 1,938.00	\$ 1,938.00
2	Clearing and Grubbing	1	LS	\$ 185.00	\$ 185.00
3	Concrete Sidewalk (4" Thick)	13	SY	\$ 112.00	\$ 1,456.00
5	Concrete Pavement (10" Thick)	10	SY	\$ 156.00	\$ 1,560.00
6	Base Course	4	CY	\$ 91.00	\$ 364.00
7	Geogrid	34	SY	\$ 7.00	\$ 238.00
8	Traffic Barricades and Signs	1	LS	\$ 73.00	\$ 73.00
CONSTRUCTION SUB TOTAL:					\$ 5,814.00
CONTINGENCY:					30.00% \$ 1,745.00
PROBABLE COST OF CONSTRUCTION:					\$7,559.00

PRELIMINARY OPINION OF PROBABLE COST OF CONSTRUCTION

READ BLVD AT LAKE FOREST BLVD

NEW ORLEANS, LA

AUGUST 2022

Item No.	Description	Estimated Quantity	Unit	Unit Price	Total Price
1	Mobilization/Demobilization	1	LS	\$ 3,638.00	\$ 3,638.00
2	Clearing and Grubbing	1	LS	\$ 2,065.00	\$ 2,065.00
3	Concrete Sidewalk (4" Thick)	150	SY	\$ 112.00	\$ 16,800.00
4	6" Concrete Barrier Curb & Gutter Bottom or Rolling Strip	180	LF	\$ 72.00	\$ 12,960.00
5	Concrete Pavement (10" Thick)	40	SY	\$ 156.00	\$ 6,240.00
6	Base Course	30	CY	\$ 91.00	\$ 2,730.00
7	Geogrid	250	SY	\$ 7.00	\$ 1,750.00
8	Traffic Barricades and Signs	1	LS	\$ 810.00	\$ 810.00
9	17' Shelters	2	EA	\$ 13,500.00	\$ 27,000.00
10	Shelter Benches	2	EA	\$ 1,200.00	\$ 2,400.00
CONSTRUCTION SUB TOTAL:					\$ 76,393.00
CONTINGENCY:					30.00% \$ 22,918.00
PROBABLE COST OF CONSTRUCTION:					\$99,311.00

PROCUREMENT SUMMARY-IFB 2022-015

REQUIREMENTS

A Solicit Request Routing Sheet for Non-Advertisement Bus Shelters with attached scope of work was received by Procurement from Executive Office on December 15, 2022.

SOLICITATION

Invitation For Bids (IFB) No. 2022-015 Public Notice was published in The Advocate. The Public Notice and the IFB 2022-015 was posted on the RTA website beginning 12/19/22. The IFB submittal deadline was 2/6/23 at 11:00am.

IFB SUBMITTAL

Submittal deadline was on 2/6/22 at 11:00am. Briana Howze handled the receipt of all submissions received. Five (5) bids were received.

DETERMINATION

Four (4) responsive bids were received.

SUBMITTAL ANALYSIS

Respondents

Legacy Restoration
CDW Services
BRC Construction
Nola Build
Pivotal Engineering

Required Forms

Non-Responsive
ALL SUBMITTED
ALL SUBMITTED
ALL SUBMITTED
ALL SUBMITTED

SUMMARY

An Administrative Review was prepared by Briana Howze.

It is recommended that the project be awarded to Pivotal Engineering as the lowest responsive responsible bidder.



Regional Transit Authority
2817 Canal Street
New Orleans, LA 70119-6301

504.827.8300

www.norta.com

RESOLUTION NO. 23-020

STATE OF LOUISIANA

PARISH OF ORLEANS

**REQUEST AUTHORIZATION TO AWARD CONTRACT TO PIVOTAL ENGINEERING
FOR NON-AVERTISING BUS SHELTERS**

Introduced by Commissioner Walton, seconded by
Commissioner Coulon.

WHEREAS, the Regional Transit Authority plan to enhance the rider experience by adding bus shelters throughout the New Orleans area to provide comfort and safety for waiting passengers; and

WHEREAS, twenty-six (26) shelter locations were identified by using RTA ridership data and other equity data inputs; and

WHEREAS, each selected location was also analyzed by using the City of New Orleans zoning and permitting criteria for shelter installation; and

WHEREAS, an engineering package which details the scope of work has been completed by Infinity Engineering Consultants, LLC.; and

WHEREAS, the drawings and specifications were the documents provided to potential bidders by way of the RTA ProcureWare System; and

WHEREAS, the funding available will be sufficient for items designated as base bid and alternate 1 as per the Engineering Package; and



RESOLUTION NO. 23-020

Page 2

WHEREAS, the construction funding is being made available by the following sources: FTA grant no. LA2018-015 in the amount of \$133,841.60.00, with local match of \$33,460.40; FTA grant no. LA2021-031 in the amount of \$460,000.00, with local match of \$115,000.00; FTA grant no. LA2016-011 in the amount of \$111,572.00 with local match of \$27,893.00 and fiscal year local budget account in the amount of \$180,333.00; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Regional Transit Authority (RTA) that the Chairman of the Board, or his designee, authorization to award Pivotal Engineering a contract for purchase and installation of Non-Advertising Bus Shelters.

THE FOREGOING WAS READ IN FULL, THE ROLL WAS CALLED ON THE ADOPTION THEREOF AND RESULTED AS FOLLOWS:

YEAS:	<u>6</u>
NAYS:	<u>0</u>
ABSTAIN:	<u>0</u>
ABSENT:	<u>1</u>

AND THE RESOLUTION WAS ADOPTED ON THE 28TH DAY OF MARCH 2023.

A handwritten signature in black ink, appearing to read "Mark Raymond, Jr.", is written over a horizontal line.

**MARK RAYMOND, JR.
CHAIRMAN
BOARD OF COMMISSIONERS**



New Orleans Regional Transit Authority

2817 Canal Street
New Orleans, LA 70119

Board Report and Staff Summary

File #: 23-024

Finance Committee

Amendment 9 to the CEA between DOTD and RTA to revise Exhibit K

DESCRIPTION: Execute an amendment to the CEA between DOTD and RTA related to the ferry service's State annual operating subsidy schedule	AGENDA NO: Click or tap here to enter text.
ACTION REQUEST: <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Review Comment <input type="checkbox"/> Information Only <input type="checkbox"/> Other	

RECOMMENDATION:

Authorize the Chief Executive Officer to execute an amendment to the Cooperative Endeavour Agreement (CEA) between the Department of Transportation and Development (DOTD) of the State of Louisiana and the Regional Transit Authority (RTA), specifically Exhibit K, as provided in the attached draft of Amendment No. 9.

ISSUE/BACKGROUND:

RTA's management present for this Committee's consideration and referral to the Board of Commissioner approval and issuance of a resolution authoring the RTA's Chief Executive Officer to execute an amendment to the existing (CEA) between the RTA and the DOTD add transfer dates and estimated transfer amount between July 1, 2023 (Project Year 11) and July 1, 2032 (Project Year 20), for up to \$5,140,000 per year. This amendment will increase the total maximum estimated compensation since the CEA became effective and Project Year 2032, to \$99,046,641.00.

DISCUSSION:

The CEA, effective since February 16, 2014, regulate the cooperative endeavor agreement between RTA and DOTD related to the ferry service. Amongst the CEA's exhibits is Exhibit K, the State Annual Subsidy Schedule, which contain the statement of annual ferry subsidy, including the schedule of transfer of estimated funds. While several sources of State provided funding has subsidize the ferry service, the main source of State funding to subsidize the ferry service is pursuant to RS 48:25.1(A), known as the Transportation Trust Fund, and RS 48:25.2, known as the New Orleans Ferry Fund.

In the case of the Transportation Trust Fund, RS 48:25.1(A) provide that "[t]he [DOTD][] shall... contribute from its operating budget not more than four million dollars annually for the continued operation of the Chalmette ferry..." On the other hand, for the New Orleans Ferry Fund, RS 48:25.2 require that,

- A. ...beginning July 1, 2019, and each year thereafter, after compliance with the requirements of Article VII, Section 9(B) of the Constitution of Louisiana, and after making the allocation for state highway fund No. 2 for the Greater New Orleans Expressway Commission, the treasurer shall deposit into the fund, an amount equal to the total of all of the funds derived from the collection of registration and license

fees and taxes collected by the state pursuant to R.S. 47:462, and as provided in R.S. 47:481, in the parish of Orleans.

...

- C. Monies appropriated from the [New Orleans Ferry F][und shall be used exclusively by the [DOTD][] to fund operations of the Chalmette Ferry and to provide service formerly operated by its Crescent City Connection Division.

The actual amount of the subsidy derived from the New Orleans Ferry Fund is subject to Revenue Estimating Conference Forecast.

As per Exhibit K, as amended to date, since February 16, 2014 (Project Year 1) and July 1, 2022 (Project Year 10), the DOTD has transferred annually the following amounts:

Project Year/Period	Transfer Date	Transfer Amounts
Project Year 1	February 16, 2014	\$975,760
Project Year 2	July 1, 2014	\$5,500,000
Project Year 2	January 1, 2015	\$680,881
Project Year 3	July 1, 2015	\$4,800,000
Project Year 4	July 1, 2016	\$4,800,000
Project Year 4	November 1, 2016	\$700,000
Project Year 5	July 1, 2017	\$5,630,000
Project Year 6	July 1, 2018	\$4,000,000
Project Year 7	July 1, 2019	\$4,000,000
Project Year 8	July 1, 2020	\$6,280,000
Project Year 9	July 1, 2021	\$5,140,000
Project Year 10	July 1, 2022	\$5,140,000

Since its effective date, the CEA has been amended on occasions, amongst other reasons, to add project years and/or to increase the maximum compensation payable to the RTA for each project year. The latest amendment to Exhibit K, incorporated as part of Amendment No. 8 to the CEA, increased the maximum estimated compensation to \$47,646,641.00, until Project Year 10, with a transfer date of July 1, 2022. To add project years beyond July 1, 2022, and further increase the maximum estimated compensation for transfer dates of July 1, 2023, and beyond, Exhibit K must be further amended.

Amendment No. 9 to the CEA is intended at revising Exhibit K of the CEA to add the transfer dates and the estimated transfer amount between Project Year 11 and Project Year 20 as follows:

Project Year/Period	Transfer Date	Transfer Amounts
Project Year 11	July 1, 2023	\$5,140,000
Project Year 12	July 1, 2024	\$5,140,000
Project Year 13	July 1, 2025	\$5,140,000

Project Year 14	July 1, 2026	\$5,140,000
Project Year 15	July 1, 2027	\$5,140,000
Project Year 16	July 1, 2028	\$5,140,000
Project Year 17	July 1, 2029	\$5,140,000
Project Year 18	July 1, 2030	\$5,140,000
Project Year 19	July 1, 2031	\$5,140,000
Project Year 20	July 1, 2032	\$5,140,000

For CY23, the RTA approved an operating budget that contemplates \$13,548,520 in expenses, \$6,886,978 in revenues from all sources (State subsidy, fares and federal assistance for preventive maintenance), thus anticipating a deficit of \$6,661,542. Distributing said expenses by service for 2023 but excluding the cost of maintaining the Gretna terminal (\$153,561), the Canal St service is estimated to cost \$7,232,036 in 2023 and the Chalmette service \$6,162,923. Applying the current available revenue, also by service (but prorating the New Orleans Ferry Trust, fares and federal assistance based on the 2022 ridership), \$1,342,919 can be allocated to the Canal St service and \$5,544,059 to the Chalmette service, leaving then a distributed operational deficit by service of \$5,889,117 for the Canal St service and of \$618,864 for the Chalmette service (when adding the cost of Gretna, the total sum is \$6,661,542).

To maintain a zero-balance budget, this anticipated deficit will require transferring RTA funds to the ferry service. The source of the RTA funds is out of the federal assistance received as a result of the Covid pandemic, which is not a recurrent source, and as RTA has needed to transfer some of these funds to support its other operations and services, the remaining funds are anticipated to soon be exhausted. Therefore, unless additional recurring State funding is provided, the ferry service might run out of funding by December 31, 2023. This, given that RTA has only approved Covid funding as part of the approved ferry service operating budget for CY23, considering that the State's next fiscal year begins on July 1, 2023, and that the internal administrative practice has been to exhaust the State provided funding before RTA's own funds are disbursed.

To account for this, Amendment No. 9 also includes language clarifying that the DOTD and the RTA recognize and acknowledge that State Annual Subsidy Schedule detailed in Exhibit K will need to be revised if additional State subsidy are made available to the ferry service and that, in the event that no additional State subsidy become available in the future, the RTA retain all terminal rights afforded to it under the CEA.

FINANCIAL IMPACT:

This amendment will increase the total maximum estimated compensation since the CEA became effective and Project Year 2032, to \$99,046,641.00.

NEXT STEPS:

RTA's management recommends that this Committee submit for the Board of Commissioner's approval the issuance of a resolution authoring the RTA's Interim Chief Executive Officer to execute the corresponding amendment to the CEA, specifically Exhibit K, as provided in the attached draft of

Amendment No. 9.

ATTACHMENTS:

1. Draft of Amendment No. 9
2. Draft of the Resolution herein requested

Prepared By: Jose A Ruiz-Garcia
Title: Chief Marine Officer

Reviewed By: Gizelle Banks
Title: Chief Financial Officer



Lona Edwards Hankins
Chief Executive Officer

3/7/2023

Date

**AMENDMENT NO. 9 TO
COOPERATIVE ENDEAVOR AGREEMENT
BETWEEN**

**STATE OF LOUISIANA
DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT**

AND

**REGIONAL TRANSIT AUTHORITY
2817 CANAL STREET
NEW ORLEANS, LA**

FOR

**PURCHASE ORDER NO. 2000071309
ORLEANS, JEFFERSON, & ST. BERNARD PARISHES**

This Amendment (Amendment No. 9) to a certain Cooperative Endeavor Agreement (CEA) between the **Regional Transit Authority (RTA)** and the **State of Louisiana Department of Transportation and Development (DOTD)**, dated February 16, 2014 is entered into this _____ day of _____, 20____.

1.

AMENDMENT PROVISIONS

By this Amendment No. 9, the parties hereby agree to amend the CEA as follows:

1. The maximum compensation payable to the RTA under this CEA is hereby increased from \$47,646,641.00 to \$99,046,641.00, which includes compensation for the CEA, inclusive of Amendment Nos. 1 through 9;
2. The State Annual Subsidy Schedule has been revised in attached "Exhibit K", as referenced in **Article VIII Financial Matters, 8.2 State Annual Subsidy Schedule** of the Agreement, due to additional funds provided for in the law.

2.

The DOTD and the RTA agree that all provisions of the above-referenced CEA dated February 16, 2014, Amendment Nos. 1 through 8, to the extent not inconsistent with this Amendment No. 9, shall remain in full force and effect.

The DOTD and the RTA recognize that the State Annual Subsidy Schedule (as itemized in Exhibit "K") and payable to the RTA, even as revised pursuant to this Amendment 9, and other revenues generated from Ferry Services, do not provide sufficient funding to satisfy the Ferry Services' current operating expenses. The DOTD and RTA further acknowledge that efforts have been and are currently being made to increase the annual Operating Subsidy Funds and related State Annual Subsidy Schedule, and to provide for Ferry Capital Funds.

Accordingly, the DOTD and the RTA recognize that, if additional subsidy funds are made available, the State Annual Subsidy Schedule (as itemized in Exhibit "K") will need to be revised accordingly by a further amendment to the CEA. The DOTD also recognize that, if such additional funds do not become available in whole or in part, then the RTA retains all termination rights afforded pursuant to the CEA and all related agreements.

IN WITNESS WHEREOF, the parties hereto have caused these presents to be executed by their respective officers thereunto duly authorized as of the day and year first above written.

WITNESSES:

REGIONAL TRANSIT AUTHORITY

Witness for First Party

BY: _____

Typed or Printed Name

Typed or Printed Name

Witness for First Party

Title

Typed or Printed Name

WITNESSES:

**STATE OF LOUISIANA
DEPARTMENT OF TRANSPORTATION
AND DEVELOPMENT**

Witness for Second Party

BY: _____
Secretary

Typed or Printed Name

Typed or Printed Name

Witness for Second Party

RECOMMENDED FOR APPROVAL

Typed or Printed Name

BY: _____
Division Head

Amendment No. 9
P.O. Number 2000071309
New Orleans Ferry Service
Orleans, Jefferson, St. Bernard Parishes
Page 3 of 5

Typed or Printed Name

EXHIBIT “K”

Statement of Annual Ferry Operating Subsidy

1. Transportation Trust Funds -- \$4 million per year for each Project Year;
2. New Orleans Ferry Fund (La. R.S. 48:25.2) – Approximately \$800,000 per year each Project Year until June 30, 2017 and \$1,630,00 for Project Year 5 only; approximately \$1,140,00 for Project Years 7 – 10 (subject to Revenue Estimating Conference Forecast); approximately \$1,140,00 for Project Years 11 – 20 (subject to Revenue Estimating Conference Forecast);
3. Crescent City Transition Fund (La. R.S. 48:1161.2(a)) – \$700,000 per Project Year for Project Year 1 and Project Year 2 only;
4. Unexpended and unencumbered monies remaining in Geaux Pass Transition Fund; appropriation to DOTD for operational and maintenance costs for the New Orleans Ferries (La. R.S. 9:154.2.D(3)(a)) - \$680,881 for Project Year 2 only;
5. Revenues from DOTD (Flex, not included in DOTD P.O.) - \$700,000 for Project Year 4; and
6. Any additional funds statutorily or otherwise appropriated by law.

Schedule of Transfer of Estimated Funds

Project Year/Period	Transfer Date	Transfer Amount
¹ Project Year 1	February 16, 2014	\$975,760
Project Year 2	July 1, 2014	\$5,500,000
² Project Year 2	January 1, 2014	\$680,881
Project Year 3	July 1, 2015	\$4,800,000
Project Year 4	July 1, 2016	\$4,800,000
Project Year 4	November 1, 2016	\$700,000
Project Year 5	July 1, 2017	\$5,630,000
Project Year 6	July 1, 2018	\$4,000,000
Project Year 7	July 1, 2019	\$4,000,000
Project Year 8	July 1, 2020	\$6,280,000
Project Year 9	July 1, 2021	\$5,140,000
Project Year 10	July 1, 2022	\$5,140,000
Project Year 11	July 1, 2023	\$5,140,000
Project Year 12	July 1, 2024	\$5,140,000
Project Year 13	July 1, 2025	\$5,140,000
Project Year 14	July 1, 2026	\$5,140,000
Project Year 15	July 1, 2027	\$5,140,000
Project Year 16	July 1, 2028	\$5,140,000
Project Year 17	July 1, 2029	\$5,140,000
Project Year 18	July 1, 2030	\$5,140,000
Project Year 19	July 1, 2031	\$5,140,000
Project Year 20	July 1, 2032	\$5,140,000

1. Project Year 1 Transfer Amount calculated as follows:
 - a. Balance available as of 2/1/2014: \$2,190,267
 - b. Projected expenditures between 2/1/2014 & 2/16/2014 (excludes insurance): (\$200,000)
 - c. Amount to retain for personnel costs during staffing period: (\$660,000)
 - d. Amount to retain from transfer for invoice payments after effective date: (\$125,000)
 - e. Amount to retain for insurance through 2/16/2014 (50% of 3rd quarterly premium payment, not yet paid): (\$156,845)
 - f. Amount to retain for M/V Thomas Jefferson hull insurance only from 2/16/2014 through 6/30/2014: (\$37,662)
 - g. Amount to retain for M/V St. John or M/V Levy hull insurance from 2/16/2014 through 6/30/2014: (\$35,000)
 - h. All retained amounts are estimates only. DOTD will provide an accounting for expenditures after the effective date and any remaining balances at the end of the sixty (60) day period will be transferred to RTA.
2. Additional funds appropriated to DOTD in 2014 due to remaining balance in Geaux Pass Transition Fund, appropriated to DOTD after the initial subsidy transfer for Project Year 2.
3. Project Years 1 thru 10 funding were disbursed under Purchase Order #200071309.



RESOLUTION NO. 23-019
STATE OF LOUISIANA
PARISH OF ORLEANS

**Amendment No. 9 to the Ferry Cooperative Endeavor Agreement
between RTA and DOTD to amend Exhibit K**

Introduced by Commissioner Walton, seconded by Commissioner
Coulon.

WHEREAS, the Cooperative Endeavor Agreement (CEA) between Regional Transit Authority (RTA) and the Department of Transportation and Development (DTOD) of the State of Louisiana, effective since February 16, 2014, regulate the ferry service therein described. Amongst the CEA's exhibits is Exhibit K, which contain the State Annual Subsidy Schedule, detailing the annual ferry subsidy, including the schedule of transfer dates and estimated funds.

WHEREAS, Exhibit K of the CEA has been amended on several occasions, amongst other reasons, to add project years and increase the maximum compensation payable to the RTA for each project year. To add project years beyond July 1, 2022, and further increase the maximum estimated compensation for transfer dates of July 1, 2023, and beyond, Exhibit K must be further amended.

WHEREAS, the latest amendment to Exhibit K, incorporated as part of Amendment No. 8 to the CEA, increased the total maximum estimated compensation to \$47,646,641.00, until Project Year 10, with a transfer date of July 1, 2022.

WHEREAS, to add project years beyond July 1, 2022, and further increase the maximum estimated compensation for transfer dates between July 1, 2023 and July 1, 2032, by adding Project Year 10 thru Project Year 20, thus increasing the maximum estimated transfer amounts from \$47,646,641.00 to \$99,046,641.00, Exhibit K must be further amended.

WHEREAS, the DOTD and RTA's respective management teams have prepared a draft of Amendment No. 9, to incorporate the revisions proposed to Exhibit k.

WHEREAS, in amending Exhibit K of the CEA to add the annual transfer amounts between Project Years 10 thru Project Year 20, the proposed Amendment No. 9 also include language in which the DOTD and the RTA recognize that this exhibit may need to be further amended to increase the annual subsidy funds once such additional funds are made available. In also amending Exhibit K, the DOTD acknowledges that, if such additional funds are not made available to the RTA, the RTA retains all termination rights afforded in the CEA.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Regional Transit Authority hereby authorizes its Chief Executive Officer to execute Amendment No. 9 to the CEA, to further revise its Exhibit K.

THE FOREGOING WAS READ IN FULL, THE ROLL WAS CALLED ON THE ADOPTION THEREOF AND RESULTED AS FOLLOWS:

YEAS:	<u>6</u>
NAYS:	<u>0</u>
ABSTAIN:	<u>0</u>
ABSENT:	<u>1</u>

AND THE RESOLUTION WAS ADOPTED ON THE 28th DAY OF MARCH, 2023.



**MARK RAYMOND JR.
CHAIRMAN
RTA BOARD OF COMMISSIONERS**



New Orleans Regional Transit Authority


2817 Canal Street
New Orleans, LA 70119

Board Report and Staff Summary

File #: 23-102

Finance Committee

[03.09.23 Fin Slides]




March 9, 2023

Regional Transit Authority

Finance Committee



The New Orleans Regional Transit Authority (RTA) hereby declares that, in accordance with La. R.S. 42:17.1 (A)(2)(a)-(c), a meeting will be held on Thursday, March 9, 2023, at 11:00 a.m. Please be advised that mask wearing is encouraged inside the boardroom.



Written comments on any matter included on the agenda will be accepted in the following ways:

- 1) Submission of a Speaker Card on meeting day;
- 2) Electronically by email sent to: rtaboard@rtaforward.org prior to the meeting; or
- 3) By U.S. Mail send to 2817 Canal Street, Attention: Office of Board Affairs, New Orleans, LA 70119.



Agenda

- 1. Call to Order**
- 2. Roll Call**



Agenda

3. Consideration of Meeting Minutes



Agenda

4. Committee Chairman's Report



Agenda

5. Chief Executive Officer's Report



Agenda

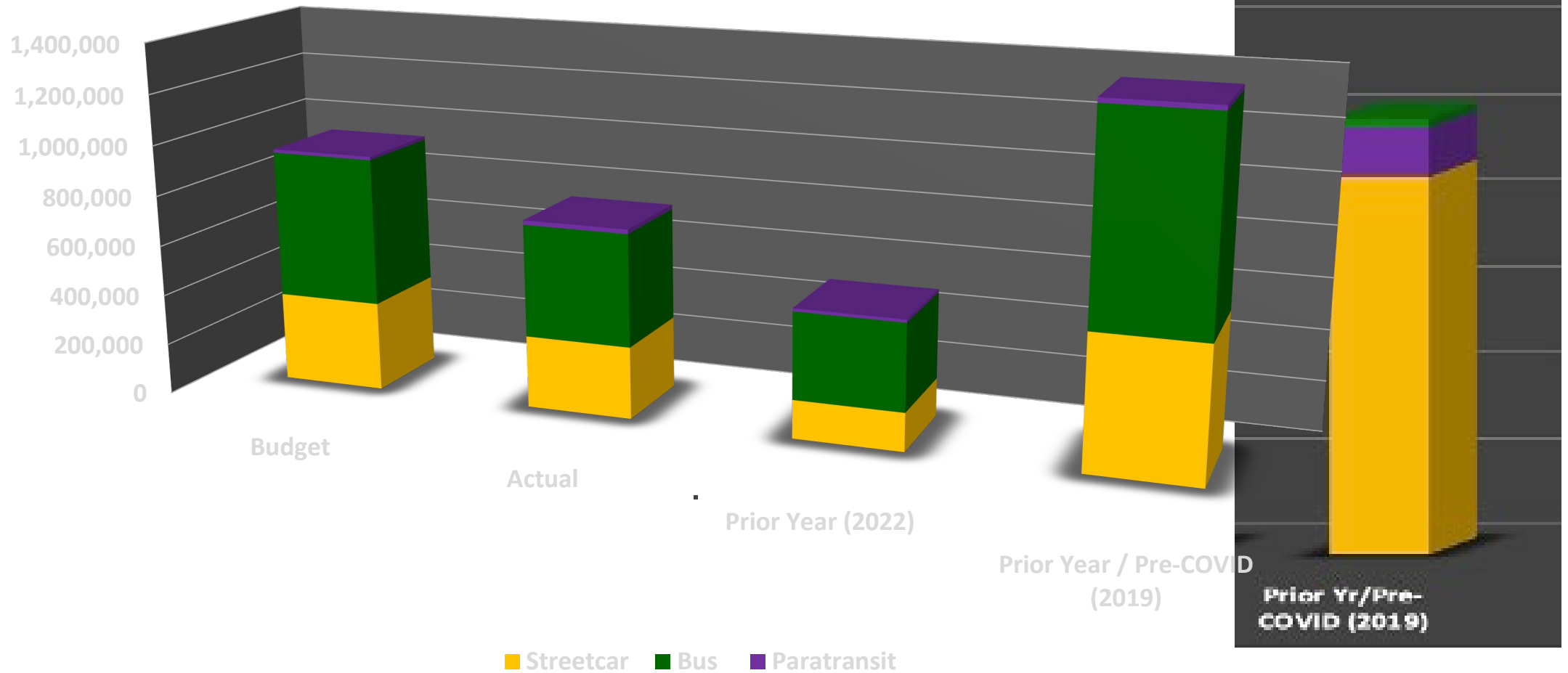
6. Chief Financial Officer's Report



03/09/2023

Regional Transit Authority

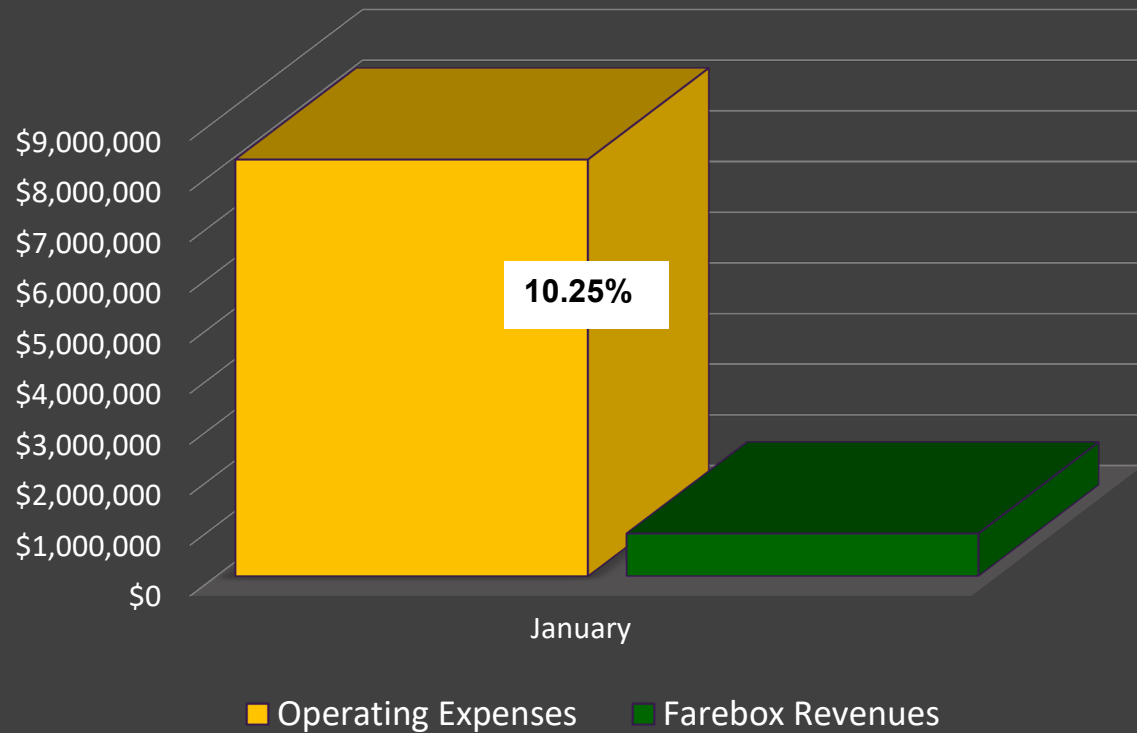
January 2023 Financials



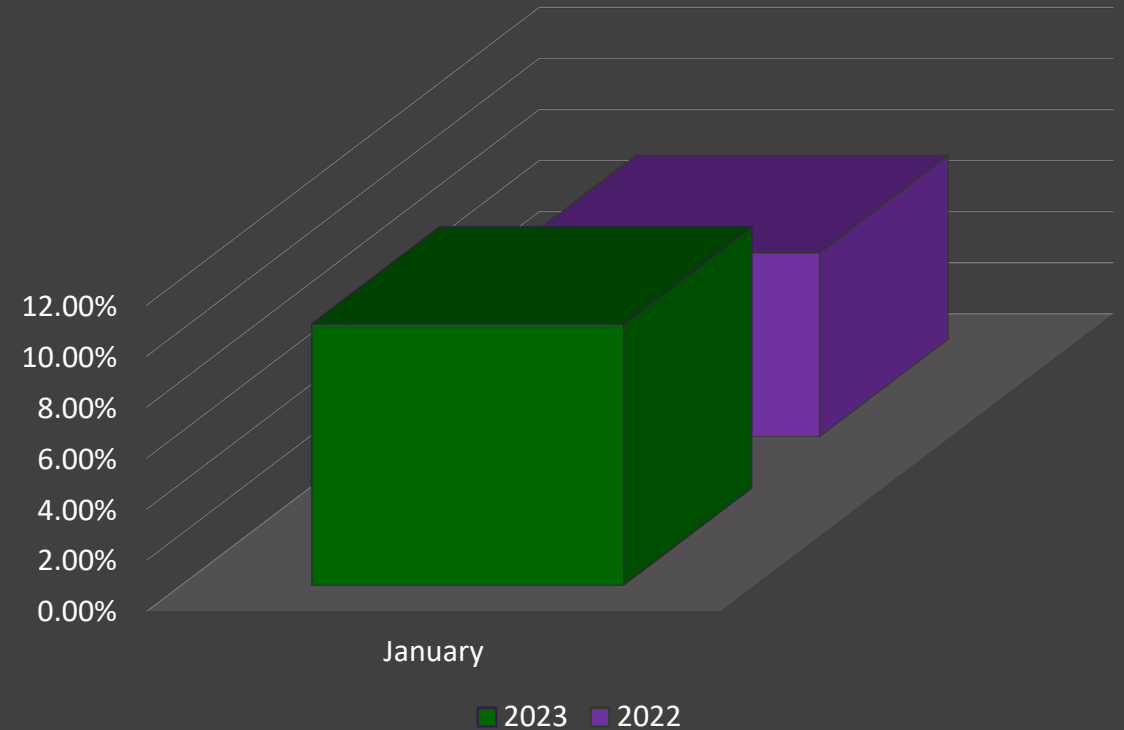
Ridership

Ridership in January increased by 15.5% when compared to December 2022 actuals. In January, total system ridership (bus, streetcar and paratransit) was 748K, compared to 648K for the previous month of December. The results show improved but mixed results across the spectrum.

TOTAL OPERATING EXPENSES, FAREBOX REVENUE & FAREBOX RECOVERY



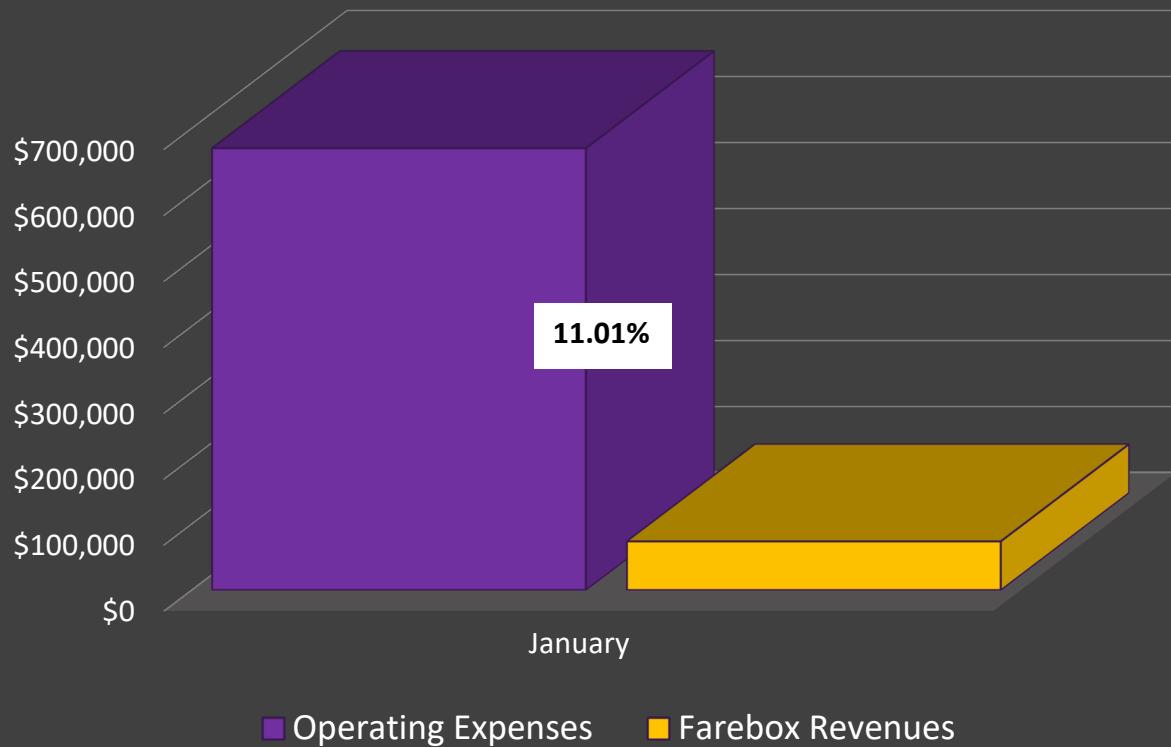
FAREBOX RECOVERY RATES 2023 vs 2022



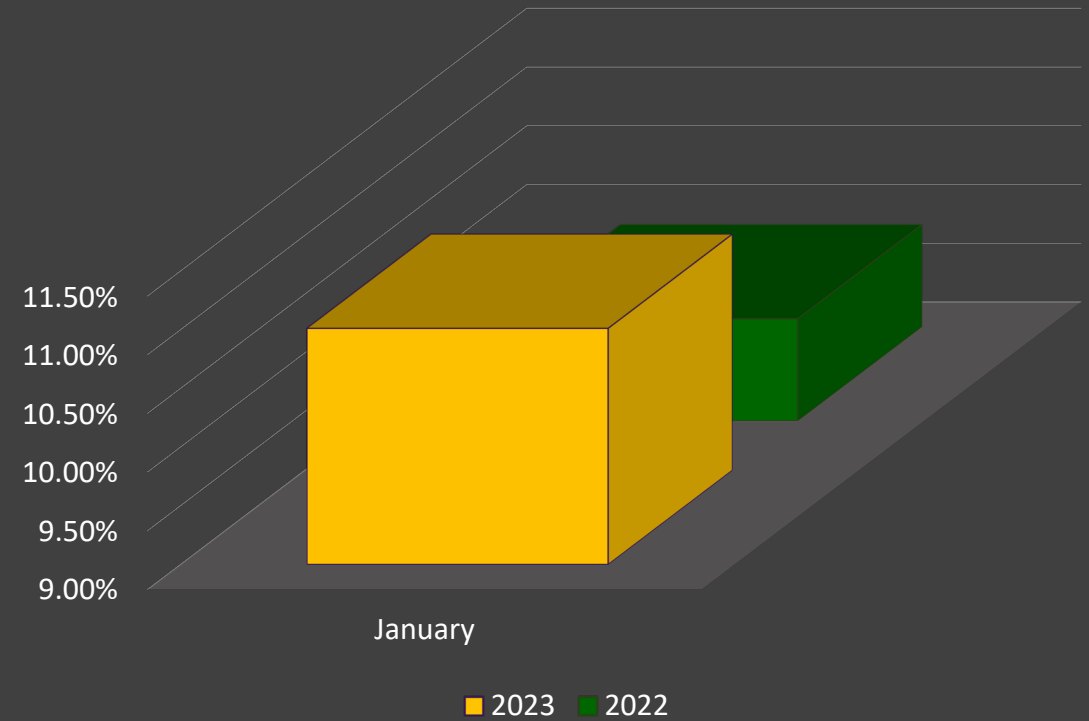
Farebox Recovery Rates 2023 vs. 2022

Fare revenue continues to offset a slightly modest percentage of operating expenses as ridership continues to rebound. January's farebox recovery rate increased slightly from 9.39% in the prior month to 10.25%; a total increase of 0.86%.

TOTAL OPERATING EXPENSES, FAREBOX REVENUE & FAREBOX RECOVERY



FAREBOX RECOVERY RATES 2023 vs 2022



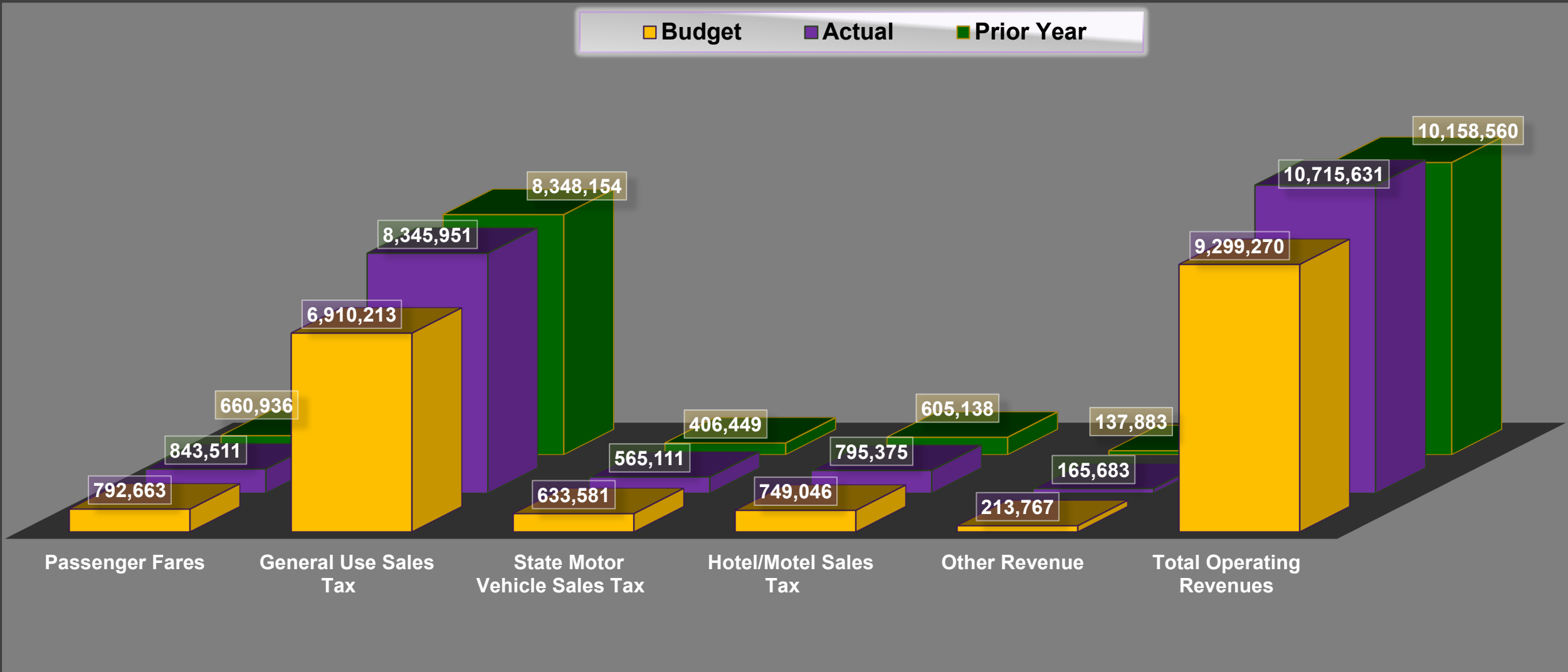
FERRY- Farebox Recovery Rates 2023 vs. 2022

The increase in farebox recovery to 11.01% in January from 7.57% in December is a result of a decrease in operating expenses and slight decrease in passenger revenues from the prior month. Fare revenues continue to offset a small percentage of operating costs.



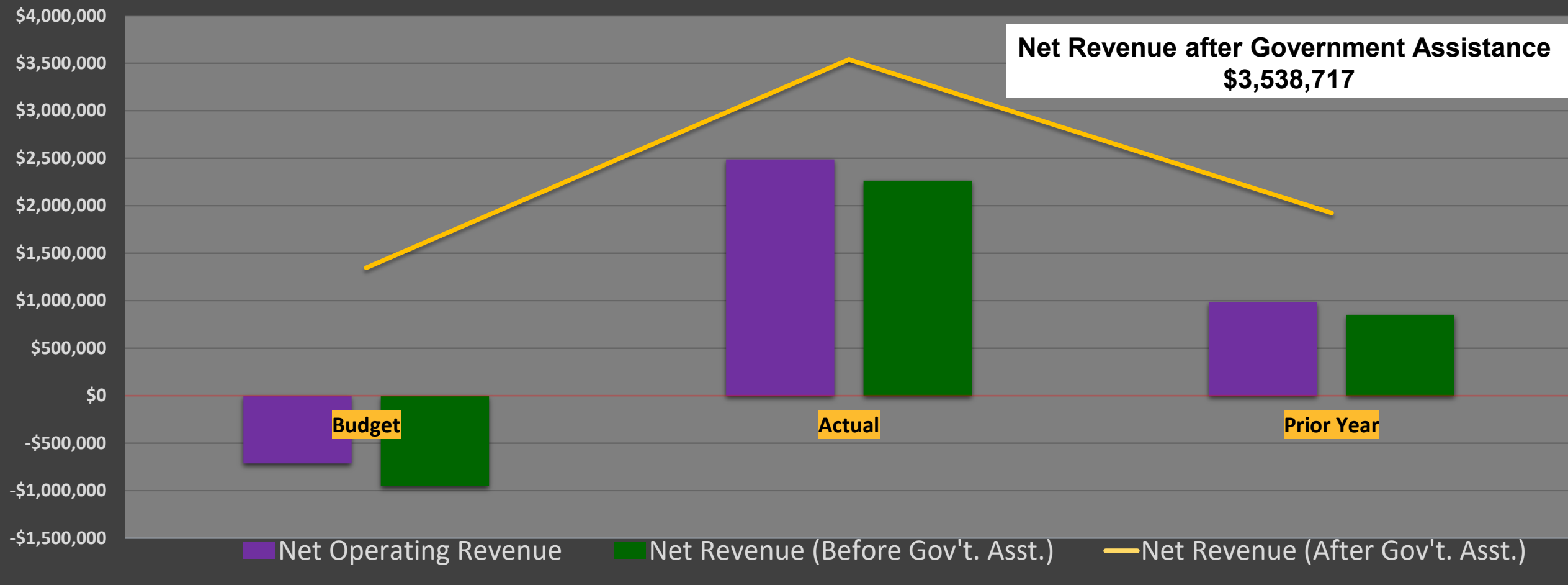
January 2023 Summary of Sources

SUMMARY OF SOURCES						
	Budget	Actuals	\$ Change	% Change		
Sales Tax	8,292,840	9,706,436.47	1,413,596.47	17.05%	8,292,840	9,706,436
Government Assistance	2,848,820	1,394,641.65	(1,454,178.35)	-51.04%	2,848,820	1,394,642
Sales Tax and Government Assistance	11,141,660	11,101,078	(40,581.88)	-0.36%	11,141,660	11,101,078
Passenger Fares	792,663	843,511.14	50,848.14	6.41%	792,663	843,511
Other Operating Revenues	213,767	165,682.96	(48,084.04)	-22.49%	213,767	165,683
Subtotal Transit Operations	1,006,430	1,009,194.10	2,764.10	0.27%	1,006,430	1,009,194
Total Operating Revenues	12,148,090	12,110,272.22	(37,817.78)	-0.31%	12,148,090	12,110,272
Federal Capital Funding - RTA	2,058,594	1,117,639.53	(940,954.47)	-45.71%	2,058,594	1,117,640
Federal Capital Funding - Maritime Only	(608,083)	(1,131.06)	606,951.94	-99.81%	(608,083)	(1,131)
Investment Income	6,247	124,954.40	118,707.40	1900.23%	6,247	124,954
Subtotal Capital and Bond Resources	1,456,758	1,241,462.87	(215,295.13)	-14.78%	1,456,758	1,241,463
Total Revenue	13,604,848	13,351,735.09	(253,112.91)	-1.86%	13,604,848	13,351,735
Operating Reserve	517,715	(3,087,877.24)	(3,605,592.24)	100.00%	517,715	(3,087,877)
Total Sources	14,122,563	10,263,857.85	(3,858,705.15)	-27.32%	14,122,563	10,263,858



Operating Revenues (Budget, Actual & Prior Year)

RTA's two largest revenue sources are General Use Sales Tax (\$8.3M) and Fare Revenue (\$844K). The two combined make up 85.5% or \$9.2M of total revenue. Overall, total operating revenues for the month of January are \$10.7M.



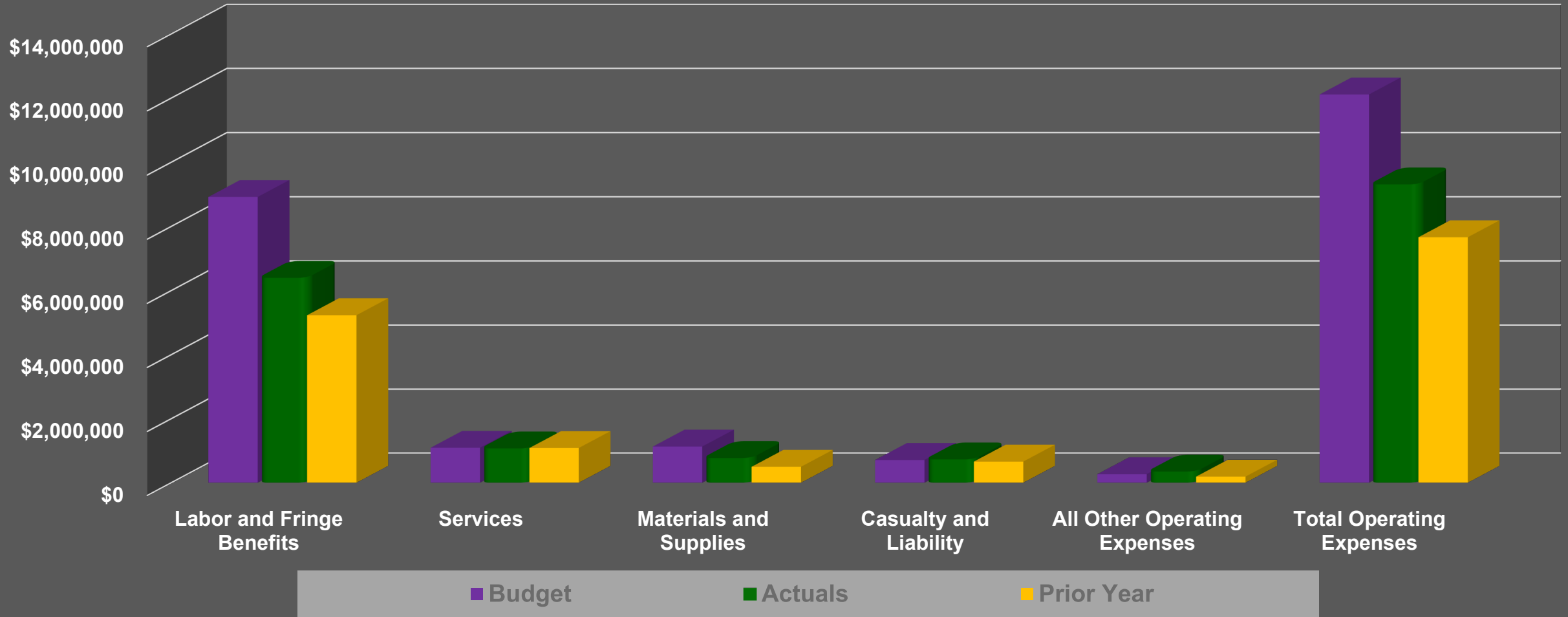
Net Revenues (Before and After Government Assistance)

Net Revenue (Before Government Assistance) is \$2.3M for the month of January. After applying the month's \$1.4M in Government Operating Assistance, Net Revenue is \$3.5M for the month of January.

January 2023 Summary of Uses

Summary of Uses						
	Budget	Actuals	\$ Change	% Change	YTD Budget	YTD Actuals
Transit Operations	10,011,474	8,227,738.09	1,783,735.91	17.82%	10,011,474	8,227,738
TMSEL Legacy Costs	239,162	224,420.66	14,741.34	6.16%	239,162	224,421
Maritime Costs	550,977	119,396.47	431,580.53	78.33%	550,977	119,396
Capital Expenditures - RTA	3,235,256	1,117,639.53	2,117,616.47	65.45%	3,235,256	1,117,640
Capital Expenditures - Maritime Only	(586,417)	13,791.52	(600,208.52)	102.35%	(586,417)	13,792
FEMA Project Worksheet Expenditures	0	0.00	0.00	0.00%	0	0
Debt Service	672,111	560,871.58	111,239.42	16.55%	672,111	560,872
Total Expenditures	14,122,563	10,263,857.85	3,858,705.15	27.32%	14,122,563	10,263,858
Operating Reserve	0	0.00	0.00	0.00%	0	0
Total Uses	14,122,563	10,263,857.85	3,858,705.15	27.32%	14,122,563	10,263,858

Operating Expenses (Actual) \$8,227,738

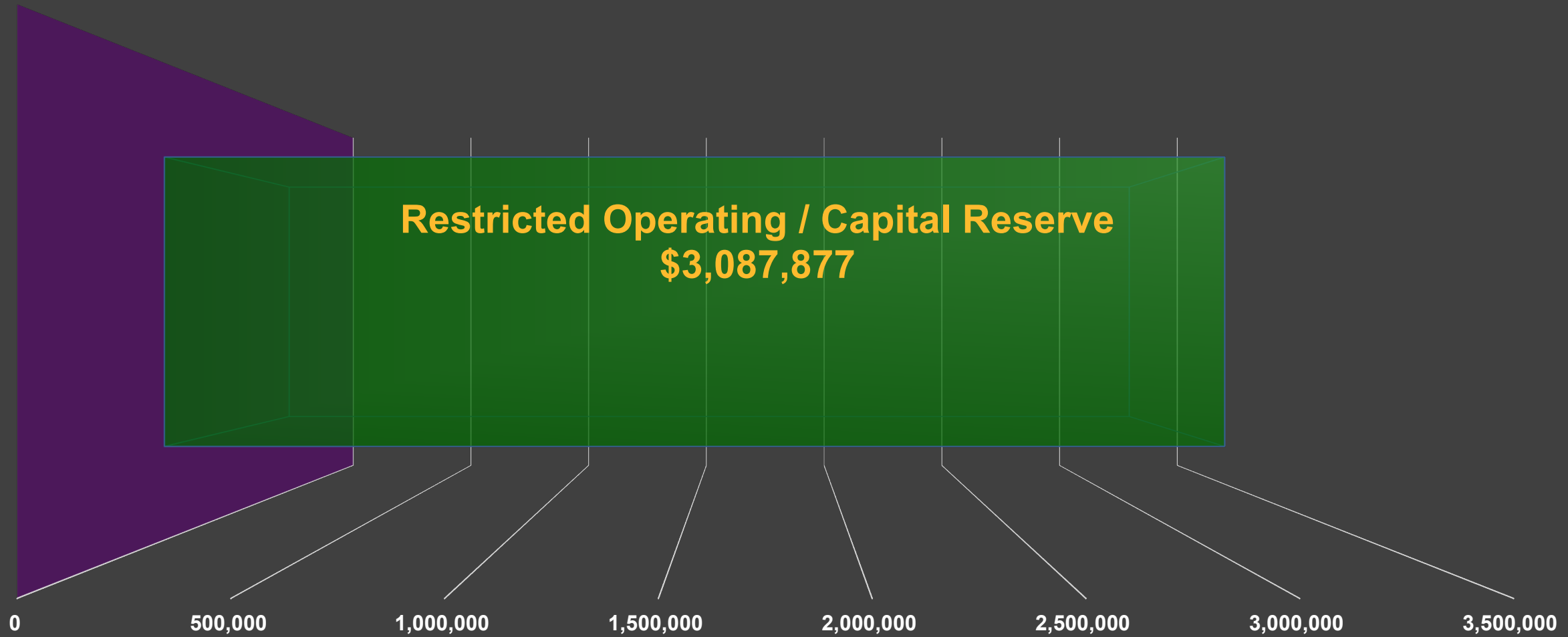


Operating Expenses

Operating Expenses for the month of January are roughly \$8.2M. Labor and Fringe Benefits, the largest expenditure at \$6.0M, comprised 72.7% of this month's actual expenses.

In total, Operating Expenses for the month of January show a decrease of 11.6% From \$9.3M in December.





Operating Reserve

The strong positive variance that resulted from Net Revenue (After Government Assistance of approximately \$1.4M) added \$3.1M to the Restricted Operating/Capital Reserve after the offset of \$561K in Debt Service.



Procurement

Purchase Orders Less than \$100K
(February 3, 2023 – March 2, 2023)

PURCHASE ORDER #	VENDOR	COST CENTER	COSTER CENTER DESCRIPTION	TRANS	REFERENCE	ORDER TOTAL
914110-003	CDW Services	1PWE010	Planning/Infrastructure	2/3/2023	CO Builder Risk Insurance	97,697.91
914757	Jasper Engines & Transmission	1450006	Bus Maintenance	2/8/2023	Engine replacement	4,697.00
914767	ADT Commercial LLC	1284302	Building Maintenance	2/14/2023	Fire Alarm Repairs	4,285.00
914773	BBG Inc	1280002	Planning/Infrastructure	2/15/2023	CSFT appraiser	5,800.00
914796	Mitchell1	1450006	Annual Subscription computer	2/24/2023	Annual Subscription	3,000.00
914803	Kenworth of Louisiana	1430002	Bus Maintenance	2/27/2023	Transmission repair/replacement	15,615.75
913533-002	Control EHS	1460002	Safety	2/27/2023	Safety Training Videos	6,000.00

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Total value

137,095.66



Questions?





Agenda

7. DBE Report



03/09/2023

Regional Transit Authority

Disadvantaged Business Enterprise Report

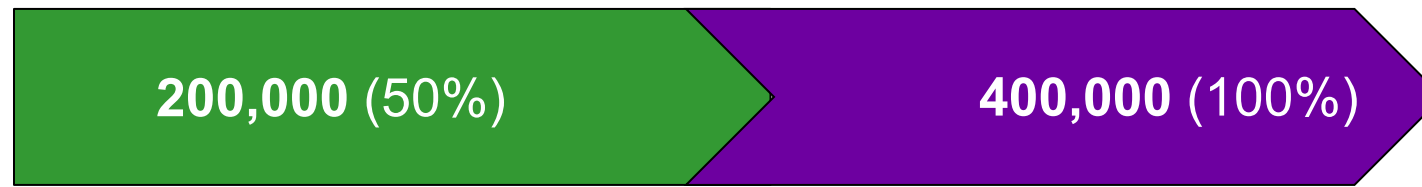


Contract Awards February 2023

\$400,000 in contracts were awarded

- \$200,000 was awarded to DBE firms.
- Of the DBE contracts \$200,000 was awarded to DBE Prime Contractors and \$200,000 was awarded to SBE Prime Contractors.

Total DBE participation (commitment) is 50%.





Current DBE Projects

Project	Contract Amount	DBE Goal	DBE Goal	% Goal Achieved	Tentative Completion Date
CMAR – Canal Street Ferry Terminal (Construction)	\$19,861,432	\$7,004,708	30.55%	14%	3/2023
Disaster Recovery Grants Management and Administration	\$137,888	\$67,565	49%	39%	9/2023
Transit Ferry Services	\$8,442,843	\$842,442	10%	26%	1/2024
East New Orleans Maintenance Building	\$737,577	\$132,763	18%	20%	5/2022



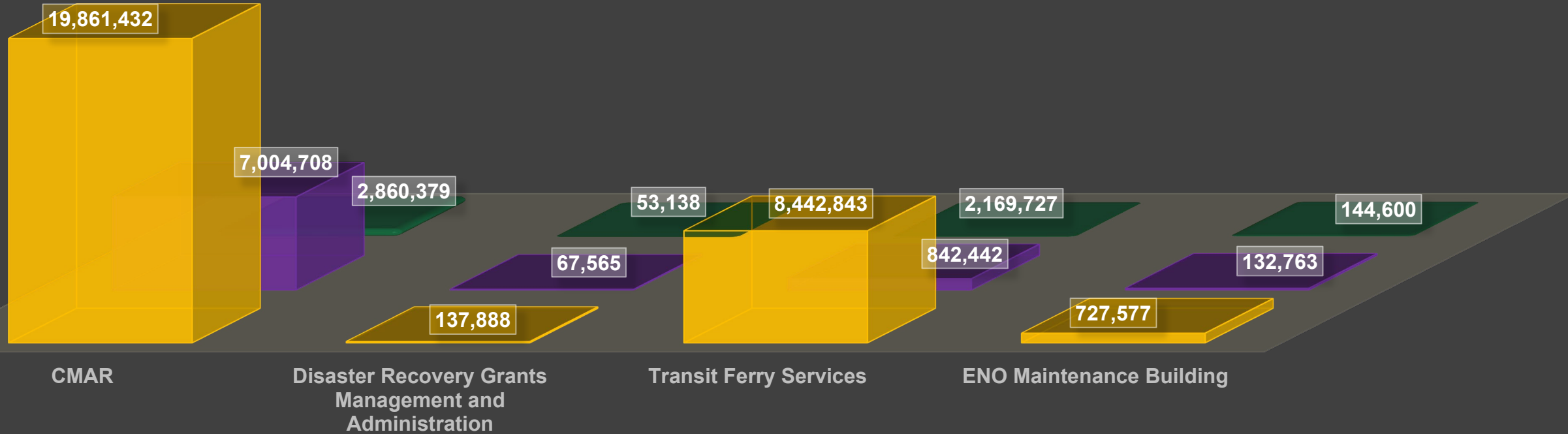
Current DBE Projects

Project	Contract Amount	DBE Goal	DBE Goal	% Goal Achieved	Tentative Completion Date
Business Intelligence & Data Management Reporting System	\$331,497	\$331,497	100%	37%	10/2024
On Call Technical Safety Support	\$300,000	\$300,000	100%	22%	10/2024
Napoleon Facility Renovation & Upgrade	\$4,921,590	\$1,460,536	30.8%	1%	6/2023
Rampart Streetcar Line: Emergency Repair Project	\$1,021,000	\$141,204	13.83%	0%	4/2023

Contract Amount

DBE Goal

DBE Goal Achieved

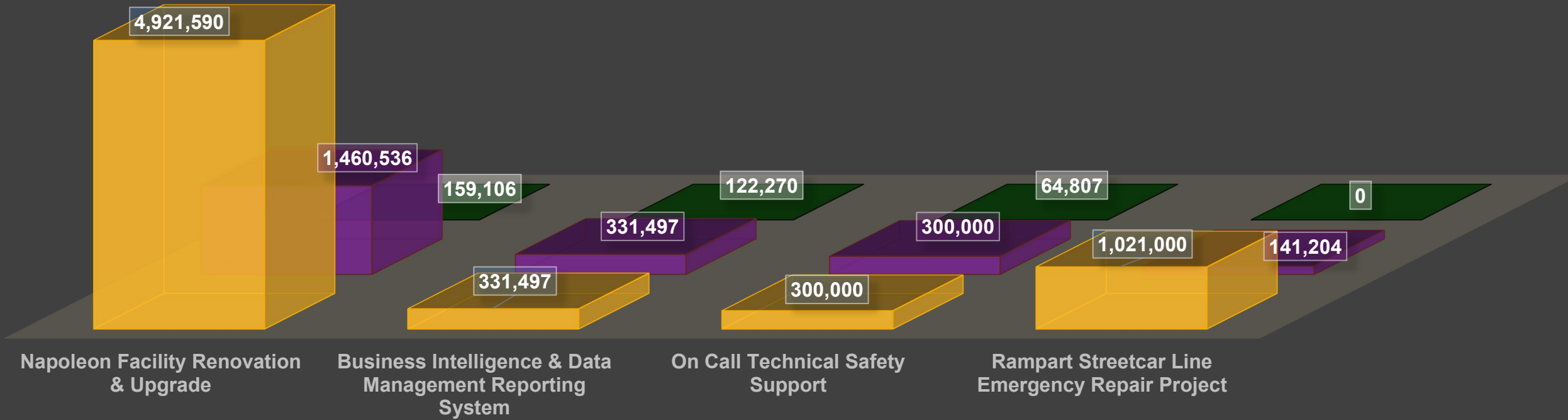


Current DBE Projects

Contract Amount

DBE Goal

DBE Goal Achieved



Current DBE Projects



Current SBE Projects

Project	Contract Amount	SBE Goal	SBE Goal	% Goal Achieved	Tentative Completion Date
DBE Consulting Services	\$181,682	\$181,682	100%	75%	3/2023
Construction Cost Audits	\$78,902	\$78,902	100%	78%	6/2023
Bus Rapid Transit Feasibility Study	\$599,949	\$599,949	100%	59%	3/2023
On Call A&E Services for Design of Interim Downtown Transit Hub	\$70,000	\$70,000	100%	98%	9/2023



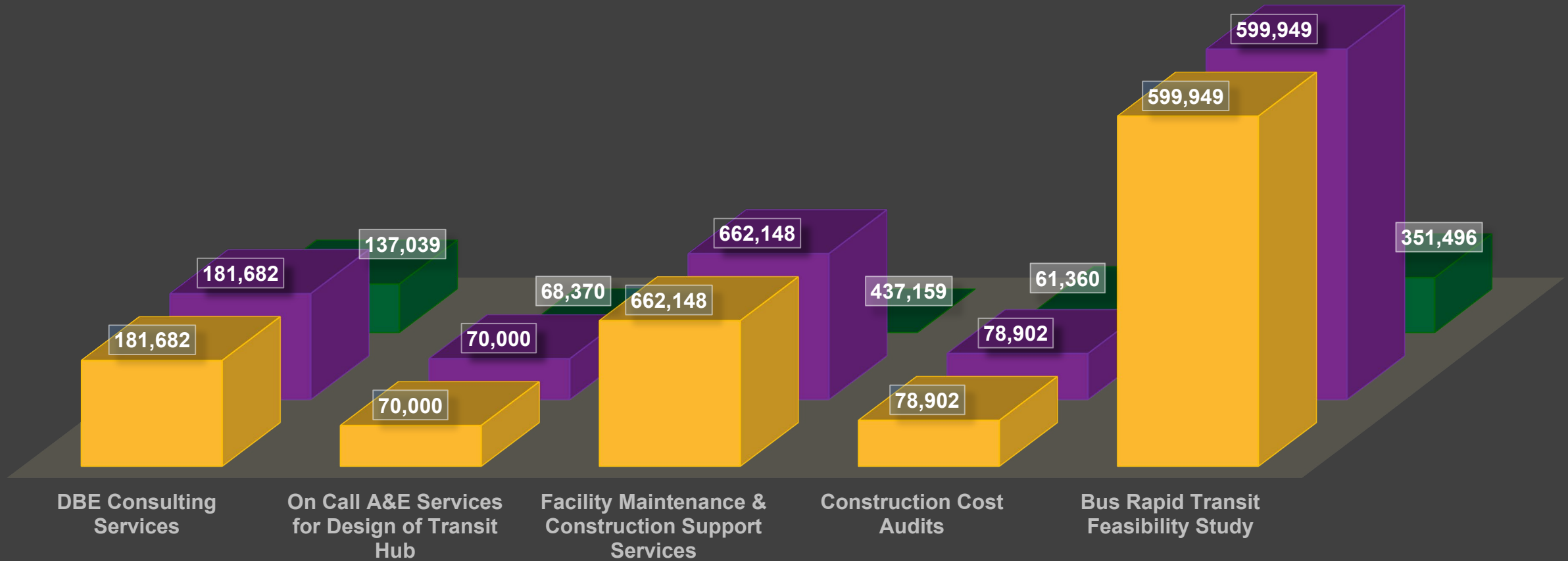
Current SBE Projects

Project	Contract Amount	SBE Goal	SBE Goal	% Goal Achieved	Tentative Completion Date
Facility Maintenance & Construction Support Services	\$662,148	\$662,148	100%	66%	3/2023
Classification and Compensation Study	\$166,000	\$166,000	100%	87%	3/2023
Leadership & Change Management Training	\$400,200	\$400,200	100%	60%	5/2023
Temporary Janitorial Services	\$578,000	\$578,000	100%	99%	11/2022
Advertising Campaigns & Media Buying Services	\$400,000	\$400,000	100%	0%	2/2024

Contract Amount

SBE Goal

SBE Goal Achieved

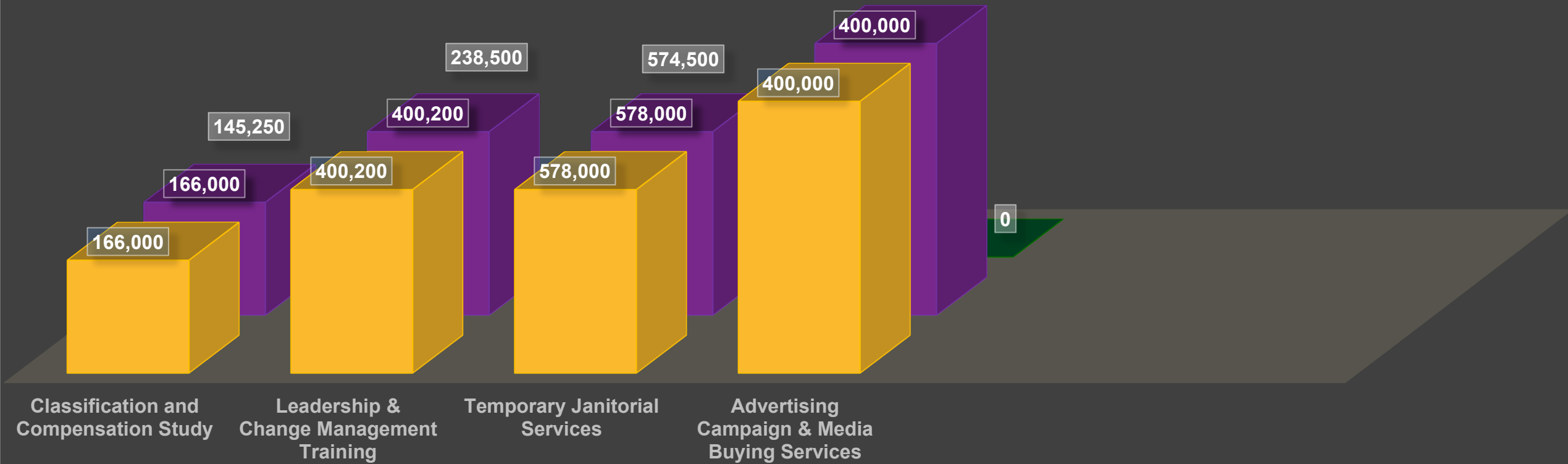


Current SBE Projects

Contract Amount

SBE Goal

SBE Goal Achieved



Current SBE Projects



Upcoming DBE/SBE Projects

DBE/SBE Goal

Current Solicitation

IFB 2022-015 Non-Advertisement Bus Shelters
(To be Awarded)

100% SBE

RFP 2023-001 Transit Security Services
(TEC scheduled for 3/14/2023)

23% DBE



DBE/SBE Outreach Events

The Office of Economic Development is planning Business Information Sessions and invites **The New Orleans Regional Transit Authority (NORTA)** to participate and provide information regarding the **Small Business Enterprise (SBE) Program**.

Topic(s): Small Business Enterprise (SBE) Program *presented by* The New Orleans Regional Transit Authority

Date & Time: Tuesday, March 14, 2023, 1:30-3:00 pm

Location: Zoom Meeting

Format: Presentations (10-20 minutes) and Q&A at the end



DBE/SBE Business Development Trainings

DBE Workshop: How to Write a Clear, Concise, and Powerful Capability Statement

In this workshop, you will learn how to write a capability statement designed to inform project owners and prime contractors of your firm's core competencies, key differentiators and competitive advantages

Tuesday, February 28, from 5:30 PM to 7:30 PM

RTA Board Room, 2nd Floor
2817 Canal Street, New Orleans



Upcoming DBE/SBE Business Development Trainings

Tuesday, March 28, 2023

Topic: “Entrepreneurial Leadership and Influence”

Tuesday, April 25, 2023

Topic: “Understanding Personal Credit and How to Fix It!”

Questions?





8. Infrastructure & Planning Report



03/09/2023

Regional Transit Authority

Infrastructure & Planning Report



Open Projects: Construction

Canal Street Ferry Terminal

Engineer: Infinity Engineering Consultants LLC

Contractor: Woodward/APC

Contracting Strategy: CMAR

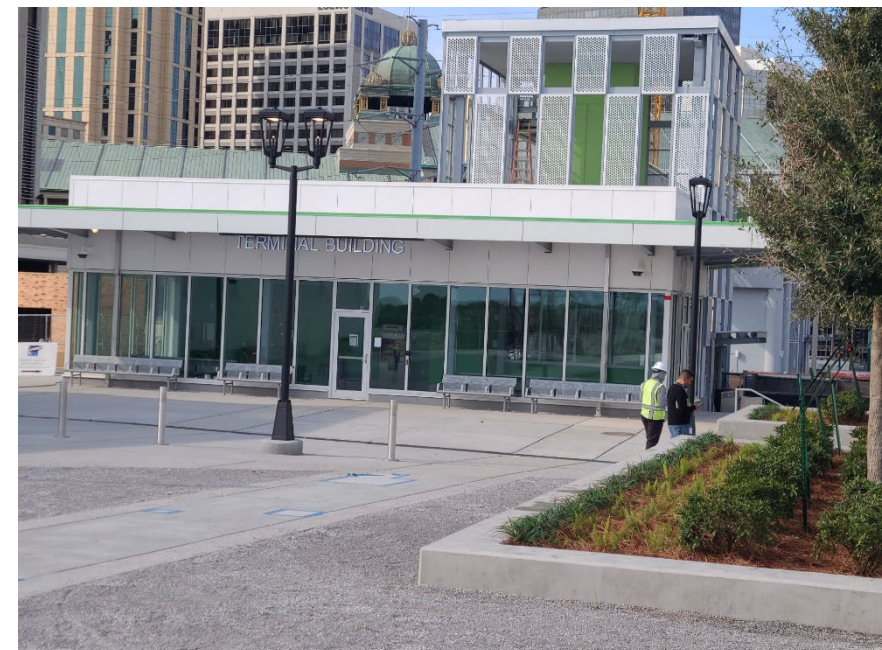
Project Costs:

Status:

- Wharf: **complete**
- Terminal Building: 99% complete
- Towers: East Tower elevator install is complete, West Tower elevator install has started; **tower access waiting for CNO permit**

Schedule:

- Permanent Barge Substantial Completion: **Complete**
- Substantial Completion: May 2023
- Audubon Riverfront Enhancements: July 2023





Open Projects: Construction

Napoleon Facility Stabilization

Engineer: Landmark

Contractor: C.D.W. Services LLC

Contracting Strategy: D/B/B

Project Costs:

- Construction: \$XXX
- Estimated \$YYY change order due to unforeseen conditions

Status:

- Additional remediation in walls required
- Utilities for sewer/water connection not in as-builts

Schedule:

- Anticipated Substantial Completion: July 2023





Open Projects: Construction

Rampart Streetcar Restoration

Engineer: AECOM

Contractor: Walter J Barnes Electric

Contracting Strategy: D/B/B

Project Costs:

- Construction: \$1.02 million

Status:

- Staging and prep underway

Schedule:

- Anticipated Substantial Completion: May 2023
- Revenue service begins: June 4, 2023





Open Projects: Procurement

2023 Shelter Installation

Engineer: Infinity

Contractor: TBD (Award on Agenda)

Contracting Strategy: D/B/B

Project Costs:

- Design: \$112,000
- Construction: \$1,062,100 (20% contingency)

Schedule:

- Anticipated construction NTP: April 2023
- Anticipated Substantial Completion: September 2023





Open Projects: Design

Algiers Ferry Terminal Revitalization

Engineer: TBD

Contractor: TBD

Contracting Strategy: D/B/B

Project Budget:

Total: \$9,635,281 (80% grant funded)

Description:

Rehabilitate and modernize the 40-year-old Algiers Ferry Terminal for modern vessels and access, add Marine administrative offices, develop concessions/public space

Schedule:

- Assign Task to On-Call A/E Firm: April 2023
- Community design input: June – September 2023
- Solicit for Construction Contractor: October 2023
- Construction NTP: December 2023
- Substantial Completion: December 2024





Open Projects: Planning

BRT: East-West Bank Corridor

Planning: ILSI/HNTB/Hawthorne

Engineer: TBD

Contractor: TBD

Contracting Strategy: CMAR

Project Budget:

Planning: \$600,000

Design/Construction: \$250-350 million

Schedule:

- Finalize LPA Adoption: April 2023
- Complete Feasibility Study: April 2023
- Submit Application to CIG: April/May 2023
- RFQ for Design/Environmental: April 2023
- NTP Design/Environmental: June 2023





Grants / Funding Request

Grant Program	Funding Request	Status	Federal Amount Awarded	Scope Request
RAISE FY23	\$24.8 million + \$5.8M RTA + \$1.4M CNO	Submitted	TBD	RTA will be lead applicant w/ CNO Downtown Transit Center + multi-modal corridor
Lo/No FY23	TBD 3/23/23	Due April 13	TBD	Facility/Fleet Transition Plan 2026 fixed-route vehicles
Capital Investment Grant (CIG)	N/A	Preparing application requirements	TBD	BRT Design/Construction

Questions?





Agenda

9. Presentations



03/09/2023

Regional Transit Authority

Compensation Study Preliminary Results

Why a comp study is conducted?

- Compensation studies analyze your current pay practices and determine if they are competitive for your industry and geographic location.
- They can also help determine if your employee's salaries are in compliance with current employment, state, and federal laws.

Market Analysis: Sources & Scopes

Salary Surveys

- Salary.com Comp Analyst
- Economic Research Institute
- Data effective as of September 1, 2022

Geography

- New Orleans, LA

Industry

- Ground Passenger Transportation

Size (Revenue)

- Directors+: Revenue \$50M-\$200M
- Remaining: All Size Average

Benchmarking: Determining Matches

Reviewed 254 job descriptions to inform initial selection of benchmark jobs from salary surveys.

Interviewed managers to determine whether matches captured what is needed for successful job performance.

- + Knowledge
- + Skills
- + Abilities
- + Other Characteristics

If initial matches were not the best fit, managers' feedback was utilized to find more appropriate matches.

Salary data from matches were used to calculate a composite market values.

- Low or minimum pay (25th percentile)
- midpoint or median pay (50th percentile)
- high or maximum pay (75th percentile)

Job Levels

- Often jobs that share a common title may have varying:
 - Levels of responsibility
 - Experiential requirements
 - Different duties that vary in complexity and amount of supervision
- In these cases, a career ladder approach is used to delineate these positions.
- RTA did an initial positioning of employees into the new job levels based on education, experience, performance, and amount of supervision needed.



Recommendation: Market Based Structure with 17 Grades

- Supports equitable pay.
 - Groups comparable jobs within the organization in the same pay grade.
- Ensures competitive pay.
 - Grades are based upon market data from benchmark positions in external organizations.
- The midpoint of each pay grade represents the composite market median salary (50th percentile).
- Jobs are placed into the grades by comparing the market median salary to the closest midpoint in the pay structure.

Pay Grade Quartiles

- Pay grades are divided into pay quartiles.
 - Helps determine the correct pay for employees based upon their ability to meet performance expectations.
- Initially, employee pay should be adjusted to at least the minimum of their identified quartile.
- Pay increases should be granted annually to progress employees through the pay grade.
 - Maintains equity in their salaries compared to new hires, thus avoiding salary compression.

Implementation: Costs

- Quartile placement data are provided for non-union employees
*not including CEO and other executives with specific compensation packages

Placement in Pay Grade					
Under Minimum	First Quartile	Second Quartile	Third Quartile	Fourth Quartile	Exceeds Maximum
28.1%	39.0%	23.3%	8.2%	1.4%	0.0%

Cost for addressing the 28.1% of non-union, non-executive employees under minimum =
\$107,855*, or 0.9% of payroll.

*Value does not include overtime nor increases in benefit costs and/or payroll taxes.

Implementation: Considerations

- Increasing pay to the minimum of employees' respective grades would ensure competitive pay in the market.
- However, there are a few issues to consider:
 - Some employees would receive significant increases whereas others might receive a minimal increase or no increase at all.
 - Salary increase projections for 2023 are the highest observed since 2001.
 - Experienced employees could earn the same salary as new hires – resulting in salary compression.

Pay Administration Guidelines

- PHRS will work with RTA to develop guidelines for administering the program during implementation.
 - New Hires
 - Employees Over Range Maximum
 - Equity Increases
 - Promotions
 - Transfer/Lateral Move
 - Transfer/Lower Grade
 - Market Adjustments
 - Annual Increases

Next Steps

- RTA Human Capital
 - Administer the communications plan to employees via letters which will include new title (if applicable), new salary, and pay grade.
 - Update Pay Bands
 - Implement Pay Grades
 - Update Respective Job Titles
 - Implement Career Paths
 - Job Description Updates

Questions?





Office of Internal Audit and Compliance

OIAC Audit Summary & 2023 Audit Workplan

March 2023



Office of Internal Audit and Compliance – Risk Assessment

Risk Assessment Overview

During each Fiscal Year, the Office shall conduct an enterprise-wide risk assessment to determine potential areas of risk to the RTA. This risk assessment will assist the Office in developing its Annual Audit Plan. Our goal during the process is to create a constructive, collaborative working relationship with each RTA department and obtain an understanding of the most significant risks impacting their area; while also determining how the OIAC can best add value.

In order to conduct the Risk Assessment, the OIAC relied on the following tools:

- Surveys
- Interviews
- Prior Audit (OIAC Audits and Safety Audits)
- Financial Statements
- Research

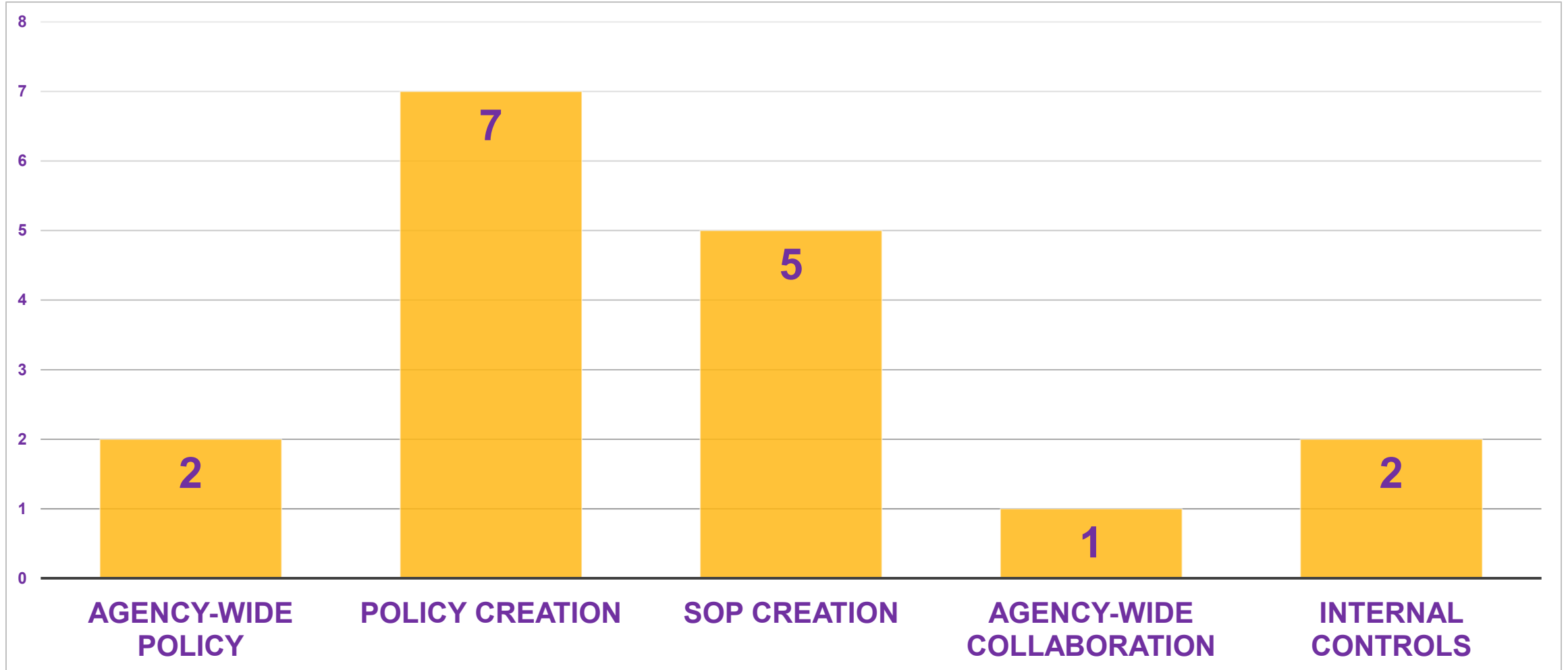


Past OIAC Audit Activity

2021 Audit Activity		
Audit	Status	Description
SOP Catalogue Inventory	Ongoing Project	OIAC is actively working with RTA management to catalogue and review departmental SOPs.
OTP Calculation and Reporting Process Audit	Completed	OIAC conducted a performance audit of OTP resulting in 5 findings.
ISMA for Safety Triennial Internal Audit	Completed	OIAC conducted this audit to address internal safety reviews required by the Agency Safety Plan (ASP) resulting in 4 findings.
2022 Audit Activity		
Audit	Status	Description
Fixed-Route Service Planning Audit	Completed	OIAC conducted an audit to processes and procedures relating to fixed-route service planning resulting in 2 findings.
Timekeeping and Payroll Management Audit	Completed	OIAC conducted an audit of timekeeping and payroll processes and procedures resulting in 6 findings.



Findings & Corrective Actions





2023 Planned Audit Activity

Activity	Audit Start Date	Description
OPEB Benefits Plan Audit	2023 Q1	An audit to assess the performance and compliance of OPEB Benefits with third party administrators.
Self-Insurance and Structured Settlements Audit	2023 Q1	An audit to determine if RTA's practice of Self-Insurance and Structured Settlements is effective and efficient.
ATU Contract Performance & Compliance Audit	2023 Q2	An audit to assess the performance and compliance of ATU contracts.
Maintenance Inventory Management Audit	2023 Q3	An audit to determine if RTA's Maintenance departments' inventory management is effective and efficient
IBEW Contract Performance & Compliance Audit	2023 Q4	An audit to assess the performance and compliance of IBEW Union contracts.
IT-Systems and Applications Audit	2023 Q4	An audit to determine if systems and applications are regulated, dependable, efficient, secure, and effective.



Other Planned Goals and Activities for the OIAC

1. Finalizing the Internal Audit Charter
2. Implementing a Monitoring Program for Findings and Corrective Actions
3. Formalizing Audit Procedures and Workflow
4. Continuing The SOP Cataloging Efforts



Office of Internal Audit and Compliance – Audit Process

Things to remember...

- We aim to make each audit a collaborative process
- Corrective Actions are agreed upon actions by the OIAC and Management
- We are professionally obligated to review and maintain documentation that supports our conclusions
- Timelines and accuracy are important for our audits to be relevant and impactful

Questions?





New Orleans Regional Transit Authority

Annual Fare Report

Board of Commissioners – Finance Committee

March 9, 2023



Annual Fare Report

- RTA to meet goals set out in Fare Policy
- Report outlines:
 - Gross fare revenue by mode, sales channel, and fare media
 - Time-based fare products by rider type (1-Day Jazzy Pass)
 - Fare collection costs incurred in 2022
 - Summary of pass sales programs and fare access
- Estimated gross sales, monthly by sales channel



Fare Sales Overview

Estimated Gross Sales

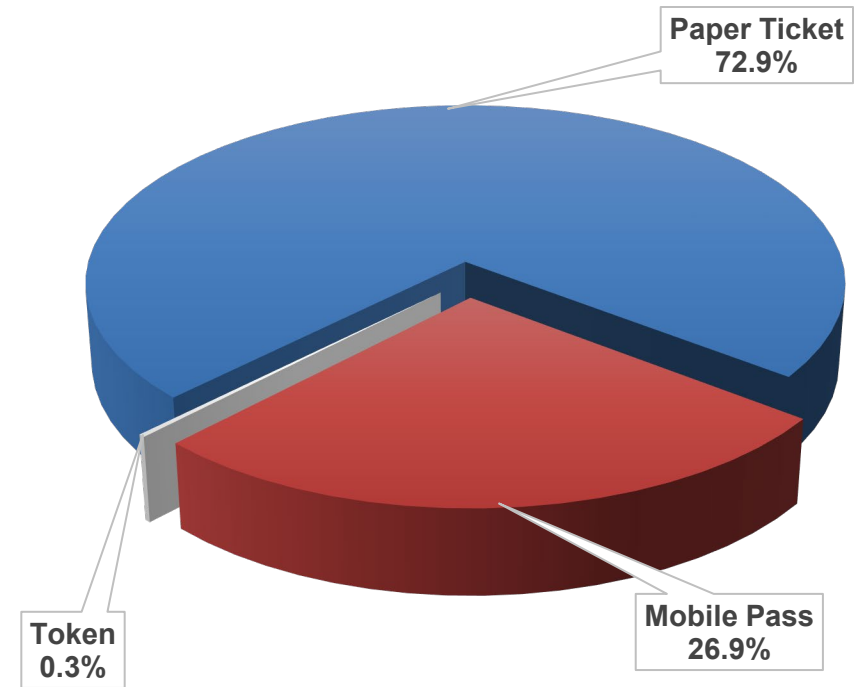
Source	Est. Gross Sales	Monthly Avg.
MB + SR Farebox	\$ 5,924,283.02	\$ 493,690.25
TVM	\$ 1,648.85	\$ 137.40
Mobile	\$ 2,792,509.75	\$ 232,709.15
In-house	\$ 491,169.15	\$ 40,930.76
E-commerce	\$ 243,542.90	\$ 20,295.24
ADA Office	\$ 50,625.90	\$ 4,219.66
Ferry	\$ 893,650.95	\$ 74,470.91
	\$ 10,397,440.52	\$ 885,857.95



Est. Fare by Mode, by Media

Mode	2022 Ridership	Est. Gross Sales	Gross \$ / Rider
Bus	5,475,451	\$ 5,359,526.73	\$ 0.98
Streetcar	3,636,900	\$ 3,789,335.19	\$ 1.04
Ferry	849,429	\$ 1,248,578.59	\$ 1.47
Total	9,961,780	\$ 10,397,440.52	\$ 1.04

Estimated Sales by Fare Media



■ Paper Ticket ■ Mobile Pass ■ Token



1-Day Jazzy Pass, Point of Sale

Total Sales by Rider Type

	Adult	Priority Rider	Youth	
Bus Farebox	222,333	268,558	81,209	572,100
Streetcar Farebox	308,119	112,312	31,829	452,260
TVM	66	-	-	66
Mobile	213,959	25,420	35,990	275,369
E-Commerce	11,560	3,818	3,644	19,022
In-House	6,813	380	29,313	36,506
ADA Office	750	626	204	1,580
	763,600	411,114	182,189	1,356,903

Questions?



Agenda

9. Procurements

A. Authorizations:

Trapeze Support Maintenance Annual Renewal	23-020
EDM Card Stock	23-022
Fare Collection Parts	23-023
RTA & The Kennedy Group Contract	23-025
Bus Shelter Construction	23-027

B. Amendments:

Amendment 9 to the CEA between DOTD & the RTA to Revise Exhibit K	23-024
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Agenda

10. Audience Questions & Comments



Agenda

11. New Business



Agenda

12. Adjournment