

Regional Transit Authority

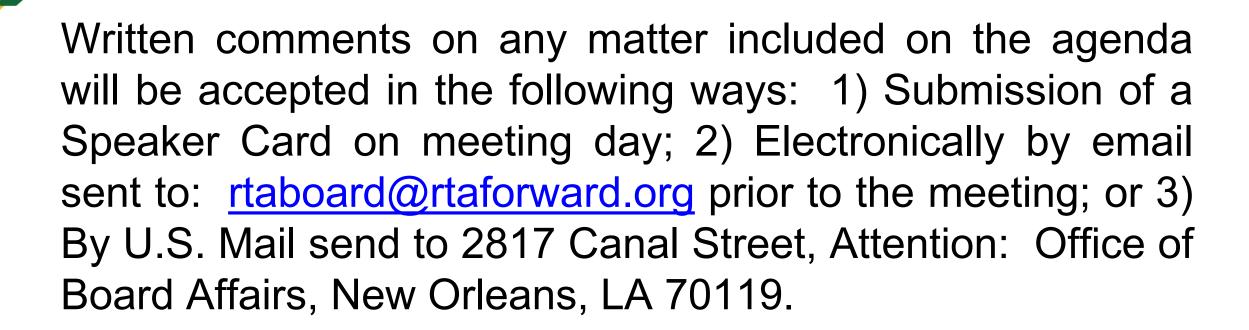
Finance Committee





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, October 17, 2023, at 1:30 p.m. Please be advised that mask wearing is encouraged inside the boardroom.









- 1. Call to Order
- 2. Roll Call





3. Consideration of Meeting Minutes





Agenda

4. Committee Chairman's Report





5. Chief Executive Officer's Report





6. Chief Financial Officer's Report



Oracle Implementation Update

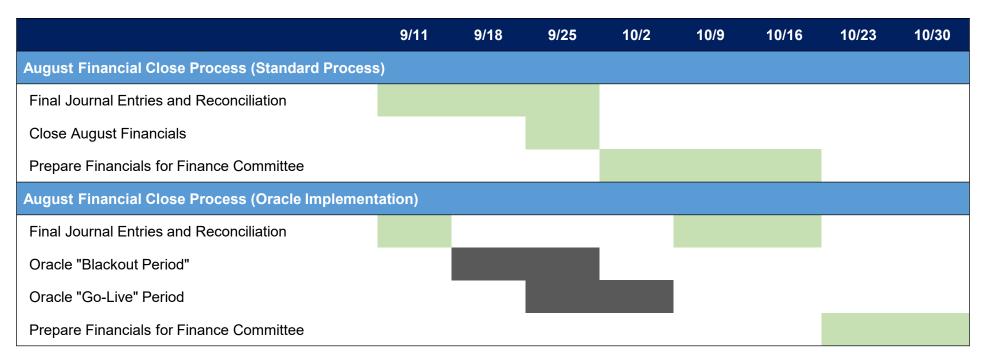
- RTA's new Enterprise Resource Planning ("ERP") and Human Capital Management ("HCM") platform went live on 10/1
- RTA is currently in the immediate "post go-live" period, with the following key tasks still underway:
 - Post-go live system testing and data validation
 - Follow-up training and support for staff
 - Final process mapping and reporting confirmation
- Because of the "blackout period" during September and full staff transition to the new system during early October, several Departments are currently completing August and September tasks within the new system

	9/11	9/18	9/25	10/2	10/9	10/16	10/23	10/30
Oracle "Blackout Period" (for data extraction)								
HCM "Go-Live" Date								
ERP "Go-Live" Date								
System Support and Validation								



Impact of Oracle Implementation on Financials

- The Accounting Department paused its final reconciliation process for the August financials during September /
 October for the Oracle implementation to allow for (1) data extraction and (2) staff transition onto the new system
- The Accounting Department is currently processing the August financials and ensuring consistency of reporting in Oracle with the goal of completion by end of October





Procurement

Purchase Orders Less than \$100K (September 1, 2023 – September 15, 2023)

PURCHASE ORDER #	VENDOR	COST CENTER	COSTER CENTER DESCRITION	TRANS	REFERENCE	OI	RDER TOTAL
915249	Snap On Equipment	1430006	Bus Maintenance	8/31/2023	Bus Repairs	\$	1,320.45
915251	ADT Commercial LLC	1284306	Building Maintenance	9/1/2023	Fire Alarm Panel Repairs	\$	3,241.26
915252	TEXT Marks	1290002	IT	9/1/2023	Sms Services	\$	13,188.00
915245	Southwire Transit	1430099	Streetcar Maintenance	8/31/2023	Streetcar Repairs	\$	6,793.51
915254	MODEL1	1450006	Vehicle Maintenance	9/1/2023	Vehicle Repairs	\$	1,437.26
915255	RTA Fleet	1430099	Streetcar Maintenance	9/1/2023	Streetcar Repairs	\$	1,287.33
915253	Reliable Transmission Service	1430002	Bus Maintenance	9/1/2023	Bus Repairs	\$	11,429.38
915256	Oxi Ferrice	1450006	Vehicle Maintenance	9/1/2023	Vehicle Repairs	\$	4,545.00
915263	Controltek	1260002	Money Room	9/5/2023	Supplies	\$	2,897.12
915258	ADT Commercial LLC	1284306	Building Maintenance	9/1/2023	Fire Alarm Panel Repairs	\$	73,432.00
915261	Brookville Equipment	1450006	Streetcar Maintenance	9/1/2023	Streetcar Repairs	\$	93,415.14
915259	Creative Bus Sales	LA2022-022	Revenue Vehicle	9/1/2023	Paratransit Van	\$	83,927.00
915260	Pointer Smith	1430099	Streetcar Maintenance	9/1/2023	Tamping Machine Rental	\$	27,450.00
911980-019	Infinity Engineering	LA950006	Infrastructure	9/1/2023	A&E Services	\$	53,821.20
915269	Mile X Equipment	1284302	Building Maintenance	9/5/2023	Building Repairs	\$	4,739.00
915268	Acadian Cypress	1430099	Streetcar Maintenance	9/5/2023	Streetcar Repairs	\$	3,594.80
915267	Gar-Ren Tool	1430099	Streetcar Maintenance	9/5/2023	Streetcar Repairs	\$	13,600.00
915265	Amsted Rail	1430099	Streetcar Maintenance	9/6/2023	Streetcar Repairs	\$	3,754.16
915270	Grainger	1430099	Streetcar Maintenance	9/6/2023	Streetcar Repairs	\$	3,754.16
915274	Vehicle Parts & Equipment	1430099	Streetcar Maintenance	9/7/2023	Streetcar Repairs	\$	2,891.10
915266	ADT Commercial LLC	1284399	Building Maintenance	9/5/2023	Fire Alarm Panel Repairs	\$	63,695.00
915264	Dixie Industries	1430099	Streetcar Maintenance	9/5/2023	Streetcar Repairs	\$	24,951.48
915262	Reeder Distributors	1284399	Building Maintenance	9/5/2023	Repair Ec060 Underground Lift	\$	96,733.00
915277	AirGas USA	1430099	Streetcar Maintenance	9/11/2023	Supplies	\$	4,171.69
915280	Driveline N Automotive Machine Shop	1430004	Streetcar Maintenance	9/11/2023	Streetcar Repairs	\$	2,771.66
915281	Sunbelt	LA2019-019	Streetcar Maintenance	9/11/2023	Streetcar Repairs	\$	2,705.15
915283	New Flyer	1430002	Bus Maintenance	9/11/2023	Bus Repairs	\$	12,918.28
915284	Fastenal	1430099	Streetcar Maintenance	9/11/2023	Streetcar Repairs	\$	3,732.76
915285	Goodyear Tire & Rubber	1430006	Vehicle Maintenance	9/11/2023	Automotive Tires	\$	6,162.99
915288	Creative Bus Sales	1450006	Vehicle Maintenance	9/11/2023	Vehicle Repairs	\$	1,752.30
915289	Bergeron Motors	1430006	Vehicle Maintenance	9/11/2023	Vehicle Repairs	\$	2,167.47
915293	Office Depot	1780002	Finance	9/11/2023	Office Supplies	\$	10,000.00

Procurement (cont.)

Purchase Orders Less than \$100K (September 1, 2023 – September 15, 2023)

PURCHASE ORDER #	VENDOR	COST CENTER	COSTER CENTER DESCRITION	TRANS	REFERENCE	0	RDER TOTAL
915295	Lemme Massage You LLC	1770002	Human Resources	9/11/2023	Employee Event	\$	2,160.00
	American Traction Systems	1430016	Streetcar Maintenance	9/12/2023		\$	1,900.00
915298	FAAC Inc	1410002	Training	9/12/2023	Warranty	\$	8,977.23
915300	Kenworth of Louisiana	1430002	Bus Maintenance	9/13/2023	Bus Repairs	\$	7,126.23
915301	Preteckt	1430002	Bus Maintenance	9/13/2023	Predictive Bus Maintenance	\$	6,000.00
915302	Angeltrax	1294399	IT	9/13/2023	Systems Maintenance	\$	12,324.98
915303	Grainger	1430099	Streetcar Maintenance	9/13/2023	Streetcar Repairs	\$	2,946.52
915307	4Imprint	1420009	Training	9/13/2023	Supplies	\$	2,684.70
915299	ABB Inc	1410002	Streetcar Maintenance	9/13/2023	Training	\$	15,344.00
915308	SPS Commerce	1760002	Marketing	9/14/2023	Subscription	\$	1,248.00
915292	Benton Tree Service	1430099	Roadway	9/11/2023	Tree Pruning	\$	81,295.00
915290	Southern Strategy Group	1720002	Executive	9/11/2023	Government Lobbying	\$	90,000.00
915291	Bayou Brands	1710002	Marketing	9/11/2023	Retail Items	\$	57,500.00
915310	Janek corporation	1430099	Streetcar Maintenance	9/14/2023	Streetcar Repairs	\$	4,200.00
915311	Eddie's Hardware	1430099	Bus Maintenance	9/14/2023	Materials And Supplies	\$	4,028.68
915312	Bulldog Group	1430099	Streetcar Maintenance	9/14/2023	Materials And Supplies	\$	2,348.85
915305	Fow Energy and Environmental	1284399	Building Maintenance	9/13/2023	Hvac Repairs	\$	15,264.00
915304	Enghouse	1290002	IT	9/13/2023	Software Maintenance	\$	40,463.00
915315	Tri State Refrigeration	1430002	Bus Maintenance	9/15/2023	Bus Repairs	\$	1,339.66
915309	The HON Company	1780002	Infrastructure	9/15/2023	Furniture	\$	11,091.96
913394-002	Kenworth of Louisiana	1430002	Bus Maintenance	9/15/2023	Change Order - Bus Parts	\$	50,000.00
915313	Cummins	1430002	Bus Maintenance	9/15/2023	Bus Engine Parts	\$	50,000.00
915314	Kenworth of Louisiana	1430002	Bus Maintenance	9/15/2023	Bus Repairs	\$	31,821.08
915319	Reliable Transmission Service	1430003	Bus Maintenance	9/15/2023	Bus Transmission Repairs	\$	50,000.00
912803-001	ADT Commercial LLC	1284399	Building Maintenance	9/15/2023	Fire Alarm Panel Repairs	\$	56,586.00
915320	Cummins	1430002	Bus Maintenance	9/15/2023	Bus Engine Repairs	\$	46,241.95
915318	Thermo King Sales	1430002	Bus Maintenance	9/15/2023	Bus Ac Parts	\$	40,000.00
915324	Blackstar Diversified Enterprise	1430099	Streetcar Maintenance	9/15/2023	Streetcar Repairs	\$	45,000.00
915043-002	NAPA	1450006	Vehicle Maintenance	9/15/2023	Change Order-Vehicle Repair Parts	\$	95,500.00
915322	Pointer Smith	1450099	Streetcar Maintenance	9/15/2023	Equipment And Repairs	\$	59,425.00

Total: \$ 1,210,733.04

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Proposed 2024 Budget Timeline:

Finance Committee Meeting Presentation- 11/9/2023 (Draft)

Budget Hearings- 11/10/2023-11/21/2023(Invitations to follow)

City Council Hearings: 11/13/2023

November Board Presentation: 11/14/2023 (Draft)

Final Budget Presentation to Finance Committee: 12/7/2023

Final Budget Presentation to Board: 12/12/2023 (will need motion to adopt the budget)



Questions?





7. Report by the Office of Internal Audit and Compliance (OAIC)

[Internal Audit Q3 Update]

23-167



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 of processes and procedures relating to fixed-route service planning resulting in 3 findings.			
Timekeeping and Payroll Management Audit	Completed	OIAC conducted an audit of timekeeping and payroll processes and procedures resulting in 6 findings.			



Current OIAC Audit Activity

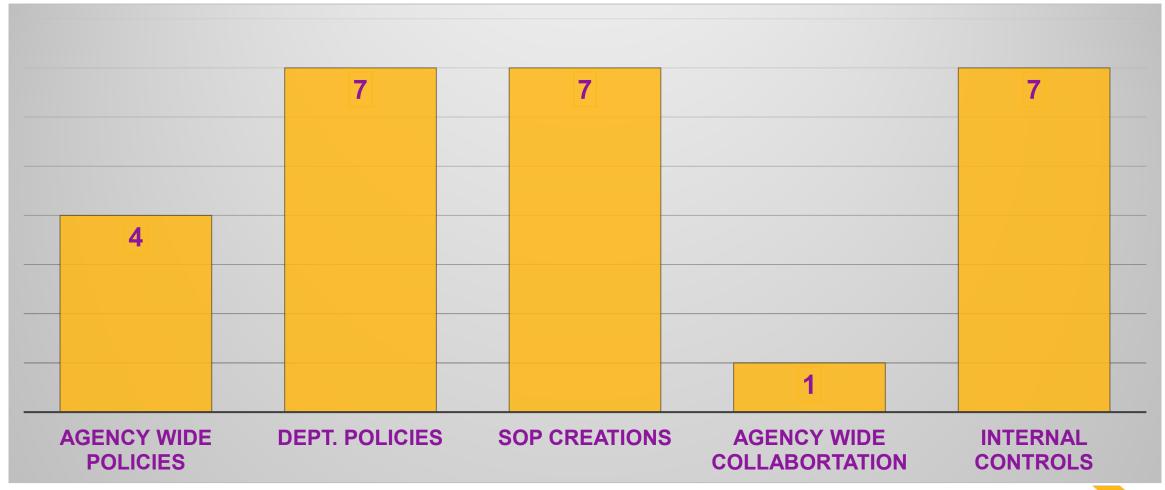
Completed 2023 Audit Activity					
Audit Status Description					
OPEB Benefits Plan Audit	Completed	OIAC conducted a performance audit of OPEB resulting in 4 findings.			
Maintenance Inventory Management Audit	Completed	OIAC conducted an audit of Maintenance Inventory. The audit resulted in 1 observation and 4 findings			

Upcoming Audit Activity					
Audit Status Description					
ATU Contract Performance & Compliance Audit	Audit Research & Planning	An audit to assess the performance and compliance of ATU contracts.			
IT-Systems and Applications Audit	Upcoming Project	An audit to determine if systems and applications are regulated, dependable, efficient, secure, and effective			





Findings & Corrective Actions





Status of Corrective Actions and Findings

Audit	# of Findings	Corrective Actions Taken	Corrective Actions Started	Corrective Actions Outstanding
OTP Calculation and Reporting Process	5	3	1	1
ISMA for Safety Triennial Internal Audit	4	2	2	0
Fixed-Route Service Planning	3	0	2	1
Timekeeping and Payroll Management	6	2	2	2
OPEB Benefits Plan	4	1	2	1
Maintenance Inventory	4	2	2	0





2023 Internal Audit Risk Assessment

1. Work to Identify Risk

> Surveys, Interviews, and Public Information

2. Analyze Risks

Financial Analysis, Operational Analysis, Regulatory Review, and Performance Against Strategic Goals and Objectives

3. Evaluate

Identified Risks are Measured and Scored Based on Impact and Likelihood







2023 Risk Assessment

Benefits of conducting a risk assessment include:

- > Identifying risks and controls to help improve decision making and the allocation of resources
- > Allowing for better accountability, assurance, and governance
- > Allowing internal audit teams to get a full picture of organizational risk factors.
- ➤ Helping inform which internal audits should be performed and when
- > Offering insights into what the most effective use of time will be, making the audit more efficient and effective





2023 Risk Assessment

Financial Risk	Operational Risk
 Control Risks Financial Accounting and Reporting Risks Fraud Risks 	 ➤ Process Risks ➤ Security Risks ➤ Resource/Cost Risks
Compliance Risk	Reputational/Inherent Risk
 ➤ Management Risks ➤ Contract Risks ➤ Conduct Risks ➤ Regulatory/Legal Risks 	 Human Risks Economic Risks Cultural/Political Risks





2023 Risk Assessment

Next Steps:

- > Once completed, the OIAC will finalize a Risk Assessment Report
- > The report will be the blueprint for how the OIAC will plan its future audits
 - ➤ The 2024 Audit Plan will be presented at the January Meeting
- > As information, technology, and operations change, the risk assessment will morph and adjust on a continuous basis.



Questions?



Agenda

8. DBE Report





Contract Awards September 2023

\$5,998,723 in contracts were awarded

- \$2,583,186 was awarded to DBE firms.
- Of the DBE contracts \$2,583,186 was awarded to DBE Prime Contractors and \$1,026,565 was awarded to SBE Prime Contractors.

Total DBE participation (commitment) is 43%.

2,583,186 (43%)

5,998,723 (100%)



Agenda

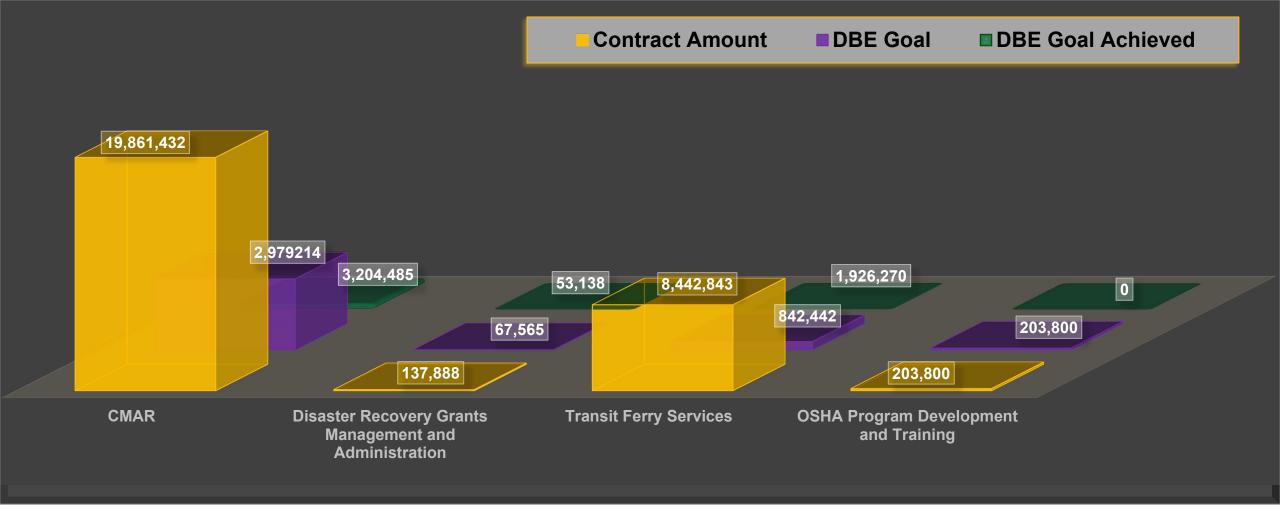
Project	Contract Amount	DBE Goal	DBE Goal	% Goal Achieved	Tentative Completion Date
CMAR – Canal Street Ferry Terminal (Construction)	\$19,861,432	\$2,979,214	15%	16%	8/2023
Disaster Recovery Grants Management and Administration	\$137,888	\$67,565	49%	39%	12/2023
Transit Ferry Services	\$8,442,843	\$842,442	10%	29%	1/2024
OSHA Program Development and Training	\$203,800	\$203,800	100%	0%	1/2024



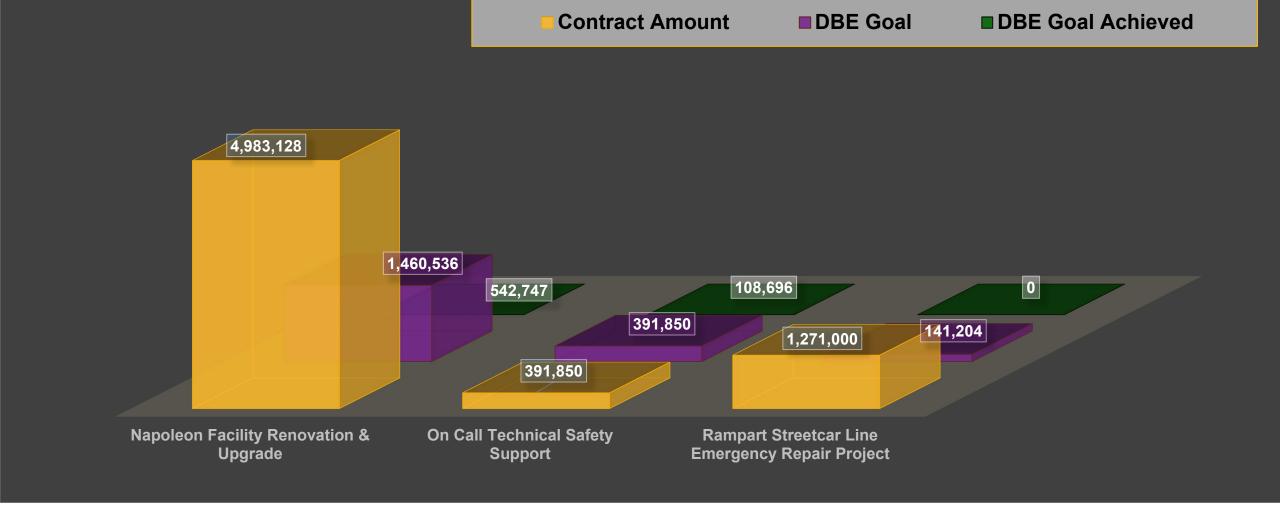


Project	Contract Amount	DBE Goal	DBE Goal	% Goal Achieved	Tentative Completion Date
On Call Technical Safety Support	\$391,850	\$391,850	100%	28%	10/2024
Napoleon Facility Renovation & Upgrade	\$4,983,128	\$1,460,536	30.8%	11%	11/2023
Rampart Streetcar Line: Emergency Repair Project	\$1,271,000	\$141,204	13.83%	0%	12/2023













Project	Contract Amount	SBE Goal	SBE Goal	% Goal Achieved	Tentative Completion Date
DBE Consulting Services	\$181,682	\$181,682	100%	75%	12/2023
Construction Cost Audits	\$78,902	\$78,902	100%	78%	11/2023
Bus Rapid Transit Feasibility Study	\$599,949	\$599,949	100%	83%	11/2023
On Call A&E Services for Design of Interim Downtown Transit Hub	\$94,000	\$94,000	100%	80%	9/2023



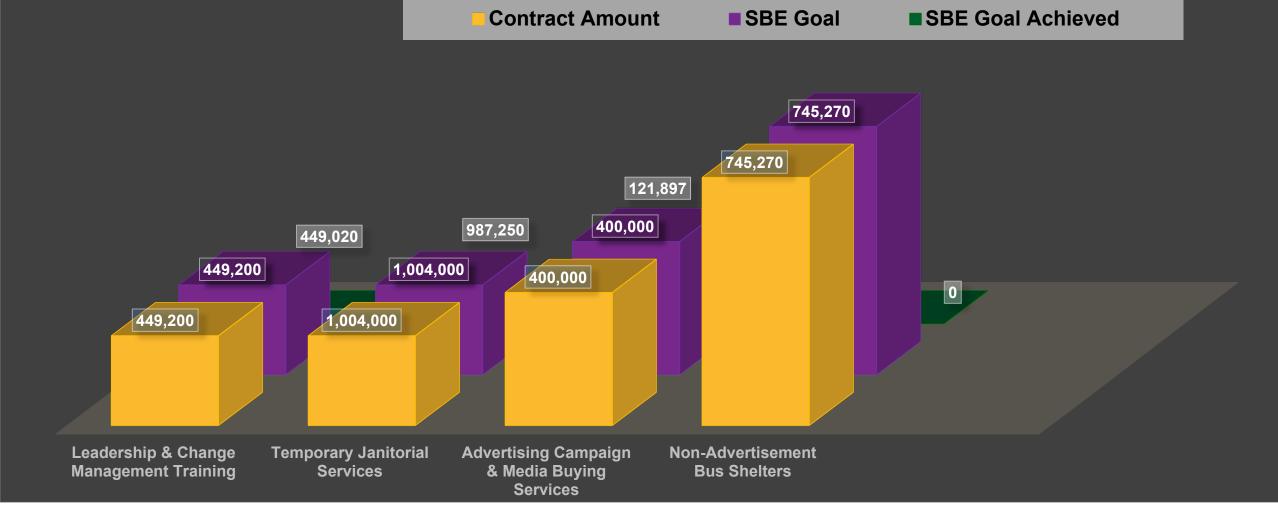


Project	Contract Amount	SBE Goal	SBE Goal	% Goal Achieved	Tentative Completion Date
Facility Maintenance & Construction Support Services	\$1,362,506	\$1,362,506	100%	60%	12/2023
Leadership & Change Management Training	\$449,200	\$449,200	100%	99%	8/2023
Temporary Janitorial Services	\$1,004,000	\$1,004,000	100%	99%	9/2023
Advertising Campaigns & Media Buying Services	\$400,000	\$400,000	100%	30%	2/2024
Non-Advertisement Bus Shelters	\$745,270	\$745,270	100%	0%	12/2023













Upcoming DBE/SBE Projects

DBE/SBE Goal

RFP 2023-001 Transit Security Services 23% DBE

(Pending Award)

IFB 2023-012 Janitorial Services 100% SBE

(To be awarded at October Board Meeting)

IFB 2023-018 Work Tree Pruning 100% SBE

(Awarded - Awaiting contract signatures)

Transfer Hubs Programming Project 100% SBE

(Awarded – On Call A/E)





DBE/SBE Business Development Trainings



DBE Workshop: Responding to Bids and Requests for Proposals

Learn best practices for developing a competitive proposal, including positioning the firm to move quickly on submitting bid proposals, creating a winning scope sheet, developing, and offering a value proposition and putting your plans into action. Contractors will learn how to win public and private sector contracts.

Next Workshop: Tuesday, October 24th from 5:30pm to 7:30pm Topic: "Responding to Bids and RFP's. Bid Better, Win More and Grow Your Business"

Finance Committee Meeting



Agenda

DBE/SBE Outreach Events

Back for the Win!

We're back! Join us in the Rivergate Room at the New Orleans Ernest N. Morial Convention Center for our 2023 Q3 "WIN with MCCNO" event hosted by Rocsean Spencer, the Convention Center's Chief Diversity Officer.

The event will feature the River District Neighborhood Investors team as they introduce their procurement process and the upcoming opportunities to the SEB community. We look forward to seeing everyone there, and to continue growing New Orleans' small and emerging business community.

Tuesday, August 29 @ 10 a.m.

Rivergate Room at the New Orleans Ernest N. Morial Convention Center (Julia St. entrance)



SMALL & EMERGING BUSINESSES

ERNEST N. MORIAL NEW ORLEANS EXHIBITION HALL AUTHORITY







RTA Mentor-Protégé Program

Mentors Focus Group – Friday, October 6





Questions?





9. Chief Planning and Capital Project Officer's Report





Open Projects: Construction

Canal Street Ferry Terminal

Contracting:

Engineer: Infinity Engineering Consultants LLC

Contractor: Woodward/APC Contracting Strategy: CMAR

Project Costs:

Design & Construction: \$36.4 million

Status:

Wharf: Substantially complete

Terminal Building: Substantially complete

Towers: Substantially complete

Schedule:

Substantial Completion: May 2023

Audubon Riverfront Enhancements: Complete

Punchlist Complete/Closeout: December 2023

Riverfront streetcar Canal to Poydras: January 2023







Open Projects: Construction

Napoleon Facility Stabilization

Contracting:

Engineer: Landmark

Contractor: C.D.W. Services LLC

Contracting Strategy: D/B/B

Project Costs:

• Construction: \$4,742,000

Status:

- Window installation complete
- Roof panel installation complete
- Installing sprinkler/life safety system

Schedule:

Anticipated Substantial Completion: December 2023





Open Projects: Construction

Rampart Streetcar Restoration

Engineer: AECOM

Contractor: Walter J Barnes Electric

Contracting Strategy: D/B/B

Project Costs:

Construction: \$1.22 million

Status:

- OCS Re-tensioning complete to Iberville St
- 2 interim light poles installed
- Foundation for 2 remaining OCS poles waiting S&WB repairs

- Anticipated Substantial Completion: December 2023
- Revenue service begins: January 2024





Open Projects: Procurement

2023 Shelter Installation

Engineer: Infinity

<u>Contractor:</u> Pivotal Engineering <u>Contracting Strategy:</u> D/B/B

Project Costs:

• Design: \$112,000

Construction: \$1,062,100 (20% contingency)

Status:

- Shelters ordered
- Permits in currently being procured

- Construction NTP: September 2023
- Anticipated Substantial Completion: December 2023





Carrollton Double-Crossover

Replace double-crossover trackwork on St Charles streetcar at Carrollton terminus

Engineer: Infinity

Contractor: TBD

Contracting Strategy: D/B/B

Project Budget:

Total: \$1.9M (80% grant funded)

Schedule:

• Design 100% complete: Complete

Rail materials: Delivered

Construction Procurement: November 2023

Construction NTP: January 2024

Finance Committee Meeting





Zero Emission Bus Pilot

Purchase of three (3) electric buses and the charging infrastructure. Engineering is included in the purchase.

Contracting:

Engineer: TBD

Contractor: New Flyer

Contracting Strategy: Named partner

Project Budget:

Total: \$5,705,938 (80% grant funded)

Status:

Finalizing grant award

- NTP for Design: August 2023
- Design 100% complete: January 2024
- Construction NTP: March 2024
- Electric Bus Roll Out: December 2024





UPT Admin Offices

Renovate 2nd floor of Union Passenger Terminal (UPT) for administrative

Contracting:

Engineer: MSMM

Contractor: TBD

Contracting Strategy: D/B/B

Project Budget:

Total: \$5,000,000 (80% grant funded)

Schedule:

Complete lease agreement: Underway

Design 100% complete: January 2024

Construction NTP: March 2024





Algiers Ferry Buildings Renovation

Engineer: TBD (On-call A&E Pool)

Contractor: TBD

Contracting Strategy: D/B/B

Project Budget:

Total: \$9,580,000 (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. Renovate Lower Algiers Maintenance Facility.

- Assign Task to On-Call A/E Firm: October 2023
- Community design input: January March 2023
- Solicit for Construction Contractor: October 2024
- Construction NTP: December 2024
- Substantial Completion: December 2025







Algiers Ferry Barges Replacement

Engineer: TBD (On-call A&E Pool)

Contractor: TBD

Contracting Strategy: D/B/B

Project Budget:

Total: \$13,670,000 (80% grant funded)

Description:

Replace landing barges at Algiers Point and Lower Algiers with new, standardized design for interoperability between ferry landing locations.

- Assign Task to On-Call A/E Firm: October 2023
- Solicit for Construction Contractor: July 2024
- Construction NTP: September 2024
- Substantial Completion: September 2025







Open Projects: Planning

BRT: East-West Bank Corridor

Contracting:

Planning: ILSI/HNTB/Hawthorne

Engineer: TBD Contractor: TBD

Contracting Strategy: CMAR

Project Budget:

Planning: \$600,000

Design/Construction: \$250-350 million



- Submit CIG Entry Application: Complete
- RFQ for PM/CM Services: November 2023
- RFQ for Preliminary Design/Environmental: November 2023
- NTP Design/Environmental: January 2024
- Ratings Request Application for CIG: TBD
 Finance Committee Meeting



Open Projects: Planning

Transfer Hubs Programming

Develop standard for hub types of varying sizes and requirements; establish design program for 6 transfer hub locations based on operational and rider requirements

Contracting:

Planning: Manning Architects

Project Budget:

Planning: \$116,000

- Project Launch: September 2023
- Submit Environmental Documentation: November 2023
- Study Completion: March 2024







Grants / Funding Request

Grant Program	Funding Request	Status	Federal Amount Awarded	Scope Request
Capital Investment Grant (CIG): Small Starts	N/A	Submitted	N/A	BRT Design/Environmental
Transit Security Grant Program (FEMA)	\$1.4M Fed (100%)	Submitted	TBD	Site hardening; video upgrades; surge patrol; public awareness campaign;
Next 100-Year Challenge (GNOF)	N/A	Awarded	N/A	Community engagement for new universal shelter design
Transit Oriented Development (TOD) Pilot Program	\$800,000 Fed \$200,000 RTA	Submitted	TBD	Develop TOD land-use regulations, station area plans and opportunity sites along BRT
All Stations Accessible Program (ASAP)	TBD	NOFO release Q4 2023	TBD	Design/construction of ADA stations on all streetcar routes



Grants / Funding Request

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Transit Security Grant Program (FEMA)	\$1.4M Fed (100%)	Submitted	TBD	Site hardening; video upgrades; surge patrol; public awareness campaign;
Next 100-Year Challenge (GNOF)	N/A	Awarded	N/A	Community engagement for new universal shelter design
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Questions?





10. Procurements

A. Authorizations:

Streetcar Motor Repair Contract	23-128
Janitorial Services Contract-KSM	23-161

B. Amendments:

Change Order for Transit Security Services 23-153





Agenda

11. Audience Questions & Comments





Agenda

12. New Business





13. Adjournment

