



CORPUS CHRISTI REGIONAL  
TRANSPORTATION AUTHORITY

**MEETING NOTICE**

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**Date:** Administration Committee Meeting– Wednesday, January 22, 2014

**Time:** 8:30 a.m.

**Date:** Operations Committee Meeting– Wednesday, January 22, 2014

**Time:** 10:30 a.m.

**Date:** Development Subcommittee Meeting – Wednesday, January 22, 2014

**Time:** 12:00 p.m.

**Location:** RTA Administration/Operations Facility  
5658 Bear Lane  
Corpus Christi, Texas

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**ADMINISTRATION COMMITTEE MEETING AGENDA**

**Wednesday January 22, 2014**

**8:30 a.m.**

**Tony Elizondo (Chair)**

**Vangie Chapa  
Angie Granado**

**Robert Garcia  
Thomas Dreyer**

	<b>Topic</b>	<b>Speaker</b>	<b>Est. Time</b>	<b>Reference</b>
<b>1.</b>	<b>Roll Call</b>	S. Alvarez		
<b>2.</b>	<b>Opportunity for Public Comment</b>	T. Elizondo	6 min.	No Attachment
<b>3.</b>	<b>Discussion and Possible Action</b> to Approve the Administration Committee Meeting Minutes of October 23, 2013	T. Elizondo	3 min.	Pages 1 - 3
<b>4.</b>	<b>Discussion and Possible Action</b> to Adopt a Resolution Approving the Investment Policy Including the Investment Strategy, Designation of Investment Officers and List of Approved Broker/Dealers	C. O'Brien	10 min.	Pages 4 – 6 Separate Attachment

5.	<b>Discussion and Possible Action</b> to Exercise Two-Year Option with Meyers and Associates for Federal Legislative Consulting Services	W. Laridis	3 min.	Page 7
6.	<b>Discussion and Possible Action</b> to Adopt 2014 Federal Legislative Program	W. Laridis	5 min.	Page 8
7.	<b>Discussion on</b> Customer Service Center Property Lease	J. Haas	10 min.	No Attachment
8.	<b>Presentations</b>			
	a. Preliminary Financial Report December 2013	C. O'Brien	5 min.	Pages 9 - 10 Separate Attachment
	b. Regional/Urban Design Assistance Team (R/UDAT) Program and the Harbor Bridge Project	G. Robinson	5 min.	No Attachment
	c. Procurement Update	W. Laridis	3 min.	No Attachment

**Total Estimated Time: 24 min.**

**OPERATIONS COMMITTEE MEETING AGENDA**

**Wednesday, January 22, 2014**

**10:30 a.m.**

**Mary Saenz (Chair)**

**George Clower**

**Ray Hunt**

**Curtis Rock**

**Lamont Taylor**

	<b>Topic</b>	<b>Speaker</b>	<b>Est. Time</b>	<b>Reference</b>
1.	<b>Roll Call</b>	S. Alvarez		
2.	<b>Opportunity for Public Comment</b>	M. Saenz	6 min.	No Attachment
3.	<b>Discussion and Possible Action</b> to Approve the Operations Committee Meeting Minutes of October 23, 2013	M. Saenz	3 min.	Pages 1 - 3
4.	<b>Discussion on</b> Harbor Bridge Project - Draft Environmental Impact Statement (DEIS) Comments	G. Robinson	4 min.	No Attachment
5.	<b>Presentations</b>			
	a. December 2013 Operations Report	R. Villarreal	5 min.	Pages 4 - 15 Separate Attachment
	b. Update on Service Improvements	G. Robinson	5 min.	No Attachment



CORPUS CHRISTI REGIONAL  
TRANSPORTATION AUTHORITY

**DEVELOPMENT  
SUBCOMMITTEE MEETING AGENDA**

**Wednesday January 22, 2014  
RTA Board Room  
5658 Bear Lane  
Corpus Christi, Texas  
12:00 p.m.**

1. Presentation by the City of Corpus Christi on Recommended Changes to the Six Points Area
2. Update on Staples Street Center Project
  - Design Update
  - Construction Update
3. Update on Robstown Station
4. Discussion on Proposed Changes to RTA's Administration Building
5. Discussion ( in Closed Session) Concerning:
  - a. Staples Street Center Proposed Leases and Tenants
  - b. Bear Lane Expansion
6. Adjournment

In compliance with the Americans Disability 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 903-3561 at least 48 hours in advance so that appropriate arrangements can be made.

**Chair:** John Valls

**Members:** George B. Clower, Angie Granado, Ray Hunt, Curtis Rock, Lamont Taylor

**REGIONAL TRANSPORTATION AUTHORITY  
ADMINISTRATION COMMITTEE MEETING MINUTES  
WEDNESDAY, OCTOBER 23, 2013**

**SUMMARY OF ACTIONS**

1. **Provided Opportunity for Public Comment**
2. **Approved the Administration Committee Minutes of September 25, 2013**
3. **Recommended the Board Authorize Issuing Request for Proposals for Printer Leasing Contract**
4. **Heard Presentation on: a.) September 2013 Financial Report; b.) Update on Staple Street Financing; c.) Harbor Ferry Grant Update**

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The Administration Committee for the Regional Transportation Authority Board of Directors met at 8:30 a.m. on Wednesday, October 23, 2013 at the RTA Administration/Operations Facility located at 5658 Bear Lane, Corpus Christi, Texas.

**Committee Members Present:** Tony Elizondo (Chair), Vangie Chapa, Angie Granado, Tomas Dryer, John Valls

**Committee Members Absent:** Robert Garcia

**Staff Members Present:** Scott Neeley, (CEO); Jorge Cruz-Aedo, Jane Haas, Terry Klinger, Keith Korenek, William Laridis, Sharon Montez, Cindy O'Brien, Angelina Olivares, Robert Saldaña, Rosa Villarreal, Stephanie Alvarez

**Public Present:** Abel Alonzo, (RCAT Chair); Rowland Estrada, Rosie Aguiar, ATU – Local 1769; Carlos Vargas, MV Transportation

**Call to Order**

Ms. Stephanie Alvarez called roll and declared that a quorum was present.

Mr. Tony Elizondo called the Administration Committee meeting to order at 8:37 a.m.

**Opportunity for Public Comment**

Mr. Abel Alonzo, RCAT Chairman, stated that he was concerned with B-Line customer service because incoming calls were not being answered.

**Discussion and Possible Action to Approve the Administration Committee Minutes of September 25, 2013**

**MS. CHAPA MADE A MOTION TO APPROVE THE  
ADMINISTRATION COMMITTEE MINUTES OF SEPTEMBER 25,**



**2013. MR. DREYER SECONDED THE MOTION. THE MOTION CARRIED. CHAPA, DREYER, GRANADO, ELIZONDO AND VALLS VOTING IN FAVOR. GARCIA ABSENT.**

**Discussion and Possible Action to Recommend the Board Authorize Issuing Request for Proposals for Printer Leasing Contract**

Mr. David Chapa stated that four (4) of the CCRTA's leased copiers/printers are included in multiple lease agreements which will be expiring soon. Mr. Chapa explained that CCRTA is trying to phase out desktop printers. He noted that the three (3) multifunctional printers would be a tremendous timesaver for all departments. Mr. Chapa reported that the funds for the lease of the copiers have been included in the 2013 and 2014 operating budget.

**MS. CHAPA MADE A MOTION TO RECOMMEND THE BOARD AUTHORIZE ISSUING REQUEST FOR PROPOSALS FOR PRINTER LEASING CONTRACT. MS. GRANADO SECONDED THE MOTION. THE MOTION CARRIED. CHAPA, DREYER, ELIZONDO, GRANADO AND VALLS VOTING IN FAVOR. GARCIA ABSENT.**

**Presentation on the September 2013 Financial Report**

Ms. Cindy O'Brien, using a PowerPoint presentation, reviewed the September 2013 Financial Report. She stated that the Authority's financial performance through September was positive to budget by about \$1,573,000. Ms. O'Brien reported that the revenues were under budget by about \$3,000,000, and for the year-to-date operating expenses estimated the depreciation, and the variance is 7.6% below budget. Passenger revenues had increased 0.3% compared to 2012.

Reviewing the departmental expenses compared to budget, Ms. O'Brien noted overall departmental line items were in favorable for the month of September 2013.

Referencing the Marketing and Communication Budget increase, Ms. Vangie Chapa requested that a Marketing Plan be presented at the November Board Meeting.

**Update on Staples Street Financing**

Mr. Jorge Cruz-Aedo explained the next steps of the Staples Street Financing Plan. Mr. Cruz-Aedo discussed the meeting that took place in Dallas, Texas with Security Southwest Finance. He commented on how impressive the presentations given to the rating agencies had been. Mr. Cruz-Aedo stated that the bond rating would be available next week.

### **Harbor Ferry Grant Update**

Mr. William Laridis, using a PowerPoint presentation, Harbor Ferry Grant is part of Moving Ahead for Progress in 21<sup>st</sup> Century (Map 21). He stated that this grant was for infrastructure rehabilitation and would be used for improvements to Peoples Street T-Head and Texas State Aquarium docks. Mr. Laridis mentioned that the application for next years' grant was due on October 21, 2013, and it had been submitted in the amount of \$410,635.

### **Adjournment**

There being no other business, the meeting was adjourned at 9: 13 a. m.

Submitted by: Stephanie Alvarez



CORPUS CHRISTI REGIONAL  
TRANSPORTATION AUTHORITY

Administration Committee Memo

January 22, 2014

**Subject:** Resolution Approving the Investment Policy, Designation of Investment Officers, Designation of Investment Advisor and List of Approved Brokers/Dealers

**Background**

In accordance with Section 2256.005 of the Texas Government Code (“Public Funds Investment Act”), the Board of Directors of the Corpus Christi Regional Transportation Authority shall annually:

- ◆ Review and adopt an investment policy that governs investing Authority Funds (This policy excludes pension funds, which have a separate policy)
- ◆ Designate the Investment Officers
- ◆ Designate the Investment Advisor
- ◆ Approve a list of broker/dealers.

This policy was last approved by Resolution on February 7, 2013 by the Board of Directors. The current Resolution for adoption is included as part of this document.

The CCRTA contracted with an investment advisor, Patterson & Associates in 2012 to direct the portfolio and to assist the Authority in phases of treasury management. Given the continued decline in the rate of return on investments available under the allowable investment types, it is critical to assure that CCRTA assets are working as effectively as possible and therefore staff recommends that the CCRTA continue contracting investment advisory services with Patterson & Associates for the next year.

**Modifications to the Investment Policy**

There are two recommended changes to the policy:

- The percentage of the portfolio that can be invested in commercial paper has been increased from 25% to 35% (See Section 7 (d) ).
- The addition of one new Broker/Dealer – Garcia Hamilton & Associates, to the list of authorized Broker/Dealers (See Attachment B). The firm of Garcia Hamilton & Associates has complied with the CCRTA procedures by successfully completing the Broker/Dealer Questionnaire and Certification form.

The body of the policy has not been changed. However, one new Broker/Dealer has been added to the list of authorized Broker/Dealers on Attachment B. The firm of Garcia Hamilton & Associates is being recommended for addition as an authorized

broker/dealer and has complied with the CCRTA procedures by successfully completing the Broker/Dealer Questionnaire and Certification form.

Attached is a copy of the Investment Policy, which includes a listing of Authorized Brokers/Dealers, for the Board's consideration and action. Legal counsel has reviewed and approved this policy.

**Subcommittee Review**

The Audit, Finance, Health and Pension Subcommittee is scheduled to meet on January 20, 2014 to review the policy.

**Recommendation**

Staff requests that the Administration Committee recommend to the Board of Directors to adopt a Resolution which approves the Investment Policy; designates Cindy O'Brien, Director of Finance, and Jorge G. Cruz-Aedo, Managing Director of Administration as Investment Officers; designates Patterson & Associates as Investment Advisor; and approves the list of authorized brokers/dealers.

Respectfully Submitted,

Submitted by:   
Cindy O'Brien  
Director of Finance

Final Review:   
Jorge G. Cruz-Aedo  
Managing Director of Administration

Approval:   
Scott Neeley  
Chief Executive Officer



**RESOLUTION**

**Resolution Approving the Investment Policy, Designation of Investment Officers, Designation of Investment Advisor and List of Approved Brokers/Dealers**

**WHEREAS**, the Corpus Christi Regional Transportation Authority most recently adopted an Investment Policy on February 7, 2013, in accordance with Texas Government Code Chapter 2256, the Public Funds Investment Act; and

**WHEREAS**, Texas Government Code §2256.005 requires a review of the Investment Policy at least annually and the adoption of a resolution incorporating any modifications to the Investment Policy; and

**WHEREAS**, Texas Government Code §2256.025 requires a review and designation of an authorized broker/dealer list at least annually; and

**WHEREAS**, the Board has completed a review of the Investment Policy, the designation of Investment Officers, the designation of Investment Advisor, and the authorized broker/dealer list as provided therein;

**NOW, THEREFORE, BE IT RESOLVED BY THE CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY THAT:**

**RESOLVED**, that the Corpus Christi Regional Transportation Authority Investment Policy is reviewed and approved.

**RESOLVED**, that the designation of the Director of Finance, Cindy O'Brien, and the Managing Director of Administration, Jorge G. Cruz-Aedo, as the Investment Officers under the Investment Policy is hereby ratified and confirmed.

**RESOLVED**, that the designation of Patterson & Associates as the Investment Advisor under the Investment Policy is hereby ratified and confirmed.

**RESOLVED**, that the authorized broker/dealer list is hereby ratified and confirmed.

The foregoing Resolution was adopted by the Board of Directors of the Regional Transportation Authority at a duly held meeting on February 5, 2014.

**REGIONAL TRANSPORTATION AUTHORITY**

By: \_\_\_\_\_  
Vangie Chapa, Board Chair

**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY  
BOARD POLICY**

**INVESTMENTS**

**POLICY STATEMENT**

**Section 1. Statement.**

This Investment Policy is authorized by the Board of Directors of the Corpus Christi Regional Transportation Authority (the "RTA") in accordance with Chapter 2256 of the Texas Government Code: The Public Funds Investment Act (the "Act").

**Section 2. Scope of Policy.**

This Investment Policy applies to investment transactions of the RTA operating and capital funds, including sales tax revenues. This Policy does not apply to the investment of assets accrued for the purpose of funding employee retirement benefits or programs, nor does it apply to trustee or escrow funds which are invested in accordance with their respective contracts or escrow agreements.

These funds are defined in the RTA's Comprehensive Annual Financial Report and include all governmental, proprietary, and bond funds and any other new funds created unless specifically exempted by the Board.

**Section 3. Policy Objectives.**

The RTA investment program shall be managed and invested with four primary objectives listed below, in priority order. Investments are to be chosen in a manner which promotes diversity among market sectors and maturities. The use of high grade governmental securities and high credit quality money market securities is designed to assure the marketability of those securities should liquidity needs arise. Investment decisions shall not incur unreasonable investment risks in order to obtain investment results.

- (a) Preservation and Safety of Principal. Safety of principal is the foremost objective. Investments shall be undertaken in a manner that seeks to insure the preservation of capital in the overall portfolio. Each investment transaction shall seek first to ensure that capital losses are avoided, whether resulting from security default or erosion of market value.
- (b) Liquidity. The investment portfolio will retain sufficient liquidity to enable the RTA to meet all operating requirements which can be reasonably anticipated. Cash flow analysis will be utilized to continuously monitor cash flow changes and guide investment decisions.
- (c) Diversification. The RTA will diversify its investments in an effort to avoid incurring unreasonable or avoidable risks regarding specific security types or individual financial institutions. Diversification will include diversification by maturity and market sector and will include the use of a number of institutions and brokers for diversification, competition, and market coverage. Diversification serves to reduce market and interest rate risk. Asset allocation shall reflect an emphasis on high credit quality governmental investments.

- (d) Yield. The investment portfolio shall be designed with the objective of attaining a reasonable market yield, taking into account risk constraints and cash flow needs of the portfolio. RTA will not make investments for the purpose of trading or speculation as its dominant criteria. However, RTA intends to pursue active portfolio management techniques while working within the guidelines of the Policy in order to enhance total returns.

In order to monitor portfolio performance and in keeping with the weighted average maturity limitation of twelve-months based on historical cash flow analysis, the comparable period, current twelve ( 12) month Treasury Bill will be used as a benchmark on the overall portfolio. The benchmark is designed to monitor risk as well as performance.

The RTA may commingle its funds into one pooled investment portfolio for purposes of efficiency and maximum investment opportunity.

## **PROCEDURES**

### **Section 4. Investment Strategy.**

The RTA may maintain one commingled portfolio for investment purposes which incorporates the specific investment strategy considerations based on the unique characteristics of the funds represented in the portfolio:

- (a) The investment strategy for operating funds has as its primary objective assurance that anticipated liabilities are matched and adequate investment liquidity provided. This may be accomplished by purchasing high quality, short- to medium-term maturity securities which will complement each other in a laddered maturity structure permitting some extension for yield enhancement.
- (b) The investment strategy for debt service funds shall have as its primary objective the assurance of available funds adequate to fund the debt service obligations on a timely basis. Successive debt service dates will be fully funded before extension.
- (c) The investment strategy for debt service reserve funds shall have as its primary objective the ability to generate a revenue stream to the debt service funds from high credit quality securities with a low degree of volatility. Securities should be high credit quality and, except as may be required by the bond ordinance specific to an individual issue, of short to intermediate-term maturities.
- (d) The investment strategy for capital projects or capital project funds will have as its primary objective assurance that anticipated cash flows are matched for adequate liquidity. The stated final maturity dates of securities held may not exceed the estimated project completion date.

The RTA shall pursue an active investment management strategy. The Investment Officer(s) will continuously monitor the contents of the portfolio, the available markets, and the relative value of competing instruments to adjust the portfolio in response to market conditions.

Effective cash management is recognized as essential to good fiscal management. Cash management is defined as the process of managing monies in order to ensure maximum cash availability. RTA shall maintain a comprehensive cash management program which includes collection of accounts receivable, prudent investment of its available cash, disbursement of payments in accordance with invoice terms and the management of banking services.

## **Section 5. Standard of Prudence.**

Investments shall be made with judgment and care, under circumstances then prevailing, that persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

In determining whether the Investment Officer has exercised prudence with respect to an investment decision, the determination shall be made taking into consideration:

- (a) the investment of all funds over which the Investment Officer had responsibility rather than a consideration as to the prudence of a single investment, and
- (b) whether the investment decision was consistent with the written Investment Policy of the RTA.

Employees of the RTA and any investment advisor designated by the Board who are involved in investment decisions, when acting in accordance with this Policy and exercising due diligence, shall not be held personally liable for a specific credit risk or market price change, provided deviation from expectations is reported in a timely manner and appropriate action is taken to control adverse developments.

## **Section 6. Delegation of Authority and Responsibilities.**

All participants in the investment process shall seek to act responsibly as custodians of the public trust. The overall program shall be designed and managed with a degree of professionalism which is worthy of the public trust. Regardless of delegation of investment duties, the Board retains the overall fiduciary responsibility for RTA public funds.

### **(a) The Board of Directors**

The Board's responsibilities include:

- Establishment and annual adoption of the Investment Policy and Strategy;
- Designation of a banking services depository for the funds of the RTA;
- Approval of the list of broker/dealers for the purpose of selling investment transactions to the RTA;
- Approval of the selection of, if the Board so desires, an investment advisor for the purpose of managing RTA funds;
- Quarterly review of investment reports and performance;
- Designation of an employee(s) of the RTA to serve as Investment Officer(s) to be responsible for the investment of its funds consistent with the adopted Investment Policy. (Authority granted to a person to invest the RTA's funds is effective until rescinded by the RTA or until termination of the person's employment with the RTA.)

### **(b) Investment Officer(s)**

The Director of Finance and the Managing Director of Administration acting on behalf of RTA are designated as the Investment Officers and are responsible for investment management decisions and activities. The Investment Officers' responsibilities include the following.

- The Investment Officers are responsible for considering the quality and capability of staff, investment advisors, and consultants involved in investment management.
- The Investment Officers shall develop and maintain written administrative procedures for the operation of the investment program which are consistent with this Investment Policy.



- The Investment Officers shall be responsible for all transactions undertaken and shall establish a system of controls and documentation to regulate the activities of subordinate officials and staff.
- The Investment Officers shall designate a staff person as a liaison/deputy in the event circumstances require timely action and the Investment Officers are not available.
- No officer or designee may engage in an investment transaction except as provided under the terms of this Policy and established procedures.
- The Investment Officers shall be knowledgeable of laws concerning the investment of public funds, current investment practices and investment risks and opportunities as required by the Act (2256.008). The Investment Officer shall obtain ten (10) hours of training within twelve months of assuming the position and in each two year period that begins on the first day of the RTA's fiscal year and consists of the two consecutive fiscal years after that. The training may be obtained from:
  - Government Finance Officers Association
  - Government Finance Officers Association of Texas
  - Government Treasurers Organization of Texas
  - Association of Public Treasurers of the US & Canada
  - Texas Municipal League
  - University of North Texas Center for Public Management
  - Patterson & Associates

If the Investment Officers desire to attend an investment-training seminar presented by another organization for training credit, such seminar must be approved by the Chief Executive Officer and the Managing Director of Administration.

- The Investment Officers shall be bonded employees.
- This Policy and its adopting resolution authorize the Investment Officers to engage in investment transactions on behalf of RTA. The persons so authorized are authorized to approve electronic transfers used in the process of investing.
- If the Investment Officers have a personal business relationship with a business organization offering to engage in an investment transaction with the RTA, that individual shall file a statement disclosing that personal business interest in accordance with the Act
- The Investment Officers shall develop and maintain a cash flow analysis to determine available balances and project cash flow needs for the prudent investment of RTA funds and the creation of adequate liquidity buffers.
- The Investment Officers shall maintain current and accurate documentation on all investment transactions and holdings.
- The Investment Officers shall ensure adequate security and independent safekeeping for all securities owned by or pledged to RTA.
- The Investment Officers shall ensure that all certification and other requirements placed on financial counter-parties are observed.
- The Investment Officers shall monitor the credit ratings of all investments requiring ratings no less than monthly. Ratings may be obtained from the rating agencies, Bloomberg, the Wall Street Journal or other recognized financial reporting entities. Should the investments lose the required ratings, the Investment Officers shall inform the CEO of the loss of the ratings and options for the liquidation of the investments consistent with this policy.

Rated investments include:

- Obligations of States (other than Texas) and their agencies and subdivisions; banker's acceptances, commercial paper, money market mutual funds and investment pools.
- The Investment Officers shall monitor the status and ownership of all banks issuing brokered CDs owned by the RTA based upon information from the FDIC. If any bank has been acquired or merged with another bank in which brokered CDs are owned, the Investment Officers shall immediately liquidate any brokered CD which places the RTA above the FDIC insurance level.

## **Section 7. Authorized Investments.**

**(a) List of Investments.** The investment types listed below, and as further defined by the Act, are authorized for the RTA. If additional types of securities are approved for investment by public funds by state statute, they will not be eligible for investment by RTA until this Policy has been amended and the amended version adopted by the Board.

- Obligations of the United States, its agencies, and instrumentalities with a stated maturity not to exceed three years and excluding mortgage backed securities.
- Direct obligations of the State of Texas or its agencies and instrumentalities with a stated maturity not to exceed two years.
- Obligations, the principal and interest of which are unconditionally guaranteed, insured, or backed by, the full faith and credit of the State of Texas or the United States or their respective agencies and instrumentalities including the Federal Deposit Insurance Corporation and with a stated maturity not to exceed three years, and excluding mortgage backed securities.
- Obligations of states, agencies, counties, cities, and other political subdivisions of any US state rated not less than A or its equivalent by at least two nationally recognized investment rating agencies not to exceed three years to maturity.
- Fully insured or collateralized depository certificates of deposit from any bank doing business in the State of Texas and under the terms of a written depository agreement with that bank, not to exceed two years to stated maturity, to include certificates of deposit purchased through the CDARS program with a Texas bank;
- FDIC insured brokered certificates of deposit securities from a bank in any US state, delivered versus payment to the RTA's safekeeping agent, not to exceed two years to maturity..
- Fully collateralized repurchase agreements and reverse repurchase agreements as defined by the Act, with defined termination dates, and placed through a primary government securities dealer with a stated maturity not to exceed six months. Flex repurchase agreements used for capital projects may extend beyond three years as determined by the bond expenditure plan.
- Bankers' acceptances as defined by the Act with a stated maturity not to exceed three months.
- Commercial paper rated A1/P1 or equivalent by at least two nationally recognized rating agencies with a stated maturity not to exceed three months.
- Texas, constant dollar local government investment pools as defined by the Act and approved by the Board. Such pools must meet all requirements of the Public Funds Investment Act including reporting requirements and requirements for underlying investments.
- SEC registered money market mutual funds as defined by the Act.
- Interest bearing accounts of banks in Texas with FDIC coverage or collateralized in accordance with this Policy.

**(b) Competitive Bidding Requirement.** All securities, including certificates of deposit, will be purchased or sold only after three (3) competitive offers/bids are taken to verify that RTA is receiving a fair market price. In the case of coordinated programs for the purchase of certificates of deposit bids (CDARS) from multiple brokers will not be required.

All bids/offers for investments may be solicited orally, but confirmed in writing (or electronically) with internal trade ticket documentation, written confirmation from the broker/dealer, and original safekeeping receipt from the custodian.

**(c) Delivery versus Payment.** All security transactions, including collateral for repurchase agreements, shall be conducted on a delivery versus payment (DVP) basis. The RTA's custodian

shall release funds only after it has received the purchased security into safekeeping. The custodian must be independent from the broker/dealer. The DVP basis shall be contractually established.

To ensure delivery versus payment settlement no securities will be purchased through a subsidiary of RTA's banking services bank.

**(d) Diversification.** The RTA recognizes that investment risks can result from issuer defaults, market price changes, or various technical complications leading to temporary illiquidity. Risk is controlled through portfolio diversification. The maximum limits for diversification on the total portfolio are determined at the time of purchase and are established as:

	<u>Max. % of Portfolio</u>
US Treasury Obligations	80%
US Agencies/Instrumentalities	80%
State Government Obligations	45%
Local Government Obligations	45%
Certificates of Deposit (Depository)	50%
Brokered Certificates of Deposit	30%
Repurchase Agreements	50%
Flex in CIP Funds	100%
Local Government Investment Pools	80%
Money Market Funds	100%
Limited to 80% in any one fund (not to exceed 10% of the value of the fund)	
Commercial Paper	35%
Limited to 5% from any one issuer	
Bankers Acceptances	20%

## **Section 8. Financial Counter-Parties.**

### **(a) Designation of Depository**

At least every five years a banking services depository shall be selected through a competitive process. In selecting a depository the services, cost of services, credit worthiness, and collateralization by the institution shall be considered. Collateralization of time and demand deposits in the depository must be in accordance with this Policy.

Any banking institution in which RTA time and demand deposits are placed is a designated depository and funds must be insured or collateralized under a written depository agreement.

### **(b) Investment Management Firm**

The RTA may contract with an SEC registered investment advisory firm for management of the portfolio.

Any new contracts with an investment advisory firm must be approved by resolution of the Board of Directors.

On-going contracts must be approved annually by resolution of the Board of Directors.

The investment advisor must be registered under the Investment Advisors Act of 1940.

The Investment Officer shall require that the investment advisor provide certain documents including:

- Audited financial statements or other acceptable evidence of financial stability

- SEC annual ADV certification and Central Depository Registration (CRD) number.

The investment advisor is responsible for making investments and carrying out its contractual duties in full compliance with this policy and the Public Funds Investment Act.

**(c) Security Broker/Dealers**

Investments may be made with or through the following institutions:

- Federally insured banks ,
- Brokers or security dealers reporting to the Market Reports Division of the Federal Reserve Bank of New York also known as "primary government securities dealers," or
- Secondary institutional brokers/dealers registered with the SEC and registered with Financial Industry Regulatory Authority (FINRA).

The Investment Officer(s) shall maintain a list of not less than three authorized broker/dealers to assure competitive bidding. The Investment Officer(s) shall require that all financial institutions and broker/dealers desiring to transact business with the RTA must supply certain documents including:

- Current year audited financial statements or other acceptable evidence of financial stability
- Financial Industry Regulatory Authority (FINRA) certification and the FINRA Central Depository Registration (CRD) number.
- Proof of Texas State Securities registration.

A list of authorized broker/dealers will be prepared by the Investment Officer(s) and reviewed and adopted at least annually by the Board.

**(d) Policy Review Certification**

Each authorized bank, pool, and broker/dealer and investment management firm and advisor must be provided a copy of the then current RTA Investment Policy. The qualified representative of said business organization shall execute a written certification in a form acceptable to the RTA substantially to the effect that the business organization has:

- Received, and thoroughly reviewed this Policy and
- Acknowledged that the business organization has implemented reasonable procedures and controls in an effort to preclude investment transactions that are not authorized by this Policy, except to the extent that this authorization is dependent on an analysis of the makeup of the entire portfolio or requires subjective investment standards.

The Investment Officer(s) may not acquire or otherwise obtain any investment from a person or firm who has not delivered this written certification.

**Section 9.Collateralization and Safekeeping.**

All RTA repurchase agreements will be fully collateralized and all time and demand deposits will be fully insured or collateralized. Collateral of 102 percent is required and must be kept safe by an RTA-approved independent third party.

Authorized collateral for repurchase agreements which is owned by the RTA includes only:

- A combination of cash and securities of the United States or its agencies and instrumentalities. The RTA does not accept letters of credit as collateral.

Authorized collateral for time and demand deposits which is pledged to the RTA includes only:

- Federal Deposit Insurance Corporation ("FDIC") insurance,
- Obligations of the United States or its agencies and instrumentalities, including mortgage backed securities which pass the bank test.
- Direct obligations of the State of Texas or its agencies, or



- Other obligations, the principal of and interest on which are unconditionally guaranteed or insured by the State of Texas or the United States or their respective agencies and instrumentalities.
- Obligations of states, agencies, counties, cities, and other political subdivisions of any state rated not less than A or its equivalent by at least two nationally recognized investment rating agencies.

The RTA reserves the right to refuse any collateral it deems inappropriate.

**(a) Pledged Depository (Pledged) Collateral**

Financial institutions serving as RTA depositories will be required to sign a depository agreement with the RTA and the independent safekeeping agent and in compliance with FIRREA<sup>1</sup>. The agreement shall define the collateral and RTA rights to the collateral in case of default, bankruptcy, or closing and shall establish a perfected security interest in compliance with Federal and State regulations, which includes:

- the Agreement shall be in writing;
- the Agreement shall be approved by the Board of Directors or the Loan Committee of the Depository and a copy of the meeting minutes or resolution reference must be delivered to the RTA; and
- no listing of pledged collateral shall be part of the agreement.

The following conditions must be met before time or demand deposits are made:

- Collateral must be held in an independent third party bank outside the bank's holding company.
- Collateral will be maintained at 102% of principal plus accrued interest at all times, excluding amounts covered by FDIC insurance.
- The bank will be contractually liable for the continuous monitoring and maintaining of collateral and the required margin requirements.
- Pledged collateral will be evidenced by original safekeeping receipts and a monthly report sent directly to the RTA by the custodian including security description, par value, market value and CUSIP number.
- Substitution rights will be granted if the bank obtains prior approval from RTA and if substituting securities are received before previously pledged securities are removed from safekeeping.
- Collateral shall be reviewed on at least a monthly basis by the RTA's Investment Officer and may be audited by the RTA at any time during normal business hours of the safekeeping bank. A monthly listing of collateral from the pledgor shall include pledged securities itemized by: name, type and description of the security, safekeeping receipt number, par value, coupon, cusip number, market value, and maturity date.
- Collateral shall be audited at least annually by the RTA's independent external auditors.
- Substitution of collateral is authorized; however, the pledging institution must contact the Investment Officer for prior approval.

**(b) Repurchase Agreements (Owned) Collateral**

The RTA and any counter party to a repurchase transaction are required to execute the Bond Market Master Repurchase Agreement. An executed copy of this Agreement must be on file before any transaction is initiated. Collateral will be evidenced by safekeeping receipts clearly denoting ownership by the RTA. Collateral will be maintained at 102% and held by an independent third party approved by RTA and delivered on a delivered-versus-payment (DVP) basis.

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<sup>1</sup>Financial Institutions Resource and Recovery Enforcement Act which governs the actions of the FDIC on default.

## **Section 10. Reporting.**

The Investment Officer(s) shall prepare and submit at least quarterly, signed quarterly investment reports in compliance with the Act and Policy. The reports shall summarize investment strategies employed in the most recent quarter and fully describe investment, maturities, risk characteristics, and investment return for the quarter.

The reports shall include a succinct management summary of the current investment portfolio and changes made during the last quarter. This summary will be prepared in a manner to allow the reader to ascertain whether investment activities during the reporting period have conformed to the Investment policy and adequately maintained diversification and liquidity. The report will include the following:

- A detailed description of the investment position of the entity on the date of the report;
- A summary statement, for each pooled fund group that states the:
  - Beginning market value for the reporting period;
  - Ending market value for the period; and
  - Fully accrued interest for the reporting period;
- For each individual invested asset:
  - State the book value and market value at the end of the reporting period by the type of asset and fund type invested;
  - State the maturity date of each separately invested asset that has a maturity date;
  - State the account or fund or pooled group fund for which each individual investment was acquired (if more than one such account or fund exists).
- Dollar weighted average yield of the portfolio and its benchmarks,
- Earnings for the period (accrued plus net amortization),
- Analysis of the total portfolio by market sector and maturity, and
- Statement of compliance of the investment portfolio with the Act and the Investment Policy.

Market prices for the calculation of market value will be obtained from independent sources.

If the RTA invests in other than money market mutual funds or accounts offered by its depository bank in the form of certificates of deposits or money market accounts or similar accounts, the reports prepared by the Investment Officer(s) shall be formally reviewed at least annually by the independent auditor, and the results of the review shall be reported to the Board by the auditor.

## **Section 11. Annual Policy Adoption.**

The RTA legal counsel shall review this policy annually to ensure it complies with the applicable laws. The Board shall review and adopt the Policy no less than annually and the adopting resolution shall reference any changes made.

**Corpus Christi Regional Transportation Authority Investment Policy  
ATTACHMENT A**

**Authorized Investment Advisor**

Patterson & Associates  
Austin, Texas

**Corpus Christi Regional Transportation Authority Investment Policy  
ATTACHMENT B**

**Authorized List of Brokers/Dealers**

- Bank of America/Merrill Lynch
- Barclay's Securities
- Frost Bank Capital Markets
- G.X. Clark Securities
- Mizuho Securities
- Morgan Stanley Securities
- Mutual Securities
- Piper Jaffray
- RBC Capital Markets
- SAMCO Capital Markets
- Stifel Nicolaus
- Wells Fargo Securities (money market funds only)
- Garcia Hamilton & Associates



CORPUS CHRISTI REGIONAL  
TRANSPORTATION AUTHORITY

Administration Committee Memo

January 22, 2014

**Subject:** Federal Legislative Consulting Services

**Background:**

CCRTA contracts with Meyers & Associates for Federal Legislative Consulting Services to assist with federal legislative initiatives, legislative process, access, and obtaining federal funds.

Following the presentation of this item at the Governmental Relations Subcommittee meeting on November 20, 2013, it was determined a 20% reduction in the scope of services would still provide for assistance with legislative initiatives, legislative process, and congressional access; while allowing for assistance with federal discretionary funds when available.

**Identified Need:**

This contract is scheduled to expire on February 02, 2014.

**Financial Impact:**

The total current annual cost for Federal Legislative Consulting Services is \$75,000. The annual cost of each option year is \$60,000.


**Committee Review**

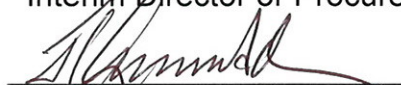
Governmental Relations Subcommittee met on January 14, 2014, and recommended exercising two-year option with Meyers and Associates for Federal Consulting Services.


**Recommendation:**

Staff requests the Administration Committee recommend the Board of Directors to authorize the Chief Executive Officer to exercise the two-year option with Meyers & Associates for Federal Legislative Consulting Services.

Respectfully Submitted,

Submitted by:   
William "Billy" Laridis  
Interim Director of Procurement

Final Review:   
Jorge G. Cruz-Aedo  
Managing Director of Administration

Approval:   
Scott Neeley  
Chief Executive Officer



CORPUS CHRISTI REGIONAL  
TRANSPORTATION AUTHORITY

Administration Committee Memo

January 22, 2014

**Subject: 2014 Federal Legislative Program**

**Background**

Each year, the RTA utilizes federal funding for important capital projects through the federal authorization and budgetary appropriations process.

**Identified Need**

Since federal legislation is on-going, Board adoption of the 2014 Federal Legislative program provides clear direction for Staff and our federal consultants. Staff has identified the following as initiatives for the Board to consider:

- a. Seek Reauthorizing Legislation for FY2015
- b. Seek a Fair and Equitable Reauthorizing Legislation
- c. Preserve Mass Transit Inclusion in Highway Trust Fund
- d. Seek the Continuation of the Alternative Fuel Tax Credits
- e. Seek the Continuation of the Public Transit Commuter Benefit

Staff, with assistance from our Federal Consultants, is also recommending continued monitoring of the MAP-21 provisions of Asset Management and Safety Oversight for any adverse modifications going forward.

The Board and our Legislative Consultant may have additional initiatives that the Board may wish to consider and adopt.

**Committee Review**

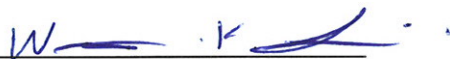
The Governmental Relations Subcommittee met on January 14, 2014, and recommended approval of the 2014 Federal Legislative Program.

**Recommendation**

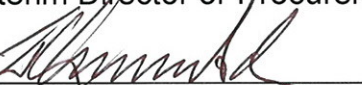
Staff requests the a

Respectfully Submitted,

Submitted by:

  
William "Billy" Laridis  
Interim Director of Procurement

Final Review:

  
Jorge G. Cruz-Aedo  
Managing Director of Administration

Approval:

  
Scott Neeley  
Chief Executive Officer





CORPUS CHRISTI REGIONAL  
TRANSPORTATION AUTHORITY

Administration Committee Memo

January 22, 2014

**Subject: December 2013 Financial Report (Detailed report as attachment)**

**SUMMARY:** The Authority's financial performance through December is positive to budget by about \$1,431,000. Revenues are under budget by about \$1,024,000 for a negative variance of 2.8%. For the year to date operating expenses, including estimated depreciation, the variance is \$2,455,000, or 7.4% below budget.

**REVENUES**

▪ Sales Tax

November sales tax was \$2,575,435 which was a 12.5% decrease from 2012. This is \$93,579 above budget.

Year to Date through November sales tax was \$28,638,700, an increase of \$963,155 (3.48%) over 2012.

December sales tax has been estimated at \$3,620,126 which is a 7.1% decrease from 2012.

- Passenger Revenues – \$1,750,477 vs. \$1,706,528 in 2012 – an increase of \$43,949 (2.6%) including increased fares from the Harbor Ferry and fixed routes; about \$17,000 over budget

- Investment Income - about \$62,000 which is about \$6,000 over budget and about \$11,000 more than 2012

- Grant Revenues - about \$1,417,000 in operating grants which is about \$1,809,000 below 2012 and \$1,815,000 below budget.

**EXPENSES (Focus on year-to-date)**

- Salaries & Benefits – \$9,619,000 with a favorable variance of about \$1,009,000 primarily due to vacant positions and the lower than expected required pension contribution.



- Services – \$1,421,000 with a favorable variance of about \$306,000 primarily due to lower than anticipated costs for security services and lagging invoices for legal, consulting and other professional services.
- Fuel – \$2,144,000 in fuel costs for directly operated fixed route & support vehicles (including related taxes & fees); this is 14.7% (about \$370,000) less than budget.
- Materials - Bus Parts – about \$1,435,000 with an unfavorable variance of about \$146,000.
- Materials – All Other - about \$636,000 with a favorable variance of about \$80,000.
- Utilities – about \$393,000 which is 3.1% more than budget.
- Property, Liability & Health Insurance – Health insurance is about \$1,358,000 with a favorable variance of about \$601,000 due to lower than anticipated claims. Other insurance is about \$332,000 which is about even with budget.
- Purchased Transportation – \$6,918,000 with a favorable variance of about \$225,000. Savings are primarily due to budgeted costs of a new Northwest route not yet initiated of about \$121,000. Lower than expected utilization of B-Line Services resulted in savings of about \$142,000.
- Miscellaneous - about \$361,000 which is about \$25,000 under budget.
- Leases & Rentals – about \$69,000 which is about even with budget.

Respectfully Submitted,

Submitted by:   
 Cindy O'Brien  
 Director of Finance

Final Review:   
 Jorge G. Cruz-Aedo  
 Managing Director of Administration

Approval:   
 Scott Neeley  
 Chief Executive Officer



CORPUS CHRISTI REGIONAL  
TRANSPORTATION AUTHORITY

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5658 Bear Lane ~~~ Corpus Christi, Texas 78405 ~~~ 361 289 2712

**Financial Report**

**December 2013**

**Prepared by:**

**Finance Department**

**Cindy O'Brien, Director of Finance**

# CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY

## Financial Report for December 2013

### TABLE OF CONTENTS

Financial Report Narrative.....	1
Comparative Statements of Net Position.....	6
Comparative Statements of Revenues and Expenditures – Month .....	7
Comparative Statements of Revenues and Expenditures – Year to date...	8
Statement of Cash Flows.....	9
Sales Tax Report.....	10

**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY  
PRELIMINARY FINANCIAL REPORT  
MONTH AND YEAR TO DATE DECEMBER 2013**

The Corpus Christi Regional Transportation Authority (Authority) desires to supply clear and concise financial information to those who are interested in its financial activities. The financial information contained in this monthly financial report is un-audited. The Authority accounts for its financial activities as a single enterprise fund and issues full accrual basis financial statements, which begin on page 6 of this report. This narrative provides highlights of the results of operations for the month with some emphasis on the year to date where relevant. For a more lengthy discussion about the financial operations of the Authority, please consult the Authority's latest Comprehensive Annual Financial Report (CAFR). An electronic copy of that report in Adobe format can be obtained at <http://www.ccrta.org/assets/2012-ccrta-cafr.pdf> or by filing a written request to the attention of Beth Vidaurri.

**STATEMENT OF NET POSITION**

This statement is located on page 6 of this report. This statement has been updated to reflect current accounting guidelines and to more closely follow the statement presentation in the Comprehensive Annual Financial Report.

At the end of the month, the Authority had assets of \$82.8 million, liabilities of \$5.1 million and net position (assets less liabilities) of \$77.7 million. Assets are comprised of cash, investments, accounts receivable, fuel and parts inventories and capital assets used to fulfill the Authority's mission. Construction in Progress is used to reflect the current year outlays as well as any construction in progress at the end of 2012. At year-end, an analysis will be performed to reclassify these outlays into specific asset categories.

Liabilities include trade payables, accrued payroll and employee benefits, estimated leave balances due to Authority employees and amounts due for the Authority's street improvement program that are accrued but not paid as of the end of the month.

Net position reflects externally funded assets provided primarily by the Federal Transit Administration (FTA) for the purchase of assets, internally designated reserves for particular purposes and unrestricted net position. Net Position includes only three categories: Invested in Capital Assets, Restricted for Pension Obligation and Unrestricted. The following schedule shows the elements of the unrestricted portion of the Net Position including board designations in conformity with the Board's Reserve Policy.

Unrestricted Net Position

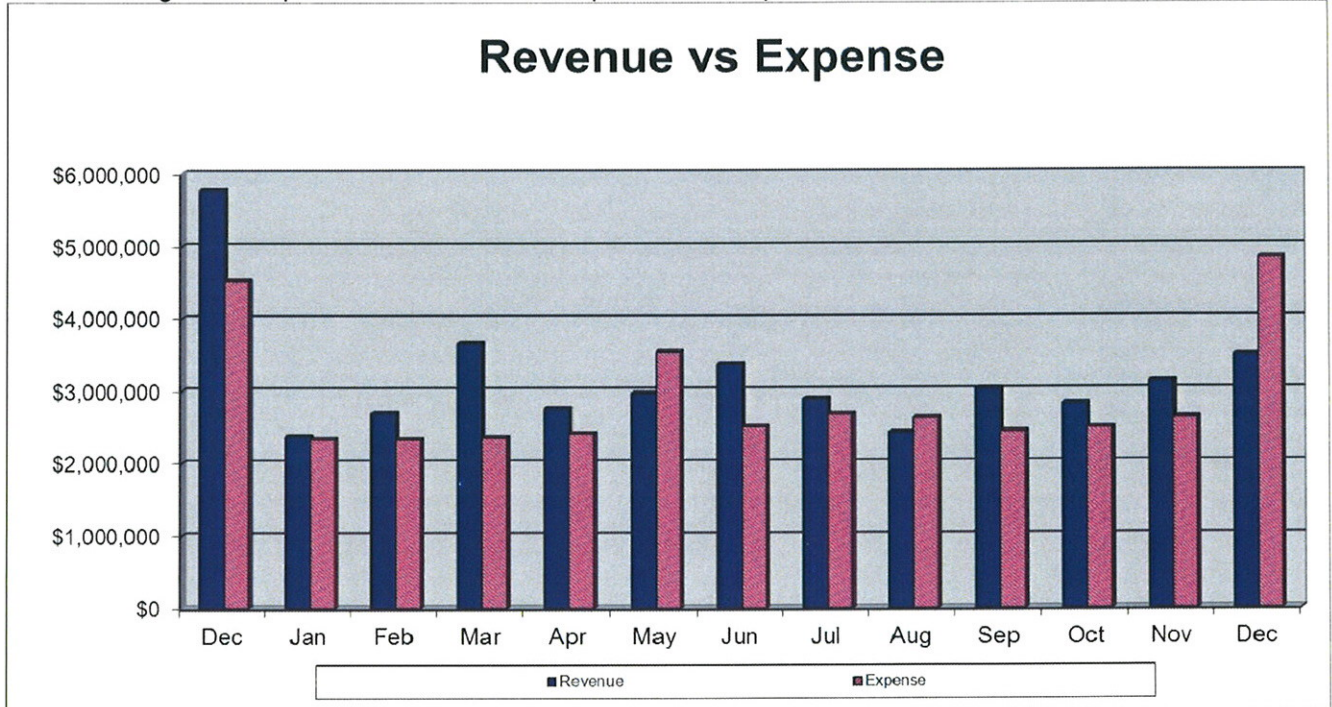
Designated for Operating reserve	\$8,329,717
Designated for Employee Benefits	590,536
Capital Reserve	4,999,910
Undesignated	15,690,719
Total Unrestricted Net Position	<u>\$29,610,882</u>



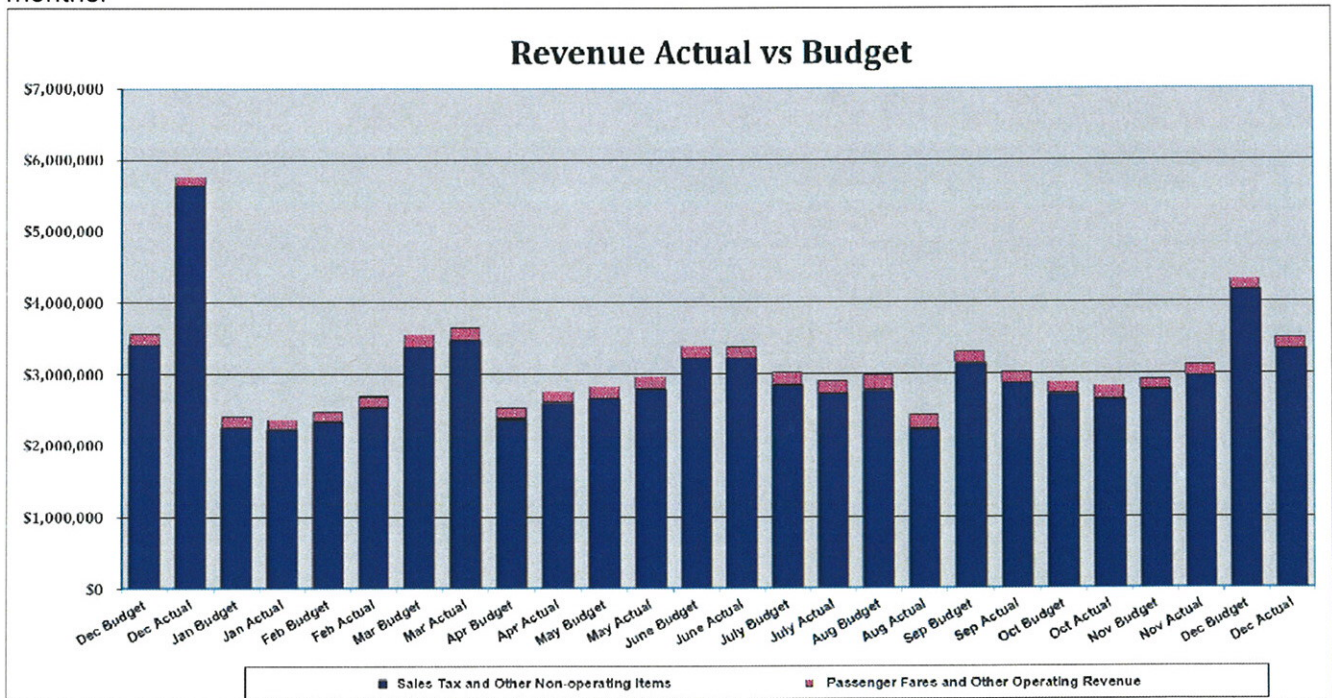
## STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION

The monthly and annual statements of revenues and expenditures and changes in net position begin on page 7. The Authority has year-to-date net income of \$2.4 million compared to budgeted year-to-date net income of \$957,000. The total year to date increase in Net Position is \$4.4 million.

The following chart depicts revenues versus expense for the past 13 months.



**Revenue:** The following graph shows revenue versus budget by major type for the past 13 months.



**Passenger Fares and Other Operating Revenues:**

These revenues represent income from all of the various transportation services and ancillary activities. Total operating revenues are \$7,756 more than the Fiscal 2013 budget and \$24,035 more than 2012. The following discussion provides further details:

- Passenger Service – This represents fares received from all modes of transportation services. For the year, these revenues are \$16,507 (0.95%) more than budgeted. Revenues from passenger service are \$43,949 (2.6%) more than in 2012. Harbor Ferry fares are up by about \$13,000 over 2012. The remaining increase is primarily from commuter routes.
- Bus Advertising – This represents contractual on-board advertising. These revenues are \$22,242 less than the budgeted and prior year amounts.
- Other Operating – These revenues include bus bench advertising, charges for copies, sales of scrap metals, and other expense reimbursements. These revenues are \$13,332 (21.3%) above budget and \$2,170 (2.9%) more than 2012 primarily due to timing of payments for bus bench advertising.

**Sales Tax:**

November Sales Tax was \$2,575,435 which was a 12.5% decrease from 2012. This is \$93,579 more than budgeted.

Year to Date through November Sales tax was \$28,638,700, an increase of \$963,155 (3.48%) over 2012.

December sales tax has been estimated at \$3,620,126 which is a 7.1% decrease from 2012.

**Federal, state and local grant assistance:**

Total grant revenues for non-capital expenses are \$1,416,959 which is \$1,809,102 less than 2012. Capital contributions for the year to date are at \$2,025,996 compared to \$5,792,677 in 2012.

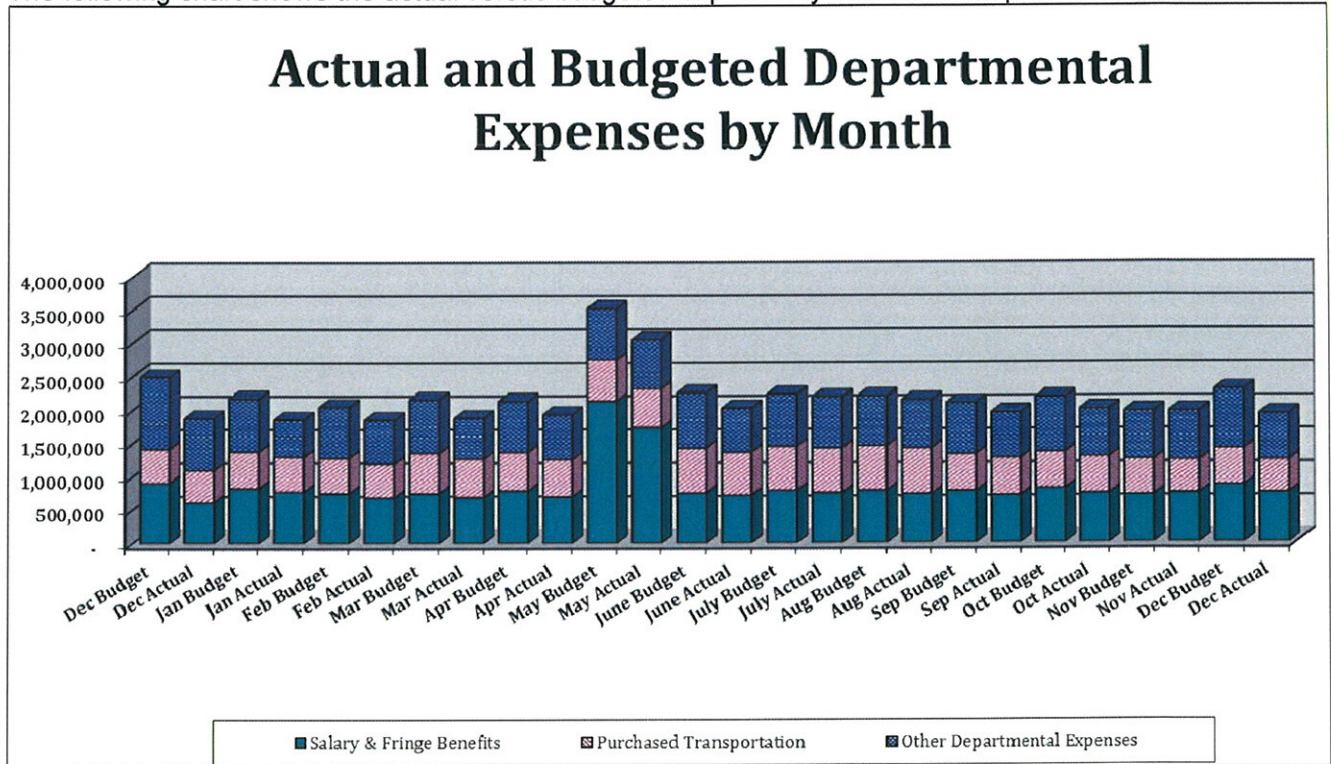
**Operating Expenses:**

Operating expenses shown in the financial statements are listed by department or ‘cost center.’ For this more detailed discussion, expenses are presented by type of activity or “object code” for both the month and year-to-date:

Expense	Month			Year to Date		
	Actual	Budget	Variance	Actual	Budget	Variance
Salaries & Benefits	\$ 740,195	850,863	110,668	9,619,165	10,628,646	1,009,481
Services	134,915	245,652	110,737	1,421,245	1,727,581	306,336
Materials & Supplies	348,145	359,553	11,408	4,214,869	4,518,780	303,911
Utilities	45,467	29,518	(15,949)	393,422	381,540	(11,882)
Insurance	131,534	218,971	87,437	1,690,601	2,288,858	598,257
Purchased Transportation	495,560	555,022	59,462	6,918,204	7,143,167	224,963
Miscellaneous	20,590	18,596	(1,994)	360,627	385,960	25,333
Leases	6,585	5,586	(999)	68,551	67,586	(965)
Total Department Expenses	\$ 1,922,991	2,283,761	360,770	24,686,684	27,142,118	2,455,434



The following chart shows the actual versus budgeted expense by month for the past 13 months.



- Salaries & Benefits – Favorable to budget by \$1,009,481 (9.5%) for the year. Salaries & wages are under budget primarily due to vacant positions. Benefits are under budget due to the lower than expected required pension contribution resulting from strong market performance in 2012.
- Services – Year to date service costs are below budget by \$306,336 (17.7%). This is due primarily to lower year to date spending for security services and lagging invoices from consultants and other service providers.
- Materials – Fuel and related taxes and fees for directly operated modes of transportation and service vehicles are about \$370,000 (14.7%) under budget for the year. Prices were lower than budgeted. Details as of the end of December:

<u>Fuel Type</u>	<u>Budget Price</u>	<u>Year to Date Average Price</u>	<u>Last Price Paid</u>
Diesel	\$ 3.44	\$ 3.05	\$ 3.07
Unleaded	\$ 3.18	\$ 2.80	\$ 2.61
CNG*	\$1.20	\$1.26	\$1.35

\*Includes related electric compression costs.

Bus Repair Parts and related Vehicle Materials & Supplies combined are over budget by about \$146,000.

Other materials and supplies are about \$80,000 under budget.

- Utilities – About \$12,000 over budget for the year.
- Insurance – The Authority's self-funded health insurance is about \$601,000 (30.7%) under budget due primarily to lower than anticipated year to date claims costs. This is about \$29,000 less than in 2012. Property & liability insurance costs are about even with budget for the year.
- Purchased Transportation– \$6,918,000 with a favorable variance of about \$225,000. Savings are primarily due to budgeted costs of a new Northwest route not yet initiated of about \$121,000. Lower than anticipated utilization of B-Line services has contributed savings of about \$142,000.
- Miscellaneous Expenses – Overall, these expenses are about \$25,000 under budget.
- Leases & Rentals – About even with budget for the year.

### **STATEMENT OF CASH FLOWS**

The Statement of Cash Flows on page 9 shows the sources and uses of the Authority's cash since January 1, 2013. The format of the statement is designed to clearly show the activities affecting cash flows. Of note is that the scope of this statement is cash and cash equivalents. For example, when investing activities section shows net of cash "used," this means that cash was put into longer term investments that are outside the scope of this statement. Also, when reviewing the Authority's cash position as it relates to net position, it is important to understand that the Authority's cash and investments are not necessarily idle resources without a purpose attached to them. The primary uses are for the future replacement of buses and bus facilities in the Authority's capital improvement program, which require grant matching funds.

Corpus Christi Regional Transportation Authority  
 Comparative Statements of Net Position (Unaudited)  
 At December 31, 2013 & November 30, 2013 & December 31, 2012

	<u>December 31, 2013</u>	<u>November 30, 2013</u>	<u>December 31, 2012</u>
<b>ASSETS</b>			
<b>Current Assets:</b>			
Cash and cash equivalents	\$ 7,802,527	8,880,820	14,941,878
Investments	17,626,319	17,641,441	10,455,218
Receivables			
Sales taxes	6,195,562	5,554,757	6,841,088
Accrued interest receivable	68,318	68,369	44,438
Due from federal/state Government	10,011	189,487	1,936,569
Other	2,253,100	88,962	54,623
Inventories	624,863	570,841	510,868
Prepaid Expenses	136,480	178,164	150,359
Net Pension Asset	452,465	452,465	169,511
<b>Total Current Assets</b>	<u>35,169,645</u>	<u>33,625,306</u>	<u>35,104,552</u>
<b>Capital Assets:</b>			
Land and Construction in progress	14,522,774	13,276,543	4,383,312
Other capital assets, net of depreciation	33,111,008	33,606,445	39,056,263
<b>Total Capital Assets</b>	<u>47,633,782</u>	<u>46,882,988</u>	<u>43,439,575</u>
<b>Total Assets</b>	<u>82,803,427</u>	<u>80,508,294</u>	<u>78,544,127</u>
<b>LIABILITIES</b>			
<b>Current Liabilities:</b>			
Accounts payable	610,760	542,106	1,332,816
Accrued compensated absences	175,493	175,493	258,394
Distributions to regional entities payable	3,222,897	807,813	2,632,121
Other accrued liabilities	489,634	429,376	429,721
<b>Total current liabilities</b>	<u>4,498,784</u>	<u>1,954,788</u>	<u>4,653,052</u>
<b>Non-Current Liabilities:</b>			
Accrued compensated absences	76,467	76,467	76,467
Other Post Employment Benefits	531,047	531,047	531,047
	<u>607,514</u>	<u>607,514</u>	<u>607,514</u>
<b>Total Liabilities</b>	<u>5,106,298</u>	<u>2,562,302</u>	<u>5,260,566</u>
<b>NET POSITION</b>			
Net Investment in Capital Assets	47,633,782	46,882,988	43,439,575
Restricted for pension plan obligation	452,465	452,465	169,511
Unrestricted	29,610,882	30,610,539	29,674,475
<b>Total Net Position</b>	<u>\$ 77,697,129</u>	<u>77,945,992</u>	<u>73,283,561</u>

Note - See Accompanying Narrative

**Corpus Christi Regional Transportation Authority**  
**Statement of Revenues and Expenditures By Cost Center (Unaudited)**  
**Months ended December 31, 2013 & December 31, 2012**

	Current Month			Prior Year Comparison	
	Actual	Budget	Favorable (Unfavorable)	2012	Favorable (Unfavorable)
			Variance		Comparison
A	B	A vs B	C	A vs C	
<b>Operating Revenues:</b>					
Passenger service	\$ 135,682	132,917	2,765	115,790	19,892
Bus advertising	3,334	3,333	1	3,333	1
Charter service	-	-	-	-	-
Other operating revenues	7,866	5,201	2,665	4,672	3,194
<b>Total Operating Revenues</b>	<b>146,882</b>	<b>141,451</b>	<b>5,431</b>	<b>123,795</b>	<b>23,087</b>
<b>Operating Expenses:</b>					
Transportation	422,990	477,753	54,763	401,650	(21,340)
Customer Programs	9,531	17,315	7,784	(82,470)	(92,001)
Purchased Transportation	552,909	617,001	64,092	602,757	49,848
Service Development	21,578	24,929	3,351	69,563	47,985
MIS	35,796	28,260	(7,536)	24,927	(10,869)
Vehicle Maintenance	427,193	457,993	30,800	356,830	(70,363)
Facilities Maintenance	105,511	89,066	(16,445)	75,698	(29,813)
Contracts and Procurements	18,386	16,969	(1,417)	19,303	917
CEO's Office	35,402	41,668	6,266	74,657	39,255
Finance and Accounting	28,839	32,665	3,826	28,670	(169)
Materials Management	14,898	14,039	(859)	11,498	(3,400)
Human Resources	123,563	242,219	118,656	(95,528)	(219,091)
General Administration	24,369	135,998	111,629	192,192	167,823
Capital Project Management	21,335	14,754	(6,581)	71,676	50,341
Marketing & Communications	37,364	27,493	(9,871)	65,224	27,860
Safety & Security	43,327	45,639	2,312	52,692	9,365
TCN - Regional Coordinator	-	-	-	-	-
<b>Total Departmental Expenses</b>	<b>1,922,991</b>	<b>2,283,761</b>	<b>360,770</b>	<b>1,869,339</b>	<b>(53,652)</b>
Depreciation	495,437	495,437	-	389,997	(105,440)
<b>Total Operating Expenses</b>	<b>2,418,428</b>	<b>2,779,198</b>	<b>360,770</b>	<b>2,259,336</b>	<b>(159,092)</b>
<b>Operating Income (Loss)</b>	<b>(2,271,546)</b>	<b>(2,637,747)</b>	<b>366,201</b>	<b>(2,135,541)</b>	<b>(136,005)</b>
<b>Other Income (Expense)</b>					
Sales Tax Revenue	3,162,871	3,610,382	(447,511)	4,653,858	(1,490,987)
Federal, state and local grant assistance	179,168	562,067	(382,899)	985,155	(805,987)
Investment income	4,661	4,600	61	4,533	128
Gain (Loss) on Disposition of Property	-	-	-	-	-
Street Improvements Program for CCRTA Region Entities	(2,415,084)	(2,415,084)	-	(2,064,093)	(350,991)
<b>Net Income (Loss) Before Capital Grants and Donations</b>	<b>(1,339,930)</b>	<b>(875,782)</b>	<b>(464,148)</b>	<b>1,443,912</b>	<b>(2,783,842)</b>
<b>Capital Grants &amp; Donations</b>	<b>1,091,075</b>	<b>2,540,000</b>	<b>(1,448,925)</b>	<b>201,280</b>	<b>889,795</b>
<b>Change in Net Assets</b>	<b>\$ (248,855)</b>	<b>1,664,218</b>	<b>(1,913,073)</b>	<b>1,645,192</b>	<b>(1,894,047)</b>

The unaudited financial statements for the month of December 31, 2013 have been reviewed and appear to be reasonable. CO Reviewed

Corpus Christi Regional Transportation Authority  
Statement of Revenues And Expenditures By Cost Center (Unaudited)  
Year-to-date December 31, 2013 & December 31, 2012

	Year-to-date			Prior Year Comparison	
	Actual	Budget	Favorable	Favorable	
			(Unfavorable)	2012	Comparison
	A	B	A vs B	C	A vs C
Operating Revenues:					
Passenger service	\$ 1,750,477	1,733,970	16,507	1,706,528	43,949
Bus advertising	48,762	71,003	(22,241)	71,004	(22,242)
Charter service	158	-	158	-	158
Other operating revenues	75,876	62,544	13,332	73,706	2,170
<b>Total Operating Revenues</b>	<b>1,875,273</b>	<b>1,867,517</b>	<b>7,756</b>	<b>1,851,238</b>	<b>24,035</b>
Operating Expenses:					
Transportation	5,055,536	5,232,056	176,520	5,071,876	16,340
Customer Programs	176,982	248,782	71,800	216,369	39,387
Purchased Transportation	7,597,846	7,902,852	305,006	7,294,539	(303,307)
Service Development	240,712	278,848	38,136	550,325	309,613
MIS	334,054	345,764	11,710	331,765	(2,289)
Vehicle Maintenance	5,029,529	5,441,721	412,192	5,399,571	370,042
Facilities Maintenance	1,090,046	1,063,846	(26,200)	980,410	(109,636)
Contracts and Procurements	176,456	205,896	29,440	152,737	(23,719)
CEO's Office	567,861	597,728	29,867	682,395	114,534
Finance and Accounting	384,750	361,577	(23,173)	365,602	(19,148)
Materials Management	128,221	147,668	19,447	143,081	14,860
Human Resources	2,594,078	3,603,513	1,009,435	2,743,988	149,910
General Administration	327,514	546,074	218,560	453,786	126,272
Capital Project Management	198,806	174,397	(24,409)	192,881	(5,925)
Marketing & Communications	344,117	470,945	126,828	308,750	(35,367)
Safety & Security	440,176	520,451	80,275	351,785	(88,391)
TCN - Regional Coordinator	-	-	-	-	-
<b>Total Departmental Expenses</b>	<b>24,686,684</b>	<b>27,142,118</b>	<b>2,455,434</b>	<b>25,239,860</b>	<b>553,176</b>
Depreciation	5,945,255	5,945,255	-	5,523,334	(421,921)
<b>Total Operating Expenses</b>	<b>30,631,939</b>	<b>33,087,373</b>	<b>2,455,434</b>	<b>30,763,194</b>	<b>131,255</b>
Operating Income (Loss)	(28,756,666)	(31,219,856)	2,463,190	(28,911,956)	155,290
Other Income (Expense)					
Sales Tax Revenue	32,258,826	31,482,000	776,826	31,571,834	686,992
Federal, state and local grant assistance	1,416,959	3,232,067	(1,815,108)	3,226,061	(1,809,102)
Investment income	61,861	56,000	5,861	51,173	10,688
Gain (Loss) on Disposition of Property	225	-	225	1,086	(861)
Street Improvements Program for CCRTA Region Entities	(2,593,634)	(2,593,634)	-	(2,154,150)	(439,484)
<b>Net Income (Loss) Before Capital Grants and Donations</b>	<b>2,387,571</b>	<b>956,577</b>	<b>1,430,994</b>	<b>3,784,048</b>	<b>(1,396,477)</b>
Capital Grants & Donations	2,025,996	8,820,000	(6,794,004)	5,792,677	(3,766,681)
<b>Change in Net Assets</b>	<b>\$ 4,413,567</b>	<b>9,776,577</b>	<b>(5,363,010)</b>	<b>9,576,725</b>	<b>(5,163,158)</b>

The unaudited financial statements for year-to-date ended December 31, 2013 have been reviewed and appear to be reason. CO Reviewed

Corpus Christi Regional Transportation Authority  
Statement of Cash Flows (Unaudited)  
Year-to-date December 31, 2013

<b>Cash Flows From Operating Activities:</b>	
Cash Received from Customers	\$ 1,770,268
Cash Received from Bus Advertising and Other Ancillary	(2,073,681)
Cash Payments to Suppliers for Goods and Services	(14,439,791)
Cash Payments to Employees for Services	(8,329,312)
Cash Payments for Employee Benefits	<u>(2,973,888)</u>
Net Cash Used for Operating Activities	<u>(26,046,404)</u>
 <b>Cash Flows from Non-Capital Financing Activities:</b>	
Sales and Use Taxes Received	32,904,352
Grants and Other Reimbursements	1,416,959
Distributions to Region Entities	<u>(2,002,858)</u>
Net Cash Provided by Non-Capital Financing Activities	<u>32,318,453</u>
 <b>Cash Flows from Capital and Related Financing Activities:</b>	
Federal and Other Grant Assistance	3,952,552
Proceeds from Sale of Capital Assets	228
Purchase and Construction of Capital Assets	<u>(10,231,060)</u>
Net Cash Used for Capital and Related Financing Activities	<u>(6,278,280)</u>
 <b>Cash Flows from Investing Activities:</b>	
Investment Income	231,345
Purchases of Investments	(21,796,805)
Maturities and Redemptions of Investments	<u>14,432,340</u>
Net Cash Used for Non-Capital Financing Activities	<u>(7,133,120)</u>
 <b>Net Increase in Cash and Cash Equivalents</b>	 (7,139,351)
 <b>Cash and Cash Equivalents, January 1</b>	 14,941,878
 <b>Cash and Cash Equivalents, Ending</b>	 \$ <u>7,802,527</u>
 <b>Reconciliation to Statement of Net Assets:</b>	
Operating cash and cash equivalents	\$ 7,802,527
Reserved cash and cash equivalents	<u>0</u>
Cash and Cash Equivalents, Ending	<u>\$ 7,802,527</u>



## Corpus Christi Regional Transportation Authority Sales Tax History

Highest comparable months are shaded

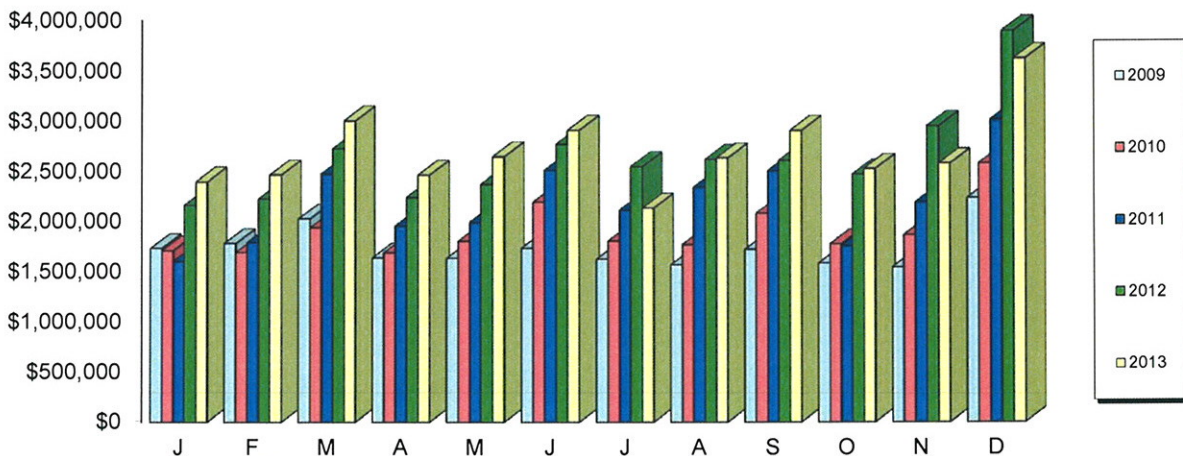
Sales tax history reported by month generated in the community.

(Accrual Method of Accounting - Reported in month RTA earns the income.)

	2013	% Change	2012	2011	2010	2009
January	\$ 2,395,030	10.7%	\$ 2,164,316	\$ 1,603,597	\$ 1,707,787	\$ 1,731,089
February	2,464,001	10.7%	2,226,506	1,789,411	1,690,511	1,780,559
March	3,000,087	10.1%	2,724,073	2,473,035	1,936,991	2,027,122
April	2,462,052	9.8%	2,242,029	1,954,495	1,688,314	1,638,161
May	2,645,394	11.5%	2,373,521	1,990,917	1,803,150	1,634,741
June	2,906,916	5.0%	2,769,015	2,508,953	2,195,580	1,733,918
July	2,135,526	-16.1%	2,545,257	2,114,283	1,804,051	1,625,860
August	2,630,543	0.6%	2,615,213	2,343,583	1,769,527	1,567,976
September	2,901,648	11.4%	2,605,068	2,500,035	2,080,698	1,720,734
October	2,522,066	2.3%	2,465,748	1,755,397	1,772,941	1,583,354
November	2,575,435	-12.5%	2,944,798	2,192,807	1,865,505	1,542,919
December	3,620,126	-7.1%	3,896,289	3,009,013	2,576,657	2,235,142
<b>Total</b>	<b>\$ 32,258,826</b>	<b>2.2%</b>	<b>\$ 31,571,834</b>	<b>\$ 26,235,525</b>	<b>\$ 22,891,712</b>	<b>\$ 20,821,573</b>

Note: The last month of the current year is estimated until the amount becomes known.

### Sales Tax



**REGIONAL TRANSPORTATION AUTHORITY  
OPERATIONS COMMITTEE MEETING MINUTES  
WEDNESDAY, OCTOBER 23, 2013**

**SUMMARY OF ACTIONS**

- 1. Provided Opportunity for Public Comment**
- 2. Approved the Operations Committee Minutes of September 25, 2013**
- 3. Heard Presentation on: a.) September 2013 Operations Report; b.) Procurement Update; c.) Update on Staple Street**

\*\*\*\*\*

The Operations Committee for the Regional Transportation Authority Board of Directors met at 10:30 a.m. on Wednesday, October 23, 2013 at the RTA Administration/Operations Facility located at 5658 Bear Lane, Corpus Christi, Texas.

**Committee Members Present:** Vangie Chapa, George Clower, Angie Granado, Ray Hunt, Curtis Rock, Lamont Taylor

**Committee Members Absent:** Mary Saenz

**Staff Members Present:** Scott Neeley, (CEO); Jorge Cruz-Aedo, Jane Haas, Terry Klinger, Keith Korenek, William Laridis, Sharon Montez, Cindy O'Brien, Robert Saldaña, Oscar Vargas, Stephanie Alvarez

**Public Present:** Abel Alonzo, (RCAT Chair); Rowland Estrada, Rosie Aguiar, ATU – Local 1769; Carlos Vargas, MV Transportation

**Call to Order**

Ms. Stephanie Alvarez called roll and declared that a quorum was present.

Ms. Vangie Chapa called the Operations Committee meeting to order at 10:38 a.m.

**Opportunity for Public Comment**

No one spoke under public comment.

**Discussion and Possible Action to Approve the Operations Committee Minutes of September 25, 2013**

**MR. TAYLOR MADE A MOTION TO APPROVE THE OPERATIONS COMMITTEE MINUTES OF SEPTEMBER 25, 2013. MR. CLOWER SECONDED THE MOTION. THE MOTION CARRIED. CHAPA, CLOWER, HUNT, ROCK, TAYLOR AND VALLS VOTING IN FAVOR SAENZ ABSENT.**

## **Presentations**

### **a. September 2013 Operations Report**

Mr. Robert Saldana, using a PowerPoint, reviewed the September 2013 monthly report. He said that passengers transported for all services were 514,385 which was a decrease compared to September 2012.

Mr. Saldana reviewed an average weekday ridership graphs which showed an overall average of 20,490 transported passengers per weekday service in September 2013 as compared to 22,063 in September 2012.

Reviewing the on-time performance for fixed-route services for the last three months and YTD 2013, Mr. Saldana reported that In Vehicle Time statistics exceeded contract standard of 98.1%. He reviewed the remaining operational statistics that did not meet contract standard for the month of September.

Reporting on B-Line service metrics, Mr. Saldana noted a 3.7% decrease compared to same period in 2012.

The safety report, delivered by Mr. Saldana showed that there were seven vehicle collisions, and thirty- three customer related incidents. Mr. Saldana noted that the total collision rate for the month was at 3.38 per hundred thousand miles driven and the desirable range for total collisions is 2.0 or less.

### **b. Procurement Update**

Mr. William Laridis using a power point updated on the bus stop cleaning solicitation timeline. He mentioned the dates of the pre-proposal meetings; and that the proposal is on November 15, 2013. A one-year base, with two (2) one-year options, Mr. Laridis stated that the bus stop cleaning contract will be in effect on January 1, 2014. He went over the scope of services, trash pickup, landscaping, and graffiti removal. He noted that a minimum of bi-weekly inspections would be required as well as will take place and a daily and monthly report. Mr. Laridis stated that the contractor awarded this contract will provide all materials and equipment needed.

Ms. Vangie Chapa questioned the scope of services that was expected from the contractor. Mr. George Clower provided options regarding daily and monthly reporting.

### **c. Update Staples Street Center**

Ms. Sharon Montez reported that the Staples Street Center project design was at 75 percent design stage. She reported that the Guaranteed Maximum Price (GMP) was \$22,971,300 and had been allocated in the Capital Budget. Ms. Montez stated

that construction is scheduled to start the week of December 16, 2013. The projected completion date is August 2015.

**d. Shoreline Realignment Update**

Mr. Robert Saldana, using a PowerPoint presentation, reviewed the Shoreline realignment plan. He explained the current proposed Shoreline realignment and the routes that would be affected. Mr. Saldana provided slides on the \$6.5 million Shoreline Boulevard project and noted that the six lanes would be reduced to four lanes. He summarized the construction project schedule and stated that the project completion date is for November 2014.

**Adjournment**

There being no further business, the meeting was adjourned at 11:32 p.m.

Submitted by: Stephanie Alvarez



CORPUS CHRISTI REGIONAL  
TRANSPORTATION AUTHORITY

Operations Committee Memo

January 22, 2014

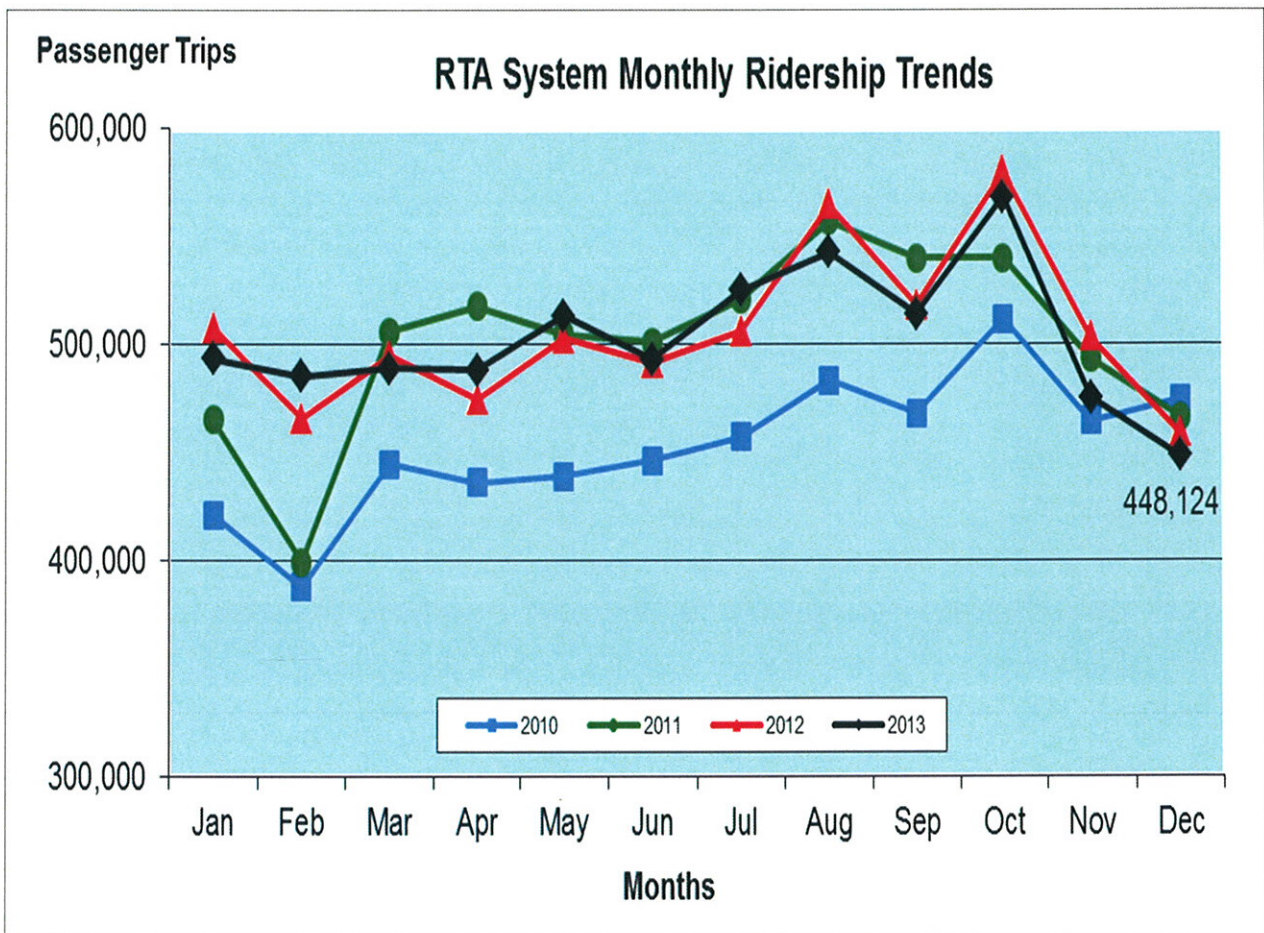
**Subject: RTA Operations Report for December 2013**

The monthly Operational Performance Report for December 2013 is attached for your information and review. Included in this report are the basic "Operating Statistics" and a series of "Operating Performance Measures." The performance analysis summarizes monthly system performance.

**Service Performance - Operations Report for – December 2013**

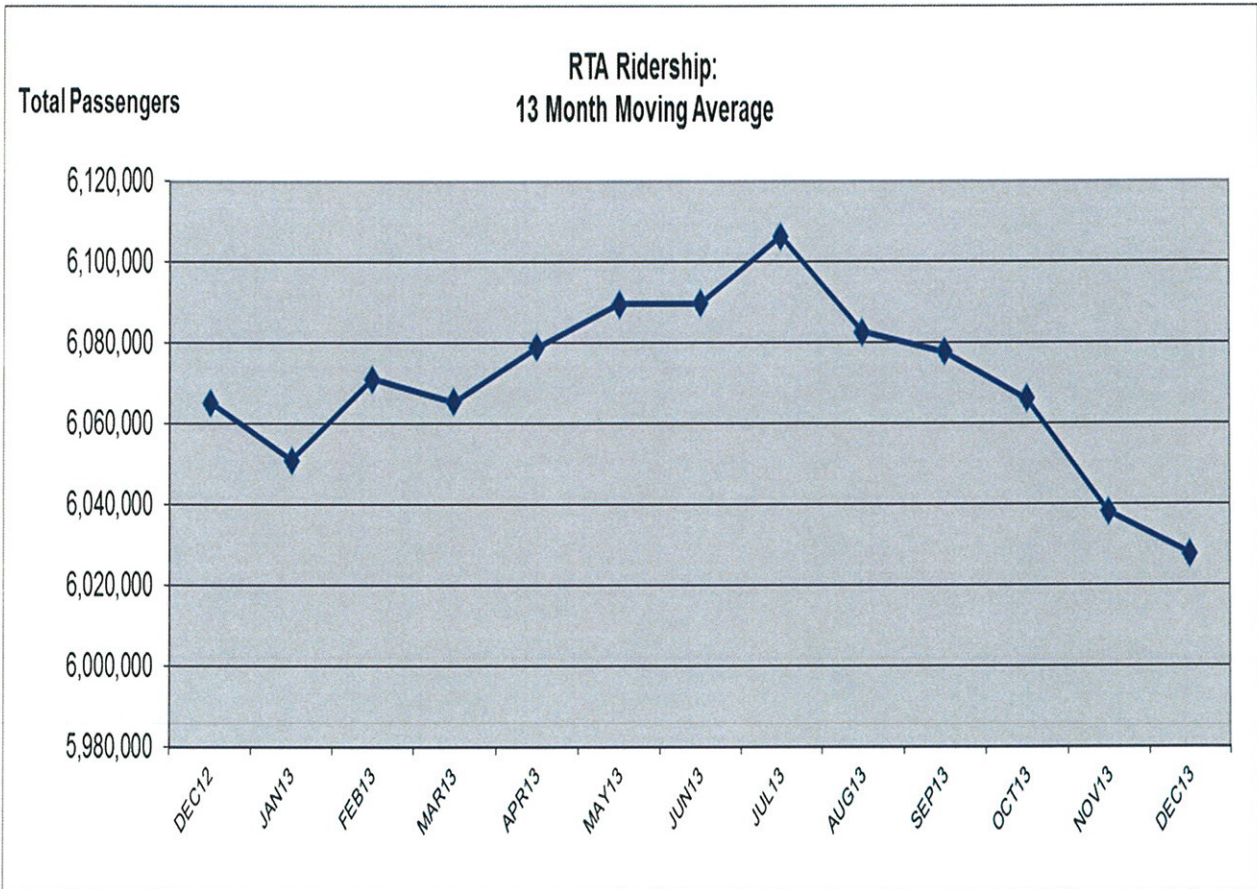
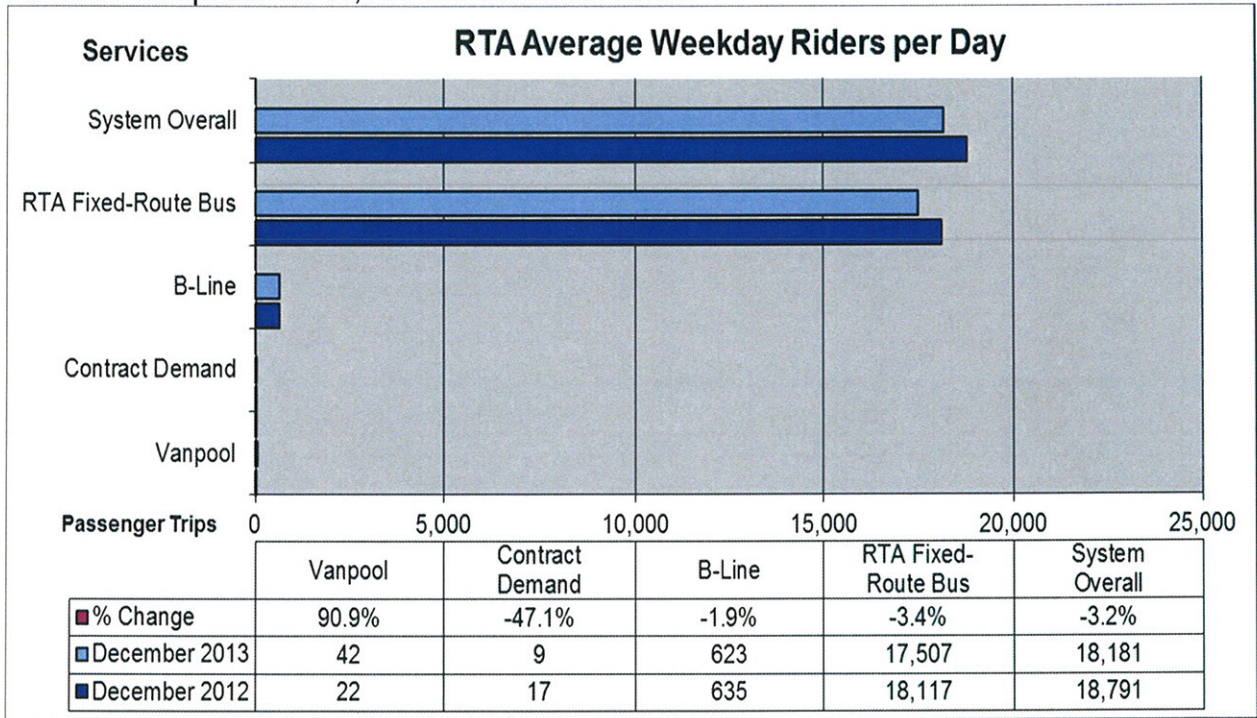
Passengers for all services in December were 448,124. This is a 2.3% decrease from December 2012.

The following graph below compares RTA System Monthly Ridership trends for a four year period. The positive ridership trend has improved overall system productivity.



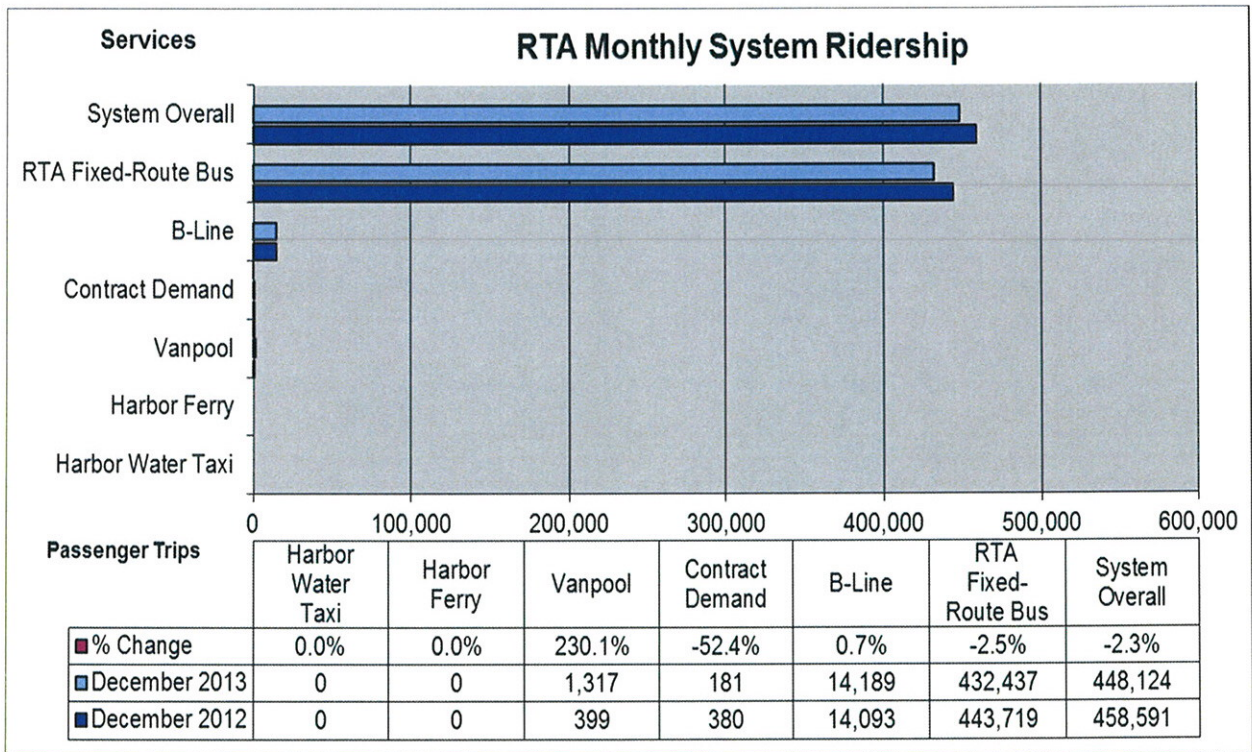


The chart below shows RTA Average Weekday Ridership for all services. The RTA overall transported an average of 18,181 passengers per weekday service in December 2013 as compared to 18,791 in December 2012.

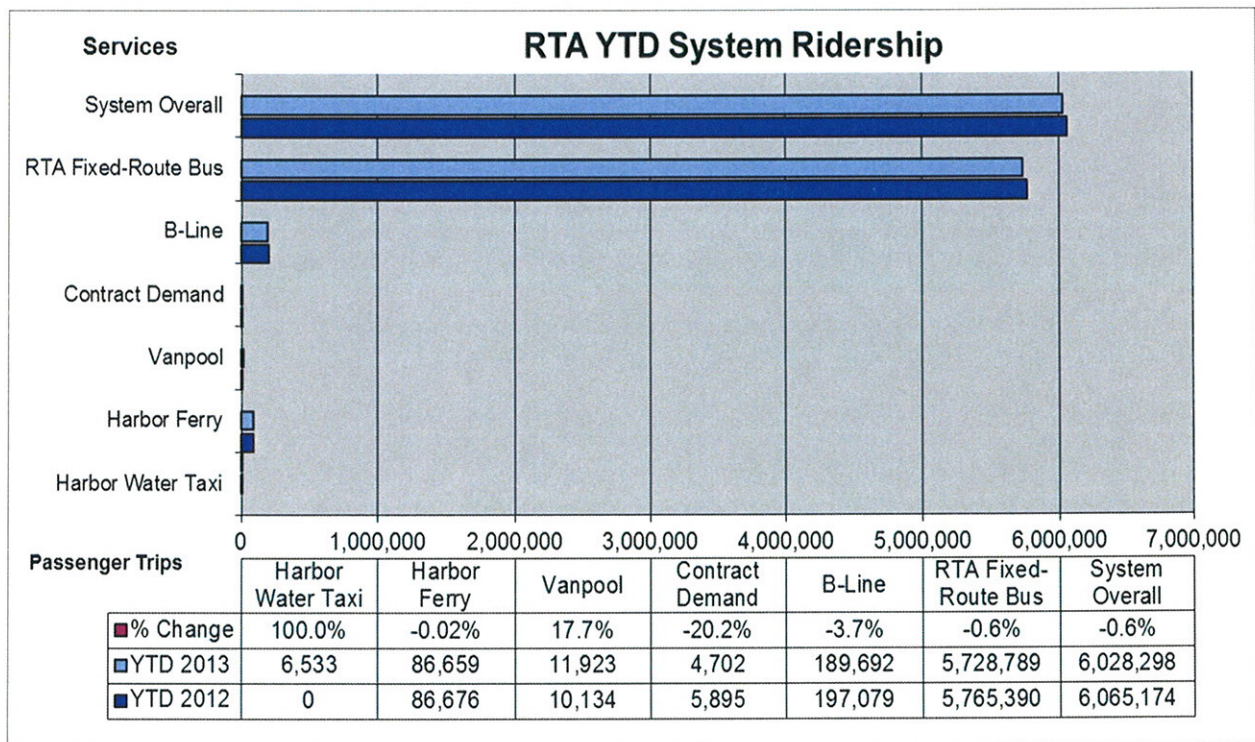




The chart below shows RTA Monthly Ridership for all services. The RTA transported 10,467 less passengers in December 2013 as compared to December 2012.

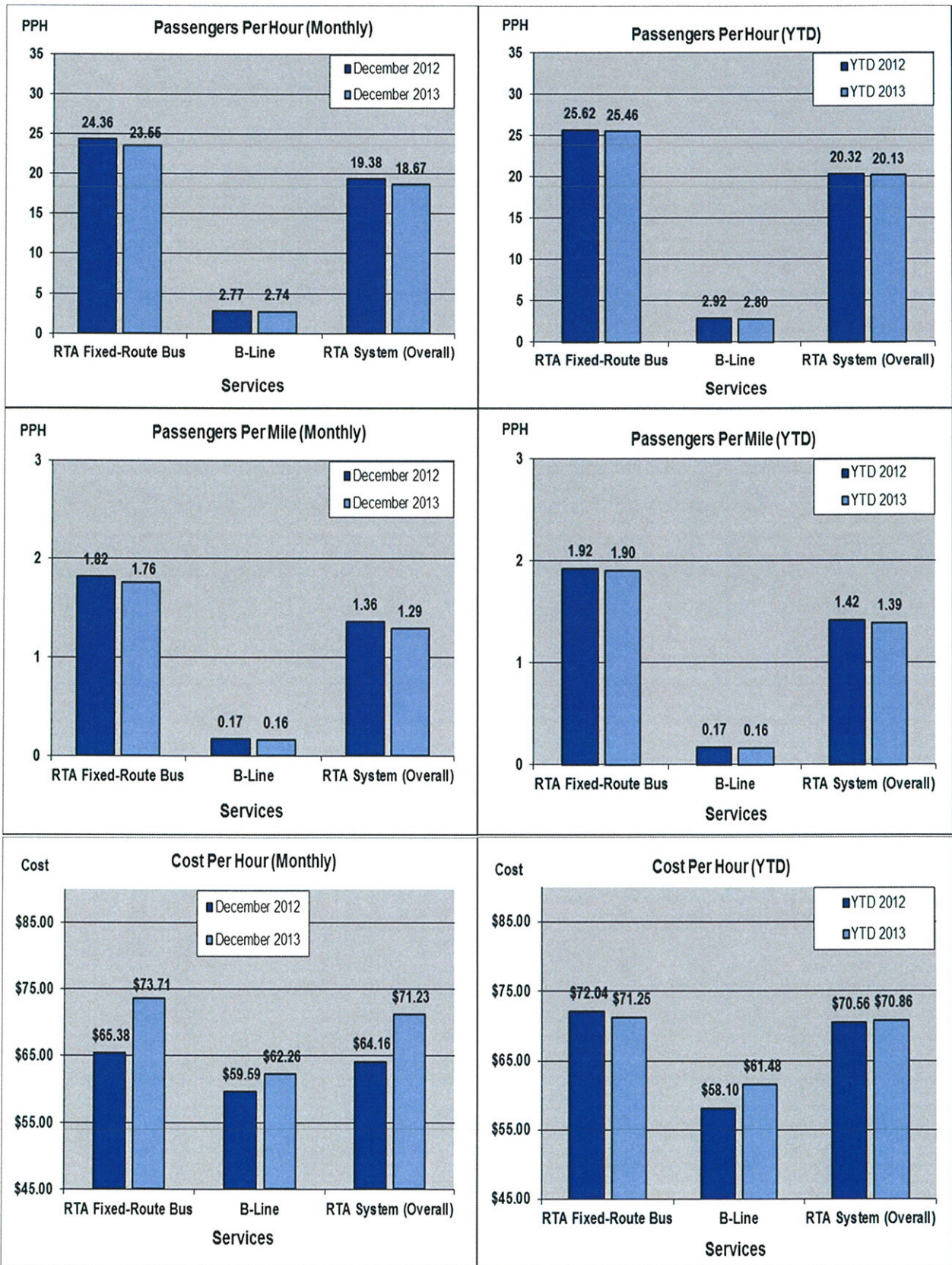


The chart below shows RTA YTD System Ridership for all services. The RTA has transported 36,876 less passengers in 2013 as compared to 2012.

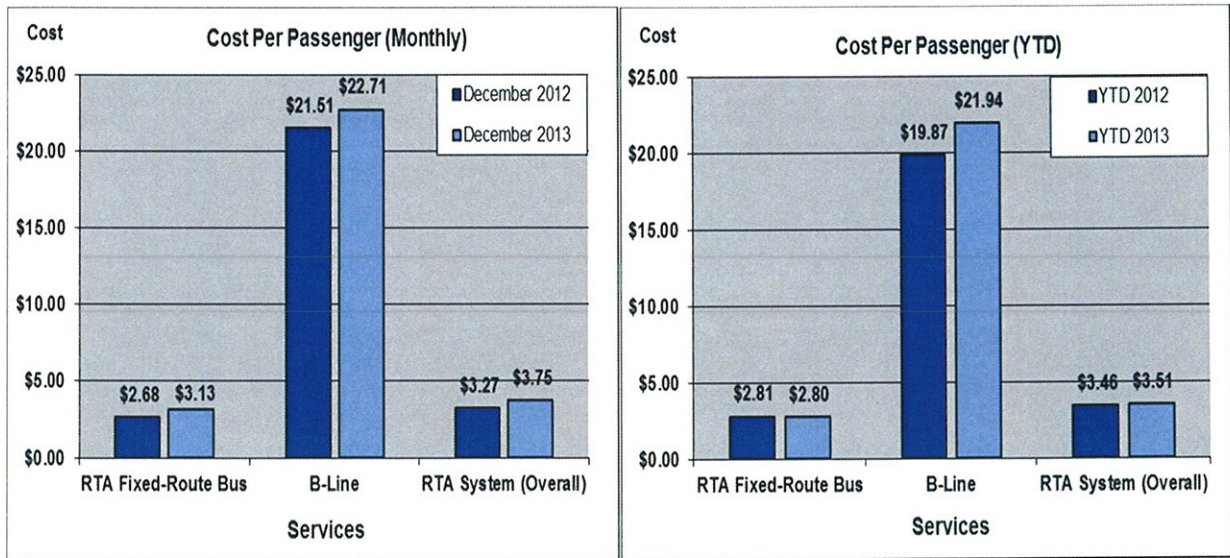




The following charts show RTA System Productivity and Cost for services for the month of December 2013 and YTD 2013.







The following table shows On-Time performance of RTA Fixed-Route services for the last three (3) months and YTD 2013. Standards for each category are provided along with actual. Surveys are weighted by passenger volume for each route and service type.

Schedule Adherence	Standard	Oct-13	Nov-13	Dec-13	YTD Average
Early Departure	<1%	1.0%	3.1%	1.0%	2.3%
Over 3 minutes Late	<20%	20.8%	15.5%	17.2%	14.3%
Over 5 minutes Late	<5%	11.8%	6.3%	7.9%	7.5%
Over 10 minutes Late	<1%	4.0%	2.0%	1.8%	2.1%
Monthly Wheelchair Boardings		5,187	4,813	4,242	
Monthly Bicycle Boardings		7,258	5,980	4,803	

## DECEMBER 2013 SERVICE METRICS BY ROUTE

	Passengers per Hour	Cost per Passenger Mile	Cost per Passenger Trip	Farebox Recovery	Average Load
<b>Fixed Route Bus - Local</b>	<b>25.3</b>	<b>\$0.68</b>	<b>\$2.79</b>	<b>9.9%</b>	<b>8.12</b>
Route 04	13.9	\$2.01	\$6.19	4.3%	2.52
Route 05	18.9	\$1.07	\$3.73	7.1%	5.16
Route 06	14.4	\$0.91	\$4.79	5.5%	5.72
Route 08	16.5	\$0.92	\$4.20	6.3%	5.91
Route 12	27.7	\$0.85	\$2.40	11.1%	7.21
Route 16	15.6	\$1.20	\$4.64	5.7%	4.46
Route 17	24.1	\$0.75	\$2.86	9.3%	7.42
Route 19/15S	33.4	\$0.70	\$2.00	13.3%	8.85
Route 21	33.8	\$0.67	\$1.91	13.9%	9.11
Route 23	31.8	\$0.72	\$1.98	13.4%	8.89
Route 24	26.2	\$0.69	\$2.62	10.1%	8.13
Route 26	7.2	\$3.25	\$10.00	2.7%	1.62
Route 27	37.5	\$0.26	\$2.38	11.2%	17.07
Route 29	40.0	\$0.47	\$1.53	17.4%	12.82
Route 31	24.4	\$0.70	\$2.63	10.1%	9.46
Route 32	22.3	\$0.76	\$3.21	8.3%	7.16
Route 37	17.9	\$1.71	\$3.96	6.7%	3.08
Route 60	4.3	\$8.74	\$17.49	1.5%	0.71
Route 63	15.4	\$1.44	\$5.02	28.9%	3.32
Route 66	27.6	\$0.94	\$3.10	8.6%	5.41
<b>Fixed Route Bus - Rural</b>	<b>5.2</b>	<b>\$2.54</b>	<b>\$17.10</b>	<b>2.5%</b>	<b>1.68</b>
Route 34	10.5	\$1.70	\$6.56	4.1%	3.83
Route 67	2.8	\$2.27	\$42.00	2.5%	1.49
Route 94	1.7	\$21.69	\$42.66	0.6%	0.24
<b>Fixed Route Bus - Trolley</b>	<b>14.5</b>	<b>\$1.69</b>	<b>\$4.80</b>	<b>5.5%</b>	<b>3.33</b>
Route 76	12.5	\$0.83	\$6.11	4.4%	6.15
Route 78	15.9	\$1.42	\$4.60	5.8%	3.61
Route 79	11.9	\$4.48	\$5.15	5.2%	1.68
<b>Fixed Route Bus - Commuter</b>	<b>13.5</b>	<b>\$0.59</b>	<b>\$14.38</b>	<b>7.4%</b>	<b>10.97</b>
Route 50	15.7	\$0.40	\$11.70	9.1%	13.36
Route 51	15.2	\$0.66	\$14.74	7.2%	12.17
Route 53	10.5	\$0.85	\$17.15	6.2%	7.71
<b>Flexi-B</b>	<b>0.9</b>	<b>\$14.96</b>	<b>\$89.45</b>	<b>1.2%</b>	<b>0.31</b>
<b>B-Line</b>	<b>2.7</b>	<b>\$2.99</b>	<b>\$22.71</b>	<b>4.7%</b>	<b>1.23</b>

## **RTA Purchased Transportation Department Operating Report for December 2013 B-Line Service Contract Standards & Ridership Statistics**

Productivity: 2.35 PPH did not meet the contract standard of 2.70 PPH.

On Time Performance: 96.1% did meet the contract standard of 96%.

In Vehicle Time: 99.4% exceeded contract standard of 95%.

Miles Between Road Calls: 9,835.8 did not meet standard of 10,000 miles.

Denials: 3 denials (late trips) did not meet contract standard of .2%.

Ridership Statistics: 9,233 ambulatory  
4,058 wheelchair boarding's

Ridership year to date represents a 3.7% decrease compared to same period in 2012.

### **RTA Customer Programs Monthly Customer Assistance Form (CAF) Report- December 2013**

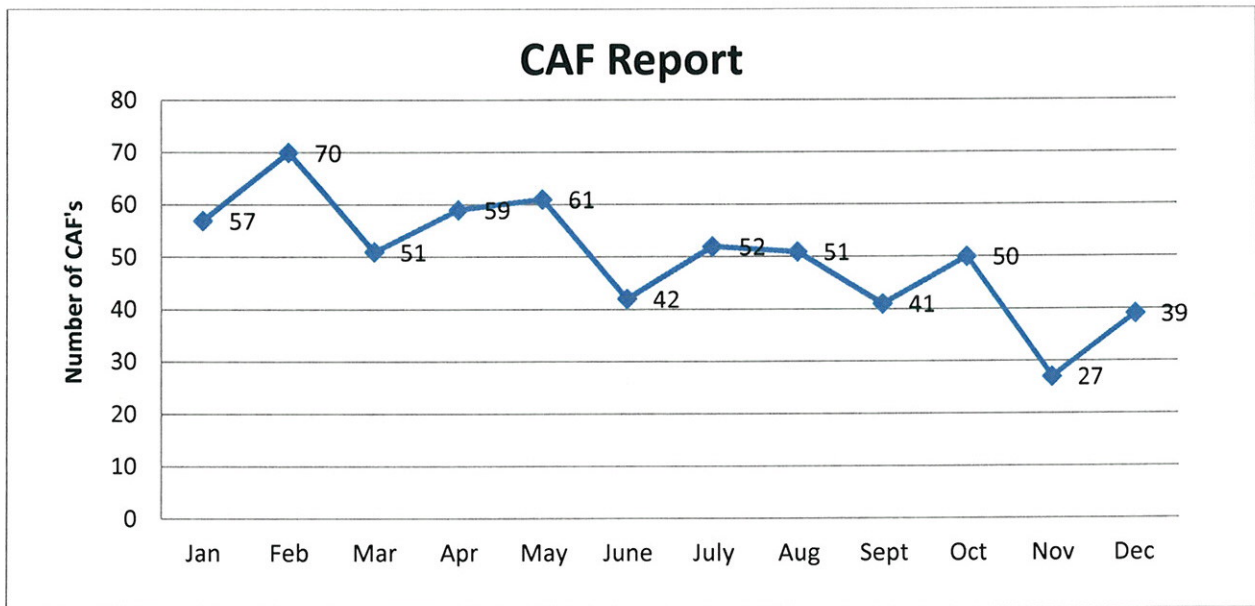
The RTA documents CAF's to capture information regarding a wide range of issues from the community's perspective point of view. CAF's are communicated to the Customer Programs group via the telephone, e-mail, letter or in person.

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.

#### **CAF Report**

For December 2013 there were 39 reported CAF's an increase from 27 reported CAF's overall in November. The statistics for December represent a .44% increase, 39 CAF's vs.27 CAF's compared to the month of November 2013. (There was 2 Commendation for the month of December)



### Route Summary Report for December 2013

Route	# of CAF's	Route	# of CAF's
#4 Flour Bluff Mini B	0	#65 Padre Island Connector	0
#5 Alameda	2	#66 TAMU-CC Connection	1
#6 Santa Fe/Malls	2	#67 Driscoll/Bishop/Gregory	2
#8 Flour Bluff/Malls	3	#76 Harbor Bridge Shuttle	0
#12 Saxet Oak Park	4	#77 Harbor Ferry	0
#16 Agnes/Ruth	1	#78 CC Beach/Bayfront Connector	0
#17 Carroll/Southside	2	#79 Downtown/Shoreline Shuttle	1
#19 Ayers/Kostoryz	1	#94 Port Aransas Shuttle	0
#21 Arboleda	1	#95 Flexi-B	0
#23 Molina	3	B-Line (Para-transit)	2
#24 Los Encinos	0	Transportation (Other)	1
#26 Airline/Lipes Connector	0		
#27 Northwest	5		
#29 Staples	4		
#31 McArdle/Malls	1		
#32 Southside Mini B	1		
#34 Robstown Circulator	0		
#37 Crosstown	2		
#50 Calallen Park & Ride	0		
#51 Gregory Park & Ride	0		
#63 The Wave	0	<b>TOTAL CAF'S</b>	<b>39</b>



## Conclusion

During December 2013, RTA received 39 CAF's/Commendations regarding RTA Fixed-Route Service, B-Line and Purchased Transportation; Two (2) of the 41 reported CAF's (December) were commendations.

There were a total of 30 CAF's/Commendations received regarding RTA Service representing 78% of total customer contacts: 30 for Transportation.

A total of 2 CAF's/Commendations were reported regarding B-Line service representing 4.9% of the total customer contacts.

A total of 7 CAF's/Commendations were received regarding Contracted Fixed Route services representing 17.1% total customer contacts.

## Reporting December 2013:

<b>CAF Category</b>	<b>RTA Fixed Route</b>	<b>B-Line ADA Paratransit</b>	<b>Contracted Fixed Route</b>	<b>Totals</b>
Service Stop Issues	6	N/A	1	7
Driving Issues	5	1	1	7
Customer Services	15	1	3	19
Late/Early	4	0	2	6
Drop off/Pick up	0	0	0	0
Facilities Maintenance	0	0	0	0
Maintenance	0	0	0	0
Safety and Security	0	0	0	0
<b>Total</b>	<b>30</b>	<b>2</b>	<b>7</b>	<b>39</b>
Active	8	0	7	15
Commendations	2	0	0	2

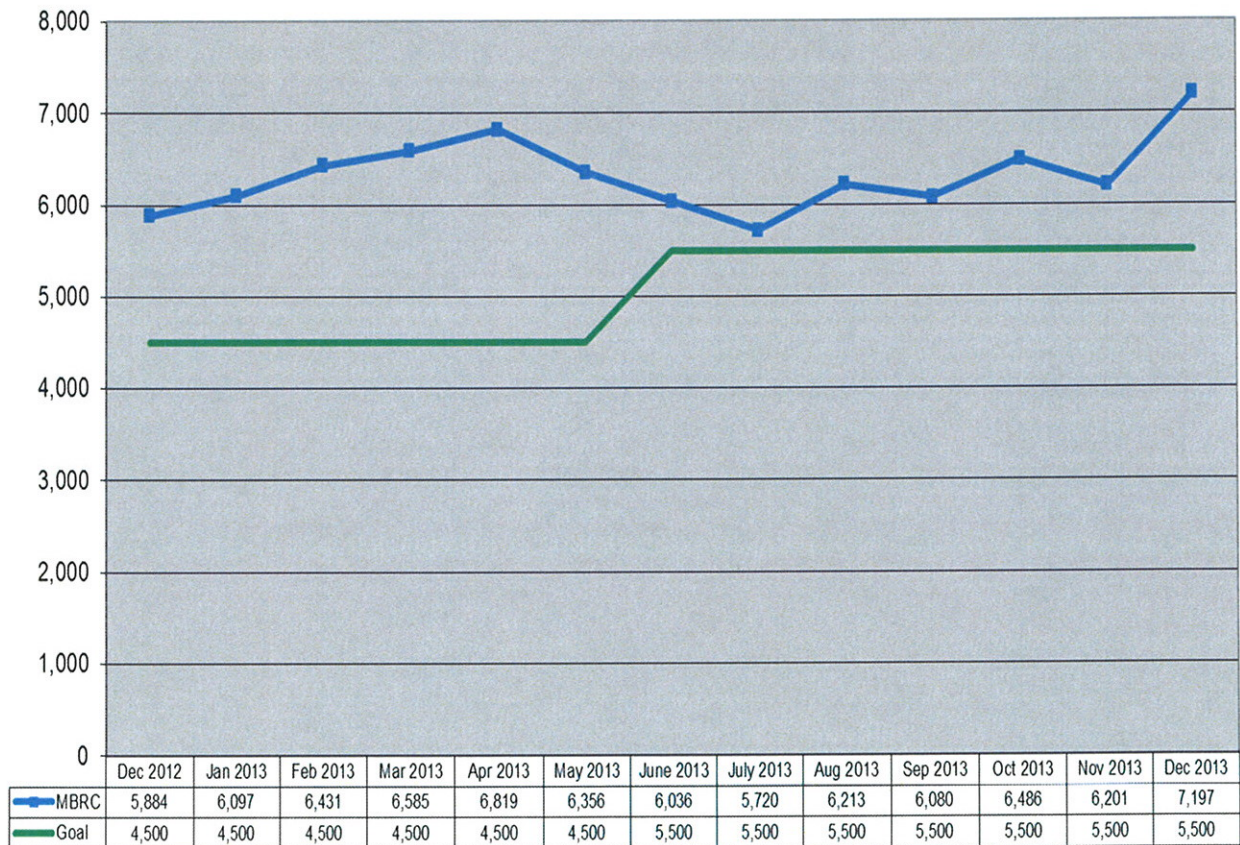
Actions taken as a result of reported CAF's include but are not limited to the following:

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

## RTA Vehicle Maintenance Department Monthly Miles Between Road Calls Report for December 2013

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. Miles Between Roadcalls (MBRC) is a performance gauge of maintenance quality, fleet age, and condition; an increase in miles between roadcalls is a positive indicator. A goal of 5,500 miles between roadcalls has been adopted for a fleet the size, age, and condition of the RTA. The following graph shows the previous (13) month period.

### Miles Between Roadcalls (MBRC) Previous 13 Month Period



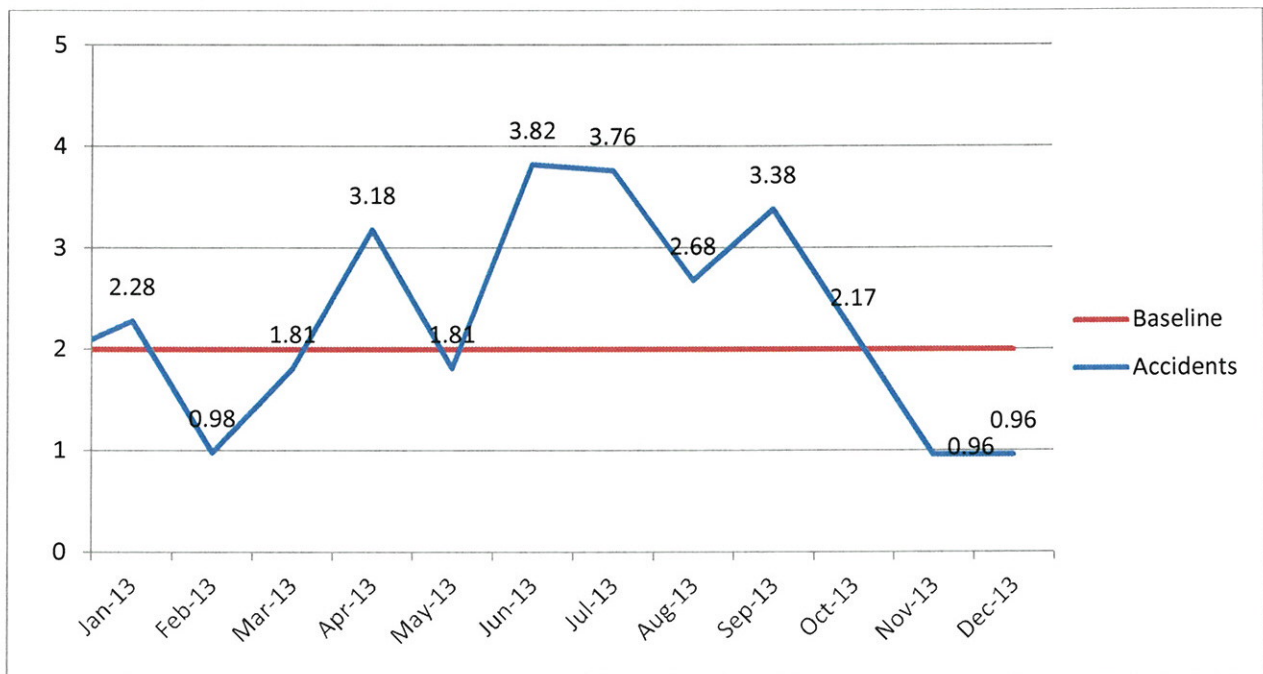
## Safety/Security Department - Operations Report for – December 2013

### SAFETY SUMMARY

For the month of December we had two (2) vehicle collisions, (2 non preventable), thirty-seven (37) customer related incidents and drove a total of 207,318 miles. The total collision rate for the month was at 0.96 per hundred thousand miles driven. The desirable range for total collisions is at 2.0 or less.

The chart below shows the last 12 months of our total collision rate. Please keep in mind that this chart shows all vehicle collisions regardless of fault. The classifications of preventable and non-preventable are not distinguished for purposes of calculating this rate.

**Total Collision Rate (rolling 12 month period)**  
**Monthly rate = Total collisions per 100,000 miles driven**



### SECURITY SUMMARY

For the month of December, one thousand two hundred fifty seven hours (1257) of security coverage were used for all areas of RTA Operations. Officers arrested ten (10) individuals for public intoxication, issued sixteen (16) criminal trespass warnings, and cited nine (9) individuals for loitering.



Respectfully Submitted,

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