



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

AGENDA MEETING NOTICE

Date: Wednesday, January 4, 2017
Location: Staples Street Center
602 North Staples Street – 2ND Floor Board Room
Corpus Christi, Texas
Time: 8:30 a.m.

BOARD OF DIRECTORS' MEETING

	TOPIC	SPEAKER	EST.TIME	REFERENCE
1.	Pledge of Allegiance	C. Rock	1 min.	-----
2.	Moment of Reflection		1 min.	-----
3.	Roll Call –	E. Martinez	2 min.	-----
4.	Opportunity for Public Comment	C. Rock	3 min.	-----
5.	Discussion and Possible Action to Approve the Board of Directors' Meeting Minutes of December 7, 2016	C. Rock	2 min.	Pages 1-5
6.	Presentation on 2016 Year In Review	J. Cruz-Aedo	5 min.	<i>By Separate Cover</i>
7.	Discussion and Possible Action to Adopt a Resolution Designating Certain Persons to Sign Checks	R. Saldaña	3 min.	Pages 6-8
8.	Discussion and Possible Action to Authorize the Issuance of an Invitation for Bids for Parking Lot Improvements at the Corner of Leopard and Artesian Street	S. Montez	5 min.	Pages 9-10

9.	Presentations: a. November 2016 Financial Report b. January 2017 Service Improvements Update c. November 2016 Operations Report d. Procurement Update	R. Saldaña G. Robinson G. Robinson R. Saldaña	5 min. 5 min. 5 min. 5 min.	Pages 11-15 <i>No Attachment</i> Pages 16-26 <i>No Attachment</i>
10.	Discussion (in Closed Session) and Possible Action Thereafter in Open Session Concerning: a. Real Estate Property b. Staples Street Center Leases c. CEO Annual Evaluation	C. Rock	10 min.	<i>No Attachment</i>
11.	CEO's Report a. Transportation Tuesday, January 3, 2017	J. Cruz-Aedo	5 min.	<i>No Attachment</i>
12.	Chairman's Report b. NAACP Annual Freedom Banquet	C. Rock	5 min.	<i>No Attachment</i>
13.	Adjournment	C. Rock	1 min.	-----

Total Estimated Time: 65 min.

~~*~*~*~*~*~*

On **Friday, December 30, 2016** this Notice was posted by **Dena Linnehan** at the Nueces County Courthouse, 901 Leopard, Corpus Christi, Texas; the CCRTA Staples Street Center, 602 N. Staples Street, Corpus Christi, Texas; and sent to the Nueces County and San Patricio County Clerks.

PUBLIC NOTICE is given that the Board may elect to go into executive session at any time during the meeting in order to discuss matters listed on the agenda, when authorized by the provisions of the Open Meetings Act, Chapter 551 of the Texas Government Code.

In the event the Board elects to go into executive session regarding an agenda item, the section or sections of the Open Meetings Act authorizing the executive session will be publicly announced by the presiding officer.

In compliance with the Americans with Disabilities Act, individuals with disabilities who plan to attend this meeting and who may need auxiliary aids or services are requested to contact the Assistant Secretary to the Board at (361) 903-3474 at least 48 hours in advance so that appropriate arrangements can be made.

Información en Español: Si usted desea esta información en Español o en otro idioma, por favor llame al teléfono (361) 289-2712.

**REGIONAL TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS' MEETING MINUTES
WEDNESDAY, DECEMBER 7, 2016**

Summary of Actions

- 1. Pledge of Allegiance**
- 2. Moment of Reflection**
- 3. Conducted Roll Call**
- 4. Provided Opportunity for Public Comment**
- 5. Action to Adopt Resolution for Outgoing Board Member Conrado Garcia**
- 6. Update on RCAT Committee Activities**
- 7. Action to Approve Board of Directors' Meeting Minutes of November 2, 2016**
- 8. Action to Approve Board of Directors' Budget Workshop Meetings Minutes – a. Workshop #1 - July 20, 2016; b. Workshop #2 - August 3, 2016; c. Workshop #3 - August 24, 2016; d. Workshop #4 - September 7, 2016; e. Workshop #5 - September 28, 2016; and f. Proposed FY2017 Annual Operating & Capital Budget - Workshop #6 - October 12, 2016**
- 9. Approved Consent Items – a. Action to Authorize the Chief Executive Officer (CEO) or his Designee to Execute Payment to Texas Municipal League Intergovernmental Risk Pool (TMLIRP) to provide Insurance for the following lines of coverage for FY2017: Auto Liability Insurance, Auto Catastrophe Insurance, Property Insurance, General Liability Insurance, Errors & Omissions Insurance, and Workers' Compensation Insurance; b. Action to Enter into a Professional Service Agreement for Financial Auditing Services; c. Action to Enter into Professional Service Agreements for Financial Auditing Services for the RTA Defined Benefit Plan and Trust; d. Action to Amend the Capital Asset Policy to Extend the Useful Life of Buildings to 50 years; e. Action to Award a Contract to Unifirst for Maintenance Uniform Rental Services; f. Action to Authorize the Chief Executive Officer (CEO) or his Designee to Award a Contract to BuyBoard for the Purchase of 13 Relief Sedans and 12 Support Trucks**
- 10. Action to Award a Contract to Evergreen Lawn and Landscape for Bus Stop Cleaning Service**
- 11. Action to Designate a Facilitator for CEO Evaluation scheduled for January 4, 2017**
- 12. Held Public Hearing on Modifications to the Proposed January 2017 Transit Program Including Service Changes that Will Impact Routes, Stops, and Schedules Throughout the Service Area, Under Phase 1 of the Transit Plan 20/20 Five-Year Service Plan**
- 13. Heard Presentations – a. October 2016 Financial Report; b. January 2017 Service Improvements; c. October 2016 Operations Report and d. Procurement Update b. September 2016 Operations Report; and**
- 14. Heard CEO's Report – a. 2017 APTA Conference**
- 15. Heard Chair's Report – a. TTA Legislative Day; b. APTA Legislative Session**

16. Adjournment

17. Information – a. RCAT Minutes of 091516

The Regional Transportation Authority Board of Directors met at 8:30 a.m. in the Regional Transportation Authority Staples Street Center facility located at 602 N. Staples Street, 2nd Floor Board Room, Corpus Christi, Texas.

Board Members Present: Curtis Rock, Chairman; Michael Reeves, Vice Chairman; Edward Martinez, Secretary; Tom Niskala; George B. Clower; Glenn Martin; Scott Harris; and Butch Escobedo

Board Members Absent: Angie Flores-Granado and Larry Young, Sr.

Staff Present: Jorge Cruz-Aedo, CEO; David Chapa; Kelly Coughlin, Bryan Garner, Monica Gutierrez; Denise Jones, Sharon Montez, Cindy O'Brien, Christina Perez, Robert Saldaña, Rosa Villarreal, Dena Linnehan

Public Present: John Bell, Wood, Boykin, Wolter, CCRTA Legal Counsel; CJ Loomis, MV Transportation; Ann Bauman, RCAT; Rowland V Estrada, President, Rosie Aguiar, Gina Salazar, Michael Hinojosa and Antony De La Fuente, ATU Local 1769; Debbie Groham, TPCO America

Call to Order & Roll Call

Mr. Curtis Rock called the meeting to order at 8:32 a.m., announced the Pledge of Allegiance and held a moment of reflection. Ms. Dena Linnehan called Roll and stated a quorum was present.

Provided Opportunity for Public Comment

Mr. Roland Estrada, President, ATU-Local 1769 spoke on his concerns on agenda item no. 10, and the holiday schedule postings.

Mr. Abel Alonso commended the RTA Board Members and Staff for all their community involvement.

Action to Adopt a Resolution for Outgoing Board Member Conrado Garcia

Mr. Curtis Rock recognized Mr. Conrado Garcia for his work on the Board of Directors.

Action to Approve the Board Meeting Minutes of November 2, 2016

MR. MIKE REEVES MADE A MOTION TO APPROVE THE BOARD OF DIRECTORS' MEETING MINUTES OF NOVEMBER 2, 2016. MR. BUTCH ESCOBEDO SECONDED THE MOTION. THE MOTION CARRIED. ROCK, REEVES, MARTINEZ, NISKALA, CLOWER, MARTIN, HARRIS, AND ESCOBEDO VOTING IN FAVOR. GRANADO AND YOUNG ABSENT.

Action to Approve the Board of Directors' Budget Workshop Meetings Minutes – a. Workshop #1 - July 20, 2016; b. Workshop #2 - August 3, 2016; c. Workshop #3 - August 24, 2016; d. Workshop #4 - September 7, 2016; e. Workshop #5 - September 28, 2016; and f. Proposed FY2017 Annual Operating & Capital Budget - Workshop #6 - October 12, 2016

MR. TOM NISKALA MADE A MOTION TO APPROVE THE BOARD OF DIRECTORS' BUDGET WORKSHOP MEETINGS MINUTES – A. WORKSHOP #1 - JULY 20, 2016; B. WORKSHOP #2 - AUGUST 3, 2016; C. WORKSHOP #3 - AUGUST 24, 2016; D. WORKSHOP #4 - SEPTEMBER 7, 2016; E. WORKSHOP #5 - SEPTEMBER 28, 2016; AND F. PROPOSED FY2017 ANNUAL OPERATING & CAPITAL BUDGET - WORKSHOP #6 - OCTOBER 12, 2016. MR. GLENN MARTIN SECONDED THE MOTION. THE MOTION CARRIED. *ROCK, REEVES, MARTINEZ, NISKALA, CLOWER, MARTIN, HARRIS, AND ESCOBEDO VOTING IN FAVOR. GRANADO AND YOUNG ABSENT.*

CONSENT AGENDA ITEMS

Mr. Rock stated the items Consent Agenda Items 9a through 9f were approved as shown below and no item was pulled for discussion.

- a. **Action** to Authorize the Chief Executive Officer (CEO) or his Designee to Execute Payment to Texas Municipal League Intergovernmental Risk Pool (TMLIRP) to provide Insurance for the following lines of coverage for FY2017: Auto Liability Insurance, Auto Catastrophe Insurance, Property Insurance, General Liability Insurance, Errors & Omissions Insurance, and Workers' Compensation Insurance
- b. **Action** to Enter into a Professional Service Agreement for Financial Auditing Services
- c. **Action** to Enter into Professional Service Agreements for Financial Auditing Services for the RTA Defined Benefit Plan and Trust
- d. **Action** to Amend the Capital Asset Policy to Extend the Useful Life of Buildings to 50 years
- e. **Action** to Award a Contract to Unifirst for Maintenance Uniform Rental Services
- f. **Action** to Authorize the Chief Executive Officer (CEO) or his Designee to Award a Contract to BuyBoard for the Purchase of 13 Relief Sedans and 12 Support Trucks

MR. NISKALA MADE A MOTION TO APPROVE CONSENT AGENDA ITEMS 9A THROUGH 9F. MR. MARTIN SECONDED THE MOTION. THE MOTION CARRIED. *ROCK, REEVES, MARTINEZ, NISKALA, CLOWER, MARTIN,*

HARRIS, AND ESCOBEDO VOTING IN FAVOR. GRANADO AND YOUNG ABSENT.

Action to Award a Contract to Evergreen Lawn and Landscape for Bus Stop Cleaning Services

MR. REEVES MADE A MOTION TO AWARD A CONTRACT TO EVERGREEN LAWN AND LANDSCAPE FOR BUS STOP CLEANING SERVICES. MR. NISKALA SECONDED THE MOTION. THE MOTION CARRIED. ROCK, REEVES, MARTINEZ, NISKALA, CLOWER, MARTIN, HARRIS, AND ESCOBEDO VOTING IN FAVOR. GRANADO AND YOUNG ABSENT.

Action to Designate a Facilitator for CEO Evaluation Scheduled for January 4, 2017

MR. NISKALA MADE A MOTION TO DESIGNATE A FACILITATOR FOR CEO EVALUATION SCHEDULED FOR JANUARY 4, 2017. MR. REEVES SECONDED THE MOTION. THE MOTION CARRIED. ROCK, REEVES, MARTINEZ, NISKALA, CLOWER, MARTIN, HARRIS, AND ESCOBEDO VOTING IN FAVOR. GRANADO AND YOUNG ABSENT.

Held Public Hearing on Modifications to the Proposed January 2017 Transit Program including Service Changes that will impact Routes, Stops, and Schedules throughout the Service Area, under Phase 1 of the Transit Plan 20/20 Five-Year Service Plan

Mr. Gordon Robinson using a PowerPoint gave a presentation on the modifications and service improvements under Phase 1 of the 20/20 Transit Plan, and if approved, will be implemented in January 2017. He commented the route changes and service improvements would better serve the community and also increase ridership. He also stated a community outreach effort will be performed in January to communicate these changes to the riders, receive feedback from them and work closely with bus operators to ensure clarity of all maps and schedule changes.

Heard Presentations:

a) October 2016 Financial Report

Mr. Robert Saldaña reported October 2016 fell short of budgeted amounts by \$399,259 and due to lower sales tax collections of \$382,243. He also reported year-to-date collections were below budgeted amounts by \$2.1 million, although offset by departmental savings of \$775,888 and timing of receipt of the street improvement program reimbursement of \$1.3 million.

Mr. Saldaña reported on revenues estimated at \$2.6 million, 6 percent less than collected for October 2015, and expenses were under budget by \$25,096, 1.03 percent.

b) January 2017 Service Improvements

Using a PowerPoint, Mr. Gordon Robinson commented his earlier presentation was the same and route changes and service improvements would better serve the community and also increase ridership.

c) October 2016 Operations Report

Mr. Gordon Robinson reported on the October operations; ridership and performance, B-Line service, customer programs, vehicle maintenance and safety and security. Boardings for October totaled 506,013, a 6.1 percent decrease from October 2015. He commented retail gasoline and unleaded fuel prices were at \$1.94 per gallon and slightly less than 2015. Mr. Robinson also reported CAF's for October were at 77 and increased from 53 in September 2016, and 7,596 miles between road calls (MBRC) were recorded in October as compared to 6,331 in 2015.

d) Procurement Update

Mr. Robert Saldaña reported there are four current projects for committee and board review for fixed route buses, paratransit buses, heavy duty filters and diesel fuel. He reported on a four month outlook to include a one-time procurement for support vehicles, and an issuance for bids (IFB) for ADA bus stop improvements. Mr. Saldana also provided a four month outlook under the CEO's authority that will include HVAC services, investment advisory services, financial auditing services, Benetrac agreement and healthcare consulting services.

Heard CEO's Report

Mr. Jorge Cruz-Aedo commented on APTA Conferences scheduled for 2017. He asked members to let us know if they plan to attend APTA's Transit Board Members Support Seminar in July in Chicago, and the Annual Conference in October in Atlanta.

Heard Chairman's Report

Mr. Curtis Rock yielded his time again for the members to report on a subject of their choice and everyone wished the agency Happy Holidays and look forward to 2017.

Adjournment

There being no further business, the meeting was adjourned at 11:45 a.m.

Submitted by: Dena Linnehan

Edward Martinez, Secretary



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

Board of Directors' Memo

January 4, 2017

Subject: Adoption of Resolution Designating Certain Persons to Sign Checks

Background

Section 451.101 of the Texas Government Code allows the Authority's Board of Directors to designate certain persons to sign checks and other demands for money on an annual basis or more often if needed.

Identified Need

As per policy an annual Board Resolution is needed to designate those with signature authority. The resolution and signature page are attached.

Financial Impact

There are no costs associated with this action.

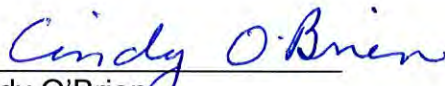
Committee Review

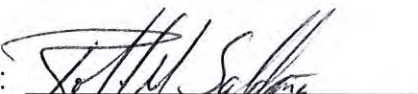
There was not an Administration Committee meeting in December 2016 therefore this item was not presented for recommendation of approval to the Board of Directors.

Recommendation

Staff recommends that the Board of Directors adopt a Resolution (attached) designating the listed individuals as having authority to sign checks and other demands for money on behalf of the Authority.

Respectfully Submitted,

Submitted by: 
Cindy O'Brien
Director of Finance

Final Review: 
Robert Saldaña
Managing Director of Administration

Approval: 
Jorge G. Cruz-Aedo
Chief Executive Officer

RESOLUTION

Designation of Persons to Sign Checks

WHEREAS, Section 451.101 of Chapter 451 of the Texas Government Code, provides that the Authority may authorize certain persons to sign checks or the demands for money of the Authority; and

WHEREAS, due to personnel replacements and changes, the Authority has determined it necessary to revise the current authorizations on file with the Authority's depository banks;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY THAT:

Section 1. The incumbents in the following offices are hereby designated as persons authorized to sign checks or demands for money of the Authority subject to the limitations provided in the Authority's Bylaws and by applicable state and federal law: Chair, Vice Chair, Secretary, Chief Executive Officer, Managing Director of Administration, and Managing Director of Capital Projects and Customer Services. Attached as Exhibit "A" are the specimen signatures of the incumbents in such positions.

Section 2. This Resolution shall take effect as of the date a copy of this Resolution, together with the specimen signatures attached is forwarded to the Authority's depository banks; provided that, any checks or demands for money outstanding as of the effective date of this Resolution which were properly issued under prior resolutions of the Board of Directors shall be honored and given full force and effect.

DULY PASSED AND ADOPTED this 4th day of January, 2017.

ATTEST:

**CORPUS CHRISTI
REGIONAL TRANSPORTATION AUTHORITY**

Edward Martinez
Secretary

By: _____
Curtis Rock
Board Chair

Exhibit "A"

REGIONAL TRANSPORTATION AUTHORITY

BEFORE ME, the Secretary of the Corpus Christi Regional Transportation Authority, on this day personally appeared the following persons, who are the incumbents in their respective positions and are authorized according to Section 5.02 of the Bylaws of the Corpus Christi Regional Transportation Authority and the attached Resolution to sign checks or demands for money of the Authority subject to the limitations provided in said Bylaws, and the signatures below are true and correct signatures of said persons.

Curtis Rock, Board Chair

Michael Reeves, Board Vice-Chair

Edward Martinez, Board Secretary

Jorge G. Cruz-Aedo, Chief Executive Officer

Robert Saldaña, Managing Director of Administration

Sharon Montez, Managing Director of Capital Projects
and Customer Services

EXECUTED this 4th day of January, 2017.

Edward Martinez, Board Secretary



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

Board of Directors' Memo

January 4, 2017

Subject: Discussion and Possible Action to Authorize the Issuance of an Invitation for Bids for Parking Lot Improvements at the Corner of Leopard and Artesian Street

Background

A few years ago, as part of the Staples Street Center project, vacant land was purchased at the corner of Leopard and Artesian. The purpose of the procurement was twofold. Initially, it was to be used as a construction yard for Fulton Construction to use during the construction process. Upon, the completion of the project, it would then become an extension of the main parking lot, once needed.

Identified Need

Within, the next year and a half the CCRTA will have to expand parking options for CCRTA staff, the tenants and visitors. The current secured parking area for tenants and CCRTA employees has 102 parking spaces and on street parking is 11 parking spaces, which do not have parking meters. The two areas combined total 113 parking spots.

As of today, there are five organizations leasing space from the CCRTA, Valley Transit/Greyhound, Metropolitan Planning Organization, STSARS, Senator Hinojosa and the Nueces County departments, of Social Services and Veteran's Services, with approximately 37 employees, which when combined with CCRTA's staff of 39, that brings the parking space needs to about 76, leaving roughly, 26 vacant parking spots in the secured parking area and 11 on-street parking spots, or 37 available.

The visitors parking area has parking for 34 vehicles, with four spaces being designated as ADA parking areas. In regards to the visitors parking area, we have already experienced a full visitor's parking lot on numerous occasions, especially when a tenant is holding a meeting which brings in attendance from the community.

By April 1st, of next year the United Chamber, Texas Department of Motor Vehicles and Nueces River Authority and Family Endeavors should also be moved in requiring another 37 parking space. At that point we will be utilizing all spaces available.

By improving the vacant parking lot across the street we would add another 45 parking spots. We still have vacant tenant space in the building of approximately 7,125 square feet with a few interested companies viewing the space. So, it is only a matter of time before we will need the additional parking spaces.

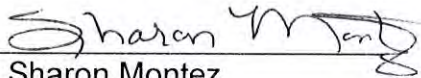
Financial Impact

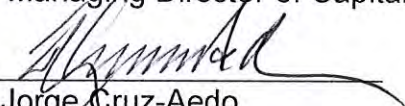
The estimated cost is around \$100,000.00. Project funding and contract award will be presented at the March Board of Director's meeting.

Recommendation

Staff requests the Board of Directors to authorize the Chief Executive Officer (CEO) or his designee to authorize the issuance of an Invitation for Bids for Parking Lot Improvements at the corner of Leopard and Artesian Street.

Respectfully Submitted,

Submitted By: 
Sharon Montez
Managing Director of Capital Programs and Customer Services

Approval: 
Jorge Cruz-Aedo
Chief Executive Officer



CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY

Board of Directors' Memo

January 4, 2017

Subject: November 2016 Financial Report

SUMMARY: The Authority's net financial performance for the month of November falls short of budgeted amounts by \$1,344,124. This shortfall consists of under collections in: sales tax of \$846,242, \$324,384 in federal grants (timing of drawdowns) and \$218,603 in departmental expenses due to higher health care and pension costs. The year-to-date variance also falls short of total budgeted amounts by \$3,483,300, again due to under-collected sales taxes (\$4,771,251) and timing of drawdowns for federal grants (\$1,668,102) offset by departmental savings (\$480,780), timing of subrecipient grant payments (\$557,004) and timing of receipt of the Street Improvements Program reimbursement requests (\$1,384,276).

REVENUES

- Sales Tax – November sales tax has been estimated at \$2,483,618, which, due to lagging sale tax collections, is 6% less than amounts collected for November 2015 actual collections.

UPDATE – SALES TAX COLLECTIONS FOR OCTOBER 2016 SALES OF \$2,445,984 WERE RECEIVED ON DECEMBER 9, 2016 AND ARE \$352,756 LOWER THAN COLLECTIONS FOR THE SAME PERIOD LAST YEAR, A DECREASE OF 12.6%. YEAR-TO-DATE COLLECTIONS FOR 2016 (THROUGH OCTOBER) TOTAL \$25,947,438 WHICH ARE 13.45% (\$4,032,562) UNDER 2016 BUDGETED AMOUNTS.

- Operating Revenues – For the month of November, Passenger Service was \$143,542 vs. \$140,960 in 2015 – an increase of \$2,582 (1.83%), yet \$36,380 less than amounts budgeted for 2016. Other operating revenues, including bus advertising, were \$40,785 vs. \$22,917 budgeted for a net increase of \$17,868. This amount includes \$20,503 in leasing income from tenants at Staples Street Center.

EXPENSES

Over all, monthly departmental expenses are over budget by \$218,603, or 9.26%. The majority of departments continue to experience savings, however due to the COLA adjustment being budgeted in Human Resources, reflect a net loss. Human Resources reflecting \$165,293 more than budgeted amounts due to higher than budgeted health insurance and pension costs. Following are comments relating to the specific expense categories.

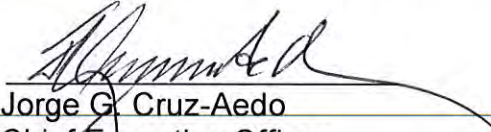
- Salaries & Benefits – November reflects \$1,242,867, which is 23.65% (\$237,750) over budgeted amounts due to longevity pay hitting in November whereas the budgeted amount is allocated throughout the year. For year to date expenses, this category is only 0.57% (\$65,908) over budget.
- Services – November reflects \$215,175, which is 13.88% (\$34,685) under budget. Likewise, year to date expenses of \$2,823,249 are \$540,209 (16.06%) under budget in this category, mainly due to timing of receipt of invoices combined with departments taking cost containing measures to reduce expenditures.
- Materials and Supplies – November reports \$295,919, which is 0.04% (\$131) under budget with year to date expenses running \$2,933,724, or \$271,582 (8.47%) under budget. The majority of this variance is in savings in fuel and lubricants and various supplies which is offset by increased tires, tubes and repair parts categories.
- Insurance – November reports \$284,200, which is \$53,343 (23.11%) over budget. This variance is attributed to an increase in Health claims paid versus amounts budgeted. The year to date expenses of \$3,176,915 are at 25.9%, or \$653,487 over budget for the same reason.
- Purchased Transportation – November reports \$442,575 which is \$3,271 (0.73%) under budget. The year-to-date expenses of \$5,073,770 are \$50,820 (1.01%) over budget, which is reflective of overruns in Contract Fixed Route, B-Line Service costs, and the TAMUCC Shuttle due to increased ridership and time due to detours, offset by savings in fuel costs of \$175,881.
- Miscellaneous –November reports \$38,303 which is \$23,833 (38.36%) over budget with year to date expenses of \$670,316 versus \$608,964 budgeted, or 10.07% over budget. This variance is mainly associated with increases in actual versus budgeted amounts in advertising/media expenses of \$117,585 in Marketing offset by \$96,655 in travel/training savings and \$29,753 in Community Services.

Please refer to the following pages for the detailed financial statements.

Respectfully Submitted,

Submitted by: 
Cindy O'Brien
Director of Finance

Final Review: 
Robert Saldaña
Managing Director of Administration

Approval: 
Jorge G. Cruz-Aedo
Chief Executive Officer

Corpus Christi Regional Transportation Authority
Comparative Statements of Net Position (Unaudited)
At November 30, 2016 & October 31, 2016 & November 30, 2015

	<u>November 30, 2016</u>	<u>October 31, 2016</u>	<u>November 30, 2015</u>
ASSETS			
Current Assets:			
Cash and cash equivalents	\$ 17,236,262	19,398,990	25,748,384
Investments	10,016,675	8,219,813	11,132,320
Receivables			
Sales taxes	5,107,295	5,413,909	5,809,060
Accrued interest receivable	63,881	61,957	-
Due from federal/state Government	6,498,724	6,427,942	7,787,441
Other	100,012	89,951	144,934
Inventories	547,554	600,914	702,637
Prepaid Expenses	283,559	338,128	112,930
Total Current Assets	<u>39,853,962</u>	<u>40,551,604</u>	<u>51,437,706</u>
Non-Current Assets:			
Net Pension Asset (Liability)	(536,915)	(340,853)	1,010,291
Capital assets:			
Land and Construction in progress	37,550,321	37,174,944	46,797,307
Other capital assets, net of depreciation	43,471,256	44,135,003	32,081,494
Net capital assets	<u>81,021,577</u>	<u>81,309,947</u>	<u>78,878,801</u>
Total Non-Current Assets	<u>80,484,662</u>	<u>80,969,094</u>	<u>79,889,092</u>
Total Assets	<u>120,338,624</u>	<u>121,520,698</u>	<u>131,326,798</u>
Deferred Outflows of Resources			
Deferred outflow related to pensions	2,147,797	2,147,797	-
Total Assets and Deferred Outflows of Resources	<u>122,486,421</u>	<u>123,668,495</u>	<u>131,326,798</u>
LIABILITIES			
Current Liabilities:			
Accounts payable	1,939,376	1,747,498	4,719,240
Accrued compensated absences	234,460	234,460	227,838
Bonds Payable	-	540,000	-
Distributions to regional entities payable	924,456	924,456	576,937
Other accrued liabilities	854,163	763,200	602,931
Total Current Liabilities	<u>3,952,455</u>	<u>4,209,614</u>	<u>6,126,946</u>
Non-Current Liabilities:			
Accrued compensated absences	173,589	173,589	109,359
Bonds Payable	20,375,000	20,375,000	20,915,000
Other Post Employment Benefits	483,688	483,688	518,327
Total Non-Current Liabilities	<u>21,032,277</u>	<u>21,032,277</u>	<u>21,542,686</u>
Total Liabilities	<u>24,984,732</u>	<u>25,241,891</u>	<u>27,669,632</u>
NET POSITION			
Net Investment in Capital Assets	81,021,577	81,309,947	78,878,801
Restricted for debt service	1,611,302	1,611,302	1,611,302
Restricted for pension plan obligation	929,035	1,125,097	1,010,291
Unrestricted	13,939,775	14,380,258	22,156,773
Total Net Position	<u>\$ 97,501,689</u>	<u>98,426,604</u>	<u>103,657,166</u>

Corpus Christi Regional Transportation Authority
Statement of Revenues and Expenditures By Cost Center (Unaudited)
Months ended November 30, 2016 & November 30, 2015

	Current Month			Prior Year Comparison	
	Actual	Budget	Favorable (Unfavorable) Variance	2015	Favorable (Unfavorable) Comparison
Operating Revenues:					
Passenger service	\$ 143,542	179,922	(36,380)	140,960	2,582
Bus advertising	7,811	12,000	(4,189)	53,635	(45,824)
Charter service	-	-	-	-	-
Other operating revenues	32,974	10,917	22,057	7,508	25,466
Total Operating Revenues	184,327	202,839	(18,512)	202,103	(17,776)
Operating Expenses:					
Transportation	615,787	539,279	(76,508)	567,865	(47,922)
Customer Programs	53,281	29,618	(23,663)	21,723	(31,558)
Purchased Transportation	452,183	454,768	2,585	459,304	7,121
Service Development	28,684	24,111	(4,573)	53,180	24,496
MIS	48,629	49,215	586	50,817	2,188
Vehicle Maintenance	426,039	411,292	(14,747)	229,543	(196,496)
Facilities Maintenance	107,188	171,051	63,863	100,235	(6,953)
Contracts and Procurements	7,043	13,354	6,311	11,599	4,556
CEO's Office	45,389	42,070	(3,319)	33,510	(11,879)
Finance and Accounting	34,875	32,374	(2,501)	36,459	1,584
Materials Management	17,943	10,173	(7,770)	11,169	(6,774)
Human Resources	487,672	322,379	(165,293)	510,822	23,150
General Administration	31,404	29,545	(1,859)	23,675	(7,729)
Capital Project Management	19,152	12,946	(6,206)	14,066	(5,086)
Marketing & Communications	50,120	72,861	22,741	64,272	14,152
Safety & Security	114,946	96,074	(18,872)	95,044	(19,902)
Staples Street Center	39,093	49,716	10,623	-	(39,093)
Total Departmental Expenses	2,579,428	2,360,825	(218,603)	2,283,283	582,587
Depreciation	663,747	663,748	1	430,285	(233,462)
Total Operating Expenses	3,243,175	3,024,573	(218,602)	2,713,568	349,125
Operating Income (Loss)	(3,058,848)	(2,821,734)	(237,114)	(2,511,465)	331,349
Other Income (Expense)					
Sales Tax Revenue	2,553,758	3,400,000	(846,242)	2,543,892	9,866
Federal, state and local grant assistance	25,616	350,000	(324,384)	12,248	13,368
Investment Income	7,944	10,000	(2,056)	7,781	163
Gain (Loss) on Disposition of Property	-	-	-	-	-
Interest Expense on Bonds	(532,522)	(532,122)	(400)	(537,082)	4,560
Transfer to Capital Programs	-	(66,071)	66,071	-	-
Subrecipient Grant Agreements	-	-	-	(10,346)	10,346
Street Improvements Program for CCRTA Region Entities	-	-	-	-	-
Net Income (Loss) Before Capital Grants and Donations	(1,004,052)	340,073	(1,344,124)	(494,972)	369,652
Capital Grants & Donations	-	-	-	-	-
Change in Net Assets	\$ (1,004,052)	340,073	(1,344,124)	(494,972)	369,652

Corpus Christi Regional Transportation Authority
Statement of Revenues And Expenditures By Cost Center (Unaudited)
Year-to-date November 30, 2016 & November 30, 2015

	Year-to-date			Prior Year Comparison	
	Actual	Budget	Favorable (Unfavorable) Variance	2015	Favorable (Unfavorable) Comparison
Operating Revenues:					
Passenger service	\$ 1,585,180	1,798,060	(212,880)	1,698,200	(113,020)
Bus advertising	77,466	90,000	(12,534)	90,918	(13,452)
Charter service	-	-	-	-	-
Other operating revenues	567,391	250,069	317,322	312,048	255,343
Total Operating Revenues	2,230,037	2,138,129	91,908	2,101,166	128,871
Operating Expenses:					
Transportation	6,190,718	6,264,622	73,904	6,139,025	(51,693)
Customer Programs	283,257	237,481	(45,776)	199,197	(84,060)
Purchased Transportation	5,157,748	5,131,741	(26,007)	5,557,647	399,899
Service Development	578,201	597,071	18,870	363,546	(214,655)
MIS	624,354	538,706	(85,648)	468,879	(155,475)
Vehicle Maintenance	4,386,851	4,740,854	354,003	4,932,431	545,580
Facilities Maintenance	1,366,647	1,975,993	609,346	1,366,128	(519)
Contracts and Procurements	123,310	175,944	52,634	199,796	76,486
CEO's Office	487,529	604,111	116,582	581,290	93,761
Finance and Accounting	452,904	490,237	37,333	414,080	(38,824)
Materials Management	141,542	113,268	(28,274)	116,401	(25,141)
Human Resources	4,561,976	3,673,628	(888,348)	3,421,132	(1,140,844)
General Administration	339,829	353,594	13,765	290,468	(49,361)
Capital Project Management	167,816	161,490	(6,326)	184,410	16,594
Marketing & Communications	582,029	568,448	(13,581)	338,058	(243,971)
Safety & Security	1,200,722	1,023,107	(177,615)	953,201	(247,521)
Staples Street Center	304,250	780,158	475,908	58,559	(245,691)
Total Departmental Expenses	26,949,683	27,430,453	480,770	25,584,248	329,128
Depreciation	7,301,217	7,301,227	10	4,733,139	(2,568,078)
Total Operating Expenses	34,250,900	34,731,680	480,780	30,317,387	(2,238,950)
Operating Income (Loss)	(32,020,863)	(32,593,551)	572,688	(28,216,221)	(2,110,079)
Other Income (Expense)					
Sales Tax Revenue	28,608,749	33,380,000	(4,771,251)	31,376,567	(2,767,818)
Federal, state and local grant assistance	1,881,898	3,550,000	(1,668,102)	2,445,872	(563,974)
Investment Income	88,388	110,000	(21,612)	112,533	(24,145)
Gain (Loss) on Disposition of Property	17,000	15,000	2,000	-	17,000
Interest Expense on Bonds	(1,026,120)	(1,025,320)	(800)	(1,074,164)	48,044
Transfer to Capital Programs	-	(462,497)	462,497	-	-
Subrecipient Grant Agreements	(71,560)	(628,564)	557,004	(183,951)	112,391
Street Improvements Program for CCRTA Region Entities	(155,819)	(1,540,095)	1,384,276	-	(155,819)
Net Income (Loss) Before Capital Grants and Donations	(2,678,327)	804,973	(3,483,300)	4,460,636	(5,444,400)
Capital Grants & Donations	-	-	-	-	-
Change in Net Assets	\$ (2,678,327)	804,973	(3,483,300)	4,460,636	(5,444,400)



CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY

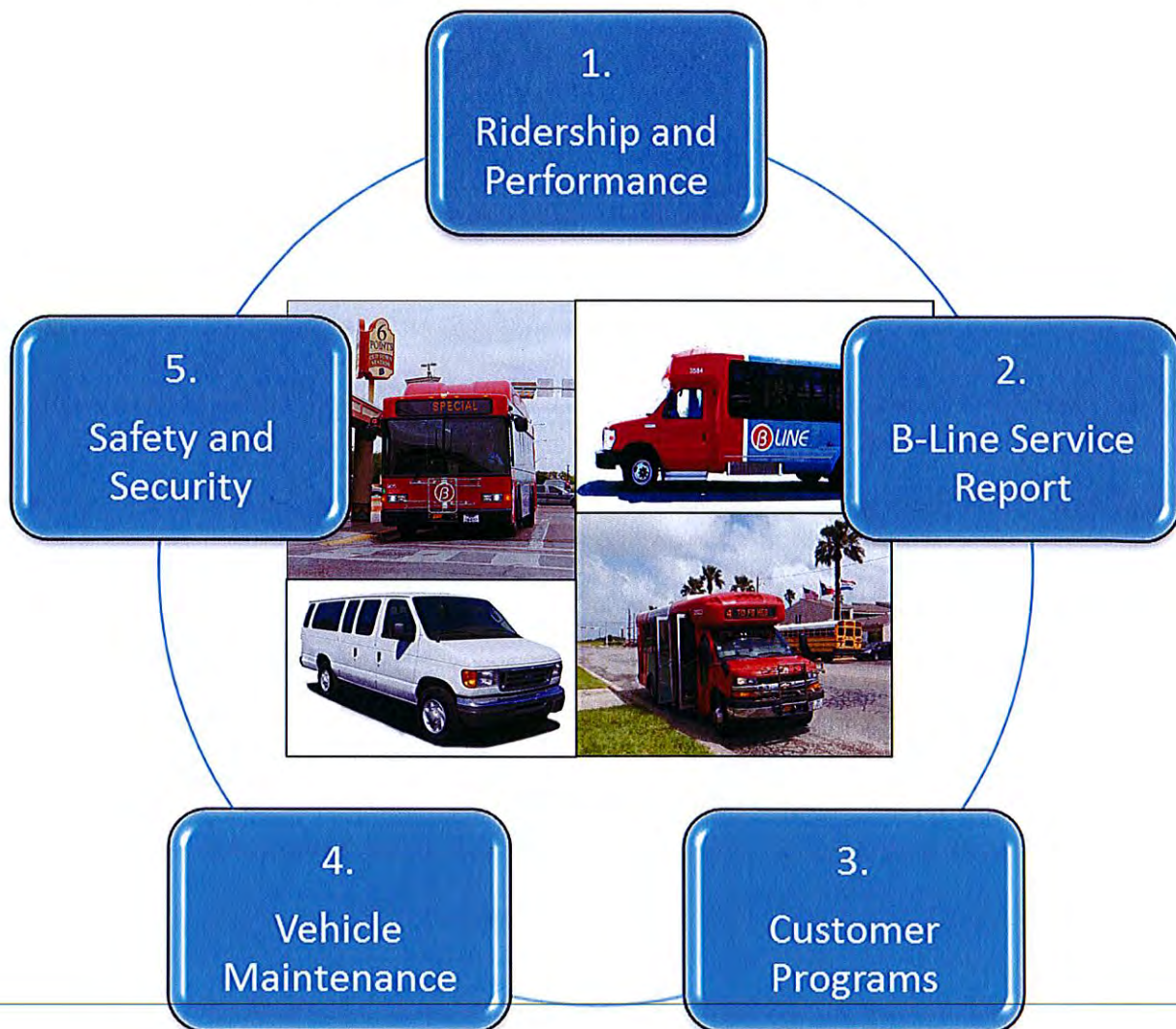
Board of Directors Meeting

January 4, 2017

Subject: Operations Report for November 2016

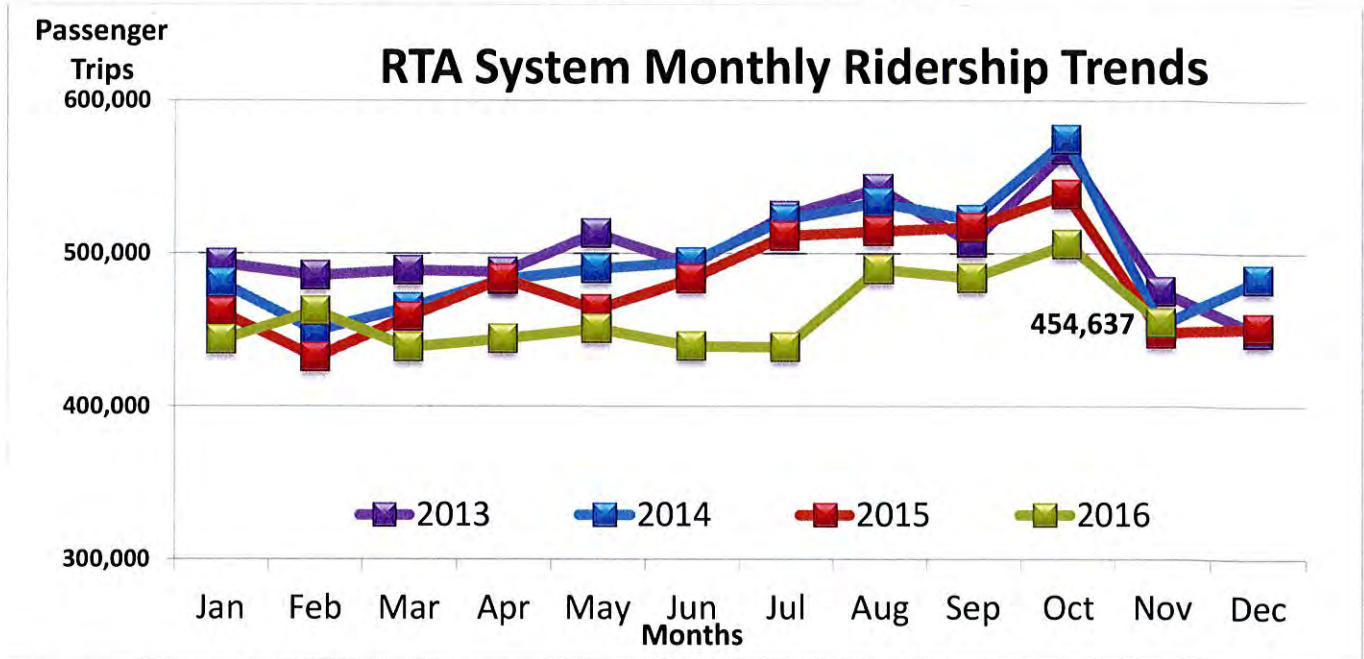
The system-wide monthly operations performance report for November 2016 is included below for your information and review. This report contains monthly and Year-to-Date (YTD) operating statistics and performance measurement summaries containing ridership, performance metrics by service type, miles between road calls, customer service feedback, and a safety and security summary.

Detailed results are reported within the five sections outlined below:

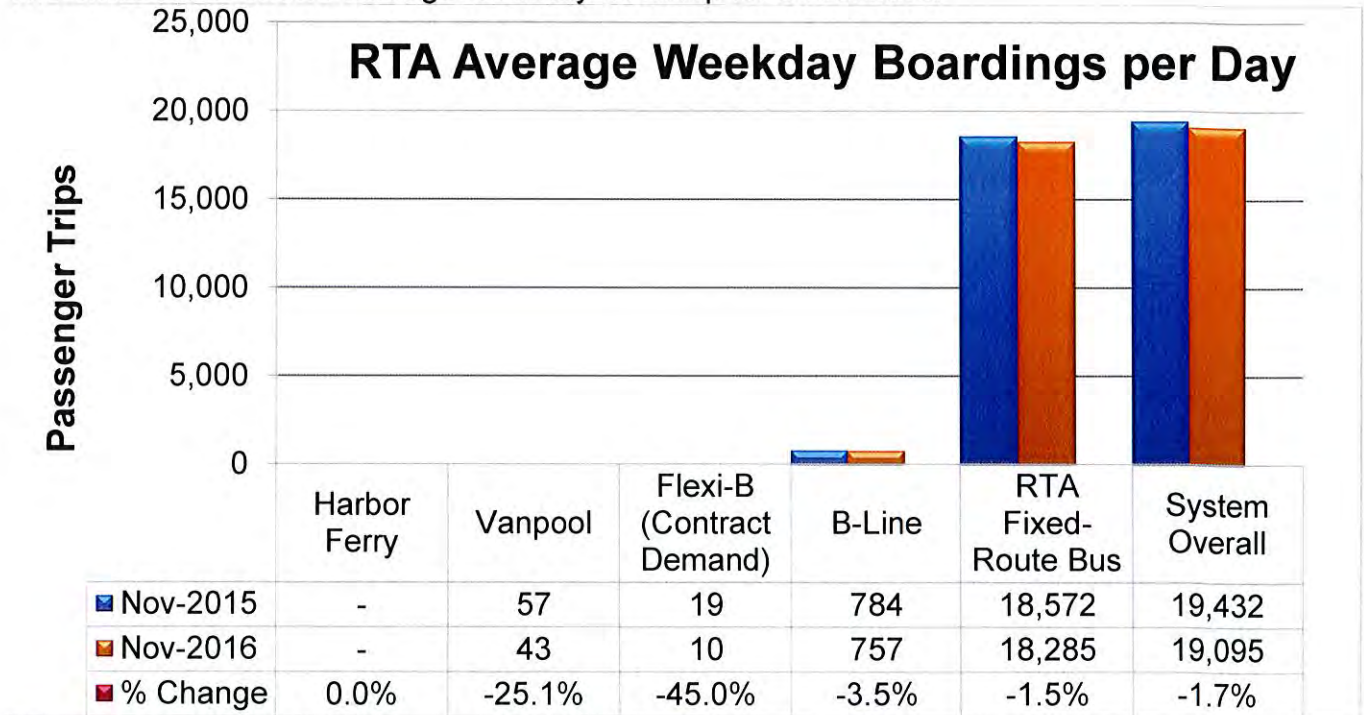


1. System-wide Ridership and Service Performance Results

Boardings for all services in November 2016 totaled 454,637. This represents a 1.5% increase as compared to 447,747 boardings in November 2015 or 6,705 more boardings this November. In regards to retail gasoline prices, unleaded fuel cost about \$1.88 per gallon compared to \$1.80 per gallon in November 2015¹. Approximately 0.23 inches of rain was recorded this month as compared to 2.42 inches in November 2015.²



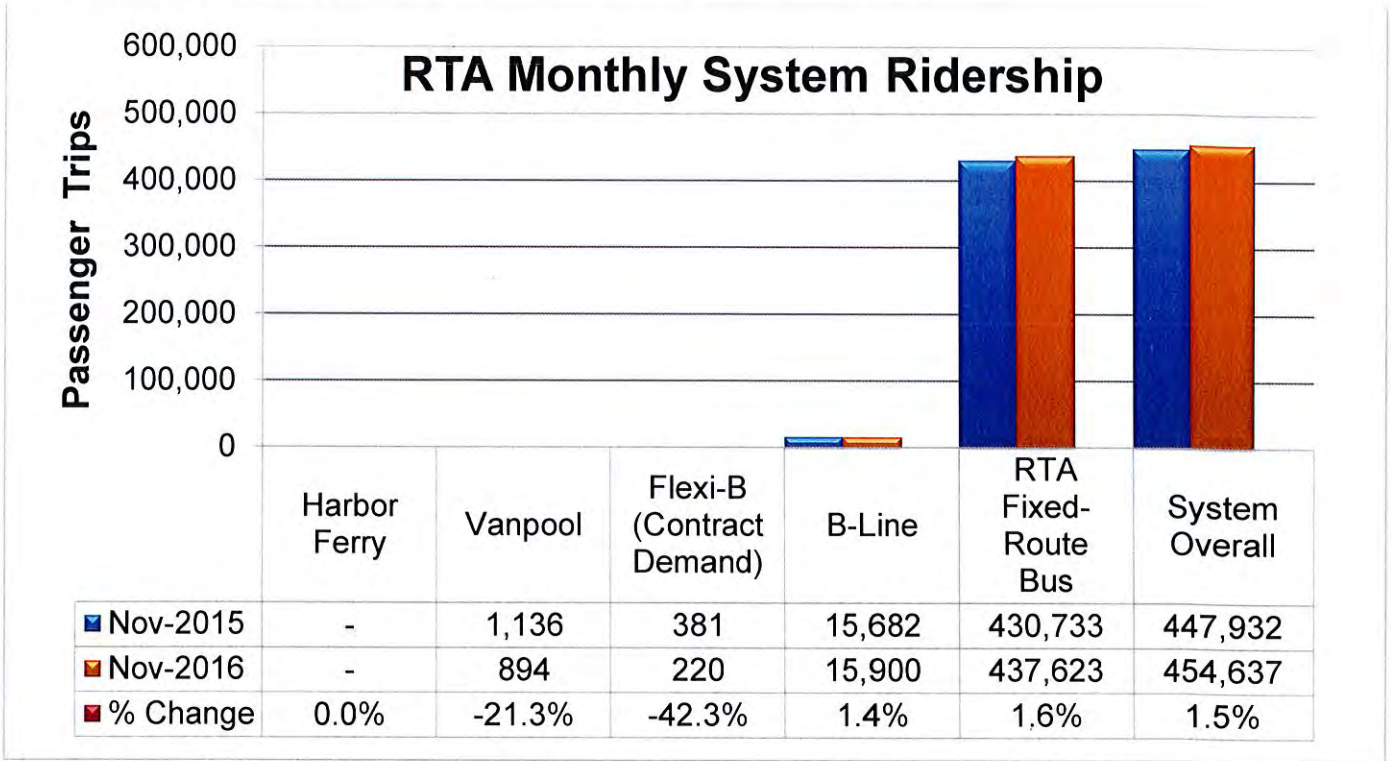
The chart below shows average weekday ridership for all services.



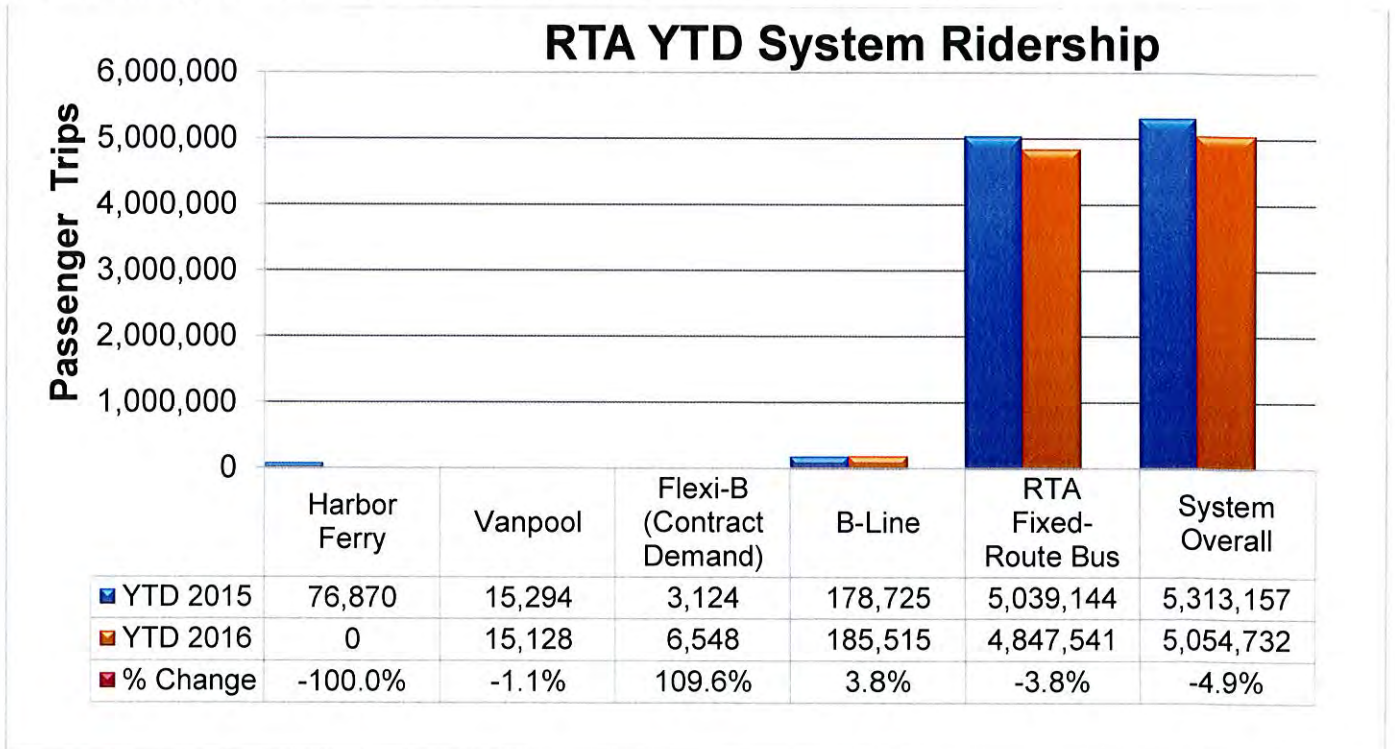
1. GasBuddy.com historical data at <http://www.gasbuddy.com>.

2. Weather Underground historical data at <http://www.wunderground.com>.

The chart below shows monthly ridership results for all services.

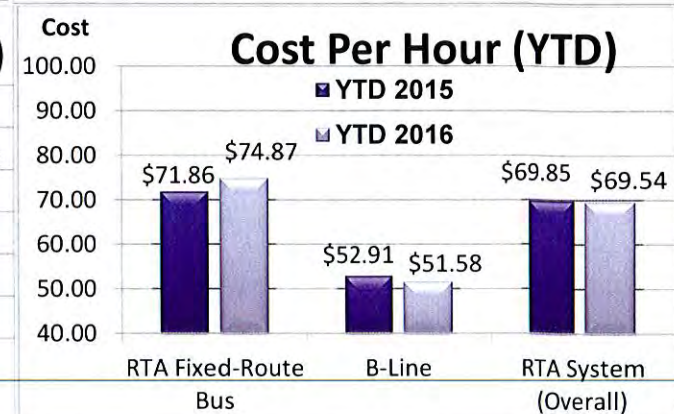
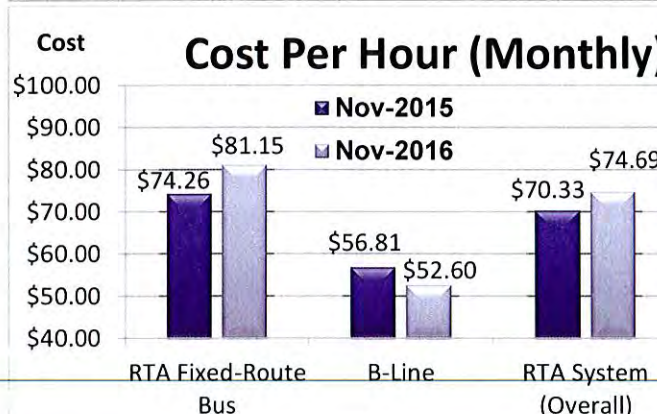
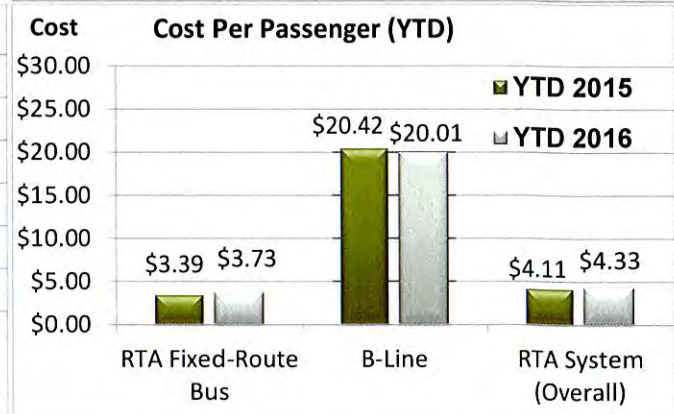
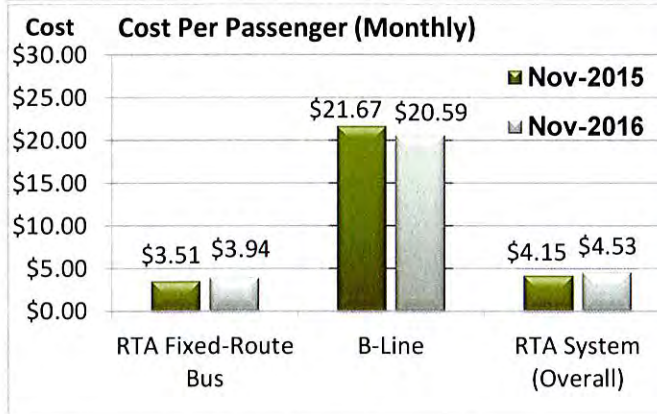
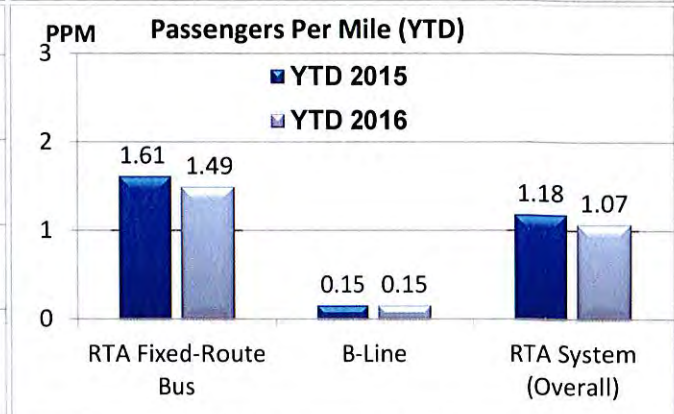
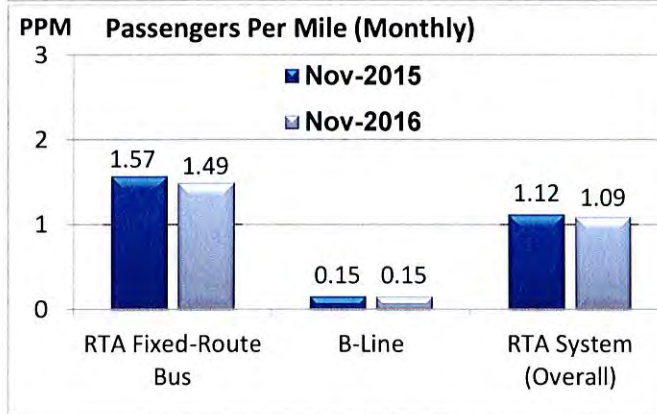
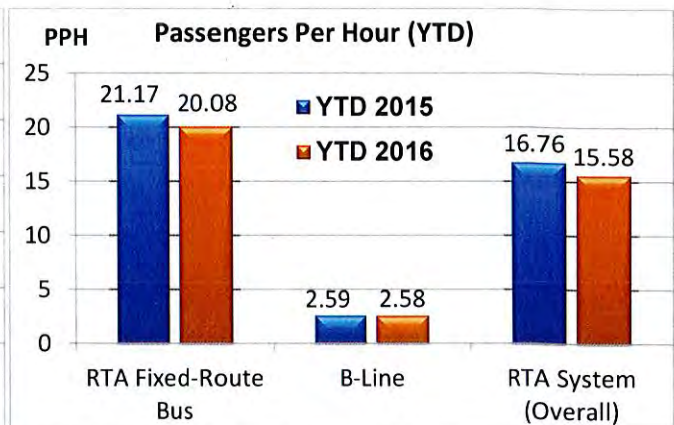
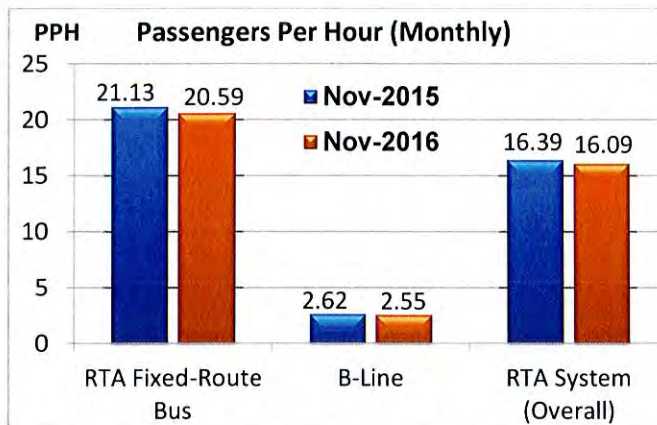


The chart below shows YTD ridership results for all services. The RTA has recorded 258,610 less boardings or -5.1% in 2016 as compared to the same period in 2015.



Excluding the 2015 Harbor Ferry ridership, there is a difference of -181,555 boardings or -3.6% in 2016 for System Overall.

The following charts report system-wide productivity and other cost performance measurements for the month of November 2016 vs. November 2015 and YTD figures.



The following table shows on-time performance of RTA Fixed-Route services.

Schedule Adherence	Standard	Sep-16	Oct-16	Nov-16	3-Month Average
Early Departure	<1%	2.4%	0.4%	0.0%	0.9%
Departures within 0-5 minutes	>85%	85.4%	84.4%	90.0%	86.6%
Monthly Wheelchair Boardings	No standard	6,160	5,428	4,500	5,363
Monthly Bicycle Boardings	No standard	9,600	9,676	7,824	9,033
On-time performance surveys with departures > 5 minutes late will be examined by Planning and Transportation Departments. Corrective actions may follow.					

2. Purchased Transportation Department Report: B-Line Service Contract Standards & Ridership Statistics

- Productivity: **2.55** PPH did meet the contract standard of 2.50 PPH.
- On Time Performance: **97.2%** did meet the contract standard of 96%.
- In Vehicle Time: **99.0%** exceeded the contract standard of 95%.
- Denials: 0 denials or **0.0%** did meet contract standard of 0.0%.
- Miles between Road Calls: **41,521.5** did exceed the contract standard of 12,250 miles.
- Ridership Statistics: **10,453** ambulatory; **4,382** wheelchair boarding's

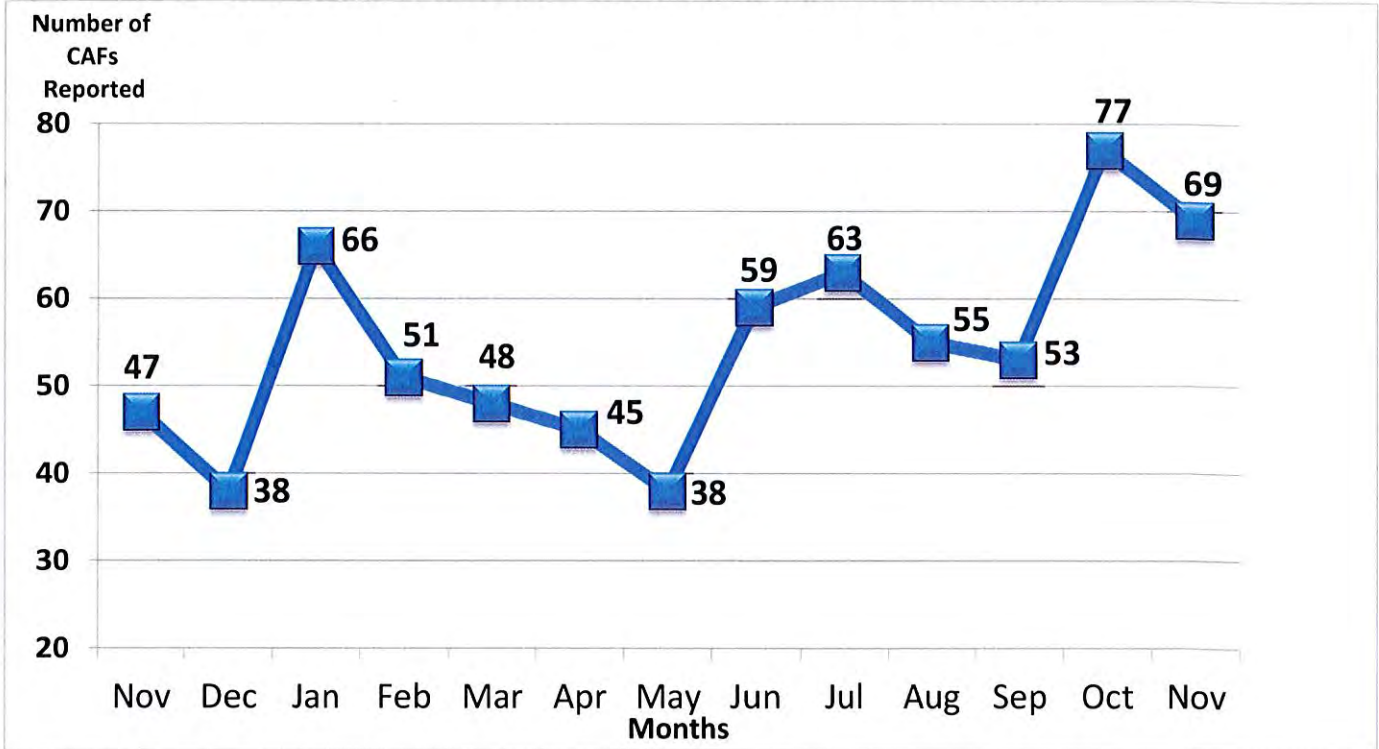
Metric	Standard	Sep-16	Oct-16	Nov-16	YTD Average
Passengers per Hour	2.50	2.58	2.58	2.55	2.57
On-time Performance	96%	95.1%	96.4%	97.2%	96.2%
In Vehicle Time	95.0%	99.4%	98.4%	99.0%	98.9%
Denials	0.00%	0.00%	0.00%	0.00%	0.0%
Miles Between Roadcalls	12,250	18,313	18,877	41,522	26,237
Monthly Wheelchair Boardings	No standard	4,512	4,694	4,382	4,529

Ridership for November 2016 was 15,900 compared to 15,682 for November 2015, which equates to 218 more trips representing a 1.4% increase.

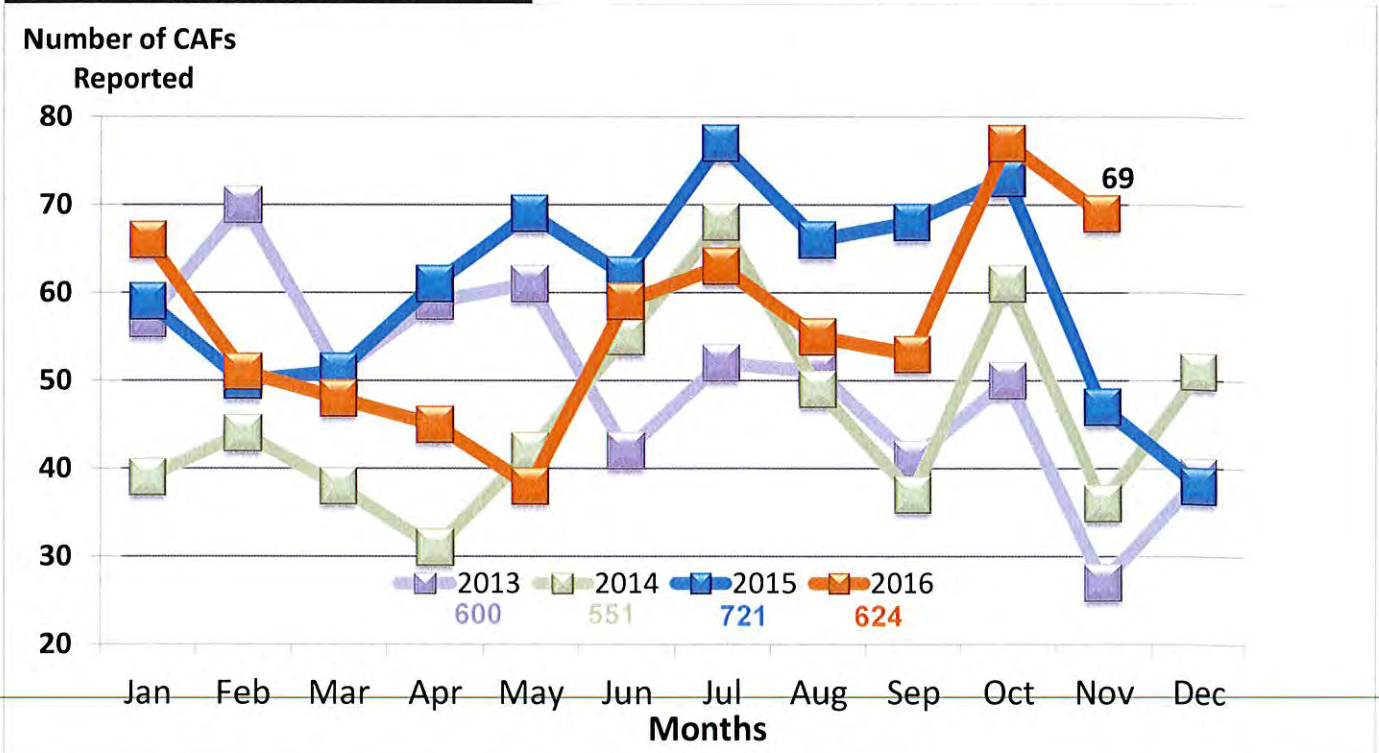
YTD 2016 ridership is 185,515 representing a 3.8% increase over 2015 ridership statistics.

3. Customer Programs Monthly Customer Assistance Form (CAF) Report

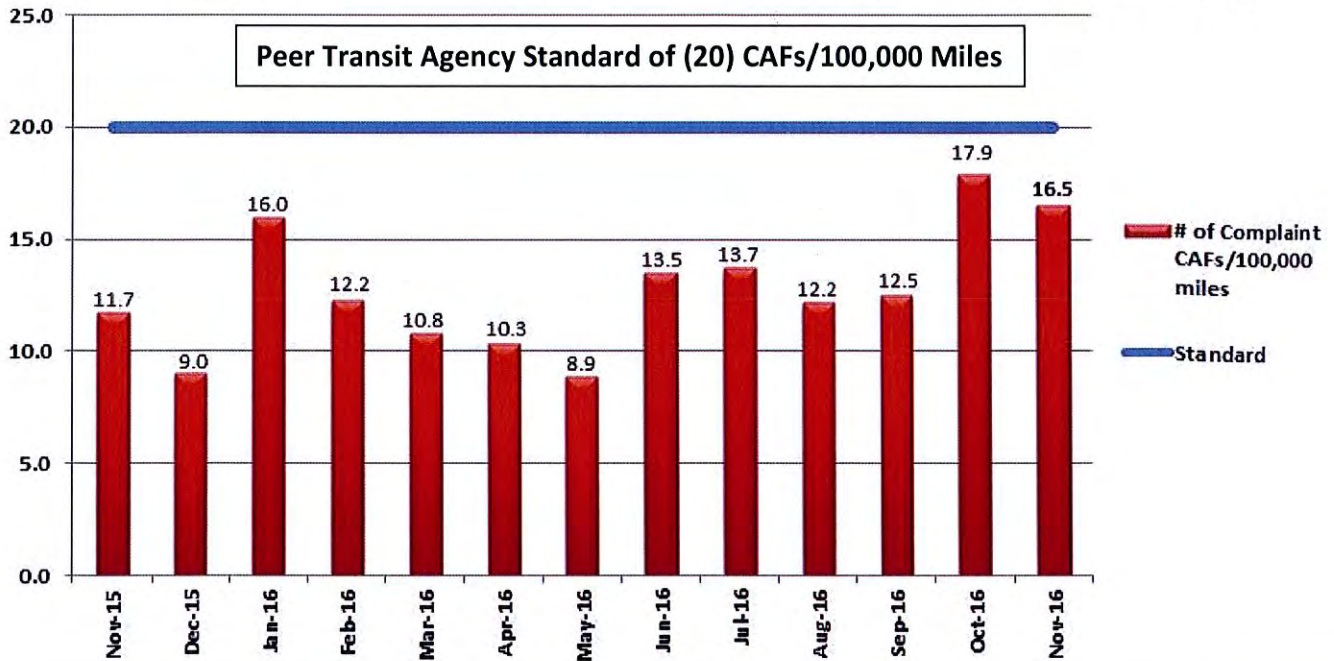
For November 2016, there were 69 reported CAF's (excludes commendations) which represents a decrease from 77 reported CAF's overall in October 2016. The statistics for November represents a 10.4% decrease, 69 CAF's vs 77 CAF's compared to the month of October 2016. There were 11 Commendations for the month of November.



3a. CAF Reports: Historical Trends



3b. Reported Complaint CAFs w/o Commendations & Suggestions: Historical Trend



3c. Route Summary Report for November 2016

Route	# of CAF's	Route	# of CAF's
#3 NAS Shuttle	1	#32 Southside Mini B	1
#4 Flour Bluff Mini B	0	#34 Robstown Circulator	2
#5 Alameda	0	#37 Crosstown	4
#6 Santa Fe/Malls	0	#51 Gregory Park & Ride	0
#8S Flour Bluff/Malls	0	#63 The Wave	0
#12 Saxet Oak Park	1	#65 Padre Island Connector	1
#15 Kostoryz	0	#67 Robstown/Gregory	1
#16 Agnes/Ruth	1	#76 Harbor Bridge Shuttle	0
#17 Carroll/Southside	3	#77 Harbor Ferry	0
#19 Ayers/Norton	4	#78 North Beach	1
#19G Greenwood	2	#83 Advanced Industries	0
#19M McArdle	0	#84 Light House	0
#21 Arboleda	6	#94 Port Aransas Shuttle	1
#21S Arboleda(Sun)	0	#95 Flexi-B Port A	0
#23 Molina	4	B-Line (Para-transit)	5
#25 Gollihar/Greenwood	1	Facility Maintenance	8
#26 Airline/Lipes Connector	2	Service Development	3
#27 Northwest	1	Safety and Security	7
#27X Northwest (Express)	1	Transportation (Other)	1
#29 Staples	4	IT System	1
#29F Flour Bluff	1	MV (Other)	1
#29SS Spohn South	0	TOTAL CAF'S	69

3d. November 2016 CAF Breakdown by Service Type:

CAF Category	RTA Fixed Route	B-Line ADA Paratransit	Contracted Fixed Route	Totals
Service Stop Issues	5	0	1	6
Driving Issues	9	2	1	12
Customer Services	17	2	0	19
Late/Early – No Show	4	1	4	9
Fare/Transfer Dispute	3	0	0	3
Facility Maintenance	8	0	0	8
Service Development	3	0	0	3
Safety and Security	7	0	0	7
Transportation (Other)	1	0	0	1
IT Systems	1	0	0	1
Total	58	5	6	69
Commendations	8	3	0	11

Conclusion:

During November 2016, RTA received 69 CAF's/Commendations regarding RTA Fixed-Route Service, B-Line and Purchased Transportation; eleven (11) of the 80 reported CAF's (November) were commendations.

There were a total of 58 CAF's/Commendations received regarding RTA Service representing 84% of total customer contacts: 8 for Facilities Maintenance, 3 for Service Development, 7 for Safety and Security, 1 for IT Systems and 37 for Transportation.

A total of 5 CAF's/Commendations were reported regarding B-Line service representing 7% of the total customer contacts.

A total of 6 CAF's were reported regarding Contracted Fixed Route service representing 9% of the total customer contacts. Actions taken as a result of reported CAF's include but are not limited to the following:

1. Coaching and counseling
2. Driver training
3. Progressive disciplinary action as appropriate, group discussion/coaching in operator meetings
4. Discussion in supervisory meetings
5. Examination of RTA operations policy

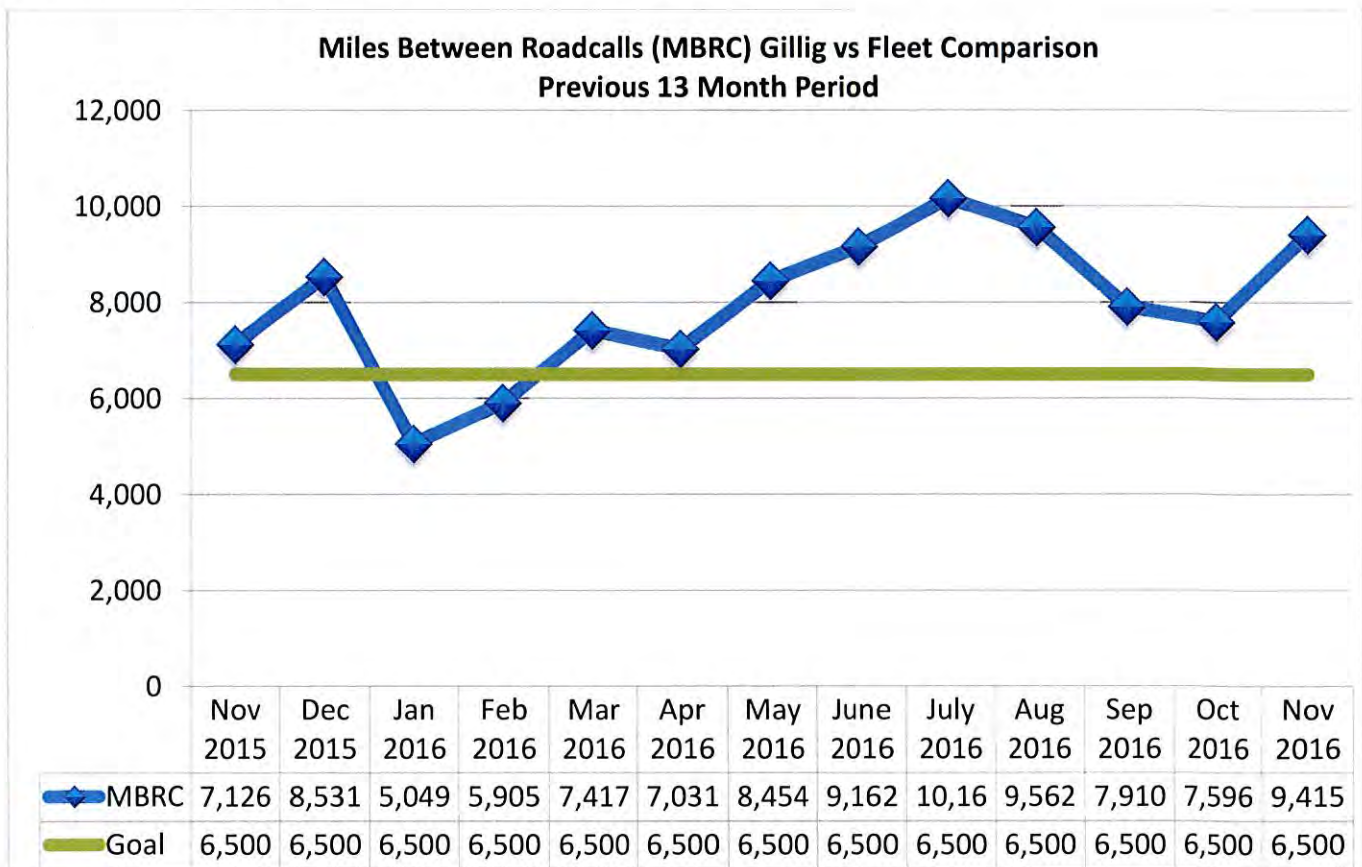
The RTA documents CAF's to capture information regarding a wide range of issues from the community's perspective point of view. CAF's are communicated to the Customer Programs group via the telephone, e-mail, by letter or in person.

CAF's are redirected to relevant management and supervisory staff for further investigation. Customer Service staff will provide a prompt and written response at the conclusion of the investigation to the customer within ten working days.

CAF's play an important role as a quality assurance tool to identify issues regarding service; they also inform RTA regarding education and training needs. CAF's assist Service Development in identifying problems around existing service and identifying underserved areas. CAF's also serves to guide policy development.

4. Vehicle Maintenance Department Monthly Miles Between Road Calls Report

For November 2016, 9,415 miles between road calls (MBRC) were recorded as compared to 7,126 MBRC in November 2015. A standard of 6,500 miles between road calls is used based on the fleet size, age, and condition of CCRTA vehicles.



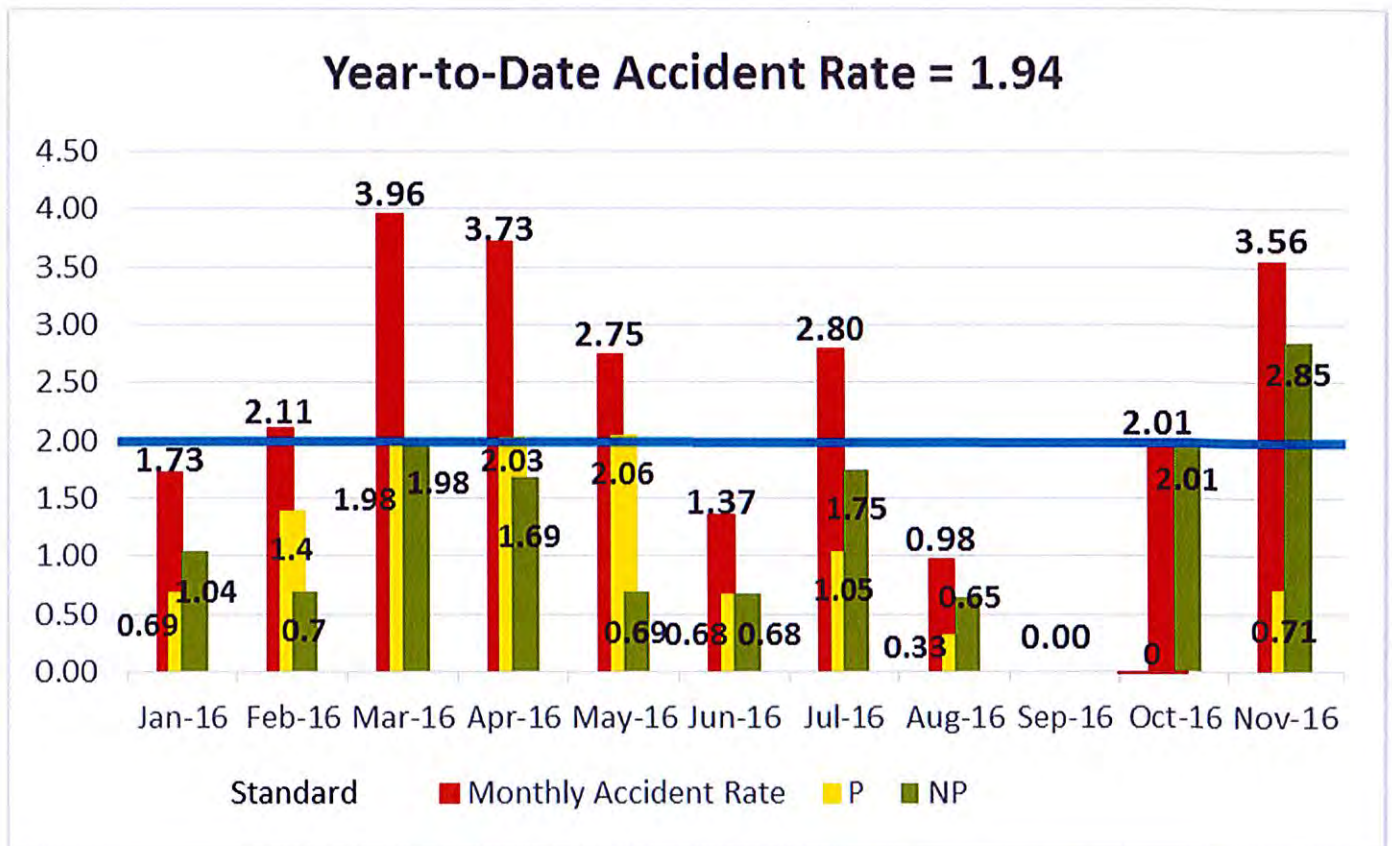
MBRC is a performance gauge of maintenance quality, fleet age, and condition; an increase in MBRC is a positive indicator. As defined by the Federal Transit Administration, a road-call is the practice of dispatching a service vehicle to repair or retrieve a vehicle on the road. There are two types of road-calls; Type I and Type II. A Type I road-call is a major mechanical failure that prevents the revenue vehicle from completing a scheduled revenue trip. A Type II road-call is a mechanical failure causing an interruption in revenue service.

5. Safety/Security Department Report

SAFETY SUMMARY

For November 2016, there were (10) vehicle accidents (2) were determined to be preventable or (P), (8) were determined to be non-preventable or (NP). There were 18 customer-related incidents. CCRTA drove a total of 280,849.6 miles. The total accident rate for the month was 3.56 per hundred thousand miles driven. The desirable range for total collisions is at 2.0 or less.

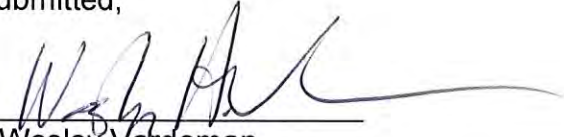
The chart below illustrates the Year-to-Date accident rate. Please keep in mind that this chart shows all vehicle accidents regardless of fault.



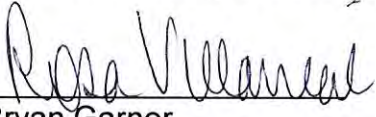
SECURITY SUMMARY

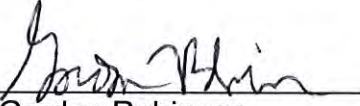
For November 2016, there were approximately 1,400 hours of security coverage was used for all areas of CCRTA Operations. Officers arrested 2 individuals for public intoxication, issued 13 criminal trespass warnings, arrested 3 individuals for violation of criminal trespassing, issued 31 disturbance warnings and responded to 4 other calls for service.


Respectfully Submitted,

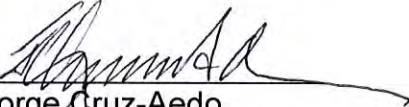
Submitted by: 
Wesley Vardeman
Outreach Coordinator

Reviewed by: 
Mike Rendon
Director of Safety & Security

Reviewed by: 
for Bryan Garner
Director of Maintenance

Reviewed by: 
Gordon Robinson
Director of Planning

Reviewed by: 
Rosa E. Villarreal
Managing Director of Operations

Approved by: 
Jorge Cruz-Aedo
Chief Executive Officer