


May 11, 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, May 11, 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

[Finance Committee Meeting – April 13, 2023]

23-073



Agenda

4. Committee Chairman's Report



Agenda

5. Chief Executive Officer's Report



Agenda

6. Chief Financial Officer's Report

[Finance Committee Meeting – April 13, 2023]

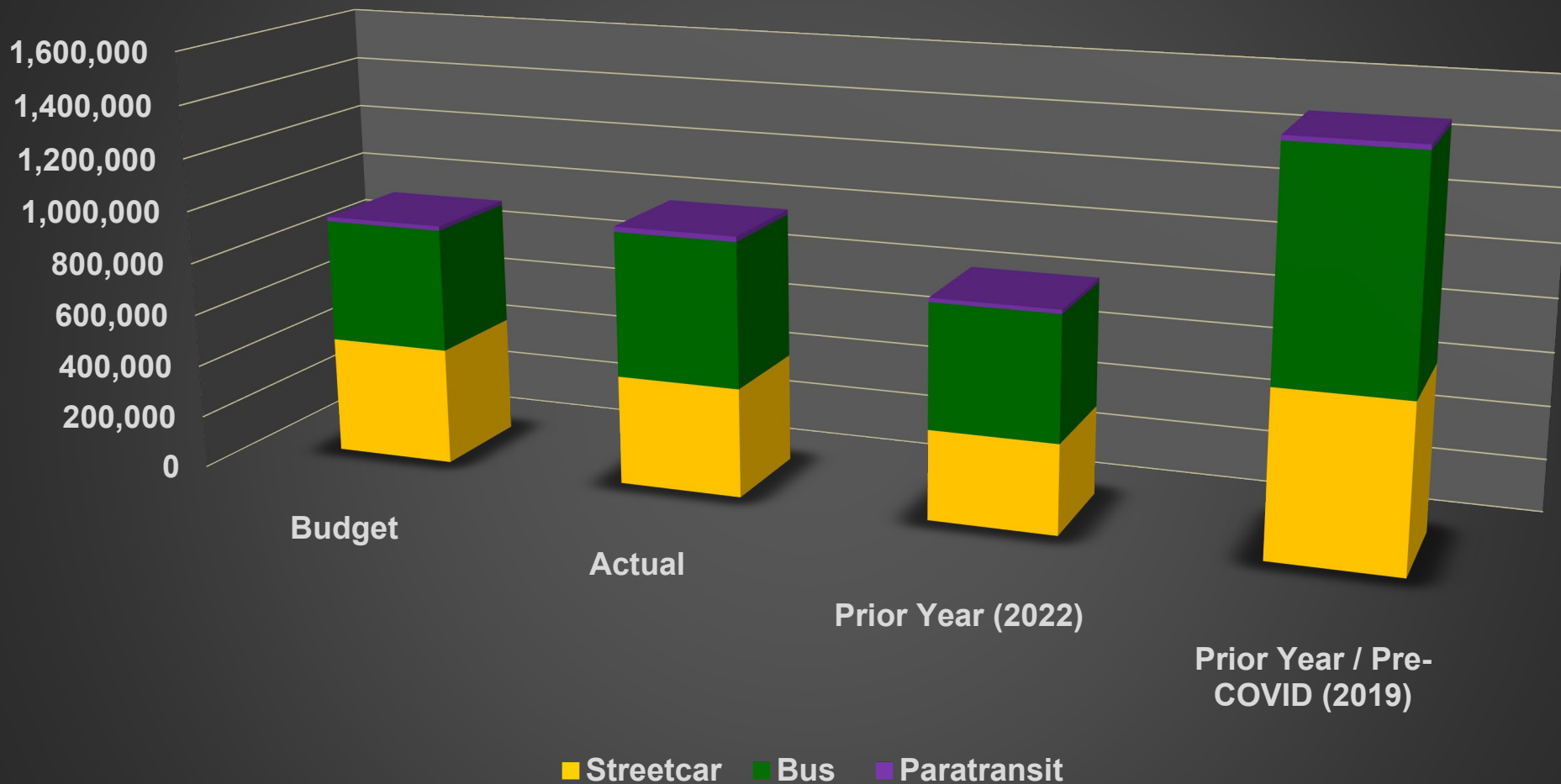
23-076



05/11/2023

Regional Transit Authority

March 2023 Financials

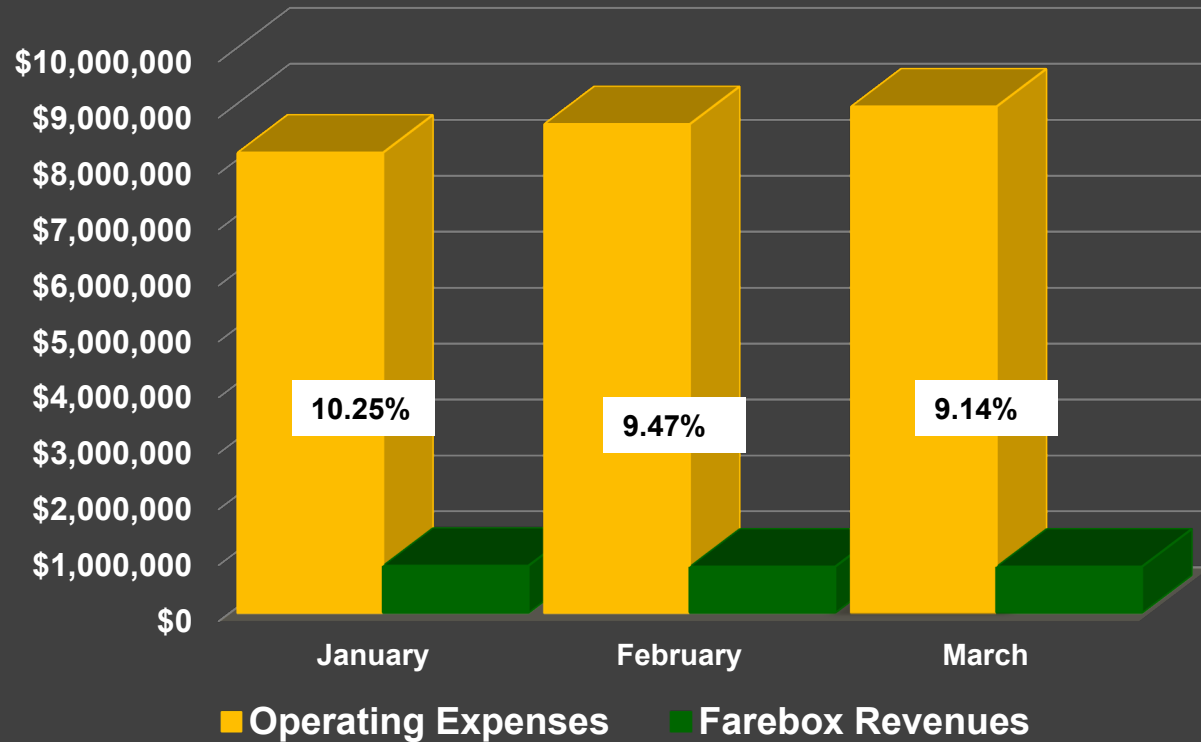


Ridership

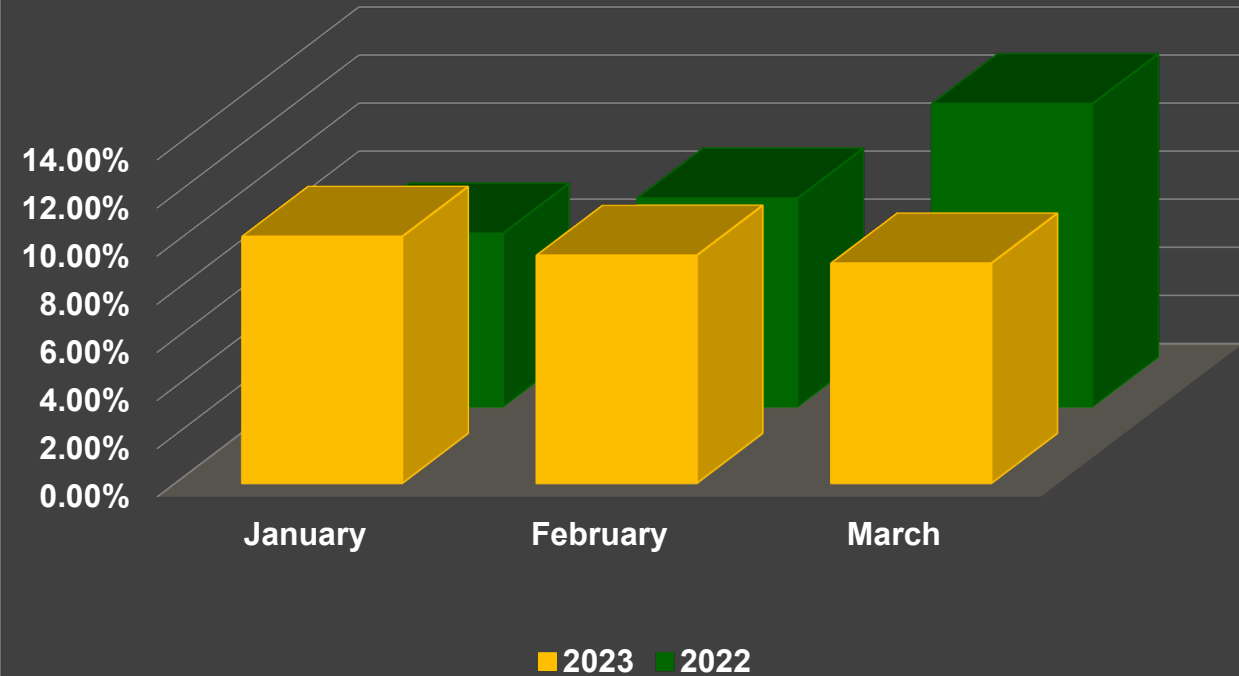
Ridership in March increased by 35.4% when compared to February 2023 actuals. In March, total system ridership (bus, streetcar and paratransit) was 988K, compared to 730K for the previous month of February. The results show improved but mixed results across the spectrum.



TOTAL OPERATING EXPENSES, FAREBOX REVENUE & FAREBOX RECOVERY



FAREBOX RECOVERY RATES 2023 vs 2022

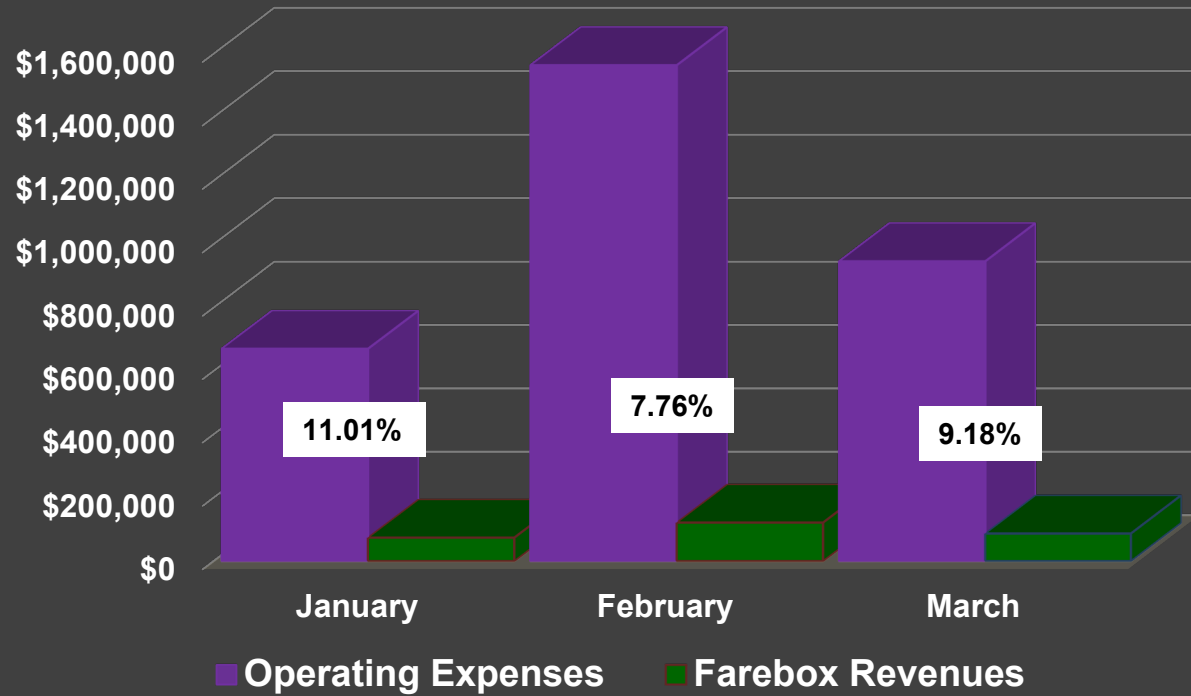


Farebox Recovery Rates 2023 vs. 2022

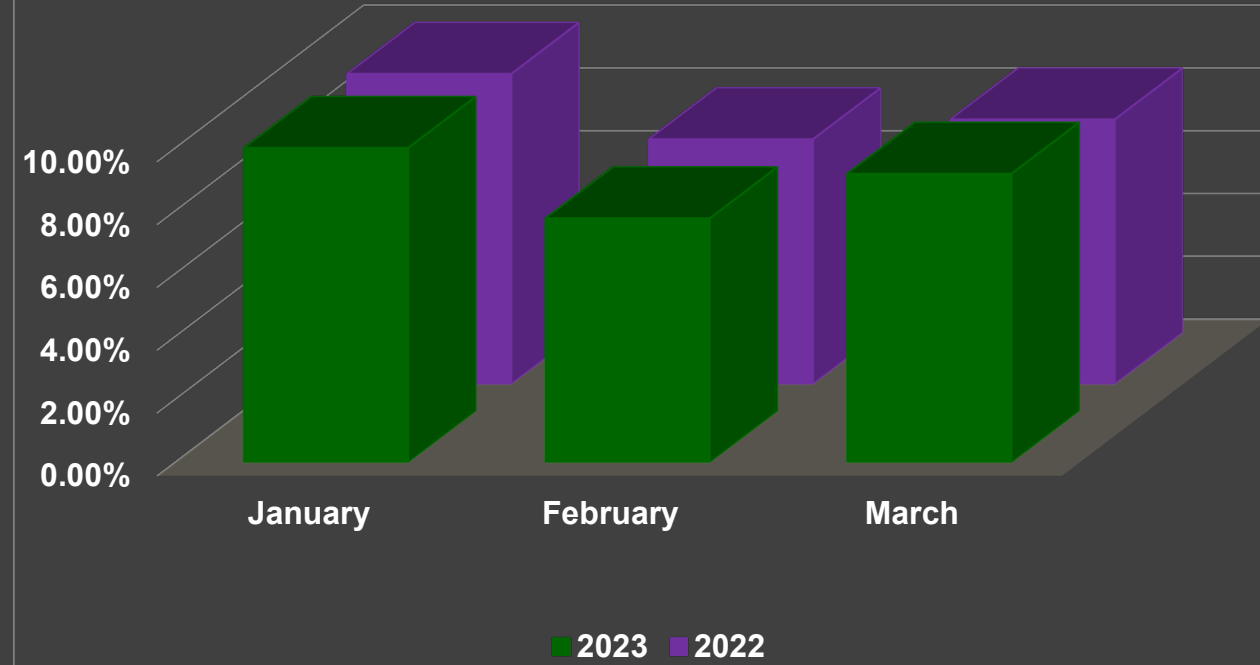
Fare revenue continues to offset a slightly modest percentage of operating expenses as ridership continues to rebound. March's farebox recovery rate decreased slightly from 9.47% in the prior month to 9.14%; a total decrease of 0.33%.



FERRY TOTAL OPERATING EXPENSES, FAREBOX REVENUE & FAREBOX RECOVERY



FERRY FAREBOX RECOVERY RATES 2023 vs 2022



FERRY- Farebox Recovery Rates 2023 vs. 2022

The increase in farebox recovery to 9.18% in March from 7.76% in February is a result of a decrease in operating expenses and a decrease in passenger revenues from the prior month. Fare revenues continue to offset a small percentage of operating costs.

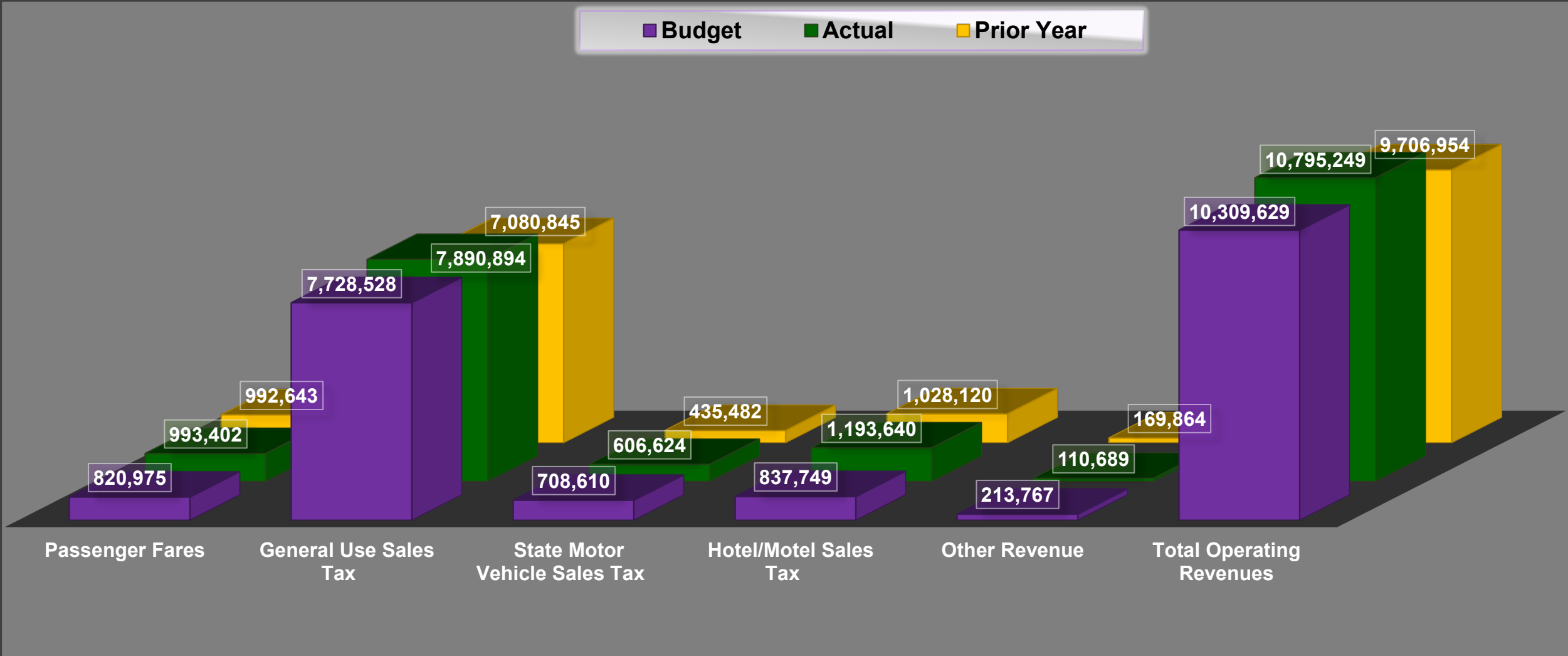




March 2023 Summary of Sources

SUMMARY OF SOURCES						
	Budget	Actuals	\$ Change	% Change	YTD Budget	YTD Actuals
Sales Tax	9,274,887	9,691,157.53	416,270.53	4.49%	26,024,242	25,800,337
Government Assistance	2,072,899	1,385,365.36	(687,533.64)	-33.17%	8,381,386	4,184,202
Sales Tax and Government Assistance	11,347,786	11,076,523	(271,263.11)	-2.39%	34,405,628	29,984,539
Passenger Fares	820,975	993,402.23	172,427.23	21.00%	2,406,301	2,664,138
Other Operating Revenues	213,767	110,688.76	(103,078.24)	-48.22%	641,302	432,072
Subtotal Transit Operations	1,034,742	1,104,090.99	69,348.99	6.70%	3,047,603	3,096,210
Total Operating Revenues	12,382,528	12,180,613.88	(201,914.12)	-1.63%	37,453,231	33,080,749
Federal Capital Funding - RTA	2,058,594	610,258.61	(1,448,335.39)	-70.36%	6,175,782	2,326,946
Federal Capital Funding - Maritime Only	586,417	280,454.38	(305,962.62)	-52.17%	1,759,251	412,458
Investment Income	6,246	73,924.07	67,678.07	1083.54%	18,740	313,071
Subtotal Capital and Bond Resources	2,651,257	964,637.06	(1,686,619.94)	-63.62%	7,953,773	3,052,475
Total Revenue	15,033,785	13,145,250.94	(1,888,534.06)	-12.56%	45,407,004	36,133,225
Operating Reserve	0	(1,635,043.64)	(1,635,043.64)	100.00%	0	(2,322,801)
Total Sources	15,033,785	11,510,207.30	(3,523,577.70)	-23.44%	45,407,004	33,810,424

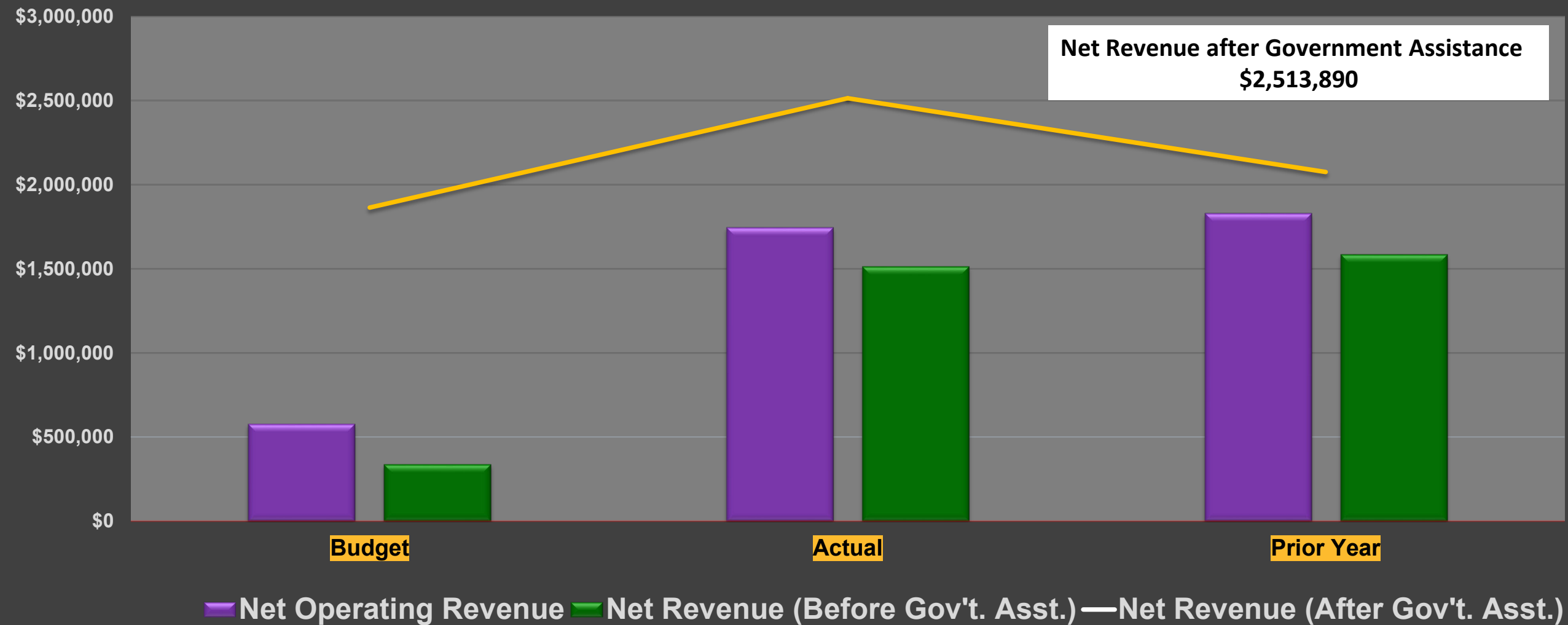




Operating Revenues (Budget, Actual & Prior Year)

RTA's two largest revenue sources are General Use Sales Tax (\$7.9M) and Fare Revenue (\$993K). The two combined make up 82.3% or \$8.9M of total revenue. Overall, total operating revenues for the month of March are \$10.8M.





Net Revenues (Before and After Government Assistance)

Net Revenue (Before Government Assistance) is \$1.5M for the month of March. After applying the month's \$1.4M in Government Operating Assistance, Net Revenue is \$2.5M for the month of March.

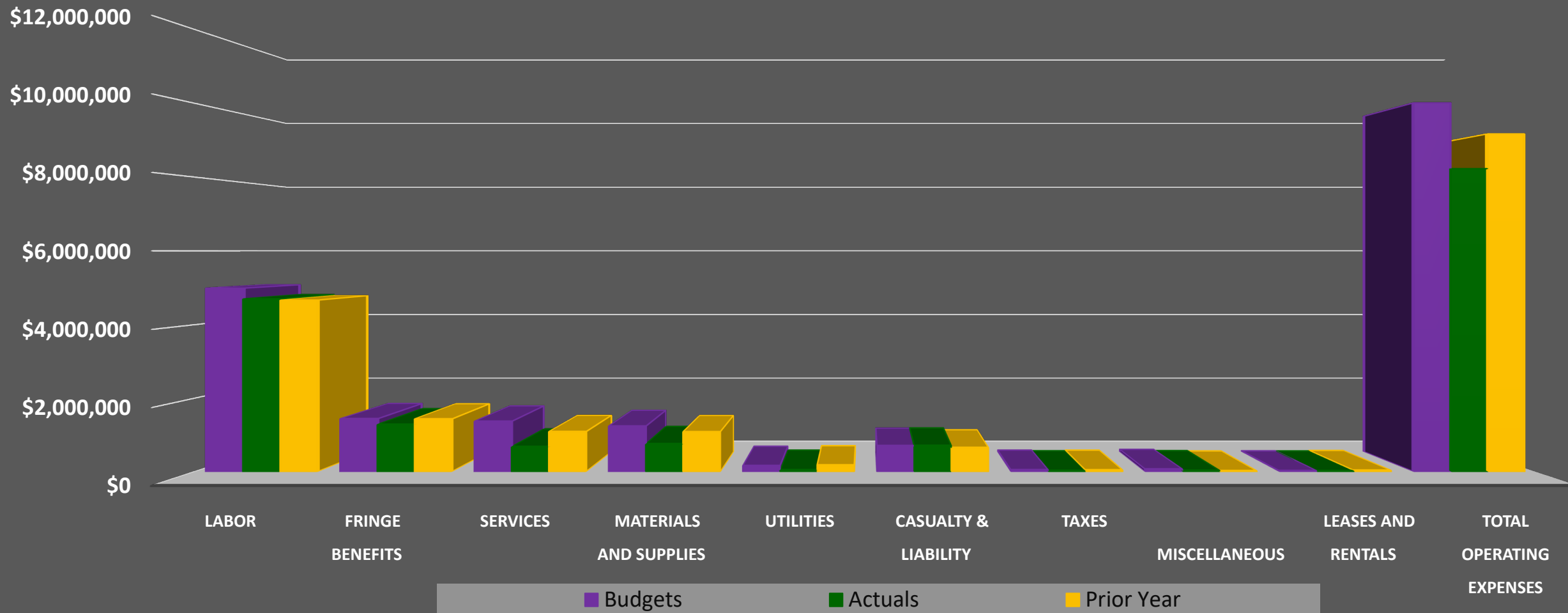


March 2023 Summary of Uses

Summary of Uses

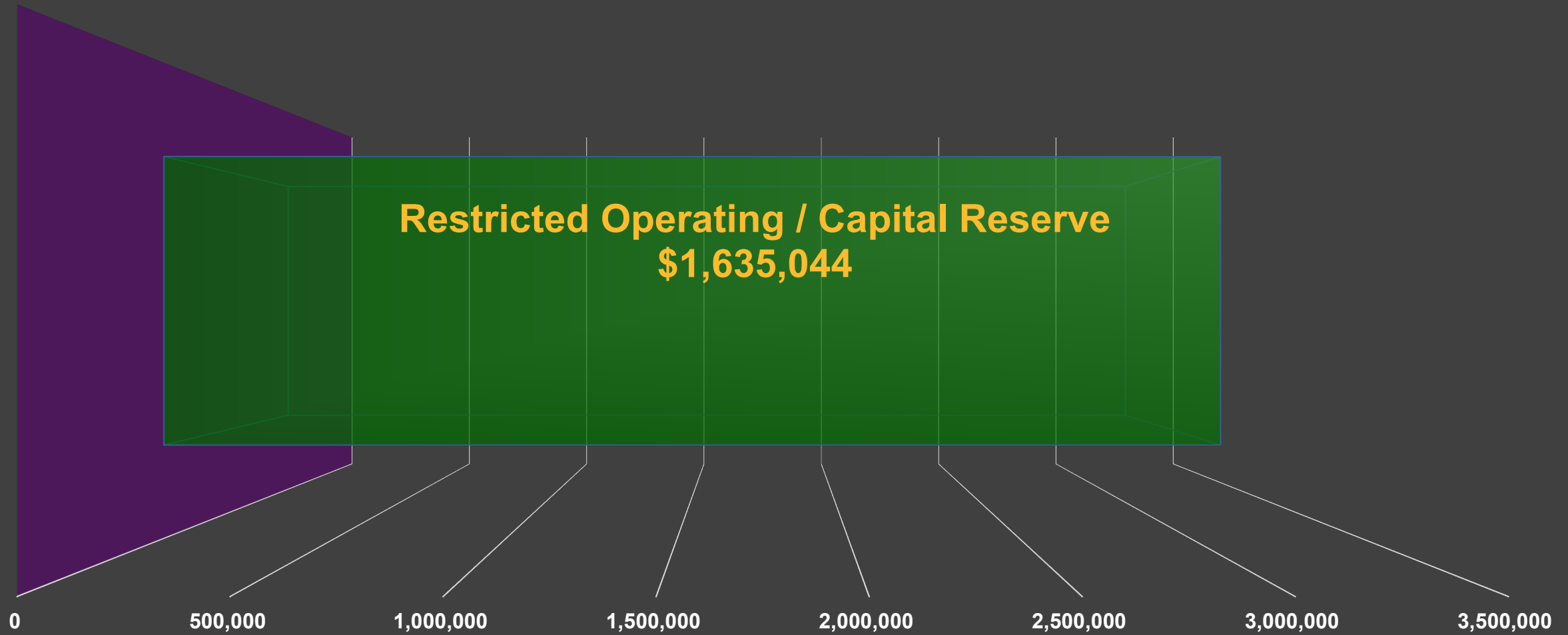
	Budget	Actuals	\$ Change	% Change	YTD Budget	YTD Actuals
Transit Operations	9,731,290	9,051,184.58	680,105.42	6.99%	29,476,915	26,043,801
TMSEL Legacy Costs	239,161	233,027.87	6,133.13	2.56%	717,483	630,168
Maritime Costs	547,884	382,511.40	165,372.60	0.00%	1,666,256	1,445,884
Capital Expenditures - RTA	3,235,256	610,258.61	2,624,997.39	81.14%	9,705,768	2,326,946
Capital Expenditures - Maritime Only	608,083	672,353.26	(64,270.26)	-10.57%	1,824,249	1,681,010
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%	2,016,333	1,682,615
Total Expenditures	15,033,785	11,510,207.30	3,523,577.70	23.44%	45,407,004	33,810,424
Operating Reserve	0	0.00	0.00	0.00%	0	0
Total Uses	15,033,785	11,510,207.30	3,523,577.70	23.44%	45,407,004	33,810,424

Operating Expenses (Actual - \$9,051,185)



Operating Expenses

Operating Expenses for the month of March are roughly \$9.1M. Labor and Fringe Benefits, the largest expenditure at \$6.4M, comprised 71.1% of this month's actual expenses. In total, Operating Expenses for the month of March show an increase of 3.6% from \$8.7M in February.



Operating Reserve

The positive variance that resulted from Net Revenue (After Government Assistance of approximately \$1.4M) added \$1.6M to the Restricted Operating/Capital Reserve after the offset of \$561K in Debt Service.





Procurement

Purchase Orders Less than \$100K
(April 4, 2023 – May 1, 2023)

PURCHASE ORDER #	VENDOR	COST CENTER	COSTER CENTER DESCRIPTION	TRANS	REFERENCE	ORDER TOTAL
914903	CDW Government	1290002	IT	4/4/2023	Workshop Toughbook	10,121.24
913318-001	Occupational Health Centers of LA	1770002	Human Resources	3/28/2023	Employee Physical Services	90,000.00
914908	Kenworth of Louisiana	1430002	Bus Maintenance	4/5/2023	Bus Repairs	15,934.29
914912	Naturchen Inc.	1430099	Facility Maintenance	4/6/2023	Weed Control Services	12,540.00
914913	Pryor Learning Inc	1290002	IT	4/10/2023	Online Training Subscription	22,401.00
914915	Anchor Brake Shoe Company	1430002	Streetcar Maintenance	4/10/2023	Locomotive Brake Shoes	20,231.00
914925	Jasper Engines & Transmissions	1450006	Support Vehicle Maintenance	4/12/2023	Engine Installation	4,697.00
914929	Language Line Services	1220002	Diversity and Inclusion	4/13/2023	Translation Services	3,000.00
914933	Overhead Door Company	1284306	Facility Maintenance	4/17/2023	Sectional Door Repair	668.10
914937	Coastal Testing	1284399	Facility Maintenance	4/18/2023	Annual Testing	2,320.00
914938	Kenworth of Louisiana	1430002	Bus Maintenance	4/18/2023	Bus Repairs	5,422.66
914940	Gulf States Engineering	1284304	Facility Maintenance	4/18/2023	Equipment Repairs	2,295.70
914948	Carahsoft Technology	1290002	IT	4/19/2023	Cloud Enterprise Software	13,178.88
914957	Rudy Smith Services	1430002	Bus Maintenance	4/24/2023	Bus Repairs	1,942.00
914956	Dell Marketing LP	1290002	IT	4/24/2023	Tech Support Maintenance	2,605.93
911980-018	Infinity Engineering	LA950006	Infrastructure	4/24/2023	Redesign and CA Services	60,141.86
914959	Mythics	1290002	IT	4/26/2023	Software Integration	5,760.00
914960	Governmentjobs/Neo Gov	1770002	Human Resources	4/26/2023	Software Integration	10,000.00
914964	Reliable Transmission Services	1430002	Bus Maintenance	4/26/2023	Bus Repairs	545.24
914968	Rudy Smith Services	1430002	Bus Maintenance	4/27/2023	Bus Repairs	2,576.00
914961	Known2U LLC	1290002	IT	4/26/2023	Software Integration	15,900.00
914973	Convergint Technologies	LA2022-026	Facility Maintenance	5/1/2023	Door Lock Repairs/Replacement	2,609.67

Total Value

304,890.57

Questions?





Agenda

7. Audit Charter Presentation

[OIAC – Initial Charter Document]

23-077

[OIAC – Initial Charter]

23-078



Internal Audit Charter Definition

Per the Institute of Internal Auditors (IIA)

The purpose, authority, and responsibility of the internal audit activity must be formally defined in an internal audit charter, consistent with the Definition of Internal Auditing, the Code of Ethics, and the Standards (IIA Standard 1000).

The charter is a formal document approved by the governing body (Board of Commissioners) and/or Finance Committee (governing body) and agreed to by the Chief Executive Officer. It must define, at minimum:

- Internal audit's purpose within the organization
- Internal audit's authority
- Internal audit's responsibility
- Internal audit's position within the organization



Changes to the Internal Audit Charter

The original Internal Audit Charter was a 4-page document. The updated Internal Audit Charter is now a 7-page document. The OIAC made changes in the following areas:

- Added language to clarify the Mission and Purpose of the OIAC
- Added the implementation of Auditing Standards
- Clarified the Authority of the OIAC and level of access to the Board, Executives, records, and personnel
- Added language to address impairments to the independence or objectivity of the OIAC
- Added language to clarify the roles and responsibilities of both the Director of Audit Compliance and the Manager of Audit Compliance
- Clarified the OIAC's roles and responsibilities with regards to audit reporting and compliance monitoring



Key Takeaways

- 1. Establishes the activity's purpose and mission, scope, authority, responsibility, and reporting relationships**
- 2. Establishes reporting relationships that enable independence and objectivity**
- 3. Establishes internal audit's right to access all records and people to the extent necessary to carry out its work**
- 4. Requires the Office of Internal Audit and Compliance to comply with professional auditing standards**

Questions?





Agenda

8. Renewal of Various RTA Insurance Coverages Presentation



PREMIUMS

COVERAGE TYPE	PREMIUMS- EXPIRING COVERAGES	PREMIUMS- PROJECTED RENEWAL COVERAGES	DOLLAR VARIANCE	PROJECTED INCREASE (%)
	CY22-23	CY23-24		
Property	\$735,450.40	\$1,323,810.72	\$588,360.32	80%
Excess Property	\$392,820.26	\$707,076.47	\$314,256.21	80%
Flood	\$38,868.00	\$38,904.00	\$36.00	0%
Public Officials	\$104,123.39	\$114,535.73	\$10,412.34	10%
Crime	\$7,009.20	\$7,009.20	\$0.00	0%
OCS	\$370,477.36	\$555,716.04	\$185,238.68	50%
TOTALS	\$1,648,748.61	\$2,747,052.16	\$1,098,303.55	67%



VARIOUS INSURANCE COVERAGES

CY 2023-2024 / EXPLANATION FOR SIGNIFICANT PREMIUM INCREASES IN PROPERTY RATES

- The total insured value ["TIV"] of covered RTA property has increased by approximately 8%, from \$111,146,093 to \$120,311,275.
- Economic uncertainty has driven up property rates, resulting in higher-than-expected renewal premiums.
- The appetite for named windstorm is limited to a few carriers.
- Pricing continues to increase because the demand for property insurance in general, and named windstorm in particular, is greater than the supply.
- Current underwriters are reducing their positions on risks where they have had larger positions in the past.
- The Kennedy Financial Group will work diligently until the day RTA issues its bind order to obtain the best renewal available.

Questions?





Agenda

9. DBE Report



Contract Awards April 2023

\$1,427,605 in contracts were awarded

- \$435,055 was awarded to DBE firms.
- Of the DBE contracts \$435,055 was awarded to DBE Prime Contractors and \$945,270 was awarded to SBE Prime Contractors.

Total DBE participation (commitment) is 30%.





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%	15%	8/2023
Disaster Recovery Grants Management and Administration	\$137,888	\$67,565	49%	39%	9/2023
Transit Ferry Services	\$8,442,843	\$842,442	10%	11%	1/2024



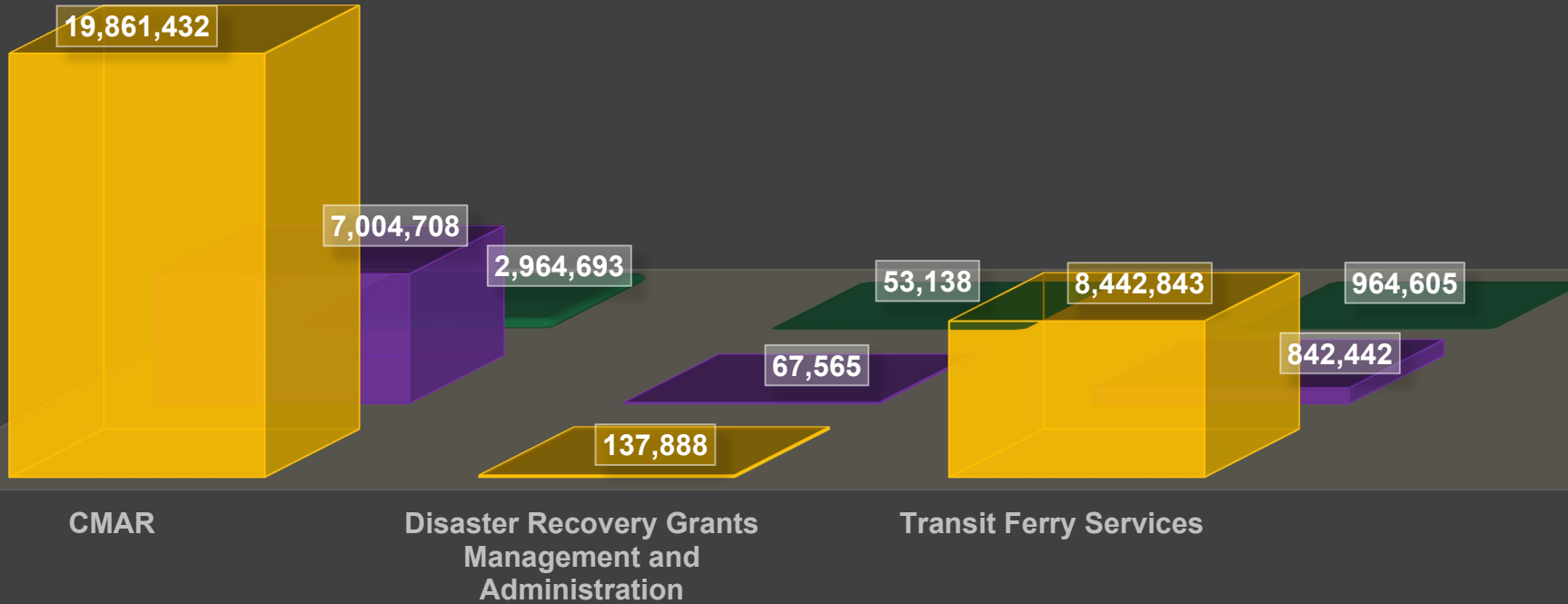
Current DBE Projects

Project	Contract Amount	DBE Goal	DBE Goal	% Goal Achieved	Tentative Completion Date
Business Intelligence & Data Management Reporting System	\$331,497	\$331,497	100%	52%	10/2024
On Call Technical Safety Support	\$300,000	\$300,000	100%	28%	10/2024
Napoleon Facility Renovation & Upgrade	\$4,921,590	\$1,460,536	30.8%	4%	6/2023
Rampart Streetcar Line: Emergency Repair Project	\$1,021,000	\$141,204	13.83%	0%	8/2023

■ Contract Amount

■ DBE Goal

■ DBE Goal Achieved

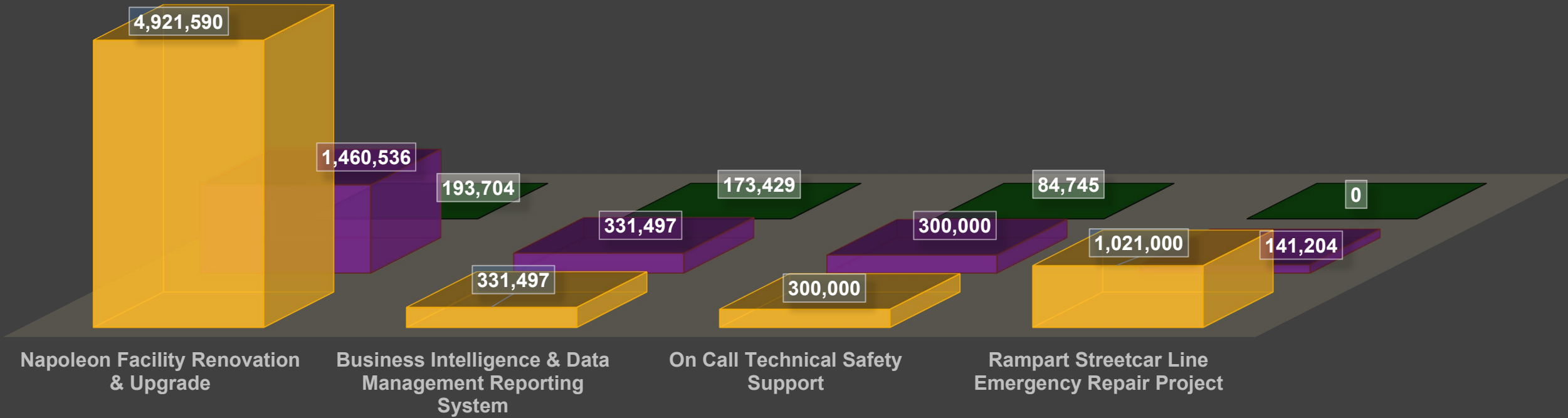


Current DBE Projects

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%	8/2023
Construction Cost Audits	\$78,902	\$78,902	100%	78%	6/2023
Bus Rapid Transit Feasibility Study	\$599,949	\$599,949	100%	65%	7/2023
On Call A&E Services for Design of Interim Downtown Transit Hub	\$70,000	\$70,000	100%	98%	9/2023



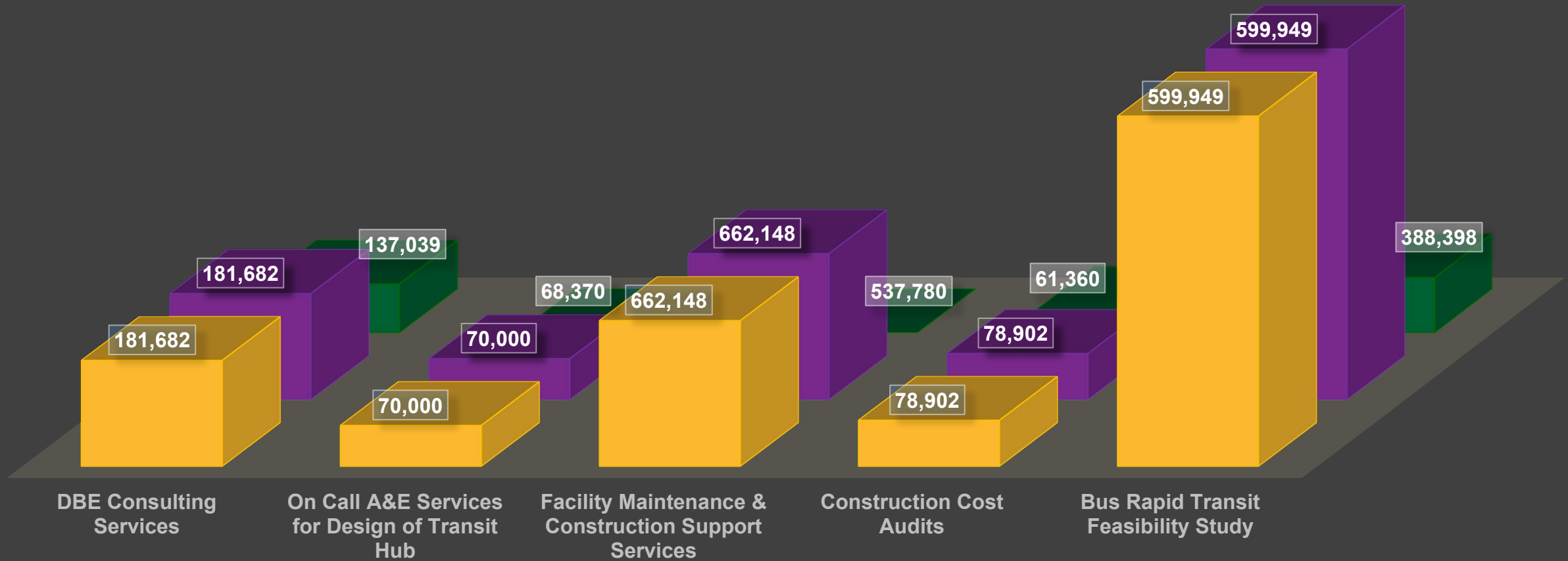
Current SBE Projects

Project	Contract Amount	SBE Goal	SBE Goal	% Goal Achieved	Tentative Completion Date
Facility Maintenance & Construction Support Services	\$717,506	\$717,506	100%	75%	9/2023
Classification and Compensation Study	\$166,000	\$166,000	100%	87%	3/2023
Leadership & Change Management Training	\$449,200	\$449,200	100%	61%	5/2023
Temporary Janitorial Services	\$654,000	\$654,000	100%	99%	7/2023
Advertising Campaigns & Media Buying Services	\$400,000	\$400,000	100%	0%	2/2024
Non-Advertisement Bus Shelters	\$745,270	\$745,270	100%	0%	4/2024

Contract Amount

SBE Goal

SBE Goal Achieved

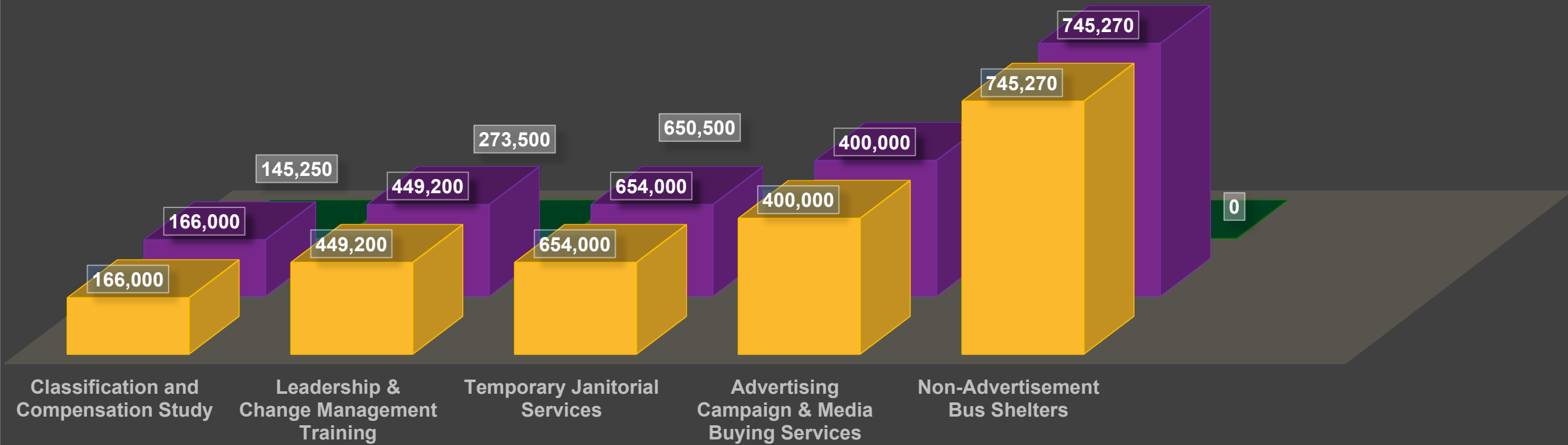


Current SBE Projects

Contract Amount

SBE Goal

SBE Goal Achieved



Current SBE Projects



Upcoming DBE/SBE Projects

DBE/SBE Goal

Current Solicitation

RFP 2023-001 Transit Security Services
(TEC interviews TBD)

23% DBE



DBE/SBE Business Development Trainings

DBE Workshop: Success through Certifications

In this workshop, you will receive Hands-on step-by-step review of getting DBE certified with RTA that you can use for other federally funded transportation projects.

Tuesday, April 25th from 5:30 PM to 7:30 PM

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



DBE/SBE Opportunity Conference



The Regional Transit Authority has over \$30 million in open contracts for the capital program and we are anticipating spending more dollars on upcoming projects within the next few months. To ensure that disadvantaged and small businesses have access to the economic opportunity these projects afford, the RTA is hosting an Opportunity Conference to provide information on upcoming projects:

- Canal St. Ferry Terminal Concessionaire
- Transit Hub Facility Study
- Interim Downtown Transit Hub Phase 2 Construction
- St Charles Streetcar Double Cross & Claiborne Replacement Construction
- Algiers Ferry Terminal Renovation
- Downtown Transit Center Design/ Engineering
- Bus Rapid Transit (BRT) Environmental/Preliminary Engineering

Please take advantage of this opportunity to get information about these upcoming projects, as well as information about the DBE/SBE program and the procurement process.

Representatives from the following agencies will provide information on their upcoming projects:

- New Orleans Ernest N. Morial Convention Center
- NOLA Public Schools
- City of New Orleans

Please bring your business cards as prime contractors and subcontractors will be able to meet and greet.

If you have any questions or need additional information about the opportunity conference, please contact Adonis C. Exposé, DBE/SBE Liaison Officer III at 504-827-8301 or Keziah Lee Cawthorne, DBE Program Administrator II at 504-827-8362.

DBE/SBE OPPORTUNITY CONFERENCE

*For Disadvantaged and
Small Business Enterprises*

Date: Wednesday, May 17, 2023

Time: 5:30 P.M.

Location: McDonogh #35
Senior High School Auditorium
4000 Cadillac Street
New Orleans, LA 70122

To Register: [norta.com/
register](https://norta.com/register)



Questions?





Agenda

10. Infrastructure & Planning Report



Open Projects: Construction

Canal Street Ferry Terminal

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**

Work estimated to complete mid-May

Schedule:

- Substantial Completion: May 2023
- Audubon Riverfront Enhancements: July 2023
- Riverfront streetcar Canal to Poydras: August 2023



Open Projects: Construction

Napoleon Facility Stabilization

Engineer: Landmark

Contractor: C.D.W. Services LLC

Contracting Strategy: D/B/B

Project Costs:

Construction: \$4,108,598

Status:

- Walls and windows prepped
- Waiting for window delivery (4-6 weeks)
- Utilities for sewer/water connection completed

Schedule:

- Anticipated Substantial Completion: [September 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:

- Permit issued by CNO
- Work to start this month

Schedule:

- Anticipated Substantial Completion: **October 2023**
- Revenue service begins: **December/January 2023**



Open Projects: Procurement

2023 Shelter Installation

Engineer: Infinity

Contractor: Pivotal Engineering

Contracting Strategy: D/B/B

Project Costs:

Design: \$112,000

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

Schedule:

- Anticipated construction NTP: [May 2023](#)
- Anticipated Substantial Completion: [October 2023](#)



Open Projects: Design

Algiers Ferry Terminal Revitalization

Engineer: TBD

Contractor: TBD

Contracting Strategy: D/B/B

Project Budget:

Total: \$3,046,335 (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: **June 2023**

Community design input: **July – September 2023**

Solicit for Construction Contractor: **November 2023**

Construction NTP: **January 2024**

Substantial Completion: **January 2025**



Open Projects: Design

UPT Admin Offices

Engineer: MSMM

Contractor: TBD

Contracting Strategy: D/B/B

Project Budget:

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

Description:

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

Schedule:

Complete lease agreement: June 2023

Design 100% complete: **October 2023**

Construction NTP: **January 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: **Complete**

Complete Feasibility Study: **May 2023**

Submit CIG Entry Application: May 2023

RFQ for Design/Environmental: May 2023

NTP Design/Environmental: July 2023

Ratings Request Application for CIG: August 2023





Grants / Funding Request

Grant Program	Funding Request	Status	Federal Amount Awarded	Scope Request
RAISE FY23	\$24.8M Fed + \$5.8M RTA + \$1.4M CNO	Submitted	TBD	RTA will be lead applicant w/ CNO Downtown Transit Center + multi-modal corridor
Lo/No FY23	\$83.3M Fed + \$10.2M RTA	Submitted	TBD	20 electric buses for 2026 Charging infrastructure Microgrid for energy resilience Workforce development
Capital Investment Grant (CIG): Small Starts	N/A	Entry Letter by early May 15	TBD	BRT Design/Environmental

Questions?





Agenda

11. Procurements

A. Authorizations:

Louisiana Compliance Questionnaire 2022	23-062
Canal Street Camera Refresh	23-066
Purchase of Non-Revenue Support Vehicles (Ram 1500 Trucks)	23-070 Deferred

B. Amendments:

August Building Maintenance (ABM) Janitorial Services Contract Extension	23-042
Mobile Ticketing Application Contract Extension	23-043 Deferred
Change Order to BRT Study to Prepare CIG Grant Application	23-075 Deferred



Agenda

12. Audience Questions & Comments



Agenda

13. New Business



Agenda

14. Adjournment