



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

**BOARD OF DIRECTORS'
MEETING NOTICE**

Date: Wednesday, October 14, 2015

Time: 9:30 a.m.

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

	Topic	Speaker	Est. Time	Reference
1.	Roll Call	M. Saenz	1 min.	No Attachment
2.	Action to Administer the Oath of Office to Nueces County and Committee of Mayors' Appointees to the CCRTA Board	V. Chapa	10 min.	No Attachment
3.	Adoption of Resolutions for Outgoing Board Members	V. Chapa	8 min.	Pages 1-2
4.	Opportunity for Public Comment	V. Chapa	6 min.	No Attachment
5.	Discussion and Possible Action to Select a New Chief Executive Officer (Discussion may occur in Closed Session with Possible Action Thereafter in Open Session)	V. Chapa	45 min.	No Attachment
6.	Action to Confirm Committee and Subcommittee Appointments by the Board Chair and Elect Such Other Officers of the Board as May Be Required in the Event of Any Vacancies	V. Chapa	5 min.	Pages 3-5
7.	Discussion and Possible Action to Approve the Board of Directors' Minutes of September 2, 2015 and September 18, 2015	V. Chapa	3 min.	Pages 6-15

	Topic	Speaker	Est. Time	Reference
8.	Budget Workshop #5 a. Presentation on Proposed 2016 Capital Improvement Projects b. Presentation on 2016 Proposed Operating and Capital Budget c. Discussion and Possible Action to Authorize Scheduling a Public Hearing and Adoption Date for the 2016 Operating and Capital Budget for November 4, 2015	J. Cruz-Aedo	15 min.	Pages 16-24 Page 25
9.	Discussion and Possible Action to Authorize Awarding a Contract to TelePro Communication for Data Networking Cabling	D. Chapa	5 min.	Pages 26-27
10.	Discussion and Possible Action to Authorize Exercising the First Option Year with AG/CM, Inc. for Project Management Services	S. Montez	5 min.	Pages 28-29
11.	Discussion and Possible Action to Authorize Issuing a Request for Proposals (RFP) to Purchase Relief and Support Vehicles	R. Villarreal	5 min.	Pages 30-31
12.	Discussion and Possible Action to Authorize Issuing an Invitation for Bids (IFB) for Engine Oil Supply	R. Villarreal	5 min.	Page 32
13.	Discussion and Possible Action to Authorize Issuing an Invitation for Bids (IFB) for Pest Control and Fumigation Services	R. Villarreal	5 min.	Page 33
14.	Discussion and Possible Action to Issue Two Invitation for Bids – One for the Construction of a New Bus Lift Foundation and the Other for the Procurement/Installation of a Replacement Bus Lift for the Chassis Wash and Request the Approval of Capital Budget Amendment #3	S. Montez R. Villarreal C. O'Brien		Pages 34-36
15.	Presentations: a. August 2015 Operations Report b. Financial Report – August 2015 c. Procurement Update d. Attorney General Opinion on Security Regarding Licensed Carry at Public Buildings	Robinson O'Brien Laridis Bell	20 min.	Pages 37-48 Pages 49-53 No Attachment Page 54
16.	Discussion (in Closed Session) of Personnel Issues with Possible Action in Open Session	V. Chapa	10 min.	No Attachments

	Topic	Speaker	Est. Time	Reference
17.	CEO's Report a) Texas Transit Association b) Employee Picnic – September 27, 2015 c) ADA Building Update	J. Cruz-Aedo	5 min.	No Attachments
18.	Chair's Report a. APTA Annual Conference b. Walk for a Cure	V. Chapa	5 min.	No Attachments
19.	Adjournment	V. Chapa	2 min.	No Attachment

Total Estimated Time: 2:40

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 903-3561 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, October 9, 2015** 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.

Corpus Christi Regional Transportation Authority



Resolution

WHEREAS, the Committee of Mayors appointed Ray Hunt on October 11, 2011, and reappointed him to serve again in 2013 on the Board of Directors of the Corpus Christi Regional Transportation Authority; and

WHEREAS, Ray Hunt served as the Chair of the Rural Affairs Subcommittee and additionally served on the Governmental Relations Subcommittee, the Development Subcommittee and the Operations Committee ; and

WHEREAS, Ray Hunt was instrumental in supporting and coordinating Corpus Christi Regional Transportation Authority's efforts with the City of Robstown for the joint venture of creating the Robstown Transfer Station, and Ray Hunt was a strong supporter for providing the public transportation riders with a state-of-the-art transfer center;

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

RESOLVED, that Ray Hunt is hereby commended for his service to the community with the Corpus Christi Regional Transportation Authority in helping the community to develop and prosper through increased mobility and economic growth.

DULY PASSED AND ADOPTED This 14th day of October 2015.

By _____
Evangelina Chapa
Board Chair

Corpus Christi Regional Transportation Authority



Resolution

WHEREAS, Nueces County Commissioners appointed Lamont Taylor on October 12, 2011, and reappointed him to serve again in 2013 on the Board of Directors of the Corpus Christi Regional Transportation Authority; and

WHEREAS, Lamont Taylor during his four-years on the Board has served as Vice Chair of the Board and additionally served on the Operations Committee, the Rural Affairs Subcommittee; the Governmental Relations Subcommittee; Development Subcommittee, and Disadvantaged Business Enterprise Subcommittee; and

WHEREAS, Lamont Taylor has served with distinction on the Board of Directors and the conclusion of his term of office on the Board gives just cause to reflect on his accomplishments related to his encouragement of small business growth through partnerships with Del Mar College – PTAC and other organizations promoting small businesses; promotion of increased ridership, rider amenities, and ADA bus stop improvements; and support for the use of alternative fuels to reduce carbon footprint;

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

RESOLVED, that Lamont Taylor is hereby commended for his service to the community with the Corpus Christi Regional Transportation Authority in helping the community to develop and prosper through increased mobility and economic growth.

DULY PASSED AND ADOPTED This 14th day of October 2015.

By _____
Evangelina Chapa
Board Chair



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

Board of Directors' Memo

October 14, 2015

Subject: Confirmation of Committee Appointments by the Board Chair and Election of Such Other Officers of the Board as May Be Required in the Event of Any Vacancies

Background:

Appointments to various Committees will be considered due to a change in the Board composition.

Committees

According to the Regional Transportation Authority Bylaws, Section 3.07, "The members of all Board committees shall be appointed by the Chairman subject to confirmation by the Board. The Chairman shall be a member of all such committees."

The current standing committees, Administration and Operations, and subcommittee membership and respective vacancies are listed below. The Board adopted a resolution on November 2, 2011 and February 7, 2013 outlining the subcommittee structure which allows the subcommittees to be comprised of three to five members of the Board of Directors. Attached is a summary of the responsibilities of each subcommittee.

Committees

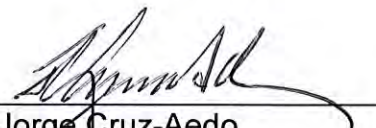
<u>Administration Committee</u>	<u>Operations Committee</u>
<i>Tony Elizondo, Chair</i> Angie Flores-Granado Curtis Rock Eddie Martinez <u>Tom Niskala</u>	<i>Mary Saenz, Chair</i> George Clower Michael Reeves <u>Thomas Dreyer</u> <u>Glenn Martin</u>

Subcommittees

<p><u>Rural Affairs Subcommittee</u> <i>_____</i>, Chair Tony Elizondo Angie Flores Granado Mike Reeves <u>Glenn Martin</u></p>	<p><u>Governmental Relations Subcommittee</u> <i>Angie Flores Granado</i>, Chair George Clower Tony Elizondo Curtis Rock <u>Tom Niskala</u></p>
<p><u>Audit, Finance, Health & Pension Subcommittee</u> <i>Tony Elizondo</i>, Chair Thomas Dreyer Mary Saenz Eddie Martinez</p>	<p><u>Development Subcommittee</u> <i>George Clower</i>, Chair Angie Flores Granado Curtis Rock <u>Tom Niskala</u></p>
<p><u>Disadvantaged Business Enterprise Subcommittee</u> <i>Curtis Rock</i>, Chair George Clower Angie Flores Granado <u>Glenn Martin</u></p>	

Recommendation:

The Chair will make appointment recommendations for the two standing committees, Administration and Operations, and also for established subcommittees as may be required.

Submitted By: 
Jorge Cruz-Aedo
Interim Chief Executive Officer

ATTACHMENT

Responsibilities of Subcommittees

1. *Rural Affairs Subcommittee* - Inform the Board in greater detail related to capital and service needs and improvements in small cities and rural areas. Monitor activities and performance of services and initiatives and solicit input regarding service and capital needs. **Convenes on an as-needed basis.**
2. *Governmental Relations Subcommittee* - Inform the Board related to studies on the probable effects of federal and state legislation and regulations and to educate the Board on the annual proposed legislative program. Provide input related to the selection criteria of lobbying consultants and monitor and coordinate the RTA's efforts related to policy and legislative issues. **Convenes on an as-needed basis.**
3. *Audit, Finance, Health and Pension* - Inform the Board in greater detail related to budgetary, audit, financial trends, health insurance issues, provide guidance and monitor activities and performance, and manage issues related to code of ethics and conflicts of interest. Inform the Board regarding changes in investments, initiatives, and projects, and manage and administer the RTA Employee Defined Benefit Plan and the RTA Employee Defined Contribution Plan. **Convenes on an as-needed basis and annually to review the Defined Benefit Plan's assets.**
4. *Development Subcommittee* – Assist in the development of plans for the proposed Customer Service Center and other RTA capital projects. **Convenes on an as-needed basis.**
5. *Disadvantaged Business Enterprise Subcommittee* – Inform the Board in greater detail related to disadvantaged business enterprise program, monitor activities and performance, including goals, and actively solicit input regarding improvements to program. **Convenes on an as-needed basis.**

**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS' MEETING MINUTES
WEDNESDAY, SEPTEMBER 2, 2015**

SUMMARY OF ACTIONS

- 1. Conducted Roll Call**
- 2. Held Personnel Recognition**
- 3. Held Presentation of 2015 Business of the Year Award by Department of Assistive and Rehabilitative Services (DARS)**
- 4. Provided Opportunity for Public Comment**
- 5. Heard Update on RCAT Committee Activities**
- 6. Approved the Board of Directors' Minutes of August 12, 2015 and Budget Workshop Minutes of July 23, 2015 and August 26, 2015**
- 7. Approved Consent Agenda Item: a) Action to Authorize Issuing a Request for Proposals (RFP) for Financial Auditing Services; Tabled Consent Agenda Item: b) Action to Approve Exercising the First Option Year with AG/CM, Inc. for Project Management Services for Various Projects**
- 8. Authorized Entering into an Interlocal Agreement to Partially Fund the Update of the Regional Travel Demand Model for Nueces and San Patricio Counties**
- 9. Authorized Issuing a Request for Information (RFI) for Payroll Processing Services**
- 10. Conducted Budget Workshop #4 - Discussion of Draft 2016 Budgets for the Following: a. Customer Services Department; b. Marketing & Communications Department; c. Capital Projects Department; d. Staples Street Center; e. Human Resources Department; f. Transfer to Capital; g. Sub-Recipient Grant Agreements; h. Street Maintenance; and i. Depreciation**
- 11. Heard Presentations on: a. Second Quarter 2015 Performance Reports for the Defined Benefit Plan and Trust and the Defined Contribution Plan; b. Second Quarter 2015 Investment Report for the Quarter Ended June 30, 2015; c. July 2015 Financial Report; d. Comprehensive Operational Analysis Update; e. Route 65 Pilot Update; f. July 2015 Operations Report; g. Procurement Report**
- 12. Heard CEO's Report on: a) Texas Transit Association; b) 2015 APTA Annual AdWheel Awards; c) NAACP Health Fair – September 19, 2015**
- 13. Heard Chair's Report on: a) Employee Appreciation Picnic; b) TRAN – Walk 'n Roll Celebration – 9/26/2015; c) DARS 2015 Business of the Year Award**

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The Regional Transportation Authority Board of Directors met at 8:30 a.m. in the Regional Transportation Authority Facility located at 5658 Bear Lane, Corpus Christi, Texas.

Board Members Present: Vangie Chapa, Chair; Lamont Taylor, Vice Chair; Mary Saenz, Secretary; George Clower; Thomas Dreyer; Tony Elizondo; Angie Flores Granado; Edward Martinez; Michael Reeves; Curtis Rock

Board Members Absent: Ray Hunt

Staff Present: Jorge Cruz-Aedo, Interim CEO; David Chapa; Kelly Coughlin; Terry Klinger; William Laridis, Angelina Gaitan, Beth Vidaurri, Sharon Montez, Cindy O'Brien; Gordon Robinson; Robert Saldana; Jose Tovar; Rosa Villarreal

Public Present: John Bell, Wood, Boykin, Wolter, RTA Legal Counsel; Mike Rendon, RCAT; Robert Box, RCAT; Tom Niskala, City of Corpus Christi; Regina Murphy, Diana Reyes, DARS; Rowland Estrada, President, ATU Local 1769; Rosie Aguiar, ATU-Local 1769; Doreen Harrell, Kailo; Abel Alonzo; Nathan Swinney, AG/CM; Jeffrey Pollack, MPO, Transportation Planning Director; Herman Rodriguez, Robstown, Texas

Roll Call and Call to Order

Ms. Vangie Chapa called the meeting to order at 8:34 a.m. Ms. Mary Saenz called the roll and declared that a quorum was present.

Personnel Recognition

Mr. Jorge Cruz-Aedo recognized Mr. Marshall Burns for receiving the Impact Award from the ADA25 Coastal Bend Partnership on July 24, 2015.

Mr. Marshall Burns thanked the Board and RTA for their support in helping him help others become more independent and making Corpus Christi a better place for all individuals.

Presentation of 2015 Business of the Year Award by Department of Assistive and Rehabilitative Services (DARS)

Ms. Mary Saenz, CCRTA Board Member; Ms. Regina Murphy, DARS Region V Operations Director of Programs; and Ms. Diana Reyes, DARS Director, were at the podium to present the 2015 Business of the Year award.

Ms. Regina Murphy expressed appreciation for the Authority's commitment to partnering with DARS to help persons with disabilities and hiring persons with disabilities. She noted that this commitment was helping persons with disabilities be more independent.

Ms. Chapa and Mr. Cruz-Aedo accepted the award on behalf of the Authority.

Opportunity for Public Comment

Mr. Abel Alonzo stated that County Judge Loyd Neal was considering designating an area at Nueces County Court House for B-Line vehicle parking. He asked that the Judge be contacted to support the dedicated parking.

Update on RCAT Committee Activities

Mr. Mike Rendon reported that three drivers had been recognized based on commendations received. They were Mr. Harold McFarlin, B-Line driver; Richard Ponce, RTA driver; and Mr. Dale Carrier, Port Aransas shuttle driver. He reported that Ms. Sharon Montez had confirmed that push button doors for the restrooms at the RTA facility on Bear Lane had been approved. This was a positive change for persons with disabilities. Mr. Rendon stated that the No Show Appeals Committee had issued 28 warnings in July and 18 seven-day suspensions had been implemented. The plan was to review no-shows for the past twelve months, contact other transit agencies about their policies, and possibly make a change to the current policy.

Discussion and Possible Action to Approve the Board of Directors' Minutes of August 12, 2015 and Budget Workshop Minutes of July 23, 2015 and August 26, 2015

MR. TAYLOR MADE A MOTION TO APPROVE THE BOARD OF DIRECTORS' MINUTES OF AUGUST 12, 2015 AND BUDGET WORKSHOP MINUTES OF JULY 23, 2015 AND AUGUST 26, 2015. MR. DREYER SECONDED THE MOTION. THE MOTION CARRIED. DREYER, ROCK, GRANADO, ELIZONDO, CHAPA, TAYLOR, SAENZ, CLOWER, AND REEVES IN FAVOR. MARTINEZ AND HUNT ABSENT.

Consent Agenda

Ms. Vangie Chapa stated that the following items were of routine or administrative nature and had been discussed previously by the Board or Committees and the Board had been furnished with support documentation on consent agenda items 7a and 7b. She asked if anyone wanted to pull an item from the consent agenda for discussion. Mr. Jorge Cruz-Aedo asked that Consent Agenda item 7b be tabled. The consensus was to table the item.

b) Exercising the First Option Year with AG/CM, Inc. for Project Management Services for Various Projects

Ms. Chapa asked for consideration of agenda item 7a.

a) Action to Authorize Issuing a Request for Proposals (RFP) for Financial Auditing Services

MR. REEVES MADE A MOTION TO APPROVE CONSENT AGENDA ITEM 7a. MR. TAYLOR SECONDED THE MOTION. THE MOTION CARRIED. DREYER, ROCK, GRANADO, ELIZONDO, CHAPA, TAYLOR, SAENZ, CLOWER, AND REEVES IN FAVOR. MARTINEZ AND HUNT ABSENT.

Action to Authorize Entering into an Interlocal Agreement to Partially Fund the Update of the Regional Travel Demand Model for Nueces and San Patricio Counties

Mr. Gordon Robinson stated that the Authority has an opportunity to participate in the Regional Travel Demand Model update and have public transportation included. A detailed report had been provided at the August 26, 2015 Operations Committee meeting.

Mr. Jeff Pollack, MPO, Transportation Planning Director, explained that the Regional Travel Demand Model was updated every five years. TxDOT was responsible for implementing the modeling process. Prior travel demand models only reviewed vehicular travel patterns but this update would include transit and land use. He explained that the Interlocal agreement would be between the Authority and the City of Corpus Christi and that Metropolitan Planning Organization (MPO) funds would support 80 percent of the project cost and partners would contribute a 20 percent match.

Using a PowerPoint presentation, Mr. Tom Niskala explained that there were six tasks included in the scope of work; task 3 was to develop a transit component to the Travel Demand Model. The estimated total project cost was \$460,000. It had a local share amount of \$92,000 and the Authority's estimated share was between \$35,000 and \$40,000 but that it would not exceed \$50,000. The project was estimated to take twelve months to complete. He noted that the project complemented the Authority's long range planning process.

Mr. Michael Reeves reminded Mr. Gordon Robinson of the need to include the suggestions made at the Committee meeting in the interlocal agreement.

MS. GRANADO MADE A MOTION TO AUTHORIZE ENTERING INTO AN INTERLOCAL AGREEMENT TO PARTIALLY FUND THE UPDATE OF THE REGIONAL TRAVEL DEMAND MODEL FOR NUECES AND SAN PATRICIO COUNTIES. MR. DREYER SECONDED THE MOTION. THE MOTION CARRIED. DREYER, ROCK, GRANADO, ELIZONDO, CHAPA, TAYLOR, SAENZ, CLOWER, AND REEVES IN FAVOR. MARTINEZ AND HUNT ABSENT.

Discussion and Possible Action to Authorize Issuing a Request for Information (RFI) for Payroll Processing Services

Ms. Cindy O'Brien, using a PowerPoint presentation, stated that the Administration Committee had recommended that this item be issued as a Request for Information instead of a Request for Proposals. The purpose of seeking this solicitation was to improve payroll efficiencies with an electronic process. Payroll personnel would be utilized for other tasks within their departments. Ms. O'Brien explained the payroll process currently in place. She said that other transit agencies had been contacted and had stated that the automated process had not worked for them because of the bus operator payroll methodology.

Ms. Mary Saenz recommended inquiring about the turnaround time for correcting input entries.

MR. ROCK MADE A MOTION TO AUTHORIZE ISSUING A REQUEST FOR INFORMATION (RFI) FOR PAYROLL PROCESSING SERVICES. MR. CLOWER SECONDED THE MOTION. THE MOTION CARRIED. DREYER, ROCK, GRANADO, ELIZONDO, CHAPA, TAYLOR, SAENZ, CLOWER, AND REEVES IN FAVOR. MARTINEZ AND HUNT ABSENT.

Budget Workshop #4 - Discussion of Draft 2016 Budgets for the Following:

Mr. Cruz-Aedo, using a PowerPoint presentation, reviewed the 2016 budget calendar and seven Board Initiatives. He identified the following which were built into the proposed budget: a) 2.0 percent COLA for non-bus operator personnel; b) 3.0 percent COLA for retirees; c) 3.0 percent reserve for potential adjustments resulting from Compensation Study; d) increase of full-time employees by 6 for Staples Street Center; e) increase in pension costs; f) increase in group health insurance costs; g) Staples Street Operations costs from March through December 2016; h) depreciation increase due to replacement of 52 buses.

a. Customer Services Department

Mr. Cruz-Aedo stated that the major budgetary changes for the Customer Service Department were that decreases were expected in the Services, Materials and Supplies, Miscellaneous, and Leases and Rentals budget line items. This would result in an 18.13 percent decrease compared to the 2015 estimated budget. The 2016 proposed departmental budget was \$254,498.

b. Marketing & Communications Department

Mr. Cruz-Aedo identified no major budgetary changes to the Marketing and Communications Department 2016 budget. There was a 0.54 percent increase in budget compared to the 2015 estimated budget. The 2016 proposed departmental budget was \$630,904.

c. Capital Projects Department

Mr. Cruz-Aedo stated that there were no major budgetary changes to the Capital Projects Department. There was a \$0.39 percent increase. The 2016 proposed departmental budget was \$183,335.

d. Staples Street Center

Mr. Cruz-Aedo informed that a separate fund would be used to track all revenues and expense associated with the Staples Street Center. Six new full time employees would be hired. There would be 1 office manager, 1 office clerk, 1 groundskeeper, 1 facility maintenance technician, and 2 facility custodians. Projected revenues were \$874,534 and budgeted expenses were \$874,534.

In response to Mr. Reeves, Mr. Cruz-Aedo stated that the projected revenues were based on current committed tenants.

e. Human Resources Department

Mr. Cruz-Aedo explained that the departmental projected increases were due to an increase in the Salaries and Benefits line item of \$497,656 which was necessitated by the 3 percent COLA for retirees; 3 percent reserve to potential adjustments based on the results of the compensation study; and an increase in pension costs. Due to an increase for the additional premiums of 13 added FTE's and projected increase in claims, an increase of \$390,603 was being projected for the Group Health Insurance line item. The Miscellaneous Expenses line item would increase by \$12,480. There was a 27.45 percent increase compared to the 2015 estimated budget. The 2016 proposed departmental budget was \$4,183,251.

f. Transfer To Capital

Mr. Cruz-Aedo explained that \$528,568 would be transferred from the Capital Budget to the Staples Street Center fund.

g. Sub-Recipient Grant Agreements

Mr. Cruz-Aedo stated that Section 5310 Grant for Transportation Services for Seniors and People with Disabilities was an 80/20 grant. The recipients contribute 20 percent and the Federal Transit Administration (FTA) reimburses the recipient 80 percent of the Federal funds through CCRTA. The projected grant income was \$838,086 and the projected reimbursements to the sub-recipients was \$838,086.

h. Street Maintenance

Mr. Cruz-Aedo informed that based on the budgeted sales tax revenues and the methodology used to determine funding under the Street Maintenance program, the projection was that it would increase by 2.39 percent. The 2016 proposed line item budget was \$3,080,191.

i. Depreciation

Mr. Cruz-Aedo said that the \$2,934,787 increase for depreciation expense was due to the purchase of fifty two buses and the projected purchase of eleven buses in 2016.

Presentations

a. Second Quarter 2015 Performance Reports for the Defined Benefit Plan and Trust and the Defined Contribution Plan

Ms. Cindy O'Brien informed that at the Administration Committee meeting Wells Fargo representatives had provided a detailed report. The representatives ensured that the investment strategy was sound and not impulsive based on market fluctuations. As of June 30, 2015 the Defined Benefit Plan portfolio value was \$31,953,150. The quarterly return had a decrease of 0.27 percent and the year-to-date return had an increase of 2.31 percent.

Reviewing an asset allocation chart, Ms. O'Brien stated that the majority of funds were invested in equities.

Reviewing the Defined Contribution Plan, Ms. O'Brien explained that this was an employee based plan. The portfolio value as of June 30, 2015 was \$8,334,078. The quarterly return was 0.3024 percent and the year-to-date return was 2.08 percent.

Second Quarter 2015 Investment Report for the Quarter Ended June 30, 2015

Ms. Cindy O'Brien, using a PowerPoint presentation, stated that the CCRTA portfolio had experienced a slight loss. The beginning market value was \$47,194,313 and the ending market value was \$35,371,614. The WAM was 102 days with an average quarterly yield of 0.280 percent. The fiscal year earnings was \$68,398. She informed that before the fourth quarter an analysis would be performed on the bonds and that an allocation analysis would be done to compare June to March. The portfolio was cash solvent.

July 2015 Financial Report

Ms. Cindy O'Brien, using a PowerPoint presentation, reported that for the month of July 2015 total assets were \$122,578,997; total liabilities were \$27,871,304; and the net position was \$94,707,693. Operating income had a loss of \$18,100,172 but with the inclusion of sales tax and other income the net income was \$2,688,934.

Reviewing departmental expenses, Ms. O'Brien stated that salaries line item was under budget due to vacancies and that insurance was slightly higher than budget.

Reporting on sales tax, Ms. O'Brien said that \$3,478,012 had been received in August which was higher than budget. Year-to-date \$17,018,341 in sales tax has been collected which is \$214,154 less than budget.

Ms. O'Brien reported that the price for diesel in July was \$1.70; unleaded was \$1.95; and CNG cost was \$0.89.

Comprehensive Operational Analysis Update

Mr. Gordon Robinson, using a PowerPoint presentation, reviewed the Comprehensive Operational Analysis (COA) team comprised of employees from Nelson/Nygaard, Kailo Communications Studio, and AIM Consulting.

Reviewing the project scope, Mr. Robinson stated that the four primary tasks were to: 1. conduct a detailed evaluation of fixed route system; 2. Perform a comprehensive operational assessment; 3. Complete a fare study peer review; and 4. Conduct public outreach. He explained that the project had a twelve-month timeline. During the next three months various strategies would be engaged to conduct public outreach and stakeholder engagement. Following this phase, a detailed evaluation of the fixed route system would be conducted. Then during the following six months a peer review fare study would be conducted in conjunction with operational assessments.

Mr. Robinson stated that the anticipated outcomes would be to have updated performance statistics that would help in the decision making, improvement of efficiency and effectiveness; opportunity to address operational issues, provide a roadmap to

serve new areas; assist in re-prioritizing the Long Range System Plan recommendations; and improve ridership. He stated that implementation of the TransLoc application should help improve ridership.

A brief discussion ensued on the need to provide materials in Spanish. Ms. Granado inquired about rider demographics specifically how many needed material in Spanish. Kelly Coughlin stated that current outreach was being done with collateral material in English and Spanish. Ms. Doreen Harrell, Kailo Communications, stated that their current scope of work did not include outreach materials in Spanish.

Route 65 Pilot Update

Mr. Gordon Robinson, using a PowerPoint presentation, reported that the pilot service had begun on May 18, 2015. Some schedule changes had been made on June 29, 2015. He noted that on Sundays the service was not provided at 6:30 but this would be reviewed. The number of daily boardings was 123 and the monthly ridership was high.

After Labor Day, Mr. Robinson said that ridership demand would be evaluated and passenger surveys would be conducted. The Board of Directors would be provided with the analysis data and a recommendation presented to the Board for action. He mentioned that the Flexi B service was scheduled to be eliminated in the future.

July 2015 Operations Report

Mr. Gordon Robinson, using a PowerPoint presentation, reported that for the month of July 2015 there had been 511,556 boardings which reflected a decrease of about 2 percent compared to July 2014; overall system ridership for the month had decreased 2.1 percent; and year-to-date ridership had decreased 2.7 percent.

Reviewing the bus on-time performance, Mr. Robinson stated that street detours were affecting these metrics. Bicycle boardings were at 8,500.

Mr. Robinson, reviewing the B-Line service metrics, noted that on-time performance was 97.7.

Seventy seven CAFs had been received in July 2015 according to Mr. Robinson. The majority of CAFs received were under the categories of customer service and service stop issues.

Reporting on safety and security, Mr. Robinson reported a collision rate of 4.09.

Procurement Report

Mr. Billy Laridis, using a PowerPoint presentation, highlighted that the Comprehensive Operational Analysis (COA) was well under way; that within the next three months contracts would be awarded for CNG maintenance services and digital destination signs; and that the ADA bus stop construction solicitation would include 25 percent DBE goal.

CEO's Report

a) Texas Transit Association

Mr. Jorge Cruz-Aedo reported that he had been elected to the Texas Transit Association Board and would be attending their next meeting on September 11, 2015.

b) 2015 APTA Annual AdWheel Awards

Mr. Cruz-Aedo announced that the Authority had received First Place awards in the 2015 APTA AdWheel Awards competition and would be recognized at the APTA Annual Conference that would be held in October.

c) NAACP Health Fair – September 19, 2015

Mr. Cruz-Aedo reported that the Authority would be participating in the 7th annual city-wide health fair hosted by NAACP Health Fair on September 19, 2015. The event would be free to the public.

Chair's Report

a. Employee Appreciation Picnic

Ms. Vangie Chapa reminded Board Members that the Authority would be hosting an employee picnic on Sunday, September 27, 2015 and that they were invited to attend.

b. TRAN – Walk 'n Roll Celebration – 9/26/2015

Ms. Chapa said that the Walk 'n Roll event hosted by Tran would be held on Saturday, September 26, 2015 and everyone was invited to participate.

c. DARS 2015 Business of the Year Award

Ms. Chapa congratulated the CCRTA for receiving the 2015 Business of the Year Award from DARS. She recognized Ms. Mary Saenz for her diligence in assisting the Authority in hiring persons with disabilities.

Adjournment

There being no further business, the meeting was adjourned at 10:19 a.m.

**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS' MEETING MINUTES
FRIDAY, SEPTEMBER 18, 2015**

SUMMARY OF ACTIONS

- 1. Conducted Roll Call**
- 2. Held Closed Session to Conduct Interviews and Consider Appointment of a Chief Executive Officer with Possible Action in Open Session**

The Regional Transportation Authority Board of Directors met at 9:00 a.m. in the Regional Transportation Authority Facility located at 5658 Bear Lane, Corpus Christi, Texas.

Board Members Present: Vangie Chapa, Chair; Lamont Taylor, Vice Chair; Mary Saenz, Secretary; George Clower; Thomas Dreyer; Tony Elizondo; Angie Flores Granado; Edward Martinez; Michael Reeves; Curtis Rock

Board Members Absent: Ray Hunt

Staff Present: Beth Vidaurri; Laura Yaunk; Shannon Tabor

Public Present: Lucinda Garcia, Wood, Boykin, Wolter, Legal Counsel; Dr. Richard Lewis, Jonne Ford-Robertson

Roll Call and Call to Order

Ms. Vangie Chapa called the meeting to order at 9:05 a.m. Ms. Mary Saenz called the roll and declared that a quorum was present.

Closed Session to Conduct Interviews and Consider Appointment of a Chief Executive Officer with Possible Action in Open Session

Ms. Vangie Chapa stated that it was 9:07 a.m. and that the Board of Directors were going into closed session under agenda item 2 to conduct interviews and consider appointment of a Chief Executive Officer with possible action in open session.

Ms. Chapa reconvened the meeting at 3:17 p.m.

Adjournment

There being no further business to consider, a motion was made by Mr. Taylor to adjourn the meeting at 3:18 p.m.; motion was seconded by Ms. Saenz and passed.

Submitted by: Beth Vidaurri



CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY

Board of Directors' Memo

October 14, 2015

Subject: FY2016 Proposed Operating and Capital Budget Overview

Background

The Interim Chief Executive Officer has developed the draft 2016 Operating and Capital Budget with department heads that meets the ridership needs of the community and is consistent with the mission and goals of the Board. In an effort to provide comprehensiveness and transparency to the presentation of the proposed budgets, budget workshops were held in segments to target focus on the economics and financial decisions that helped formulate the five major sections of the operating and capital budget, namely:

- Budget Formulation
 - Vision Statement
 - Board Initiatives
 - Budget Assumptions
 - Incremental Costs
 - Available Resources
- Administration Operations
- Transit Operations
- Business and Financial Operations
- Capital Improvement Projects

Included was an overview of the financial picture for the operating budget and the need for additional FTE's required to support service levels, enhance customer service, provide safety, staff the new Staples Street facility, maintain state of good repair and provide capital improvements. Moreover, the five-year Sources and Uses Summary provided an additional indication of the Agency's financial ability to meet the future operational and capital needs of the Agency noting that changes to this model will be updated annually as needs become more defined and individual projects move along in the planning and budgeting processes.

Budget Highlights

The draft 2016 Operating Budget, which addresses expenses and revenues for a single year, is balanced and sustainable for the RTA. The draft 2016 Capital Budget identifies the needs for FY 2016, which is project oriented and may include projects that span more than one year.

The draft 2016 Operating and Capital Budgets were developed in accordance with the 2016 Agency Initiatives:

- Customer Service and Satisfaction
- Efficient and Effective Service Delivery
- Enhance Awareness of Agency in the Region
- Expansion of Service
- Capital Projects
- Safety
- Board Development

Included in the proposed budget:

- Operational Costs for funding Staples Street Center (March – December)
- Additional Security hours at RTA stations and other facilities
- Increase in depreciation expense due to the replacement cost of \$ 17,996,141 for 52 buses in 2015 and the projected purchase of \$5,284,664 for 11 additional buses in 2016
- Enhanced focus on passenger amenities
- Continuation of CNG conversion
- Continuation of Grant funded Preventive Maintenance
- Increase in costs for technological enhancements
- Increase in FTE's by 13.50 positions or 5%
- Increase in Salaries & Benefits
 - 5% Step Increase for Bus Operators
 - 2% Cola Increase for employees not eligible for 5% Step Increase
 - Up to 3% Cola Increase for Retirees
 - \$345,908 Reserve for potential adjustments from Compensation Study
- Increase in Pension Cost of 14.74% or \$118,748
- Increase in Group Health Insurance Costs of 20.56% or \$390,603
- Increase in Employee recognition and appreciation expenses by \$12,480
- Sales Tax is budgeted at a 2.5% increase

The 2016 Draft Budgets are balanced and sustainable by the Agency and consist of:

Budget	Amount
Operating	\$ 44,091,940
Capital Improvement Projects	\$ 7,005,559
Total FY 2016	\$ 51,097,499

The operating budget is being funded by current earnings from (4) four revenue sources:

- Operating Revenues
- Sales Tax Revenues
- Grant Revenues earmarked for maintenance and operations (non-capital)
- Income from Investment Activities

The Capital Budget is being fund by capital grants and local monies that have been designated in the Agency's unrestricted fund balance.

Executive Summary

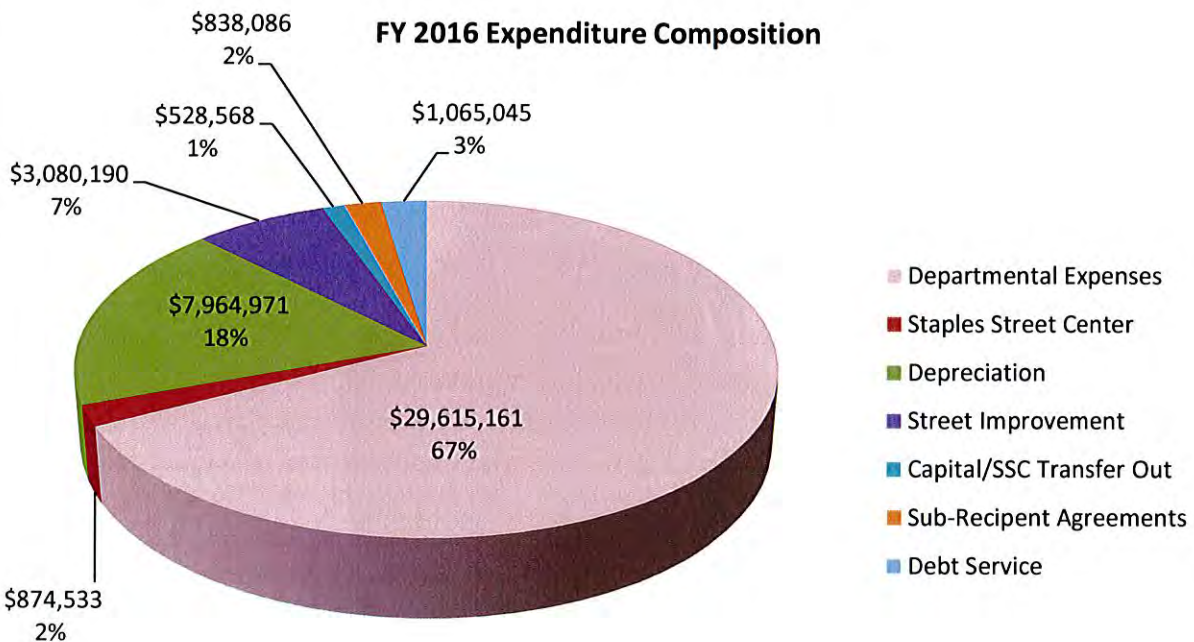
The 2016 Proposed Operating Budget calls for an increase in Revenues of \$ 2,815,014 or 6.82% and an increase in Expenditures of \$2,689,628 or 6.52% over the 2015 Adopted Budget. The increase in revenues is largely due to a 2.5% increase in sales tax, lease income from the Staples Street Center, increase in service contracts from Del Mar College, TAMUCC, TPCO, increase in service levels and a fuel rebate while the rise in expenditures was driven by the increase in depreciation that resulted from the \$17,996,141 purchase of 52 buses in FY 2015 and the projected \$5,284,664 purchase of an additional 11 buses in FY 2016.

As a result, revenues are projected to exceed expenditures by \$125,386, leaving an estimated \$2,897,047 of available resources in the Agency's fund balance after accounting for appropriations with legal restrictions and designations.

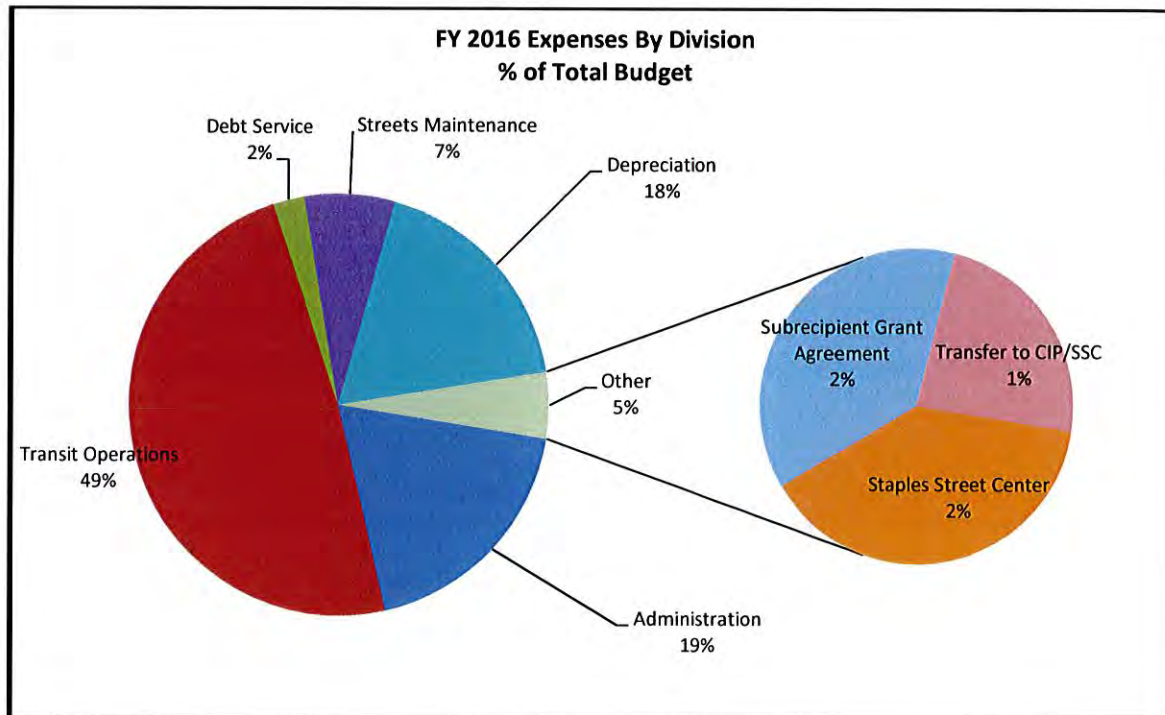
Sales tax revenue continues to account for 80% of total income.

The Draft 2016 Operating Budget begins on the following page.

BUDGET SUMMARY					
Description	2015 Adopted Budget	2015 Estimates	2016 Draft	Budget to Budget Change	Budget to Budget %
Source of Funding					
Operating Revenues	\$ 1,962,602	\$ 1,950,097	\$ 1,979,354	\$ 16,752	0.85%
Staples Street Center	-	-	874,534	\$ 874,534	100.00%
Sales Tax Revenue	35,846,246	35,846,246	36,741,402	\$ 895,156	2.50%
Grants	3,122,578	3,122,578	3,960,664	\$ 838,086	26.84%
Non Operating Revenue	<u>345,500</u>	<u>418,933</u>	<u>535,986</u>	<u>\$ 190,486</u>	<u>55.13%</u>
Total Source of Funds	\$ 41,276,926	\$ 41,337,854	\$ 44,091,940	\$ 2,815,014	6.82%
Uses of Funding					
Department Expenses	\$ 30,550,758	\$ 29,005,412	\$ 29,615,161	\$ (935,597)	-3.06%
Debt Service	1,073,364	1,074,164	1,065,045	\$ (8,319)	-0.78%
Staples Street Center	-	34,823	874,533	\$ 874,533	100.00%
Capital Transfer Out	1,520,000	-	528,568	\$ (991,432)	-65.23%
Sub-Recipient Grant Agreements	-	-	838,086	\$ 838,086	100.00%
Street Maintenance	2,969,380	3,008,433	3,080,190	\$ 110,810	3.73%
Depreciation	<u>5,163,424</u>	<u>6,914,258</u>	<u>7,964,971</u>	<u>\$ 2,801,547</u>	<u>54.26%</u>
Total Uses of Funding	\$ 41,276,926	\$ 40,037,090	\$ 43,966,554	\$ 2,689,627	6.52%
Sources in Excess of Uses/Net Income	\$ -	\$ 1,300,764	\$ 125,386	\$ 125,387	



DEPARTMENT EXPENSES % OF TOTAL BUDGET		
DEPARTMENT	2016 Draft	% OF Budget
01 TRANSPORTATION	\$7,153,341	16.27%
02 CUSTOMER PROGRAMS	\$254,498	0.58%
03 PURCHASED TRANSPORTATION	\$5,589,214	12.71%
04 SERVICE DEVELOPMENT	\$633,180	1.44%
07 MIS	\$600,643	1.37%
11 VEHICLE MAINTENANCE	\$5,214,775	11.86%
21 FACILITIES MANAGEMENT	\$2,125,185	4.83%
40 CONTRACTS & GRANTS	\$200,992	0.46%
41 GENERAL MANAGEMENT	\$659,292	1.50%
42 FINANCE AND ACCOUNTING	\$546,119	1.24%
43 MATERIALS MANAGEMENT	\$125,005	0.28%
44 HUMAN RESOURCES	\$4,183,251	9.51%
45 ADMINISTRATION/DBE	\$395,725	0.90%
49 CAPITAL PROJECTS	\$183,335	0.42%
50 MARKETING & COMMUNICATION	\$630,904	1.43%
52 SAFETY & SECURITY	\$1,119,702	2.55%
68 DEBT SERVICE	\$1,065,045	2.42%
77 STAPLE STREET CENTER	\$874,533	1.99%
80 TRANSFER TO CIP/SSC	\$528,568	1.20%
85 SUBRECIPIENT GRANT AGREEMENTS	\$838,086	1.91%
88 STREET MAINTENANCE	\$3,080,190	7.01%
90 DEPRECIATION	\$7,964,971	18.12%
TOTAL EXPENDITURES	\$43,966,554	100.00%



OPERATING BUDGET OVERVIEW					
DEPARTMENT	BUD15	EST15	DRAFT 16	\$ CHANGE	% CHANGE
00 REVENUES	\$41,276,926	\$41,337,854	\$43,217,406	\$1,940,480	4.70%
76 SSC BALANCE SHEET	\$0	\$0	\$874,534	\$874,534	100.00%
TOTAL REVENUES	\$41,276,926	\$41,337,854	\$44,091,940	\$2,815,014	6.82%
01 TRANSPORTATION	\$6,886,936	\$6,779,603	\$7,153,341	\$266,405	3.87%
02 CUSTOMER SERVICE CENTER	\$310,861	\$264,142	\$254,498	(\$56,363)	-18.13%
03 PURCHASED TRANSPORTATION	\$6,278,557	\$5,916,494	\$5,589,214	(\$689,343)	-10.98%
04 SERVICE DEVELOPMENT	\$665,790	\$477,041	\$633,180	(\$32,610)	-4.90%
07 MIS	\$567,301	\$579,796	\$600,643	\$33,342	5.88%
11 VEHICLE MAINTENANCE	\$6,965,641	\$5,929,537	\$5,214,775	(\$1,750,866)	-25.14%
21 FACILITIES MANAGEMENT	\$1,594,978	\$1,472,825	\$2,125,185	\$530,207	33.24%
40 CONTRACTS AND GRANTS	\$284,626	\$249,201	\$200,992	(\$83,634)	-29.38%
41 GENERAL MANAGEMENT	\$622,998	\$643,507	\$659,292	\$36,294	5.83%
42 FINANCE AND ACCOUNTING	\$461,172	\$452,386	\$546,119	\$84,947	18.42%
43 MATERIALS MANAGEMENT	\$131,583	\$137,247	\$125,005	(\$6,578)	-5.00%
44 HUMAN RESOURCES	\$3,282,211	\$3,917,481	\$4,183,251	\$901,040	27.45%
45 DBE/EEO	\$385,270	\$379,272	\$395,725	\$10,455	2.71%
49 CAPITAL PROJECTS	\$182,631	\$182,579	\$183,335	\$704	0.39%
50 MARKETING AND COMMUNICATION	\$627,499	\$630,590	\$630,904	\$3,405	0.54%
52 SECURITY	\$1,275,505	\$993,711	\$1,119,702	(\$155,803)	-12.22%
65 DEBT SERVICE	\$1,073,364	\$1,074,164	\$1,065,045	(\$8,319)	-0.78%
77 STAPLE STREET CENTER	\$27,200	\$34,823	\$874,533	\$847,333	3115.19%
80 TRANSFER TO CIP/SSC	\$1,520,000	\$0	\$528,568	(\$991,432)	-65.23%
85-SUBRECIPIENT GRANT AGREEMENTS	\$0	\$0	\$838,086	\$838,086	100.00%
88 STREET MAINTENANCE	\$2,969,380	\$3,008,433	\$3,080,190	\$110,810	3.73%
90 DEPRECIATION	\$5,163,424	\$6,914,258	\$7,964,971	\$2,801,547	54.26%
TOTAL EXPENDITURES	\$41,276,926	\$40,037,089	\$43,966,554	\$2,689,628	6.52%
Revenues Over Expenses	\$ -	\$1,300,765	\$125,386		

Draft 2016 Capital Budget

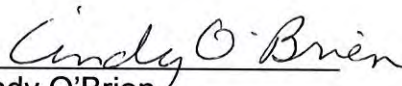
The Capital Budget includes seven (6) new capital projects that are expected to be completed in 2016 which will require \$1,465,195 of local funds.

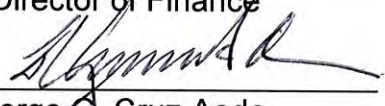
Project Description	Project Costs	Grant Funding	Local Funding	Grant Funding Mix
Bus Acquisition (11-40' @ \$480,424)	\$ 5,284,664	\$ 4,491,964	\$ 792,700	85/15
Bus Stop Road Maintenance Program (8 to 10 Bus Stops)	\$ 322,395	-	322,395	-
Waco Street Pedestrian Signalization	\$ 70,000	-	70,000	-
State of Good Repair Fleetnet Software	\$ 18,000	-	18,000	-
Trip-End Bike Facility Installation	\$ 310,500	248,400	62,100	80/20
ADA Bus Stop Improvements Phase VII (100 Bus Stops)	\$ 1,000,000	800,000	200,000	80/20
Total 2016 New CIP (6)	<u>\$ 7,005,559</u>	<u>\$ 5,540,364</u>	<u>\$ 1,465,195</u>	

Projected Fund Balance and Reserve Requirements		
Description		Balances
Audited Unrestricted/Unreserved (As of 12/31/2014)		\$ 32,585,594
Projected FY 2015 Surplus		1,300,765
Adjusted Balance Before Restricted/Reserved		\$ 33,886,359
<u>Less Local Share for Capital Projects:</u>		
Completed in FY 2015	\$ 5,287,192	
Rolling Forward to FY 2016	15,081,745	
New Projects FY 2016	1,465,195	
Total Local Share for Capital Projects		\$ 21,834,132
Total Estimated Balance Before Restricted Funds		\$ 12,052,227
<u>Less Restricted Funds:</u>		
<u>Operating Reserve:</u>		
(25% of \$29,615,160 FY 2016 Operating Budget less designated Employee Benefits Reserve)	\$ 6,203,790	
Employee Benefits Reserve (Per Policy)	1,200,000	
<u>Capital Budget Reserve:</u>		
(25% of \$7,005,559 FY 2016 Capital Budget)	1,751,390	
Total Restricted		\$ 9,155,180
2016 Estimated Fund Balance/Unreserved/Unrestricted		<u>\$ 2,897,047</u>

Respectfully Submitted,

Submitted by: 
Sandy Roddel
Budget Analyst

Final Review by: 
Cindy O'Brien
Director of Finance

Approval: 
Jorge G. Cruz-Aedo
Interim Chief Executive Officer



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

Board of Directors' Memo

October 14, 2015

Subject: Schedule a Public Hearing and Adoption Date for FY 2016 Operating and Capital Budget on November 4, 2015

Identified Need

In order to comply with the legal posting and adoption requirements it is necessary to schedule a budget hearing with a possible adoption date of November 4, 2015. This target date is necessary to allow ample time for the Agency to adopt an annual operating and capital budget prior to the beginning of the new fiscal year after making the proposed budget available publicly for at least 14 days. In addition this target date will also allow staff to effectively manage the budget deadlines within the time constraints from the upcoming holidays, board meeting calendar, and year-end activities.

On October 19, 2015 staff will need to post the public hearing notice to comply with the 14-day statutory requirement. The public hearing notice period will begin on October 19, 2015 and end November 1, 2015.

Recommendation

Staff recommends the Board of Directors authorize the Interim Chief Executive Officer to schedule a Public Hearing and Adoption Date for the 2016 Operating and Capital Budget on November 4, 2015.

Respectfully Submitted,

Submitted by: *Sandy Roddel*
Sandy Roddel
Budget Analyst

Final Review by: *Cindy O'Brien*
Cindy O'Brien
Director of Finance

Approval: *Jorge G. Cruz-Aedo*
Jorge G. Cruz-Aedo
Interim Chief Executive Officer



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

Board of Directors' Memo

October 14, 2015

**Subject: Award a Contract to TelePro Communications for Data Networking
Cabling**

Background

The Staples Street Center and Transfer Station will need to have network cabling purchased and installed in our new building. The cabling will provide data connections between CCRTA's current location and the Staples Street Center. The Data Connections will also be needed for Servers, Staff Workstations, Phones, Cameras and other IT functions needed to run daily operations.

Identified Need

With the Board of Directors' approval, a Request for Proposals (RFP) was issued on August 10, 2015, structured as a Data Networking Purchase with a firm-price agreement with warranty and includes installation, supplies, configuration and training. The proposals were received from TelePro Communications and CMC Network Solutions. These proposals were evaluated for:

- System Requirements
- Experience
- Service Summary
- Price

The table below represents the results of the evaluation.

Firms	Subtotal- Maximum Points (70 Points Max.)	Cost (30 Points Max.)	Price (Total Cost)	Totals - Maximum Points 100
TelePro Communications	55.60	30	\$109,498.50	85.60
CMC	43.00	24.25	\$115,800.00	67.25

The apparent overall highest total points was awarded to TelePro Communications which has been in the business for over 14 years and has specialized in telecommunication solutions. TelePro has worked with many retail, commercial and government agencies including Corpus Christi ISD, City of McAllen and Mission CISD etc. The cabling will be done by a certified Commscope installer and the cabling will have a 20 year warranty.

Financial Impact

The total estimated cost for the Data Networking Installation contract is \$109,498.50. The funds for the Data Networking were identified in the MIS 2015 Capital Projects Plan and will be locally funded.

Committee Review

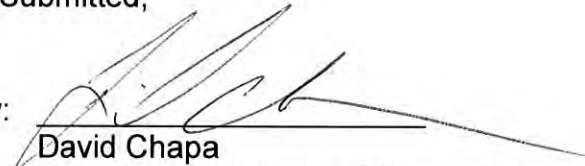
This item was not reviewed by the Operations Committee due to meeting being cancelled.

Recommendation

Staff requests the Board of Directors authorize the Interim Chief Executive Officer to award a contract to TelePro Communications for Data Networking Cabling.


Respectfully Submitted,

Submitted by:



David Chapa
Director of Information Technology

Approval:



Jorge Cruz-Aedo
Interim, Chief Executive Officer



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

Board of Directors Memo

October 14, 2015

Subject: Exercise the First Option Year with AG/CM, Inc., for Project Management Services

Background

Since 2008 the RTA has hired a project management firm to provide the CCRTA with additional personnel resources for various tasks such as constructability reviews, project monitoring, construction inspection, and oversight responsibilities.

Identified Need

As the CCRTA progresses towards completion of the Staples Street Center in 2016, ongoing project management services will be needed to finish out the project.

AG/CM project management firm will be utilized to assist with the completion, commissioning, and close of the overall construction process to ensure timeliness, quality of construction and budget control.

The initial term of the contract was a fixed three years which are now concluded with the opportunity for two (2) one (1) year options. This award would be for the first option year.

Analysis

A Request for Qualifications (RFQ) was issued May 30, 2012. A total of two proposals were received at that time. Each was evaluated by a panel and rated using a structured format. The selection criteria used to evaluate the proposals is listed below:

- Successful experience of key staff and firm – (40 pts)
- Qualifications of firm and key staff – (40 pts)
- Management summary – (10 pts)
- Disadvantaged Business Enterprise – (10 pts)

The evaluation results are noted below:

Proposers	Experience	Qualifications	Management	DBE	Totals
AG/CM, Inc.	37	37	9	10	93
R.H. Shackelford, Inc.	31	29	7	0	67

AG/CM received the highest evaluation scores. AG/CM has worked with the RTA team on numerous projects and provided outstanding support in relations to construction timelines, budget control, ADA compliance and quality of the construction outcome. Their services were utilized during the complex renovation of the Vehicle Maintenance building and for both phases of the ARRA Bus Stop Improvement projects, and all projects were completed within budget.

Their staff is well versed in ADA construction inspections through work efforts with the City of Corpus Christi, RTA bus stop projects and attendance of the Texas Accessibility Academy.

Financial Impact

The estimated funding amount to complete project management services for the Staples Street Center is \$115,990.

Disadvantaged Business Enterprise

AG/CM is a DBE certified firm and will meet the RTA's DBE Goal of 19%.

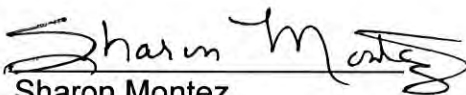
Committee Review

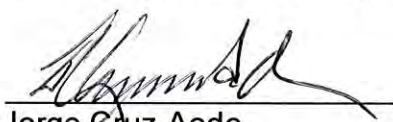
This item was not reviewed by the Operations Committee due to the meeting being cancelled.

Recommendation

Staff requests the Board of Directors authorize the Interim Chief Executive Officer (CEO) or designee to exercise the first option year with AG/CM, Inc., for project management services.

Respectfully Submitted,

Submitted by: 
Sharon Montez
Managing Director of Capital Programs

Approval: 
Jorge Cruz-Aedo
Interim Chief Executive Officer



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

Board of Directors' Memo

October 14, 2015

Subject: Authorize Issuing a Request for Proposals (RFP) for the Purchase of Relief and Support Vehicles

Background

RTA operates non-revenue vehicles for the purpose of operator relief on route during a shift. Maintenance employees utilize support vehicles for road calls; daily field duties, to include shelters, bus stops, and other tasks that require transporting specialized equipment and supplies. Currently, the RTA has support vehicles that have met their useful life and are in need of replacement; the following table is a representation of those units.

Vehicle	Year	Make	Model	Mileage
2914	2006	Ford	F150	115225
2915	2007	Chevrolet	1500 C35	76069
2916	2008	Ford	F150	44875
2917	2008	Ford	F150	132583
2918	2008	Ford	F250	64300
2919	2008	Ford	F250	63584
2920	2010	Ford	F150	60807
2921	2010	Ford	F150	48409
2922	2010	Ford	F150	45857

3138	2008	Ford	Focus	128605
3139	2008	Ford	Focus	120037
3140	2008	Ford	Focus	112915
3141	2008	Ford	Focus	112202
3142	2008	Ford	Focus	110634
3143	2008	Ford	Focus	112159
3144	2008	Ford	Focus	104345
3145	2008	Ford	Focus	110486
3146	2008	Ford	Focus	107089
3147	2008	Ford	Focus	116204

3148	2009	Ford	Escape Hybrid	57562
3149	2009	Ford	Escape Hybrid	58945
3150	2009	Ford	Escape Hybrid	57131

Identified Need

In order to meet current demands, avoid excessive maintenance costs, and disruptions to daily operational activities, these vehicles need to be replaced. The RTA support fleet will be fueled by Compressed Natural Gas (CNG) as directed by Board action on May 4, 2011.

Budget Impact

Local funds have been allocated within the 2015 Capital Budget.

Committee Review

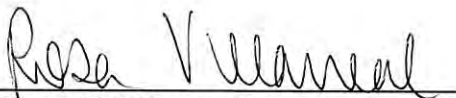
The Operations Committee did not meet in September.

Recommendation

The Board of Directors' authorize the Interim Chief Executive Officer or designee issue a Request for Proposals (RFP) for the Purchase of Relief and Support Vehicles.

Respectfully Submitted,

Final Review:



Rosa E. Villarreal
Managing Director of Operations

Approval:



Jorge Cruz-Aedo
Interim Chief Executive Officer



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

Board of Directors' Memo

October 14, 2015

Subject: Authorize Issuing an Invitation for Bids (IFB) for Engine Oil Supply

Background

Each year, the RTA performs over five hundred (500) preventive maintenance inspections which require the routine replacement of engine oil; approximately five thousand (5,000) gallons, as required by the Federal Transit Administration (FTA).

Identified Need

An engine oil agreement assures the RTA will meet demand and maintain firm pricing. The engine OEM requires a specific engine oil for diesel to meet or exceed the Cummins Engineering Standard (CES) 20081 and Compressed Natural Gas (CNG) CES 20074. The contract will be structured as a two-year base contract with two (2) one-year options; each option year requiring board approval.

Financial Impact

Total amount of expenditures will be determined on actual usage. Funds are budgeted within the FY2015 Operating Budget, local funds.

Committee Review

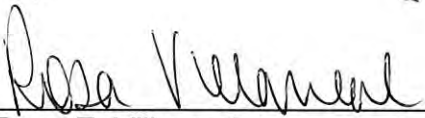
The Operations Committee did not meet in September.

Recommendation

The Board of Directors' authorize the Interim Chief Executive Officer (CEO) or designee issue an Invitation for Bids (IFB) for engine oil supply.

Respectfully Submitted,

Final Review:



Rosa E. Villarreal
Managing Director of Operations

Approval:



Jorge Cruz-Aedo
Interim Chief Executive Officer



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

Board of Directors' Memo

October 14, 2015

Subject: Authorize Issuing an Invitation for Bids (IFB) for Pest Control and Fumigation Services

Background

The RTA has a continuous pest control program. The program involves regular monitoring, spot treatments as indicated by monitoring, crevice treatments using non-volatile bait and gel projects, Insect Growth Regulators (IGRs), and spraying of vehicles.

Identified Need

Provide pest control services in order to eradicate, control, monitor, and prevent recurrence infestation on board the revenue, relief, and support vehicles. The pest control will be scheduled for all transfer stations, Administration and Maintenance area to include the parking lot area.

Conventional pest control is largely reactive to pest infestations and based on the routine, scheduled spraying of pesticides will allow for a proactive approach in combating pests and rodents. Fumigation methods will be necessary to control pests on revenue and non-revenue fleet.

Financial Impact

Funds are budgeted in FY2015 Operating Budget, local funds.

Committee Review

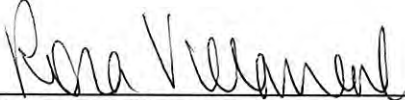
The Operations Committee did not meet in September.

Recommendation

The Board of Directors' authorize the Chief Executive Officer (CEO) or designee issue an Invitation for Bids (IFB) for pest control and fumigation services.

Respectfully Submitted,

Final Review:


Rosa E. Villarreal
Managing Director of Operations

Approval:


Jorge Cruz-Aedo
Interim Chief Executive Officer



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

Board of Directors' Memo

October 14, 2015

Subject: Issue Two Invitation for Bids – One for the Construction of a New Bus Lift Foundation and the Other for the Procurement/Installation of a Replacement Bus Lift for the Chassis Wash and Request the Approval of Capital Budget Amendment #3

Background

As part of the maintenance program for the revenue fleet, buses chassis are cleaned on a scheduled basis. The buses are driven onto a bus lift in the chassis wash area in order to wash the underside of the buses.

Identified Need

The bus lift in the chassis wash area is in need of replacement. It no longer is functioning in a safe and effective manner. There is corrosion and deterioration on the supporting leg structure and it does not operate in a consistent process. The lift was procured in 2009 and was taken out of service 6 months ago for safety reasons.

Construction

One of the observations made when assessing the bus lift condition was that the supporting legs were extremely rusted, probably due to the standing water in the bus lift pit. Because of the corrosion concern the replacement lift will be a surface mounted lift and not an "in ground" lift.

In order to install a surface mounted lift there will have to be concrete modifications to fill in the existing bus lift pit and the relocation of the bus lift control panel. The construction component of the project will require, removal/disposal of the old bus lift, concrete in-fill of existing pit, and any other concrete modifications that might be necessary to the existing concrete foundation to support a surface mounted lift. Also, there will be electrical conduit/wiring installed for connection to the new bus lift and control panel.

The tentative timeline for the overall construction process, contingent on Board approval, is as follows:

Complete design	Monday, Oct., 26 th
Issue Invitation for Bids	Monday, Nov., 2 nd
Open Bids	Wednesday, Dec. 16 th
Present to January Board	TBD
Start Construction	Thursday, Jan. 14 th
Complete Construction	Friday, Feb., 19 th

Estimated construction costs \$59,000.

Procurement of Bus Lift for Chassis Wash

Staff has researched both the option of refurbishing the chassis wash and replacing it. Because of the amount of damage to the existing structure and the minimal cost difference, we are recommending replacement. The new structure would be above ground so as to avoid any future corrosion issues. The estimated cost for replacement, installation and warranty of the bus lift is \$125,000.

Staff would like to run a parallel procurement for the purchase of the bus lift along with the procurement for construction of the infrastructure. This will allow for a seamless transition from construction to installation. The IFB timeline would follow the same dates as the construction IFB.

Disadvantaged Business Enterprise (DBE)

The DBE goal for this project is 13% on the construction component.

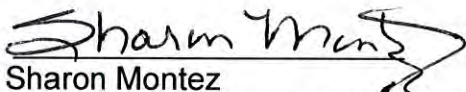
Financial Impact


The estimated construction cost for the project is \$59,000 with the estimated cost for the procurement and installation of the lift being \$125,000, for a total cost of \$184,000, which is locally funded from fuel savings. This item is not included in the 2015 Capital Budget, and therefore requires a Capital Budget Amendment. Please see the attached Proposed Third Amendment to the 2015 Capital Budget document.

Recommendation

Staff requests the Board of Directors authorize the Interim Chief Executive Officer (CEO) or designee to issue two Invitation for Bids – one for the construction of a new bus lift foundation and the other for the procurement/installation of a replacement bus lift for the Chassis Wash and request the approval of Capital Budget Amendment No.3 to fund the project.

Respectfully Submitted,

Submitted by: 
Sharon Montez
Managing Director of Capital Programs

Submitted by: 
Rosa Villarreal
Managing Director of Operations

Submitted by: 
Cindy O'Brien
Director of Finance

Approval: 
Jorge Cruz-Aedo
Interim Chief Executive Officer

2015 Capital Budget Amendment No. 3

Projects:	Adopted Amount	Amendment No. 1 & No. 2	Amendment No. 3	Amended Amount
Staples Street Center	\$ 1,269,909			\$ 1,269,909
Staples Street Center Architectural	\$ 344,217			\$ 344,217
Staples Street Center Project Management	\$ 93,874			\$ 93,874
Staples Street Center Owner's Contingency	\$ 500,000			\$ 500,000
	<u>\$ 2,208,000</u>			<u>\$ 2,208,000</u>
TAMU CC Bus Stop Improvements (4 Shelters + Infrastructure)	\$ 345,000			\$ 345,000
Miscellaneous Concrete Services	\$ 50,000			\$ 50,000
Bus Stop Amenities	\$ 500,000			\$ 500,000
Bus Stop Improvements Concrete Infrastructure (170) (1) 80/20	\$ 1,000,000			\$ 1,000,000
Bear Lane Land Acquisition	\$ 500,000			\$ 500,000
Design Services for Administration Renovations	\$ 63,000			\$ 63,000
Mestina & Artesian Street Improvements	\$ 888,903			\$ 888,903
Fuel Management System	\$ 350,000			\$ 350,000
Heating Ventilation System	\$ 120,000			\$ 120,000
Riding Lawn Mower	\$ 25,000			\$ 25,000
Equipment Replacement:				
Operator Relief Vehicles (10 @ \$40,000)	\$ 400,000			\$ 400,000
Maintenance Support Trucks (11 @ \$50,000)	\$ 550,000			\$ 550,000
Replace Portable Lift (1) 80/20	\$ 65,000			\$ 65,000
Replace R134 HVAC Reclaimer (1) 80/20	\$ 40,000			\$ 40,000
Bus Wash System	\$ 589,367			\$ 589,367
DBE Application Software	\$ 35,000			\$ 35,000
Staples Street Center IT Projects:				
Informational Kiosk (1) 80/20	\$ 30,000			\$ 30,000
Destination Signage (1) 80/20	\$ 413,200			\$ 413,200
Network Hardware	\$ 55,700			\$ 55,700
Transportation Security App	\$ 45,000			\$ 45,000
Network Cabling	\$ 124,720			\$ 124,720
New Board Room	\$ 73,599			\$ 73,599
Audio & Video Equipment for Conference Rooms	\$ 26,800			\$ 26,800
UPS Battery Backup & Installation	\$ 86,000			\$ 86,000
Phone Server Call Enhancements (1) 80/20	\$ 45,000			\$ 45,000
Veterans Information Interactive Wall (1) 80/10	\$ 129,400			\$ 129,400
Server Storage Expansion	\$ 18,000			\$ 18,000
1000KW GenSet Generator		\$ 246,250		\$ 246,250
35' Buses (10 x \$475,824 each=\$4,758,240 less \$2,455,005 from 2014CIP) (1) 85/15		\$ 2,303,235		\$ 2,303,235
40' Buses (19 x \$480,424 each) (1) 85/15		\$ 9,128,056		\$ 9,128,056
ARBOC Low-Floor Cut-a-way Buses (18 x \$169,015=\$3,042,270 less \$1,389,654 from 2014CIP) (1) 85/15		\$ 1,652,616		\$ 1,652,616
ARBOC Low-Floor Cut-a-way Buses (5 x \$213,515) (1) 85/15		\$ 1,067,575		\$ 1,067,575
Land Acquisition - 1016 Leopard & Waco Street		\$ 159,000		\$ 159,000
Server and SAN for wireless bus video, storing, archiving		\$ 32,200		\$ 32,200
Bus Benches		\$ 617,000		\$ 617,000
FF&E - Staples Street Center		\$ 588,888		\$ 588,888
Construction of New Bus Lift Foundation			\$ 59,000	\$ 59,000
Bus Lift for Chassis Wash			\$ 125,000	\$ 125,000
Total 2015 CIP	\$ 8,776,689	\$ 15,794,820	\$ 184,000	\$ 24,571,509
Funding:				
Grants (1)	\$ 1,594,080	\$ 12,028,760	\$ -	\$ 13,622,840
Unrestricted Fund Balance	\$ 7,182,609	\$ 3,766,060	\$ 184,000	\$ 11,132,669
	<u>\$ 8,776,689</u>	<u>\$ 15,794,820</u>	<u>\$ 184,000</u>	<u>\$ 24,755,509</u>



CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY

Board of Directors' Memo

October 14, 2015

Subject: Operations Report for August 2015

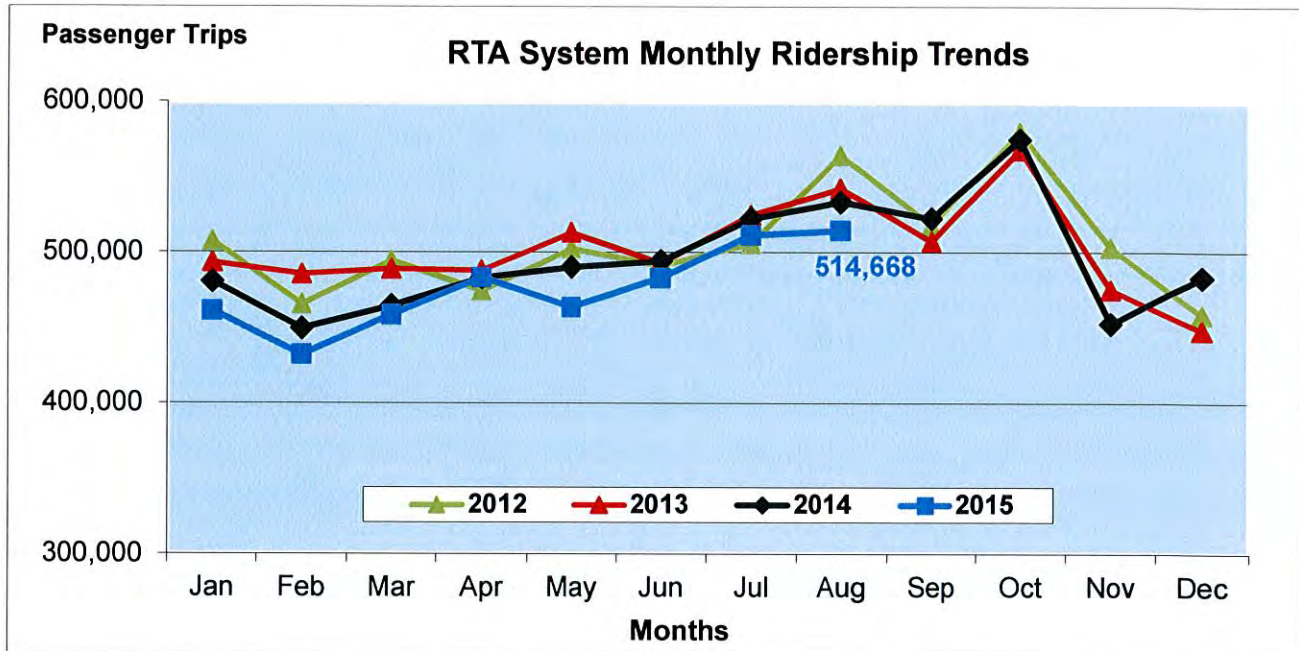
The system-wide monthly operations performance report for August 2015 is included below for your information and review. This report contains monthly and Year-to-Date (YTD) operating statistics and performance measurement summaries containing ridership, performance metrics by service type, miles between 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

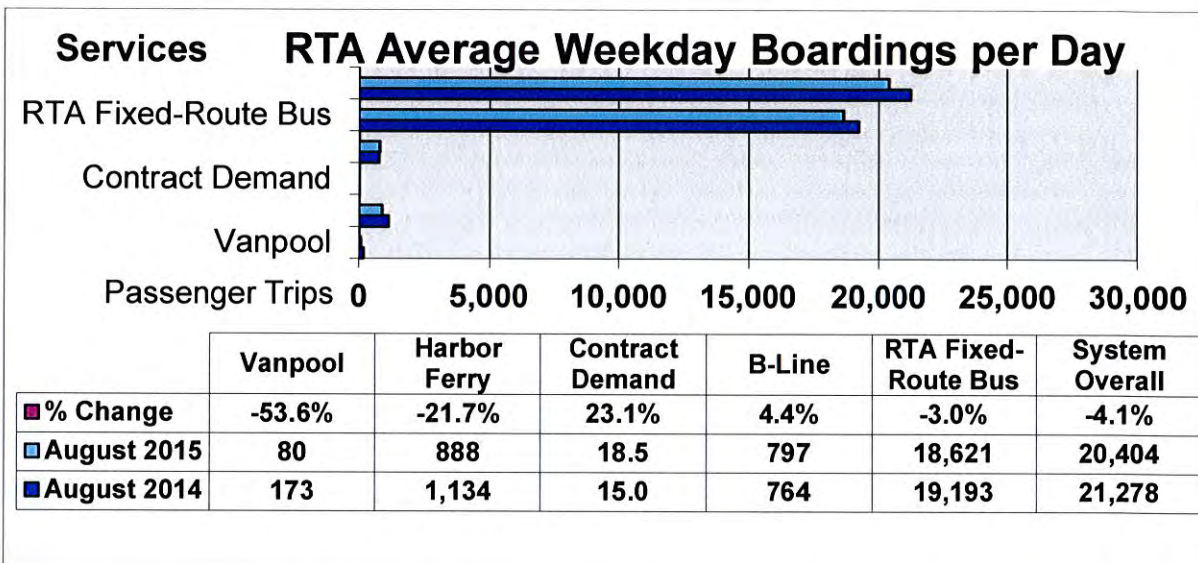


1. System-wide Ridership and Service Performance Results

Boardings for all services in August 2015 totaled 514,668. This represents a -3.5% decrease as compared to 533,319 boardings in August 2014 or 18,651 fewer boardings this August. In regards to ridership levels and weather impacts, the Corpus Christi area received 2.93 inches of rain as compared to 4.59 inches in May 2014¹. Gasoline prices remained lower at an average of about \$2.26 per gallon this month as compared to about \$3.40 per gallon in August 2014².



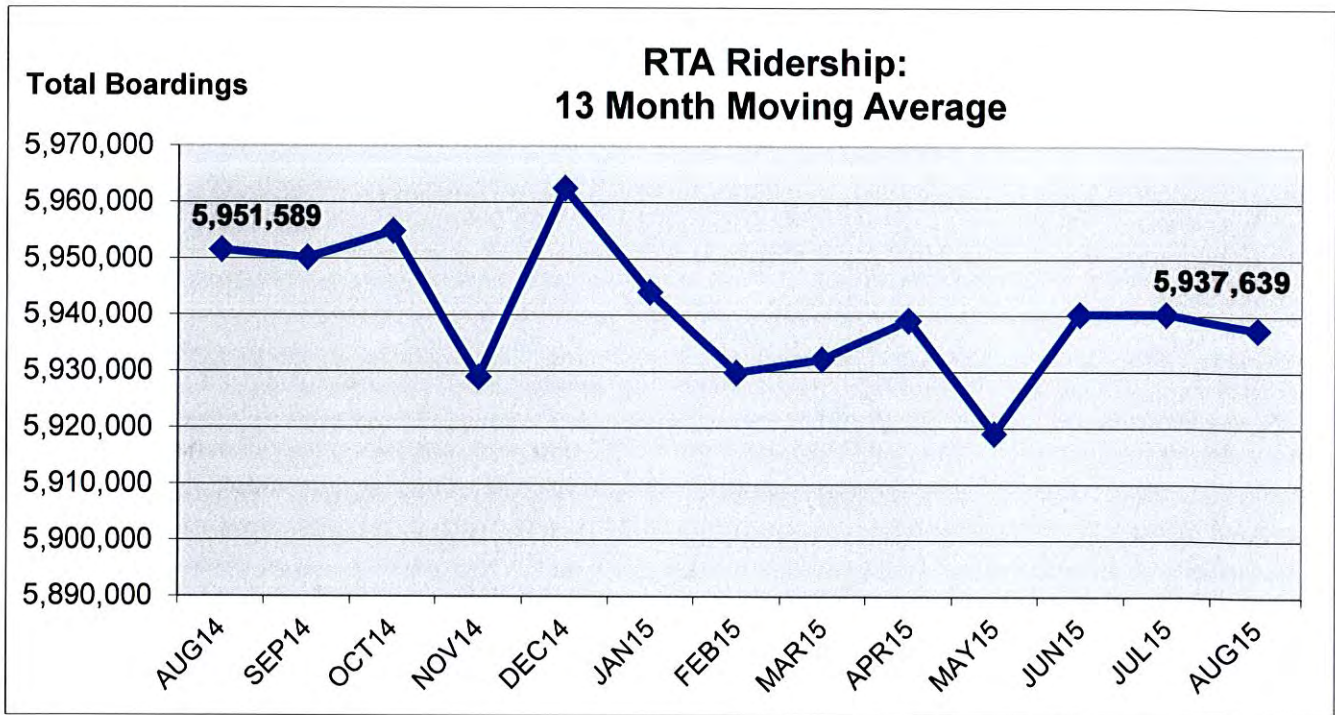
The chart below shows average weekday ridership for all services.



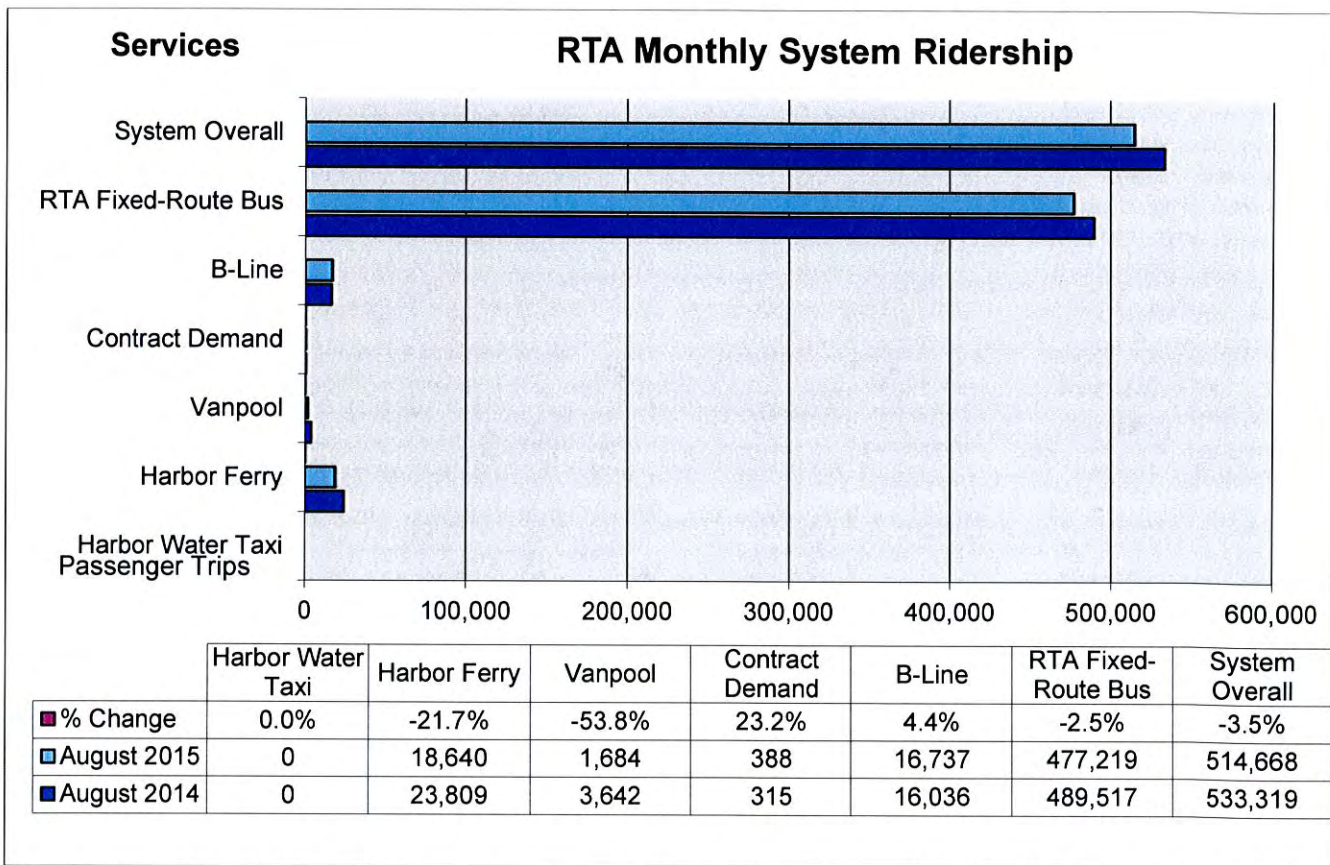
Over a 13-month period, the chart below shows a difference of 13,950 or approximately -0.2%.

¹ Weather Underground historical data at <http://www.wunderground.com>.

² GasBuddy.com historical data at <http://www.gasbuddy.com>.



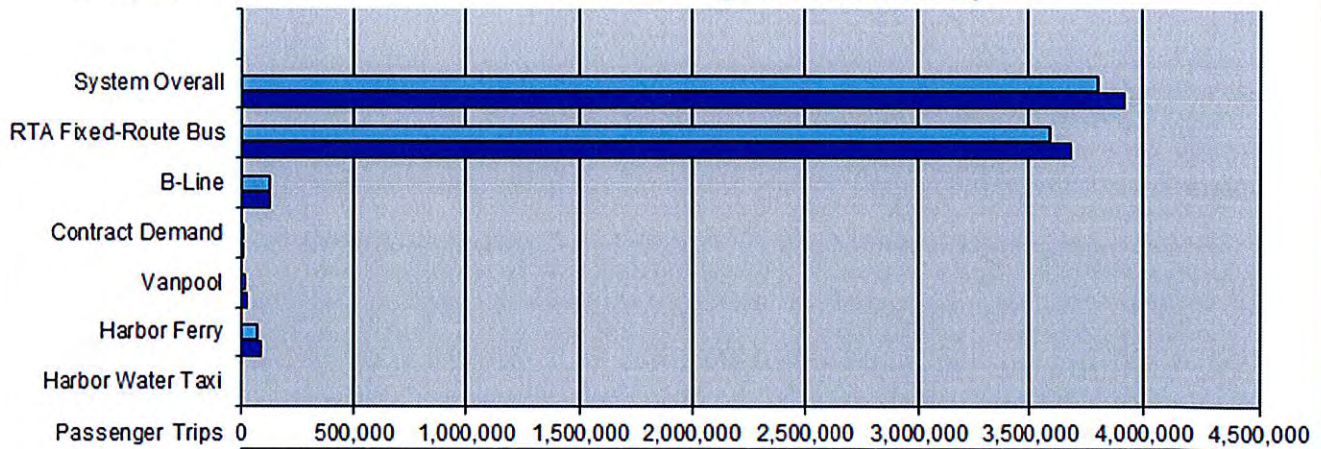
The chart below shows monthly ridership results for all services.



The chart below shows YTD ridership results for all services. The RTA has recorded 108,839 less boardings or -2.8% in 2015 as compared to the same period in 2014.

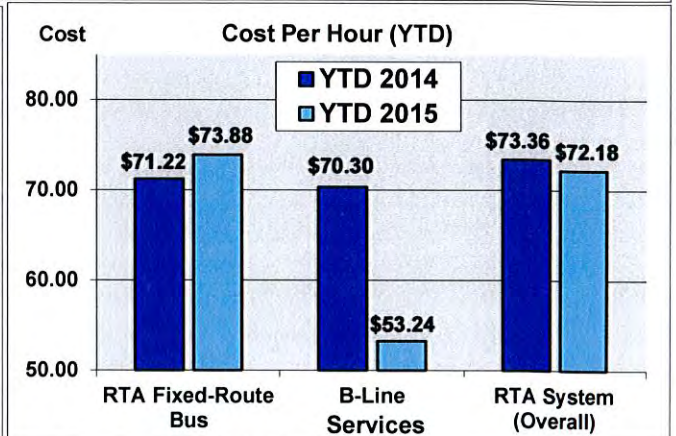
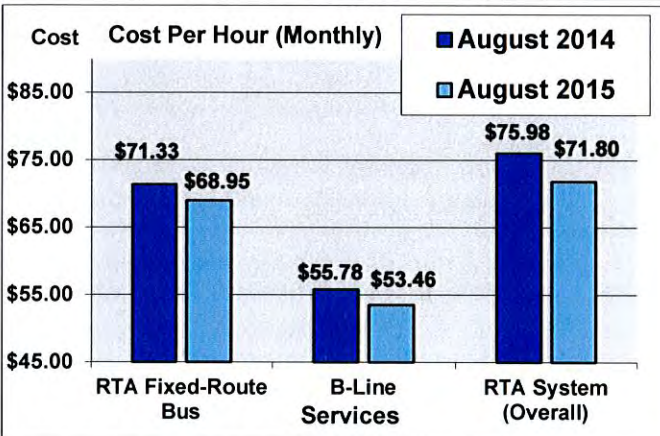
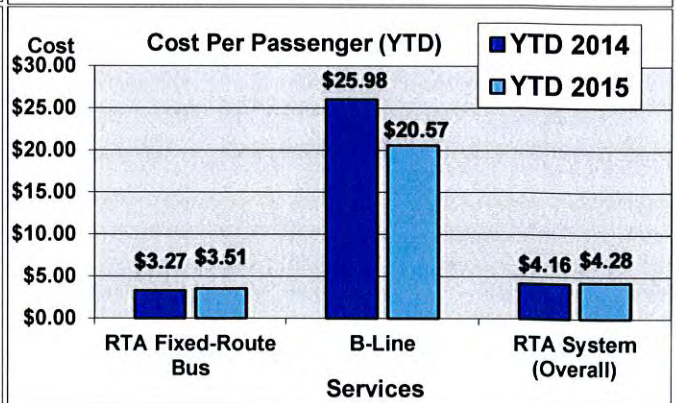
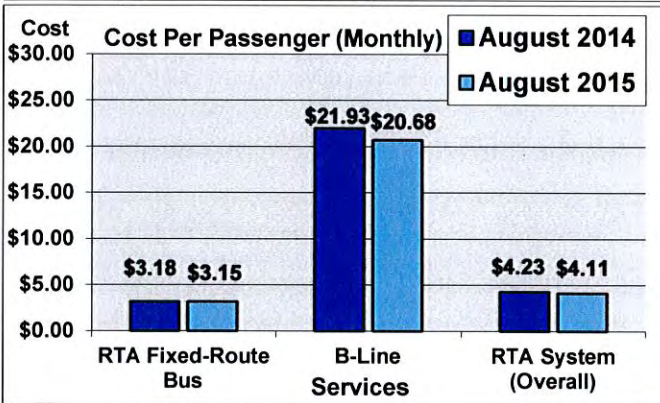
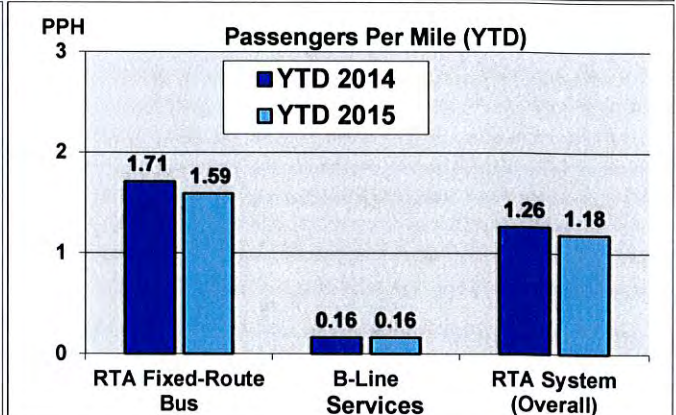
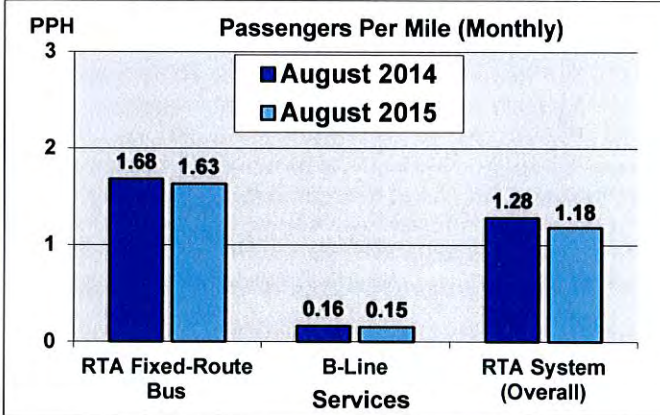
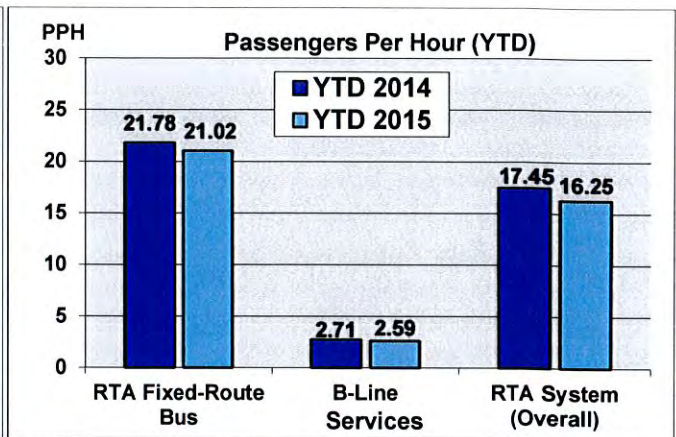
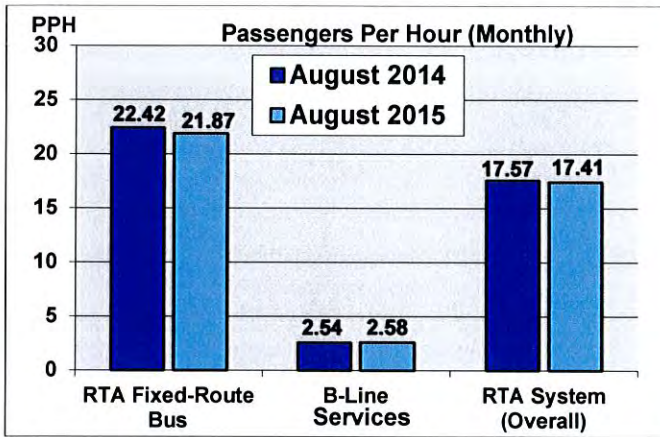
Services

RTA YTD System Ridership



	Harbor Water Taxi	Harbor Ferry	Vanpool	Contract Demand	B-Line	RTA Fixed-Route Bus	System Overall
■ % Change	0.0%	-12.3%	-40.9%	-30.1%	1.3%	-2.5%	-2.8%
□ YTD 2015	0	72,696	11,500	2,042	128,183	3,594,255	3,808,676
■ YTD 2014	0	82,907	19,456	2,920	126,543	3,685,689	3,917,515

The following charts report system-wide productivity and other cost performance measurements for the month of August 2015 vs. August 2014 and YTD figures.



The following table shows on-time performance of RTA Fixed-Route services for the last three months and an average 2015 YTD figure.

Schedule Adherence *	Standard	Jun-15	Jul-15	Aug-15	YTD Average
Early Departure	<1%	0.0%	1.1%	0.7%	0.4%
Over 3 minutes Late *	<20%	10.6%	15.7%	17.1%	15.9%
Over 5 minutes Late *	<5%	1.6%	6.0%	9.1%	7.2%
Over 10 minutes Late *	<1%	0.0%	2.4%	1.7%	1.9%
Monthly Wheelchair Boardings	No standard	4,303	6,691	6,550	5,401
Monthly Bicycle Boardings	No standard	6,489	8,500	8,496	7,185

*** Current City of Corpus Christi Bond Project Impacts**

Horne Road

Please note that the Horne Road detours continue to contribute to service time delays around the Port Ayers Station. The (11) routes directly affected by these detours include: 15, 15s, 19, 21, 21s, 23, 24s, 32, 32s, 37 & 37s and constitute 25% of all CCRTA fixed routes.

Santa Fe Street

Other routes adversely impacted by City-wide Bond Projects include: 6, 15s, 19, & 23 with the Santa Fe project between Hancock and Elizabeth, an (8) month project.

McArdle Road

Routes 8s, 29F, 37 & 66s are on detour from the McArdle Road project between Whitaker Drive and Ennis Joslin Road, a (24) month project.

Waldron Road

Routes 4 and 8s are currently impacted by the Waldron Road project between Glenoak and Caribbean, a (7) month project.

Three Bond projects on the immediate horizon that will adversely impact multiple bus routes, multiple stops and on time performance include the: Williams Drive project between South Staples Street and Airline Road, a (15) month project originally planned to begin last month. Beginning in November of this year is the Alameda Street project between Ayers Street & Louisiana Avenue, a (15) month project. Lastly, the Greenwood Drive project between Gollihar Road & Horne Road is planned to be an (11) month project beginning in January 2016.

By January of 2016, (19) out of (45) routes or 42% of all fixed route services will be impacted by City Bond road improvement projects. Approximately half of these (19) routes will traverse through (2) Bond project areas.

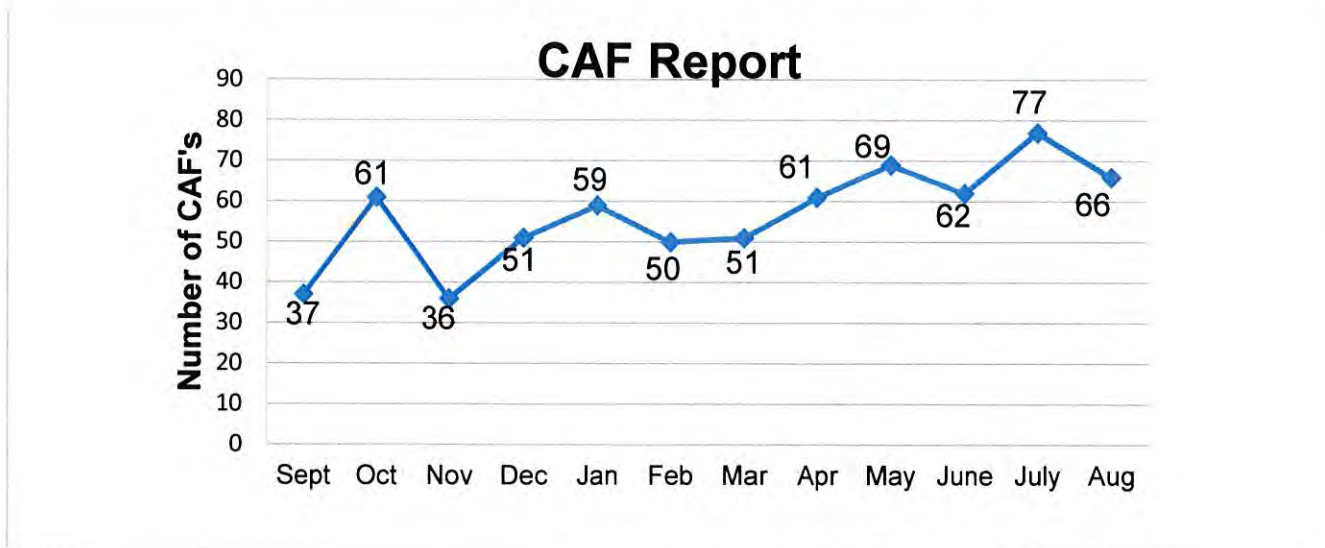
2. Purchased Transportation Department Report: B-Line Service Contract Standards & Ridership Statistics

- Productivity: **2.58** PPH did meet the contract standard of 2.50 PPH.
- On Time Performance: **96.7%** did meet the contract standard of 96%.
- In Vehicle Time: **99.8%** exceeded the contract standard of 95%.
- Miles between Road Calls: **44,037** did meet the contract standard of 12,250 miles.
- Denials: 0 denials or **0.0%** did meet contract standard of 0.0%.
- Ridership Statistics: **10,712** ambulatory; **5,057** wheelchair boarding's

Metric	Standard	Jun-15	Jul-15	Aug-15	YTD Average
Passengers per Hour	2.50	2.64	2.60	2.58	2.60
On-time Performance	96%	97.7%	97.7%	96.7%	96.9%
In Vehicle Time	95.0%	99.2%	99.7%	99.8%	99.3%
Denials	0.00%	0.00%	0.00%	0.00%	0.05%
Miles Between Roadcalls	12,250	19,362	21,992	44,037	21,148
Monthly Wheelchair Boardings		5,023	5,193	5,057	4,772

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

For August 2015, there were 66 reported CAF's (excludes commendations) which represents a decrease from 77 reported CAF's overall in July 2015. The statistics for August represents a 14% decrease, 66 CAF's vs 77 CAF's compared to the month of July 2015. There were 9 Commendations for the month of August.



Route Summary Report

Route	# of CAF's	Route	# of CAF's
#3 NAS Shuttle	1	#37 Crosstown	0
#4 Flour Bluff Mini B	1	#50 Calallen Park & Ride	1
#5 Alameda	1	#51 Gregory Park & Ride	0
#6 Santa Fe/Malls	1	#63 The Wave	0
#8 Flour Bluff/Malls (Sun)	0	#65 Padre Island Connector	3
#12 Saxet Oak Park	1	#67 Robstown/Gregory	0
#15 Kostoryz	1	#76 Harbor Bridge Shuttle	0
#16 Agnes/Ruth	0	#76S Harbor Bride (Sun)	0
#17 Carroll/Southside	1	#77 Harbor Ferry	0
#19 Ayers/Norton	2	#78 North Beach	0
#19G Greenwood	1	#84 LightHouse	0
#19M McArdle	3	#94 Port Aransas Shuttle	0
#21 Arboleda	2	#95 Flexi-B Port A	0
#23 Molina	2	B-Line (Para-transit)	9
#25 Gollihar/Greenwood	1	Facility Maintenance	14
#26 Airline/Lipes Connector	1	Vehicle Maintenance	1
#27 Northwest	4	Service Development	4
#29 Staples	1	Safety and Security	2
#29F Flour Bluff	1	Transportation (Other)	2
#29SS Spohn South	2		
#32 Southside Mini B	2		
#34 Robstown Circulator	1	TOTAL CAF'S	66

CAF Breakdown by Service Type:

CAF Category	RTA Fixed Route	B-Line ADA Paratransit	Contracted Fixed Route	Totals
Service Stop Issues	19	1	0	20
Driving Issues	2	4	0	6
Customer Services	7	2	2	11
Late/Early – No Show	3	2	1	6
Fare Dispute	0	0	0	0
Facility Maintenance	14	0	0	14
Vehicle Maintenance	1	0	0	1
Service Development	4	0	0	4
Safety and Security	2	0	0	2
Transportation (Other)	2	0	0	2
Total	54	9	3	66
Commendations	4	4	1	9

Conclusion:

During August 2015, RTA received 66 CAF's/Commendations regarding RTA Fixed-Route Service, B-Line and Purchased Transportation; nine (9) of the 75 reported CAF's (August) were commendations.

There were a total of 54 CAF's/Commendations received regarding RTA Service representing 77.4% of total customer contacts: 14 for Facilities Maintenance, 1 for Vehicle Maintenance, 4 for Service Development, 2 for Safety and Security, and 33 for Transportation.

A total of 9 CAF's/Commendations were reported regarding B-Line service representing 17.3% of the total customer contacts. A total of 3 CAF's/Commendations were reported regarding Contracted Fixed Route service representing a 5.3% of the total customer contacts.

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

- Coaching and counseling
- Driver training
- Progressive disciplinary action as appropriate, group discussion/coaching in operator meetings
- Discussion in supervisory meetings
- 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.

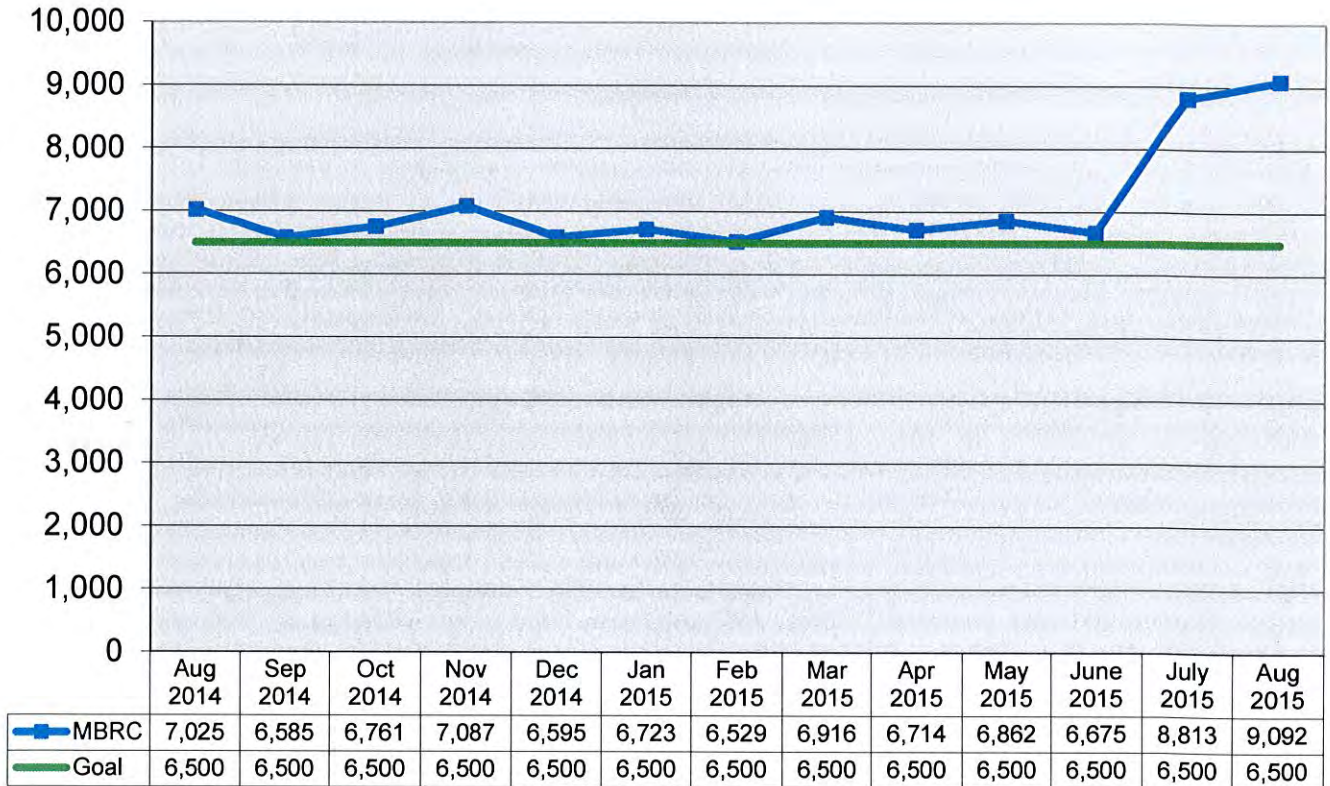
CAF's play an important role as a quality assurance tool to identify issues regarding service; they also inform RTA regarding education and training needs. CAF's assist Service

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 August 2015, 9,092 miles between road calls (MBRC) were recorded as compared to 7,025 MBRC in August 2014. A standard of 6,500 miles between road calls is used based on the fleet size, age, and condition of RTA vehicles.

**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.

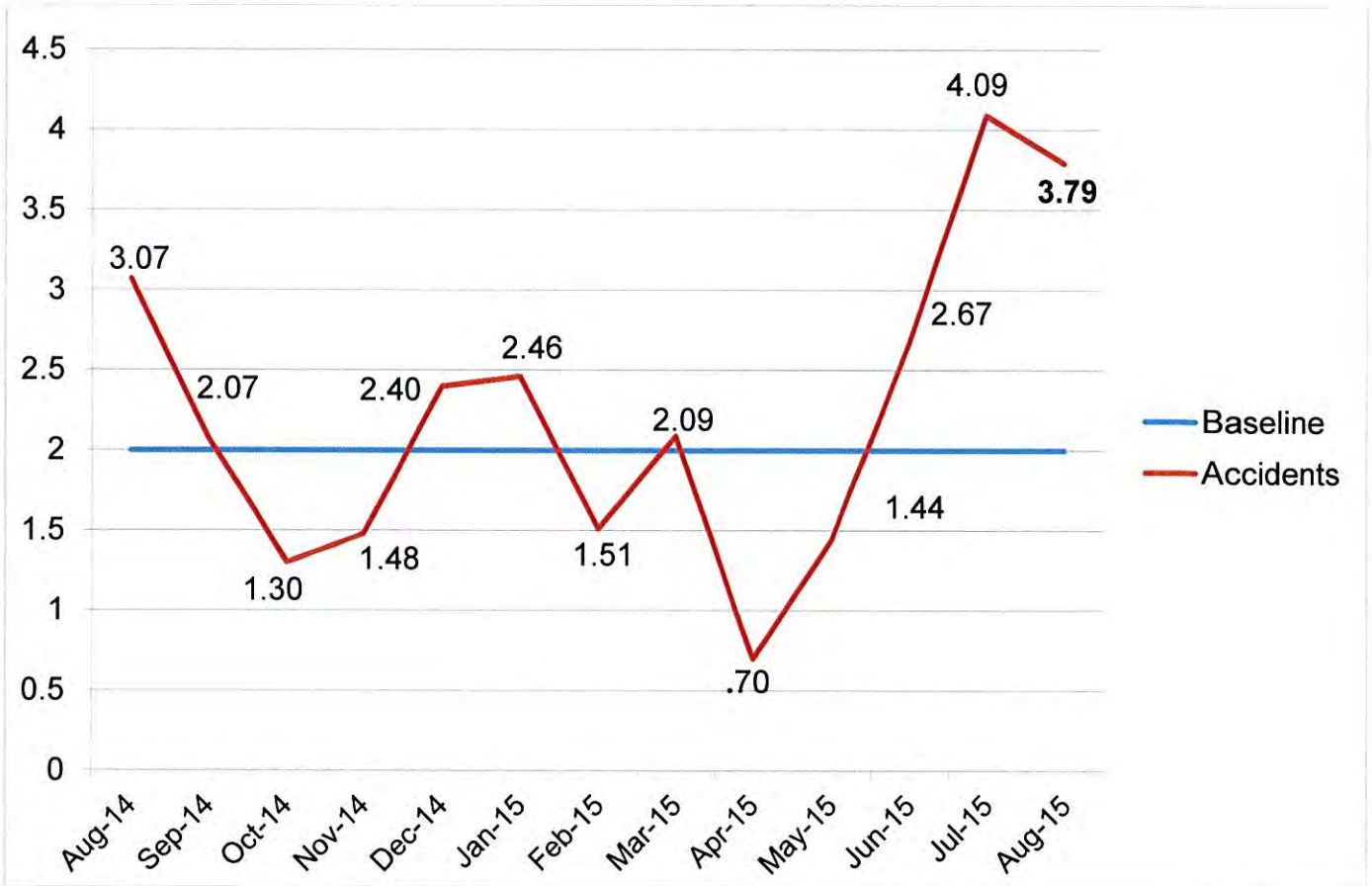
5. Safety/Security Department Report

SAFETY SUMMARY

For August 2015, we had 11 vehicle collisions, 56 customer related incidents and drove a total of 290,251 miles. The total collision rate for the month was at 3.79 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

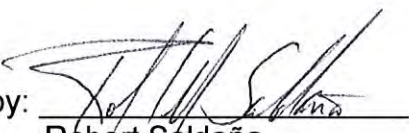
For August 2015, 1,406 hours of security coverage was used for all areas of CCRTA Operations. Officers arrested 2 individuals for public intoxication, issued 5 Criminal Trespass warnings, and arrested 10 individuals for criminal trespassing and responded to 4 calls for service.

Committee Review

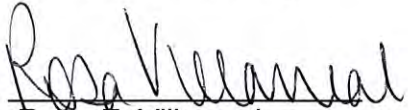
The Operations Committee did not receive a presentation on this item due to the cancellation of the September meeting.

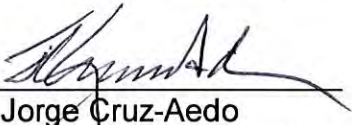
Respectfully Submitted,

Submitted by: 
 Wesley Vardeman
 Senior Transit Planner

Submitted by: 
Robert Saldaña
Director of Transportation

Reviewed by: 
Gordon Robinson
Director of Planning

Reviewed by: 
Rosa E. Villarreal
Managing Director of Operations

Approved by: 
Jorge Cruz-Aedo
Interim Chief Executive Officer



CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY

Board of Directors' Memo

October 14, 2015

Subject: August 2015 Financial Report

SUMMARY: The Authority's net financial performance for the month of August exceeds budgeted amounts by \$342,165. This is mainly due to revenues for Federal Grant assistance being recorded for two months' activity totaling \$481,367 and sales tax revenues being \$250,768 higher than budget, offset by \$54,930 in payments made to sub-recipient grant awardees. The overall year-to-date variance is also favorable by \$2,602,794, mainly attributable to departmental expenses falling under budgeted amounts by \$1,504,414 and the variance in street improvement charges versus amounts budgeted.

REVENUES

- Sales Tax – August sales tax has been estimated at \$3,085,577, which is a 2.5% increase over August 2014 actual collections.

UPDATE – SALES TAX COLLECTIONS FOR JULY 2015 OF \$3,017,548 WERE RECEIVED ON SEPTEMBER 14, 2015 AND ARE \$162,016 HIGHER THAN COLLECTIONS FOR THE SAME PERIOD LAST YEAR, AN INCREASE OF 5.7%. THIS AMOUNT INCLUDES AN AUDIT ADJUSTMENT OF \$285,689. YEAR-TO-DATE COLLECTIONS TOTAL \$20,035,889 WHICH ARE 0.6% (\$123,526) UNDER YEAR-TO-DATE ESTIMATES.

- Operating Revenues – For the month of August, Passenger Service was \$172,407 vs. \$181,914 in 2014 – a decrease of \$9,507 (5.2%), and \$24,628 (12.5%) lower than current budget estimates. Year-to-date, total operating revenues are \$1,398,582, which are 3.2% under budget, due to lower passenger services offset by higher other operating revenues, yet \$14,099 (1%) higher than 2014 year-to-date collections.

EXPENSES

Over all, monthly departmental expenses are over budget by \$54,833, or 2.2%, while year-to-date expenses remain under budget by \$1,504,414 (7.4%). Following are comments relating to the specific expense categories.

- Salaries & Benefits – August reflects \$1,028,047, with year-to-date expenses of \$7,854,357 which is 1.08% (\$86,072) under budget. Salary savings due to vacancies have exceeded the additional charges made in January for lump sum payments relating to COLA/MERIT made to several topped out employees and the

early retirement option that was also exercised in January. The gap is narrowing a bit as we increase our bus operators and start reducing overtime.

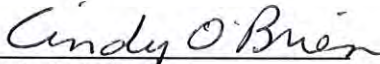
- Services – August reflects \$346,723, with year-to-date expenses of \$1,842,915 which is 5.2% (\$101,098) under budget. This variance is mainly due to timing of expenses in relation to amounts budgeted for the period.
- Materials and Supplies – August reports \$336,783, with year-to-date expenses of \$2,631,299 which is 28.20% (\$1,033,276) under budget. The positive variance is mainly attributed to fuel cost savings compared to amounts budgeted.
- Insurance – August reports \$52,643, with year-to-date expenses of \$1,750,258 which is \$232,658 (15.3%) over budget. Large claims initiated in 2014 have carried forward into 2015, causing higher monthly claims than budgeted. However, for August, we received \$134,167 in stop loss reimbursements for claims which exceeded the maximum threshold. The Authority will continue to monitor health care costs throughout the year and keep the board informed of all higher than normal claims.
- Purchased Transportation – August reports \$639,817 with year-to-date expenses of \$4,058,023 which is \$266,050 (6.2%) under budget. This variance is mainly due to B-Line fuel costs being lower than budgeted amounts by \$103,157 and B-Line Services posting \$101,092 less than budget.
- Miscellaneous – August reports \$59,365 with year-to-date expenses of \$339,721 which is \$159,085 (31.9%) under budget. The variance is primarily due to timing of travel, advertising/promotional, and community events compared to amounts included in the year-to-date budget.

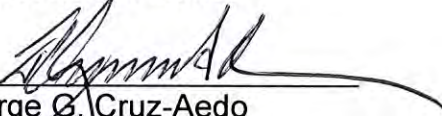
Please refer to the following three pages for the detailed financial statements.

Committee Review

The Administration Committee did not meet in September 2015.

Respectfully Submitted,

Submitted by: 
Cindy O'Brien
Director of Finance

Approval: 
Jorge G. Cruz-Aedo
Interim Chief Executive Officer

Corpus Christi Regional Transportation Authority
Comparative Statements of Net Position (Unaudited)
At August 31, 2015 & July 30, 2015 & August 31, 2014

	<u>August 31, 2015</u>	<u>July 30, 2015</u>	<u>August 31, 2014</u>
ASSETS			
Current Assets:			
Cash and cash equivalents	\$ 28,766,768	25,219,946	21,844,958
Investments	11,784,832	13,954,311	28,270,844
Receivables			
Sales taxes	6,012,497	6,155,911	5,681,840
Accrued interest receivable	82,381	84,078	96,210
Due from federal/state Government	7,518,371	541,900	3,067,041
Other	55,272	36,566	57,519
Inventories	749,819	677,444	645,402
Prepaid Expenses	227,404	272,284	778,729
Net Pension Asset	1,316,981	1,419,211	452,465
Total Current Assets	<u>56,514,325</u>	<u>48,361,651</u>	<u>60,895,008</u>
Capital Assets:			
Land and Construction in progress	40,801,516	40,414,712	9,039,984
Other capital assets, net of depreciation	33,372,349	33,802,634	37,076,369
Total Capital Assets	<u>74,173,865</u>	<u>74,217,346</u>	<u>46,116,353</u>
Total Assets	<u>130,688,190</u>	<u>122,578,997</u>	<u>107,011,361</u>
LIABILITIES			
Current Liabilities:			
Accounts payable	4,560,630	4,405,092	846,240
Accrued compensated absences	227,838	227,838	225,748
Bonds Payable	535,000	535,000	575,000
Distributions to regional entities payable	634,310	789,141	1,351,650
Other accrued liabilities	452,436	371,547	106,867
Total current liabilities	<u>6,410,214</u>	<u>6,328,618</u>	<u>3,105,505</u>
Non-Current Liabilities:			
Accrued compensated absences	109,359	109,359	91,093
Bonds Payable	20,915,000	20,915,000	21,450,000
Other Post Employment Benefits	518,327	518,327	487,164
	<u>21,542,686</u>	<u>21,542,686</u>	<u>22,028,257</u>
Total Liabilities	<u>27,952,900</u>	<u>27,871,304</u>	<u>25,133,762</u>
NET POSITION			
Net Investment in Capital Assets	74,173,865	74,217,346	46,116,353
Restricted for debt service	1,611,302	1,611,302	1,611,302
Restricted for pension plan obligation	1,316,981	1,419,211	452,465
Unrestricted	25,633,143	17,459,835	33,697,480
Total Net Position	<u>\$ 102,735,290</u>	<u>94,707,693</u>	<u>81,877,599</u>

Corpus Christi Regional Transportation Authority
Statement of Revenues and Expenditures By Cost Center (Unaudited)
Months ended August 31, 2015 & August 31, 2014

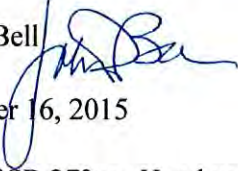
	Current Month			Prior Year Comparison	
	Actual	Budget	Favorable (Unfavorable) Variance	2014	Favorable (Unfavorable) Comparison
Operating Revenues:					
Passenger service	\$ 172,407	197,035	(24,628)	181,914	(9,507)
Bus advertising	-	3,333	(3,333)	64,849	(64,849)
Charter service	-	-	-	-	-
Other operating revenues	12,421	6,717	5,704	6,202	6,219
Total Operating Revenues	184,828	207,085	(22,257)	252,965	(68,137)
Operating Expenses:					
Transportation	615,363	507,427	(107,936)	519,078	(96,285)
Customer Programs	48,861	14,796	(34,065)	15,627	(33,234)
Purchased Transportation	650,534	536,588	(113,946)	694,149	43,615
Service Development	25,729	71,310	45,581	19,701	(6,028)
MIS	63,039	46,697	(16,342)	30,712	(32,327)
Vehicle Maintenance	456,075	569,922	113,847	479,605	23,530
Facilities Maintenance	149,890	132,974	(16,916)	131,354	(18,536)
Contracts and Procurements	14,646	20,535	5,889	17,764	3,118
CEO's Office	105,279	47,325	(57,954)	27,351	(77,928)
Finance and Accounting	32,422	60,923	28,501	75,664	43,242
Materials Management	8,994	9,903	909	9,252	258
Human Resources	178,538	254,812	76,274	244,801	66,263
General Administration	23,255	36,911	13,656	21,949	(1,306)
Capital Project Management	15,726	13,210	(2,516)	12,292	(3,434)
Marketing & Communications	46,621	51,394	4,773	29,009	(17,612)
Safety & Security	76,178	105,325	29,147	84,654	8,476
Staples Street Center	23,736	-	(23,736)	-	(23,736)
Total Departmental Expenses	2,534,886	2,480,053	(54,833)	2,412,962	582,587
Depreciation	430,285	430,285	-	494,167	63,882
Total Operating Expenses	2,965,171	2,910,338	(54,833)	2,907,129	646,469
Operating Income (Loss)	(2,780,343)	(2,703,253)	(77,090)	(2,654,164)	578,332
Other Income (Expense)					
Sales Tax Revenue	3,334,599	3,083,831	250,768	2,911,946	422,653
Federal, state and local grant assistance	481,367	260,215	221,152	3,359,787	(2,878,420)
Investment Income	9,904	7,639	2,265	9,389	515
Interest Expense on Bonds	-	-	-	-	-
Transfer to Capital Programs	-	-	-	-	-
Subrecipient Grant Agreements	(54,930)	-	(54,930)	-	(54,930)
Street Improvements Program for CCRTA Region Entities	-	-	-	-	-
Net Income (Loss) Before Capital Grants and Donations	990,597	648,432	342,165	3,626,958	(1,931,850)
Capital Grants & Donations	-	-	-	-	-
Change in Net Assets	\$ 990,597	648,432	342,165	3,626,958	(1,931,850)

Corpus Christi Regional Transportation Authority
Statement of Revenues And Expenditures By Cost Center (Unaudited)
Year-to-date August 31, 2015 & August 31, 2014

	Year-to-date			Prior Year Comparison	
	Actual	Budget	Favorable (Unfavorable) Variance	2014	Favorable (Unfavorable) Comparison
	A	B	A vs B	C	A vs C
Operating Revenues:					
Passenger service	\$ 1,239,420	1,351,612	(112,192)	1,237,543	1,877
Bus advertising	23,333	26,667	(3,334)	88,182	(64,849)
Charter service	-	-	-	-	-
Other operating revenues	135,829	66,632	69,197	58,758	77,071
Total Operating Revenues	1,398,582	1,444,911	(46,329)	1,384,483	14,099
Operating Expenses:					
Transportation	4,518,408	4,338,580	(179,828)	4,029,648	(488,760)
Customer Programs	154,357	212,217	57,860	124,870	(29,487)
Purchased Transportation	4,145,848	4,440,903	295,055	4,598,336	452,488
Service Development	207,790	371,028	163,238	189,740	(18,050)
MIS	350,890	365,805	14,915	318,887	(32,003)
Vehicle Maintenance	3,709,859	4,687,648	977,789	3,660,832	(49,027)
Facilities Maintenance	1,054,831	1,089,109	34,278	1,010,005	(44,826)
Contracts and Procurements	159,022	201,555	42,533	140,204	(18,818)
CEO's Office	440,097	412,095	(28,002)	379,410	(60,687)
Finance and Accounting	315,775	308,781	(6,994)	272,751	(43,024)
Materials Management	85,780	83,597	(2,183)	79,090	(6,690)
Human Resources	2,389,719	2,144,688	(245,031)	3,188,894	799,175
General Administration	213,863	257,457	43,594	172,543	(41,320)
Capital Project Management	142,023	119,658	(22,365)	118,511	(23,512)
Marketing & Communications	189,922	417,155	227,233	296,021	106,099
Safety & Security	700,070	863,753	163,683	431,876	(268,194)
Staples Street Center	58,559	27,200	(31,359)	-	(58,559)
Total Departmental Expenses	18,836,813	20,341,227	1,504,414	19,011,618	329,128
Depreciation	3,442,284	3,442,284	-	3,953,336	511,052
Total Operating Expenses	22,279,097	23,783,511	1,504,414	22,964,954	840,180
Operating Income (Loss)	(20,880,515)	(22,338,600)	1,458,085	(21,580,471)	854,279
Other Income (Expense)					
Sales Tax Revenue	23,030,839	23,243,247	(212,408)	22,494,028	536,811
Federal, state and local grant assistance	2,142,902	2,081,719	61,183	3,359,787	(1,216,885)
Investment Income	87,733	61,743	25,990	64,701	23,032
Gain (Loss) on Disposition of Property	-	50,000	(50,000)	72,511	(72,511)
Interest Expense on Bonds	(537,082)	(536,682)	(400)	-	(537,082)
Transfer to Capital Programs	-	-	-	-	-
Subrecipient Grant Agreements	(164,346)	-	(164,346)	-	(164,346)
Street Improvements Program for CCRTA Region Entities	-	(1,484,690)	1,484,690	-	-
Net Income (Loss) Before Capital Grants and Donations	3,679,531	1,076,737	2,602,794	4,410,556	(576,702)
Capital Grants & Donations	-	-	-	-	-
Change in Net Assets	\$ 3,679,531	1,076,737	2,602,794	4,410,556	(576,702)

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MEMORANDUM

TO: Jorge Cruz-Aedo
FROM: John D. Bell 
DATE: September 16, 2015
RE: Impact of SB 273 on Handgun Restrictions at Government Facilities

The Legislature adopted SB 273 which became effective on September 1, 2015, creating penalties for any governmental entity that wrongfully restricts persons with concealed handgun licenses from carrying handguns into government facilities. The Hays County Attorney recently requested an Attorney General's Opinion seeking guidance on how to address the issue at the Hays County Courthouse and Government Center.

Section 46.03 of the Texas Penal Code establishes a criminal offense for a handgun licensee to carry a handgun at "any government court or offices utilized by the court" except as specifically permitted in writing by the court. Otherwise, handgun licensees are permitted to carry their handguns in all government facilities, except they may not take handguns into the meeting of a governmental entity under Section 46.035.

Since the Hays County Courthouse and Government Center includes both courts and other government offices, they have a potential problem in continuing their screening and prohibition of handguns in the building since it is not limited only to a "government court or offices utilized by the court." The Corpus Christi RTA does not have that issue since its offices do not include any courts, and the only times handguns could be restricted would be in the board room when the board is in session.

Governmental entities generally lost the legal ability to prohibit handguns in governmental buildings several years ago when State law was amended to limit the restrictions only to the courts and related offices and at places in which the governmental entity was meeting. Since that time, the RTA has not posted any signage or attempted to prohibit carrying concealed handguns at RTA facilities. The passage of SB 273 should not pose any additional risks to the RTA since it does not attempt to restrict handgun licensees on the premises.

Let me know if you have any further questions.