



CORPUS CHRISTI REGIONAL  
TRANSPORTATION AUTHORITY

**MEETING NOTICE**

---

---

**Date:** Administration Committee Meeting – Wednesday, September 24, 2014  
**Time:** 8:30 a.m.

**Date:** Operations Committee Meeting – Wednesday, September 24, 2014  
**Time:** 10:30 a.m.

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

---

---

**ADMINISTRATION COMMITTEE MEETING AGENDA**  
**Wednesday, September 24, 2014**  
**8:30 a.m.**

**Tony Elizondo (Chair)**

**Thomas Dreyer**  
**Jeffrey Pollack**

**Angie Granado**  
**Curtis Rock**

	<b>Topic</b>	<b>Speaker</b>	<b>Est. Time</b>	<b>Reference</b>
<b>1.</b>	Roll Call	S. Alvarez		
<b>2.</b>	Opportunity for Public Comment	T. Elizondo	3 min.	
<b>3.</b>	<b>Discussion and Possible Action</b> to Approve the Administration Committee Minutes of August 27, 2014	T. Elizondo	3 min.	Pages 1-4
<b>4.</b>	<b>Discussion and Possible Action</b> to Recommend the Board Approve Second Amendment to the 2014 Capital Budget	C. O'Brien	5 min.	Pages 5-6

5.	<b>Presentations:</b> a. Financial Report August 2014 b. Grant Update	C. O'Brien W. Laridiis	5 min. 5 min.	Pages 7-11 No Attachment
----	---	---------------------------	------------------	-----------------------------

**Total Estimated Time: 26 min.**

**OPERATIONS COMMITTEE MEETING AGENDA**  
Wednesday, September 24, 2014  
10:30 a.m.

**Mary Saenz (Chair)**  
**George Clower**                      **Ray Hunt**  
**Lamont Taylor**

	Topic	Speaker	Est. Time	Reference
1.	Roll Call	S. Alvarez		
2.	Opportunity for Public Comment	M. Saenz	3 min.	
3.	<b>Discussion and Possible Action</b> to Approve the Operations Committee Minutes of July 16, 2014	M. Saenz	3 min.	Pages 1-4
4.	<b>Discussion and Possible Action</b> to Recommend the Board Award a Contract to Creative Bus Sales for Cut-a-Way Buses	W. Laridis	10 min.	Pages 5-7
5.	<b>Discussion and Possible Action</b> to Recommend the Board Issuance of an Invitation for Bids for the Expansion of the Bear Lane Employee Parking Lot	S. Montez	5 min.	Pages 8-9
6.	<b>Discussion and Possible Action</b> to Recommend the Board Approve Title VI Program Update	G. Robinson	8 min.	Pages 10-11
7.	<b>Discussion and Possible Action</b> to Recommend the Board to Authorize a Request for Proposal (RFP) for Transfer Station Cleaning Services	K. Korenek	3 min.	Page 12

8.	<b>Presentations:</b> a. 2014 Operations Report b. Community Bus Update c. Harbor Ferry Update d. Procurement Update	G. Robinson T. Klinger T. Klinger W. Laridis	5 min. 5 min. 5 min. 5 min.	Pages 13-23 No Attachment No Attachment No Attachment
----	--	---	--------------------------------------	--

**Total Estimated Time: 57 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.

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

On **Friday, September 19, 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, AUGUST 27, 2014**

**Summary of Action**

- 1. Provided Opportunity for Public Comment**
- 2. Approved the Administration Committee Meeting Minutes of April 23, 2014**
- 3. Recommended the Board Approve Award a Contract to Toshiba for Multi-Copier Leases**
- 4. Presentations on: a.) Financial Report July 2014 b.) Quarterly Investment Report for period ending June 30, 2014 c.) 2<sup>nd</sup> Quarter Performance Report for Defined Benefit & Defined Contribution Plans d.) Update on Fuel Analysis e.) Regional/Urban Design Assistance Team**

\*\*\*\*\*

The Administration Committee for the Regional Transportation Authority Board of Directors met at 8:30 a.m. on Wednesday, August 27, 2014 at the RTA Administration/ Operations Facility located at 5658 Bear Lane, Corpus Christi, Texas.

**Committee Members Present:** Tony Elizondo, (Chair); Angie Granado, Jeffrey Pollack, Curtis Rock, Vangie Chapa

**Committee Members Absent:** Thomas Dreyer

**Staff Members Present:** Scott Neeley, CEO; Jane Haas, Keith Korenek, William Laridis, Cindy O'Brien, Angelina Gaitan, Gordon Robinson, Rosa Villarreal, Wes Vardeman

**Public Present:** Rowland Estrada, President; Rosie Aguiar, Gary Flores, ATU-Local 1769; Lisa Keckler, Pat Mahoney, Wells Fargo; Justin Gard, Patterson & Associates

**Call to Order**

Tony Elizondo called the Administration Committee meeting to order at 8:39 a.m.

**Roll Call**

Stephanie Alvarez called roll and declared there was a quorum.

**Discussion and Possible Action to Recommend the Board Approve the Administration Committee Minutes of April 23, 2014**

**MS. GRANADO MADE A MOTION TO APPROVE THE ADMINISTRATION COMMITTEE MINUTES OF APRIL 23, 2014. MR. ROCK SECONDED THE MOTION. THE MOTION CARRIED.**

**ELIZONDO, GRANADO, POLLACK, ROCK, AND CHAPA  
VOTING IN FAVOR. DREYER ABSENT.**

**Discussion and Possible Action to Recommend the Board Award a Contract  
to Toshiba for Multi-Copier Leases**

Mr. William Laridis using a PowerPoint presentation reported that personnel throughout the RTA have been utilizing copiers for printing, faxing and scanning in black/white and in color. He stated that a Request for Proposals (RFP) was issued on June 30, 2014 as a five-year firm price lease agreement with warranty, installation, supplies, and configuration for three multi-copiers.

Mr. Laridis reported that there were a total of three proposals received. Toshiba received the highest points over Konica Minolta and Ricoh.

**MS. GRANADO MADE A MOTION TO APPROVE AWARD A  
CONTRACT TO TOSHIBA FOR MULTI-COPIER LEASES. MR.  
POLLACK SECONDED THE MOTION. THE MOTION CARRIED.  
ELIZONDO, GRANADO, POLLACK, ROCK, AND CHAPA  
VOTING IN FAVOR. DREYER ABSENT.**

**Presentations:**

**a. Financial Report July 2014**

Ms. Cindy O'Brien using a PowerPoint presentation reported that the Authority's financial performance for July 2014 was over budget by \$696,738 yet under budget by \$321, 892 for the year-to-date July 31<sup>st</sup>. She noted that the operating expenses and the estimated depreciation were over budget by \$878,156 for July (28.6 percent) but under budget year-to-date by \$1,569,982.

Ms. O' Brien reported that July sales tax revenue was \$2,769,891, which was about 5.3 percent higher than last year. She noted that sales tax collections for June 2014 were received on August 15, 2014 and was \$ 246,559 higher compared to last year.

The Passenger Revenues for July were \$182,973 which was an increase of \$28,003 compared to 2013.

Ms. O'Brien stated that the overall monthly departmental expenses were under budget. The year-to-date departmental expenses were \$16,631,055 which was \$1,569,982 under budget by 8.6 percent

**b. Quarterly Investment Report for period ending June 30, 2014**

Ms. Cindy O'Brien introduced Justin Gard with Patterson & Associates. Mr. Gard, using a PowerPoint presentation reviewed the Quarterly Investment Report for April through June 2014.

Mr. Gard noted four major focus indicators to changing risk environment: Geopolitical Factors, The Fed, Inflation/Deflation and The US Economy. He reported that the portfolio earnings for the 2014 second quarter were \$27,989. Mr. Gard reported that the investment return for the quarter was .224 percent versus the benchmark yield of .060 percent for the six month treasury. Mr. Gard stated that the portfolio investments were diversified with over 46 percent consisting of Municipal Bonds and Agencies of 31 percent in Money Market funds.

**c. 2<sup>nd</sup> Quarter Performance Report for Defined Benefit & Defined Contribution Plans**

Ms. Lisa Keckler requested a conference call with Mr. Pat Mahoney from Wells Fargo. Mr. Mahoney reported on the 2<sup>nd</sup> quarter 2014 Defined Benefit Plan.

Providing an update on the Defined Benefit Plan, Mr. Mahoney reported that the portfolio value on June 30, 2014 was \$31,674,302; the investment income (net of expenses) was \$1,028,604; and the quarterly return was 3.32 percent.

Reporting on the Defined Contribution Plan, Ms. Keckler stated that the portfolio value on June 30, 2014 was \$8,604,029 and the quarterly return was 3.31 percent. Ms. Keckler pointed out that the DC Plan provided options for maintaining a targeted investment mix within the retirement savings portfolio.

**d. Update on Fuel Analysis**

Using a PowerPoint presentation, Ms. Cindy O'Brien reported a breakdown of compressed natural gas (CNG) fuel prices for 2013 and 2014. Ms. O'Brien provided statistics of CNG services, CNG fuel, and electric cost.

Providing an update for the 18-month period, Ms. O'Brien stated that diesel cost was approximately 1 million compared to CNG cost of approximately \$400,000. She said that the Agency had a net savings of \$100,000 dollars after depreciation. Ms. O'Brien noted that converting to CNG was a positive move not only for fuel costs, but for the environment as well.

In response to Mr. Curtis Rock's query about saving cost of the maintenance services, Mr. Scott Neeley replied that he would bring back an analysis to the Committee.

**e. Regional/Urban Design Assistance Team**

Mr. Gordon Robinson reported that the Regional/Urban Design Assistance Team (R/UDAT) was here the week of August 14 -18<sup>th</sup>. He said that the team studied the rebuild of the Harbor Bridge project.

Mr. Robinson reported that a stakeholder meeting was held on August 15<sup>th</sup> and a final report was presented. The report covered various categories, landscape, connections and recreation, and the economic development. Mr. Robinson spoke of

the transit impacts, Routes 76 and 78 to plan for an increased operational costs and travel times.

The R/UDAT investigated additional landing and ferry capacity to support multiple stops along the waterfront and more frequent services across the channel. Mr. Robinson stated that the R/UDAT has described Corpus Christi as an impressive community.

**Adjournment**

The meeting was adjourned at 9:47 a.m.

Submitted by: Stephanie Alvarez



CORPUS CHRISTI REGIONAL  
TRANSPORTATION AUTHORITY

Administration Committee Memo

September 24, 2014

**Subject**      **Fiscal 2014 Capital Budget Amendment #2**

**Background**

By statute, the Board annually adopts an operating budget. A capital budget is adopted at the same time in order to properly allocate RTA financial resources in a way that meets current and future needs of the organization. Unlike the operating budget which addresses expenses and revenues for a single year, the capital budget is project oriented and may include projects that span more than one year.

**Identified Need**

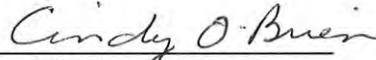
There are 2013 Capital Projects that were not fully expended prior to December 31, 2013. These projects are grant funded and require that a budget amendment be made in order to complete the projects and receive grant reimbursement. Additionally, a grant was submitted and approved in 2014 for Harbor Ferry Improvements which must also be added to the FY2014 Capital Budget. Finally, the employee parking lot at Bear Lane is in need of expansion due to the increase in number of employees, which requires a capital budget amendment.

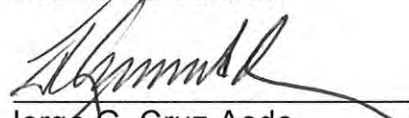
The attached schedule shows the FY2014 Capital Budget, Amendment #1 approved on May 7, 2014, the Proposed Amendment #2, and the revised 2014 Capital Budget.

**Recommendation**

Staff recommends that the Administration Committee recommend the Board of Directors approve Amendment #2 to the 2014 Capital Budget in the amount of \$3,434,865.

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



**FY 2014 Capital Budget Amendment #2**

<u>Projects:</u>	<u>2014</u>	<u>Amendment #1</u>	<u>Amendment #2</u>	<u>Revised 2014 Total</u>
Staples Street Center				
Construction - GMP (\$22,971,300) (1) (Includes IT and Security Buildout)	\$ 18,919,250			\$ 18,919,250
Land Acquisition				
Demolition				
Architectural	\$ 344,217			\$ 344,217
Project Management	\$ 93,874			\$ 93,874
Owner's Contingency	\$ 500,000			\$ 500,000
Furniture and Equipment	\$ 400,000			\$ 400,000
<b>Total Staples Street Center</b>	<b>\$ 20,257,341</b>			<b>\$ 20,257,341</b>
Six Points Station	\$ 810,000			\$ 810,000
Bus Stop Improvements Phase V (2) (\$15,000 x 67 stops)	\$ 1,005,000			\$ 1,005,000
Bus Stop Trash Receptacles	\$ -	\$ 400,000		\$ 400,000
ADA Bus Stop Improvements (2)	\$ -		\$ 596,800	\$ 596,800
Corpus Christi Street Program - Transit Enhancements (2)	\$ -		\$ 664,113	\$ 664,113
Shelter amenities (2)	\$ -		\$ 506,994	\$ 506,994
Robstown Transfer Station (2)	\$ -		\$ 396,793	\$ 396,793
Bus Wash Renovation (2)	\$ -		\$ 200,000	\$ 200,000
Trip Planning System - Hardware/Software Equipment - VTCLI Grant (2)	\$ -		\$ 374,600	\$ 374,600
Farebox Vault (2)	\$ -		\$ 20,000	\$ 20,000
Harbor Ferry Improvements (2)	\$ -		\$ 385,565	\$ 385,565
Bear Lane Employee Parking Lot Expansion	\$ -		\$ 290,000	\$ 290,000
Bear Lane Bus Parking Lot Improvements	\$ 216,000			\$ 216,000
Generator for Natural Gas (Design and Analysis Only)	\$ 8,000			\$ 8,000
La Retama Park	\$ 70,000			\$ 70,000
Big Buses (5 x \$491,001 each) (2)	\$ 2,455,005			\$ 2,455,005
Small Buses (7 x \$198,522 each) (2)	\$ 1,389,654			\$ 1,389,654
Double Decker Buses (2 x \$500,000)	\$ 1,000,000			\$ 1,000,000
Fiber for Security Cameras at 4 Transit Stations and Administration Building	\$ 79,750			\$ 79,750
APP for Web-Based Public Bus Live Tracking (NEXT BUS)	\$ 40,000			\$ 40,000
GFI Server (Replacement)	\$ 6,000			\$ 6,000
Display Monitors for Bear Lane Administration Building	\$ 30,000			\$ 30,000
Internet Web Filter (Hardware Device with 3 year Warranty and Replacement)	\$ 17,134			\$ 17,134
Monitors with LCD Technology on Buses (\$1,000 x 77 buses)	\$ 77,000			\$ 77,000
Digital Mobile APP Bus Passes-GO PASS	\$ 75,000			\$ 75,000
Benefits Tracking System for HR	\$ 15,000			\$ 15,000
	<b>\$ 27,550,884</b>	<b>\$ 400,000</b>	<b>\$ 3,434,865</b>	<b>\$ 31,385,749</b>
<b>Funding:</b>	<b>2014</b>	<b>Amendment #1</b>	<b>Amendment #2</b>	<b>Total</b>
Bonds (1)	\$ 18,919,250			\$ 18,919,250
Grants (2)	\$ 4,849,659	\$ 400,000	\$ 3,144,865	\$ 8,394,524
Reserves from Unexpended 2013 Funds	\$ 2,085,996			\$ 2,085,996
Unrestricted Fund Balance	\$ 1,695,979		\$ 290,000	\$ 1,985,979
	<b>\$ 27,550,884</b>	<b>\$ 400,000</b>	<b>\$ 3,434,865</b>	<b>\$ 31,385,749</b>



## CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY

Administration Committee Memo

September 24, 2014

**Subject: August 2014 Financial Report**

**SUMMARY:** The Authority's financial performance for the month of August exceeds net budget by \$3,406,462 and exceeds net budget by \$3,760,753 for the year-to-date August 31<sup>st</sup>. The major variance for August is the Federal Grant revenue of \$3,359,787 associated with funding for the buses purchased at the end of last year. Year-to-date favorable variances are mainly made up of \$1.59 million in Purchased Transportation due to changes in the method of recording purchased transportation costs, offset by higher than budgeted healthcare costs (\$592,083). Total operating expenses, including estimated depreciation, are under budget by \$127,838 for August (4.2%), and under budget year-to-date by \$1,730,219, or 7% below budget, both for the reasons mentioned above.

### **REVENUES**

- Sales Tax – August sales tax has been estimated at \$2,826,305, which is a 7.4% increase over August 2013 actuals.

**UPDATE – SALES TAX COLLECTIONS FOR JULY 2014 WERE RECEIVED ON SEPTEMBER 12, 2014 AND ARE \$720,006 HIGHER THAN COLLECTIONS FOR THE SAME PERIOD LAST YEAR, AN INCREASE OF 34%. HOWEVER, IN JULY 2013 WE RECEIVED A NEGATIVE AUDIT ADJUSTMENT OF \$494,761, WHICH WHEN ADJUSTED OUT FOR COMPARATIVE PURPOSES, STILL REFLECTS AN INCREASE OF \$224,245, OR 8.5% OVER 2013. YEAR-TO-DATE COLLECTIONS ARE \$1,658,716 (9.2%) HIGHER THAN YEAR-TO-DATE COLLECTIONS IN 2013.**

- Passenger Revenues – For the month of August, \$181,914 vs. \$170,690 in 2013 – an increase of \$11,224 (6.7%), and \$16,439 over current budget estimates. Year-to-date revenues of \$1,237,543 reflect \$52,937 less than amounts budgeted, or 4.1%. Though cumulative revenues are less than amounts budgeted, they are higher than prior year, and are trending up slightly.

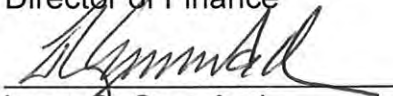
### **EXPENSES**

Over all, monthly departmental expenses, as mentioned above, are under budget. Year-to-date departmental expenses are \$19,011,618, which are \$1,730,219 under budget (8.3%). Following are comments relating to the specific expense categories.

- Salaries & Benefits – August reflects \$792,130, with year-to-date expenses of \$7,608,097, which is 6.28% (\$509,462) under budget. This positive variance is due to increased budgeted expenses for new operators needed for the service improvements implemented June 2<sup>nd</sup>, where the positions are not fully filled to date, as well as vacancies in the maintenance department.
- Services – August reflects \$230,678 with year-to-date expenses of \$1,327,955, with a favorable variance of \$227,502, or 14.63%. This variance is partially due to timing of expenses in relation to amounts budgeted for the period.
- Materials and Supplies – August reports \$362,097 with year-to-date expenses of \$2,824,532 vs. \$3,213,687 budgeted for a positive variance of \$389,155 (12.11%).
- Insurance – August reports \$256,285 versus budgeted amounts of \$176,360, which is over budget by \$79,925, due to an increase in claims processed this month. Year-to-date amounts are \$2,018,054 vs. \$1,410,880 budgeted for a negative variance of \$607,174 (43.04%) over budget, due to several larger than normal health insurance claims processed year to date. The Authority has received over \$250,000 in reimbursements through our stop loss policy through August.
- Purchased Transportation – August reports \$689,290 versus budgeted amounts of \$822,904, for a positive variance of \$133,614. Year-to-date variance is under budget by \$1,114,210, or 19.72%. The variance is primarily due to the change in the contract with MV, and how the costs are recorded.
- Miscellaneous – August reports \$42,584 versus budgeted amounts of \$57,398, with year-to-date values of \$378,664 versus budgeted amounts of \$476,558 for a positive variance of \$97,894 (20.54%). The variance is primarily due to timing of travel and community events compared to amounts included in the year-to-date 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  
Comparative Statements of Net Position (Unaudited)  
At August 31, 2014 & July 31, 2014 & August 31, 2013**

	<u>August 31, 2014</u>	<u>July 30, 2014</u>	<u>August 31, 2013</u>
<b>ASSETS</b>			
<b>Current Assets:</b>			
Cash and cash equivalents	\$ 21,844,958	19,535,691	5,359,982
Investments	28,270,844	29,546,853	23,623,011
Receivables			
Sales taxes	5,681,840	5,693,887	4,767,966
Accrued interest receivable	96,210	82,515	105,170
Due from federal/state Government	3,067,041	574,468	678,560
Other	57,519	43,880	61,578
Inventories	645,402	638,542	586,169
Prepaid Expenses	778,729	822,081	261,170
Net Pension Asset	452,465	1,630,963	452,465
<b>Total Current Assets</b>	<u>60,895,008</u>	<u>58,568,880</u>	<u>35,896,071</u>
<b>Capital Assets:</b>			
Land and Construction in progress	9,039,984	8,734,406	7,557,288
Other capital assets, net of depreciation	37,076,369	38,064,703	35,092,759
<b>Total Capital Assets</b>	<u>46,116,353</u>	<u>46,799,109</u>	<u>42,650,047</u>
<b>Total Assets</b>	<u><b>107,011,361</b></u>	<u><b>105,367,989</b></u>	<u><b>78,546,118</b></u>
<b>LIABILITIES</b>			
<b>Current Liabilities:</b>			
Accounts payable	846,240	676,530	695,976
Accrued compensated absences	225,748	225,748	175,493
Bonds Payable	575,000	575,000	-
Distributions to regional entities payable	1,351,650	2,088,422	727,454
Other accrued liabilities	106,867	499,796	285,888
<b>Total current liabilities</b>	<u>3,105,505</u>	<u>4,065,496</u>	<u>1,884,811</u>
<b>Non-Current Liabilities:</b>			
Accrued compensated absences	91,093	91,093	76,467
Bonds Payable	21,450,000	21,450,000	-
Other Post Employment Benefits	487,164	487,164	531,047
	<u>22,028,257</u>	<u>22,028,257</u>	<u>607,514</u>
<b>Total Liabilities</b>	<u><b>25,133,762</b></u>	<u><b>26,093,753</b></u>	<u><b>2,492,325</b></u>
<b>NET POSITION</b>			
Net Investment in Capital Assets	46,116,353	46,799,109	42,650,047
Restricted for debt service	1,611,302	1,611,302	452,465
Restricted for pension plan obligation	452,465	1,630,963	452,465
Unrestricted	33,697,480	29,232,863	32,951,281
<b>Total Net Position</b>	<u><b>\$ 81,877,599</b></u>	<u><b>79,274,236</b></u>	<u><b>76,053,793</b></u>

Corpus Christi Regional Transportation Authority  
Statement of Revenues and Expenditures By Cost Center (Unaudited)  
Months ended August 31, 2014 & August 31, 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	\$ 181,914	165,475	16,439	170,690	11,224
Bus advertising	64,849	5,833	59,016	12,095	52,754
Charter service	-	-	-	-	-
Other operating revenues	6,202	6,125	77	6,231	(29)
Total Operating Revenues	252,965	177,433	75,532	189,016	63,949
Operating Expenses:					
Transportation	519,078	503,283	(15,795)	422,593	(96,485)
Customer Programs	15,627	14,274	(1,353)	11,006	(4,621)
Purchased Transportation	694,149	892,483	198,334	749,803	55,654
Service Development	19,701	28,357	8,656	14,169	(5,532)
MIS	30,712	40,071	9,359	32,836	2,124
Vehicle Maintenance	479,605	507,671	28,066	502,691	23,086
Facilities Maintenance	131,354	82,909	(48,445)	96,401	(34,953)
Contracts and Procurements	17,764	18,645	881	15,363	(2,401)
CEO's Office	27,351	52,093	24,742	32,875	5,524
Finance and Accounting	75,664	34,994	(40,670)	34,213	(41,451)
Materials Management	9,252	10,555	1,303	9,429	177
Human Resources	244,801	182,499	(62,302)	98,364	(146,437)
General Administration	21,949	29,107	7,158	26,236	4,287
Capital Project Management	12,292	13,308	1,016	20,652	8,360
Marketing & Communications	29,009	44,463	15,454	32,709	3,700
Safety & Security	84,654	75,981	(8,673)	36,061	(48,593)
Staples Street Center	-	10,107	10,107	-	-
Total Departmental Expenses	2,412,962	2,540,800	127,838	2,135,401	(277,561)
Depreciation	494,167	494,167	-	495,438	1,271
Total Operating Expenses	2,907,129	3,034,967	127,838	2,630,839	(276,290)
Operating Income (Loss)	(2,654,164)	(2,857,534)	203,370	(2,441,823)	(212,341)
Other Income (Expense)					
Sales Tax Revenue	2,911,946	2,882,013	29,933	2,215,525	696,421
Federal, state and local grant assistance	3,359,787	190,517	3,169,270	14,785	3,345,002
Investment Income	9,389	5,500	3,889	6,244	3,145
Gain (Loss) on Disposition of Property	-	-	-	-	-
Street Improvements Program for CCRTA Region Entities	-	-	-	-	-
Net Income (Loss) Before Capital Grants and Donations	3,626,958	220,496	3,406,462	(205,269)	3,832,227
Capital Grants & Donations	-	-	-	-	-
Change in Net Assets	\$ 3,626,958	220,496	3,406,462	(205,269)	3,832,227

Corpus Christi Regional Transportation Authority  
Statement of Revenues And Expenditures By Cost Center (Unaudited)  
Year-to-date August 31, 2014 & August 31, 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	\$ 1,237,543	1,290,480	(52,937)	1,176,355	61,188
Bus advertising	88,182	46,664	41,518	35,428	52,754
Charter service	-	-	-	158	(158)
Other operating revenues	58,758	49,000	9,758	44,304	14,454
Total Operating Revenues	1,384,483	1,386,144	(1,661)	1,256,245	128,238
Operating Expenses:					
Transportation	4,029,648	4,052,564	22,916	3,356,450	(673,198)
Customer Programs	124,870	169,022	44,152	116,178	(8,692)
Purchased Transportation	4,598,336	6,191,468	1,593,132	5,255,083	656,747
Service Development	189,740	214,356	24,616	167,308	(22,432)
MIS	318,887	339,689	20,802	217,587	(101,300)
Vehicle Maintenance	3,660,832	3,969,306	308,474	3,334,851	(325,981)
Facilities Maintenance	1,010,005	684,772	(325,233)	695,333	(314,672)
Contracts and Procurements	140,204	190,641	50,437	107,335	(32,869)
CEO's Office	379,410	455,144	75,734	379,089	(321)
Finance and Accounting	272,751	280,402	7,651	270,828	(1,923)
Materials Management	79,090	85,740	6,650	80,254	1,164
Human Resources	3,188,894	2,657,545	(531,349)	2,039,586	(1,149,308)
General Administration	172,543	236,456	63,913	229,119	56,576
Capital Project Management	118,511	119,614	1,103	124,689	6,178
Marketing & Communications	296,021	405,664	109,643	225,284	(70,737)
Safety & Security	431,876	608,598	176,722	259,176	(172,700)
Staples Street Center	-	80,856	80,856	-	-
Total Departmental Expenses	19,011,618	20,741,837	1,730,219	16,858,150	(2,153,468)
Depreciation	3,953,336	3,953,336	-	3,963,504	10,168
Total Operating Expenses	22,964,954	24,695,173	1,730,219	20,821,654	(2,143,300)
Operating Income (Loss)	(21,580,471)	(23,309,029)	1,728,558	(19,565,409)	(2,015,062)
Other Income (Expense)					
Sales Tax Revenue	22,494,028	22,395,687	98,341	20,641,447	1,852,581
Federal, state and local grant assistance	3,359,787	1,524,136	1,835,651	1,206,786	2,153,001
Investment income	64,701	44,000	20,701	39,407	25,294
Gain (Loss) on Disposition of Property	72,511	-	72,511	225	72,286
Street Improvements Program for CCRTA Region Entities	-	(4,991)	4,991	(4,991)	4,991
Net Income (Loss) Before Capital Grants and Donations	4,410,556	649,803	3,760,753	2,317,465	2,093,091
Capital Grants & Donations	-	-	-	452,778	(452,778)
Change in Net Assets	\$ 4,410,556	649,803	3,760,753	2,770,243	1,640,313

**REGIONAL TRANSPORTATION AUTHORITY  
OPERATIONS COMMITTEE MEETING MINUTES  
WEDNESDAY, July 16, 2014**

1. Opportunity for Public Comment
2. Approved the Operations Committee Meeting Minutes of May 28, 2014
3. Recommended the Board Approved Amending Compensation and Classification Plan to Reflect New Starting Hourly Wage and Reduce Escalation Period for Bus Operators
4. Recommended the Board Authorized Exercising the First Option Year with Multiple Vendors for Bus and Engine Parts
5. Recommended the Board Authorized Exercising the Second Option Year with Arguindegui Oil, Company, Ltd. for Unleaded Fuel Supply
6. Recommended the Board Authorized Exercising the Second Option Year with Arguindegui Oil, company, Ltd. for Engine Oil Supply
7. Heard Presentations on: a) June 2014 Operations Report b) 2014 Service Improvement Update c) Procurement Update

\*\*\*\*\*

The Operations Committee for the Regional Transportation Authority Board of Directors met at 10:30 a.m. on Wednesday, July 16, 2014 at the RTA Administration/Operations Facility located at 5658 Bear Lane, Corpus Christi, Texas

**Committee Members Present:** Mary Saenz (Chair); Ray Hunt, Curtis Rock, Lamont Taylor

**Committee Member Absent:** George Clower

**Staff Members Present:** Scott Neeley, (CEO); William Laridis, Sharon Montez, Cindy O'Brien, Gordon Robinson, Robert Saldaña, Jose Tovar, Oscar Vargas, Wes Vardeman

**Public Present:** Rosie Aguiar, Gary Flores, Rowland Estrada, President ATU Local 1769; Brigida Gonzalez, Corpus Christi Metro Planning Organization

**Roll Call**

Stephanie Alvarez called roll and stated that there was a quorum.

**Call to Order**

Mary Saenz called the Operations Committee meeting to order at 10:30 a.m.

**Opportunity for Public Comment**

Ms. Brigida Gonzalez from Corpus Christi Metro Planning Organization, (CCMPO) reported that an online transportation needs survey is currently available through the survey monkey website ([www.surveymonkey.com](http://www.surveymonkey.com)). She stated that the input provided in

the survey would help the organization better understand the things that impact travel in the service area and opinions of the transportation system.

**Discussion and Possible Action to Approve the Operations Committee Meeting Minutes of May 28, 2014**

**MR. ROCK MADE A MOTION TO APPROVE THE OPERATIONS COMMITTEE MEETING MINUTES OF MAY 28, 2014. MR. HUNT SECONDED THE MOTION. THE MOTION CARRIED. HUNT, ROCK, SAENZ, TAYLOR VOTING IN FAVOR. CLOWER ABSENT.**

**Discussion and Possible Action to Recommend the Board Authorize Approve Amending Compensation and Classification Plan to Reflect New Starting Hourly Wage and Reduce Escalation Period for Bus Operators**

Ms. Angelina Gaitan reported that the current hiring rate for Bus Operators was at \$12.00/hour with a \$0.50/hour increase after completion of their seven week training. Ms. Gaitan stated that at the July board meeting, staff made a presentation on recruitment and retention of experienced employees. She stated that the Board approved amending the starting wage for Bus Operators to \$14.00 an hour and reducing the escalation period to reach the top out pay from 14 years to 7 years. Ms. Gaitan reviewed the Performance-Based Percentage Increase Guidelines and the corresponding table of Employee Classification & Compensation for Bus Operators.

Mr. Rowland Estrada, President ATU Local 1769; expressed his concern of CCRTA Bus Operators who have reached top pay as per the Compensation and Classification Plan.

**MR. ROCK MADE A MOTION TO APPROVE THE AMENDING COMPENSATION AND CLASSIFICATION PLAN TO REFLECT NEW STARTING HOURLY WAGE AND REDUCE ESCALATION PERIOD FOR BUS OPERATORS. MR. HUNT SECONDED THE MOTION. THE MOTION CARRIED. HUNT, ROCK, SAENZ, TAYLOR VOTING IN FAVOR. CLOWER ABSENT.**

**Discussion and Possible Action to Recommend the Board Authorize Exercising the First Option Year with Multiple Vendors for Bus and Engine Parts**

Mr. Jose Tovar reported a background of multiple vendors for bus and engine parts contract that represented over 1,200 line items of parts. Mr. Tovar requested that the first option year for bus and engine parts with various vendors identified in the support documentation be exercised.

**MR. HUNT MADE A MOTION TO AUTHORIZE EXERCISING THE FIRST OPTION YEAR WITH MULTIPLE VENDORS FOR BUS AND ENGINE PARTS. MR. TAYLOR SECONDED THE MOTION. THE**



**MOTION CARRIED. HUNT, ROCK, SAENZ, TAYLOR VOTING IN FAVOR. CLOWER ABSENT.**

**Discussion and Possible Action to Recommend the Board Authorize Exercising the Second Option Year with Arguindegui Oil, Company, Ltd. for Unleaded Fuel Supply**

Mr. Jose Tovar proposed to exercise the second option year with Arguindegui Oil, Company, Ltd. for unleaded fuel supply

**MR. ROCK MADE A MOTION TO AUTHORIZE EXERCISING THE SECOND OPTION YEAR WITH ARGUINDEGUI OIL, COMPANY, LTD. FOR UNLEADED FUEL SUPPLY. MR. HUNT SECONDED THE MOTION. THE MOTION CARRIED. HUNT, ROCK, SAENZ, TAYLOR VOTING IN FAVOR. CLOWER ABSENT.**

**Discussion and Possible Action to Recommend the Board Authorize Exercising the Second Option Year with Arguindegui Oil, Company, LTD. for Engine Oil Supply**

Mr. Jose Tovar asked that the second option year be exercised with Arguindegui Oil, Company, Ltd. for engine oil supply.

**MR. HUNT MADE A MOTION TO AUTHORIZE EXERCISING THE SECOND OPTION YEAR WITH ARGUINDEGUI OIL, COMPANY, LTD. FOR ENGINE OIL SUPPLY. MR. ROCK SECONDED THE MOTION. THE MOTION CARRIED. HUNT, ROCK, SAENZ, TAYLOR VOTING IN FAVOR. CLOWER ABSENT.**

**Presentations**

**June 2014 Operations Report**

Mr. Gordon Robinson reported that for the month of June 2014 the system-wide ridership was 493,002. Mr. Robinson provided a monthly average weekday ridership for all services. He noted that RTA transported an average of 15,738 passengers per weekday in June 2014 as compared to 15,903 in June 2013. The RTA year-to-date (YTD) ridership results for all services recorded 181 more boardings than in 2013. Mr. Robinson commented on the system-wide productivity performance measurements for the month of June and compared it to June 2013 YTD figures.

Reporting on service metrics for B-Line services, Mr. Gordon stated that on-time performance did not meet the contract standard. The productivity, denials and mile between road call did meet contract standards. In vehicle time exceeded the contract standard of 98.6 percent.

Providing information on Customer Assistance Forms (CAF's), Mr. Robinson reported that for the month of June 2014 fifty five CAFs/commendations had been received.

Mr. Robinson reported miles between road calls (MBRC) over a 13 month period. In the month of June 2014, 6,801 miles between road calls compared to 6,036 MBRC in June 2013. Mr. Robinson noted that the RTA had 7 vehicle collisions and 3 preventable with 48 customer related incidents. The total collisions rate for the month was at 2.52 per hundred thousand miles driven. The security summary for June 2014, 1,353 hours of security coverage were used for all areas of RTA Operations.

### **2014 Service Improvement Update**

Mr. Gordon Robinson using a PowerPoint presentation reported an update on Route 63 service. Mr. Robinson stated that Route 63 would become a 45-minute service instead of a 60-minute service, and would operate from Monday through Friday Mr. Robinson reviewed a map of the out-bound and in-bound route stops from C.C. Island Campus and the New Momentum TAMU-CC Campus to Moore Plaza and to various living quarters within the TAMU-CC Campus area.

Mr. Gordon stated that the proposed route changes would better serve the students transportation needs. He noted that a public hearing was scheduled for August 6, 2014 with a proposed implementation date of August 25, 2014.

### **Procurement Update**

Mr. William Laridis using a PowerPoint presentation reported the completed projects for the month of June. He reviewed seven projects to be completed in the month of July five projects to be completed within three months, and five projects to be completed within six months.

### **Adjournment**

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

Submitted by: Stephanie Alvarez



**CORPUS CHRISTI REGIONAL  
TRANSPORTATION AUTHORITY**

Operations Committee Memo

September 24, 2014

**Subject: Authorize Awarding a Contract to Creative Bus Sales for Cut-a-Way Buses**

**Background**

Continuing the initiative to convert the entire CCRTA fleet to compressed natural gas (CNG), the Board of Directors authorized issuing a Request for Proposals (RFP) for low-floor, compressed natural gas (CNG) Cut-a-Way vehicles that are typically utilized with Paratransit and select Fixed-Route services. The estimated quantities of buses are shown below:

Order	CCRTA ESTIMATED QUANTITY
Base Order	19
Option 1	11
<b>ESTIMATED TOTALS</b>	<b>30</b>

**Identified Need**

In response to the RFP, three (3) proposals were received from two dealers; Creative Bus Sales and National Bus Sales. These proposals were evaluated for their capability to meet the needs of the CCRTA, successful experience with similar efforts, qualifications, directly applicable experience, and price. The following is a summary of the technical scores and price received from the two proposers:

TECHNICAL SCORE					
Dealer	Model	Capability to Meet the Needs of RTA (30 points max)	Successful Experience with Similar Efforts (20 points max)	Qualifications and Directly Applicable Experience (20 points max)	Subtotal (70 points max)
<b>Creative Bus Sales</b>	Champion	27.2	15	16.8	<b>59.0</b>
<b>National Bus Sales</b>	Glaval	23.8	14.4	16.0	<b>54.2</b>
<b>National Bus Sales</b>	ARBOC	26.2	17.2	17.2	<b>60.6</b>

PRICE			
Firm	Model	Price for Base Order (19 Buses)	Points (30 points max)
<b>Creative Bus Sales</b>	Champion	\$2,324,954	<b>30</b>
<b>National Bus Sales</b>	Glaval	\$2,388,680	<b>27</b>
<b>National Bus Sales</b>	ARBOC	\$2,455,522	<b>24</b>

		<b>TOTAL OVERALL SCORE</b>			
Firm		Model	Technical Score (70 points max)	Price (30 points max)	Total Overall Score
<b>Creative Sales</b>	<b>Bus</b>	Champion	59.0	30	<b>89.0</b>
<b>National Sales</b>	<b>Bus</b>	Glaval	54.2	27	<b>81.2</b>
<b>National Sales</b>	<b>Bus</b>	ARBOC	60.6	24	<b>84.6</b>

Creative Bus Sales submitted the proposal with the apparent overall highest score with the lowest price. Creative Bus Sales has been in business since 1980 and is the largest volume small and mid-size bus dealership in the United States. Creative Bus Sales has 13 locations in the United States including Irving, Texas. Other Creative Bus Sales customers include:

- Orange County Transit Authority – 950 Paratransit Vehicles
- Dallas Area Rapid Transit – 398 Paratransit Vehicles
- Capital Metro – 50 Paratransit Vehicles
- City of Los Angeles Department of Transportation – 500 Paratransit Vehicles
- RTC Las Vegas – 400 Paratransit Vehicles

With approval, CCRTA's base order of 19 buses would be delivered in March of 2015.

### **Financial Impact**

The base year cost is \$2,324,954. The total for CCRTA's base year and option year is \$3,704,630. After the pre-production meeting, the price may vary as a result of final bus option selections. Federal grants and local funds will be programmed into the Capital Budget in subsequent years.


### **Committee Review**

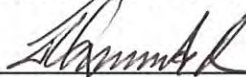
The Operations Committee did not meet on August 27, 2014, due to lack of quorum. This item was presented to the Board of Directors on September 03, 2014, at which time it was requested the item be taken to the September 24, 2014, Operations Committee for further discussion.

**Recommendation**

Staff requests that the Operations Committee recommend the Board of Directors authorize the Chief Executive Officer (CEO) to award a contract to Creative Bus Sales for Cut-a-Way Buses.

Respectfully Submitted,

Submitted by:   
William "Billy" Laridis  
Director of Procurement

Final Review   
Jorge Cruz-Aedo  
Managing Director of Administration

Approval:   
Scott Neeley  
Chief of Executive Officer



CORPUS CHRISTI REGIONAL  
TRANSPORTATION AUTHORITY

Operations Committee Memo

September 24, 2014

**Subject: Issue an Invitation for Bids for the Expansion of the Bear Lane  
Employee Parking Lot**

**Background**

The CCRTA's Administration building was completed in November 2002 and provided ample parking for all employees and visitors. But, since the building's completion the organization has gone through various staffing level changes. Especially this year with the need to increase the bus operator group numbers due to expanded service levels.

**Identified Need**

The employee and visitors parking lot is at/beyond maximum capacity and requires expansion. Currently there are 227 payroll employees (including part-timers) that are employed at the CCRTA and of that number 114 are bus operators. There are an estimated 151 employee parking spaces in the main employee parking lot and six (6) along the Bear Lane fence line, which should only be used in overflow situations.

The 227 does not include vacant positions. Currently there are an estimated 40 vacant positions, so that at full staffing levels we would have an estimated 267 employees. And, although, not everyone is here at the same time the majority of the employees are here simultaneously at some point between 8:00 a.m. and 5:00 p.m. In conjunction with the employee weekday parking needs the CCRTA hosts various meetings throughout the month which increases parking demand as does the CCRTA's Eligibility Program.

Below please find two tables. Table one captures the maximum capacity parking needed between now and summer 2016. The second table projects the parking needs after summer 2016. This project will be completed in phases.

Table #1 - Current Needs through summer 2016

Description	Total
Employees scheduled to be at work between 8:00 a.m. to 5:00 p.m. with vehicles - 85% (34 employees inclusive of evening shifts, split shifts, staff at other location, and that are dropped off)	193
Estimated vacant position	40
Board member/visitor parking (11 Board members and 10 visitors/students)	21
ADA parking spots	7
Subtotal	261
Less estimated employees off daily	-35
<b>Estimated Weekday Parking Spaces Needed</b>	<b>226</b>

Table #2 - Estimated parking needs beyond summer 2016

Description	Total
*Employees scheduled to be at work between 8:00 a.m. to 5:00 p.m. with vehicles - 85% (40 employees inclusive of evening shifts, split shifts, and that are dropped off)	227
Contractor employees at peak time (MV will relocate to CCRTA Administration building after the completion of the Staples Street Center)	70
Visitor parking	10
ADA parking spots	9
Subtotal	316
Less estimated employees off daily	-35
Less employees at Staples Street Center	-28
<b>Estimated Weekday Parking Spaces Needed</b>	<b>253</b>

\*Full staffing levels estimated 267 (227 employees plus the 40 vacant))

Based on the imminent parking needs in Table #1 the scope of work for the first phase of the parking lot expansion plan would provide for an additional 69 parking spaces bringing the total parking space availability to 226 including the six (6) parking spaces in the overflow area. Of the 226 parking spaces nine (9) of those would be for ADA parking. A presentation will be made at the Operations Committee meeting that will display the proposed parking schematic.

#### **Disadvantaged Business Enterprise (DBE)**

The DBE goal for this project is 25%.

#### **Financial Impact**

The estimated construction cost for the parking lot expansion for phase I is \$290,000. The funding for this project is part of the 2014 Capital Budget Amendment #2 and is contingent upon Board's approval.

#### **Recommendation**

Staff requests that the Operations Committee recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to issue an Invitation for Bids for the Expansion of the Bear Lane Employee Parking Lot.

Respectfully Submitted,

Submitted by: Sharon Montez  
 Sharon Montez  
 Managing Director of Capital Programs

Approval: [Signature]  
 Scott Neeley  
 Chief Executive Officer



CORPUS CHRISTI REGIONAL  
TRANSPORTATION AUTHORITY

Operations Committee Memo

September 24, 2014

**Subject: Title VI Program Update**

**Background**

Title VI of the Civil Rights Act of 1964 (Title VI) protects people from discrimination based on race, color, or national origin in programs or activities that receive federal financial assistance. Every three years, the Federal Transit Administration (FTA) Office of Civil Rights conducts discretionary compliance reviews of recipients of FTA funding, including transit providers, state Departments of Transportation, and Metropolitan Planning Organizations to determine their compliance with FTA Circular 4702.1 "Title VI Program Guidelines for Federal Transit Administration Recipients".

On October 1, 2012, the FTA Office of Civil Rights issued a revised Title VI Circular, 4702.1B, containing new guidelines and requirements from the previous version, Circular 4702.1A, dated May 13, 2007. As the Corpus Christi Regional Transportation Authority is a transit provider which operates 50 or more fixed route vehicles in peak service and is located in an urbanized area of 200,000 or greater in population, a Title VI Program update must be filed in accordance with FTA timelines in order to continue to receive federal funding.

**Identified Need**

The fiscal year 2011-13 Title VI Program update is due to the FTA 60 days prior to the expiration date of November 30, 2014. Per FTA guidelines, the Board of Directors are required to approve this program update prior to submittal to the FTA in TEAM.

In the development of the program update, demographic and socioeconomic characteristics of riders were based on results of on-board surveys collected under the Long Range System Plan effort between October 26 and November 14, 2011 and U.S. Census Bureau 2010 demographic data. On-board surveys, 2010 census, and current American Community Survey data were used to identify minority and low-income populations within census tracts including an assessment of transit services and facilities throughout the service area.

In regards to findings within the program update, no Title VI complaints have been filed or investigated in the last three years. In addition, the Authority serves a population base of 348,892 residents which excludes the City of Portland. Out of this total, the minority population by race in the service area is 233,539 or 66.9% of the total population share.

The analysis concluded that 27 of 43 fixed routes are minority routes. Minority routes are defined as routes that have at least one-third of revenue service miles located in a census tract where the percentage of minority population exceeds the average percentage of the minority population within the service area.



The summary table below contains a breakdown of population totals by race or ethnicity within the service area. All totals were derived from data within census tracts from the 2010 census.

**Nueces County**

Total Population	White	Black or African American	American Indian or Alaskan Native	Asian	Other or Two or More Races	Hispanic	Not Hispanic, White	All Minority	% Minority
340,223	277,402	13,637	2,128	5,731	41,325	206,293	111,870	228,353	67.1%

**San Patricio County**

Total Population	White	Black or African American	American Indian or Alaskan Native	Asian	Other or Two or More Races	Hispanic	Not Hispanic, White	All Minority	% Minority
8,669	7,314	84	45	65	1,161	4,960	3,483	5,186	59.8%

**Total Service Area**      **348,892**    **284,716**    **13,721**    **2,173**    **5,796**    **42,486**    **211,253**    **115,353**    **233,539**    **66.9%**

In regards to the analysis of low-income populations within the service area, 6,688 households across nine census blocks in Nueces County have median household incomes lower than \$23,850<sup>1</sup>. Six of the nine census blocks are minority populations. The income level of \$23,850 represents the poverty level for a family of four as classified within the 2014 Poverty Guidelines by the U.S. Department of Health and Human Services. In 2013, the poverty level for a family of four was \$23,550.

**Financial Impact**

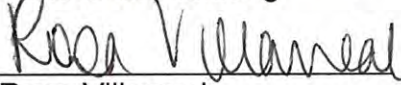
None.

**Recommendation**

Staff requests that the Operations Committee recommend the Board of Directors approve the Title VI Program Updater fiscal years 2011-13.

Respectfully Submitted,

Submitted by:   
 Gordon Robinson  
 Director of Planning

Final Review:   
 Rosa Villarreal  
 Managing Director of Operations

Approval:   
 Scott Neeley  
 Chief Executive Officer

<sup>1</sup> Source: U.S. Census Bureau, 2008-2012 American Community Survey; S1903 Median Income in the Past 12 Months (In 2012 Inflation-Adjusted Dollars)



CORPUS CHRISTI REGIONAL  
TRANSPORTATION AUTHORITY

Operations Committee Memo

September 24, 2014

**Subject: Request for Proposals (RFP) for Transfer Station Cleaning Services for the following locations: Port/Ayers Station, Southside Station, Six Points Station, Staples Street Station, Robstown Station, and miscellaneous bus stops.**

**Background**

The RTA has five transfer stations, approximately two hundred bus stop shelters/ sun shades, and seven hundred concrete bus pads. The RTA has provided for contract cleanings through contract outsourcing in years past, but discontinued them due to budgetary constraints.

**Identified Need**

The Authority's transfer stations and shelters consist of various types of construction; pre-engineered units to uniquely designed shelters. The major transfer stations require pressure-washing services on a monthly basis to reflect proper cleanliness. Depending on activity levels/high ridership, some shelters require cleaning on a monthly basis while other shelters require less frequent cleaning.

**Financial Impact**

An initial quote was received for monthly power washing of the five transfer stations miscellaneous bus stops for approximately \$6,000 per month for an annual cost of approximately \$72,000 per year. The estimated cost of this service is currently in the 2015 budget awaiting Board approval.

**Recommendation**

Staff requests that the Operations Committee recommend the Board of Directors authorize the Chief Executive Officer to issue a Request for Proposals (RFP) for Transfer Station Cleaning Services for the following: Port/Ayers Station, Southside Station, Six Points Station, Staples Street Station, Robstown Station, and miscellaneous bus stops.

Respectfully Submitted,

Submitted by:   
Keith Korenek  
Director of Safety & Security

Approval:   
Scott Neeley  
Chief Executive Officer



## CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY

Operations Committee Meeting

September 24, 2014

**Subject: Operations Report for August 2014**

The system-wide monthly operations performance report for August 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:

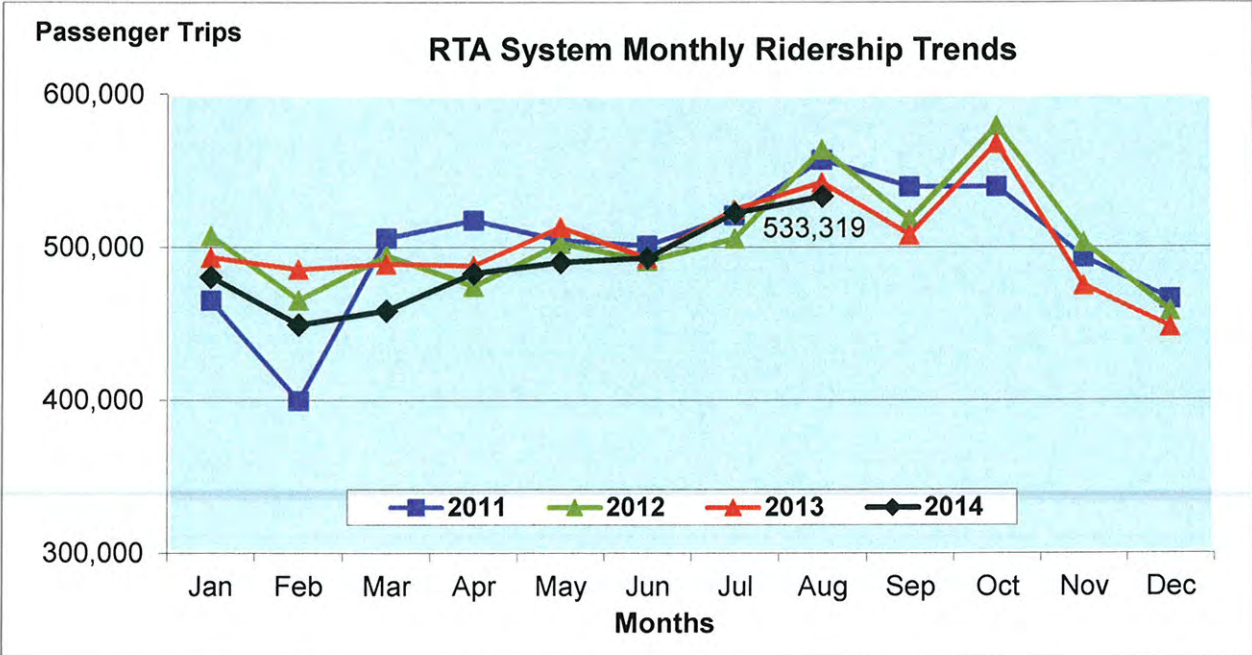
1. System-wide Ridership and Service Performance Results
2. Purchased Transportation Department Report: B-Line Service Contract Standards & Ridership Statistics
3. Customer Programs Monthly Customer Assistance Form (CAF) Report
4. Vehicle Maintenance Department Monthly Miles Between Road Calls Report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



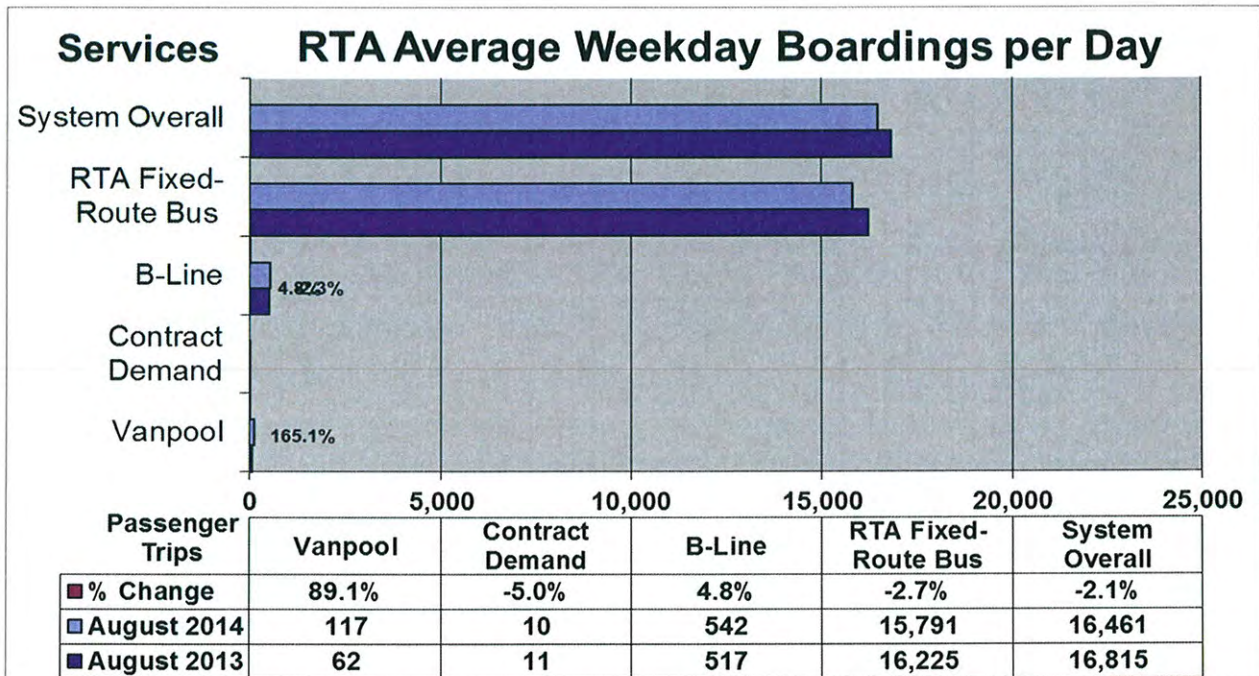
# 1. System-wide Ridership and Service Performance Results

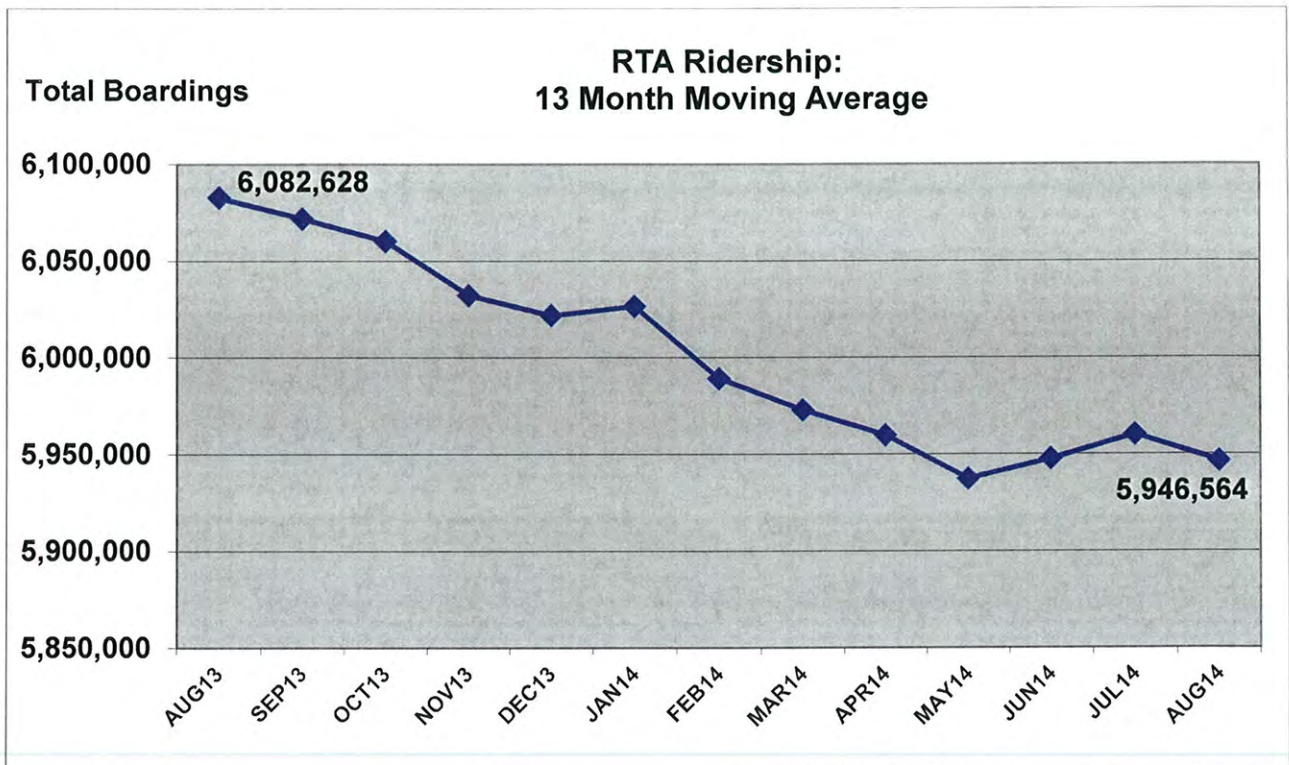
Boardings for all services in August 2014 totaled 533,319. This represents less than a 1.7% decrease as compared to a total of 542,403 boardings in August 2013.

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

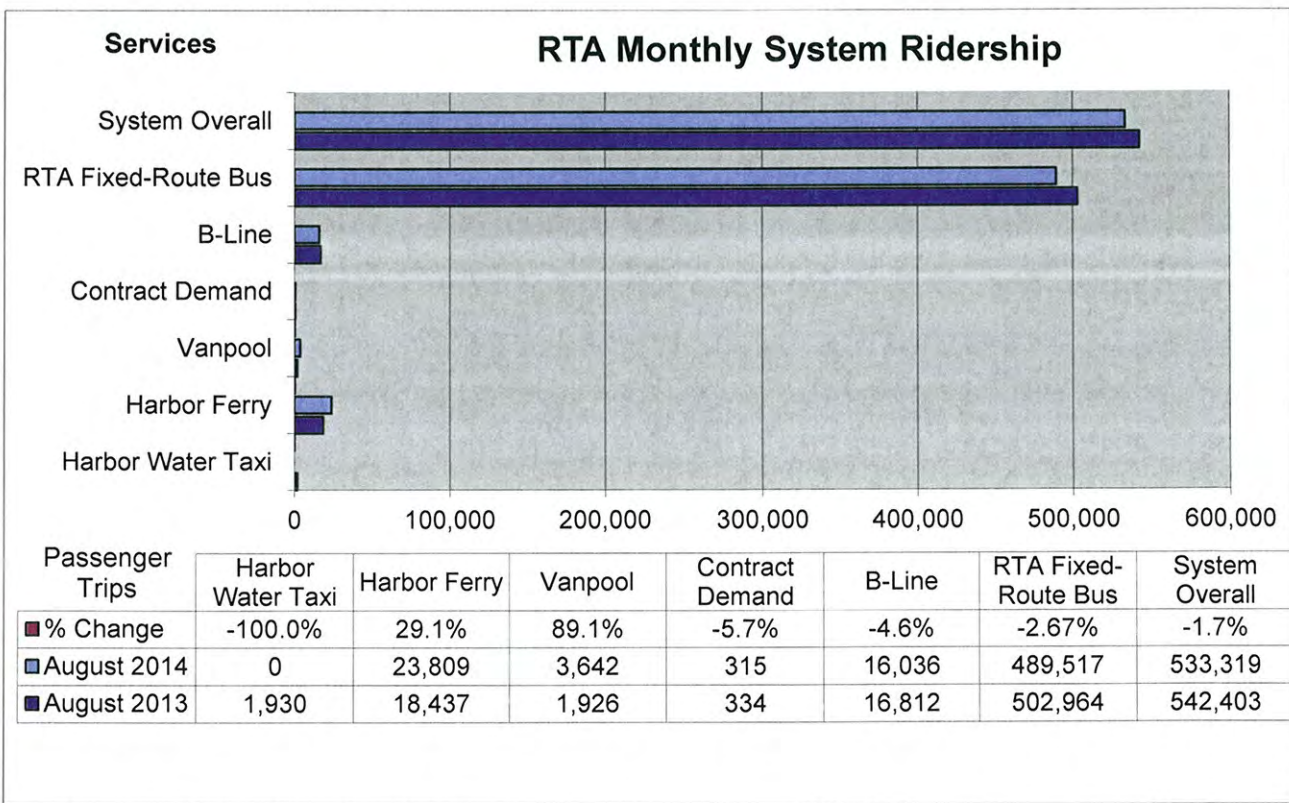


The chart below shows average weekday ridership for all services. The RTA recorded an average of 16,461 boardings per weekday in August 2014 as compared to 16,815 in August 2013.

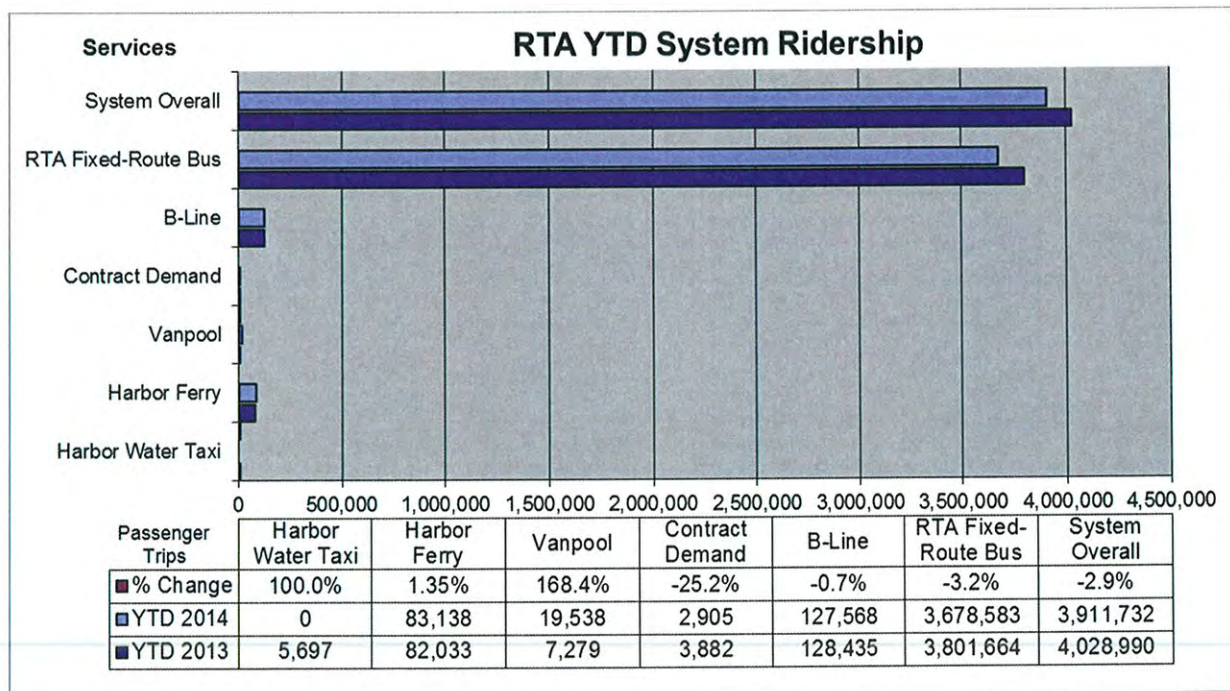




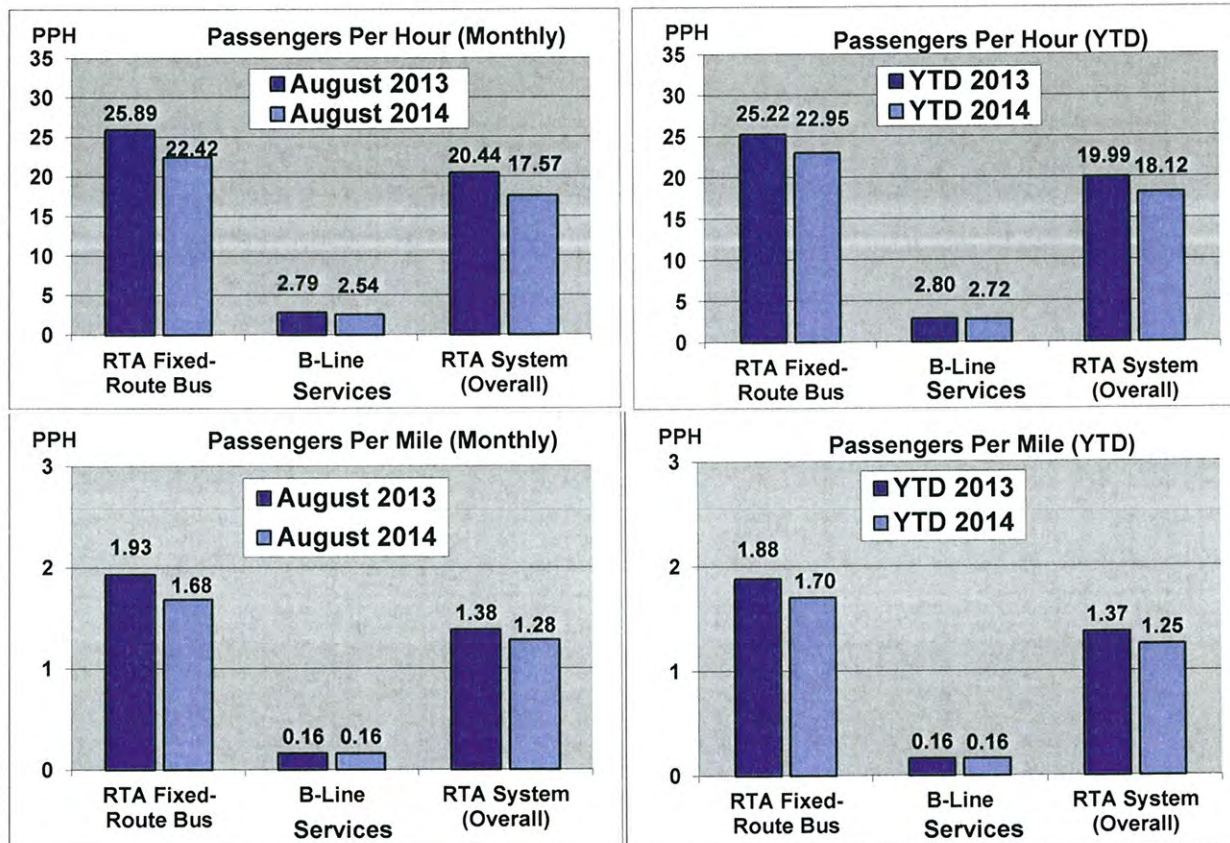
The chart below shows monthly ridership results for all services. The RTA recorded 9,084 fewer boardings in August 2014 as compared to August 2013.

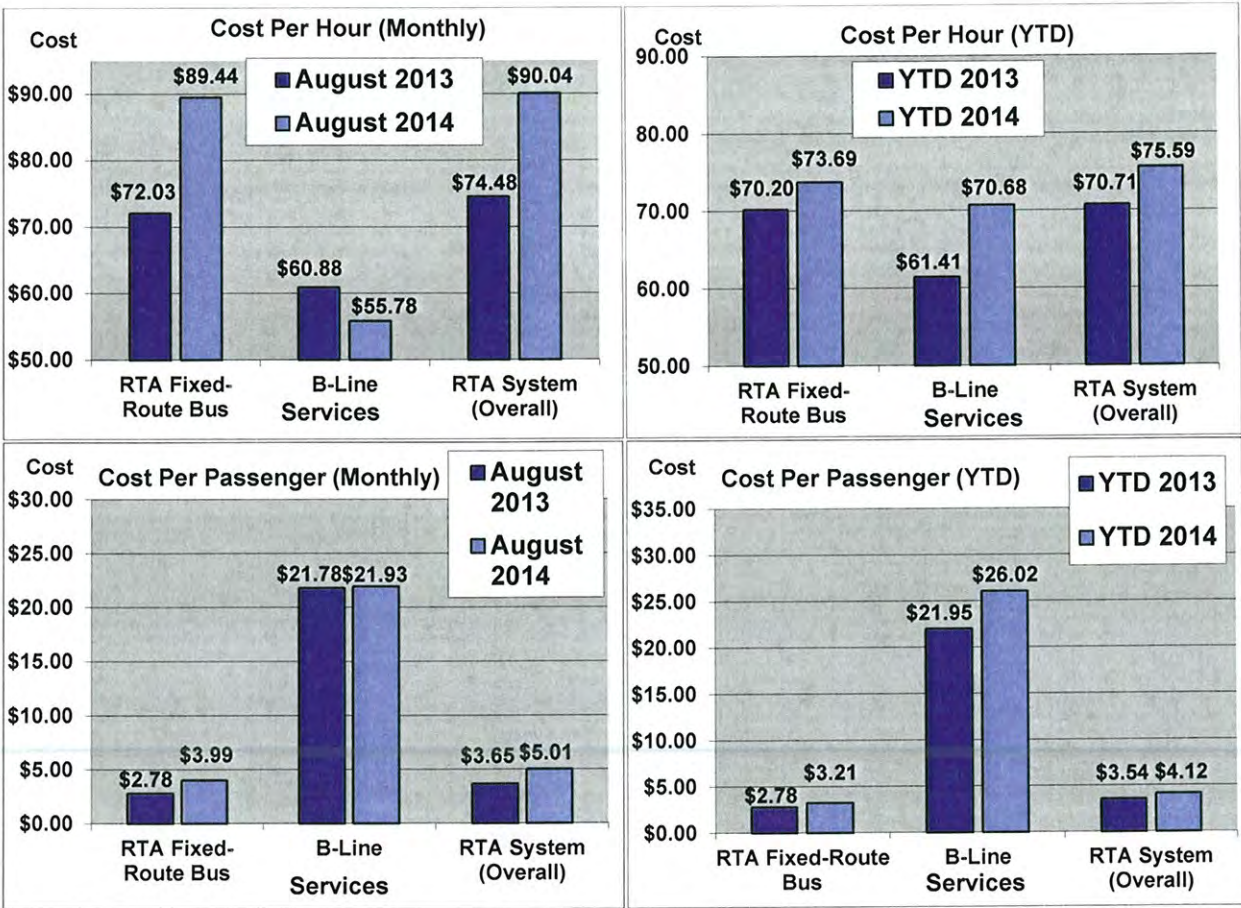


The chart below shows YTD ridership results for all services. The RTA recorded 117,258 less boardings in 2014 as compared to the same period in 2013.



The following charts report system-wide productivity and other cost performance measurements for the month of August 2014 vs. August 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	Jun-14	Jul-14	Aug-14	YTD Average
Early Departure	<1%	4.3%	2.1%	0.9%	1.2%
Over 3 minutes Late	<20%	21.9%	13.0%	18.0%	14.9%
Over 5 minutes Late	<5%	10.4%	4.0%	8.5%	6.5%
Over 10 minutes Late	<1%	4.8%	1.3%	2.3%	2.3%
Monthly Wheelchair Boardings	No standard	5,288	4,732	5,418	4,823
Monthly Bicycle Boardings	No standard	7,156	7,646	8,612	6,415

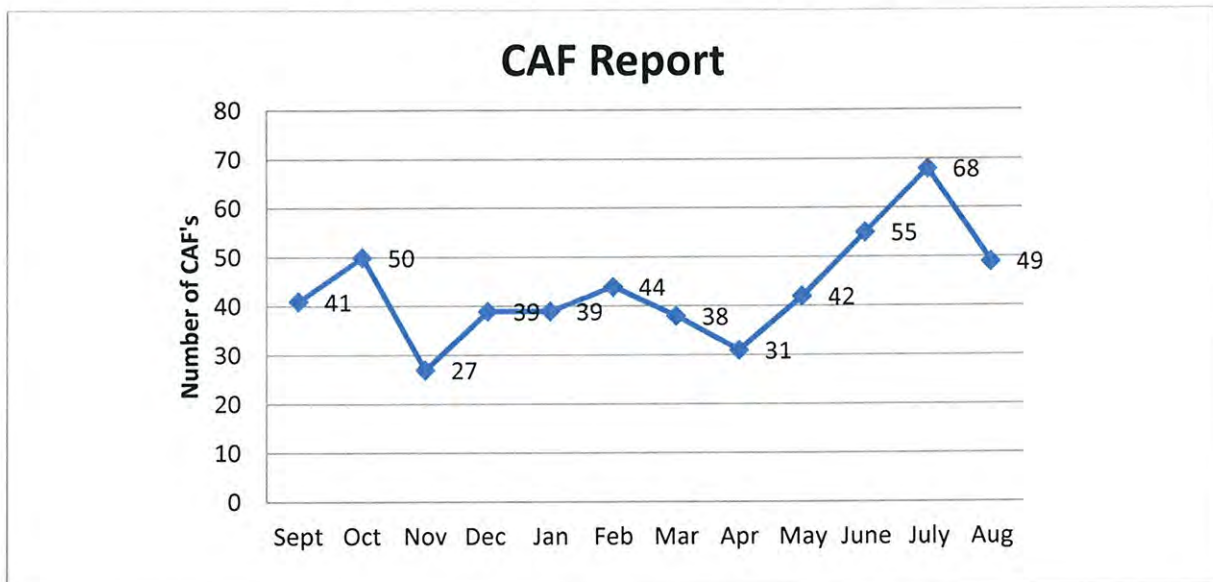
**2. Purchased Transportation Department Report: B-Line Service Contract Standards & Ridership Statistics**

- Productivity: 2.54 PPH did meet the contract standard of 2.50 PPH.
- On Time Performance: 93.7% did not meet the contract standard of 96%.
- In Vehicle Time: 99.1% exceeded contract standard of 95%.
- Miles Between Road Calls: 19,204 more than met the contract standard of 12,250 miles.
- Denials: 0 denials did meet contract standard of 0.0%.
- Ridership Statistics: 10,520 ambulatory; 4,655 wheelchair boarding's

Metric	Standard	Jun-14	Jul-14	Aug-14	YTD Average
Passengers per Hour	2.50	2.58	2.50	2.54	2.61
On-time Performance	96%	93.4%	94.0%	93.7%	94.0%
In Vehicle Time	95.0%	98.6%	98.8%	99.1%	98.8%
Denials	0.00%	0.00%	0.00%	0.00%	0.01%
Miles Between Roadcalls	12,250	15,957	11,853	19,204	15,641
Monthly Wheelchair Boardings		4,450	4,668	4,655	4,445

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

For August 2014, there were 49 reported CAF's (excludes commendations) which represents a decrease from 68 reported CAF's overall in July 2014. The statistics for August represents a 28% decrease, 49 CAF's vs. 68 CAF's compared to the month of July 2014. There were 6 commendations for the month of August.





**Route Summary Report for August 2014**

Route	# of CAF's	Route	# of CAF's
#3 NAS Shuttle	2	#34 Robstown Circulator	0
#4 Flour Bluff Mini B	0	#37 Crosstown	0
#5 Alameda	0	#37S Crosstown (Sunday)	0
#6 Santa Fe/Malls	0	#50 Calallen Park & Ride	1
#8 Flour Bluff/Malls (Sun)	0	#51 Gregory Park & Ride	2
#12 Saxet Oak Park	3	#63 The Wave	0
#15 Kostoryz	0	#65 Padre Island Connector	1
#15S Ayers/Molina (Sun)	1	#67 Robstown/Gregory	0
#16 Agnes/Ruth	0	#76 Harbor Bridge Shuttle	1
#17 Carroll/Southside	3	#76S Harbor Bride (Sun)	1
#19 Ayers/Norton	1	#77 Harbor Ferry	1
#19G Greenwood	0	#78 North Beach	0
#19M McArdle	0	#84 LightHouse	0
#21 Arboleda	1	#94 Port Aransas Shuttle	0
#23 Molina	2	#90 Flexi-B	0
#25 Gollihar/Greenwood	2	B-Line (Para-transit)	4
#26 Airline/Lipes Connector	0	Safety & Security	4
#27 Northwest	2	Facility Maintenance	5
#29 Staples	1	Vehicle Maintenance	4
#29F Flour Bluff	1	Service Development	5
#29S Staples (Sunday)	1		
#32 Southside Mini B	0	<b>TOTAL CAF'S</b>	<b>49</b>

**August 2014 CAF Breakdown by Service Type:**

CAF Category	RTA Fixed Route	B-Line ADA Paratransit	Contracted Fixed Route	Totals
Service Stop Issues	8	0	2	10
Driving Issues	2	0	1	3
Customer Services	8	1	0	9
Late/Early	2	3	0	5
Fare/Transfer Dispute	3	0	0	3
Over Crowded Vehicle	0	0	1	1
Safety and Security	4	0	0	4
Service Development	5	0	0	5
Facility Maintenance	5	0	0	5
Vehicle Maintenance	4	0	0	4
<b>Total</b>	<b>41</b>	<b>4</b>	<b>4</b>	<b>49</b>
Commendations	4	2	0	6

**Conclusion:**

During August 2014, RTA received 49 CAF's/Commendations regarding RTA Fixed-Route Service, B-Line and Purchased Transportation; six (6) of the 55 reported CAF's (August) were commendations.

There were a total of 41 CAF's/Commendations received regarding RTA Service representing 81.8% of total customer contacts: 4 for Safety & Security, 5 for Facilities Maintenance, 4 for Vehicle Maintenance, 5 for Service Development and 23 for Transportation.

A total of 4 CAF's/Commendations were reported regarding B-Line service representing 10.9% of the total customer contacts.

A total of 4 CAF's/Commendations were reported regarding Contracted Fixed Route representing 7.3% of the total customer contacts.

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

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

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

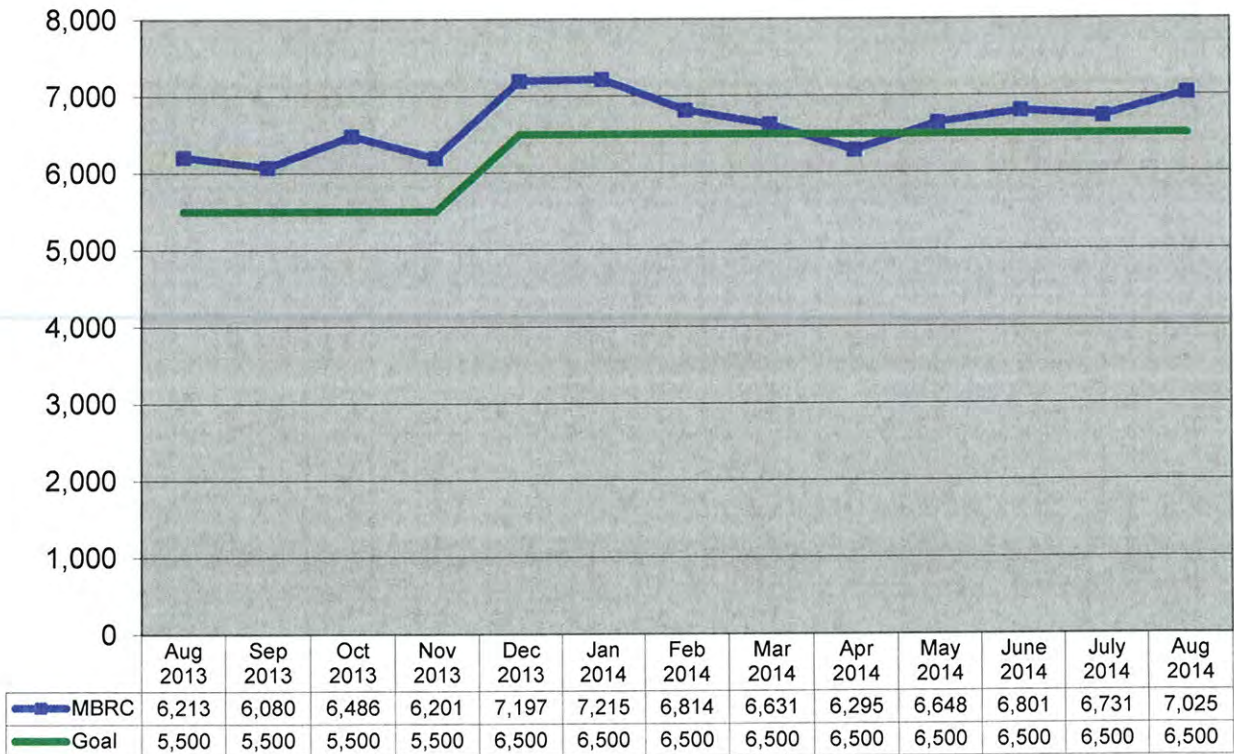
CAF's are redirected to relevant management and supervisory staff for further investigation. Customer Service staff will provide a prompt and written response at the conclusion of the investigation to the customer within ten working days.

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 August 2014, 7,025 miles between road calls (MBRC) were recorded as compared to 6,213 MBRC in August 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.

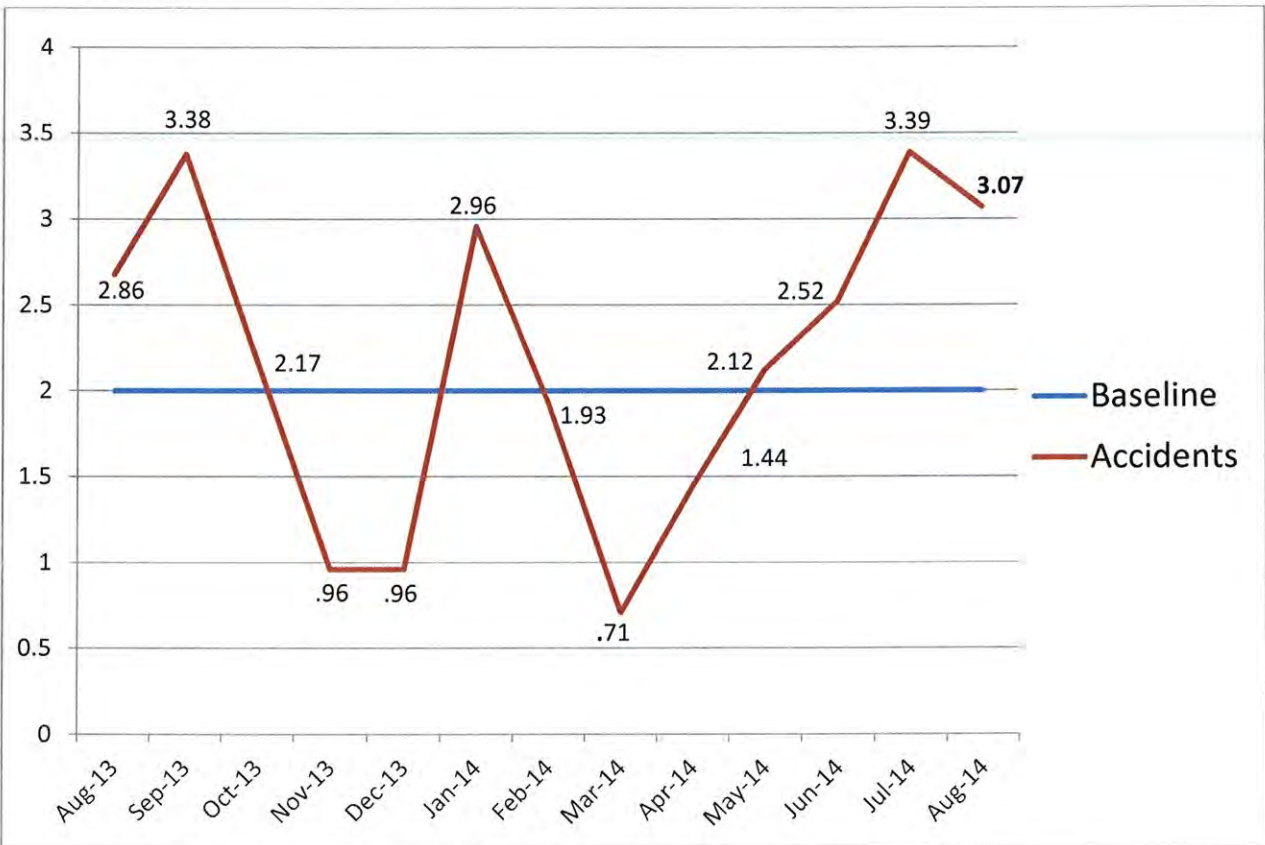
## 5. Safety/Security Department Report

### SAFETY SUMMARY

For the month of August 2014, we had 9 vehicle collisions (2 preventable), 58 customer related incidents and drove a total of 293,059 miles. The total collision rate for the month was at 3.07 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

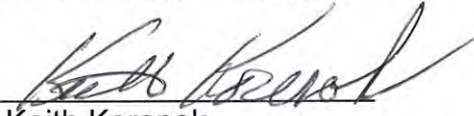


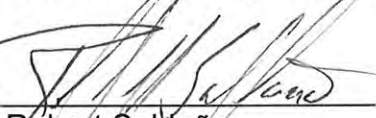
### SECURITY SUMMARY

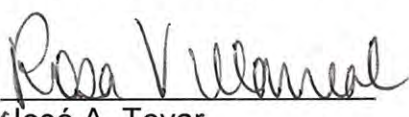
For the month of August 2014, 1,464 hours of security coverage was used for all areas of RTA Operations. Officers arrested eight individuals for public intoxication, issued eleven criminal trespass warnings, and cited four individuals for loitering.

Respectfully Submitted,

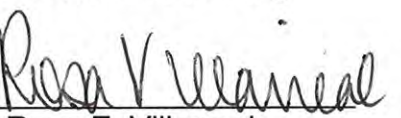
Submitted by:   
for Wesley Vardeman  
Senior Transit Planner

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