



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

MEETING NOTICE

Date: Administration Committee Meeting – Wednesday, March 26, 2014

Time: 8:30 a.m.

Date: Operations Committee Meeting – Wednesday, March 26, 2014

Time: 10:30 a.m.

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

ADMINISTRATION COMMITTEE MEETING AGENDA

Wednesday, March 26, 2014

8:30 a.m.

Tony Elizondo (Chair)

**Robert Garcia
Angie Granado**

**Thomas Dreyer
Jeffery Pollack**

	Topic	Speaker	Est. Time	Reference
1.	Roll Call	S. Alvarez		
2.	Opportunity for Public Comment	T. Elizondo	3 min.	
3.	Discussion and Possible Action to Approve the Administration Committee Minutes of October 23, 2013	T. Elizondo	3 min.	Pages 1 - 3
4.	Discussion and Possible to Recommend the Board Authorize Issuing a Request for Proposals (RFP) for a Real Time Passenger Information Systems (RTPIS)	D. Chapa	5 min.	Page 4

5. Presentations:	a. Financial Report February 2014	C. O'Brien	5 min.	Pages 5 - 8
	b. Standard & Poor's Ratings Update	J. Cruz-Aedo	5 min.	No Attachment
	c. 2014 Emergency Preparedness Plan	J. Cruz-Aedo	5 min.	No Attachment
	d. Marketing Update	J. Haas	8 min.	No Attachment
	e. Grant Update	W. Laridis	3 min.	No Attachment
	f. Operational Recruitment Incentives	A. Gaitan	5 min.	No Attachment

Total Estimated Time: 42 min.

OPERATIONS COMMITTEE MEETING AGENDA
Wednesday, March 26, 2014
10:30 a.m.

Mary Saenz (Chair)

George Clower
Ray Hunt

Curtis Rock
Lamont Taylor

	Topic	Speaker	Est. Time	Reference
1.	Roll Call	S. Alvarez		
2.	Opportunity for Public Comment	M. Saenz	3 min.	
3.	Discussion and Possible Action to Approve the Operations Committee Minutes of February 26, 2014	M. Saenz	3 min.	Pages 1 - 6
4.	Discussion and Possible Action to Recommend the Board Authorize Awarding a Contract to A.M. Services Company for Bus Wash Concrete Services	S. Montez	3 min.	Pages 7 – 8
5.	Presentations:			
	a. Operational Report January 2014	G. Robinson	5 min.	Pages 9 - 19
	b. 2014 Service Improvement Update	G. Robinson	10 min.	Pages 20 - 21
	c. Procurement Update	W. Laridis	10 min.	No Attachment
	d. Legislative Update	W. Laridis	10 min.	No Attachment
	e. Capital Projects Update	S. Montez	15 min.	No Attachment
	f. Customer Service Center Update	J. Haas	3 min.	No Attachment
	g. Paratransit Operations Update	R. Villarreal	5 min.	No Attachment
	h. Harbor Ferry Update	T. Klinger	5 min.	No Attachment

Total Estimated Time: 75 min.

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 903-3450 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.

On **Friday, March 21, 2014** this Notice was posted by **Stephanie Alvarez** at the Nueces County Courthouse, 901 Leopard, Corpus Christi, Texas, the RTA Administration Offices, 5658 Bear Lane, Corpus Christi, Texas and sent to the Nueces County Clerk and San Patricio County Clerk.

**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**

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 21st 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

March 26, 2014

Subject: Request for Proposals (RFP) for a Real Time Passenger Information System (RTPIS)

Background

The Real Time Passenger Information System would provide The Corpus Christi Regional Transportation Authority riders with a Global Positioning System (GPS)-based technology to provide vehicle location status and arrival information for transit users. This technology would provide the time that buses would arrive at bus stops via passenger display signs, the internet, and mobile devices.

Identified Need

The RTA is trying to improve ridership, and make our transit system more convenient for our veterans and existing ridership. Having the RTPIS in place will provide our riders the ability to check smart phones or computers to see when their bus will arrive. The ability to have bus maps and live tracking will help improve customer overall experience on CCRTA's Transit system. This will also help alleviate the customer service center call to find bus locations.

Financial Impact

The funds for the Real Time Passenger Information System were identified in the MIS Capital Projects Plan and will be Grant Funded using the VTCLI grant.

Recommendation

Staff requests the Administration Committee recommend the Board of Directors authorize the Chief Executive Officer to issue a Request for Proposals (RFP) for a Real Time Passenger Information System.

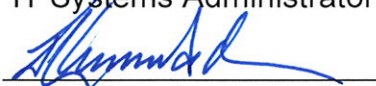
Respectfully Submitted,

Submitted by:



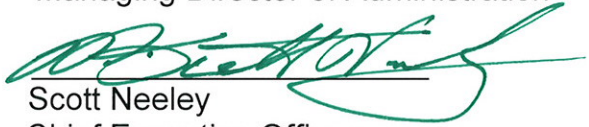
David Chapa
IT Systems Administrator

Final Review:



Jorge Cruz-Aedo
Managing Director of Administration

Approval:



Scott Neeley
Chief Executive Officer



CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY

Administration Committee Memo

March 26, 2014

Subject: February 2014 Financial Report

NOTICE: The Authority's December 31, 2013 year end audit is underway, with a projected completion date of mid-April, 2014. Since the year-end audit adjustments, which affect the balance sheet, have not been finalized, the financial report for February 28, 2014, will only include the Income Statement.

SUMMARY: The Authority's financial performance for February is positive to budget by \$119,462. Two months into the year, year-to-date revenues are under amounts budgeted by \$317,242 due to timing differences in drawing down Grant funds. (Drawdowns will occur in March). Operating expenses, including estimated depreciation, are under budget by \$261,585 for February (9.1%), and \$691,001 under budget year-to-date, or 12.1% below budget.

REVENUES

- Sales Tax – February sales tax has been estimated at \$2,565,100, which is a 4% increase over February 2013.

UPDATE – SALES TAX COLLECTIONS FOR JANUARY 2014 WERE RECEIVED ON MARCH 14, 2014 AND ARE 8.7% HIGHER THAN COLLECTIONS FOR SAME PERIOD LAST YEAR!


- Passenger Revenues – \$145,569 vs. \$143,121 in 2013 – a slight increase of \$2,448 (1.7%), yet \$3,241 (2.2%) under current budget. Year-to-date revenues, however are \$24,351 greater than amounts budgeted, or 8.2%.

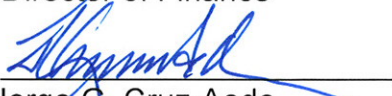
EXPENSES

- Salaries & Benefits – February reflects \$763,392, with year-to-date expenses of \$1,650,349, which is 5.58% under budget.
- Services – February reports \$132,512 with a favorable variance of \$52,361, primarily due to timing differences in receipt and posting of invoices.
- Materials and Supplies – February reports \$332,944 versus \$403,102 budgeted with a favorable variance of \$70,158, primarily due to timing difference in receipt and posting of invoices.

- Insurance – February reports \$430,146 versus budgeted amounts of \$176,360 due to a large health insurance claim paid in February.
- Purchased Transportation – February reports \$419,891 versus budgeted amounts of \$623,154. Variance is primarily due to timing of receipt and posting of invoices.
- Miscellaneous – February reports \$10,669 versus budgeted amounts of \$60,457. Variance is primarily due to timing of travel and community events compared to amounts included in the budget for February.

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
Statement of Revenues and Expenditures By Cost Center (Unaudited)
Months ended February 28, 2014 & February 28, 2013

	Current Month			Prior Year Comparison	
	Actual	Budget	Favorable	2013	Favorable
			(Unfavorable)		(Unfavorable)
	A	B	A vs B	C	A vs C
Operating Revenues:					
Passenger service	\$ 145,569	148,810	(3,241)	143,121	2,448
Bus advertising	-	5,833	(5,833)	3,334	(3,334)
Charter service	-	-	-	-	-
Other operating revenues	1,851	6,125	(4,274)	3,556	(1,705)
Total Operating Revenues	147,420	160,768	(13,348)	150,011	(2,591)
Operating Expenses:					
Transportation	441,907	503,083	61,176	399,194	(42,713)
Customer Programs	9,635	14,274	4,639	14,419	4,784
Purchased Transportation	523,622	690,074	166,452	569,778	46,156
Service Development	30,625	26,257	(4,368)	21,174	(9,451)
MIS	27,820	41,521	13,701	32,027	4,207
Vehicle Maintenance	302,714	502,704	199,990	417,310	114,596
Facilities Maintenance	106,180	89,909	(16,271)	81,870	(24,310)
Contracts and Procurements	14,899	32,695	17,796	8,475	(6,424)
CEO's Office	56,521	60,093	3,572	62,561	6,040
Finance and Accounting	31,019	35,169	4,150	30,329	(690)
Materials Management	8,630	10,555	1,925	8,719	89
Human Resources	453,430	183,209	(270,221)	118,289	(335,141)
General Administration	17,808	28,907	11,099	26,702	8,894
Capital Project Management	13,236	13,308	72	12,520	(716)
Marketing & Communications	27,212	54,113	26,901	18,900	(8,312)
Safety & Security	45,616	76,481	30,865	22,328	(23,288)
Staples Street Center	-	10,107	10,107	-	-
Total Departmental Expenses	2,110,874	2,372,459	261,585	1,844,595	(266,279)
Depreciation	494,167	494,167	-	495,438	1,271
Total Operating Expenses	2,605,041	2,866,626	261,585	2,340,033	(265,008)
Operating Income (Loss)	(2,457,621)	(2,705,858)	248,237	(2,190,022)	(267,599)
Other Income (Expense)					
Sales Tax Revenue	2,762,017	2,700,816	61,201	2,532,139	229,878
Federal, state and local grant assistance	-	190,517	(190,517)	9,432	(9,432)
Investment income	6,041	5,500	541	4,089	1,952
Gain (Loss) on Disposition of Property	-	-	-	-	-
Street Improvements Program for CCRTA Region Entities	-	-	-	-	-
Net Income (Loss) Before Capital Grants and Donations	310,437	190,975	119,462	355,638	(45,201)
Capital Grants & Donations	-	-	-	-	-
Change in Net Assets	\$ 310,437	190,975	119,462	355,638	(45,201)

Corpus Christi Regional Transportation Authority
Statement of Revenues And Expenditures By Cost Center (Unaudited)
Year-to-date February 28, 2014 & February 28, 2013

	Year-to-date			Prior Year Comparison	
	Actual	Budget	Favorable	2013	Favorable
			(Unfavorable)		(Unfavorable)
	A	B	A vs B	C	A vs C
Operating Revenues:					
Passenger service	\$ 321,971	297,620	24,351	270,106	51,865
Bus advertising	-	11,666	(11,666)	6,667	(6,667)
Charter service	-	-	-	-	-
Other operating revenues	1,895	12,250	(10,355)	7,350	(5,455)
Total Operating Revenues	323,866	321,536	2,330	284,123	39,743
Operating Expenses:					
Transportation	953,420	1,010,266	56,846	827,620	(125,800)
Customer Programs	19,239	28,668	9,429	35,968	16,729
Purchased Transportation	976,733	1,384,847	408,114	1,160,383	183,650
Service Development	54,334	52,514	(1,820)	45,069	(9,265)
MIS	74,993	88,042	13,049	56,637	(18,356)
Vehicle Maintenance	767,371	999,319	231,948	790,548	23,177
Facilities Maintenance	193,019	185,118	(7,901)	164,693	(28,326)
Contracts and Procurements	30,466	55,340	24,874	26,295	(4,171)
CEO's Office	98,806	114,436	15,630	98,558	(248)
Finance and Accounting	59,119	69,963	10,844	56,385	(2,734)
Materials Management	20,942	21,260	318	19,117	(1,825)
Human Resources	582,117	367,208	(214,909)	231,450	(350,667)
General Administration	50,431	57,714	7,283	62,459	12,028
Capital Project Management	27,773	26,866	(907)	22,520	(5,253)
Marketing & Communications	52,430	106,976	54,546	45,336	(7,094)
Safety & Security	89,019	152,462	63,443	50,265	(38,754)
Staples Street Center	-	20,214	20,214	-	-
Total Departmental Expenses	4,050,212	4,741,213	691,001	3,693,303	(356,909)
Depreciation	988,334	988,334	-	990,876	2,542
Total Operating Expenses	5,038,546	5,729,547	691,001	4,684,179	(354,367)
Operating Income (Loss)	(4,714,680)	(5,408,011)	693,331	(4,400,056)	(314,624)
Other Income (Expense)					
Sales Tax Revenue	5,167,793	5,106,592	61,201	4,759,330	408,463
Federal, state and local grant assistance	-	381,034	(381,034)	19,693	(19,693)
Investment Income	11,261	11,000	261	10,295	966
Gain (Loss) on Disposition of Property	-	-	-	-	-
Street Improvements Program for CCRTA Region Entities	-	-	-	-	-
Net Income (Loss) Before Capital Grants and Donations	464,374	90,615	373,759	389,262	75,112
Capital Grants & Donations	-	-	-	-	-
Change in Net Assets	\$ 464,374	90,615	373,759	389,262	75,112

**REGIONAL TRANSPORTATION AUTHORITY
OPERATIONS COMMITTEE
MEETING MINUTES
WEDNESDAY, FEBRUARY 26, 2014**

SUMMARY OF ACTIONS

1. **Provided Opportunity for Public Comment**
2. **Approved the Operations Committee Meeting Minutes of January 22, 2014**
3. **Recommended the Board Approve Awarding a Contract to vRide for Vanpool Vehicles and Services**
4. **Discussed Engineering Design Services for ADA Bus Stop Improvements**
5. **Recommended the Board Authorize Issuing an Invitation for Bids for Miscellaneous Concrete Services**
6. **Briefed on Customer Services Center**
7. **Heard Presentations on the following**
 - a. **Operational Report January 2014**
 - b. **2014 Service Improvement Update**
 - c. **2014 Waterborne Transportation Services**
 - d. **Safety Update**
 - e. **Transit Asset Management Policy**
 - f. **Update on Robstown Station**
 - g. **Update on Staples Street Center Procurement Update**

The Operations Committee for the Regional Transportation Authority Board of Directors met at 10:30 a.m. on Wednesday February 26, 2014 at the Regional Transportation Authority Facility located at 5658 Bear Lane, Corpus Christi Texas.

Committee Members Present: Mary Saenz, George B. Clower, Ray Hunt, Curtis Rock, Lamont Taylor, Vangie Chapa

Staff Members Present: Scott Neeley, (CEO); Jorge Cruz-Aedo, Terry Klinger, Billy Laridis, Sharon Montez, Cindy O'Brien, Gordon Robinson, Robert Saldana, Jose Tovar, Rosa Villarreal, Stephanie Alvarez

Public Present: Rosie Aguiar, Rowland Estrada President; ATU – Local 1769

Call to Order

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

Ms. Mary Saenz 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 Minutes of January 22, 2014

MR. HUNT MADE A MOTION TO APPROVE THE OPERATIONS COMMITTEE MINUTES OF JANUARY 22, 2014. MR. CLOWER SECONDED THE MOTION. THE MOTION CARRIED. SAENZ, CLOWER, HUNT, ROCK, TAYLOR AND CHAPA VOTING IN FAVOR.

Discussion and Possible Action to Recommend the Board Approve Awarding a contract to vRide for Vanpool Vehicles and Services

Mr. Terry Klinger stated that the vanpool program was established in 1993. Mr. Klinger described the term Vanpool as a group of individuals that commute together and share expenses of commute cost from their place of employment. He reported that CCRTA is a third party provider for the ridesharing services to area employers.

It was reported that CCRTA leases two (2) vanpool vans for Port Royal vanpools and two (2) vanpool vans for Condominium Consulting Management Services Inc. (CCMS); that operate 3 months of the year. Mr. Klinger stated that a request for proposals (RFP) for Leasing Vanpool Vehicles and Service was authorized by the Board of Directors on July 2013, with a three (3) year base contract with two (2) one-year options. August 5th 2013 CCRTA issued a RFP and received one (1) proposal from vRide Inc. Mr. Klinger added that CCRTA had contracted with vRide Inc. for the last 20 years for vanpool services.

MR. TAYLOR MADE A MOTION TO APPROVE AWARDING A CONTRACT TO vRIDE FOR VANPOOL VEHICLES AND SERVICES MR. HUNT SECONDED THE MOTION. THE MOTION CARRIED. SAENZ, CLOWER, HUNT, ROCK, TAYLOR AND CHAPA VOTING IN FAVOR.

Discussion on Engineering Design Services for ADA Bus Stop Improvements

Ms. Sharon Montez described the 2009 awarded American Recovery and Reinvestment Act (ARRA) stimulus funds, and the primary purpose of the federal guiding that was to improve infrastructure nation. Ms. Montez explained the guidelines and the funding for using ARRA. She stated that RTA was allocated 3.4 million for ADA bus stop improvements.

She stated that the RTA had a general engineering in place with Naismith Engineering for miscellaneous engineering services. Ms. Montez reported that the RTA used a timeline to complete projects. These projects then required additional firms to complete on time. It was decided to hire four (4) engineering firms. She noted that 2014 project budget for ADA bus stop improvements \$1,000,000 that cost is allocated for engineering design, project management and construction improvement. She noted

that the Long Range System Plan would be categorized as Phase I and Phase II each plan will be allocated \$500,000. Ms. Montez provided a graph listing in her document of the pros and the cons options.

Discussion and Possible Action to Recommend the Board to Authorize Issuing and Invitation for Bids for Miscellaneous Concrete Services

Ms. Sharon Montez stated that there had been in practice to procure Miscellaneous Concrete Services for variety concrete projects, and improvements at the Bear Lane facility. The bid will contain two project components which will increase the chances of DBE participation. Ms. Montez stated the funds are budgeted in the 2014 Capital Budget.

MR. CLOWER MADE A MOTION TO RECOMMEND THE BOARD TO AUTHORIZE ISSUING AN INVITATION FOR BIDS FOR MISCELLANEOUS CONCRETE SERVICES MR. HUNT SECONDED THE MOTION. THE MOTION CARRIED. SAENZ, CLOWER, HUNT, ROCK, TAYLOR AND CHAPA VOTING IN FAVOR.

Briefing on Customer Service Center Lease

Mr. Scott Neeley reported that the Customer Service Center Staff is now located here at Bear Lane. Ms. Jane Haas had researched over six (6) office spaces. Ms. Haas compared and reviewed details of all the contracts with Legal.

Mr. Neeley stated that the Customer Service Center will be located on the corner of Waco and Leopard. He stated that the cost of Customer Service Center is \$50,000 with an 18 month term. He noted it is at 1,000 square feet of office space.

Mr. George B. Clower questioned on the lease agreement. Mr. Neeley in response stated that the owners of the property agreed to a month to month agreement at the end of the term of the contract.

Presentations

a. Operational Report January 2014

Mr. Gordon Robinson reported that boardings for all services in January 2014 were 480,634. Mr. Robinson stated that this represents a 2.6 percent decrease as compared to January 2013. For the month of January 2014, the Authority transported an average of 17,970 passengers. RTA transported 18,791 in January 2013.

He provided an on-time performance report of RTA fixed-route services of the last three months.

Mr. Robinson reported that the B-Line service metrics for on time performance met standards. He noted that the productivity, miles between road calls and denials did not meet contract standards. Mr. Robinson stated that in vehicle time exceeded contract standards.

He summarized the CAF report stating that a total of 39 CAF's were reported. The statistics for January 2014 represents a 0 percent increase, 39 CAF's vs. 39 CAF's compared to the month of December 2013.

Reviewing the safety and security report of January Mr. Robinson reported eight (8) incidents were vehicle collisions and 28 were customer related matters. He summarized the Security report and total hours 1,357 in security coverage for all areas of RTA Operations.

b. 2014 Update on Service Improvements

Mr. Gordon Robinson reported the Long Range System Plan public input effort for the implementation of Phase 1 service improvements. He mentioned the staff has had public meetings within the service areas, and in addition, staff met with several other stakeholders, including coach operators and business associates hoping to collect input regarding the services changes.

Mr. Robinson reported revisions to original route proposal. He stated the amount of comments that were currently being reviewed. He noted that staff is planning to meet with the City of Corpus Christi in regard to specific intersection related turning movements. Mr. Robinson stated that in April staff is planning to conduct a public hearing at the April Board of Director's meeting to seek approval of the Phase 1 service recommendations.

c. 2014 Waterborne Transportation Services

Mr. Terry Klinger reported a successful year of 2013. Mr. Klinger noted that HMS Global Maritime met with the Coast Guard and it was reported that the Coast Guard added new requirements of the Harbor Ferry due to the increase of the ridership. He reported that there will be a ticket booth in place, and an additional cost in increase due to adding more crew members to the Harbor Ferry. Mr. Klinger noted that he keeps track of the daily ridership of the Harbor Ferry.

d. Transit Asset Management Policy

Ms. Sharon Montez using a PowerPoint reported an overview of Transit Asset Management. Ms. Montez explained the key terms of Transit Asset Management Program. It was reported that in 2010 National State of Good Repair (SGR) Assessment, FTA found that more than 40 percent of bus assets and 25 percent of rail transit assets were in marginal or poor condition. Ms. Montez reported on the Moving

Ahead for Progress in the 21st Century Act (Map 21), including Federal Transit Association (FTA), she noted the goal of restore, replace, and infrastructure of transit management requirements. Transit Asset Management (TAM) included Capital asset inventories, condition based assessments, investment prioritization, FTA requirements of grantees required to report to the FTA, performance measures. Asset Management Policy, (AMP) should be visible and frequently reference to as an expected level AMP.

e. Safety Update

Mr. Keith Korenek using a PowerPoint presentation explained that the calculation was from the City of Corpus Christi law enforcement officers per 1000 people. He included the number of officers and population as per number of people. He reported the Bear Lane Facility included upgrades and replacements of equipment. Mr. Korenek stated that the transfer stations have cameras and DVR's and recordings are operating. He mentioned the security hours and incidents per month. Mr. Korenek provided a graph slide of collisions, preventable and non-preventable for the month of June through December 2013. He noted that the risk management of unsettle claims including the payout cost of each incident. He stated that the claims paid to the RTA; June through December 31, 2013 was \$72,526.05.

f. Update on Robstown Station

Ms. Sharon Using a PowerPoint presented slide pictures of Robstown Station. She mentioned that the interior and exterior lighting in storage were on the site. Ms. Montez noted that the concrete block installation is underway. She reported that an Underground fuel tank was discovered at the Robstown Station. Ms. Montez stated the tentative completion date is April 16, 2014, and the proposed Ribbon Cutting date is Wednesday, May 7, 2014.

g. Update on Staples Street Center

Ms. Sharon Montez using a PowerPoint presented an update of Staples Street Center Complex. She provided a site overview of the site plan.

Ms. Montez reported that the construction began on December 2013. Ms. Montez noted an estimated completion date of July or August 2015. The early release package #1 building pad is 95 percent completed and package #2 site utilities is underway and mentioned that package 3 drilled piers scheduled to begin. Ms. Montez reported that package 4 will be out for bid steel, precast concrete. The final design package will be in March 3, 2014 and the tentative bid opening will be in March 14, 2014.

h. Procurement Update

Mr. William Laridis using a PowerPoint presented an update of Procurement. He presented the latest contracts. He provided a one (1) month, three (3) month, and six

(6) month of a description of the company and the name of the vendors. Mr. Laridis included the action of each project.

Adjournment

Meeting adjourned at 11:19 p.m.

Submitted by: Stephanie Alvarez



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

Operations Committee Memo

March 26, 2014

Subject: Award a Contract to A.M. Services Company for Bus Wash Concrete Services

Background

At the October 2013 Board Meeting authorization occurred which allowed RTA staff to enter into a contract with Westmatic Corporation for the procurement of a replacement bus wash.

Identified Need

The Bus Wash Concrete Services project includes the installation of below ground facilities for the Westmatic reclamation system. Modifications to the existing facilities/infrastructure to accommodate the new reclamation unit are necessary.

Improvements include the installation of a new trench drain system, a new sediment separator under the chassis wash, collection line improvements and the electrical setup for the Westmatic pump system.

Process

The bids were issued February 11th, with the pre-bid held on February 19th, and the bid opening March 14th. The RTA received three bids.

Name	Total Bids
A.M. Services Company	\$53,738.00
A. Ortiz Construction & Paving, Inc.	\$69,519.00
Alman Utilities and Construction, Inc.	\$167,409.90

The lowest bidder was A.M. Services Company, with an office in Corpus Christi. The owner is Anna Morales and the company has been in business 14 years. The company listed numerous references and the comments received were satisfactory.

Fiscal Impact

The estimated amount of the contract is \$53,738.00 budgeted in the 2014 Capital Projects budget.

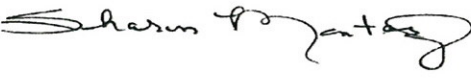
Disadvantaged Business Enterprise

AM Services Company is a certified DBE firm and will meet the Regional Transportation Authority's DBE goal of 13 percent.

Recommendation

Staff requests the Operations Committee recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to award a contract to AM Services Company for Bus Wash Concrete Services in the amount of \$53,738.00.

Respectfully Submitted,

Submitted by: 

Sharon Montez
Managing Director of Capital Programs

Approval: 

Scott Neeley
Chief Executive Officer



CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY

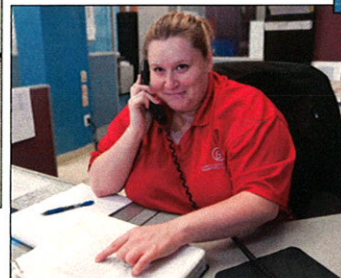
Operations Committee Memo

March 26, 2014

Subject: Operations Report for February 2014

The system-wide monthly operations performance report for February 2014 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 listed below:

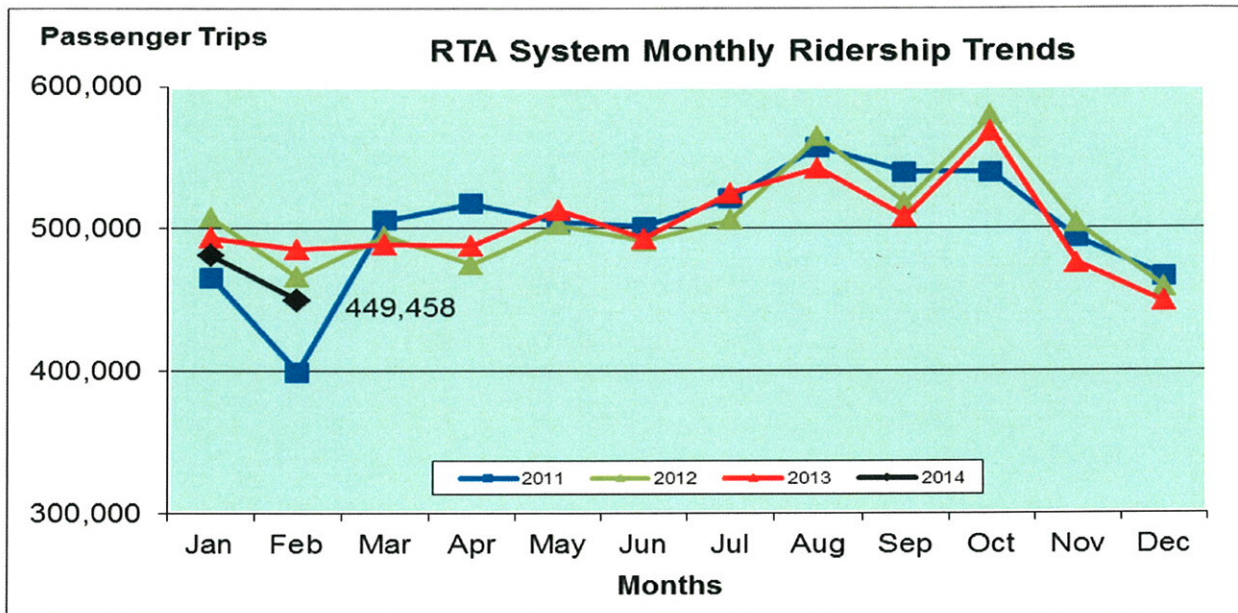
1. System-wide Ridership and Service Performance Results
2. Purchased Transportation Department Report: B-Line Service Contract Standards & Ridership Statistics
3. Customer Programs Monthly Customer Assistance Form (CAF) Report
4. Vehicle Maintenance Department Monthly Miles Between Road Calls Report
5. Safety/Security Department Report



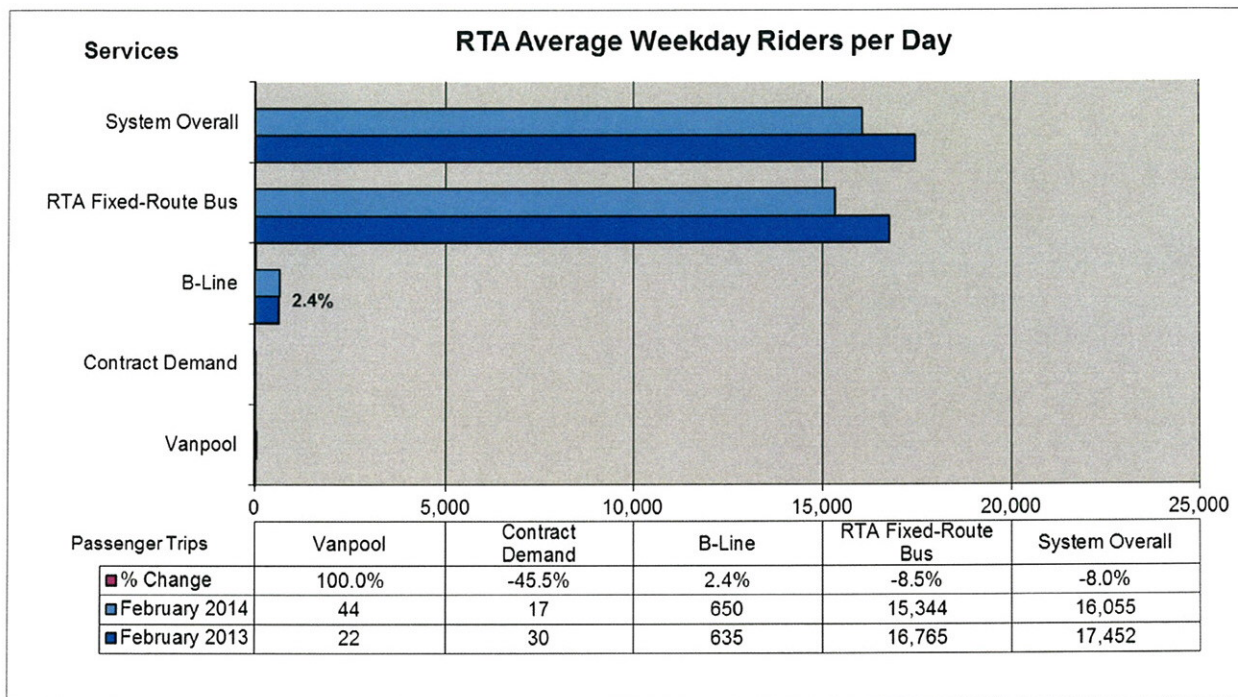
1. System-wide Ridership and Service Performance Results

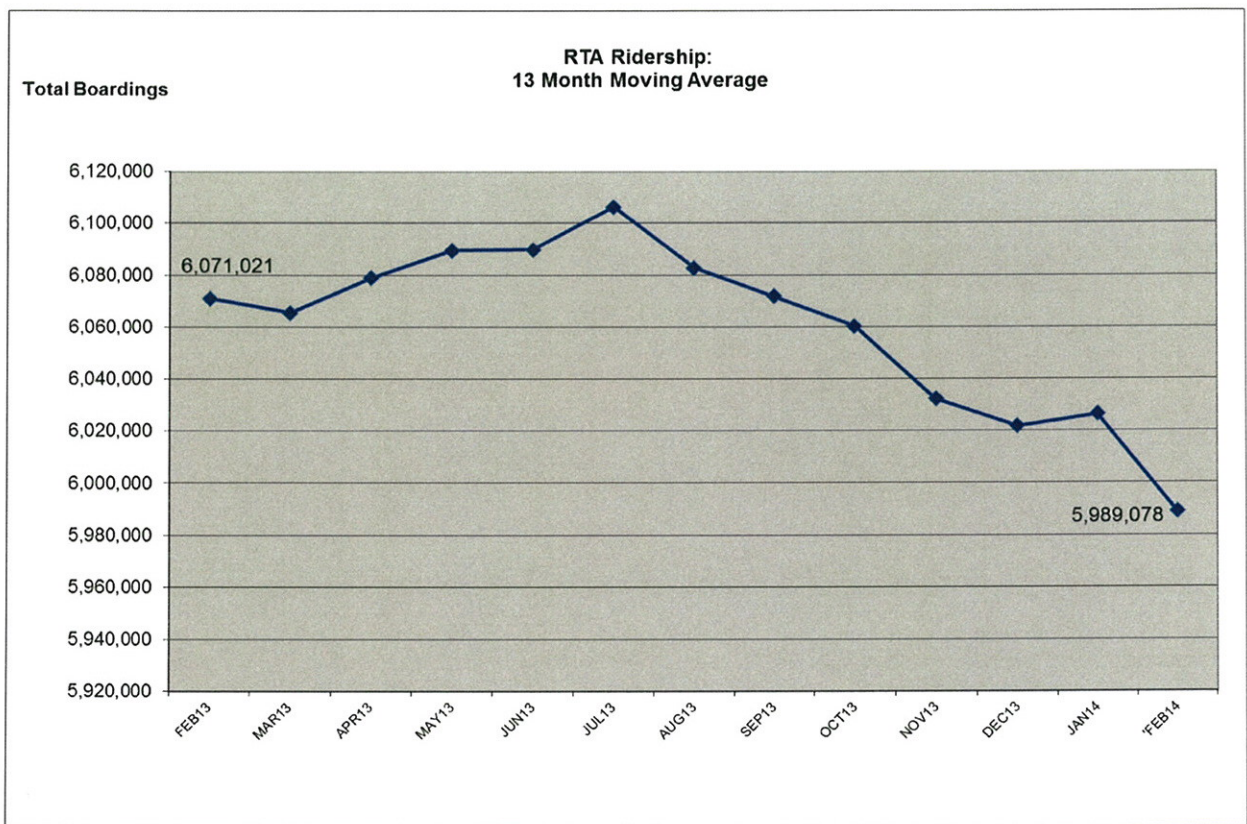
Boardings for all services in February 2014 totaled 449,458. This represents a 7.4% decrease as compared to a total of 485,536 boardings in February 2013.

The following graph below compares system-wide monthly ridership trends for a four year period.

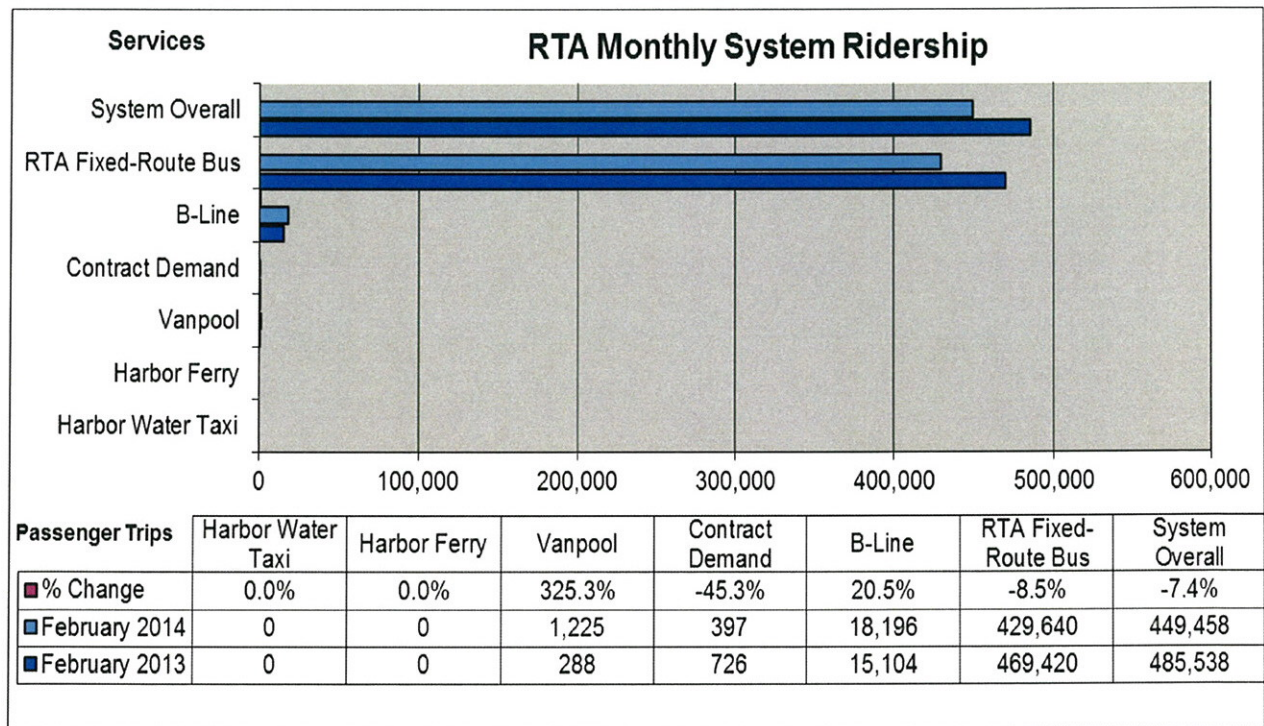


The chart below shows average weekday ridership for all services. The RTA transported an average of 16,055 passengers per weekday service in February 2014 as compared to 17,452 in February 2013.



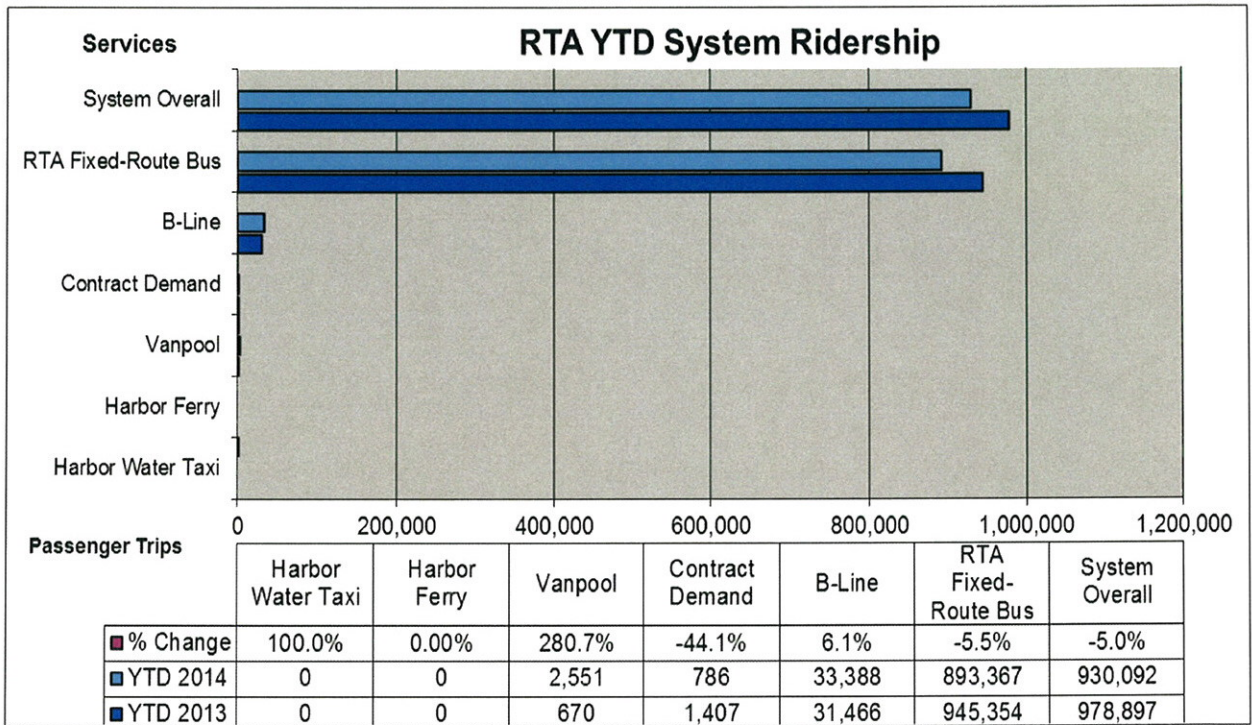


The chart below shows monthly ridership results for all services. The RTA transported 36,080 less passengers in February 2014 as compared to February 2013.

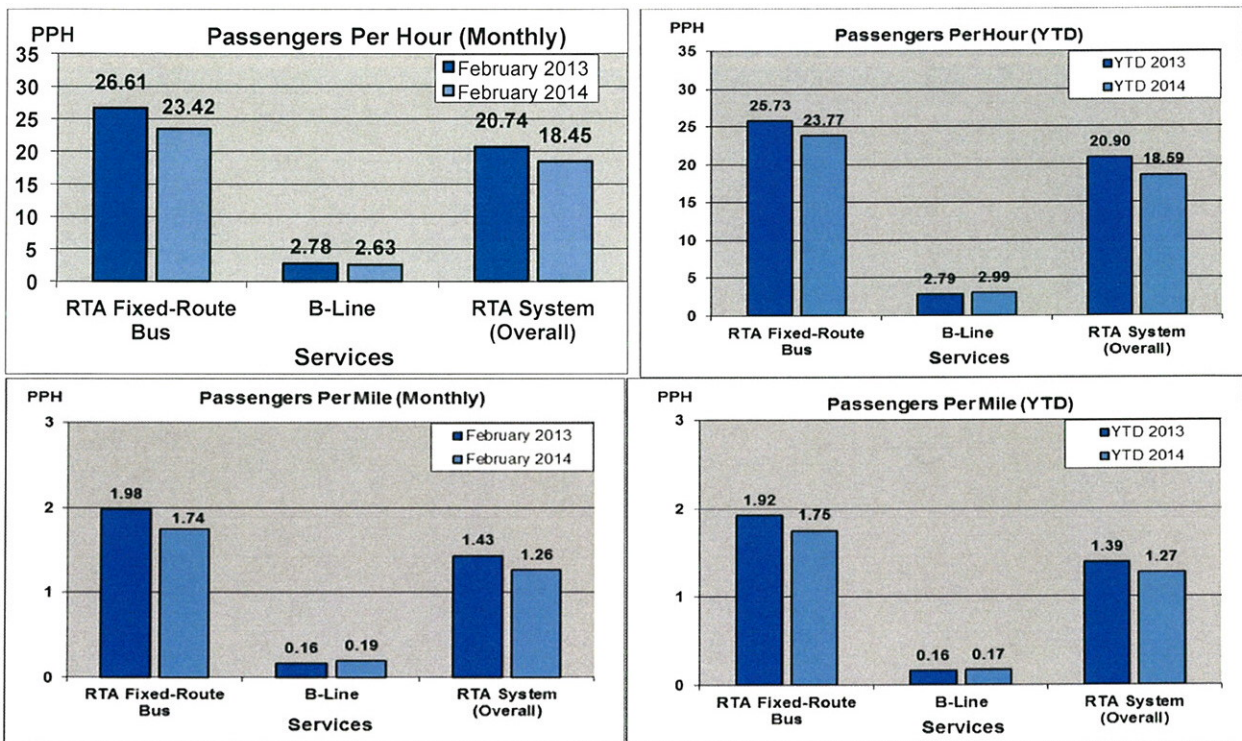


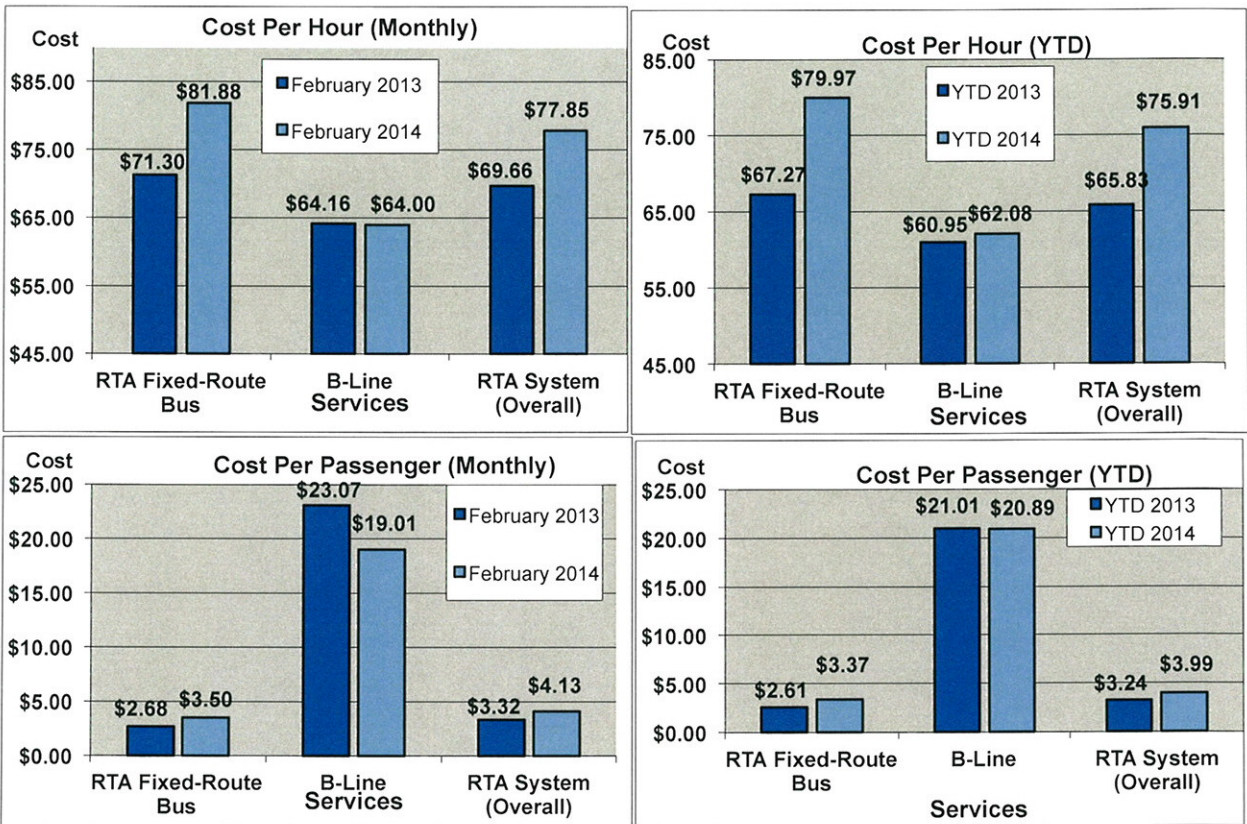
The chart below shows YTD ridership results for all services. The RTA recorded 48,805 less boardings in 2014 as compared to the same period in 2013.

The chart below shows YTD ridership results for all services. The RTA recorded 48,805 less boardings in 2014 as compared to the same period in 2013.



The following charts report system-wide productivity and other cost performance measurements for the month of February 2014 vs. February 2013 and YTD figures.





The following table shows on-time performance of RTA Fixed-Route services for the last three months and an average with a 2014 YTD figure. Standards for each category are provided along with actuals. Surveys are weighted by passenger volume for each route and service type.

Schedule Adherence	Standard	Dec-13	Jan-14	Feb-14	YTD Average
Early Departure	<1%	1.0%	1.0%	0.4%	0.7%
Over 3 minutes Late	<20%	17.2%	14.6%	12.2%	13.4%
Over 5 minutes Late	<5%	7.9%	5.1%	5.6%	5.4%
Over 10 minutes Late	<1%	1.8%	2.7%	1.3%	2.0%
Monthly Wheelchair Boardings		4,242	4,919	4,164	
Monthly Bicycle Boardings		4,803	5,545	5,449	

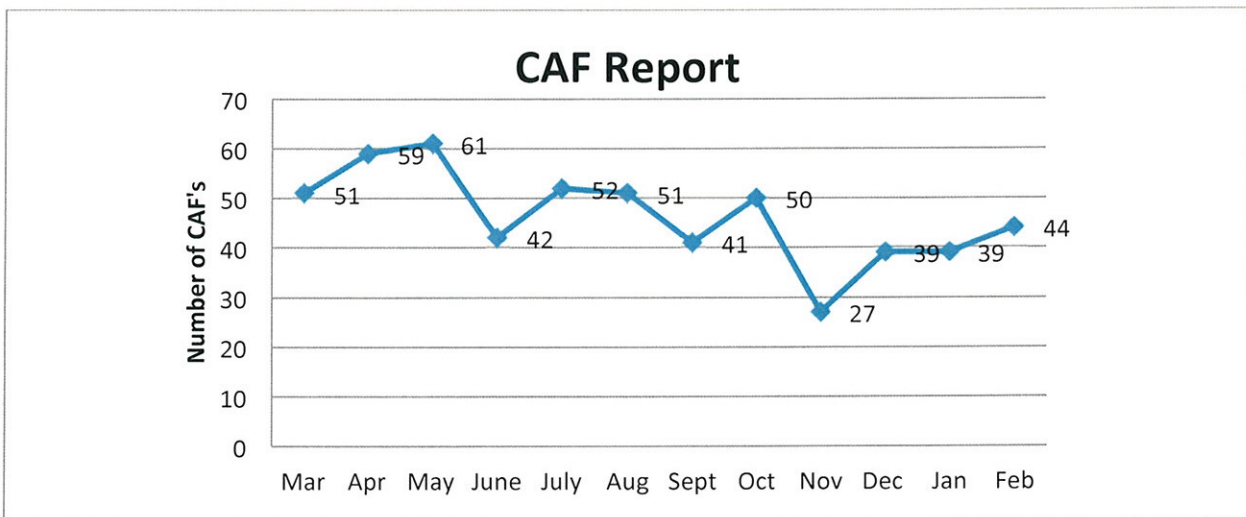
2. Purchased Transportation Department Report: B-Line Service Contract Standards & Ridership Statistics

- On Time Performance: 94% did not meet the contract standard of 96%.
- In Vehicle Time: 98.6% exceeded contract standard of 95%.
- Miles Between Road Calls: 21,853 did meet the standard of 12,250 miles.
- Denials: 0 denials did meet contract standard of 0.0%.
- Ridership Statistics: 8,586 ambulatory; 4,430 wheelchair boarding's

Metric	Standard	Dec-13	Jan-14	Feb-14	YTD Average
Passengers per Hour	2.50	2.35	2.64	2.63	2.64
On-time Performance	96%	96.1%	94.0%	94.0%	94.0%
In Vehicle Time	95.0%	99.4%	98.5%	98.6%	98.6%
Denials	0.00%	0.03%	0.04%	0.00%	0.02%
Miles Between Roadcalls	12,250	9,836	9,740	21,853	
Monthly Wheelchair Boardings		4,058	4,355	4,430	

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

For February 2014, there were 44 reported CAF's which represents an increase from 39 reported CAF's overall in January 2014. The statistics for February represent a 12.8% increase, 44 CAF's vs. 39 CAF's compared to the month of January 2014. There were 2 commendations for the month of February.



Route Summary Report for February 2014

Route	# of CAF's	Route	# of CAF's
#4 Flour Bluff Mini B	1	#63 The Wave	0
#5 Alameda	0	#65 Padre Island Connector	0
#6 Santa Fe/Malls	1	#66 TAMU-CC Connection	0

#8 Flour Bluff/Malls	4	#67 Driscoll/Bishop/Gregory	1
#12 Saxet Oak Park	0	#76 Harbor Bridge Shuttle	0
#16 Agnes/Ruth	0	#77 Harbor Ferry	0
#17 Carroll/Southside	0	#78 CC Beach/Bayfront Connector	2
#19 Ayers/Kostoryz	1	#79 Downtown/Shoreline Shuttle	0
#21 Arboleda	0	#84 LightHouse	0
#23 Molina	3	#94 Port Aransas Shuttle	0
#24 Los Encinos	1	#95 Flexi-B	0
#26 Airline/Lipes Connector	0	B-Line (Para-transit)	12
#27 Northwest	3	Safety & Security	2
#29 Staples	4	Facility Maintenance	4
#31 McArdle/Malls	0	Service Development	2
#32 Southside Mini B	1	Transportation (Other)	1
#32S Southside Mini (Sun)	1		
#34 Robstown Circulator	0		
#37 Crosstown	0		
#50 Calallen Park & Ride	0		
#51 Gregory Park & Ride	0	TOTAL CAF'S	44

February 2014 CAF Breakdown by Service Type:

CAF Category	RTA Fixed Route	B-Line ADA Paratransit	Contracted Fixed Route	Totals
Service Stop Issues	5	0	0	5
Driving Issues	5	2	0	7
Customer Services	10	4	0	14
Late/Early	3	5	1	9
Drop off/Pick up	0	1	0	1
Facilities Maintenance	4	0	0	4
Safety and Security	2	0	0	2
Service Development	2	0	0	2
Total	31	12	1	44
Active	2	0	0	2
Commendations	2	0	0	2

Conclusion:

During February 2014, RTA received 44 CAF's/Commendations regarding RTA Fixed-Route Service, B-Line and Purchased Transportation; 2 of the 46 reported CAF's (February) were commendations.

There were a total of 31 CAF's/Commendations received regarding RTA Service representing 71.7% of total customer contacts: 2 for Safety & Security, 4 for Facilities Maintenance, 2 for Service Development and 23 for Transportation.

A total of 12 CAF's/Commendations were reported regarding B-Line service representing 26.1% of the total customer contacts.

A total of 1 CAF's/Commendations were received regarding Contracted Fixed Route services representing 2.2% 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, letter or in person.

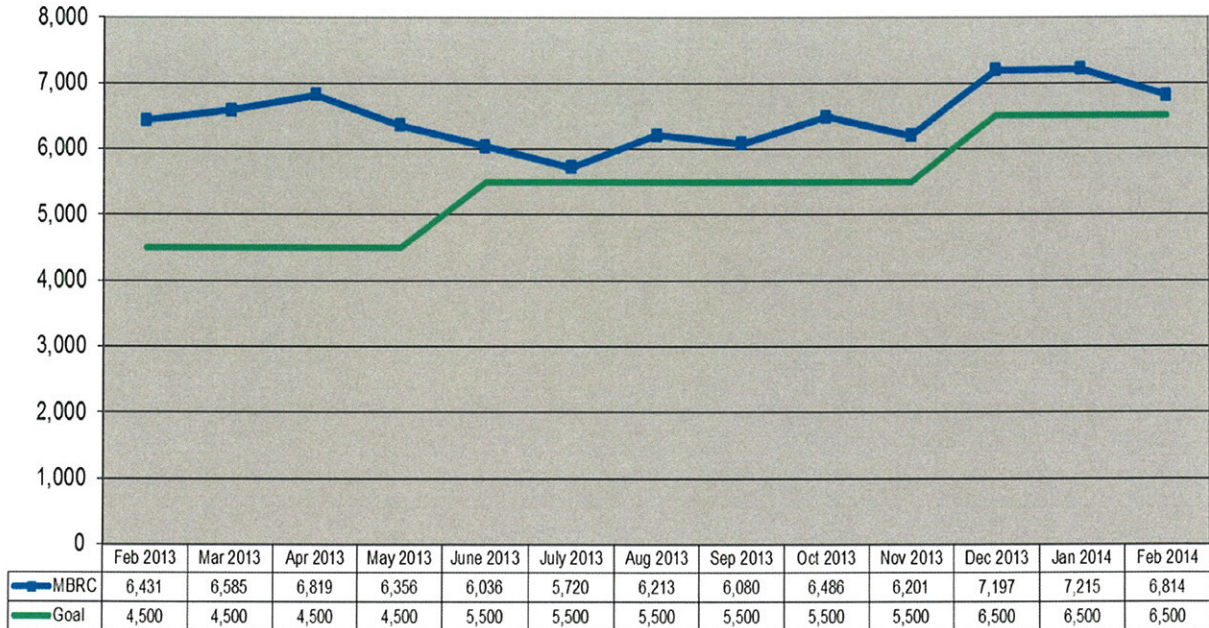
CAF's are redirected to relevant management and supervisory staff for further investigation. Customer Service staff will provide a prompt and written response at the conclusion of the investigation to the customer within ten working days.

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 the month of February 2014, 6,814 miles between road calls (MBRC) were recorded which reflects an improvement as compared to 6,431 MBRC in February 2013. A standard of 6,500 miles between road calls is used based on the fleet size, age, and condition of RTA vehicles. The following graph shows the previous 13 month period.

Miles Between Roadcalls (MBRC) Previous 13 Month Period



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.

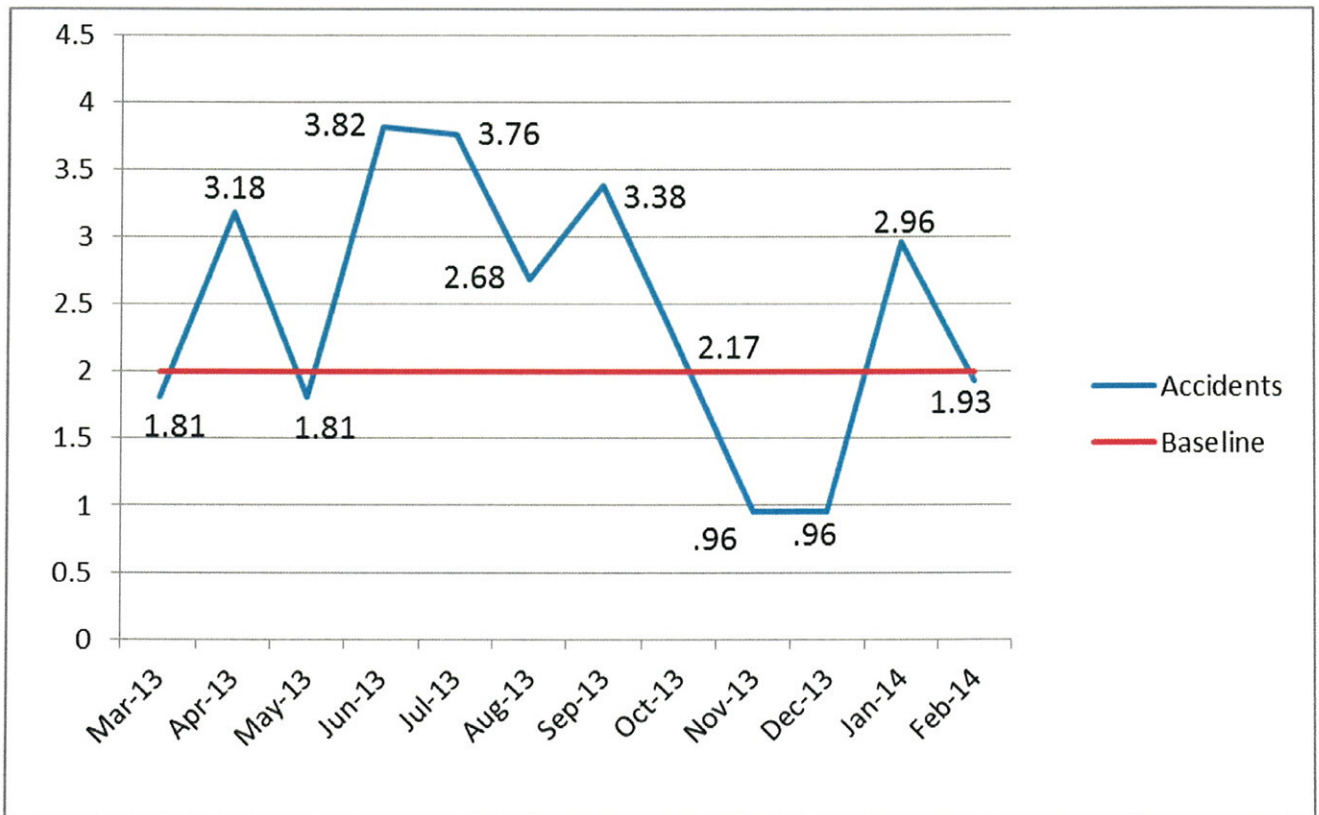
5. Safety/Security Department Report

SAFETY SUMMARY

For the month of February 2014, we had five vehicle collisions, (3 preventable), 47 customer related incidents and drove a total of 259,695 miles. The total collision rate for the month was at 1.93 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



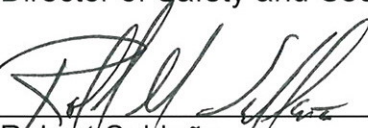
SECURITY SUMMARY

For the month of February 2014, 1,340 hours of security coverage were used for all areas of RTA Operations. Officers arrested nine individuals for public intoxication, issued eight criminal trespass warnings, and cited seven individuals for loitering.

Respectfully Submitted,

Submitted by: 
Wesley Vardeman
Senior Transit Planner

Submitted by: 
Keith Korenek
Director of Safety and Security

Submitted by: 
Robert Saldaña
Director of Transportation

Submitted by: 
for José A. Tovar
Director of Maintenance

Reviewed by: 
Gordon Robinson
Director of Planning

Reviewed by: 
Rosa E. Villarreal
Managing Director of Operations

Approved by: 
Scott Neeley
Chief Executive Officer



CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY

Operations Committee Memo

March 26, 2014

Subject: 2014 Service Improvement Update

Background

In preparation of the upcoming public hearing on April 2, 2014, staff has been working to further refine some of the original service proposals under Phase 1 of the Long Range System Plan available to the public and other stakeholders since January 15, 2014. The implementation of the Phase 1 service improvements is on schedule for the June 2, 2014 launch date.

Identified Need

Based on additional discussions with stakeholders since the March 5, 2014 Board of Directors meeting, staff revised the Route 5 and 76/79 service proposals. In order to maintain efficient service to the Corpus Christi Army Depot and the Naval Air Station, staff added two trips on Route 5 to match work schedules. On March 20, 2014, staff met with representatives of the Ortiz Center. Based on feedback received at that meeting, the Route 76 schedule has been revised to optimize connections between the Staples Street Station and the Ortiz Center or SEA District area.

At this time, revisions include changes to the following proposals: Route 3, 4, 5, 6, 17, 23, 29, 65, 76, 78, and 79. In regards to the routing proposals, staff received approximately 20 written comments as well as several verbal comments received at public meetings, stakeholder meetings, and by phone. The focus of the comments pertained to the Route 3, 5, 78, and 79 proposals. In respect to the stop consolidation proposals on routes 19 and 29, staff received approximately 25 comments by email, phone, and through the Customer Service Center which have been reviewed in detail. Ridership activity levels along with distance and path of travel to the closest stop were evaluated prior to making a final decision for the placement of each stop.

The Title VI of the Civil Rights Act of 1964 service equity analysis was completed as required by the Federal Transit Administration. The focus of the analysis involved identifying minority and low-income populations negatively impacted by the service proposals. In summary, no disparate impacts or disproportionate burdens were identified. Within the discontinued segments of the Route 24 alignment, no negative impacts were found due to service frequency and coverage improvements. Populations within this area will benefit from improved accessibility to more frequent service on Route 19 and new service on Route 15.

In terms of next steps, a public hearing will be conducted at the April Board of Directors meeting to seek approval of the Phase 1 service recommendations prior to the June 2, 2014 implementation date. Between the months of April and June, staff will launch into a comprehensive public outreach effort to communicate the approved service improvements. In parallel, staff will be working closely with the Coach Operators to ensure clarity regarding all route maps and schedules.

Financial Impact

None.

Recommendation

For informational purposes only.

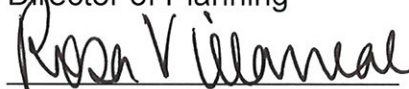
Respectfully Submitted,

Submitted by:



Gordon Robinson
Director of Planning

Final Review:



Rosa Villarreal
Managing Director of Operations

Approval:



Scott Neeley
Chief Executive Officer