



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

**BOARD OF DIRECTORS'
MEETING NOTICE**

Date: Wednesday, November 4, 2015

Time: 8:30 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.	Opportunity for Public Comment	V. Chapa	6 min.	No Attachment
3.	Update on RCAT Committee Activities	M. Rendon	5 min.	No Attachment
4.	Action to Confirm Appointment by the CEO of Donnie Contreras, Joe Louis de la Garza, and Jose Chapa to RTA's Committee on Accessible Transportation (RCAT) for a Two-Year Term	M. Rendon	5 min.	Page 1-4
5.	Discussion and Possible Action to Approve the Board of Directors' Minutes of October 14, 2015	V. Chapa	3 min.	Pages 5-13
6.	Public Hearing Regarding Adoption of the FY 2016 Operating and Capital Budget	J. Cruz-Aedo	10 min.	No Attachment
7.	Discussion and Possible Action to a) Adopt the FY 2016 Operating Budget b) Adopt the FY 2016 Capital Budget	J. Cruz-Aedo	10 min.	Pages 14-35
8.	The following items are of routine or administrative nature and have been discussed previously by the Board or Committees. The Board has been furnished with support documentation on these items. a) Action to Authorize Awarding a Contract to Four Winds Interactive for Digital Interactive Video Wall and Mosaic Video Displays	V. Chapa	5 min.	Pages 36-37

	Topic	Speaker	Est. Time	Reference
	b) Action to Authorize Issuing a Request for Proposals (RFP) for an Integrated Audio-Video Systems Design and Installation Contract			Page 38
9.	Report on Development Subcommittee October 28, 2015 Meeting – Staples Street Center	G. Clower	5 min.	No Attachment
10.	Discussion and Possible Action to Issue a Request for Proposals (RFP) for State and Federal Consulting Services	W. Laridis	10 min.	Page 39
11.	Discussion and Possible Action to Authorize Entering into a Professional Services Agreement with Collier Johnson & Woods, PC. for Financial Auditing Services for the Defined Benefits Plan for the 2014 Fiscal Year	C. O'Brien	5 min.	Page 40-41
12.	Discussion and Possible Action to Authorize Entering into a Professional Services Agreement with Collier Johnson & Woods, PC for Financial Auditing Services for the 2015 Fiscal Year	C. O'Brien	5 min.	Pages 42-43
13.	Discussion and Possible Action to Adopt the 2016 Service Holiday Schedule	G. Robinson	10 min.	Pages 44-45
14.	Discussion and Possible Action to Authorize Awarding a Contract to TXMAS for the Procurement of Outdoor Furniture for the Staples Street Station	S. Montez	5 min.	Pages 46-47
15.	Discussion and Possible Action to Authorize Awarding a Contract to Schneider Electric for a Security Camera System	D. Chapa	5 min.	Pages 48-49
16.	Presentation on CEO Action Plan	J. Cruz-Aedo	20 min.	No Attachment
17.	Presentations: a. September 2015 Financial Report b. September 2015 Operations Report c. Procurement Update	O'Brien Robinson Laridis	15 min.	Pages 50-54 Pages 55-66 No Attachment
18.	CEO's Report a) Shriner's Toy Give Back – December 13, 2015 b) Customer Appreciation Day – November 23, 2015 c) Personnel	J. Cruz-Aedo	5 min.	No Attachments
19.	Chair's Report a. Thanksgiving Luncheon – November 19, 2015	V. Chapa	3 min.	No Attachment

	Topic	Speaker	Est. Time	Reference
20.	Discussion (in Closed Session) Concerning CEO's Employment Agreement and Compensation with Possible Action in Open Session Concerning CEO's Employment Agreement and Compensation	V. Chapa	20 min.	No Attachment
21.	Adjournment	V. Chapa	1 min.	No Attachment
22.	Information RCAT Minutes – August 20, 2015	---	---	Pages 67-70

Total Estimated Time: 2:34

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 30, 2015** this Notice was posted by **Beth Vidaurri** 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

Board of Directors' Memo

November 4, 2015

Subject: Confirm Three (3) Appointments by the CEO to RTA's Committee on Accessible Transportation (RCAT) for a Two-Year Term

Background:

The by-laws for RTA's Committee on Accessible Transportation (RCAT) describe the terms for how vacant seats on the Committee are handled. Interested applicants must submit a letter of interest to CEO. Those applicants are then presented to RCAT and the RCAT Chairman forwards the recommendation of appointments to the CEO. The Board of Directors must then confirm the appointments.

Each member is originally appointed to a two (2) year term except for the chairperson who serves at the pleasure of the RTA Board. Members may be appointed for up to four (4) consecutive two (2) year terms. A committee member who has reached the term limit of eight consecutive years of service may apply for membership after a one-year absence.

At this time, the RCAT Chairman has recommended three individuals for appointments. They are as follows:

- Jose Chapa
- Donnie Contreras
- Joe Louis DelaGarza

In order to continue the selection process, the RTA Board of Directors must take action to confirm these appointments.

Recommendation

The CEO recommends the Board of Directors confirm the appointments of Jose Chapa, Donnie Contreras, and Joe Louis DelaGarza to fill RCAT vacancies.

Submitted by:

Rosa Villarreal
Managing Director of Operations

Approval:

Jorge Cruz-Aedo
Chief Executive Officer



October 22, 2015

Mr. Jorge Cruz-Aedo, CEO
Corpus Christi Regional Transportation Authority
5658 Bear Lane
Corpus Christi, TX 78405

RE: Recommendation to Appoint Jose Chapa to RTA's Committee on Accessible Transportation (RCAT) for a two-year term to commence in November 2015.

Dear Mr. Cruz-Aedo:

RTA's Committee on Accessible Transportation (RCAT) voted unanimously to recommend the appointment of Mr. Jose Chapa to the RCAT committee. Mr. Chapa is a former board committee member of the Head Start in Denver, Colorado. Mr. Chapa is a daily rider of our fixed-route system and has knowledge of the routes. Mr. Chapa also supports public transportation in our community.

On behalf of the RTA's Committee on Accessible Transportation (RCAT) committee, I respectfully request the appointment of Mr. Jose Chapa to fill the RCAT vacancy for a two-year term to commence November 2015.

Sincerely,

Rosa Villarreal, RCAT Liaison
Corpus Christi Regional Transportation Authority

RV/st



October 22, 2015

Mr. Jorge Cruz-Aedo, CEO
Corpus Christi Regional Transportation Authority
5658 Bear Lane
Corpus Christi, TX 78405

RE: Recommendation to Appoint Joe Louis de la Garza to RTA's Committee on Accessible Transportation (RCAT) for a two-year term to commence in November 2015.

Dear Mr. Cruz-Aedo:

RTA's Committee on Accessible Transportation (RCAT) voted unanimously to recommend the appointment of Mr. Joe de la Garza to the RCAT committee. Mr. de la Garza has previous experience with organizations such as Corpus Christi Rusty Hooks and is a DARS consumer. Mr. de la Garza is an advocate for persons with disabilities and supports public transportation in our community.

On behalf of the RTA's Committee on Accessible Transportation (RCAT) committee, I respectfully request the appointment of Mr. Joe Louis de la Garza to fill the RCAT vacancy for a two-year term to commence November 2015.

Sincerely,

Rosa Villarreal, RCAT Liaison
Corpus Christi Regional Transportation Authority

RV/st



October 22, 2015

Mr. Jorge Cruz-Aedo, CEO
Corpus Christi Regional Transportation Authority
5658 Bear Lane
Corpus Christi, TX 78405

RE: Recommendation to Appoint Donnie Contreras to RTA's Committee on Accessible Transportation (RCAT) for a two-year term to commence in November 2015.

Dear Mr. Cruz-Aedo:

RTA's Committee on Accessible Transportation (RCAT) voted unanimously to recommend the appointment of Mr. Donnie Contreras to the RCAT committee. Mr. Contreras is a former RCAT member and is currently on the Committee for Persons with Disabilities. Mr. Contreras serves in the community, region and state as a disability advocate. Mr. Contreras also supports public transportation in our community.

On behalf of the RTA's Committee on Accessible Transportation (RCAT) committee, I respectfully request the appointment of Mr. Donnie Contreras to fill the RCAT vacancy for a two-year term to commence November 2015.

Sincerely,

Rosa Villarreal, RCAT Liaison
Corpus Christi Regional Transportation Authority

RV/st

**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS' MEETING MINUTES
WEDNESDAY, OCTOBER 14, 2015**

SUMMARY OF ACTIONS

- 1. Conducted Roll Call**
- 2. Administered the Oath of Office to Nueces County and Committee of Mayors' Appointees to the CCRTA Board**
- 3. Adopted Resolutions for Outgoing Board Members**
- 4. Provided Opportunity for Public Comment**
- 5. Selected a New Chief Executive Officer (Discussion may occur in Closed Session with Possible Action Thereafter in Open Session)**
- 6. Confirmed Committee and Subcommittee Appointments by the Board Chair and Did not Elect Such Other Officers of the Board as May Be Required in the Event of Any Vacancies**
- 7. Approved the Board of Directors' Minutes of September 2, 2015 and September 18, 2015**
- 8. Held Budget Workshop #5**
 - a. Heard Presentation on Proposed 2016 Capital Improvement Projects**
 - b. Heard Presentation on 2016 Proposed Operating and Capital Budget**
 - c. Authorized Scheduling a Public Hearing and Adoption Date for the 2016 Operating and Capital Budget for November 4, 2015**
- 9. Authorized Awarding a Contract to TelePro Communication for Data Networking Cabling**
- 10. Authorized Exercising the First Option Year with AG/CM, Inc. for Project Management Services**
- 11. Authorized Issuing a Request for Proposals (RFP) to Purchase Relief and Support Vehicles**
- 12. Authorized Issuing an Invitation for Bids (IFB) for Engine Oil Supply**
- 13. Authorized Issuing an Invitation for Bids (IFB) for Pest Control and Fumigation Services**
- 14. Issued 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 Approved Capital Budget Amendment #3**
- 15. Heard 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**
- 16. Held Discussion (in Closed Session) of Personnel Issues with Possible Action in Open Session**
- 17. Heard CEO's Report on: a) Texas Transit Association; b) Employee Picnic – September 27, 2015; c) ADA Building Update**

18. Heard Chair's Report on: a. APTA Annual Conference; b. Walk for a Cure

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The Regional Transportation Authority Board of Directors met at 9:30 a.m. in the Regional Transportation Authority Facility located at 5658 Bear Lane, Corpus Christi, Texas.

Board Members Present: Vangie Chapa, Chair; Mary Saenz, Secretary; George Clower; Thomas Dreyer; Tony Elizondo; Angie Granado; Glenn Martin; Edward Martinez; Tom Niskala; Mike Reeves; Curtis Rock

Board Members Absent: None

Staff Present: Jorge Cruz-Aedo, CEO; John Alexander; David Chapa; Kelly Coughlin; Angelina Gaitan; Sharon Montez; Cindy O'Brien; Beth Vidaurri; Rosa Villarreal; Tomas Jimenez

Public Present: John Bell, Wood, Boykin, Wolter, CCRTA Legal Counsel; Curt Broomfield, Marina Board; Peter Davidson, City of Corpus Christi Marina; Anthony DeLaFuente, Maintenance RTA; Scott Porton, Graybar; Jesse Rodriguez, Telepro; Ed LaBay, AG/CM; Matt Woolbright, *Corpus Christi Caller Times*; Rowland Estrada, Rosie Aguiar, ATU Local 1769; Rolando Garza; Doreen Harrell, Kailo; Ginger Bryant, LCSS; Abel Alonzo; Gabriel Ortiz, NEI; Dana Smith, C.J. Loomis, MV Transportation; Lamont Taylor

Call to Order

Ms. Vangie Chapa called the meeting to order at 9:33 a.m.

Ms. Mary Saenz called the roll and declared that a quorum was present.

Action to Administer the Oath of Office to Nueces County and Committee of Mayors' Appointees to the CCRTA Board

Ms. Chapa announced that the Committee of Mayors had reappointed Mr. Michael Reeves and appointed Mr. Glenn Martin to serve a two-year term on the CCRTA Board of Directors. The Nueces County Commissioners had reappointed Ms. Angie Flores Granado and Mr. Curtis Rock and had appointed Mr. Tom Niskala to serve a two-year term on the CCRTA Board of Directors.

Mr. John Bell administered the oath of office to the appointees and pictures were taken.

Adoption of Resolutions for Outgoing Board Members

Ms. Vangie Chapa read the resolutions for outgoing Board Members Lamont Taylor and Ray Hunt.

MR. ROCK MADE A MOTION TO ADOPT THE RESOLUTIONS FOR MR. TAYLOR AND MR. HUNT. MS. GRANADO SECONDED THE

MOTION. THE MOTION CARRIED. DREYER, MARTINEZ, ROCK, GRANADO, ELIZONDO, CHAPA, SAENZ, CLOWER, REEVES, MARTIN, AND NISKALA VOTING IN FAVOR.

Mr. Lamont Taylor accepted the adopted resolution. He thanked each Board Member for the input they provided him that helped make him a stronger Board Member. He expressed appreciation for the opportunity to serve on the CCRTA Board.

Opportunity for Public Comment

Mr. Rolando Garza talked about the good relationship between the CCRTA and Cotton Broadcasting. He commented on the high caliber of the CCRTA Board Members and the good direction that the Board was headed.

Ms. Ginger Bryant, Leadership Committee for Senior Services, stated that she would be speaking on behalf of two senior citizens that use the CCRTA Paratransit service. She cited two incidents in which the rider was taken past their destinations on to another pick up location; then driven back to their destination. Ms. Chapa stated that either Mr. C.J. Loomis or Mr. Jorge Cruz-Aedo would contact her about her concern.

Mr. Rowland Estrada, President ATU-Local 1769, congratulated the Board on their choice to select an internal candidate for the CEO position. He stated that the union's goal was to work on policy, rules and regulations changes. He reported that the CCRTA was ranked third in the State of Texas for service and wages for employees in the transit industry.

Mr. Abel Alonzo expressed appreciation to the Board for selecting Mr. Jorge Cruz-Aedo as CEO. He recommended that the organization chart be changed since some people were not in the right positions. He thanked the Board for having an open door and working with the public.

Mr. Peter Davidson, Marina Superintendent, City of Corpus Christi, spoke in favor of continuing the Harbor Ferry service. He handed out a picture of riders waiting on the T-Head to board the Harbor Ferry boat. He cited ridership numbers and stated that he felt that the current \$3 fare could possibly be raised to \$6.

Mr. Curt Broomfield, Chairman of the Board of the Corpus Christi Marina Advisory Committee, stated that the advisory committee had passed a resolution in support of continuing the Harbor Ferry service. He said that the City of Corpus Christi Mayor and City Council supported reinstatement of the service. He stated that having the Harbor Ferry service was a key element in the plan to move the Bayfront forward.

Discussion and Possible Action to Select a New Chief Executive Officer (Discussion may occur in Closed Session with Possible Action Thereafter in Open Session)

Ms. Vangie Chapa announced that it was 9:56 a.m. and that the Board was going into closed session to discuss item 5 on the agenda concerning the selection of a Chief

Executive Officer with possible action in open session under Section 551.074 of the Texas Open Meetings Act.

Ms. Vangie Chapa re-entered the meeting and announced that it was 10:40 a.m. and that the Board would be discussing Agenda Item 16 concerning personnel issues under Section 551.074 of the Texas Open Meetings Act.

Ms. Vangie Chapa reconvened the meeting at 11:04 a.m.

MR. CLOWER MADE A MOTION TO SELECT MR. JORGE CRUZ-AEDO AS CEO AND AUTHORIZE CHAIR VANGIE CHAPA TO NEGOTIATE A CONTRACT AND ACTION PLAN AND ENTER INTO A CONTRACT. MR. DREYER SECONDED THE MOTION. THE MOTION CARRIED. DREYER, MARTINEZ, ROCK, GRANADO, ELIZONDO, CHAPA, SAENZ, CLOWER, REEVES, MARTIN AND NISKALA VOTING IN FAVOR.

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

Ms. Vangie Chapa stated that she was appointing Mr. Tom Niskala to serve on the Administration Committee, the Governmental Relations and Development Subcommittees; Mr. Glenn Martin and Mr. Thomas Dreyer to serve on the Operations Committee; and Mr. Glenn Martin to serve on the Rural Affairs and Disadvantaged Business Enterprise Subcommittees.

MR. REEVES MADE A MOTION TO CONFIRM THE CHAIRS' APPOINTMENTS TO THE OPERATIONS AND ADMINISTRATION COMMITTEES AND THE RURAL AFFAIRS, GOVERNMENTAL RELATIONS, DEVELOPMENT, AND DISADVANTAGED BUSINESS ENTERPRISE SUBCOMMITTEES. MR. DREYER SECONDED THE MOTION. THE MOTION CARRIED. DREYER, MARTINEZ, ROCK, GRANADO, ELIZONDO, CHAPA, SAENZ, CLOWER, REEVES, MARTIN AND NISKALA IN FAVOR.

Discussion and Possible Action to Approve the Board of Directors' Minutes of September 2, 2015 and September 18, 2015

Ms. Chapa asked if there were any additions or corrections to the Board of Directors' minutes of September 2, 2015 and September 18, 2015. There being none, she asked for a motion.

MR. ROCK MADE A MOTION TO APPROVE THE BOARD OF DIRECTORS' MINUTES OF SEPTEMBER 2, 2015 AND SEPTEMBER 18, 2015. MR. REEVES SECONDED THE MOTION. THE MOTION CARRIED. DREYER, MARTINEZ, ROCK, GRANADO, ELIZONDO,

CHAPA, SAENZ, CLOWER, REEVES, MARTIN AND NISKALA IN FAVOR.

Budget Workshop #5

Using a PowerPoint presentation, Mr. Jorge Cruz-Aedo reviewed the FY 2016 revised budget calendar. He noted that there were option dates to hold extra budget workshops if needed. At the November 4, 2015 Board meeting, a public hearing would be held and adoption of the 2016 budget would be considered. He reviewed the 2016 Board initiatives, noting that safety and customer service and satisfaction were the top two priorities.

a. Presentation on Proposed 2016 Capital Improvement Projects

Continuing with his PowerPoint presentation, Mr. Cruz-Aedo stated that there were six new capital projects for 2016; a total of 32 projects had been completed in 2015 at a cost of \$21,777,014; and the 24 capital projects rolled forward totaled \$18,600,817.

b. Presentation on 2016 Proposed Operating and Capital Budget

Mr. Cruz-Aedo, using a PowerPoint presentation, stated that this budget had been reviewed in detail at previous budget workshops. It was a balanced budget with projected revenue of \$44,091,940. He noted that revenues exceeded expenses by \$125,386. Depreciation had increased by \$2,801,547 primarily due to the purchase of new buses. The funded FTE's were going from 268.35 to 281.85. Overall the budget had increased approximately three percent.

Mr. Cruz-Aedo stated that the proposed operating budget totaled \$44,091,940; and the proposed capital improvement budget totaled \$7,005,559. The two budgets totaled \$51,097,499.

Reviewing the projected fund balance and reserve requirements, Mr. Cruz-Aedo stated that the total restricted funds was \$9,155,180 and the 2016 estimated unencumbered reserve balance was \$2,860,745.

In response to Mr. Tom Niskala, Mr. Cruz-Aedo stated that the Authority did have a long-range capital budget but it was being updated.

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

MR. NISKALA MADE A MOTION TO AUTHORIZE SCHEDULING A PUBLIC HEARING AND ADOPTION DATE FOR THE 2016 OPERATING AND CAPITAL BUDGET FOR NOVEMBER 4, 2015. MR. DREYER SECONDED THE MOTION. THE MOTION CARRIED. DREYER, MARTINEZ, ROCK, GRANADO, ELIZONDO, CHAPA, SAENZ, CLOWER, REEVES, MARTIN AND NISKALA IN FAVOR.

Discussion and Possible Action to Authorize Awarding a Contract to TelePro Communication for Data Networking Cabling

Mr. David Chapa explained that the contract would provide data connections between CCRTA administration building and Staples Street Center. The Authority would be handling all the switches. He stated that four proposals had been received and two were determined to be non-responsive. TelePro Communications had received the highest ranking from the evaluation team. He noted that the cabling would be performed by a certified Commscope installer and would have a twenty-year warranty. The total estimated cost for the data networking installation contract was \$109,498.50. This was less than the budgeted amount.

Mr. Chapa stated that the estimated completion timeframe was mid to late November; the cabling would be run only within CCRTA spaces; and that the tenant space would have conduit and drop space provided.

MS. SAENZ MADE A MOTION TO AUTHORIZE AWARDED A CONTRACT TO TELEPRO COMMUNICATION FOR DATA NETWORKING CABLING. MR. NISKALA SECONDED THE MOTION. THE MOTION CARRIED. DREYER, MARTINEZ, ROCK, GRANADO, ELIZONDO, CHAPA, SAENZ, CLOWER, REEVES, MARTIN AND NISKALA IN FAVOR.

Discussion and Possible Action to Authorize Exercising the First Option Year with AG/CM, Inc. for Project Management Services

Ms. Sharon Montez, using a PowerPoint presentation, reviewed the services that have been provided under this contract since 2008. She stated that these services were still needed for the Staples Street Center project. The estimated contract amount was \$115,990; had a DBE goal of 19 percent; and AG/CM was a DBE company.

MR. MARTIN MADE A MOTION TO AUTHORIZE EXERCISING THE FIRST OPTION YEAR WITH AG/CM INC. FOR PROJECT MANAGEMENT SERVICES. MR. CLOWER SECONDED THE MOTION. THE MOTION PASSED. DREYER, MARTINEZ, GRANADO, ELIZONDO, CHAPA, SAENZ, CLOWER, REEVES, AND MARTIN VOTING IN FAVOR. ROCK AND NISKALA ABSTAINING.

Discussion and Possible Action to Authorize Issuing a Request for Proposals (RFP) to Purchase Relief and Support Vehicles

Ms. Rosa Villarreal, using a PowerPoint presentation, explained that the relief and support vehicles were non-revenue vehicles that had reached their useful life. The plan was to replace them, except for the hybrids, with CNG powered vehicles.

MR. NISKALA MADE A MOTION TO AUTHORIZE ISSUING A REQUEST FOR PROPOSALS (RFP) TO PURCHASE RELIEF AND SUPPORT VEHICLES. MR. MARTIN SECONDED THE MOTION. THE MOTION CARRIED. DREYER, MARTINEZ, ROCK, GRANADO,

CHAPA, SAENZ, CLOWER, REEVES, MARTIN, AND NISKALA VOTING IN FAVOR. ELIZONDO ABSENT.

Discussion and Possible Action to Authorize Issuing an Invitation for Bids (IFB) for Engine Oil Supply

Ms. Rosa Villarreal, using a PowerPoint presentation, explained that entering into an engine oil agreement would assist the Authority in meeting demand and locking in the price. The contract would be a two-year base contract with a one-year option. This expenditure would be funded with local funds.

MR. ROCK MADE A MOTION TO AUTHORIZE ISSUING AN INVITATION FOR BIDS (IFB) FOR ENGINE OIL SUPPLY. MR. CLOWER SECONDED THE MOTION. THE MOTION CARRIED. DREYER, MARTINEZ, ROCK, GRANADO, CHAPA, SAENZ, CLOWER, MARTIN, AND NISKALA VOTING IN FAVOR. ELIZONDO AND REEVES ABSENT.

Discussion and Possible Action to Authorize Issuing an Invitation for Bids (IFB) for Pest Control and Fumigation Services

Ms. Rosa Villarreal, using a PowerPoint presentation, informed that the pest control and fumigation services had been combined. Under the contract, regular pest control maintenance services would be provided at stations, buildings, parking lots, and in fleet non-revenue vehicles. This expenditure would be funded with local funds.

MR. NISKALA MADE A MOTION TO AUTHORIZE ISSUING AN INVITATION FOR BIDS (IFB) FOR PEST CONTROL AND FUMIGATION SERVICES. MR. ROCK SECONDED THE MOTION. THE MOTION CARRIED. DREYER, MARTINEZ, ROCK, GRANADO, CHAPA, SAENZ, CLOWER, REEVES, MARTIN, AND NISKALA VOTING IN FAVOR. ELIZONDO ABSENT.

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

Ms. Sharon Montez, using a PowerPoint presentation, reported that the chassis wash was not fit for service due to corrosion of the structural framework. She reviewed the proposed construction plan noting that the project had a 13 percent DBE goal. The projected completion date was Friday, February 19, 2016 and the estimated construction cost was \$59,000.

Ms. Montez stated that staff looked at both the repair and replacement costs for the bus lift for the chassis wash. There was a minimal price difference; therefore, the decision was made to pursue procurement of a bus lift for the chassis wash. The total estimated financial impact was \$184,000. This amount was being requested through Capital Budget Amendment #3.

Mr. Jorge Cruz-Aedo stated that the maintenance staff had requested this project which was un-budgeted.

MR. REEVES MADE A MOTION 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 TO APPROVE CAPITAL BUDGET AMENDMENT #3. MR. CLOWER SECONDED THE MOTION. DREYER, MARTINEZ, ROCK, GRANADO, CHAPA, SAENZ, CLOWER, REEVES, MARTIN AND NISKALA VOTING IN FAVOR. ELIZONDO ABSENT.

Mr. Jorge Cruz-Aedo asked that the items cited below be carried over to the next meeting. It was the consensus of the Board to forward the items.

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**

CEO's Report

a) **Texas Transit Association**

Mr. Cruz-Aedo announced that the TTA would be having their annual Bus Roadeo and Expo, April 22-26, 2016 in Waco, Texas.

b) **Employee Picnic – September 27, 2015**

Mr. Cruz- Aedo stated that the picnic had been a success. Approximately 462 plates had been served.

c) **ADA Building Update**

Mr. Cruz-Aedo reported that automatic door openers had been added to the bathroom doors on the first and second floor at the Administration building.

Chair's Report

a. **APTA Annual Conference**

Ms. Vangie Chapa reported that useful information was gathered at the APTA Annual Conference and that there had been over twenty-two hundred attendees. She and Ms. Granado's picture at one of the sessions had been featured on the APTA web site. Ms. Chapa highly recommended a book titled "MOVE: American's Transportation Future". The author, Rosabeth Moss Kanter, had been a keynote speaker and talked about why a community needed transportation.

b. Walk for a Cure

Ms. Vangie Chapa stated that the Authority would be participating in the American Cancer Society's "Walk for a Cure" event on Saturday, October 17th at Corpus Christi Watergardens. She invited Board members to participate.

There being no further business, the meeting was adjourned at 11:56 a.m.

Submitted by: Beth Vidaurri

Mary Saenz, Board Secretary

Date



CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY

Board of Directors' Memo

November 4, 2015

Subject: Adopt FY 2016 Operating and Capital Budget

Background

Chapter 451 of the Texas Transportation Code mandates that the Authority adopt an annual operating budget prior to the beginning of each fiscal year after making the proposed budget available publicly for at least 14 days. The required public notice period began on October 19, 2015 in order to be completed in time for the public hearing scheduled on November 4, 2015.

Transmittal Letter

In 2016, CCRTA will be celebrating its 30-year anniversary, an opportunity to reflect on the progression of our growth. Over the years the Agency has become a viable presence in the community with a sustainable transportation network that has assisted in connecting a generation of customers to their daily lives. We believe our successful journey rests on three core values: **Customer Service**, **Safety**, and **Security**. These core values have defined our organizational culture and continue to guide our decision making throughout the Agency and in everything we do.

Since the inception of the Agency, CCRTA has focused on increasing the accessibility and availability of services to all riders. Through a network of 45 bus routes, 1,426 bus stops, 4 transfer stations and 123 buses, we now connect approximately 6,000,000 passenger trips in the 841 square miles of service area to jobs, schools, and healthcare destinations. Approximately 40% of our riders use our services for commutes to and from work while an additional 20% use our services for academic purposes with the remaining ridership using our services to maintain health, well-being or recreation. On an annual basis, CCRTA assists over 200,000 individuals with disabilities, including over 100,000 wheelchair boardings, and carries over 85,000 bikes on buses.

Tantamount to these accomplishments is the ability to keep up with the technological demands from millenniums and our industry. Our technological infrastructure now offers digital applications that include trip planning, real time route information and on-line purchases of selected passes. Our buses are now equipped with electronic fare boxes, Wi-Fi service, improved on-road communications systems, and are more fuel efficient and ergonomically designed to enhance comfort and transportation experiences. Over the past twenty (20) years, CCRTA has also contributed funds annually for repairs and maintenance of streets, curbs, and sidewalks, through a Streets Improvement Program that has returned over \$30,000,000 in sales tax revenues to the participating regional communities.

This year we completed 28 capital projects with a total project cost of \$ 21,777,014. The majority of our investment this year was for the purchase of 52 CNG buses costing \$17,996,145 and funded by \$15,296,723 in federal dollars and \$2,699,422 from local finances; an 85/15 grant mix. This purchase increases the number of CNG buses to 85 and raises the percentage of CNG buses to 69% of the total fleet. We also finalized a multi-year project that spans over 3

years and added ADA improvements to approximately 100 bus stops funded by an eighty percent (80%) federal grant. In addition CCRTA partnered with Texas A&M University to construct two new bus stops to meet the demands of the new Momentum Campus. We also invested in bus stop amenities, maintenance equipment including bus wash renovations, parking lot expansions for both bus and employee parking lots and several technological enhancements that will bring next-generation capabilities to the Agency.

In conclusion this Agency acknowledges that all these milestones could have only been accomplished with the proper funding and fiscal discipline of its leaders and the dedication and hard work of our employees. Our continued success remains in upholding our financial position through our commitment to accountability and transparency. As Chief Executive Officer, I will continue to look at services and operations from a long-term perspective to remain in tune with the changing demographics and regional trends while operating the most optimal transit services and maintaining continued financial stability. Equally as important is the continued training of our personnel.

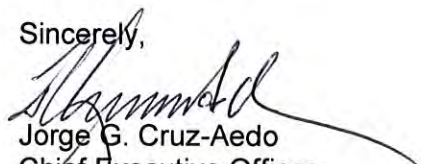
As a result of our financial discipline and strategic planning efforts, I am pleased to report that a surplus of \$1,300,765 is projected for FY 2015. This will allow CCRTA to continue our passionate commitment to the Agency's vision, mission, and core values for not only meeting the immediate demands of our community but to also position ourselves for a greater role in the future.

Once again, CCRTA has developed a balanced budget. Governed by the mission and goals of the eleven-member Board of Directors, the Budget was developed to maintain the current valued services while supporting new service levels necessary to meet the growing demands of the community. In accordance with the Transportation Code, the attached Proposed FY 2016 Annual Operating and Capital Budget is being submitted for your consideration. The Proposed Budget is balanced and sustainable by the Agency with a projected surplus of \$125,386.

We are excited about the upcoming budget year and look forward to implementing these services and projects. Let us know how we are doing.

Thank you.

Sincerely,


Jorge G. Cruz-Aedo
Chief Executive Officer



PROPOSED FY 2016 OPERATING AND CAPITAL BUDGET

Overview

In an effort to provide comprehensiveness and transparency to the presentation of the proposed budget, budget workshops were held in segments to target 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
 - ✓ Customer Service
 - ✓ Marketing
 - ✓ Staples Street Center
 - ✓ Human Resources
 - ✓ Financial Operations
- Capital Improvement Projects

Included was an overview of the financial picture for the operating budget, the need for additional FTE's, customer service and safety enhancements, operational costs for Staples Street facility, and state-of-good-repair capital improvement requirements.

While the proposed FY2016 Operating Budget addresses expenses and revenues for a single year, the Capital Budget being project-oriented may include projects that span more than one year.

The proposed budget was developed in accordance with the following Agency Initiatives:

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

Strategic Plan Overview

Vision	"Provide an integrated system of innovative, accessible and efficient public transportation services that increase access to opportunities and contribute to a healthy environment for the people in our service area."			
Mission	The Corpus Christi Regional Transportation Authority was created by the people to provide quality transportation and enhance the regional economy in a responsible manner consistent with its financial resources and the diverse needs of the people.			
Goal Areas	Customer	Leadership	Community Value	Organizational Development
Goal Statements	1. Customer Service, Safety and Security	2. Enhance awareness of Agency in the Region	3. Enhance awareness of the value of the transportation system in the community	4. Provide resources necessary to advance the training of board members and employees
Objectives	<p>1.1 Improve safety and security efforts- Improve lighting in bus stops; Upgrade security software & hardware; Automate accident investigation process; Automate Officers and Facilities Assessment process; Focus on employee safety training & re-training; Continue quarterly safety meetings; Continue with safety plan awareness campaign</p> <p>1.2 Improve efficiency and effective services delivery: Evaluate KPI's monthly and identify area of transit improvement through Comprehensive Operational Analysis</p> <p>1.3 Improve reliability</p> <p>1.4 Improve passenger amenities Target visual attractiveness of services with bus stop and bench improvements; Provide adequate shading at bus stops</p> <p>1.5 Continue Operation "Deep Clean" by maintaining vehicles, facilities, and amenities clean</p> <p>1.6 Promote boarding experiences with technological services with On-Board Monitors Mobile Ticketing and real time passenger info system</p> <p>1.7 Conduct Baseline Surveys</p>	<p>2.1 Promote Wholesale Brand Awareness</p> <p>2.2 Continue Community Report/Faces Campaign</p> <p>2.3 Continue Bus and Sponsorships</p> <p>2.4 Focus efforts on annual marketing plan, ridership campaigns utilizing fact cards and social media platforms/metric for measuring awareness</p> <p>2.5 Expand DBE program to include local funds</p> <p>2.6 Pursue service expansion opportunities – San Patricio County, College and University Programs, Phase II of Vamonos – Convert Route 27 to PTN, Vanpool Program, Bicycle Program, Park and Rides, and service to new developments</p>	<p>3.1 Pursue new funding streams to sustain long and short term growth</p> <p>3.2 Continue to pursue financial stability of Agency by optimizing available resources through effective budget controls, procurement management, management of capital projects, updated short and long financial plans including cash flow projections and capital improvement plans</p> <p>3.2 Pursue participation in Downtown Redevelopment Planning</p> <p>3.3 Continue programs to increase ridership's - Develop new ridership markets –</p> <p>3.4 Strengthen relationships with stakeholders, public and private sector in support of economic development; develop strong internal & external collaborative relationships</p> <p>3.5 Pursue and respond to public needs</p> <p>3.6 Continue to provide safe, dependable, and comfortable public transportation services</p> <p>3.7 Continue to use core values in every aspect of the Agency</p>	<p>4.1 Continue workforce development by providing career development programs, tools, training, updated policies and technological platforms to accomplish Agency's goals including employee manuals, procedural manuals, and workflow optimization</p> <p>4.2 Continue to evaluate cost controls and adjust accordingly with automation and more training including customer service.</p> <p>4.3 Pursue compensation and wage studies to maintain workforce market competitiveness in support of Agency's goals and objectives</p> <p>4.4 Continue to use internship programs as a recruiting tool to promote new specialized strengths</p> <p>4.5 Implement Board Development priorities for: Automated Board Agenda Process, Social Media Training, Board Policy Review and quarterly board retreats</p>

Executive Summary

In accordance Chapter 451 of the Texas Transportation Code, the Proposed FY 2016 Annual Operating and Capital Budget is balanced and sustainable by the Agency and consists of an Operating Budget which is based on a conservative 2.50% growth in sales tax as well as no increase in bus fares and a Capital Budget where the estimated operating cost impact of each project has been determined. The budget appropriations for funding the upcoming year are as follows:

Budget	Amount
Operating Budget	\$ 44,091,940
Capital Budget	\$ 7,005,559
Total FY 2016 Budget	\$ 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 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, and service adjustments 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.

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

Budget Highlights

- 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

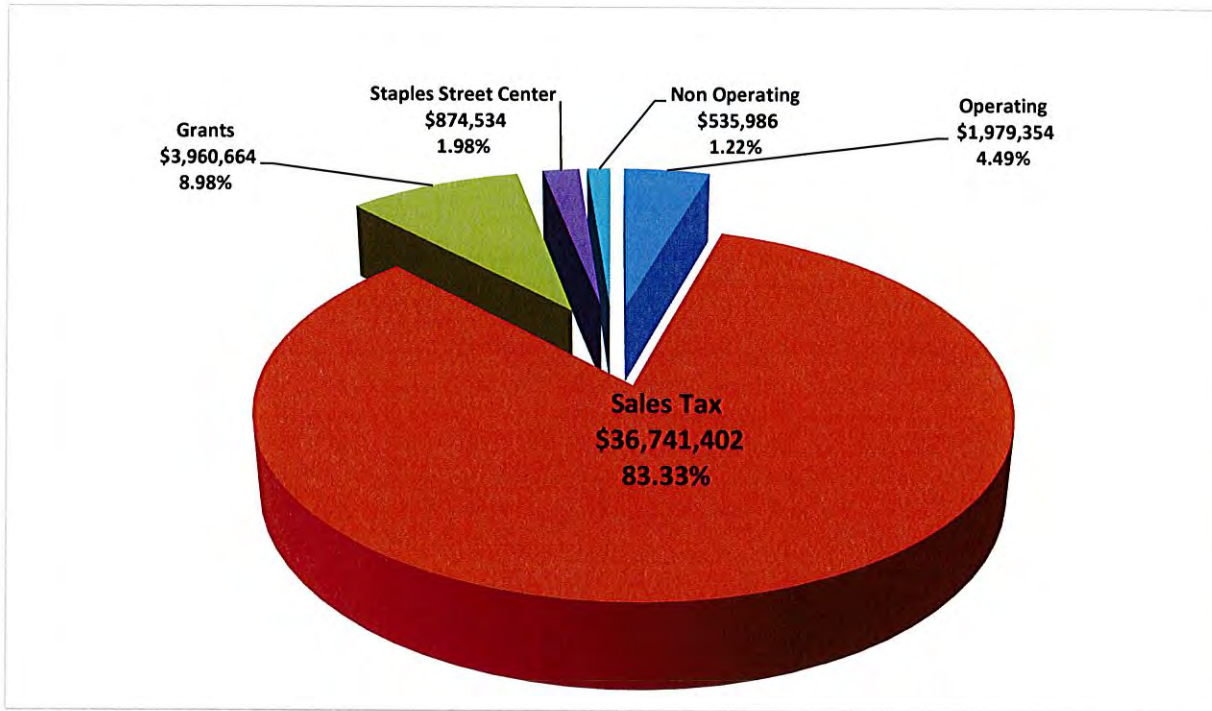
- Increase in costs for technological enhancements
- Increase in FTE's by 13 positions or 5%
- Increase in Salaries & Benefits
 - 5% Step Increase for Bus Operators
 - 2% Cola Increase for employees not eligible for 5% Step Increase
 - Up to 3% Cola Increase for Retirees
 - \$345,908 Reserve for potential 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

Operating Budget Summary

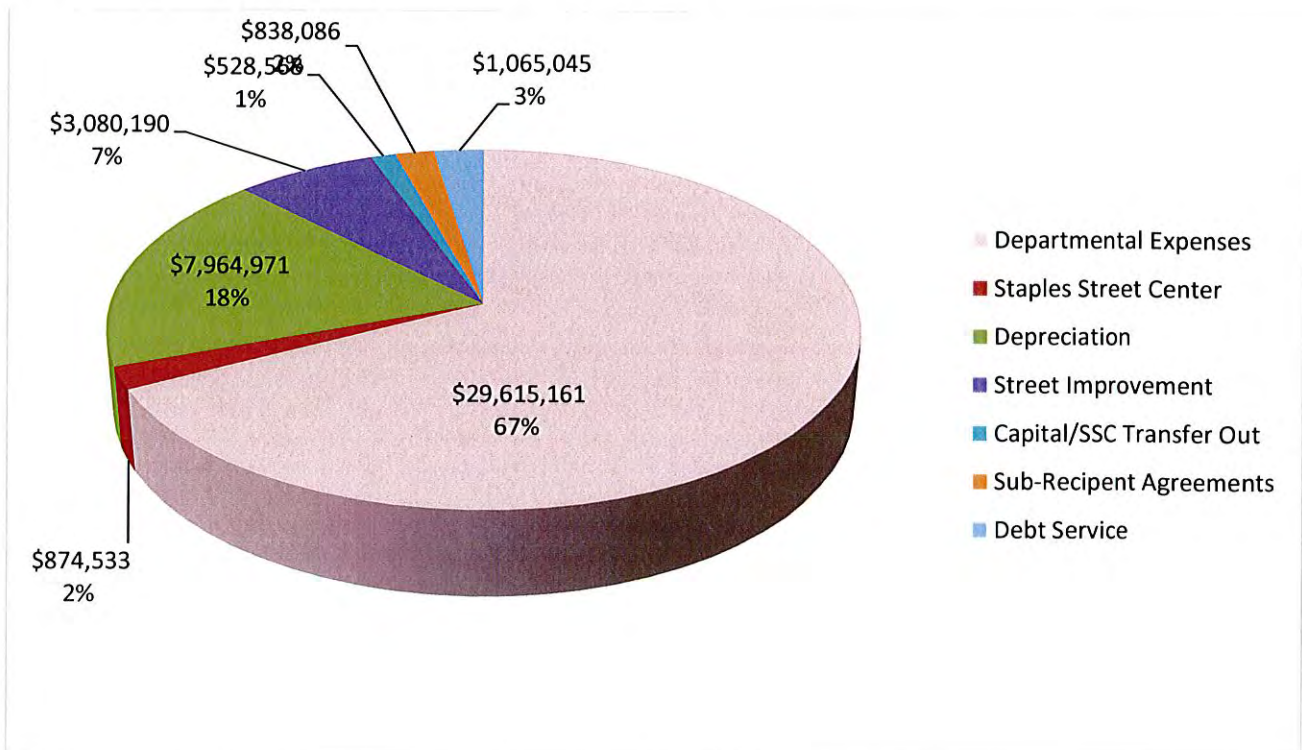
The Budget Summary provides an overall comparative budget-to-budget analysis of the Sources and Uses of Funding between the Proposed Budget and the Adopted FY2015 Budget. The proposed funding sources are projected to increase by 6.82%, and total uses of funds are expected to increase by 6.52%, leaving a surplus of \$125,386.

Description	FY 2015 Adopted Budget	FY 2015 Estimate	FY 2016 Proposed	\$ Change	% Change
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 Income	345,500	418,933	535,986	190,486	55.13%
Total Source of Funding	<u>\$ 41,276,926</u>	<u>\$ 41,337,854</u>	<u>\$ 44,091,940</u>	<u>\$ 2,815,014</u>	<u>6.82%</u>
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)	
Staples Street Center	-	34,823	\$ 874,533	\$ 874,533	
Transfer Out To Other Funds	1,520,000	-	528,568	\$ (991,432)	100.00%
Sub-Recipient Grant Agreements	-	-	838,086	\$ 838,086	100.00%
Street Improvement Program	2,969,380	3,008,433	3,080,190	\$ 110,810	3.73%
Depreciation	5,163,424	6,914,258	7,964,971	\$ 2,801,547	54.26%
Total Uses of Funding	<u>\$ 41,276,926</u>	<u>\$ 40,037,090</u>	<u>\$ 43,966,554</u>	<u>\$ 2,689,628</u>	<u>6.52%</u>
Sources in Excess of Uses/Net Income	<u>\$ -</u>	<u>\$ 1,300,764</u>	<u>\$ 125,386</u>	<u>\$ 125,386</u>	

This graph depicts the proposed funding by major sources and illustrates that sales tax revenue accounts for the majority of the Agency's funding.



This graph shows the proposed expenditure composition and illustrates that departmental expenses represent 67% of total proposed expenses.



Revenues

Because sales tax revenue accounts for nearly 90% of total income, the Proposed FY2016 Operating Budget is based on a conservative 2.50% sales tax growth or an additional \$895,156. The below table lists the different revenue sources and provides the net change in dollars and percentage over the FY2015 adopted budget.

REVENUES						
Fund Revenues	FY 2015		FY 2016			
	Budget	Estimate	Proposed	\$ Change	% Change	
Passenger Fares	\$ 998,000	\$ 998,000	\$ 1,039,636	\$ 41,636		4.17%
Presold Passes/Ticket	\$ 190,000	\$ 190,000	\$ 199,500	\$ 9,500		5.00%
Service Contracts	\$ 234,415	\$ 234,415	\$ 291,739	\$ 57,324		24.45%
Student Tickets	\$ 1,105	\$ 970	\$ 1,105	\$ -		0.00%
Port Aransas Services	\$ 4,000	\$ 4,000	\$ 4,000	\$ -		0.00%
Harbor Ferry	\$ 94,000	\$ 94,000	\$ -	\$ (94,000)		-100.00%
Express Fares - Park & Ride	\$ 210,000	\$ 195,318	\$ 210,000	\$ -		0.00%
Express Fares - Commuter Cards	\$ 1,082	\$ 8,466	\$ 8,466	\$ 7,384		682.44%
Demand Response	\$ 180,000	\$ 174,908	\$ 174,908	\$ (5,092)		-2.83%
VanPool Services	\$ 50,000	\$ 50,000	\$ 50,000	\$ -		0.00%
Overs & Shorts	\$ -	\$ -	\$ -	\$ -		0.00%
Bus Bench Advertising	\$ 65,000	\$ 63,901	\$ 65,000	\$ -		0.00%
Investment Income	\$ 100,000	\$ 103,285	\$ 120,000	\$ 20,000		20.00%
Gain(Loss) Asset Disposal	\$ 50,000	\$ 50,000	\$ 55,000	\$ 5,000		10.00%
Staples Street Center	\$ -	\$ -	\$ 874,534	\$ 874,534		100.00%
On-Board Bus Advertising	\$ 102,000	\$ 102,000	\$ 102,000	\$ -		0.00%
Other Income	\$ 28,500	\$ 99,747	\$ 193,986	\$ 165,486		580.65%
Sales Tax Revenues	\$ 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%
TOTAL FUND REVENUES	\$ 41,276,926	\$ 41,337,834	\$ 44,091,940	\$ 2,815,014		6.82%

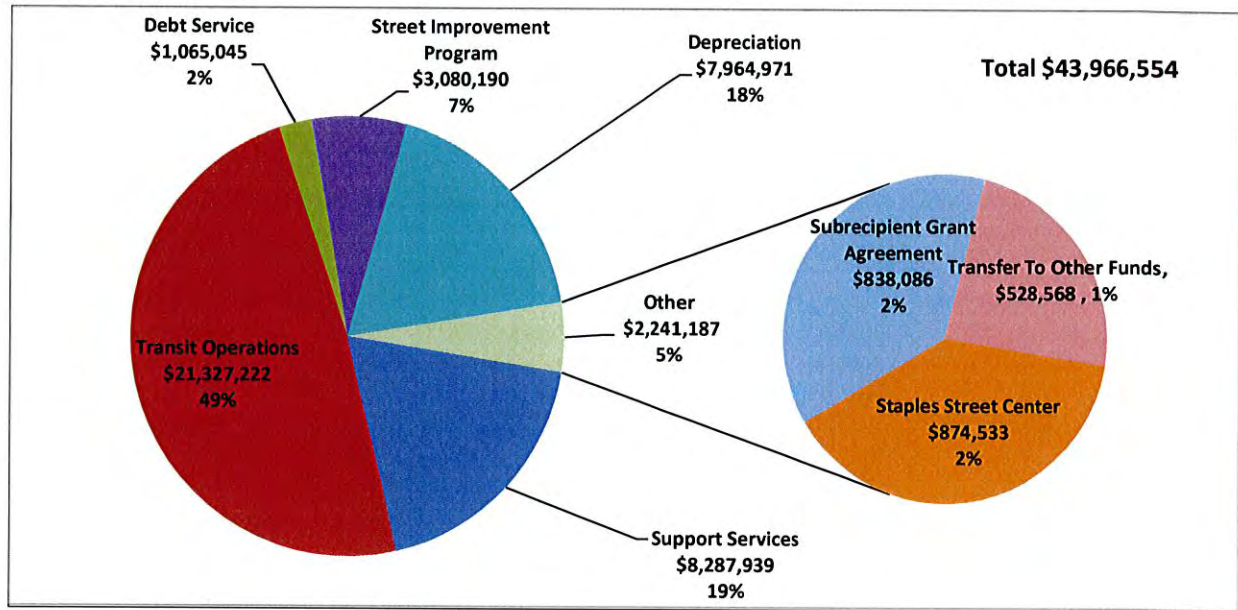
Expenses By Department

This table provides a listing of the proposed departmental budgets along with the department's percentage of total to the entire operating budget.

Department	Proposed FY 2016	% of Budget
01 Transportation	\$ 7,153,341	16.27%
02 Customer Service	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	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 Other Funds	528,568	1.20%
85 Sub-Recipient Grant Agreements	838,086	1.91%
88 Street Maintenance	3,080,190	7.01%
90 Depreciation	7,964,971	18.12%
TOTAL EXPENSES	\$ 43,966,554	100.00%

Expenses By Divisions

This chart groups the departmental expenses in divisional categories to emphasize that nearly 50% of our expenses are in core transit operations.



Expenditures By Expense Category

This table provides a statement showing proposed expenditure spending by each line item account within a major expense category and the dollar and percentage change from FY 2015 Adopted Budget.

01 FUND EXPENDITURES	FY 2015		FY 2016		
	BUDGET	PROPOSED	\$ CHG	% CHG	
50101010 SALARIES AND WAGES - OPERATOR	\$ 4,800,519	\$ 5,368,914	\$ 568,395	11.84%	
50102010 SALARIES AND WAGES - OTHER	\$ 5,103,076	\$ 5,649,201	\$ 546,125	10.70%	
50103010 OVERTIME - OTHER	\$ 221,763	\$ 155,812	\$ (65,951)	-29.74%	
50104010 OVERTIME - OPERATORS	\$ 670,975	\$ 521,115	\$ (149,860)	-22.33%	
50201010 MEDICARE	\$ 153,834	\$ 168,185	\$ 14,351	9.33%	
50202010 PENSION	\$ 824,702	\$ 924,312	\$ 99,610	12.08%	
50203010 GROUP HEALTH	\$ -	\$ 30,000	\$ 30,000	100.00%	
50204010 DENTAL	\$ 4,500	\$ 32,000	\$ 27,500	611.11%	
50205010 LIFE INSURANCE	\$ 47,194	\$ 53,587	\$ 6,393	13.55%	
50206010 DISABILITY INSURANCE	\$ 66,534	\$ 64,902	\$ (1,632)	-2.45%	
50207010 UNEMPLOYMENT	\$ 48,912	\$ 48,912	\$ -	0.00%	
50213010 UNIFORM AND TOOL ALLOWANCE	\$ 3,850	\$ 3,850	\$ -	0.00%	
50214110 TUITION REIMBURSEMENT	\$ 109,100	\$ 83,600	\$ (25,500)	-23.37%	
50214210 WORKERS COMPENSATION	\$ 92,871	\$ 166,083	\$ 73,212	78.83%	
50214310 INCENTIVE AWARDS	\$ 144,600	\$ 77,900	\$ (66,700)	-46.13%	
TOTAL SALARIES AND BENEFITS	\$ 12,292,430	\$ 13,348,373	\$ 1,055,943	8.59%	
50310010 PRODUCTION FEES	\$ 60,560	\$ 59,760	\$ (800)	-1.32%	
50322010 CONSULTING SERVICES	\$ 184,000	\$ 187,000	\$ 3,000	1.63%	
50324010 LEGAL FEES	\$ 157,400	\$ 157,400	\$ -	0.00%	
50326010 COMPUTER CONSULTING SERV	\$ 36,600	\$ 44,100	\$ 7,500	20.49%	
50329910 OTHER PROFESSIONAL SERV	\$ 722,499	\$ 655,917	\$ (66,582)	-9.22%	
50330010 TEMPORARY SERVICES	\$ 20,552	\$ 85,445	\$ 64,893	315.75%	
50344010 REFUSE REMOVAL	\$ 85,300	\$ 164,135	\$ 78,835	92.42%	
50346010 CONTRACTED MAINTENANCE	\$ 445,228	\$ 789,809	\$ 344,581	77.39%	
50346210 CONTRACTED BLDG MAINT	\$ 55,200	\$ 132,500	\$ 77,300	140.04%	
50346410 CONTRACTED SHELTER MAINT	\$ 426,209	\$ 537,085	\$ 110,876	26.01%	
50346610 CONTRACTED VEHICLE MAINT	\$ 245,400	\$ 194,200	\$ (51,200)	-20.86%	
50360010 SECURITY SERVICE	\$ 538,200	\$ 610,351	\$ 72,151	13.41%	
50372010 EMPLOYEE EXAMS	\$ 29,980	\$ 32,005	\$ 2,025	6.75%	
50379910 OTHER SERVICES	\$ 5,120	\$ 5,120	\$ -	0.00%	
TOTAL OTHER SERVICES	\$ 3,012,248	\$ 3,654,827	\$ 642,579	21.33%	
50401010 FUEL AND LUBRICANTS	\$ 2,820,130	\$ 1,104,547	\$ (1,715,583)	-60.83%	
50401110 FUEL AND LUBRICANT TAXES	\$ 219,850	\$ 173,920	\$ (45,930)	-20.89%	
50401210 FREIGHT, DELIVERY, ENVIRMNTL FEE	\$ 4,700	\$ 2,700	\$ (2,000)	-42.55%	
50401310 SPILL TAX AND L.U.S.T.	\$ 3,300	\$ 3,900	\$ 600	18.18%	
50402010 TIRES AND TUBES	\$ 225,000	\$ 116,250	\$ (108,750)	-48.33%	
50490110 REPAIR PARTS	\$ 1,169,000	\$ 952,150	\$ (216,850)	-18.55%	
50490210 BUS CLEANING SUPPLIES	\$ 11,200	\$ 13,200	\$ 2,000	17.86%	

Expenditures By Expense Category Continued

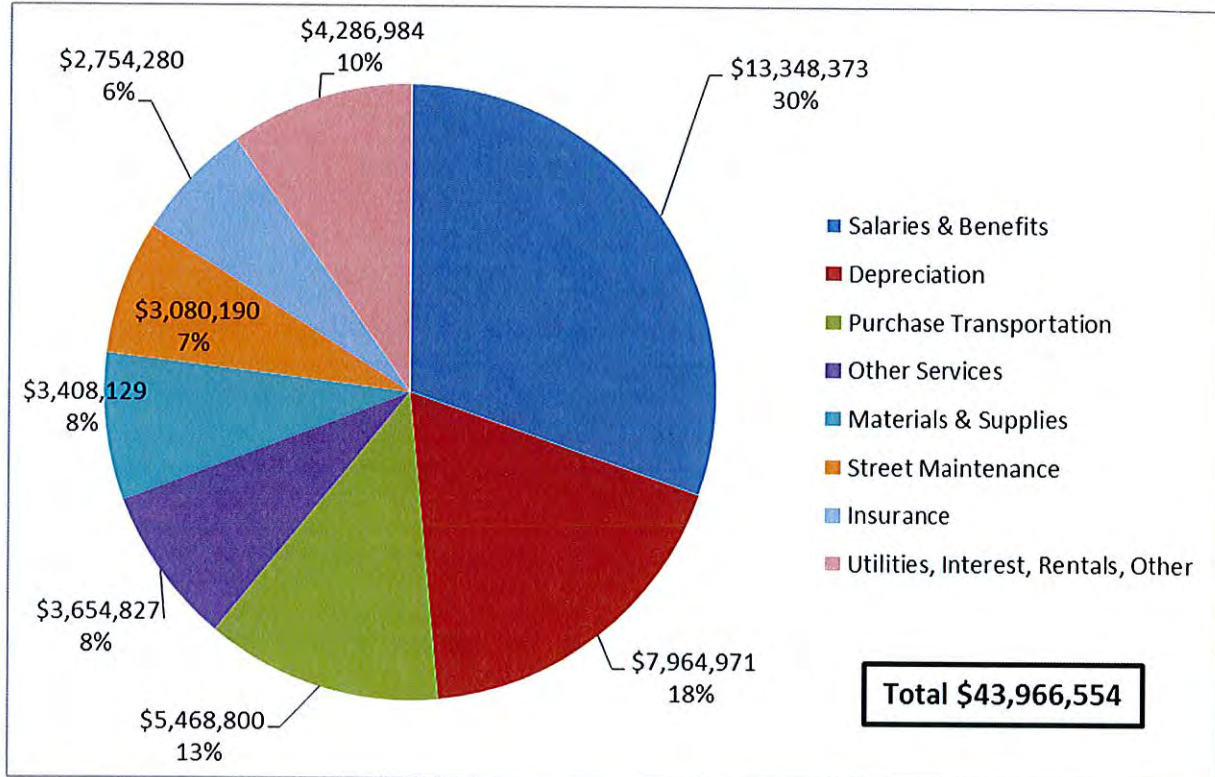
01 FUND EXPENDITURES	FY 2015		FY 2016		% CHG
	BUDGET	PROPOSED			
50490310 BUILDING MAINT MATERIALS	\$ 92,500	\$ 160,500	\$ 68,000		73.51%
50490410 PROMOTIONAL SUPPLIES	\$ 103,637	\$ 84,850	\$ (18,787)		-18.13%
50490510 VEHICLE MAINTENANCE MANDS	\$ 135,000	\$ 150,000	\$ 15,000		11.11%
50490610 SHELTER MAINT SUPPLIES	\$ 168,500	\$ 85,000	\$ (83,500)		-49.55%
50490710 JANITORIAL SUPPLIES	\$ -	\$ 40,000	\$ 40,000		100.00%
50491110 OFFICE SUPPLIES	\$ 71,880	\$ 54,890	\$ (16,990)		-23.64%
50491210 POSTAGE AND EXPRESS	\$ 21,095	\$ 24,860	\$ 3,765		17.85%
50491310 MINOR TOOLS AND EQUIPMENT	\$ 87,500	\$ 37,000	\$ (50,500)		-57.71%
50491410 MINOR OFFICE EQUIPMENT	\$ 47,599	\$ 43,130	\$ (4,469)		-9.39%
50492010 PRINTING	\$ 187,305	\$ 173,400	\$ (13,905)		-7.42%
50493010 UNIFORMS	\$ 94,326	\$ 122,740	\$ 28,414		30.12%
50499910 OTHER MATERIALS AND SUPPLIES	\$ 25,199	\$ 62,091	\$ 36,892		146.40%
TOTAL MATERIAL AND SUPPLIES	\$ 5,487,721	\$ 3,405,129	\$ (2,082,593)		-37.95%
50502010 TELECOMMUNICATIONS	\$ 122,278	\$ 126,877	\$ 4,599		3.76%
50502110 ELECTRICITY	\$ 416,200	\$ 710,020	\$ 293,820		70.60%
50502210 WATER AND GAS	\$ 56,771	\$ 318,663	\$ 261,892		461.31%
TOTAL UTILITIES	\$ 595,249	\$ 1,155,560	\$ 560,311		94.13%
50603010 PROPERTY AND LIABILITY INSURANCE	\$ 376,400	\$ 463,677	\$ 87,277		23.19%
50610010 HEALTH CARE SELF INSURANCE	\$ 1,900,000	\$ 2,290,603	\$ 390,603		20.56%
TOTAL INSURANCE	\$ 2,276,400	\$ 2,754,280	\$ 477,880		20.99%
50801010 CONTRACTED DEMAND RESPONSE SERVICES	\$ 14,511	\$ 30,000	\$ 15,489		106.74%
50802010 CONTRACT FIXED ROUTE	\$ 144,000	\$ 275,000	\$ 131,000		90.97%
50803310 HARBOR FERRY SERVICE	\$ 729,741	\$ 12,000	\$ (717,741)		-98.36%
50803410 ROBSTOWN #34	\$ 200,000	\$ 200,000	\$ -		0.00%
50803610 TEXAS A&M WAVE	\$ 145,000	\$ 145,000	\$ -		0.00%
50803910 B-LINE FUEL	\$ 461,960	\$ 400,000	\$ (61,960)		-13.41%
50804010 B-LINE SERVICE	\$ 3,800,000	\$ 3,800,000	\$ -		0.00%
50804110 PROTOTYPE ALTERNATE B-LINE SERV	\$ 85,000	\$ 85,000	\$ -		0.00%
50805010 PORT ARANSAS FLEXI-B	\$ 110,000	\$ 110,000	\$ -		0.00%
50807010 RURAL - ROUTE 67	\$ 275,000	\$ 278,000	\$ 3,000		1.09%
50808010 PT/VANPOOL	\$ 136,800	\$ 136,800	\$ -		0.00%
TOTAL PURCHASED TRANSPORTATION	\$ 6,102,012	\$ 5,471,800	\$ (630,212)		-10.33%
50901010 DUES AND SUBSCRIPTIONS	\$ 106,451	\$ 73,428	\$ (33,023)		-31.02%
50902110 TRAVEL, TRAINING AND MTNGS	\$ 349,075	\$ 303,250	\$ (45,825)		-13.13%
50908010 ADVERT/PROMO MEDIA EXP.	\$ 112,731	\$ 116,723	\$ 3,992		3.54%
50908010 ADVERT/PROMO MEDIA EXP.	\$ 83,890	\$ 83,890	\$ -		0.00%
50909510 COMMUNITY SERVICES	\$ 36,045	\$ 49,125	\$ 13,080		36.29%
50909910 OTHER MISCELLANEOUS EXP.	\$ 18,600	\$ 31,400	\$ 12,800		68.82%
TOTAL OTHER MISCELLANEOUS	\$ 706,792	\$ 657,816	\$ (48,976)		-6.93%
51102010 INTEREST EXPENSE	\$ 1,075,788	\$ 1,066,669	\$ (9,119)		-0.85%
51201010 LEASES AND RENTALS	\$ 75,483	\$ 40,285	\$ (35,198)		-46.63%
TOTAL INTEREST EXPENSE AND LEASES & RENTALS	\$ 1,151,271	\$ 1,106,954	\$ (44,317)		-3.85%
60230110 DEPRECIATION EXPENSE	\$ 5,163,424	\$ 7,964,971	\$ 2,801,547		54.26%
60355510 STREET MAINTENANCE	\$ 2,969,380	\$ 3,080,190	\$ 110,810		3.73%
60385510 SUB-RECIPIENT	\$ -	\$ 838,086	\$ 838,086		100.00%
60401010 CAPITAL PROJECTS	\$ 1,520,000	\$ 528,568	\$ (991,432)		-65.23%
TOTAL DEPRECIATION, STREET MAINTENANCE & CAPITAL	\$ 9,652,804	\$ 12,411,815	\$ 2,759,011		28.58%
TOTAL 01 FUND EXPENDITURES	\$ 41,276,927	\$ 43,966,554	\$ 2,689,626		6.52%

Summary of Expenditures By Category

This graph summarizes the proposed expenditures in 12 major categories and provides the percentage of each category to the entire budget.

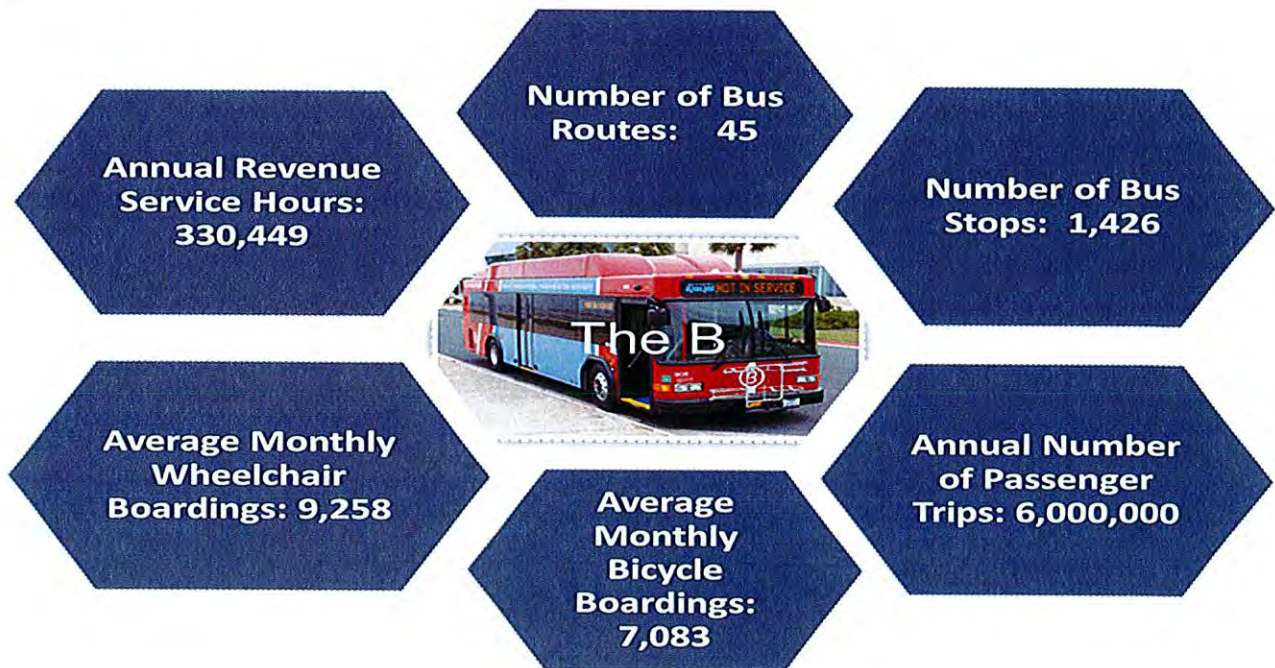
Expense Category	FY2016	% of Budget
Salaries & Benefits	\$ 13,348,373	30.36%
Depreciation	7,964,971	18.12%
Purchased Transportation	5,468,800	12.44%
Other Services	3,654,827	8.31%
Materials & Supplies	3,408,129	7.75%
Street Maintenance	3,080,190	7.01%
Insurance	2,754,280	6.26%
Utilities	1,155,560	2.63%
Interest & Lease Rentals	1,106,954	2.52%
Sub-Recipient Grant Agreements	838,086	1.90%
Other Miscellaneous Expenses	657,816	1.50%
Transfer To Other Funds	528,568	1.20%
Total Expenditures	\$ 43,966,554	100.00%

This graph depicts the summary of expenditures by category showing that personnel costs represent the largest investment of the Agency.



Operating Budget Overview

DEPARTMENT	BUDGET 2015	ESTIMATE 2015	PROPOSED 2016	\$ 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 OTHER FUNDS	\$1,520,000	\$0	\$528,568	(\$991,432)	-65.23%
85-SUBRECIPIENT GRANT AGREEMENTS	\$0	\$0	\$838,086	838,086	100.00%
88 STREET IMPROVEMENT PROGRAM	\$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		



Comparative Statement of Revenue and Expenses
FY 2016 Proposed Operating Budget vs FY 2015 Adopted Budget

Description	2015		2016	Variance	
	Adopted Budget	Estimate	Proposed	\$	%
Operating Revenues:					
Passenger Service	\$ 1,962,602	\$ 1,950,099	\$ 1,979,354	\$ 16,752	0.85%
Bus Advertising	65,000	165,901	167,000	102,000	156.92%
Other Operating Revenues	130,500	99,747	193,986	63,486	48.65%
Total Operating Revenues	\$ 2,158,102	\$ 2,215,747	\$ 2,340,340	\$ 182,238	8.44%
Operating Expenses:					
Transportation	\$ 6,577,693	\$ 6,779,603	\$ 7,153,341	\$ 575,648	8.75%
Customer Programs	310,860	264,142	254,498	(56,362)	-18.13%
Purchased Transportation	6,273,169	5,916,494	5,589,214	(683,955)	-10.90%
Service Development	711,630	477,041	633,180	(78,450)	-11.02%
MIS	558,190	579,796	600,643	42,453	7.61%
Vehicle Maintenance	7,015,393	5,929,537	5,214,775	(1,800,618)	-25.67%
Facilities Management	1,594,978	1,472,825	2,125,185	530,207	33.24%
Contracts and Grants	284,626	249,201	200,992	(83,634)	-29.38%
General Management	622,998	643,507	659,292	36,294	5.83%
Finance and Accounting	440,667	452,386	546,119	105,452	23.93%
Materials Management	125,811	137,247	125,005	(806)	-0.64%
Human Resources	3,532,886	3,917,481	4,183,251	650,365	18.41%
Administration and DBE	373,851	379,272	395,725	21,874	5.85%
Capital Projects	178,721	182,579	183,335	4,614	2.58%
Marketing & Communication	625,211	630,590	630,904	5,693	0.91%
Safety & Security	1,296,874	993,711	1,119,702	(177,172)	-13.66%
Staples Street Center	27,200	34,823	874,533	847,333	3115.19%
Total Operating Expenses	\$ 30,550,758	\$ 29,040,235	\$ 30,489,694	\$ (61,064)	-0.20%
Transfer Out To Other Funds	\$ 1,520,000	\$ -	\$ 528,568	(991,432)	-65.23%
Debt Service	\$ 1,073,364	\$ 1,074,164	\$ 1,065,045	(8,319)	-0.78%
Depreciation	\$ 5,163,424	\$ 6,914,258	\$ 7,964,971	2,801,547	54.26%
Total Expenses	\$ 38,307,546	\$ 37,028,657	\$ 40,048,278	\$ 1,740,732	4.54%
Operating Income (Loss)	\$ (36,149,444)	\$ (34,812,910)	\$ (37,707,938)	\$ (1,558,494)	4.31%
Other Income (Expense)					
Sales Tax Revenue	\$ 35,846,246	\$ 35,846,246	\$ 36,741,402	\$ 895,156	2.50%
Federal, State, & Local Grants	3,122,578	3,122,577	3,122,578	-	0.00%
Investment Income	100,000	103,285	120,000	20,000	20.00%
Disposal of Assets	50,000	50,000	55,000	5,000	10.00%
Street Improvement Program	(2,969,380)	(3,008,433)	(3,080,190)	(110,810)	3.73%
Staples Street Center	-	-	874,534	874,534	100.00%
Total Other Income (Expense)	\$ 36,149,444	\$ 36,113,675	\$ 37,833,324	\$ 1,683,880	4.66%
Net Income (Loss)	\$ -	\$ 1,300,765	\$ 125,386	\$ 125,386	

Capital Budget



The Capital Budget includes six (6) new capital projects with total project costs of \$7,005,559. CCRTA anticipates grant funding of \$5,540,364 for projects that meet eligibility requirements and funding the balance of \$1,465,195 from current revenues. New investments include the acquisition of eleven (11) GILLIG 40' CNG buses and the continuation of our comprehensive bus stop improvement program. The addition of the new buses increases the number of CNG buses to 96 and the ratio of CNG buses to 78%, significantly advancing the Agency's clean fuel plan which began in 2011 to convert all revenue buses. The current fleet consists of 123 revenue vehicles; 77 fixed route and 46 cut-away buses.



This year the Capital Budget includes nearly \$1.4M for ADA improvements. Under the ADA Phase VII project approximately \$1M will be spent for alterations to almost 100 bus stops. This is a continuation of a project that began in 2008 and spans over multiple implementation phases. In addition we will be launching a new road maintenance program involving ADA bus stop improvement projects. The project calls for the construction of 11' x 60' **bus stop concrete street pads** aimed to support the decelerations/accelerations of the buses at bus stops. This effort complements CCRTA's practice in constructing 10' x 30' **bus stop shelter landing pads** which exceed ADA minimum requirements for safer wheelchair mobility. The budget also calls for more shelter amenities and pedestrian connectivity enhancements. The installation of bike lockers at transfer stations will also begin in FY2016.

New Capital Projects Listed By Project Classification

Project	Project Costs	Grant Funded	Local Funded	Grant Funding Mix
Buses (11-40' GILLIG)	\$ 5,284,664	\$ 4,491,964	\$ 792,700	85/15
Bus Stop Road Maintenance Program (8 to 10 Bus Stops)	322,395	-0-	322,395	-
Waco Street ADA Pedestrian Signalization	70,000	-0-	70,000	-
State of Good Repair Tracking Software	18,000	-0-	18,000	-
Trip-End Bike Facility Installation	310,500	248,400	62,100	80/20
ADA Bus Stop Improvement Phase VII (Approximately 100 Stops)	1,000,000	800,000	200,000	80/20
Total 6 New Projects	\$ 7,005,559	\$ 5,540,364	\$ 1,465,195	

Capital Plan



The Capital Plan for FY2016 calls for 30 projects with project costs of \$25,606,376, inclusive of the six (6) new projects that have been described above and twenty-four (24) projects rolling forward from FY2015 with a remaining project completion balance of \$18,600,817. Funding for the projects rolling forward has been appropriated in previous years. The local portion of the project costs amounting to \$15,118,047 are accounted for in the designated section of the fund balance. We anticipate grant funding of \$2,803,355 for projects that meet eligibility requirements and, \$679,415 from bond proceeds.

Although we have a significant number of projects rolling forward from FY2015 the majority of the projects are associated with the completion of the new Staples Street Center and the transitional costs associated with the relocation of administrative offices and the remodeling of the existing building necessary to centralize operations. Other investments rolling forward include a heating and ventilation system, a fuel management system, the purchase of 22 non-revenue vehicles and over \$4,000,000 to fund projects under our bus stop improvement program.

Capital Projects Rolling Forward Listed By Project Classification

Project Type	Project Costs	Bond Funded	Grant Funded	Local Funded
Bus Shelter Amenities	\$ 606,994	-0-	\$ 405,595	\$ 201,399
Bus Stop Improvements	\$ 2,125,000	-0-	\$ 1,604,000	\$ 521,000
Equipment	\$ 21,000	-0-	-0-	\$ 21,000
Facilities	\$ 10,780,769	\$ 679,415	-0-	\$ 10,101,354
Street Improvements	\$ 888,903	-0-	-0-	\$ 888,903
Technology	\$ 1,418,151	-0-	\$ 793,760	\$ 624,391
Transfer Stations	\$ 810,000	-0-	-0-	\$ 810,000
Community Bus	\$ 1,000,000	-0-	-0-	\$ 1,000,000
Non-Revenue Vehicles	\$ 950,000	-0-	-0-	\$ 950,000
Total 24 CIP Rolling Forward to FY2016	\$ 18,600,817	\$ 679,415	\$ 2,803,355	\$ 15,118,047

Capital Projects Rolling Forward Listed By Projects

PROJECT #	PROJECT NAME	PROJECT COSTS	BOND FUNDED	GRANT FUNDED	LOCAL FUNDED
2011-01	Staples Street Center	\$ 9,484,769	\$ 679,415	\$ -	\$ 8,805,354
2013-04	Security Camera System (Bear Lane, SSC, Transfer Stations)	\$ 269,852	\$ -	\$ -	\$ 269,852
2013-08	Shelter Amenities	\$ 506,994	\$ -	\$ 405,595	\$ 101,399
2013-11	Trip Planning System/Transloc	\$ 374,600	\$ -	\$ 299,680	\$ 74,920
2014-02	Community Bus	\$ 1,000,000	\$ -	\$ -	\$ 1,000,000
2014-05	Six Points Station	\$ 810,000	\$ -	\$ -	\$ 810,000
2014-06	Phase V combined with VI in 2015 (67 Stops @ \$15,000)	\$ 1,005,000	\$ -	\$ 804,000	\$ 201,000
2014-09	La Retama Park	\$ 70,000	\$ -	\$ -	\$ 70,000
2015-02	Miscellaneous Concrete Services	\$ 50,000	\$ -	\$ -	\$ 50,000
2015-03	Bus Stop Amenities	\$ 100,000	\$ -	\$ -	\$ 100,000
2015-04	Bus Stop Improvements Concrete Infrastructure	\$ 1,000,000	\$ -	\$ 800,000	\$ 200,000
2015-05	Bear Lane Renovations	\$ 500,000	\$ -	\$ -	\$ 500,000
2015-06	Design Services for Administration Renovations	\$ 63,000	\$ -	\$ -	\$ 63,000
2015-07	Mestina & Artensian Street Improvements	\$ 888,903	\$ -	\$ -	\$ 888,903
2015-08	Fuel Management System	\$ 350,000	\$ -	\$ -	\$ 350,000
2015-09	Heating Ventilation System	\$ 120,000	\$ -	\$ -	\$ 120,000
2015-11A	Operator Relief Vehicles	\$ 400,000	\$ -	\$ -	\$ 400,000
2015-11B	Maintenance Support Trucks	\$ 550,000	\$ -	\$ -	\$ 550,000
2015-11C	Replace Portable Lift	\$ 13,000	\$ -	\$ -	\$ 13,000
2015-11D	Replace R134 HVAC Re-Claimer	\$ 8,000	\$ -	\$ -	\$ 8,000
2015-14	SSC IT Projects	\$ 599,299	\$ -	\$ 354,560	\$ 244,739
2015-15	Phone Server Call Enhancements	\$ 45,000	\$ -	\$ 36,000	\$ 9,000
2015-16	Veterans Info Interactive Wall	\$ 129,400	\$ -	\$ 103,520	\$ 25,880
2015-20	ADA/RCAT SSC Improvements	\$ 263,000	\$ -	\$ -	\$ 263,000
24 Capital Projects Rolling Forward		\$ 18,600,817	\$ 679,415	\$ 2,803,355	\$ 15,118,047

Robstown Transfer Station



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		15,118,047
New Projects FY 2016		1,465,195
Total Local Share for Capital Projects	\$	21,870,434
Total Estimated Balance Before Restricted Funds	\$	12,015,925
<u>Less Restricted Funds:</u>		
<i>Operating Reserve:</i>		
(25% of \$29,615,160 FY 2016 Operating Budget less designated Employee Benefits Reserve)	\$	6,203,790
<i>Employee Benefits Reserve (Per Policy)</i>		1,200,000
<i>Capital Budget Reserve:</i>		
(25% of \$7,005,559 FY 2016 Capital Budget)		1,751,390
Total Restricted	\$	9,155,180
2016 Estimated Fund Balance/Unreserved/Unrestricted	\$	2,860,745

Full Time Equivalent Positions

We are proposing the addition of **13** positions to meet the demands of the upcoming year. The majority of the positions are for staffing the new Staples Street Center which will require six (**6**) FTE's; one office manager, one office clerk, two facility custodians and two facility maintenance technicians. Transportation will require five (**5**) more FTE's, adding three more dispatchers and two more bus operators. Service Development and the Finance Department will each add one FTE to their departments.

FULL TIME EQUIVALENT POSTIONS					
Department	2015			2016	
	Funded FTE's	Additions or Deletions	Revised FTE's	Additions or	Proposed
01 TRANSPORTATION	169.00	0.00	169.00	5.00	174.00
02 CUSTOMER PROGRAMS	4.80	0.00	4.80	0.00	4.80
03 PURCHASED TRANSPORTATION	3.00	-1.00	2.00	0.00	2.00
04 SERVICE DEVELOPMENT	3.00	1.00	4.00	1.00	5.00
07 MIS	3.00	0.00	3.00	0.00	3.00
11 VEHICLE MAINTENANCE	41.00	0.00	41.00	0.00	41.00
21 FACILITIES MANAGEMENT	15.00	0.00	15.00	0.00	15.00
40 CONTRACTS AND GRANTS	5.00	-1.00	4.00	0.00	4.00
41 GENERAL MANAGEMENT	1.00	1.00	2.00	0.00	2.00
42 FINANCE AND ACCOUNTING	5.55	0.00	5.55	1.00	6.55
43 MATERIALS MANAGEMENT	3.00	0.00	3.00	0.00	3.00
44 HUMAN RESOURCES	3.00	0.50	3.50	0.00	3.50
45 ADMINISTRATION/DBE	5.00	0.00	5.00	0.00	5.00
49 CAPITAL PROJECTS	2.00	0.00	2.00	0.00	2.00
50 MARKETING & COMMUNICATION	3.00	0.00	3.00	0.00	3.00
52 SAFETY & SECURITY	2.00	0.00	2.00	0.00	2.00
77 STAPLES STREET CENTER	0.00	0.00	0.00	6.00	6.00
	268.35	0.5	268.85	13.00	281.85



Review

The Board of Directors reviewed the Proposed FY 2016 Operating and Capital Budget during the Budget Workshops held on July 23, 2015, August 12, 2015, August 26, 2015, September 2, 2015, and October 14, 2015. The total annual budget remains at \$51,097,499; \$44,091,940 to fund the Operating Budget and \$7,005,559 to fund the Capital Budget. Revenues remain at \$44,091,940 and expenses at \$43,966,554 providing a projected surplus of \$125,386.

Public Hearing

A public hearing is scheduled for November 4, 2015, prior to the adoption of the budget.


Recommendation

Staff requests that the Board of Directors adopt:

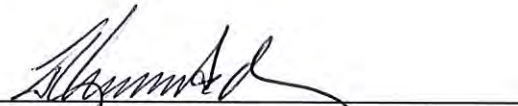
- a) 2016 Operating Budget
- b) 2016 Capital Budget.

Respectfully Submitted,

Submitted by:


Sandy Roddel
Budget Analyst

Approval:


Jorge Cruz-Acedo
Chief Executive Officer



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

Board of Directors' Memo

November 4, 2015

Subject: Authorize Awarding a Contract to Four Winds Interactive for Digital Interactive Video Wall and Mosaic Video Displays

Background

The CCRTA will provide our Veterans and RTA riders transit information through new digital Interactive display technology. The information displayed will provide Veterans locations of medical and veteran facilities on CCRTA's transit system map with route schedules. It will also have contact information, phone numbers, videos and transit route maps as well.

Identified Need

With the Board of Directors' approval, a Request for Proposals (RFP) was issued on September 14, 2015, structured as a Digital Interactive Video Wall and Mosaic Video Displays purchase with warranty and installation. The proposals were received from Four Winds Interactive, DDS AV and Ford Audio Video. These proposals were evaluated for:

- Firm's Response to RFP
- System Requirements
- Experience/Certified Specialists
- DBE Participation
- Cost

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
Four Winds Interactive	57.20	30	\$153,436.99	87.20
Ford Audio Video	46	28.17	\$156.239	74.17
DDS AV	57.00	0	\$472,872	57

The apparent overall highest total points was awarded to Four Winds Interactive which has been in the business for many years nationwide and has specialized in Interactive

Screen Technologies. Four Winds Interactive has worked with many retail, commercial and government agencies including Washington Metropolitan Area Transit Authority, NASA, and many airports in the U.S.

Financial Impact

The total cost for the Digital Interactive Video Wall and Mosaic Video Displays is \$153,436.99. The funds for the Digital Interactive Video Wall and Mosaic Video Displays were identified in the MIS 2015 Capital Projects Plan using the VTCLI Grant.


Committee Review

The Administration Committee reviewed this item at the October 28, 2015 meeting and recommended approval.

Recommendation

The Board of Directors authorize the Chief Executive Officer (CEO) to award a contract to Four Winds Interactive for Digital Interactive Video Wall and Mosaic Video Displays.

Respectfully Submitted,

Submitted by: 
David Chapa
Director of Information Technology

Approval: 
Jorge Cruz-Aedo
Chief Executive Officer



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

Board of Directors' Memo

November 4, 2015

**Subject: Request for Proposals (RFP) for an Integrated Audio-Video Systems
Design and Installation Contract**

Background

The Staples Street Centers Board Room and conference rooms will need to have an Integrated Audio and Video system designed and installed in the new center. The A/V equipment will provide audio and video functions that are needed to run daily operations and board meetings.

Identified Need

The purpose of soliciting proposals is to identify a provider for an Integrated Audio-Video system for the new Staples Street Center. The successful proposer will help design, build and install all A/V equipment that will be needed for the board room, eligibility room and all conference rooms in the Staples Street Center building.

Financial Impact

The funds for the Integrated Audio-Video Systems design and installation contract were identified in the MIS 2015 budget.

Committee Review

The Administration Committee reviewed this item at the October 28, 2015 meeting and recommended approval.

Recommendation

The Administration Committee recommends the Board of Directors authorize the Chief Executive Officer issue a Request for Proposals (RFP) for an Integrated Audio-Video Systems design and installation contract.

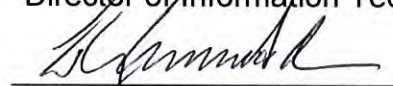
Respectfully Submitted,

Submitted by:



David Chapa
Director of Information Technology

Approval:



Jorge Cruz-Aedo
Chief Executive Officer



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

Board of Directors Memo

November 04, 2015

Subject: State and Federal Legislative Consulting Services

Background:

CCRTA contracts for State and Federal Legislative consulting services to assist with state legislative initiatives, legislative process, access, and identification of discretionary funding opportunities.

Identified Need:

CCRTA currently contracts with Longbow Partners, LLP, to provide state legislative consulting services and with Meyers & Associates to provide federal legislative consulting services. The state legislative consulting services contract is scheduled to expire on January 20, 2016, and the federal legislative consulting services contract is scheduled to expire on February 04, 2016.

Financial Impact:

The two-year option contract costs are as follows:

- State Legislative Consulting Services
 - Non-Legislative Session
 - Annually - \$48,000
 - Legislative Session
 - Annually - \$58,000
- Federal Legislative Consulting Services
 - Annually - \$60,000

Committee Review

The Governmental Relations Subcommittee met on October 28, 2015, and recommended approval of this item.

Recommendation:

Staff requests the Board of Directors authorize the Chief Executive Officer to issue a Request for Proposals (RFP) for State and Federal Consulting Services.

Respectfully Submitted,

Submitted by:

William "Billy" Laridis
Interim Director of Procurement

Approval:

Jorge G. Cruz-Aedo
Chief Executive Officer



CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY

Board of Director's Memo

November 4, 2015

**Subject: Enter into a Professional Service Agreement for Financial Auditing
Services of the Defined Benefits Plan**

Background

Pursuant to the Texas Administrative Code Chapter 452.101, the Corpus Christi Regional Transportation Authority's governing Board of Directors shall "...appoint auditors...and prescribe their duties, compensation, and tenure." Since the Authority receives federal assistance, the Federal Transit Administration also requires a financial audit and a compliance audit be performed annually by an independent public accounting firm.

Legislation passed by the Texas Legislature amended Chapter 802 of the Texas Government Code to include the requirement that the governing body of the public retirement system (Defined Benefits Plan) have the accounts of the system audited at least annually by a certified public accountant in accordance with generally accepted auditing standards. A general audit of a governmental entity does not satisfy this requirement.

Identified Need

In the past, the Defined Benefits Plan has only been included in the CCRTA's general audit. With the change in State statutes, the Defined Benefits Plan requires that an independent audit be performed. The Pension Review Board has informed the CCRTA that an independent audit is now required for fiscal year ending December 31, 2014. This audit will be performed in a similar manner as the CCRTA financial audit is performed. Since this will be the first year for a separate audit of the Defined Benefits Pension Plan, the Finance Department is requesting we perform the audit for 2014 only. Once the audit is complete, we will have a better understanding of the requirements and costing for future years.

Audit Objectives of Auditor

1. Expression of opinion as to whether primary financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information accompanying the basic financial statements.
2. Report on Internal controls related to the financial statements and compliance with laws, regulations, and the provisions of contracts or grant agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Governmental Auditing Standards*.

Financial Impact

Since this is a new requirement, funding for the audit will be provided through departmental savings projected through the end of the fiscal year ending December 31, 2015.

Recommendation

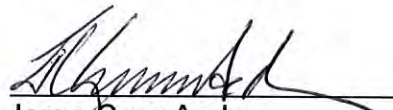
The Board of Directors authorize the Chief Executive Officer (CEO) or designee to enter into a professional service agreement for Financial Auditing Services for the Defined Benefits Plan for fiscal year ending December 31, 2014 to Collier Johnson & Woods, PC.

Respectfully Submitted,

Submitted by:


Cindy O'Brien
Director of Finance

Approval:


Jorge Cruz-Aedo
Chief Executive Officer



CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY

Board of Director's Memo

November 4, 2015

Subject: Enter into a Professional Service Agreement for Financial Auditing Services

Background

Pursuant to the Texas Administrative Code Chapter 452.101, the Corpus Christi Regional Transportation Authority's governing Board of Directors shall "...appoint auditors...and prescribe their duties, compensation, and tenure." Since the Authority receives federal assistance, the Federal Transit Administration also requires a financial audit and a compliance audit be performed annually by an independent public accounting firm.

Identified Need

The existing audit services contract with Collier, Johnson and Woods, PC has expired. In order to perform required inventory procedures on December 31, 2015 and complete the 2015 annual audit in a timely manner, an auditing firm should be contracted with prior to December 31, 2015. Though the Board of Directors previously approved the issuance of a Request for Proposals (RFP) for Financial Auditing Services on September 2, 2015, due to the time needed to complete the RFP process and award a contract, it is highly unlikely that an auditor can be hired prior to December 31, 2015, which is the required date for the observation of the physical inventories of the CCRTA. If the inventory is not observed by the audit firm on the last day of the fiscal year, it is likely that the firm could issue a modified opinion, stating that the CCRTA was not able to meet the inventory requirements.

Audit Objectives of Auditor

1. Expression of opinion as to whether primary financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information accompanying the basic financial statements.
2. Report on Internal Controls related to the financial statements and compliance with laws, regulations, and the provisions of contracts or grant agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Governmental Auditing Standards*.
 - a. For 2015, specifically review internal controls, processes and procedures in the Maintenance Department.
 - b. For 2015, review Procurement, Accounting, and Cash Receipts policies and procedures.
3. Report on Internal control related to major programs and an opinion (or disclaimer of opinion) on compliance with laws, regulations, and the provisions of contract or grant

agreements that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*.

Timeliness of Audit

The current auditor, Collier, Johnson and Woods, PC, being familiar with the processes at the CCRTA, will be able to initiate the internal review process and policy review immediately upon approval of this agreement and make recommendations for improvements and/or changes to our existing policies as needed.

Financial Impact

Funding for the audit is included in the Finance Department budget and is estimated to cost \$36,000, which includes the additional internal control fieldwork stated above.

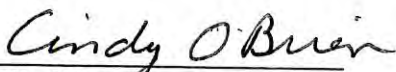
Future Action

A Request for Proposals for Financial Auditing Services will be issued by mid-year 2016 in order to have sufficient time for solicitation and award of a multi-year contract.

Recommendation

The Board of Directors authorize the Chief Executive Officer (CEO) or designee to enter into a Professional Service Agreement for Financial Auditing Services with Collier Johnson & Woods, PC for fiscal year ending December 31, 2015.

Respectfully Submitted,

Submitted by: 
Cindy O'Brien
Director of Finance

Approval: 
Jorge Cruz-Aedo
Chief Executive Officer



Subject: 2016 Service Holiday Schedule

Background

Each year, the Service Standards require the Board of Directors' to determine service holidays for the RTA. In the past, RTA has operated no service on three days during the year, and operated a modified service schedule on other dates. Attached is the draft notice to employees and contractors.

Identified Need

Staff recommends the Board of Directors' establish the Service Holiday schedule as follows:

Date	Holiday	Service Level
Sunday, March 27, 2016	Easter Sunday	No Service
Monday, May 30, 2016	Memorial Day	Sunday Service Level
Monday, July 04, 2016	Independence Day	Sunday Service Level
Monday, September 05, 2016	Labor Day	Sunday Service Level
Thursday, November 24, 2016	Thanksgiving Day	No Service
Friday, November 25, 2016	Black Friday	Saturday Service Level
Saturday, December 24, 2016	Christmas Eve	Service Terminates in Early Evening
Sunday, December 25, 2016	Christmas Day	No Service
Saturday, December 31, 2016	New Year's Eve	Saturday Service Level
Sunday, January 01, 2017	New Year's Day	Sunday Service Level

Financial Impact

No financial impact.

Committee Review

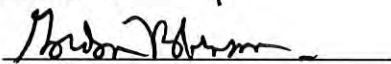
The Operations Committee did not meet in October.

Recommendation

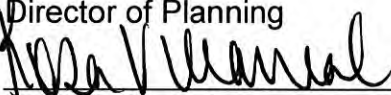
Staff recommends that the Board of Directors' adopt the 2016 Service Holiday Schedule as cited above.

Respectfully Submitted,

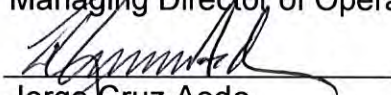
Submitted by:


Gordon Robinson
Director of Planning

Approval:


Rosa Villarreal
Managing Director of Operations

Approval:


Jorge Cruz-Aedo
Chief Executive Officer



To: RTA & Contract Employees
From: Jorge Cruz-Aedo, Chief Executive Officer
Re: 2016 Holidays and Service Levels

These service levels for 2016 are based on past experience with ridership levels, concerns, recommendations from staff, and input from the public as well as the transportation needs of our region.

- A. Sunday, March 27, 2016 – Easter Sunday: **RTA HOLIDAY - NO SERVICE**. Administration and Customer Service Center closed.
- B. Monday, May 30, 2016 – Memorial Day: RTA HOLIDAY – Sunday service level with regular fares. Administration and Customer Service Center closed.
- C. Monday, July 4, 2016 – Independence Day: RTA HOLIDAY - Sunday service level with regular fares. Administration and Customer Service Center closed.
- D. Monday, September 5, 2016 – Labor Day: RTA HOLIDAY - Sunday service level with regular fares. Administration and Customer Service Center closed.
- E. Thursday, November 24, 2016 – Thanksgiving Day: **RTA HOLIDAY - NO SERVICE**. Administration and Customer Service Center closed.
- F. Friday, November 25, 2016 – Black Friday: NO RTA HOLIDAY – Saturday service level with regular fares. Administration and Customer Service Center will remain open.
- G. Saturday, December 24, 2016 – NO RTA HOLIDAY – Saturday service level with regular fares, but ending earlier in the evening. Administration and Customer Service Center closed.
- H. Sunday, December 25, 2016 – Christmas Day: **RTA HOLIDAY - NO SERVICE**. Sunday service level with regular fares on Monday, December 26, 2016. Administration and Customer Service Center closed on December 25 and 26, 2016.
- I. Saturday, December 31, 2016 – New Year’s Eve: NO RTA HOLIDAY – Saturday service level with regular fares. Administration and Customer Service Center closed.
- J. Sunday, January 1, 2017 – New Year’s Day: RTA HOLIDAY - Sunday service level with regular fares. On Monday, January 2, 2017, Sunday service level with regular fares. Administration and Customer Service Center closed on January 1 and 2, 2017.



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

Board of Directors' Memo

November 4, 2015

**Subject: Procure the Staples Street Station Outdoor Furniture through Texas
Multiple Award Schedules (TXMAS)**

Background

The new Staples Street Station is currently under construction and scheduled for completion end of December. In preparation of the operational opening, outdoor transit station furniture needs to be installed.

Identified Need

The transit outdoor furniture was selected by Gignac and Associates. The company that they chose to work with is Landscape Forms, Inc. They have purchased products from this company in the past and have been very satisfied with the appearance and the quality of the products chosen.

Landscape Forms has listed the transit furniture selected by Gignac on the Texas Multiple Award Schedule, through the Texas Building and Procurement Commission Cooperative Purchasing Program (TBPC Co-Op).

The Texas Building and Procurement Commission Cooperative Purchasing Program (TBPC Co-Op) was created by legislation in 1979. The TBPC Co-Op offers members a unique opportunity to purchase goods and services from state contracts, Texas Multiple Award Schedules (TXMAS), and the Catalog Purchasing Program.

The following entities are allowed to participate in the Cooperative Program:

- Local governments
- MHMR community centers
- Assistance organizations

All TBPC term contracts have been competitively bid, saving valuable time. To use state term contracts all you need to do is send the TBPC Co-Op a requisition for the items procuring. They will then generate a state purchase order on our behalf, forwarding a copy to the RTA and the vendor. The vendor will then ship the merchandise and invoice the RTA directly.

Analysis

The Plexus product from Landscape Forms, Inc., is the style selected by Gignac and Associates. The items selected for procurement include:

- 16 Groups of 5 Seats
- 4 Recycle trash receptacles
- 4 Trash Receptacles
- 2 Ash Cans

Financial Impact

The estimated funding amount to procure the Plexus products through TXMAS is estimated at \$62,650.00.

Committee Review

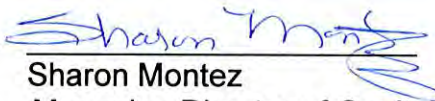
The Operations Committee did not meet in October.

Recommendation

Staff requests the Board of Directors authorize the Chief Executive Officer (CEO) or designee to procure the Staples Street Station outdoor furniture through Texas Multiple Award Schedules (TXMAS).

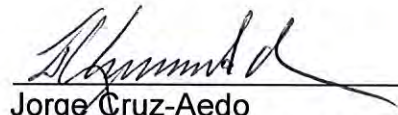
Respectfully Submitted,

Submitted by:



Sharon Montez
Managing Director of Capital Programs

Approval:



Jorge Cruz-Aedo
Chief Executive Officer



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

Board of Directors' Memo

November 4, 2015

Subject: Authorize Awarding a Contract to Schneider Electric for a Security Camera System

Background

The Staples Street Center and Transfer Station will need to have a security camera system purchased and installed in the new Staples Street Center. The high resolution camera system will provide video surveillance for the new building, parking lot and transfer station.

Identified Need

With the Board of Directors' approval, a Request for Proposals (RFP) was issued on August 31, 2015, structured as a security camera infrastructure purchase that includes warranty and installation. The proposals were received from Schneider Electric, Total Protection Systems Inc., Lensec, Diebold Security and 911 Security Camera Inc. These proposals were evaluated for:

- Ability and Approach
- Personnel and Equipment
- Experience
- Service Summary
- Cost

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
Schneider Electric	52.20	30	\$63,000.00	82.20
Total Protection Systems, Inc.	59	.97	\$81,289.46	59.97
911 Security Camera, Inc.	54.60	0	\$93,153.00	54.60
Lensec	52.40	0	94,811.85	52.40
Diebold, Security	47.60	0	112,075.25	47.60

The apparent overall highest total points was awarded to Schneider Electric which has been in the business for many years nationwide and has specialized in security cameras using PELCO technology which is owned by Schneider Electric. Schneider Electric has worked with many commercial and government agencies including Northwest ISD, McAllen Airport, and The City of Austin. Schneider Electric will utilize a DBE firm for installation.

Financial Impact


The total estimated cost for the security camera system is \$63,000. The funds for the Security camera system were identified in the MIS 2015 Capital Projects Plan and will be locally funded.

Recommendation

The Board of Directors authorize the Chief Executive Officer (CEO) to award a contract to Schneider Electric for Security camera system.

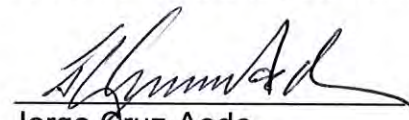
Respectfully Submitted,

Submitted by:



David Chapa
Director of Information Technology

Approval:



Jorge Cruz-Aedo
Chief Executive Officer



CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY

Board of Directors' Memo

November 4, 2015

Subject: September 2015 Financial Report

SUMMARY: The Authority's net financial performance for the month of September exceeds budgeted amounts by \$523,487. This is mainly due to sales tax revenues posting \$325,270 more than budget and departmental expenses reporting savings of \$245,975, offset by Federal grant assistance reporting \$197,142 less than amounts budgeted. The overall year-to-date variance reflects favorably by \$3,126,280, mainly attributable to departmental expenses falling under budgeted amounts by \$1,750,388 and the variance in street improvement charges versus amounts budgeted.

REVENUES

- **Sales Tax** – September sales tax has been estimated at \$3,180,881, which is a 2% increase over September 2014 actual collections.

UPDATE – SALES TAX COLLECTIONS FOR AUGUST 2015 OF \$2,503,246 WERE RECEIVED ON OCTOBER 9, 2015 AND ARE \$505,370 LOWER THAN COLLECTIONS FOR THE SAME PERIOD LAST YEAR, A DECREASE OF 16.8%. YEAR-TO-DATE COLLECTIONS TOTAL \$22,539,135 WHICH ARE 3% (\$704,112) UNDER YEAR-TO-DATE ESTIMATES.

- **Operating Revenues** – For the month of September, Passenger Service was \$164,956 vs. \$150,632 in 2014 – an increase of \$14,324 (9.5%), and \$7,136 (4.5%) higher than current budget estimates. Year-to-date, total operating revenues are \$1,725,400, which are 6.9% over budget, due to Other Operating Revenues being \$224,432 higher than budget due to receipt of the 2014 Alternative Fuel Tax Credit refund of \$158,943 offset somewhat by lower passenger services compared to budget of \$105,056. Year-to-date Operating Revenues are \$180,167 (11.66%) higher than 2014 year-to-date collections.

EXPENSES

Over all, monthly departmental expenses are under budget by \$245,975, or 10.2%, with year-to-date expenses under budget by \$1,750,388 (7.7%). Following are comments relating to the specific expense categories.

- **Salaries & Benefits** – September reflects \$924,878, with year-to-date expenses of \$8,779,235 which is 1.14% (\$101,038) 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.

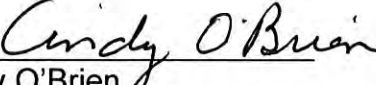
- Services – September reflects \$175,062, with year-to-date expenses of \$2,017,977 which is 9.63% (\$214,945) under budget. This variance is mainly due to timing of expenses in relation to amounts budgeted for the period.
- Materials and Supplies – September reports \$354,250, with year-to-date expenses of \$2,985,549 which is 27.39% (\$1,126,028) under budget. The positive variance is mainly attributed to fuel cost savings compared to amounts budgeted.
- Insurance – September reports \$164,183, with year-to-date expenses of \$1,914,441 which is \$207,141 (12.13%) over budget. Large claims initiated in 2014 have carried forward into 2015, causing higher monthly claims than budgeted. 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 – September reports \$466,331 with year-to-date expenses of \$4,524,354 which is \$252,107 (5.28%) under budget. This variance is mainly due to actual B-Line fuel costs being lower than budgeted amounts combined with variances between Harbor Ferry monthly budgeted allocations versus timing of actual operations.
- Miscellaneous – September reports \$50,362 with year-to-date expenses of \$390,083 which is \$158,400 (28.88%) 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.

Committee Review

This item was presented to the Administration Committee on October 28, 2015.

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

Respectfully Submitted,

Submitted by: 
Cindy O'Brien
Director of Finance

Approval: 
Jorge G. Cruz-Aedo
Chief Executive Officer

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

	<u>September 30, 2015</u>	<u>August 30, 2015</u>	<u>September 30, 2014</u>
ASSETS			
Current Assets:			
Cash and cash equivalents	\$ 31,577,720	28,766,768	24,779,433
Investments	10,129,927	11,784,832	29,767,050
Receivables			
Sales taxes	6,266,458	6,012,497	6,117,104
Accrued interest receivable	-	82,381	115,338
Due from federal/state Government	7,479,539	7,518,371	-
Other	186,256	55,272	131,407
Inventories	680,865	749,819	664,803
Prepaid Expenses	182,524	227,404	731,481
Net Pension Asset	1,214,751	1,316,981	452,465
Total Current Assets	<u>57,718,040</u>	<u>56,514,325</u>	<u>62,759,081</u>
Capital Assets:			
Land and Construction in progress	43,328,976	40,801,516	9,113,185
Other capital assets, net of depreciation	32,942,064	33,372,349	36,582,202
Total Capital Assets	<u>76,271,040</u>	<u>74,173,865</u>	<u>45,695,387</u>
Total Assets	<u>133,989,080</u>	<u>130,688,190</u>	<u>108,454,468</u>
LIABILITIES			
Current Liabilities:			
Accounts payable	6,699,539	4,560,630	801,538
Accrued compensated absences	227,838	227,838	225,748
Bonds Payable	535,000	535,000	575,000
Distributions to regional entities payable	576,937	634,310	1,268,916
Other accrued liabilities	548,219	452,436	442,296
Total current liabilities	<u>8,587,533</u>	<u>6,410,214</u>	<u>3,313,498</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>30,130,219</u>	<u>27,952,900</u>	<u>25,341,755</u>
NET POSITION			
Net Investment in Capital Assets	76,271,040	74,173,865	45,695,387
Restricted for debt service	1,611,302	1,611,302	1,611,302
Restricted for pension plan obligation	1,214,751	1,316,981	452,465
Unrestricted	24,761,769	25,633,143	35,353,560
Total Net Position	<u>\$ 103,858,861</u>	<u>102,735,290</u>	<u>83,112,713</u>

Corpus Christi Regional Transportation Authority
Statement of Revenues and Expenditures By Cost Center (Unaudited)
Months ended September 30, 2015 & September 30, 2014

	Current Month			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	\$ 164,956	157,820	7,136	150,632	14,324
Bus advertising	-	3,333	(3,333)	3,333	(3,333)
Charter service	-	-	-	-	-
Other operating revenues	161,862	6,717	155,145	6,785	155,077
Total Operating Revenues	326,818	167,870	158,948	160,750	166,068
Operating Expenses:					
Transportation	482,639	517,877	35,238	520,850	38,211
Customer Programs	11,641	15,396	3,755	19,062	7,421
Purchased Transportation	475,203	462,061	(13,142)	474,575	(628)
Service Development	37,612	71,117	33,505	21,563	(16,049)
MIS	29,350	45,822	16,472	39,311	9,961
Vehicle Maintenance	491,767	566,469	74,702	580,647	88,880
Facilities Maintenance	99,982	132,134	32,152	3,703	(96,279)
Contracts and Procurements	14,162	21,165	7,003	19,704	5,542
CEO's Office	81,660	53,850	(27,810)	30,853	(50,807)
Finance and Accounting	30,188	34,849	4,661	36,942	6,754
Materials Management	8,836	9,903	1,067	12,674	3,838
Human Resources	263,025	283,464	20,439	153,146	(109,879)
General Administration	21,921	28,961	7,040	30,355	8,434
Capital Project Management	12,824	17,720	4,896	18,996	6,172
Marketing & Communications	37,333	51,104	13,771	56,941	19,608
Safety & Security	77,245	109,470	32,225	316,248	239,003
Staples Street Center	-	-	-	-	-
Total Departmental Expenses	2,175,388	2,421,363	245,975	2,335,570	582,587
Depreciation	430,285	430,285	-	494,167	63,882
Total Operating Expenses	2,605,673	2,851,648	245,975	2,829,737	646,469
Operating Income (Loss)	(2,278,855)	(2,683,778)	404,923	(2,668,987)	812,537
Other Income (Expense)					
Sales Tax Revenue	3,271,509	2,946,239	325,270	3,290,795	(19,286)
Federal, state and local grant assistance	63,073	260,215	(197,142)	-	63,073
Investment Income	8,811	9,115	(304)	9,852	(1,041)
Interest Expense on Bonds	-	-	-	-	-
Transfer to Capital Programs	-	-	-	-	-
Subrecipient Grant Agreements	(9,259)	-	(9,259)	-	(9,259)
Street Improvements Program for CCRTA Region Entities	-	-	-	-	-
Net Income (Loss) Before Capital Grants and Donations	1,055,279	531,792	523,487	631,660	846,024
Capital Grants & Donations	-	-	-	-	-
Change in Net Assets	\$ 1,055,279	531,792	523,487	631,660	846,024

Corpus Christi Regional Transportation Authority
Statement of Revenues And Expenditures By Cost Center (Unaudited)
Year-to-date September 30, 2015 & September 30, 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	\$ 1,404,376	1,509,432	(105,056)	1,388,175	16,201
Bus advertising	23,333	30,000	(6,667)	91,515	(68,182)
Charter service	-	-	-	-	-
Other operating revenues	297,691	73,349	224,342	65,543	232,148
Total Operating Revenues	1,725,400	1,612,781	112,619	1,545,233	180,167
Operating Expenses:					
Transportation	5,001,047	4,856,456	(144,591)	4,550,498	(450,549)
Customer Programs	165,998	227,613	61,615	143,932	(22,066)
Purchased Transportation	4,621,051	4,902,964	281,913	5,072,911	451,860
Service Development	245,402	442,144	196,742	211,303	(34,099)
MIS	380,240	411,628	31,388	358,198	(22,042)
Vehicle Maintenance	4,201,626	5,254,117	1,052,491	4,241,479	39,853
Facilities Maintenance	1,154,813	1,221,243	66,430	1,013,708	(141,105)
Contracts and Procurements	173,184	222,720	49,536	159,908	(13,276)
CEO's Office	521,757	465,945	(55,812)	410,263	(111,494)
Finance and Accounting	345,963	343,629	(2,334)	309,693	(36,270)
Materials Management	94,616	93,500	(1,116)	91,764	(2,852)
Human Resources	2,652,744	2,428,152	(224,592)	3,342,040	689,296
General Administration	235,784	286,418	50,634	202,898	(32,886)
Capital Project Management	154,847	137,378	(17,469)	137,507	(17,340)
Marketing & Communications	227,255	468,259	241,004	352,962	125,707
Safety & Security	777,315	973,223	195,908	748,124	(29,191)
Staples Street Center	58,559	27,200	(31,359)	-	(58,559)
Total Departmental Expenses	21,012,201	22,762,589	1,750,388	21,347,188	329,128
Depreciation	3,872,569	3,872,569	-	4,447,503	574,934
Total Operating Expenses	24,884,770	26,635,158	1,750,388	25,794,691	904,062
Operating Income (Loss)	(23,159,370)	(25,022,377)	1,863,007	(24,249,458)	1,084,229
Other Income (Expense)					
Sales Tax Revenue	26,302,347	26,189,486	112,861	25,784,823	517,524
Federal, state and local grant assistance	2,205,975	2,341,934	(135,959)	3,359,787	(1,153,812)
Investment Income	96,544	70,859	25,685	74,553	21,991
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	(173,605)	-	(173,605)	-	(173,605)
Street Improvements Program for CCRTA Region Entities	-	(1,484,690)	1,484,690	-	-
Net Income (Loss) Before Capital Grants and Donations	4,734,809	1,608,529	3,126,280	5,042,216	(313,266)
Capital Grants & Donations	-	-	-	-	-
Change in Net Assets	\$ 4,734,809	1,608,529	3,126,280	5,042,216	(313,266)



CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY

Board of Directors' Memo

November 4, 2015

Subject: Operations Report for September 2015

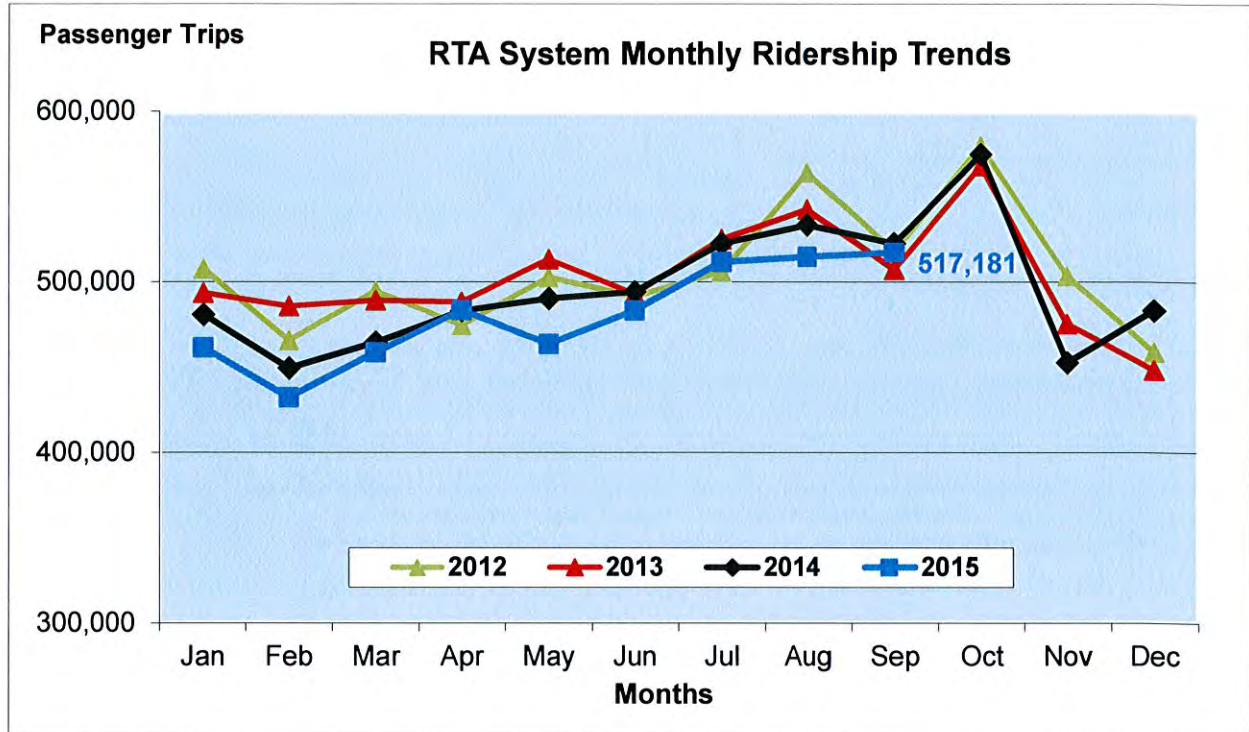
The system-wide monthly operations performance report for September 2015 is included below for your information and review. This report contains monthly and Year-to-Date (YTD) operating statistics and performance measurement summaries containing ridership, performance metrics by service type, miles between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

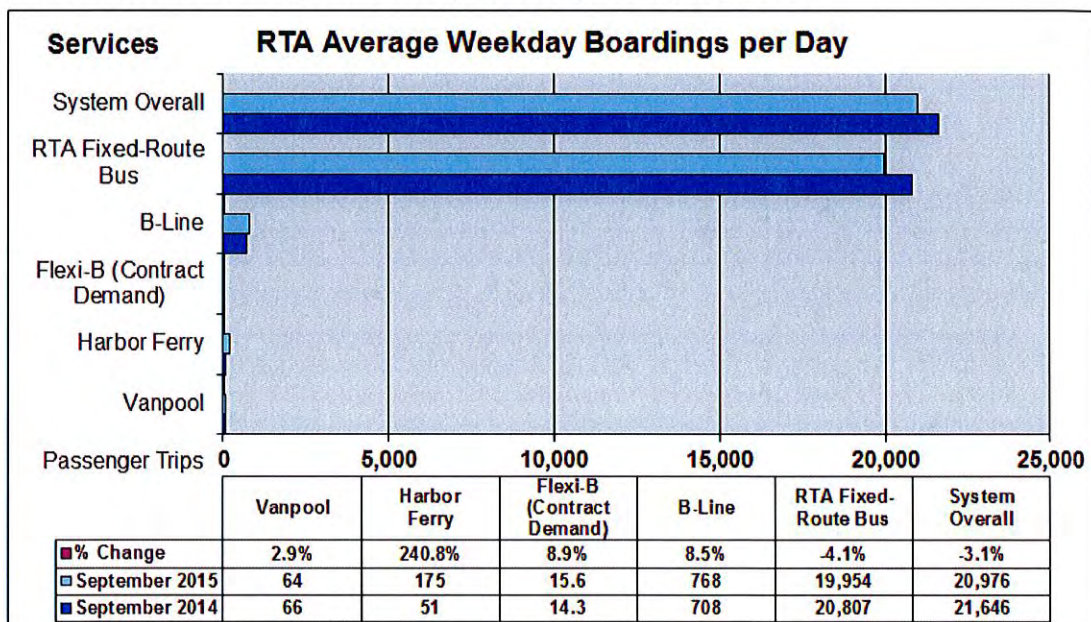


1. System-wide Ridership and Service Performance Results

Boardings for all services in September 2015 totaled 517,181. This represents a -1.0% decrease as compared to 522,316 boardings in September 2014 or 5,135 fewer boardings. In regards to ridership levels, retail gasoline prices averaged about \$2.06 per gallon this month as compared to about \$3.08 per gallon in September 2014¹. Rainfall was recorded at 2.46 inches for September 2015 as compared to 6.01 inches in September 2014.²



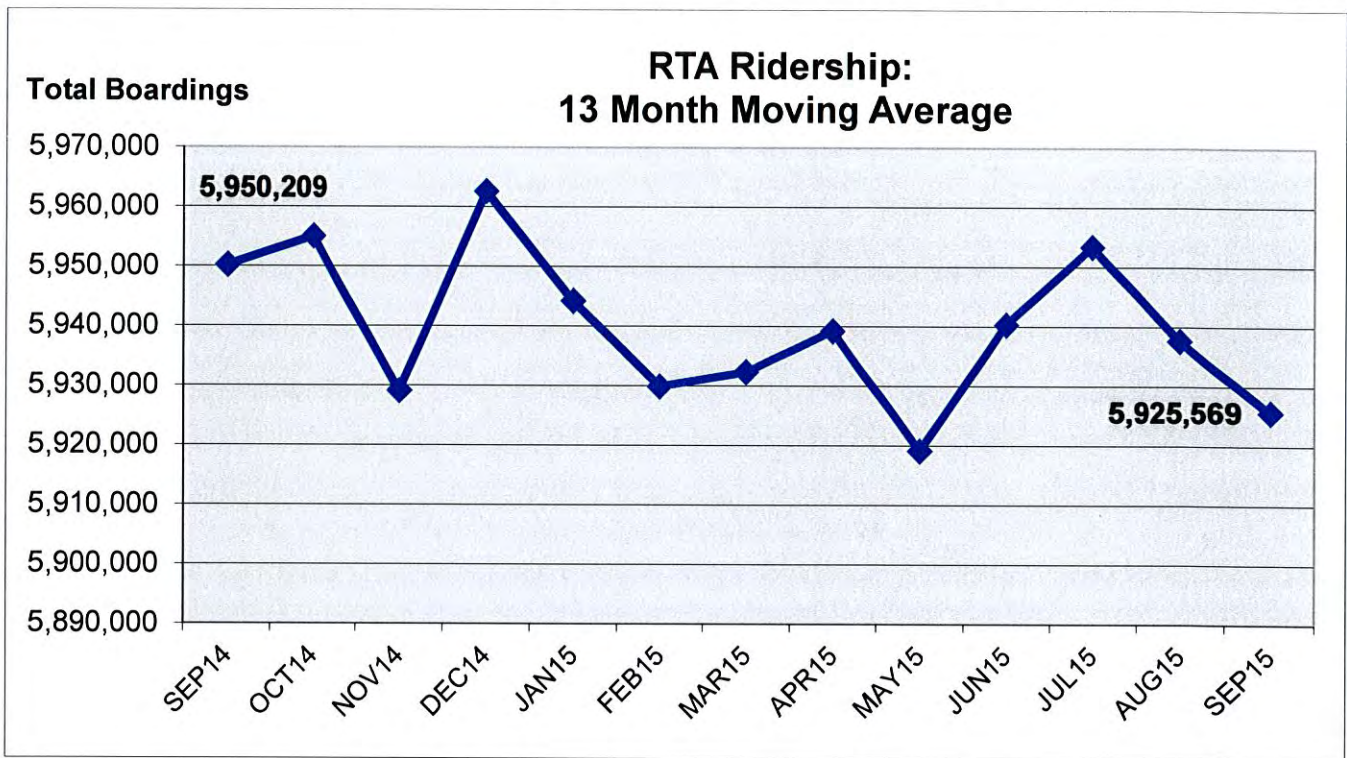
The chart below shows average weekday ridership for all services.



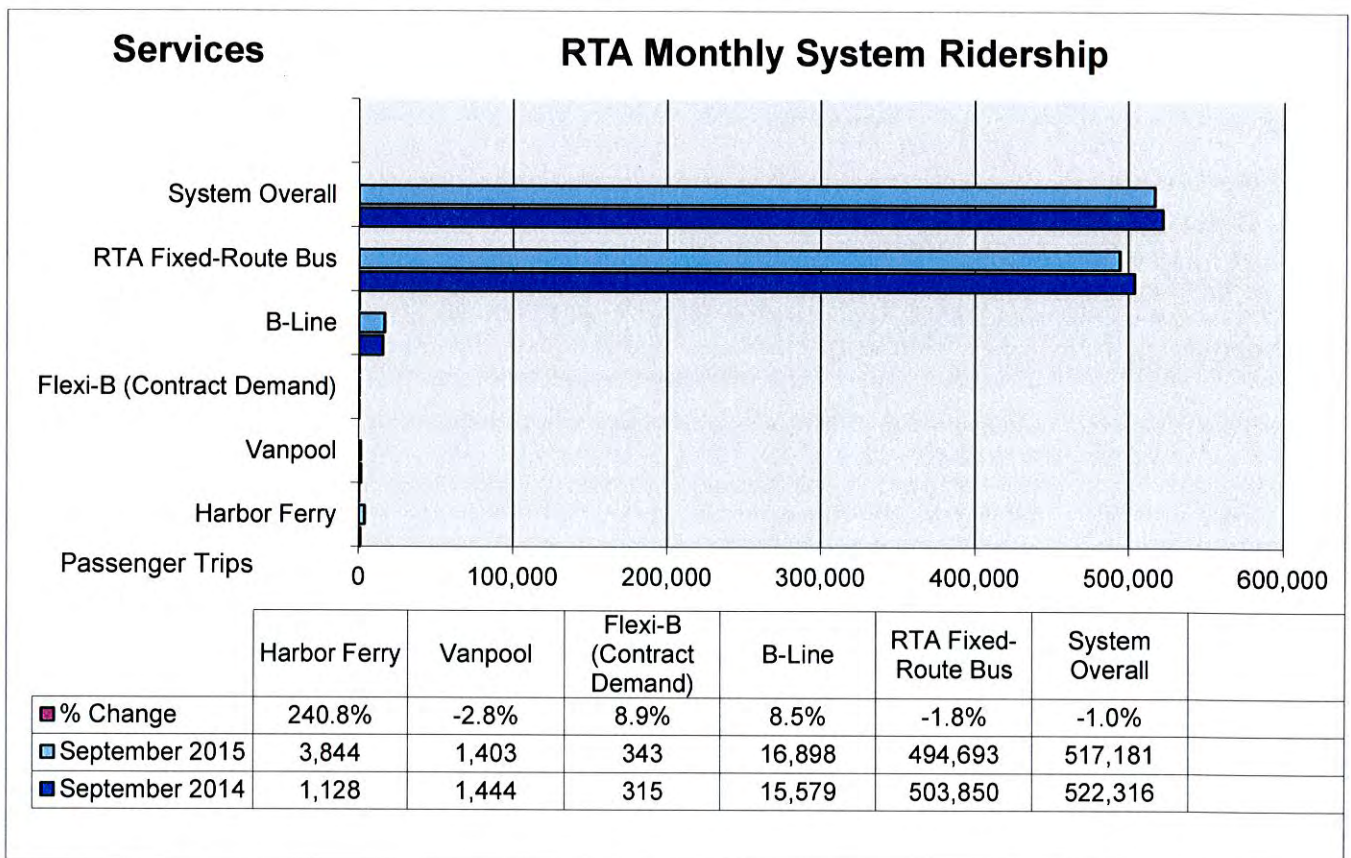
¹ GasBuddy.com historical data at <http://www.gasbuddy.com>.

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

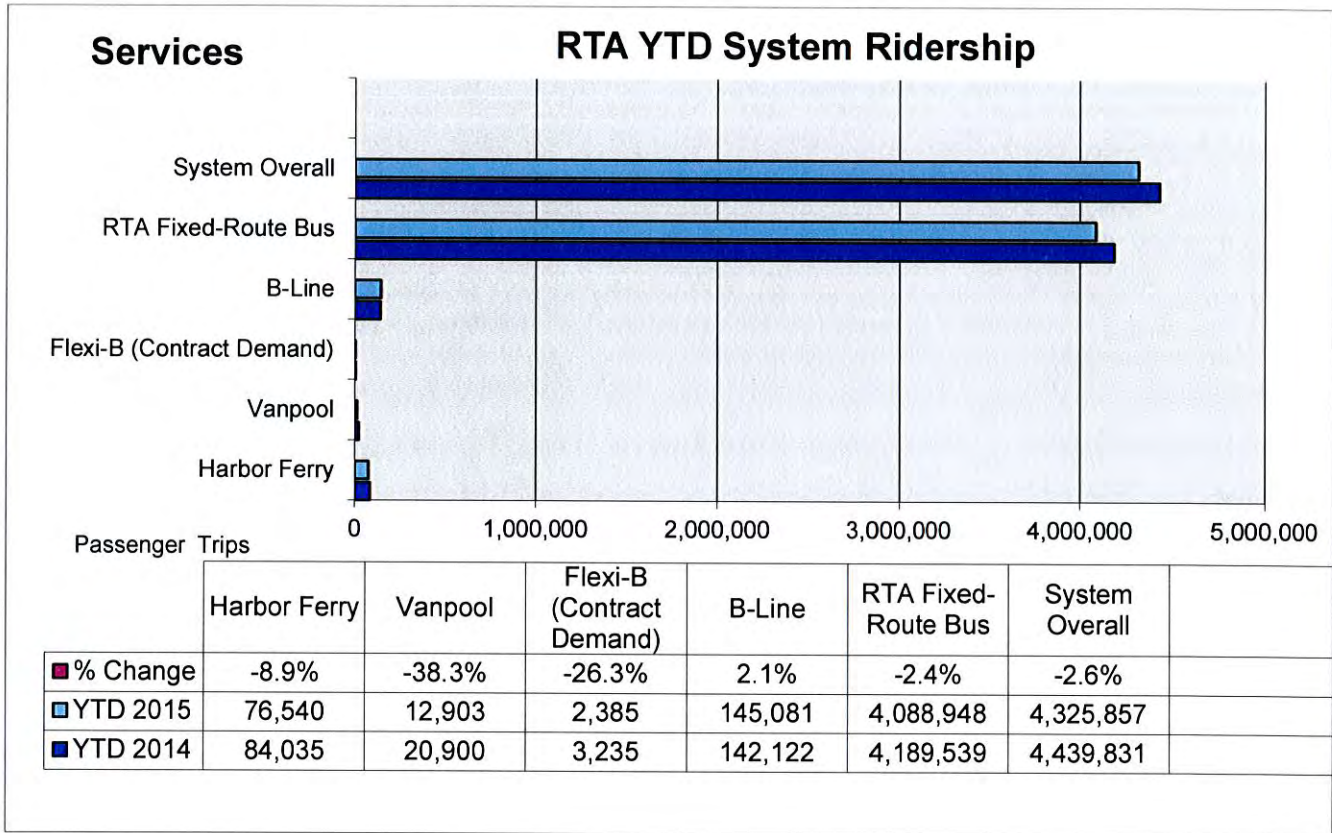
Over a 13-month period, the chart below shows a difference of 24,640 or approximately -0.4%.



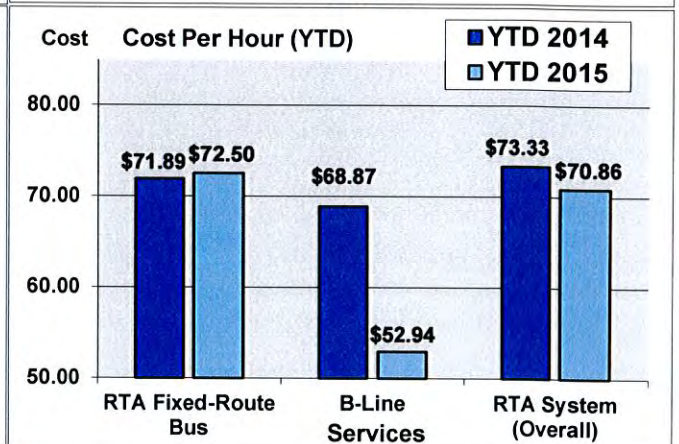
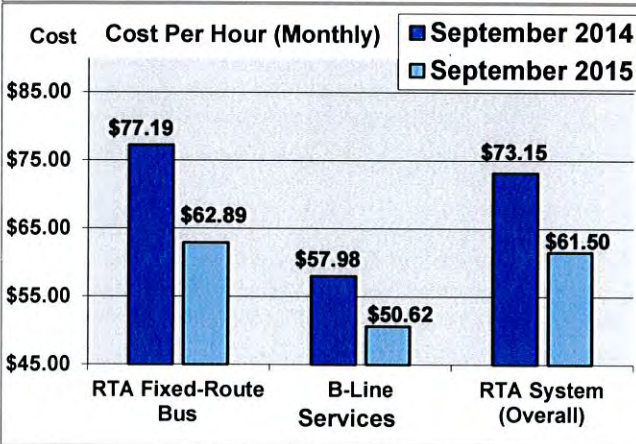
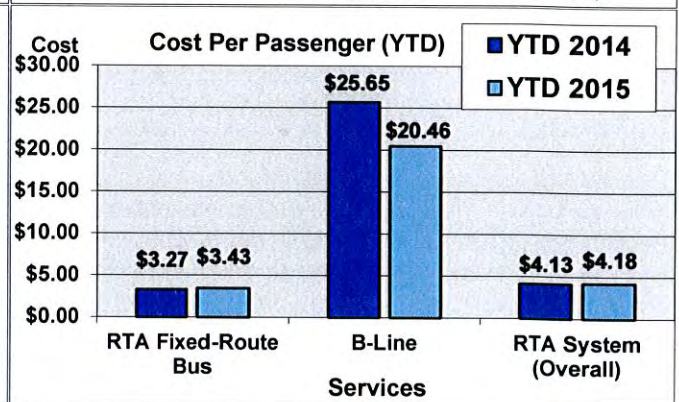
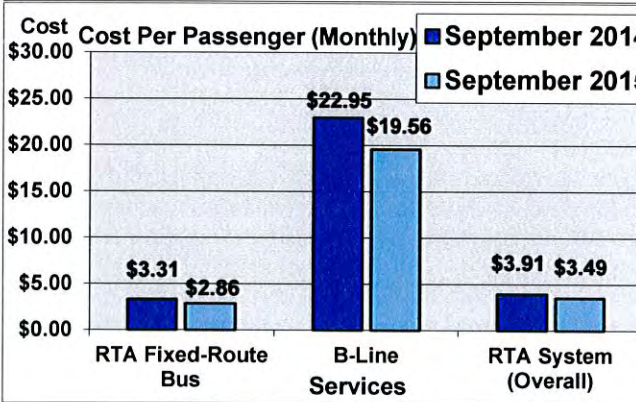
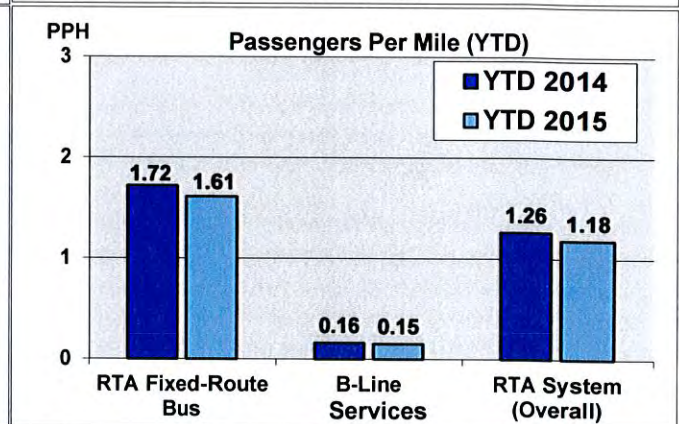
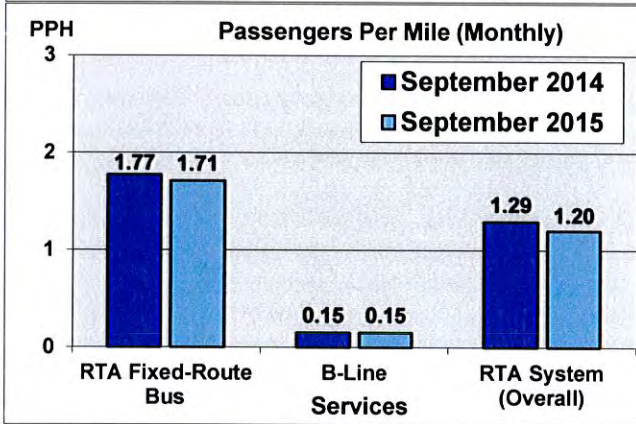
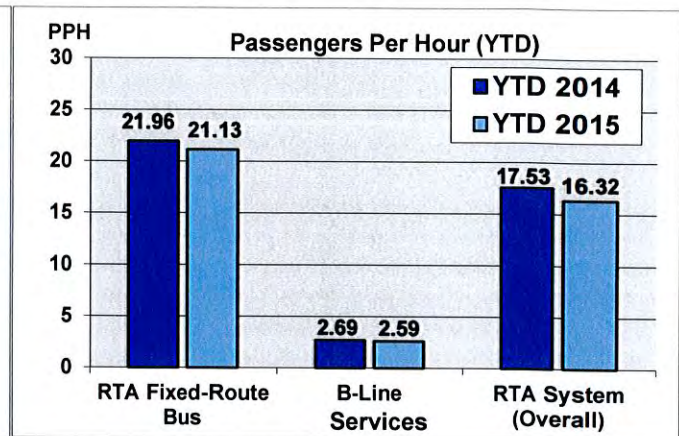
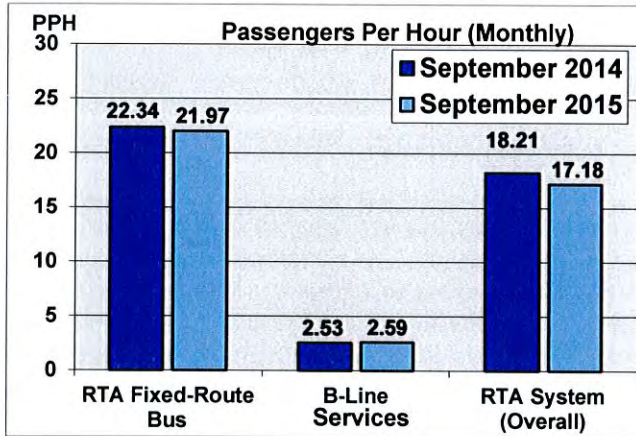
The chart below shows monthly ridership results for all services.



The chart below shows YTD ridership results for all services. The RTA has recorded 113,974 less boardings or -2.6% in 2015 as compared to the same period in 2014.



The following charts report system-wide productivity and other cost performance measurements for the month of September 2015 vs. September 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	Jul-15	Aug-15	Sep-15	YTD Average
Early Departure	<1%	1.1%	0.7%	2.3%	0.6%
Over 3 minutes Late	<20%	15.7%	17.1%	18.0%	16.2%
Over 5 minutes Late	<5%	6.0%	9.1%	8.6%	7.4%
Over 10 minutes Late	<1%	2.4%	1.7%	2.7%	2.0%
Monthly Wheelchair Boardings	No standard	6,691	6,550	5,078	5,360
Monthly Bicycle Boardings	No standard	8,500	8,496	8,782	7,384

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.

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.

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.

South Staples Street Multi-phased Bond Project

The Staples Street Bond Project is affecting (20) routes daily or approximately 45% of all CCRTA routes. Routes including 5, 5s, 6, 12, 12s, 16, 17, 19, 21, 21s, 23, 27, 27s, 29, 29s, 67, 76, 76s, 78 and 84 are currently on detour because of the South Staples Street, Phase 1 project between Antelope and Comanche. Phase 1 is scheduled to last 4 to 6 months to correspond with the completion of the Staples Street Transfer Station and reconstruction of Artesian Street, Mestina Street and Waco Street.

Waldron Road

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

Other City Bond projects on the immediate horizon that will adversely impact bus routes and bus stops include:

- Williams Drive project between South Staples Street and Airline Road, a (15) month project originally planned to begin this month but now may begin sometime late 2015 or early 2016.
- The Alameda Street project between Ayers Street & Louisiana Avenue, a (15) month project is scheduled to begin in November of this year.
- 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.

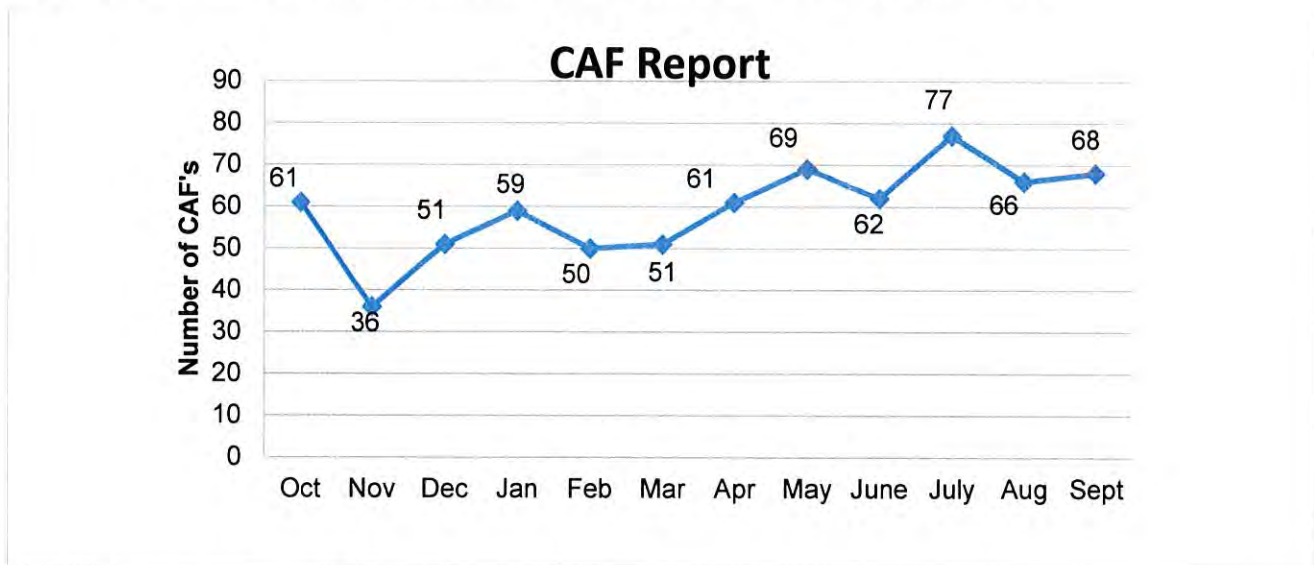
2. Purchased Transportation Department Report: B-Line Service Contract Standards & Ridership Statistics

- Productivity: **2.59** PPH did meet the contract standard of 2.50 PPH.
- On Time Performance: **96.4%** did meet the contract standard of 96%.
- In Vehicle Time: **99.6%** exceeded the contract standard of 95%.
- Miles between Road Calls: **67,474** did meet the contract standard of 12,250 miles.
- Denials: 0 denials or **0.0%** did meet contract standard of 0.0%.
- Ridership Statistics: **10,743** ambulatory; **5,156** wheelchair boarding's

Metric	Standard	Jun-15	Jul-15	Aug-15	Sep-15	YTD Average
Passengers per Hour	2.50	2.64	2.60	2.58	2.59	2.60
On-time Performance	96%	97.7%	97.7%	96.7%	96.4%	96.8%
In Vehicle Time	95.0%	99.2%	99.7%	99.8%	99.6%	99.3%
Denials	0.00%	0.00%	0.00%	0.00%	0.00%	0.04%
Miles Between Roadcalls	12,250	19,362	21,992	44,037	67,474	26,295
Monthly Wheelchair Boardings		5,023	5,193	5,057	5,156	4,815

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

For September 2015, there were 68 reported CAF's (excludes commendations) which represents an increase from 66 reported CAF's overall in August 2015. The statistics for September represents a 3.0% increase, 68 CAF's vs 66 CAF's compared to the month of August 2015. There were 12 commendations for the month of September.



Route Summary Report:

Route	# of CAF's	Route	# of CAF's
#3 NAS Shuttle	2	#34 Robstown Circulator	1
#4 Flour Bluff Mini B	1	#37 Crosstown	1
#5 Alameda	2	#50 Calallen Park & Ride	0
#6 Santa Fe/Malls	0	#51 Gregory Park & Ride	0
#8 Flour Bluff/Malls (Sun)	0	#63 The Wave	0
#12 Saxet Oak Park	0	#65 Padre Island Connector	1
#15 Kostoryz	1	#67 Robstown/Gregory	1
#16 Agnes/Ruth	3	#76 Harbor Bridge Shuttle	1
#17 Carroll/Southside	1	#76S Harbor Bride (Sun)	0
#19 Ayers/Norton	2	#77 Harbor Ferry	1
#19G Greenwood	2	#78 North Beach	0
#19M McArdle	2	#84 LightHouse	0
#21 Arboleda	2	#94 Port Aransas Shuttle	0
#23 Molina	5	#95 Flexi-B Port A	0
#25 Gollihar/Greenwood	0	B-Line (Para-transit)	4
#26 Airline/Lipes Connector	0	Facility Maintenance	14
#27 Northwest	1	Service Development	6
#27 Northwest (Sun)	1	Safety and Security	5
#29 Staples	1	Transportation (Other)	1
#29F Flour Bluff	3		
#29SS Spohn South	2		
#32 Southside Mini B	1	TOTAL CAF'S	68

CAF Breakdown by Service Type:

CAF Category	RTA Fixed Route	B-Line ADA Paratransit	Contracted Fixed Route	Totals
Service Stop Issues	10	0	0	10
Driving Issues	7	2	0	9
Customer Services	11	1	4	16
Late/Early – No Show	4	0	2	6
Fare Dispute	0	0	0	0
Disputed drop-off/pickup	0	1	0	1
Facility Maintenance	14	0	0	14
Service Development	6	0	0	6
Safety and Security	5	0	0	5
Transportation (Other)	1	0	0	1
Total	58	4	6	68
Commendations	7	5	0	12

Conclusion:

During September 2015, RTA received 68 CAF's/Commendations regarding RTA Fixed-Route Service, B-Line and Purchased Transportation; twelve (12) of the 80 reported CAF's were commendations.

There were a total of 58 CAF's/Commendations received regarding RTA Service representing 81.3% of total customer contacts: 14 for Facilities Maintenance, 6 for Service Development, 5 for Safety and Security, and 33 for Transportation.

A total of 4 CAF's/Commendations were reported regarding B-Line service representing 11.2% of the total customer contacts.

A total of 6 CAF's/Commendations were reported regarding Contracted Fixed Route service representing a 7.5% 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.

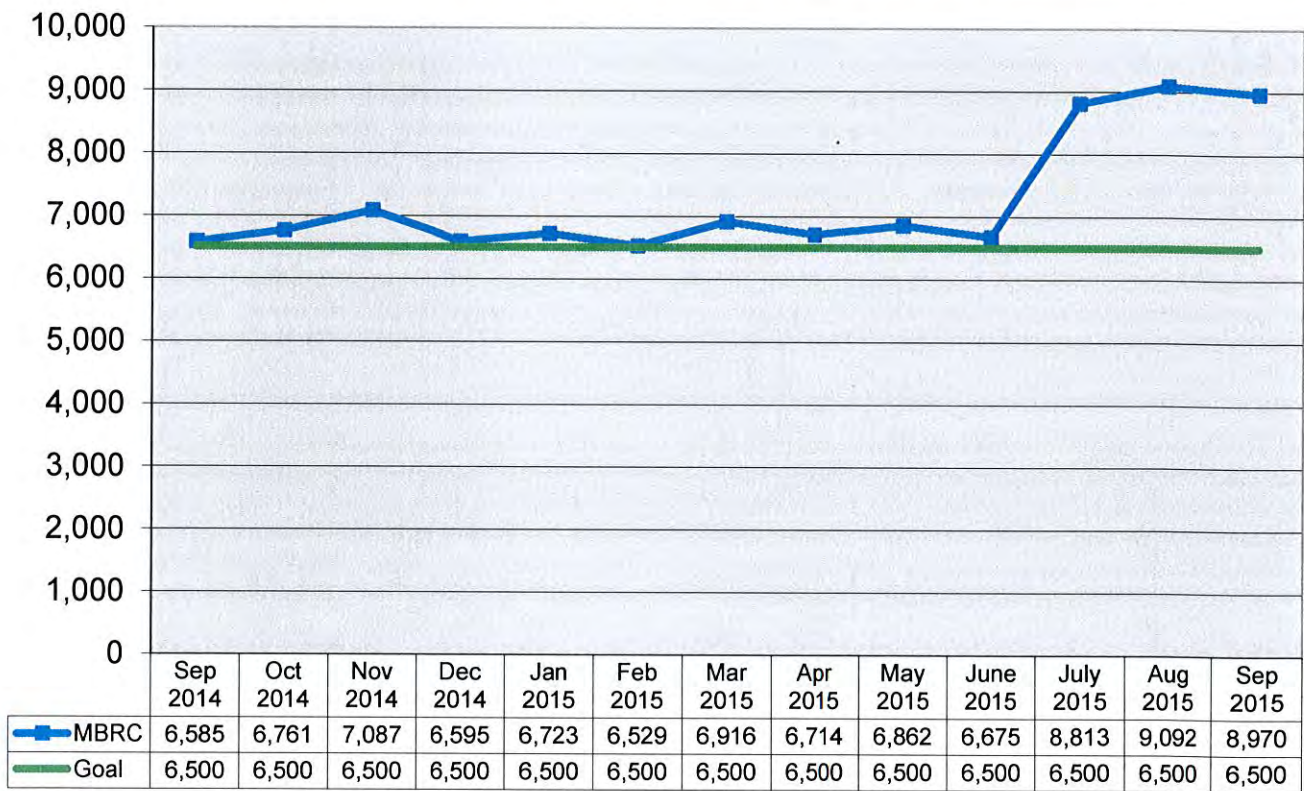
CAF's are redirected to relevant management and supervisory staff for further investigation. Customer Service staff will provide a prompt and written response at the conclusion of the investigation to the customer within ten working days.

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 September 2015, 8,970 miles between road calls (MBRC) were recorded as compared to 6,585 MBRC in September 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



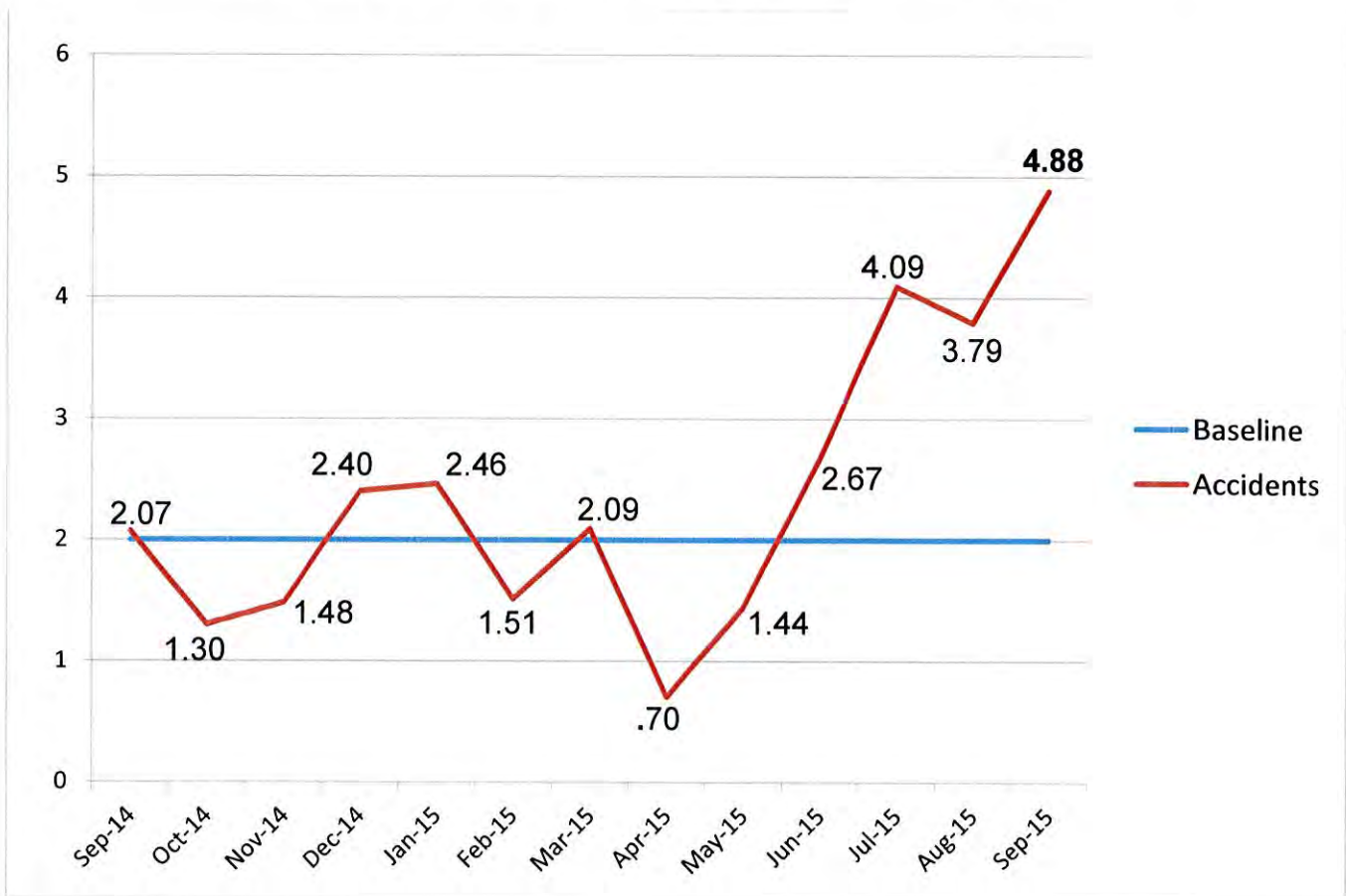
MBRC is a performance gauge of maintenance quality, fleet age, and condition; an increase in MBRC is a positive indicator. As defined by the Federal Transit Administration, a road-call is the practice of dispatching a service vehicle to repair or retrieve a vehicle on the road. There are two types of 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 September 2015, we had 14 vehicle collisions, 53 customer related incidents and drove a total of 286,873 miles. The total collision rate for the month was at 4.88 per hundred thousand miles driven. The desirable range for total collisions is at 2.0 or less. 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 September 2015, 1,482 hours of security coverage was used for all areas of CCRTA Operations. Officers arrested 5 individuals for public intoxication, issued 11 Criminal Trespass warnings, and arrested 2 individuals for criminal trespassing and responded to 1 call for service.


Committee Review

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

Respectfully Submitted,

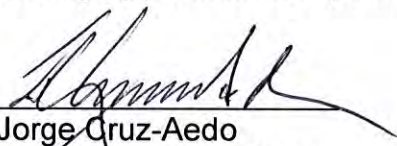
Submitted by: 
Wesley Vardeman
Senior Transit Planner

Submitted by: 
Robert Saldana
Director of Transportation

Submitted by: 
Tomas Jimenez
Acting Director of Maintenance

Reviewed by: 
Gordon Robinson
Director of Planning

Reviewed by: 
Rosa E. Villarreal
Managing Director of Operations

Approved by: 
Jorge Cruz-Aedo
Chief Executive Officer

**RTA Committee on Accessible Transportation (RCAT)
MEETING MINUTES
Thursday, August 20, 2015**

Advisory Committee Members Present: Mike Rendon, Robert Box, Sylvia Wilson, Tammye Salinas, Joyce Lopez, and Richard Balli

Advisory Committee Members Absent: Yvette Silva-Cantu

Board Members Present: None

Staff Present: Rosa Villarreal, Terry Klinger, Sharon Montez, and Shannon Tabor

MV Present: CJ Loomis and Janessa Cano-Trevino

Employee Representative(s): None

Call to Order: Mr. Mike Rendon called the meeting to order at 12:15 p.m. Ms. Shannon Tabor called the roll and determined that a quorum was present.

Opportunity for Public Comment

No public comment.

Action to Approve Minutes of July 16, 2015 was approved as presented.

MR. BOX MADE A MOTION TO ADOPT THE RCAT MINUTES OF MAY 21, 2015 AS PRESENTED; MS. WILSON SECONDED THE MOTION. RENDON, LOPEZ, SALINAS, AND BALLI VOTING FOR. SILVA-CANTU WAS ABSENT.

Committee for Persons with Disabilities (CFPWD) and Corpus Christi Human Relations Committee (CCHRC) Update

Ms. Sylvia Wilson stated there was no update due to no quorum. Ms. Wilson advised the committee there is 2 vacancies on the CFPWD and if anyone is

interested in serving on the committee, they can contact the City Secretary's office for an application.

Discussion and Nomination of 2nd Quarter Unsung Hero Award Recipient

The committee reviewed all the recipients that received commendations during the 2nd quarter. The committee unanimously chose Harold McFarland (MV), Dale Carrier (Port A Shuttle) and Richard Ponce (CCRTA) as the 2nd Quarter recipients.

Ms. Rosa Villarreal briefly discussed the agreement between Port Aransas and the CCRTA.

Update: ADA Push-Buttons at Administration Building

Ms. Sharon Montez gave an update to the committee. Ms. Montez gave background from the last RCAT meeting and the request by Mr. Mike Rendon to install push-buttons at the restrooms in the administration building. Ms. Montez advised the committee that she discussed this recommendation with the CEO and at the CEO's request; the push-buttons will also be added to the restroom(s) on the 2nd floor. Ms. Montez advised they made contact with the architectures and they came out to take a look and also brought in a vendor who supplies that type of equipment. She stated they estimated the cost at \$4,100 for two (2) downstairs and with the addition to the push buttons upstairs, the cost is roughly \$8,200 for the equipment. Ms. Montez stated that after getting the electrician to do the wiring, the all-around cost would be under \$11,000. Ms. Montez stated the architect is finalizing the specifications and should have finished by next week. She also stated they would bid the project out, make the award and then issue the contract. Ms. Montez advised the committee this should take no more than 2 months.

Introduction: Customer Advocate

Ms. Villarreal advised the committee that Mr. Terry Klinger was called to a meeting. Ms. Villarreal also advised the committee that Mr. Klinger is an employee in the Operations Department and is the new Customer Advocate. This item has been tabled for next month.

Committee Reports

No-Show/Eligibility Appeals

The No-Show/Eligibility Appeals Committee met on Tuesday, August 18, 2015. Members present were Robert Box, Sylvia Wilson, Joyce Lopez and Richard Balli. Ms. Wilson was observing the appeal process. Staff members present were Melanie Gomez and Janessa Cano (MV). There were 7 appeals scheduled in August. One appellant was present to appeal a 7-day proposed service suspension. The service suspension was dismissed contingent upon the appellant and/or representative attending a B-Line Orientation. Three appellants provided a letter to appeal a 7-day proposed service suspension. Two service suspensions were dismissed contingent upon the appellants attending a B-Line Orientation. One service suspension was enforced. Two appellants provided a letter to appeal a 30-day proposed service suspension. Both service suspensions were dismissed due to extenuating circumstances. One appellant did not attend. The 7-day proposed service suspension was enforced in accordance to policy. There were 28 warning notices issued in July, 18 seven day proposed service suspensions and 7 thirty day proposed service suspensions. There was discussion by the committee regarding the warning notices. Mr. Rendon asked if this number is a typical number every month. Ms. Cano-Trevino briefly explained the no show notices and suspensions. There was discussion about possibly changing the distribution of the warning notices after 2 no shows instead of 3. Mr. Richard Balli shared information on the strictness of no shows at other transit agencies. Ms. Wilson made a suggestion to get statistical data on no shows for comparison of previous years. Ms. Villarreal stated that she would bring all written information on No Shows to next meeting and have the committee review it. She also stated that something can be drafted and submitted for recommendation.

Chairman's Report

Mr. Rendon shared upcoming meeting dates with the committee. Mr. Rendon also shared the Walk-n-Roll to be held September 26, 2015.

Informational Items

These items were made available to the committee members in their packets.

Request for Agenda Items

None requested.

Other Business: It was moved and seconded that the meeting be adjourned. The motion was adopted and the meeting was adjourned at 12:54p.m. The next meeting will be held on Thursday, August 20, 2015.