



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

**BOARD OF DIRECTORS'
MEETING NOTICE**

Date: Wednesday, December 11, 2013

Time: 8:30 a.m.

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

	Topic	Speaker	Est. Time	Reference
1.	Roll Call	A. Granado	1 min.	No Attachment
2.	Personnel Recognition	S. Neeley	5 min.	No Attachment
3.	Opportunity for Public Comment	J. Valls	5 min.	No Attachment
4.	Update on RCAT Committee Activities	A. Alonzo	5 min.	No Attachment
5.	Discussion and Possible Action to Approve the Board of Directors' Minutes of November 20, 2013	J. Valls	1 min.	Pages 1-13
6.	Public Hearing Regarding Adoption of the FY 2014 Operating and Capital Budgets	J. Cruz-Aedo	7 min.	No Attachment
7.	Discussion and Possible Action to a) Adopt the FY 2014 Operating Budget b) Adopt the FY 2014 Capital Budget	J. Cruz-Aedo	5 min. 5 min.	Pages 14-41 Pages 42-44
8.	Discussion and Possible Action to Authorize Executing and Submitting the Federal Transit Administration's (FTA) FY 2014 Certifications and Assurances	W. Laridis	4 min.	Pages 45-48
9.	Discussion and Possible Action to Approve FY 2014 Program of Projects	W. Laridis	3 min.	Pages 49-50

	Topic	Speaker	Est. Time	Reference
10.	Discussion and Possible Action to Authorize Exercising the Two-Year Option for State Legislative Consulting Services with Longbow Partners, LLP	W. Laridis	3 min.	Page 51
11.	Discussion and Possible Action to Authorize Exercising the Two-Year Option for Federal Legislative Consulting Services with Meyers and Associates	W. Laridis	3 min.	Page 52
12.	Discussion and Possible Action to Authorize Negotiating and Entering into a Contract with Evergreen Lawn and Landscape for Bus Stop Cleaning Services	W. Laridis	5 min.	Pages 53-54
13.	Discussion and Possible Action to Amend the Fixed Route Service Standards; III. Bus Stops; 4. Bus Stop Amenities	G. Robinson	3 min.	Pages 55-68
14.	Presentations: a. October Financial Report b. October Operational Reports c. Capital Programs Update d. JARC and New Freedom	C. O'Brien R. Villarreal S. Montez W. Laridis	20 min.	Pages 69-70 Attachment Pages 71-82 No Attachment No Attachment
15.	CEO's Report a) Texas Transit Association b) New Hires/Open Positions c) Organizational Chart d) 2014 Rodeo e) 2014 Board of Directors' Meeting Calendar	S. Neeley	2 min.	No Attachments a-d Page 83
16.	Chairman's Report a. RTA/ECE/MV Transportation Holiday Party b. CEO Evaluation	J. Valls	2 min.	No Attachment
17.	Adjournment	J. Valls	1 min.	No Attachment
18.	Information RCAT October 17, 2013 Minutes	---	---	Pages 84-88

Total Estimated Time: 1:20

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.

On **Friday, December 6, 2013** 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' MEETING MINUTES
WEDNESDAY, NOVEMBER 20, 2013**

SUMMARY OF ACTIONS

1. Conducted Roll Call
2. Administered the Oath of Office to Committee of Mayors' Appointee to the RTA Board – Mr. Ray Hunt
3. Held Personnel Recognition
4. Provided Opportunity for Public Comment
5. Heard Update on RCAT Committee Activities
6. Heard Board Committee Updates on a.) Administration Committee; b.) Operations Committee; c.) Development Subcommittee; d.) Governmental Relations Subcommittee
7. Approved the Board of Directors' Minutes of October 9, 2013, Budget Workshop Minutes of September 25, 2013 and October 23, 2013
8. Approved Consent Agenda Item: a.) Action to Authorize Issuing Request for Proposals for Leasing of Three Multifunctional Printers
9. Approved a Resolution by the Corpus Christi Regional Transportation Authority Authorizing the Issuance, Sale, and Delivery of the "Corpus Christi Regional Transportation Authority System Revenue Bonds, Series 2013 (AMT)" and "Corpus Christi Regional Transportation Authority System Revenue Bonds, Taxable Series 2013"; Approving and Authorizing the Execution of a Purchase Contract, a Paying Agent/Registrar Agreement, and Engagement Letters with the Authority's Financial Advisor and Bond Counsel; Approving and Authorizing All Other Instruments and Procedures Related Thereto; and Providing for an Immediate Effective Date
10. Approved the Guaranteed Maximum Price (GMP) from Fulton Coastcon/DLP Group for the Construction of the Staples Street Center
11. Discussed the Fixed Route Service Standards for Bus Stop Amenities
12. Tabled Entering into an Interlocal Agreement with Dallas Area Rapid Transit for GoPass Mobile Ticketing Application
13. Exercised the First Option Year with HMS Global Maritime, Inc. for Harbor Ferry Transportation Services
14. Exercised the First Option Year with Goodyear Tire and Rubber Company for Tire and Leasing Services
15. Adopted the 2014 Service Holiday Schedule
16. Held Discussion on: a. Proposed 2014 Operating Budget; and b. Proposed 2014 Capital Budget
17. Tabled Presentations on: a. October 2013 Financial Report; b. October 2013 Operations Report

Heard Presentations on: c. Procurement Update; d. Proposed Bus Stop Shelter Amenities; e. La Retama Park Project; f. Six Points Station Project

18. Heard CEO's Report on: a. Texas Transit Association; b. Thanksgiving Luncheon; c. 2013 Annual Holiday Party
 19. Heard Chairman's Report on: a. Eagle Ford Consortium – Fall 2013 Conference; b. Corpus Christi Hispanic Chamber of Commerce – Green Business Award; c. CEO Evaluation
 20. Held Discussion (in Closed Session) Concerning Staples Street Center Proposed Tenants and Leases
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The Regional Transportation Authority Board of Directors met at 1:30 p.m. in the Regional Transportation Authority Facility located at 5658 Bear Lane, Corpus Christi, Texas.

Board Members Present: John Valls, Vangie Chapa, Angie Flores Granado, George Clower, Thomas Dreyer, Robert Garcia, Ray Hunt, Curtis Rock, Lamont Taylor

Board Members Absent: Tony Elizondo, Mary Saenz

Staff Present: Scott Neeley, Jorge Cruz-Aedo, Cindy O'Brien, John Alexander, Beth Vidaurri, David Chapa, Jane Haas, Terry Klinger, Keith Korenek, William Laridis, Sharon Montez, Jose Tovar, Gordon Robinson, Rosa Villarreal, Brett Mauser

Public Present: John Bell, Wood, Boykin, Wolter, RTA Legal Counsel; Abel Alonzo, RCAT; Gil Hernandez; Rhianna Collette, *Corpus Christi Caller Times*; Renee Hendly, Community Options Inc.; Rowland Estrada, President ATU Local 1765; Stacie Talbert, PARD; Michael Morris, Parks and Recreation, City of Corpus Christi; J. Eric Rivera, John Michael, NEI; Art Campos, Robert Schmidt, Arnold DeLaPaz, Kevin Stowers, Philip Skrobarczyk, Fulton/DLP; Philip Ramirez, Turner, Ramirez; Michael Lanham, Unwire; Joseph Garcia; Ed LaBay; Rosie Aguiar; Paul Rybalka, John Silva, Gignac; Gail Jaroszewski; Ray Chong; Judy Telge, Lorri Hill, CBCIL;

Call to Order

Ms. Angie Granado called roll and declared that a quorum was present.

The Board of Directors' meeting was called to order by Mr. Valls at 8:44 a.m.

Action to Administer the Oath of Office to Committee of Mayors' Appointee to the RTA Board

Mr. John Valls administered the oath of office to Mr. Ray Hunt who was re-appointed by the Committee of Mayors" to serve another two-year term on the Board.

Personnel Recognition

Mr. Scott Neeley recognized Mr. John Alexander for his help in setting up and representing the Authority at the Eagle Ford Consortium Conference.

Ms. Rosa Villarreal introduced Mr. Gordon Robinson who was hired as the Authority's Director of Planning. Mr. Robinson provided a brief recap of his work experience in transit.

Mr. John Valls recognized Mr. Victor Quiorga, SouthWest Securities, and Mr. Noel Valdez, McCall, Parkhurst & Horton L.L.P for their work in helping the Authority secure an A bond rating which would result in cost savings for the Authority.

Opportunity for Public Comment

Mr. Joseph Garcia spoke in support of awarding funding to the Coastal Bend Center for Independent Living (CBCIL) for the project they submitted. He cited examples of the help they provide for his family.

Ms. Lori Hill, Mobility Coordinator, CBCIL, provided several examples of services provided by CBCIL to persons in need of gap services to assist them with getting medical services and associated transportation needs. She asked, on behalf of the individuals helped through CBCIL, that funding withdrawn for this program be re-instated.

Ms. Judy Telge, CBCIL Interim Director, asked that the Board re-visit the 5310 funding award since there was not an appeal process. She explained that the services provided by CBCIL were consumer controlled, not duplicated by other agencies, were unique to CBCIL, and were gap filling services to assist clients. Their clients were unable to use public transportation and needed alternate transportation services. She explained that Map 21, 5310 funds had been inappropriately identified. They are intended to be used for gap filling projects and used to meet the needs of users who cannot use public transportation. 5307 funds are designated for projects that expand services similar to the program that was awarded funding originally targeted for CBCIL. She asked that the Board rescind their decision not to fund the CBCIL program.

Mr. Abel Alonzo stated that he supported RCAT's recommendation not to fund the project submitted by CBCIL.

Ms. Gail Jaroszewski stated that she depended on assistance from CBCIL since she could not use public transportation and the B-Line service was unable to access her apartment. She expressed support for funding the CBCIL project.

Ms. Rosie Aguiar asked that the term local funds be clarified to identify what type of funds and if the bond sale would have any effect on the employees or possibly result in job loss.

Update on RCAT Committee Activities

Mr. Abel Alonzo announced that there were two vacancies on the Committee. Applications would be accepted until November 29, 2013. A current RCAT member had been appointed to serve on the Mayor's Committee for Persons with Disabilities.

Board Committee Updates

a. Administration Committee

Ms. Vangie Chapa reporting on behalf of Tony Elizondo, Chairman of the Administration Committee, stated that at the October 23, 2013 meeting issuing a Request for Proposals for three multifunctional printers had been forwarded for Board approval and presentations had been provided on the financial report, Staples Street Center financing, and on the Harbor Ferry Grant.

b. Operations Committee

Mr. Lamont Taylor reporting on behalf of Ms. Mary Saenz, Chairman of the Operations Committee, stated that at the October 23, 2013 meeting staff reports were presented on Operations performance, procurement, Staples Street Center project, and on the realignment along Shoreline Boulevard.

c. Development Subcommittee

Mr. George Clower reported that at the November 14, 2013 meeting Mr. Raymond Gignac had reported on the Staples Street Center project design and project start date. Updates had been presented on prospective tenants for the Staples Street Center; the Robstown Station; bus stop improvements; and the Street Improvement Program.

d. Governmental Relations Subcommittee

Ms. Angie Granado stated that at the Governmental Relations Subcommittee meeting just prior to this meeting both the State and Federal Consulting Services contracts were discussed. The subcommittee was recommending renegotiating the Federal contract for a rate based on work completed.

Discussion and Possible Action to Approve the Board of Directors' Minutes of October 9, 2013, Budget Workshop Minutes of September 25, 2013 and October 23, 2013

MS. GRANADO MADE A MOTION TO APPROVE THE BOARD OF DIRECTORS' MINUTES OF OCTOBER 9, 2013, BUDGET WORKSHOP MINUTES OF SEPTEMBER 25, 2013 AND OCTOBER 23, 2013. MS. CHAPA SECONDED THE MOTION. THE MOTION CARRIED. DREYER, GARCIA, GRANADO, CHAPA, TAYLOR, HUNT, CLOWER, AND ROCK VOTING IN FAVOR. ELIZONDO AND SAENZ ABSENT.

Consent Agenda

a) Action to Authorize Issuing Request for Proposals for Leasing of Three Multifunctional Printers

MR. TAYLOR MADE A MOTION TO AUTHORIZE ISSUING REQUEST FOR PROPOSALS FOR LEASING OF THREE MULTIFUNCTIONAL PRINTERS. MS. CHAPA SECONDED THE MOTION. THE MOTION CARRIED. DREYER, GARCIA, GRANADO, CHAPA, TAYLOR, HUNT, CLOWER, AND ROCK VOTING IN FAVOR. ELIZONDO AND SAENZ ABSENT.

Discussion and Possible Action to Approve a Resolution by the Corpus Christi Regional Transportation Authority Authorizing the Issuance, Sale, and Delivery of the "Corpus Christi Regional Transportation Authority System Revenue Bonds, Series 2013 (AMT)" and "Corpus Christi Regional Transportation Authority System Revenue Bonds, Taxable Series 2013"; Approving and Authorizing the Execution of a Purchase Contract, a Paying Agent/Registrar Agreement, and Engagement Letters with the Authority's Financial Advisor and Bond Counsel; Approving and Authorizing All Other Instruments and Procedures Related Thereto; and Providing for an Immediate Effective Date

Mr. Curtis Rock abstained and left the meeting.

Reporting on the bond and credit rating for the Authority, Mr. Victor Quiroga, Sr. Vice President, SouthWest Securities, said that Standard and Poor's had assigned an underlying rating of "A" with a "stable outlook" and an enhanced rating at "AA-". He explained that the good rating would provide a better interest rate that could potentially save rate payers over the life of the bonds about \$550,000 in interest cost.

Mr. Quiroga informed that the interest rate for the bond sale had been locked in yesterday. The bonds were sold in two different series. A fixed interest rate of

5.107 percent for 25 years had been attained for the Tax-Exempt (AMT) portion. The Taxable portion had attained a fixed interest rate of 5.792 percent for 25 years. He stated that the earliest date to exercise the refinance option was December 1, 2023. The bond proceeds for the Staples Street Center construction fund were \$22,000,000.

Reviewing the chart depicting the annual debt service and coverage factor, Mr. Quiroga said that sales tax revenue would not be used for the bond sale. All repayments would be from operating revenues which was farebox revenues.

Mr. Quiroga provided a summary of the financing process. The closing date would be December 17, 2013 and this would be completed electronically. Interest payments would be made semi-annually with the first payment made on June 1, 2014. Principal payments would be made annually beginning on December 1, 2014 through December 1, 2038.

Mr. Quiroga recognized the hard work and efforts received from Mr. John Valls, Ms. Vangie Chapa, Mr. George Clower, Mr. Scott Neely, Mr. Jorge Cruz-Aedo, and Ms. Cindy O'Brien in making the financing process for the Staples Street Center a success.

Mr. Noel Valdez, McCall Parkhurst and Horton, LLP, explained that the Resolution to be adopted was the official action to approve the bond sale and other matters related thereto.

MR. CLOWER MADE A MOTION TO APPROVE A RESOLUTION BY THE CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY AUTHORIZING THE ISSUANCE, SALE, AND DELIVERY OF THE "CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY SYSTEM REVENUE BONDS, SERIES 2013 (AMT)" AND "CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY SYSTEM REVENUE BONDS, TAXABLE SERIES 2013"; APPROVING AND AUTHORIZING THE EXECUTION OF A PURCHASE CONTRACT, A PAYING AGENT/REGISTRAR AGREEMENT, AND ENGAGEMENT LETTERS WITH THE AUTHORITY'S FINANCIAL ADVISOR AND BOND COUNSEL; APPROVING AND AUTHORIZING ALL OTHER INSTRUMENTS AND PROCEDURES RELATED THERETO; AND PROVIDING FOR AN IMMEDIATE EFFECTIVE DATE. MR. DREYER SECONDED THE MOTION. THE MOTION CARRIED. DREYER, GARCIA, GRANADO, CHAPA, TAYLOR, HUNT, AND CLOWER VOTING IN FAVOR. ROCK ABSTAINING. ELIZONDO AND SAENZ ABSENT.

Mr. John Valls announced that Agenda Item 17e would be considered prior to Agenda Item 10.

Mr. Curtis Rock re-entered the meeting.

e. La Retama Park Project

Ms. Sharon Montez, using a PowerPoint presentation, displayed pictures of Retama Park and its perimeter including existing bus stops. She said the proposed \$70,000 contribution by the Authority for park improvements would be for shelter amenities, lighting, sidewalk infrastructure, and signage.

Mr. Philip Ramirez, Turner and Ramirez, informed that his firm had been selected to design the Park improvements. Displaying a rendering of the proposed park improvements, Mr. Ramirez explained that the park was initially created as a small urban pocket park. Due to high attendance at the monthly Art Walk events it was becoming increasingly more difficult to maintain. The project would turn it into an urban park type setting with more hardscape with the use of multicolored crushed paving. He asked that the Board partner with the City of Corpus Christi and augment the construction funding for this project.

Mr. Michael Morris, City of Corpus Christi Parks and Recreation Director, informed that the Downtown Management District had also been asked to be a partner on this project. The City of Corpus Christi would be contributing \$75,000 for design, lighting, decomposed granite, seating and landscaping.

Mr. John Valls recessed the meeting at 2:48 p.m.

The meeting was reconvened at 3:19 p.m. by Mr. John Valls.

Mr. John Valls announced that Agenda Item 12 would be discussed.

Discussion and Possible Action to Authorize Entering into an Interlocal Agreement with Dallas Area Rapid Transit for GoPass Mobile Ticketing Application

Mr. Michael Lanham, Unwire, stated that the company handled mobile ticketing for eighteen different transit agencies. It processed about 3 million mobile tickets per month. The Dallas Area Rapid Transit (DART) had issued a solicitation for this service about one year ago and Unwire had been awarded the contract. He provided a visual demonstration of the GoPass mobile ticketing application noting that the mobile passes were capable of promoting businesses along the bus routes.

In response to Mr. Rock, Mr. Lanham stated that if a person loses their mobile phone and gets a new mobile phone with the same number, the passes they had purchased would still be accessible.

Mr. Billy Laridis stated that the agreement would be for four years. Some benefits of entering into this agreement were that the initial cost would be

reduced as well as implementation time. DART would provide the customer service to the users through their Customer Center. They would also provide training for RTA personnel and software maintenance support.

Explaining the cost structure, Mr. Laridis said that the first year's cost would be \$170,058. This did include a one-time licensing fee of \$102,500. The yearly fee thereafter would be \$67,558.

A general discussion ensued on potential savings; projected customer usage of this application; and how many customers visit the CCRTA web site. Mr. Valls asked that staff quantify how many of the riders would use this application. He also asked for a breakdown of the subsequent years' costs. Mr. Taylor asked for a rider survey on this project.

Ms. Angie Granado asked for a report from Ms. Haas on social media outlets, how many "likes" the Authority's Facebook had, google analytics, and on the twitter feed.

MS. GRANADO MADE A MOTION TO TABLE ENTERING INTO AN INTERLOCAL AGREEMENT WITH DALLAS AREA RAPID TRANSIT FOR GOPASS MOBILE TICKETING APPLICATION. MR. TAYLOR SECONDED THE MOTION. MOTION CARRIED. DREYER, GARCIA, GRANADO, CHAPA, TAYLOR, HUNT, CLOWER, AND ROCK VOTING IN FAVOR. ELIZONDO AND SAENZ ABSENT.

Discussion and Possible Action to Amend the Fixed Route Service Standards for Bus Stop Amenities

Ms. Rosa Villarreal said that the present Service Standards had been updated in June 2013. She reviewed the standards for Bus Stop Amenities which are based on daily passenger boardings. Currently there were 1,045 bus stops.

Options reviewed by Ms. Villarreal were: 1.) to reduce the number of boardings required for addition of an amenity; or 2.) to eliminate the boarding count from the service standards and place a bench at every bus stop location.

Ms. Villarreal pointed out that the Long Range System Plan stated the need to implement a Primary Transit Network (PTN) which would have routes running at 15 minute frequency. This would result in consolidation and/or elimination of bus stops; thereby, decreasing the number of bus stops. In addition, several stops within the service area could not accommodate more than a bus stop sign due to their location.

In summary, Ms. Villarreal stated that in coordination with the service improvements, public input would be gathered the first half of 2014 and a Title VI analysis performed prior to presentation for Board approval of any amendments.

Mr. John Valls clarified that the Board would like to see amenities at each stop with a concrete slab.

Discussion and Possible Action to Approve the Guaranteed Maximum Price (GMP) from Fulton Coastcon/DLP Group for the Construction of the Staples Street Center

Mr. Curtis Rock abstained and left the meeting room.

Mr. Raymond Gignac reported that a presentation had been made to the Development Subcommittee on November 14, 2013 and that a Peer Review had been conducted and comments received had been incorporated into the project.

Using a PowerPoint presentation, Mr. Gignac reviewed the site plan; renderings of the building and floor plans for all three floors. He informed that the initial Guaranteed Maximum Price was \$22,971,300; the construction was scheduled to start the week of December 16, 2013; and the projected completion date was August 2015. He displayed the proposed building plaque and asked that staff proof it for needed corrections.

MS. GRANADO MADE A MOTION TO APPROVE THE INITIAL GUARANTEED MAXIMUM PRICE (GMP) FROM FULTON COASTCON/DLP GROUP FOR THE CONSTRUCTION OF THE STAPLES STREET CENTER. MR. HUNT SECONDED THE MOTION. THE MOTION CARRIED. DREYER, GARCIA, GRANADO, CHAPA, TAYLOR, HUNT, AND CLOWER VOTING IN FAVOR. ROCK ABSTAINING. ELIZONDO AND SAENZ ABSENT.

Mr. Curtis Rock re-entered the meeting room.

Discussion and Possible Action to Exercise the First Option Year with HMS Global Maritime, Inc. for Harbor Ferry Transportation Services

Mr. Terry Klinger reported that the current contract with HMS Global Maritime to provide the Harbor Ferry Transportation Services would expire in December 2013. It did provide for two one-year options. Ridership had increased and he attributed this to service reliability and the crew's excellent customer service skills.

MR. CLOWER MADE A MOTION TO EXERCISE THE FIRST OPTION YEAR WITH HMS GLOBAL MARITIME, INC. FOR HARBOR FERRY TRANSPORTATION SERVICES. MR. TAYLOR SECONDED THE MOTION. THE MOTION CARRIED. DREYER, GARCIA, GRANADO, CHAPA, TAYLOR, HUNT, CLOWER, AND ROCK VOTING IN FAVOR. ELIZONDO AND SAENZ ABSENT.

Discussion and Possible Action to Exercise the First Option Year with Goodyear Tire and Rubber Company for Tire and Leasing Services

MS. CHAPA MADE A MOTION TO EXERCISE THE FIRST OPTION YEAR WITH GOODYEAR TIRE AND RUBBER COMPANY FOR TIRE AND LEASING SERVICES. MR. HUNT SECONDED THE MOTION. THE MOTION CARRIED. DREYER, GARCIA, GRANADO, CHAPA, TAYLOR, HUNT, CLOWER, AND ROCK VOTING IN FAVOR. ELIZONDO AND SAENZ ABSENT.

Discussion and Possible Action to Adopt the 2014 Service Holiday Schedule

Ms. Rosa Villarreal summarized that the service holiday schedule for 2014 would provide for running a modified services schedule six days out of the year and not running service for three days of the year.

MS. GRANADO MADE A MOTION TO ADOPT THE 2014 SERVICE HOLIDAY SCHEDULE. MS. CHAPA SECONDED THE MOTION. THE MOTION CARRIED. DREYER, GARCIA, GRANADO, CHAPA, TAYLOR, HUNT, CLOWER, AND ROCK VOTING IN FAVOR. ELIZONDO AND SAENZ ABSENT.

Discussion on: a.) Proposed 2014 Operating Budget

Mr. Jorge Cruz-Aedo, using a PowerPoint presentation, reviewed the Board goals and related initiatives to support the goals. He stated that funds had been allocated in the budget for these major initiatives: a.) additional public outreach and marketing efforts; b.) system enhancements; c.) enhanced focus on passenger amenities; d.) continuation of CNG fleet conversion; e.) implementation of new para-transit contract; f.) 2 percent Cost of Living Adjustment plus a 3 percent merit pay program; g.) funding for National Transit Database (NTD) ridership statistics reporting and semi-annual transfer station cleanings; and h.) additional funding for recruitment efforts to enhance workforce development.

A comparison of the 2013 and 2014 operating budgets was presented by Mr. Cruz-Aedo. He noted that the draft 2014 budget had total projected revenue of \$39,267,185 and total non-capital expenses of \$38,875,515. The projected unexpended balance would be \$391,670.

Using graphics and tables, Mr. Cruz-Aedo reviewed revenue sources and expenditure categories comprising the proposed 2014 budget. He noted that overall the projected budget increase compared to FY 2013 was about 9.28 percent. He stated that the narrative in the budget document provided details on budget line items.

Mr. Cruz-Aedo comparing the number of positions from 2013 to 2014, stated that approximately 32.35 positions would be added. The additional positions were mainly for bus operators.

Mr. Cruz-Aedo informed that the increased Security Department budget was due to consolidation of security and risk management functions within this department. The funding for insurance premiums had been transferred from the Human Resources Department.

Ms. Vangie Chapa asked that when the departmental budget increased more than 50 percent that a specific accounting of the elements comprising the increase be provided. She also reminded that a Marketing presentation had previously been requested.

Discussion on: b.) Proposed 2014 Capital Budget

Mr. Jorge Cruz-Aedo reviewed the proposed 2014 Capital Budget which totaled \$34,366,167. He noted that \$27,142,624 was allocated for the Staples Street Center.

Mr. John Valls inquired if funding was allocated for improvements to the Calallen Park-N-Ride location. Ms. Montez said that not at the present time but this could be reviewed.

Mr. Scott Neeley pointed out that the first line of the capital budget would be adjusted to reflect the action taken by the Board earlier in the meeting.

Mr. Cruz-Aedo cited that the overall Capital Budget of \$27,480,884 was comprised of \$18,919,250 from bonds; \$4,849,659 from grants; \$2,085,996 from reserves from unexpended 2013 funds; and \$1,625,979 from unrestricted fund balance.

Regarding amendments to the 2013 budget, Mr. Cruz-Aedo stated that the plan was to ask the Board to amend the budget at the end of the year.

Mr. John Valls called for discussion on Agenda Item 17f.

f. Six Points Station Project

Mr. Eric Rivera, NEI, using a PowerPoint presentation, stated that the new Six Points Transfer Station would be an indoor and outdoor facility similar to the Robstown Station. He reviewed pictures of the location and surrounding properties. He explained that the concept was to design the station to complement the surroundings and noted the deteriorating condition of the present station. The facility would have restrooms but they would have a card access system. The proposed project budget was \$750,000.

a. October 2013 Financial Report

This agenda item was tabled to the next meeting.

b. October 2013 Operations Report

This agenda item was tabled to the next meeting.

c. Procurement Update

Mr. William Laridis, using a PowerPoint presentation, reported that three proposals had been received for the Bus Stop Cleaning Services solicitation and it was scheduled for Board approval on January 8 2013. A solicitation for fixed-route buses would be issued on November 18, 2013 and was a joint procurement between the Authority and El Metro in Laredo, Texas. Future procurements would be for MIS software, a fuel management system, general legal services, trash receptacles, and for cut-a-way vehicles.

Responding to Mr. Valls, Mr. Laridis replied that the trash receptacles purchase would be a "piggy-back" buy off of a solicitation made by San Antonio VIA.

d. Proposed Bus Stop Shelter Amenities

Ms. Sharon Montez, using a PowerPoint presentation, displayed pictures of various trash receptacles and their respective purchase price. Delivery time was about three or four weeks. The plan was to purchase 7-foot, 5-foot, and 3-foot trash receptacles to accommodate the various bus stop location sites. She also reviewed a proposed shelter design which she stated had the highest windstorm rating and would accommodate a solar power feature.

The Board preferences were to purchase trash receptacles with side openings and that they have the capacity to be bolted down at the site.

CEO's Report

a. Texas Transit Association

Mr. Scott Neeley reported that at the November 14, 2013 TTA meeting Houston Metro was voted to fill the vacant Fort Worth, "The T" seat on the Board. Associate member dues were increased from \$300 to \$500.

b. Thanksgiving Luncheon

Mr. Neeley informed that the Annual Thanksgiving Luncheon would be held November 21, 2013 from 11 a.m. to 2 p.m. and also from 4 p.m. to 6 p.m.

c. 2013 Annual Holiday Party

Mr. Neeley stated that the 2013 Annual Holiday Party would be held on Saturday, December 21, 2013 at the Greyhound Racetrack from 6 p.m. until 8 p.m.

Chairman's Report

a. Eagle Ford Consortium – Fall 2013 Conference

Mr. John Valls expressed appreciation to both Ms. Sharon Montez and Ms. Jane Haas for their participation with the Eagle Ford event.

b. Corpus Christi Hispanic Chamber of Commerce – Green Business Award

Mr. John Valls thanked Mr. Scott Neeley and Ms. Sharon Montez for submitting the application which won the Authority the Green Business Award from the Corpus Christi Hispanic Chamber of Commerce.

c. CEO Evaluation

Mr. John Valls stated that the evaluation of the Chief Executive Officer would be initiated within a couple of weeks. He asked Mr. John Bell to send out an e-mail to all Board Members explaining the process.

Mr. Valls announced that the December Board meeting would be held on December 11, 2013 instead of on December 4, 2013 and that the December Operations and Administration Committee meetings would be cancelled.

DISCUSSION (IN CLOSED SESSION) CONCERNING STAPLES STREET CENTER PROPOSED TENANTS AND LEASING

Mr. John Valls stated that it was 4:41 p.m. and that the Board was going into closed session in order to discuss Item No. 20 on the agenda concerning Staples Street Center Proposed Tenants and Leases under section 551.072 of the Texas Open Meetings Act.

Adjournment

Mr. Valls re-convened the meeting at 5:02 p.m. There being no further business to discuss, the meeting was adjourned.



CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY

Board of Directors' Memo

December 11, 2013

Subject: Proposed FY 2014 Operating 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 begins on November 27, 2013 in order to be complete in time for Board adoption on December 11, 2013.

The Chief Executive Officer has developed the 2014 Proposed Operating Budget with department heads that meets the goals and objectives of the Board of Directors and meets the ridership needs of the community. During the 2014 budget development, the new Budget Software, McLain Decision Support Systems, was utilized, with a new format. The Proposed 2014 Operating Budget is balanced and sustainable for the CCRTA.

Identified Needs

The Proposed FY 2014 Operating Budget includes the following board goals, projects and service levels enhancements:

- Improved System Safety and Security
 - CCRTA has increased the number of Officers from .84 to 1.47 per 1,000 riders (CCPD has 1.5 Officers per 1,000 Citizens) and will continue at this level for 2014
 - A comprehensive review of all systems at the Bear Lane facility identified deficiencies which have been corrected to 100% coverage with operating cameras and DVR recordings
 - All vehicle and pedestrian gates are fully functional
 - Transfer Stations are now fully functional with operating cameras and DVRs
 - Program was started relating to claims recovery, and will continue in 2014
- Additional Public Outreach and Marketing Efforts
 - Increasing hours of operations at Customer Service Center
 - Branding projects – bus wraps, outdoor boards, bus bench ads
 - Adding on-board communication devices to enhance customer satisfaction
 - Adding electronic and print media to support branding campaigns
 - Replacement of "Schedule" racks across the CCRTA service area

- System Enhancements
 - Effective January 1, 2014 CCRTA will directly operate several fixed route services which were previously contracted to MV Transportation – including all of our Commuter Routes + Route 27. This will require an additional 10 bus operators and 2 more Transportation Supervisors in order to cover the larger geographic area.
 - Increased hours needed to cover this change – 27,734
 - Effective June 1, 2014, CCRTA will implement major service improvements which will ultimately expand our service on the street. This requires an additional 15 bus operators, for a total of 140.
 - Increased hours needed to cover improvements – 11,175
 - 2 Training Coordinators will be added in 2014 to conduct new driver classroom and road instruction, and will work closely with Safety and Security to develop and administer year-round pro-active training for Operations.
 - Improve frequency from 30 minutes to 15 minutes on Routes 19 & 29,
 - Restructuring of routes to improve efficiencies in service.
 - Improve on-time performance for all routes
 - Enhancements will increase ridership which may require mid-year adjustments to passenger statistics
- Enhanced focus on passenger amenities
- Continuation of CNG conversion of fleet
- Implementation of new Para-Transit Contract
- 2% Cola and 3% Merit Pay Program (\$435,000 included in 2014 Budget)
- Inclusion of funding for NTD reporting of ridership statistics through passenger samplings
- Inclusion of funding for semi-annual transfer station cleaning (power washing)
- Continued funding for department-wide workforce development
- Added funding for recruitment efforts - job fares, staff training
- Sales & Use Tax is the largest source of Local Funding for the CCRTA and is the primary funding source for operations. Sales tax is estimated at \$33.2 million in 2013 and is budgeted for 2014 at \$34.9 million, for a 5% increase
- Departmental expenses are budgeted at \$30.2 million, the street improvement program is budgeted at \$2.8 million, and depreciation is budgeted at \$5.9 million.
- As in FY 2013 the CCRTA will continue to utilize FTA grants for preventive maintenance and para-transit operating assistance. This will allow the RTA to more rapidly close grants and allow for a more flexible mix of Federal/local funding for both operations and capital.
- Bonds for the Staples Street Center will be issued in late November 2013, however, no debt service payments will be required until 2015.
- CCRTA has a net increase of 32.35 positions budgeted for 2014, compared to the adopted 2013 budget with the majority of the positions being in Transportation, due in part to the increase in service levels for 2014. A personnel summary for each department is included in the budget packet.

The following schedule depicts the Proposed FY 2014 Operating Budget in comparison to the 2013 Operating Budget and Estimated 2013 amounts.

Operating Budgets for 2013 & 2014					
Description	Budget 2013	Estimated 2013	Draft 2014	Draft 2014 VS Estimated 2013	% Change
Source of Funding:					
Operating Revenues	\$ 1,867,517	\$ 1,836,789	\$ 2,029,222	\$ 192,433	10.5%
Sales Tax Revenue	31,482,000	33,220,700	34,885,754	1,665,054	5.0%
Federal, State and Local operating grants	3,232,067	2,000,000	2,286,209	286,209	14.3%
Investment Income	56,000	54,812	66,000	11,188	20.4%
Total Source of Funds	<u>\$ 36,637,584</u>	<u>\$ 37,112,301</u>	<u>\$ 39,267,185</u>	<u>\$ 2,154,884</u>	
Uses of Funding:					
Department Expenses	\$ 27,142,118	\$ 26,487,415	\$ 30,174,612	\$ 3,687,197	13.9%
Depreciation	5,840,000	5,945,255	5,930,000	(15,255)	-0.3%
Street Improvement Program	2,593,634	2,593,634	2,770,903	177,269	6.8%
Non-Capital Uses of Funding	<u>\$ 35,575,752</u>	<u>\$ 35,026,304</u>	<u>\$ 38,875,515</u>	<u>\$ 3,849,211</u>	11.0%
Sources in Excess of Uses/Net Income	<u>\$ 1,061,832</u>	<u>\$ 2,085,997</u>	<u>\$ 391,670</u>	<u>\$ (1,694,327)</u>	

As shown in the schedule above, the total proposed revenues for 2014 are \$39.3 million - \$34.9 million of which is sales tax, which is 89% of the budgeted revenues. The proposed operating budget for 2014 is \$38.9 million - \$30.2 million for departmental expenses, which is 78% of the budget.

Proposed FY2014 Operating Budget versus FY 2013 Operating Budget

Total Expenditures for 2014 are proposed to increase by 9.18% (\$3.3 million) in comparison to the 2013 budget. Following are the major variances that contribute to the increase.

- Department 01 – Transportation 16.04% (\$839 thousand) – addition of 25 new bus operators plus 4 new trainers and supervisors to accommodate the service changes and enhancements
- Department 03 – Purchased Transportation 13.6% (\$1.07 million) – increase in anticipation of new MV contracted services (reductions made in 11 Vehicle Maintenance)
- Department 07 – MIS 45.39% (\$157 thousand) – addition of new Mobile Software technician and increases in server support agreement and Dell AppAssure server license renewals
- Department 11 – Vehicle Maintenance 8.79% (\$478 thousand) – addition of 3 FTEs to support the department and an increased volume of unleaded fuel and

CNG (plus additional related electricity usage), offset by a reduction in services do to the changes in the new MV contract

- Department 40 – Contracts and Grants 31.89% (\$65 thousand) – transfer in of 3 FTEs from other departments as well as corresponding increases in workforce development
- Department 42 – Finance and Accounting 16.66% (\$60 thousand) – COLA and Merit was not budgeted for in 2013, compounding the variance for 2014, in addition to increase in banking credit card fees and administrative fees
- Department 44 – Human Resources -5.49% (-\$198 thousand) – reduction due to transfer of property and liability insurance to Security and Risk Management for 2014, and reduction in budgeted pension costs for 2014
- Department 45 – DBE/EEO -34.01% (-\$186 thousand) – reduction due to transfer of 3 FTEs to Department 40, offset in part by addition of a budget analyst, and reduction due to MIS software budgeted in 2013 for finance software, not utilized due to delay in submittal of RFP (to be considered in 2014)
- Department 50 – Marketing and Communication 35.51% (\$167 thousand) – increased funding for BRANDING projects, paid media, special events, and replacement of schedule racks across the service area
- Department 52 – Security and Risk Management 75.19% (\$391 thousand) – increase due to transfer of property and liability insurance from Human Resources for 2014 (\$334 thousand) in addition to increase in Security Officers rate, and additional workforce development
- Department 77 – Staples Street Center 100% (\$121 thousand) – lease consultant fees, commissions, property management fees, supporting building maintenance fees along with utility expenses for operations.

Proposed FY2014 Operating Budget

Starting on page 6 of this document, are the following budgetary schedules:

Schedule A – Comparative Statement of Revenues and Expenses for 2014 versus 2013, exhibits amounts for Budget 2013, Estimated 2013, Draft Budget 2014, and 2014 Draft Budget versus Estimated 2013, by amount and percentage.

Schedule B – Operating Revenue and Expenditures by Department, exhibits amounts for Budget 2013, Estimated 2013, Base 2014, Supplemental 2014, Proposed 2014, and % Change between Budget 2013 and Proposed 2014.

Schedule C – Operating Revenues exhibits amounts for Budget 2013, Estimated 2013, Proposed 2014, and % Change between Budget 2013 and Budget 2014.

Schedule D – Operating Expenditures exhibits amounts for Budget 2013, Estimated 2013, Proposed 2014, and % Change between Budget 2013 and Budget 2014.

Schedule E – Full Time Equivalent Positions exhibits FTE positions for 2012, 2013 and 2014.

Another new feature for 2014 is what we call the "Narratives" which gives you a snapshot of each department:

- Program Description, detailing significant changes to the budget from prior year
- Goals and Objectives
- Personnel Summary
- Expenditure Summary.

These narratives follow Schedule E, starting on page 12.

Review

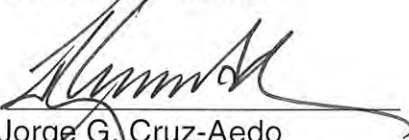
The Board reviewed the Proposed 2014 Operating Budget during the Budget workshops held on September 25, 2013 and October 23, 2013, as well as during the Board meeting on November 20, 2013. No changes have been made to the proposed operating budget.

Recommendation

Staff requests that the Board of Directors adopt the FY 2014 Operating Budget.

Respectfully Submitted,

Submitted by: 
Cindy O'Brien
Director of Finance

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

Approval: 
Scott Neeley
Chief Executive Officer

Schedule A - Comparative Statement of Revenues and Expenses for 2014 Versus 2013

Description	2013		2014	2014 Draft Versus Estimated 2013 Fav (Unfav)	
	Budget	Estimated	Draft Budget	\$	%
Operating Revenues:					
Passenger service	\$ 1,733,970	\$ 1,716,439	\$ 1,885,722	\$ 169,283	9.8%
Bus advertising	52,000	62,850	65,000	2,150	4.1%
Other operating revenues	81,547	57,500	78,500	21,000	25.8%
Total Operating Revenues	<u>\$ 1,867,517</u>	<u>\$ 1,836,789</u>	<u>\$ 2,029,222</u>	<u>\$ 192,433</u>	10.3%
Operating Expenses:					
Transportation	\$ 5,232,056	\$ 5,222,482	\$ 6,071,496	\$ (839,440)	-16.0%
Customer Programs	248,782	212,986	262,868	(14,086)	-5.7%
Purchased Transportation	7,902,852	7,887,018	8,977,306	(1,074,454)	-13.6%
Service Development	278,848	247,795	321,084	(42,236)	-15.2%
MIS	345,764	329,564	502,718	(156,954)	-45.4%
Vehicle Maintenance	5,441,721	5,485,167	5,919,785	(478,064)	-8.8%
Facilities Maintenance	1,063,846	1,074,714	1,016,018	47,828	4.5%
Contracts and Grants	205,896	172,191	271,557	(65,661)	-31.9%
CEO	597,728	637,340	665,866	(68,138)	-11.4%
Finance and Accounting	361,577	386,014	421,831	(60,254)	-16.7%
Materials Management	147,668	133,956	128,216	19,452	13.2%
Human Resources	3,603,513	3,096,770	3,405,521	197,992	5.5%
General Administration	546,074	545,706	360,358	185,716	34.0%
Program Development	174,397	172,415	178,734	(4,337)	-2.5%
Marketing & Communications	470,945	374,123	638,192	(167,247)	-35.5%
Safety and Security	520,451	452,334	911,778	(391,327)	-75.2%
Staples Street Center	-	56,840	121,284	(121,284)	0.0%
Total Departmental Expenses	<u>\$ 27,142,118</u>	<u>\$ 26,487,415</u>	<u>\$ 30,174,612</u>	<u>\$ (3,032,494)</u>	-11.2%
Depreciation	<u>5,840,000</u>	<u>5,945,256</u>	<u>5,930,000</u>	<u>(90,000)</u>	-1.5%
Total Operating Expenses	<u>\$ 32,982,118</u>	<u>\$ 32,432,671</u>	<u>\$ 36,104,612</u>	<u>\$ (3,122,494)</u>	-9.5%
Operating Income (Loss)	<u>\$ (31,114,601)</u>	<u>\$ (30,595,882)</u>	<u>\$ (34,075,390)</u>	<u>\$ (2,930,061)</u>	-9.4%
Other Income (Expense)					
Sales Tax Revenue	\$ 31,482,000	\$ 33,220,700	\$ 34,885,754	\$ 3,403,754	10.8%
Federal, state and local grants	3,232,067	2,000,000	2,286,209	(945,858)	-29.3%
Investment Income	56,000	54,812	66,000	10,000	17.9%
Street Improvement Program	(2,593,634)	(2,593,634)	(2,770,903)	(177,269)	-6.8%
Total Other Income (Expense)	<u>\$ 32,176,433</u>	<u>\$ 32,681,878</u>	<u>\$ 34,467,060</u>	<u>\$ 2,290,627</u>	7.1%
Net Income (Loss)	<u>\$ 1,061,832</u>	<u>\$ 2,085,996</u>	<u>\$ 391,670</u>	<u>\$ (639,434)</u>	-60.2%

SCHEDULE B - OPERATING REVENUE AND EXPENDITURES BY DEPARTMENT						
DEPARTMENTS	BUDGET 2013	ESTIMATED 2013	BASE 2014	SUPPLEMENTAL 2014	PROPOSED 2014	% CHANGE
00 REVENUES	\$36,637,584	\$37,112,301	\$39,267,185	\$0	\$39,267,185	7.18%
TOTALS	\$36,637,584	\$37,112,301	\$39,267,185	\$0	\$39,267,185	
DEPARTMENTS	BUDGET 2013	ESTIMATED 2013	BASE 2014	SUPPLEMENTAL 2014	PROPOSED 2014	% CHANGE
01 TRANSPORTATION	\$5,232,056	\$5,222,482	\$5,101,608	\$969,888	\$6,071,496	16.04%
02 CUSTOMER PROGRAMS	\$248,782	\$212,986	\$244,022	\$18,846	\$262,868	5.66%
03 PURCHASED TRANSPORTATION	\$7,902,852	\$7,887,018	\$8,888,734	\$88,572	\$8,977,306	13.60%
04 SERVICE DEVELOPMENT	\$278,848	\$247,795	\$318,850	\$2,234	\$321,084	15.15%
07 MIS	\$345,764	\$329,564	\$339,898	\$162,820	\$502,718	45.39%
11 VEHICLE MAINTENANCE	\$5,441,721	\$5,485,167	\$5,843,067	\$76,718	\$5,919,785	8.79%
21 FACILITIES MANAGEMENT	\$1,063,846	\$1,074,714	\$995,995	\$20,023	\$1,016,018	-4.50%
40 CONTRACTS AND GRANTS	\$205,896	\$172,191	\$262,820	\$8,737	\$271,557	31.89%
41 GENERAL MANAGEMENT	\$597,728	\$637,340	\$665,866	\$0	\$665,866	11.40%
42 FINANCE AND ACCOUNTING	\$361,577	\$386,014	\$409,474	\$12,357	\$421,831	16.66%
43 MATERIALS MANAGEMENT	\$147,668	\$133,956	\$121,289	\$6,927	\$128,216	-13.17%
44 HUMAN RESOURCES	\$3,603,513	\$3,096,770	\$3,243,999	\$161,522	\$3,405,521	-5.49%
45 DBE/EEO	\$546,074	\$545,706	\$306,353	\$54,005	\$360,358	-34.01%
49 CAPITAL PROJECTS	\$174,397	\$172,415	\$171,096	\$7,638	\$178,734	2.49%
50 MARKETING AND COMMUNICATION	\$470,945	\$374,123	\$630,129	\$8,063	\$638,192	35.51%
52 SECURITY	\$520,451	\$452,334	\$894,928	\$16,850	\$911,778	75.19%
77 STAPLE STREET CENTER	\$0	\$56,840	\$121,284	\$0	\$121,284	100.00%
88 STREET MAINTENANCE	\$2,593,634	\$2,593,634	\$2,770,903	\$0	\$2,770,903	6.83%
99 DEPRECIATION	\$5,840,000	\$5,945,256	\$5,930,000	\$0	\$5,930,000	1.54%
EXPENDITURE TOTALS	\$35,575,752	\$35,026,305	\$37,260,315	\$1,615,199	\$38,875,515	9.28%
NET REVENUES OVER(UNDER) EXPENDITURES	\$1,061,832	\$2,085,996	\$2,006,870	(\$1,615,199)	\$391,670	

SCHEDULE C - OPERATING REVENUES

FUND REVENUES	FY 2013		FY 2014	
	BUDGET	ESTIMATED	PROPOSED	% CHG
40101010 PASSENGER FARES-RTA ROUTE	\$838,421	\$796,242	\$860,000	2.57%
40102010 RTA PRESOLD PASSES/TICKET	\$300,215	\$297,402	\$310,000	3.26%
40102510 TAMUCC & DEL MAR CONTRACTS	\$83,122	\$83,622	\$149,122	79.40%
40103010 STUDENT TICKETS	\$1,233	\$1,474	\$1,600	29.76%
40104010 PORT ARANSAS SERVICES	\$4,590	\$3,966	\$4,000	-12.85%
40106010 HARBOR FERRY	\$91,692	\$98,750	\$100,000	9.06%
40107010 WATER TAXI	\$0	\$3,000	\$0	0
40108010 EXPRESS FARES - PARK & RIDE	\$173,874	\$190,569	\$210,000	20.78%
40109010 EXPRESS FARES - COMMUTER CARDS	\$15,928	\$31,252	\$35,000	119.74%
40110010 DEMAND RESPONSE	\$186,248	\$180,000	\$180,000	-3.35%
40113010 VANPOOL REVENUE	\$38,647	\$30,162	\$36,000	-6.85%
40603010 BUS BENCH ADVERTISING	\$52,000	\$62,850	\$65,000	25.00%
40704010 INVESTMENT INCOME	\$56,000	\$54,812	\$66,000	17.86%
40798010 ON-BOARD BUS ADVERTISING	\$71,003	\$49,000	\$70,000	-1.41%
40799010 OTHER INCOME	\$10,544	\$8,500	\$8,500	-19.39%
40802010 SALES TAX REVENUES	\$31,482,000	\$33,220,700	\$34,885,754	10.81%
41301010 FEDERAL CAPITAL GRANTS	\$3,232,067	\$2,000,000	\$2,286,209	-29.26%
TOTAL FUND REVENUES	\$36,637,584	\$37,112,301	\$39,267,185	7.18%

SCHEDULE D - EXPENDITURES

FUND EXPENDITURES	FY 2013		FY 2014	
	BUDGET	ESTIMATED	PROPOSED	% CHG
50101010 SALARIES AND WAGES - OPERATOR	\$3,685,071	\$3,573,762	\$4,256,588	15.51%
50102010 SALARIES AND WAGES - OTHER	\$4,595,538	\$4,467,503	\$4,895,109	6.52%
50103010 OVERTIME - OTHER	\$131,171	\$240,615	\$194,270	48.10%
50104010 OVERTIME - OPERATORS	\$470,209	\$504,625	\$549,734	16.91%
50201010 MEDICARE	\$126,327	\$135,690	\$142,695	12.96%
50202010 PENSION	\$1,362,427	\$1,289,755	\$1,187,998	-12.80%
50204010 DENTAL	\$30,323	\$14,623	\$3,255	-89.27%
50205010 LIFE INSURANCE	\$44,088	\$41,395	\$46,589	5.67%
50206010 DISABILITY INSURANCE	\$34,255	\$31,992	\$42,424	23.85%
50207010 UNEMPLOYMENT	\$24,000	\$26,566	\$24,000	0.00%

SCHEDULE D - EXPENDITURES (continued)				
	FY 2013		FY 2014	
FUND EXPENDITURES	BUDGET	ESTIMATED	PROPOSED	% CHG
50213010 UNIFORM AND TOOL ALLOWANCE	\$4,200	\$4,025	\$4,200	0.00%
50214110 TUITION REIMBURSEMENT	\$28,700	\$16,071	\$118,700	313.59%
50214210 WORKERS COMPENSATION	\$78,031	\$75,819	\$79,200	1.50%
50214310 INCENTIVE AWARDS	\$14,306	\$12,902	\$12,900	-9.83%
TOTAL SALARIES AND BENEFITS	\$10,628,646	\$10,435,343	\$11,557,662	8.74%
50310010 PRODUCTION FEES	\$41,250	\$34,618	\$44,550	8.00%
50322010 CONSULTING SERVICES	\$166,000	\$188,000	\$183,000	10.24%
50324010 LEGAL FEES	\$120,000	\$116,111	\$139,900	16.58%
50326010 COMPUTER CONSULTING SERV	\$149,400	\$141,400	\$58,500	-60.84%
50329910 OTHER PROFESSIONAL SERV	\$216,657	\$274,141	\$536,306	147.54%
50330010 TEMPORARY SERVICES	\$10,916	\$55,815	\$32,600	198.64%
50342010 GROUNDSKEEPING	\$0	\$350	\$0	0
50344010 REFUSE REMOVAL	\$44,207	\$54,319	\$47,142	6.64%
50346010 CONTRACTED MAINTENANCE	\$270,159	\$244,614	\$355,140	31.46%
50346210 CONTRACTED BLDG MAINT	\$17,193	\$17,030	\$33,193	93.06%
50346410 CONTRACTED SHELTER MAINT	\$12,000	\$11,758	\$12,000	0.00%
50346610 CONTRACTED VEHICLE MAINT	\$190,764	\$148,426	\$250,000	31.05%
50360010 SECURITY SERVICE	\$454,195	\$389,775	\$454,000	-0.04%
50372010 EMPLOYEE EXAMS	\$34,840	\$34,034	\$43,250	24.14%
50379910 OTHER SERVICES	\$0	\$13,500	\$0	0
TOTAL SERVICES	\$1,727,581	\$1,723,891	\$2,189,581	26.74%
50401010 FUEL AND LUBRICANTS	\$2,299,813	\$2,241,168	\$2,542,169	10.54%
50401110 FUEL AND LUBRICANT TAXES	\$209,313	\$206,211	\$225,713	7.84%
50401210 FREIGHT, DELIVERY, ENVIRMNTL FEE	\$1,978	\$1,503	\$1,978	0.00%
50401310 SPILL TAX AND L.U.S.T.	\$3,046	\$2,845	\$3,046	0.00%
50402010 TIRES AND TUBES	\$178,270	\$196,639	\$184,393	3.43%
50490110 REPAIR PARTS	\$1,169,000	\$1,166,772	\$1,169,000	0.00%
50490210 BUS CLEANING SUPPLIES	\$13,200	\$11,930	\$13,200	0.00%
50490310 BUILDING MAINT MATERIALS	\$76,500	\$92,265	\$90,000	17.65%
50490410 PROMOTIONAL SUPPLIES	\$28,350	\$37,017	\$37,350	31.75%
50490510 VEHICLE MAINTENANCE MANDS	\$120,000	\$194,530	\$120,000	0.00%
50490610 SHELTER MAINT SUPPLIES	\$42,802	\$44,252	\$42,802	0.00%
50491110 OFFICE SUPPLIES	\$50,000	\$59,457	\$65,430	30.86%
50491210 POSTAGE AND EXPRESS	\$26,515	\$29,008	\$32,765	23.57%
50491310 MINOR TOOLS AND EQUIPMENT	\$46,750	\$31,780	\$46,350	-0.86%
50491410 MINOR OFFICE EQUIPMENT	\$23,650	\$23,017	\$49,332	108.59%
50492010 PRINTING	\$129,982	\$78,073	\$153,550	18.13%

SCHEDULE D - EXPENDITURES (continued)				
	FY 2013		FY 2014	
FUND EXPENDITURES	BUDGET	ESTIMATED	PROPOSED	% CHG
50493010 UNIFORMS	\$77,235	\$76,307	\$83,605	8.25%
50499910 OTHER MATERIALS AND SUPPL	\$22,376	\$21,481	\$15,856	-29.14%
TOTAL MATERIALS AND SUPPLIES	\$4,518,780	\$4,514,255	\$4,876,539	7.92%
50502010 TELECOMMUNICATIONS	\$97,157	\$96,746	\$103,544	6.57%
50502110 ELECTRICITY	\$253,874	\$250,957	\$394,722	55.48%
50502210 WATER AND GAS	\$30,509	\$28,945	\$30,509	0.00%
TOTAL UTILITIES	\$381,540	\$376,648	\$528,775	38.59%
50603010 PROPERTY AND LIABILITY INSURANCE	\$329,700	\$320,101	\$336,114	1.95%
50610010 HEALTH CARE SELF INSURANCE	\$1,959,158	\$1,487,663	\$1,780,200	-9.13%
TOTAL INSURANCE	\$2,288,858	\$1,807,764	\$2,116,314	-7.54%
50801010 BAYFRONT EXPRESS AND SS EXPRESS	\$24,000	\$8,350	\$24,000	0.00%
50802010 CONTRACT FIXED ROUTE	\$1,504,144	\$1,570,183	\$1,504,144	0.00%
50803310 HARBOR FERRY SERVICE	\$527,200	\$534,973	\$606,295	15.00%
50803410 ROBSTOWN #34	\$141,371	\$139,617	\$141,371	0.00%
50803510 TRAM SERVICE	\$120,911	\$0	\$0	-100.00%
50803610 TEXAS A & M SHUTTLE	\$104,480	\$98,638	\$104,480	0.00%
50803910 B-LINE FUEL	\$621,344	\$755,559	\$790,013	27.15%
50804010 B-LINE SERVICE	\$3,613,177	\$3,526,854	\$4,345,512	20.27%
50804110 PROTOTYPE ALTERNATE B-LINE SERVICE	\$0	\$0	\$72,950	100.00%
50805010 PORT ARANSAS FLEXI-B	\$100,360	\$99,042	\$100,360	0.00%
50805110 PORT ARANSAS TROLLEY SERVICE	\$100,107	\$99,370	\$100,107	0.00%
50806010 WATER TAXI	\$0	\$48,859	\$42,120	100.00%
50807010 RURAL - ROUTE 67	\$226,133	\$218,487	\$226,133	0.00%
50808010 PT/VANPOOL/PORT A SHUTTLE	\$59,940	\$90,000	\$109,940	83.42%
TOTAL PURCHASED TRANSPORTATION	\$7,143,167	\$7,189,902	\$8,167,425	14.34%
50901010 DUES AND SUBSCRIPTIONS	\$56,405	\$55,784	\$73,899	31.01%
50902110 TRAVEL, TRAINING AND MTNGS	\$218,478	\$207,101	\$280,000	28.16%
50908010 ADVERT/PROMO MEDIA EXP.	\$66,400	\$52,636	\$97,117	46.26%
50909510 COMMUNITY SERVICES	\$26,900	\$33,164	\$100,263	272.72%
50909910 OTHER MISCELLANEOUS EXP.	\$17,777	\$22,092	\$118,410	566.09%
TOTAL MISCELLANEOUS	\$385,960	\$370,777	\$669,689	73.51%
51201010 LEASES AND RENTALS	\$67,586	\$68,905	\$68,826	1.83%
LEASES AND RENTALS	\$67,586	\$68,905	\$68,826	1.83%
60230110 DEPRECIATION EXPENSE	\$5,840,000	\$5,945,256	\$5,930,000	1.54%
60355510 STREET MAINTENANCE	\$2,593,634	\$2,593,634	\$2,770,903	6.83%
TOTAL FUND EXPENDITURES	\$35,575,752	\$35,026,305	\$38,875,515	9.28%

Schedule E - Full Time Equivalent Positions

DEPARTMENT	2012 FUNDED POSITIONS	2013		2014	
		ADOPTED POSITIONS	REVISED POSITIONS	ADDITIONS (DELETIONS)	FUNDED POSITIONS
01 TRANSPORTATION	129.00	128.00	131.00	32.00	160.00
02 CUSTOMER PROGRAMS	4.00	4.00	4.00	0.80	4.80
03 PURCHASED TRANSPORTATION	3.00	3.00	3.00	0.00	3.00
04 SERVICE DEVELOPMENT	4.00	4.00	4.00	-1.00	3.00
07 MIS	1.00	2.00	2.00	1.00	3.00
11 VEHICLE MAINTENANCE	35.00	35.00	36.00	3.00	38.00
21 FACILITIES MANAGEMENT	15.00	15.00	15.00	0.00	15.00
40 CONTRACTS AND GRANTS	3.00	3.00	3.00	1.00	4.00
41 GENERAL MANAGEMENT	4.00	1.00	1.00	0.00	1.00
42 FINANCE AND ACCOUNTING	5.80	5.00	5.55	0.55	5.55
43 MATERIALS MANAGEMENT	4.00	4.00	4.00	-1.00	3.00
44 HUMAN RESOURCES	2.00	2.00	3.00	1.00	3.00
45 DBE/EEO	3.00	8.00	8.00	-5.00	3.00
49 CAPITAL PROJECTS	2.00	2.00	2.00	0.00	2.00
COMMUNICATION	2.00	3.00	3.00	0.00	3.00
52 SECURITY	0.00	1.00	1.00	0.00	1.00
	216.80	220.00	225.55	32.35	252.35

CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY

01 - TRANSPORTATION

PROGRAM DESCRIPTION

Effective January 1, 2014, four routes will be brought in-house from the contractor in addition to service improvements that are anticipated to begin as early as June 1, 2014. The total hours needed to cover the proposed service improvements is 11,175. The total hours needed to cover bringing in the fixed routes (27, 50, 51, 53, 65, 83) is 27,734 for a total of 38,909 increased hours. The annualized hours needed to cover the service improvements is 19,157.

SALARIES AND BENEFITS - Increased 19.02% (\$953,648) due to increase of 25 operators to cover routes bringing in-house from contractor (27, 50, 51, & 53) on 1/1/14, and to cover additional service improvements starting 6/1/14; and addition of 2 trainers and 2 supervisors due to the enhancements of service

SERVICES - Decreased 100% due to In house services for functions budgeted differently in 2014.

MATERIALS AND SUPPLIES - Increased 32.13% (\$16,220) to cover promotional supplies for next year's Rodeo which will be expanded to a more regional event

INSURANCE - Decrease of 100% due to Property and Liability insurance costs being recorded in Safety and Security Dept. 52 for 2014.

MISCELLANEOUS - Increased 52.15% (\$12,510) to cover dues and subscriptions, travel training to attend State (3 operators and 1 DOT) and International (1 Operator and MDOO) Rodeos, Supervisor training for 4 Supervisors to attend TSI and/or NTI, and APTA annual.

GOALS AND OBJECTIVES

1. Reduce the accident per 100,000 miles to <2.0
2. Establish a formal Transportation Supervisor training program
3. Revise the Bus Operator Guidelines
4. Revise the ARB process
5. Establish a quarterly operator training program to include either safety or an operational topic
6. Initiate an Employee Recognition Program for Operators
7. Reduce overtime percentage from prior year by 15% - for operators
8. Meet the appropriate operator full-time staffing level of 140

PERSONNEL SUMMARY	FY 2012 ACTUAL	FY 2013 ADOPTED	FY 2013 REVISED	FY 2014 BUDGET	FY14 VS FY13
BUS OPERATOR	115.0	115.0	115.0	140.0	25.0
DISPATCHER	2.0	2.0	3.0	3.0	1.0
TRANSPORTATION SUPERVISOR	7.0	7.0	8.0	10.0	3.0
TRANSPORTATION SERVICE COORDINATOR	2.0	2.0	2.0	2.0	0.0
TRANSPORTATION TRAINER	0.0	0.0	0.0	2.0	2.0
DIRECTOR OF TRANSPORTATION	1.0	1.0	1.0	1.0	0.0
MANAGING DIRECTOR OF OPERATIONS	1.0	1.0	1.0	1.0	0.0
SENIOR ADMINISTRATIVE ASSISTANT	1.0	0.0	1.0	1.0	1.0
TOTAL	129.0	128.0	131.0	160.0	32.0

EXPENDITURE SUMMARY	FY 2012 ACTUAL	FY 2013 ADOPTED	FY 2013 REVISED	FY 2014 BUDGET	% Change
SALARIES AND BENEFITS	4,843,893	5,014,648	4,990,429	5,968,296	19.02%
SERVICES	-4,723	-22,706	39	0	-100.00%
MATERIALS AND SUPPLIES	41,023	50,480	62,570	66,700	32.13%
UTILITIES	364	0	0	0	
INSURANCE	164,307	164,306	147,361	0	-100.00%
PURCHASED TRANSPORTATION	0	0	0	0	
MISCELLANEOUS	25,670	23,990	20,381	36,500	52.15%
LEASES AND RENTALS	1,341	1,338	1,702	0	-100.00%
TOTAL	\$5,071,875	\$5,232,056	\$5,222,482	\$6,071,496	16.04%

CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY

02 - CUSTOMER PROGRAMS

PROGRAM DESCRIPTION

SALARIES - Increased 1.29% (\$1,867) which is the result of retirement of senior (higher waged) staff offset by an increase of .8 FTE for additional Information Aide to accomplish the Goals and Objectives stated.

MATERIALS AND SUPPLIES - Increased 41.94% (\$27,362) for special encoded and non-encoded passes that were previously omitted from pass print contract

MISCELLANEOUS - Increased 42.86% (\$1,500) for additional professional customer service training for team and start-up training for new personnel.

GOALS AND OBJECTIVES

Establish a pro-active communication center to benefit all customers: current riders seeking pass purchases, incentives, information on new services; prospective riders seeking information on mobile ticketing, electronic trip planning, and support of ridership growth efforts in the community. Plan calls for OUT BOUND calling; in-services on mobile ticketing at target employer / agency organizations.

PERSONNEL SUMMARY	FY 2012 ACTUAL	FY 2013 ADOPTED	FY 2013 REVISED	FY 2014 BUDGET	FY14 VS FY13
CUSTOMER CENTER SUPERVISOR	1.0	1.0	1.0	1.0	0.0
INFORMATION AIDE	3.0	3.0	3.0	3.8	0.8
TOTAL	4.0	4.0	4.0	4.8	0.8

EXPENDITURE SUMMARY	FY 2012 ACTUAL	FY 2013 ADOPTED	FY 2013 REVISED	FY 2014 BUDGET	% CHANGE
SALARIES AND BENEFITS	113,588	145,258	118,592	147,125	1.29%
SERVICES	12,602	17,158	12,197	17,787	3.67%
MATERIALS AND SUPPLIES	72,918	65,238	63,920	92,600	41.94%
UTILITIES	218	120	0	120	0.00%
INSURANCE	0	0	0	0	0.00%
PURCHASED TRANSPORTATION	0	0	0	0	0.00%
MISCELLANEOUS	383	3,500	1,069	5,000	42.86%
LEASES AND RENTALS	16,661	17,508	17,208	17,508	0.00%
TOTAL	\$216,370	\$248,782	\$212,986	\$280,140	12.60%

CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY

03 - PURCHASED TRANSPORTATION

PROGRAM DESCRIPTION

Purchased Transportation includes the management of special services such as Port Aransas circulator and Harbor Ferry, as well as the areas of Mobility Management and Paratransit Eligibility. This budget also includes the charges for the MV Contract.

SALARIES AND BENEFITS - Increased 3.18% (\$4,282) due to inclusion of 2% COLA and 3% Merit, as well as the net effect of elimination of the Director of Mobility Management position and transfer in of the Director of Special Services from Service Development Dept. 04.

MATERIALS AND SUPPLIES - Decreased 12.99% (\$530) due to reduction in postage and elimination of uniforms

PURCHASED TRANSPORTATION - Increased 14.34% (\$1,024,258) in anticipation of increased cost of MV contracted services

MISCELLANEOUS - Increased 207.19% (\$33,563) due to cost of Special Events Movements moved from Marketing Dept. 50 for 2014

LEASE RENTALS - Decreased 100% (\$1,176) due to MV storage unit budgeted in 2013, no longer needed

GOALS AND OBJECTIVES

Expand Van Pool Program

Analyze and propose more efficient ways to service rural areas

Actively participate in downtown initiatives in order to encourage use of public transit

Deliver quarterly ADA training for employees

PERSONNEL SUMMARY	FY 2012 ACTUAL	FY 2013 ADOPTED	FY 2013 REVISED	FY 2014 BUDGET	FY14 VS FY13
DIRECTOR OF MOBILITY MANAGEMENT	1.0	1.0	1.0	0.0	-1.0
DIRECTOR OF SPECIAL SERVICES	0.0	0.0	0.0	1.0	1.0
ELIGIBILITY COORDINATOR	1.0	1.0	1.0	1.0	0.0
MOBILITY COORDINATOR	1.0	1.0	1.0	1.0	0.0
TOTAL	3.0	3.0	3.0	3.0	0.0

EXPENDITURE SUMMARY	FY 2012 ACTUAL	FY 2013 ADOPTED	FY 2013 REVISED	FY 2014 BUDGET	% CHANGE
SALARIES AND BENEFITS	128,377	134,516	85,095	138,798	3.18%
SERVICES	558,424	603,714	597,237	617,771	2.33%
MATERIALS AND SUPPLIES	11,259	4,080	3,343	3,550	-12.99%
UTILITIES	0	0	0	0	0.00%
INSURANCE	0	0	0	0	0.00%
PURCHASED TRANSPORTATION	6,584,355	7,143,167	7,189,932	8,167,425	14.34%
MISCELLANEOUS	11,214	16,199	11,411	49,762	207.19%
LEASES AND RENTALS	910	1,176	0	0	-100.00%
TOTAL	\$7,294,539	\$7,902,852	\$7,887,018	\$8,977,306	13.60%

CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY

04 - SERVICE DEVELOPMENT

PROGRAM DESCRIPTION

Service Development is responsible for service planning, development and scheduling. This budget includes all costs related to collected operational data and its' analysis. 2014 is a NTD reporting year for our ridership data so this budget will include a one time fee for both consulting services and labor pool.

SALARIES AND BENEFITS - Decreased by 19.71% (\$52,514) due to transfer of Director of Special Services to Purchased Transportation Department 03 for 2014

SERVICES - Increased 100% (\$100,000) due to NTD passenger sampling required this year: daily samples of ridership and planning consultants

MATERIALS AND SUPPLIES - Decreased 41.67% (\$500) due to transfer out of employee

MISCELLANEOUS - Decreased 42.22% (\$4,750) due to transfer out of employee

GOALS AND OBJECTIVES

Develop and implement 2 Primary Transit Networks, Increase ridership by creating more efficient routes, Update reports on operational data, Develop and implement mid year service changes, Develop and submit a new Title VI program to FTA, Report complete and accurate data to NTD

PERSONNEL SUMMARY	FY 2012 ACTUAL	FY 2013 ADOPTED	FY 2013 REVISED	FY 2014 BUDGET	FY14 VS FY13
DIRECTOR OF PLANNING	1.0	1.0	1.0	1.0	0.0
DIRECTOR OF SPECIAL SERVICES	1.0	1.0	1.0	0.0	-1.0
SENIOR PLANNER	1.0	1.0	1.0	1.0	0.0
DATA TECHNICIAN	1.0	1.0	1.0	1.0	0.0
TOTAL	4.0	4.0	4.0	3.0	-1.0

EXPENDITURE SUMMARY	FY 2012 ACTUAL	FY 2013 ADOPTED	FY 2013 REVISED	FY 2014 BUDGET	% CHANGE
SALARIES AND BENEFITS	291,159	266,398	231,003	213,884	-19.71%
SERVICES	240,353	0	9,337	100,000	100.00%
MATERIALS AND SUPPLIES	3,494	1,200	1,150	700	-41.67%
UTILITIES	0	0	0	0	0.00%
INSURANCE	0	0	0	0	0.00%
PURCHASED TRANSPORTATION	0	0	0	0	0.00%
MISCELLANEOUS	15,081	11,250	6,305	6,500	-42.22%
LEASES AND RENTALS	240	0	0	0	0.00%
TOTAL	\$550,327	\$278,848	\$247,795	\$321,084	15.15%

CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY

07 - MIS

PROGRAM DESCRIPTION

SALARIES AND BENEFITS - Increased 57.54% (\$52,787) due to adding employee in 2014 - responsible for AVL, GFI and Software Technologies on the buses.

SERVICES - Increased 49.75% (\$66,628) due to Server Support Agreement and Dell AppAssure Server Backup License Renewal costs

MATERIALS AND SUPPLIES - Increased 131.7% (\$25,682) due to computer hardware previously budgeted in capital budget; new in-house Email spam filter hardware device which will improve current email spam blocking capabilities

UTILITIES - Increased 3.49% (\$3,332) due to new internet connection at transit station at Robstown for security cameras

MISCELLANEOUS - Increased 170.5% (\$8,525) due to new employee training from the manufacture and service provider for current equipment

GOALS AND OBJECTIVES

LCD Monitor Technology in RTA buses for Marketing Dept.
 Mobile Digital Bus Pass Technology
 Work with Service Development and Marketing with Google Transit for the Agency.
 Live Mobile Bus Schedule Tracking system.
 New IT Help Desk for keeping Track of Computer and Phone Issues
 Transit Station Digital Signage and Internet for live video feed from RTA security cameras.
 Digital LCD Technology for RTA administration building for marketing and operations dept.

PERSONNEL SUMMARY	FY 2012 ACTUAL	FY 2013 ADOPTED	FY 2013 REVISED	FY 2014 BUDGET	FY14 VS FY13
SYSTEMS ADMINISTRATOR	1.0	1.0	1.0	1.0	0.0
SYSTEMS TECHNICIAN	0.0	1.0	1.0	1.0	0.0
MOBILE SOFTWARE TECHNICIAN *	0.0	0.0	0.0	1.0	1.0
TOTAL	1.0	2.0	2.0	3.0	1.0
* Requesting for 2014					
EXPENDITURE SUMMARY	FY 2012 ACTUAL	FY 2013 ADOPTED	FY 2013 REVISED	FY 2014 BUDGET	% CHANGE
SALARIES AND BENEFITS	68,726	91,738	92,773	144,525	57.54%
SERVICES	138,524	133,934	119,493	200,562	49.75%
MATERIALS AND SUPPLIES	12,716	19,500	16,982	45,182	131.70%
UTILITIES	111,516	95,592	95,301	98,924	3.49%
INSURANCE	0	0	0	0	0.00%
PURCHASED TRANSPORTATION	0	0	0	0	0.00%
MISCELLANEOUS	283	5,000	5,015	13,525	170.50%
LEASES AND RENTALS	0	0	0	0	0.00%
TOTAL	\$331,765	\$345,764	\$329,564	\$502,718	45.39%

CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY

11 - VEHICLE MAINTENANCE

PROGRAM DESCRIPTION

The Vehicle Maintenance Department is essential in providing a comfortable, accessible, and dependable transportation to CCRTA Operators and riders. Vehicle Maintenance remains consistent and innovative by providing a reliable fleet in the most cost effective manner possible.

SERVICES - Decreased 19.49% (\$63,749)due to reductions/changes to MV Contract

MATERIALS AND SUPPLIES - Increased 6.63% (\$270,129) due to increased volume of unleaded fuel (\$160,000) and CNG (\$81,000), in addition to related fees and fuel taxes, for 2014.

UTILITIES - Increased 182.61% (\$103,384) due to Electricity usage increase for additional CNG vehicles for a total of 40 for 2014.

INSURANCE - Decreased 100% due to budgeting Property and Liability Insurance in Safety and Security Department #52 for 2014.

MISCELLANEOUS - Increased 46.90% (\$15,500) for additional Technicians CNG training, and additional CNG decals required per vehicle

GOALS AND OBJECTIVES

Goals: Ensure bus availability to meet 100% pullout rate; complete 100% Preventive Maintenance Inspections on time; and meet miles between roadcalls goal of 5,500.

Objectives: Continue fleet conversion to Compressed Natural Gas, and coordinate and implement Predictive Maintenance Plan.

PERSONNEL SUMMARY	FY 2012 ACTUAL	FY 2013 ADOPTED	FY 2013 REVISED	FY 2014 BUDGET	FY14 VS FY13
MECHANIC SUPERVISOR	3.0	3.0	3.0	3.0	0.0
SENIOR ADMINISTRATIVE ASSISTANT	1.0	0.0	0.0	1.0	1.0
DIRECTOR OF MAINTENANCE	1.0	1.0	1.0	1.0	0.0
ASSITANT DIRECTOR OF MAINTENANCE	0.0	1.0	1.0	1.0	0.0
JOURNEY MECHANIC	7.0	7.0	8.0	8.0	1.0
GARAGE SERVICES SUPERVISOR	1.0	1.0	1.0	1.0	0.0
VEHICLE MAINT TECH III - ELECTRONIC	1.0	1.0	1.0	1.0	0.0
VEHICLE ELECTRONIC MAINT	2.0	2.0	2.0	3.0	1.0
BODY SHOP TECHNICIAN	2.0	2.0	2.0	2.0	0.0
VEHICLE MAINT TECH II	4.0	4.0	4.0	4.0	0.0
VEHICLE MAINT TECH I	5.0	5.0	5.0	5.0	0.0
GARAGE SERVICE TECHNICIAN	2.0	2.0	2.0	2.0	0.0
GARAGE SERVICE PERSON	6.0	6.0	6.0	6.0	0.0
TOTAL	35.0	35.0	36.0	38.0	3.0

EXPENDITURE SUMMARY	FY 2012 ACTUAL	FY 2013 ADOPTED	FY 2013 REVISED	FY 2014 BUDGET	% CHANGE
SALARIES AND BENEFITS	1,461,209	1,587,244	1,651,132	1,631,951	2.82%
SERVICES	-347,111	-327,000	-383,930	-263,252	-19.49%
MATERIALS AND SUPPLIES	4,224,643	4,071,831	4,094,162	4,341,960	6.63%
UTILITIES	5,434	56,616	60,204	160,000	182.61%
INSURANCE	19,400	19,404	25,306	0	-100.00%
PURCHASED TRANSPORTATION	0	0	0	0	0.00%
MISCELLANEOUS	35,418	33,050	37,717	48,550	46.90%
LEASES AND RENTALS	576	576	576	576	0.00%
TOTAL	\$5,399,569	\$5,441,721	\$5,485,167	\$5,919,785	8.79%

CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY

21 - FACILITIES MANAGEMENT

PROGRAM DESCRIPTION

The Facilities Maintenance Department centers on three (3) distinct yet integrated and multidisciplinary areas, including facilities maintenance technical support, grounds keeping, and industrial custodial services. Each specializes in their own distinctive efforts to improve and support the maintenance of all CCRTA buildings, grounds, equipment, bus stops, bus shelters and structures.

SERVICES - Increased 21.24% (\$24,699) to fund transfer station power wash for 4 stations, twice a year (\$16,000); increase in temporary services for grounds keeper support (\$17,000), offset by the transfer of security costs (\$15,800) to Safety and Security Department, as well as increases (\$7,400) in refuse removal and contracted maintenance of equipment

UTILITIES - Increased 16.45% (\$37,464) for additional electricity usage for the Robstown Station and anticipated increase in PUC fees.

INSURANCE - Property and Liability Insurance charges moved to Safety and Security Department 52 for 2014.

MISCELLANEOUS - Increased 15% (\$1,500) for Supervisor attendance at annual APTA Expo in Houston.

GOALS AND OBJECTIVES

Goals - Installation of additional amenities to 500 service stops. Complete 100% of scheduled facilities PMI's: to include bus lifts, generators, bus wash, fuel and lubricant pumps. Refurbishment program for bus shelters and receptacles.

PERSONNEL SUMMARY	FY 2012 ACTUAL	FY 2013 ADOPTED	FY 2013 REVISED	FY 2014 BUDGET	FY14 VS FY13
GROUNDSKEEPER	3.0	3.0	3.0	3.0	0.0
INDUSTRIAL CUSTODIAL TECHNICIAN	3.0	3.0	3.0	3.0	0.0
GROUNDS PERSON	3.0	3.0	3.0	3.0	0.0
FACILITIES MAINTENANCE CUSTODIAN	1.0	1.0	1.0	1.0	0.0
FACILITIES MAINTENANCE SUPERVISOR	1.0	1.0	1.0	1.0	0.0
FACILITIES MAINTENANCE TECHNICIAN	4.0	4.0	4.0	4.0	0.0
TOTAL	15.0	15.0	15.0	15.0	0.0

EXPENDITURE SUMMARY	FY 2012 ACTUAL	FY 2013 ADOPTED	FY 2013 REVISED	FY 2014 BUDGET	% CHANGE
SALARIES AND BENEFITS	367,994	414,472	396,357	424,814	2.50%
SERVICES	111,531	120,992	145,175	146,691	21.24%
MATERIALS AND SUPPLIES	142,609	152,532	167,696	160,502	5.23%
UTILITIES	222,663	227,767	219,698	265,231	16.45%
INSURANCE	125,807	130,803	130,980	0	-100.00%
PURCHASED TRANSPORTATION	0	0	0	0	0.00%
MISCELLANEOUS	3,815	10,000	8,596	11,500	15.00%
LEASES AND RENTALS	5,991	7,280	6,212	7,280	0.00%
TOTAL	\$980,410	\$1,063,846	\$1,074,714	\$1,016,018	-4.50%

CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY

40 - CONTRACTS AND GRANTS

PROGRAM DESCRIPTION

The Contracts and Grants department is responsible for administering and overseeing all agency purchases and ensuring Federal and State compliance. There are approximately forty (40) contracts/service agreements in FY2014 that require action. Additionally, we are responsible for overseeing \$5,423,648 in Federal Formula Grants, the Management Internship Program, and Governmental relations.

SALARIES AND BENEFITS - The 31.77% (\$54,931) increase is primarily a result of the transfer of the budgeted amount of \$25,000 for the Management Internship Program from Department 45 as well as the realignment of administrative staffing during 2013.

MATERIALS AND SUPPLIES - The 25.88% increase (\$1,953) is mainly a result of budgeting \$1,200 for blueprints, drawings, and renderings associated with construction projects. For FY2014, we have scheduled approximately 67 ADA bus stops, renovation of Six Points Station, and Bear Lane Parking Lot improvements.

MISCELLANEOUS - The 34.46% increase (\$8,777) is directly related to the department goal of workforce development. We have scheduled the four (4) part National Transit Institute (NTI) Procurement Training for the newly hired Buyer in FY2014.

GOALS AND OBJECTIVES

Update 2010 Procurement Policy

Transition into a Paperless Records Retention Agency

Workforce Development

Ensure 100% of contracts are renewed prior to contract expiration

PERSONNEL SUMMARY	FY 2012 ACTUAL	FY 2013 ADOPTED	FY 2013 REVISED	FY 2014 BUDGET	FY14 VS FY13
DIRECTOR OF PROCUREMENT	1.0	1.0	1.0	1.0	0.0
INTERN 1	0.0	0.0	0.0	0.8	0.8
INTERN 2	0.0	0.0	0.0	0.2	0.2
Board Support/Document Support Manager	1.0	1.0	1.0	1.0	0.0
BUYER	1.0	1.0	1.0	1.0	0.0
TOTAL	3.0	3.0	3.0	4.0	1.0

EXPENDITURE SUMMARY	FY 2012 ACTUAL	FY 2013 ADOPTED	FY 2013 REVISED	FY 2014 BUDGET	% CHANGE
SALARIES AND BENEFITS	134,384	172,879	145,483	227,810	31.77%
SERVICES	0	0	10	0	0.00%
MATERIALS AND SUPPLIES	1,977	7,547	4,975	9,500	25.88%
UTILITIES	72	0	0	0	0.00%
INSURANCE	0	0	0	0	0.00%
PURCHASED TRANSPORTATION	0	0	0	0	0.00%
MISCELLANEOUS	16,302	25,470	21,723	34,247	34.46%
LEASES AND RENTALS	0	0	0	0	0.00%
TOTAL	\$152,735	\$205,896	\$172,191	\$271,557	31.89%

CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY

41 - GENERAL MANAGEMENT

PROGRAM DESCRIPTION

The Corpus Christi Regional Transportation Authority Board of Directors makes policy decisions for the organization. The Chief Executive Officer assumes overall responsibility for the day-to-day operation of the agency. The CEO's office implements and reports progress on Board Initiatives and provides support necessary to achieve organizational goals.

SALARIES AND BENEFITS - Increased by 12.87% (\$21,320) due to budgeting for eligible incentive in 2014

MATERIALS AND SUPPLIES - Increased by 30.68% (\$1,350) due to budgeting for office supplies in 2014

INSURANCE - Decreased by 100% (\$13,187) due to Liability Insurance and Workers Compensation being budgeted in Human Resources Department #44 in 2014

MISCELLANEOUS - Increased 40.82% (\$58,150) due to transfer of South Texas Military Task Force charges from Consulting Services account to this account and additional conference costs for APTA and TTA

GOALS AND OBJECTIVES

Capital Project Oversight, Operation "Deep Clean", Consistent employee and customer contacts, KPI's, workforce development and employee training, Improved Safety Record, Increased Ridership

PERSONNEL SUMMARY	FY 2012 ACTUAL	FY 2013 ADOPTED	FY 2013 REVISED	FY 2014 BUDGET	FY14 VS FY13
CHIEF EXECUTIVE OFFICER	1.0	1.0	1.0	1.0	0.0
SPECIAL PROJECTS COORDINATOR	1.0	0.0	0.0	0.0	0.0
MANAGER OF EXECUTIVE OFFICE	1.0	0.0	0.0	0.0	0.0
INTERN (2)	1.0	0.0	0.0	0.0	0.0
TOTAL	4.0	1.0	1.0	1.0	0.0

EXPENDITURE SUMMARY	FY 2012 ACTUAL	FY 2013 ADOPTED	FY 2013 REVISED	FY 2014 BUDGET	% CHANGE
SALARIES AND BENEFITS	200,483	165,619	188,636	186,939	12.87%
SERVICES	301,459	270,000	273,000	270,500	0.19%
MATERIALS AND SUPPLIES	17,641	4,400	2,694	5,750	30.68%
UTILITIES	69	0	0	0	0.00%
INSURANCE	13,186	13,187	14,454	0	-100.00%
PURCHASED TRANSPORTATION	0	0	0	0	0.00%
MISCELLANEOUS	147,481	142,446	156,480	200,596	40.82%
LEASES AND RENTALS	2,076	2,076	2,076	2,081	0.24%
TOTAL	\$682,394	\$597,728	\$637,340	\$665,866	11.40%

CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY

42 - FINANCE AND ACCOUNTING

PROGRAM DESCRIPTION

Finance and Accounting is responsible for the management, processing, dissemination and integrity of financial data; recordkeeping and management of fixed assets; coordination of the annual budget process, long-range financial projecting, and the annual audit; investing; internal controls over financial reporting; and providing on-going support to CCRTA management relating to financial matters.

SALARIES AND BENEFITS - Increased 14.30% (\$34,329) due to 2% COLA and 3% MERIT included in 2014 budget, but not budgeted in 2013; increase in part-time employee from 20 to 30 hours; and increase in newly hired Director's salary compared to amount budgeted in 2013.

SERVICES - Increased 17.87% (\$18,337) due to Banking credit card fee increases for GO PASS; and slight increases in fees for Actuary, Auditor, and Investment Advisor, and Excise Tax Recovery Services

MATERIALS AND SUPPLIES - Increased 11.84% (\$720) for money room supplies and smocks.

MISCELLANEOUS - Increased 93.14% (\$6,869) due to additional budgeting for CPA Continuing Education and Employee training

GOALS AND OBJECTIVES

PERFORMANCE GOALS

- >Provide accurate and timely financial information
- > Review and update the investment policy annually
- >Inventory Fixed Assets on a two year cycle to be in compliance with the FTA regulations

OBJECTIVES

- >Review financial systems and best practices to identify opportunities to make services more cost effective, timely and efficient
- >Identify and use available training resources to enhance staff knowledge and skills relative to finance in a transit environment
- >Provide excellent customer service to internal and external clients

PERSONNEL SUMMARY	FY 2012 ACTUAL	FY 2013 ADOPTED	FY 2013 REVISED	FY 2014 BUDGET	FY14 VS FY13
DIRECTOR OF FINANCE	1.0	1.0	1.0	1.0	0.0
COMPTROLLER	1.0	1.0	1.0	1.0	0.0
PAYROLL COORDINATOR	1.0	1.0	1.0	1.0	0.0
ACCOUNTING SPECIALIST	1.0	0.0	0.0	0.0	0.0
MONEY ROOM COUNTER P/T	0.8	1.0	0.8	0.8	-0.2
MONEY ROOM COUNTER P/T 2	0.0	0.0	0.75	0.75	0.75
ACCOUNTS PAYABLE SPECIALIST	1.0	1.0	1.0	1.0	0.0
TOTAL	5.8	5.0	5.55	5.55	0.55

EXPENDITURE SUMMARY	FY 2012 ACTUAL	FY 2013 ADOPTED	FY 2013 REVISED	FY 2014 BUDGET	% CHANGE
SALARIES AND BENEFITS	257,817	240,083	238,888	274,412	14.30%
SERVICES	94,499	102,613	129,314	120,950	17.87%
MATERIALS AND SUPPLIES	3,911	6,080	6,643	6,800	11.84%
UTILITIES	0	0	0	0	0.00%
INSURANCE	2,148	2,000	2,000	2,000	0.00%
PURCHASED TRANSPORTATION	0	0	0	0	0.00%
MISCELLANEOUS	3,801	7,375	5,744	14,244	93.14%
LEASES AND RENTALS	3,425	3,426	3,425	3,425	-0.03%
TOTAL	\$365,601	\$361,577	\$386,014	\$421,831	16.66%

CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY

43 - MATERIALS MANAGEMENT

PROGRAM DESCRIPTION

Materials Management is integral in supporting the Maintenance Department through inventory control and distribution.

SALARIES - Decreased by 14.07% (\$19,936) due to 1 FTE being transferred to Dept 11 for 2014

LEASES AND RENTALS - Increased by 24.01% (\$484) due to anticipated increase in copier rentals

GOALS AND OBJECTIVES

Goals - 99% inventory accuracy. Less than 2% of units on hold for parts. Complete twelve (12) cycle counts monthly. Complete annual zero-movement inventory analysis.

Objectives - Produce a more efficient inventory usage process

PERSONNEL SUMMARY	FY 2012 ACTUAL	FY 2013 ADOPTED	FY 2013 REVISED	FY 2014 BUDGET	FY14 VS FY13
PARTS CLERK	4.0	4.0	4.0	3.0	-1.0
TOTAL	4.0	4.0	4.0	3.0	-1.0

EXPENDITURE SUMMARY	FY 2012 ACTUAL	FY 2013 ADOPTED	FY 2013 REVISED	FY 2014 BUDGET	% CHANGE
SALARIES AND BENEFITS	138,176	141,702	128,993	121,766	-14.07%
SERVICES	0	0	150	0	0.00%
MATERIALS AND SUPPLIES	2,891	2,950	2,792	2,950	0.00%
UTILITIES	0	0	0	0	0.00%
INSURANCE	0	0	0	0	0.00%
PURCHASED TRANSPORTATION	0	0	0	0	0.00%
MISCELLANEOUS	0	1,000	5	1,000	0.00%
LEASES AND RENTALS	2,016	2,016	2,016	2,500	24.01%
TOTAL	\$143,083	\$147,668	\$133,956	\$128,216	-13.17%

CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY

44 - HUMAN RESOURCES

PROGRAM DESCRIPTION

The Human Resources Department is in place to assist all of the employees of the agency with recruitment, employment issues, and benefits, and to follow FTA guidelines on the Drug and Alcohol testing procedures. The HR department also administers all of the policies and procedures set forth by the Authority.

SALARIES AND BENEFITS - Decreased 4.13% (\$61,219) due to Pension amount in 2014 having a lower amount based on the 2013 actuary study, offset by addition of 1 new FTE in 2013

SERVICES - Increased 24.03% (\$32,910) due to addition of Healthcare Consultant and increase in Legal Fees for employee issues

MATERIALS AND SUPPLIES - Decreased 26.21% (\$2,060) from online application submittal process initiated in 2013, and more retirees and service awards in 2013 than projected in 2014

INSURANCE - Decreased 9.13% (\$178,958) due to moving the Property and Liability insurance payments to Safety and Risk Dept. 52 for 2014

MISCELLANEOUS - Increased 61.69% (\$11,335) due to an increased amount for recruitment efforts (job fair fees); staff training; and an increase in Employee Appreciation events

GOALS AND OBJECTIVES

Fill vacant positions within 60 days of vacancy

Annual mandatory training to all employees to include: Drug & Alcohol Program, FMLA Training, Customer Service Training, and Harassment Training

Assist employees with having a better understanding of the Health Benefits by conducting meetings and training on the insurance database and summary plan

Complete review and revision of Employee Handbook

Supervisory Training Program to include: Accident Reporting, Performance Evaluations, and Discipline Action

Build a positive organizational culture

Process and implementation of a paperless department

Complete and review the Market and Equity Study

PERSONNEL SUMMARY	FY 2012 ACTUAL	FY 2013 ADOPTED	FY 2013 REVISED	FY 2014 BUDGET	FY14 VS FY13
HR ADMINISTRATOR	1.0	1.0	1.0	1.0	0.0
HUMAN RESOURCE ANALYST	0.0	0.0	1.0	1.0	1.0
HUMAN RESOURCE TECHNICIAN	1.0	1.0	1.0	1.0	0.0
TOTAL	2.0	2.0	3.0	3.0	1.0

EXPENDITURE SUMMARY	FY 2012 ACTUAL	FY 2013 ADOPTED	FY 2013 REVISED	FY 2014 BUDGET	% CHANGE
SALARIES AND BENEFITS **	1,240,591	1,481,152	1,415,527	1,419,933	-4.13%
SERVICES	102,025	136,968	162,897	169,878	24.03%
MATERIALS AND SUPPLIES	6,515	7,860	13,067	5,800	-26.21%
UTILITIES	0	0	0	0	0.00%
INSURANCE	1,386,859	1,959,158	1,487,663	1,780,200	-9.13%
PURCHASED TRANSPORTATION	0	0	0	0	0.00%
MISCELLANEOUS	7,874	18,375	17,574	29,710	61.69%
LEASES AND RENTALS	140	0	42	0	0.00%
TOTAL	\$2,744,004	\$3,603,513	\$3,096,770	\$3,405,521	-5.49%

** SALARIES AND BENEFITS includes pension costs for all employees, which is estimated at \$1,280,330 for 2013 and budgeted at \$1,178,498 for 2014.

CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY

45 - ADMINISTRATION AND DISADVANTAGED BUSINESS ENTERPRISE PROGRAM

PROGRAM DESCRIPTION

The Department provides supervision and oversight to Finance/Accounting, Procurement, Grants, Human Resources and Management Information Systems, and administers the Disadvantaged Business Enterprise Program. Upon approval of the Small Business Development Program, this office will also administer this required FTA Program.

SALARIES AND BENEFITS - Decreased 32.93% (\$125,014) due to the movement of the Interim Procurement Director and 2 Interns to the Procurement department, offset by the addition of a new Budget Analyst position requested for 2014. Net increase of one position to CCRTA.

SERVICES - Decreased 56.6% (\$65,200) due to 2013 budget for implementation of new Management Information System, not being requested in 2014 during the budget process. Re-issued RFP in late November 2013, and will present item to Board during the first quarter of 2014 for review and consideration.

MATERIALS AND SUPPLIES - Increased 10.97% (\$3,927) due to postage machine lease and repair.

LEASE AND RENTALS - Increased 15.68% (\$366) for anticipated increase in copier charges.

GOALS AND OBJECTIVES

PERFORMANCE GOALS

Provide Oversight to Administration to insure all Departments meet the objectives with a Customer Service Focus

OBJECTIVES

Provide administrative support to all departments and Board of Directors

Insure compliance with all FTA guidelines

Maintain a highly skilled and trained employee workforce

Provide appropriate technology for customers and staff

Maintain financial systems in accordance with Generally Accepted Accounting Principles

PERSONNEL SUMMARY	FY 2012 ACTUAL	FY 2013 ADOPTED	FY 2013 REVISED	FY 2014 BUDGET	FY14 VS FY13
DBE COORDINATOR	1.0	1.0	1.0	1.0	0.0
MANAGING DIRECTOR OF ADMINISTRATION	1.0	1.0	1.0	1.0	0.0
SENIOR ADMINISTRATIVE ASSISTANT	0.0	4.0	4.0	1.0	-3.0
RECEPTIONIST	0.0	1.0	1.0	1.0	0.0
INTERN (2)	1.0	1.0	1.0	0.0	-1.0
BUDGET ANALYST	0.0	0.0	0.0	1.0	1.0
TOTAL	3.0	8.0	8.0	5.0	-3.0

EXPENDITURE SUMMARY	FY 2012 ACTUAL	FY 2013 ADOPTED	FY 2013 REVISED	FY 2014 BUDGET	% CHANGE
SALARIES AND BENEFITS	358,132	379,687	379,687	254,673	-32.93%
SERVICES	74,390	115,200	115,200	50,000	-56.60%
MATERIALS AND SUPPLIES	1,969	35,788	35,410	39,715	10.97%
UTILITIES	50	0	0	0	0.00%
INSURANCE	0	0	0	0	0.00%
PURCHASED TRANSPORTATION	0	0	0	0	0.00%
MISCELLANEOUS	16,916	13,065	13,075	13,270	1.57%
LEASES AND RENTALS	2,328	2,334	2,334	2,700	15.68%
TOTAL	\$453,786	\$546,074	\$545,706	\$360,358	-34.01%

CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY

49 - CAPITAL PROJECTS

PROGRAM DESCRIPTION

The Capital Program Department oversees: Construction Services, Design Services, Real Estate, State of Good Repair, Street Program, Shelter Amenities Program, and Environmental Program.

MATERIALS AND SUPPLIES - Increased 73.40% (\$500) due to increased office supply needs.

GOALS AND OBJECTIVES

The over arching goal of the department is to build enhancements that improve accessibility for pedestrians, shelter amenities for our riders, street improvements for our transportation services, station improvements that provide safety and waiting areas for our riders, while maintaining all assets in a State of Good Repair. The objectives include the procurement of 500 trash receptacles, 100 shelters, bus stop improvements of about 100 bus stops and progress with the construction process of the Staples Street Center.

PERSONNEL SUMMARY	FY 2012 ACTUAL	FY 2013 ADOPTED	FY 2013 REVISED	FY 2014 BUDGET	FY14 VS FY13
PROGRAM MANAGER	1.0	1.0	1.0	1.0	0.0
MANAGING DIRECTOR OF CAPITAL PROJECTS	1.0	1.0	1.0	1.0	0.0
TOTAL	2.0	2.0	2.0	2.0	0.0

EXPENDITURE SUMMARY	FY 2012 ACTUAL	FY 2013 ADOPTED	FY 2013 REVISED	FY 2014 BUDGET	% CHANGE
SALARIES AND BENEFITS	86,177	156,813	152,925	159,694	1.84%
SERVICES	100,829	9,000	9,000	9,500	5.56%
MATERIALS AND SUPPLIES	1,317	594	2,500	1,030	73.40%
UTILITIES	0	0	0	0	0.00%
INSURANCE	0	0	0	0	0.00%
PURCHASED TRANSPORTATION	0	0	0	0	0.00%
MISCELLANEOUS	4,560	7,990	7,990	8,510	6.51%
LEASES AND RENTALS	0	0	0	0	0.00%
TOTAL	\$192,883	\$174,397	\$172,415	\$178,734	2.49%

CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY

50 - MARKETING AND COMMUNICATION

PROGRAM DESCRIPTION

SALARIES AND BENEFITS - Increased 5.7% (\$9,685) for budgeted COLA and Merit increases.

SERVICES - Increased 27.52% (\$33,937) for **BRANDING** projects: Bus Wrap production; MV1 (CNG) wraps; Outdoor Board production and Bus Bench placeholder (CCRTA) ads, and for increase with ad agency; and on-board communication devices to enhance customer satisfaction and grow ridership via special movements.

MISCELLANEOUS - Increased 202.55% (\$121,025) for paid media (both electronic & print) to support branding campaigns; additional travel/training for picking up **Marketing Awards** at APTA/SWTA; special events budget for Robstown and Six Points Station renovation/re-opening events; wholesale replacement of schedule racks across service area.

LEASES AND RENTALS - Increased 9.71% (\$2,900) for new MAC computer for marketing production coordinator.

GOALS AND OBJECTIVES

GOALS: Produce award winning campaigns that grow ridership; reshape public perception of the CCRTA in appropriate channels; support safety initiatives and enhance rider communication and amenities.

PERSONNEL SUMMARY	FY 2012 ACTUAL	FY 2013 ADOPTED	FY 2013 REVISED	FY 2014 BUDGET	FY14 VS FY13
Director Of Marketing	1.0	1.0	1.0	1.0	0.0
MARKETING PRODUCTION COORDINATOR	0.0	1.0	1.0	1.0	0.0
PUBLIC OUTREACH COORD	1.0	1.0	1.0	1.0	0.0
TOTAL	2.0	3.0	3.0	3.0	0.0

EXPENDITURE SUMMARY	FY 2012 ACTUAL	FY 2013 ADOPTED	FY 2013 REVISED	FY 2014 BUDGET	% CHANGE
SALARIES AND BENEFITS	131,548	169,926	158,748	179,611	5.70%
SERVICES	38,239	123,313	94,018	157,250	27.52%
MATERIALS AND SUPPLIES	59,733	88,100	35,851	87,800	-0.34%
UTILITIES	1	0	0	0	0.00%
INSURANCE	0	0	0	0	0.00%
PURCHASED TRANSPORTATION	0	0	0	0	0.00%
MISCELLANEOUS	49,373	59,750	52,192	180,775	202.55%
LEASES AND RENTALS	29,856	29,856	33,314	32,756	9.71%
TOTAL	\$308,750	\$470,945	\$374,123	\$638,192	35.51%

52 - SAFETY AND SECURITY

PROGRAM DESCRIPTION

Safety and Security Program: Under the guidance of FTA and the Department of Homeland Security, the RTA is required to have a Safety and Security program which includes a safety and security plan. The purpose of the safety plan is to outline the guidance, responsibilities, methods, and procedures, required to achieve the RTA's safety program goals. The purpose of the security program is to maximize the level of security experienced by all passengers, employees, and any other individuals who associate with the RTA; and to minimize the cost of intrusion, vandalism, and associated criminal activity throughout our transit system.

SALARIES AND BENEFITS - Increased 21.04% (\$13,993) due to hiring a new Director in 2013

SERVICES - Increased 5.91% (\$26,265) for Security Officer rate increase of \$2/hour for 2014

MATERIALS AND SUPPLIES - Increased 900% (\$5,400) due to funding in 2014 for supplies required to implement safety program, signs, etc., not previously budgeted in 2013.

UTILITIES - Increased 211.42% (\$3,055) for upgraded satellite phones used in the event of an emergency for communications.

INSURANCE - Increased 100% (\$334,114) due to Property, Liability and Windstorm insurance costs transferred from Human Resources Department (44) for 2014.

MISCELLANEOUS - Increased 113.33% (\$8,500) for Texas Transit Safety Professionals quarterly meetings, Security Training, and Insurance Claims not budgeted in 2013

GOALS AND OBJECTIVES

The goals and objectives of the Safety and Security Director are to achieve the highest practical level of safety and security for our passengers, operators, maintenance personnel and staff. Through the funding of this budget and this department, I as the Director strive to continuously promote the awareness of safety and security throughout the RTA; and strive to establish programs to collect and disseminate information regarding safety/security concepts and procedures. These concepts/procedures, and a culture of safety and security will improve the face of our transit system which inevitably will lead to increased ridership, the primary reason for our existence.

PERSONNEL SUMMARY	FY 2012 ACTUAL	FY 2013 ADOPTED	FY 2013 REVISED	FY 2014 BUDGET	FY14 VS FY13
DIRECTOR OF SAFETY & SECURITY	0.0	1.0	1.0	1.0	0.0
TOTAL	0.0	1.0	1.0	1.0	0.0

EXPENDITURE SUMMARY	FY 2012 ACTUAL	FY 2013 ADOPTED	FY 2013 REVISED	FY 2014 BUDGET	% CHANGE
SALARIES AND BENEFITS	71,741	66,511	60,975	80,504	21.04%
SERVICES	270,519	444,395	383,914	470,660	5.91%
MATERIALS AND SUPPLIES	840	600	500	6,000	900.00%
UTILITIES	0	1,445	1,445	4,500	211.42%
INSURANCE	0	0	0	334,114	100.00%
PURCHASED TRANSPORTATION	0	0	0	0	0.00%
MISCELLANEOUS	8,686	7,500	5,500	16,000	113.33%
LEASES AND RENTALS	0	0	0	0	0.00%
TOTAL	\$351,786	\$520,451	\$452,334	\$911,778	75.19%

CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY

77 - STAPLES STREET CENTER

PROGRAM DESCRIPTION

Department 77 will represent the expenses incurred in the startup and operation of the Staples Street Center. The expenses captured in this department will include lease consultant fees/commissions, property management fees, supporting building maintenance fees along with utility expenses for operations.

SERVICES - Increased 100% from 2013 budget, due to the project not being budgeted for in 2013. Service expenditures for 2014 include leasing consultant fees and commissions.

GOALS AND OBJECTIVES

The overarching goal is to provide a facility that enhances the transportation experience for our riders, improves the safety environment in the area and creates a sense of a Government Corridor and economic stimulus for the Leopard corridor.

PERSONNEL SUMMARY	FY 2012 ACTUAL	FY 2013 ADOPTED	FY 2013 REVISED	FY 2014 BUDGET	FY14 VS FY13
TOTAL	0.0	0.0	0.0	0.0	0.0

EXPENDITURE SUMMARY	FY 2012 ACTUAL	FY 2013 ADOPTED	FY 2013 REVISED	FY 2014 BUDGET	% CHANGE
SALARIES AND BENEFITS	0	0	0	0	0.00%
SERVICES	0	0	\$56,840	\$121,284	100.00%
MATERIALS AND SUPPLIES	0	0	0	0	0.00%
UTILITIES	0	0	0	0	0.00%
INSURANCE	0	0	0	0	0.00%
PURCHASED TRANSPORTATION	0	0	0	0	0.00%
MISCELLANEOUS	0	0	0	0	0.00%
LEASES AND RENTALS	0	0	0	0	0.00%
TOTAL	\$0	\$0	\$56,840	\$121,284	100.00%



CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY

Board of Directors' Memo

December 11, 2013

SUBJECT: Proposed FY 2014 Capital Budget

Background

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

The following worksheet identifies capital projects being proposed for the 2014 Capital Budget. Included in the worksheet are projects that span several fiscal years, such as the Staples Street Center. The worksheet captures all costs related to the multi-year projects.

The major focus of the 2014 Capital Budget is the Staples Street Center. Additionally, some of the projects CCRTA is recommending are the continuation of fleet acquisition – adding more CNG vehicles to our fleet, more funding for Bus Stop Improvements, as well as Municipal Information System equipment to include fiber for security cameras, display monitors at the Administration building, LED monitors for buses, a new digital mobile APP for bus passes, and an APP for web-based public bus live tracking.

Funding for capital projects has been identified as:

- Bonds
- Grants
- Reserves from Anticipated Unexpended 2013 Funds
- Unrestricted Fund Balance

Following is the Proposed FY 2014 Capital Budget.

Proposed FY 2014 Capital Budget

Projects:	<u>2009-2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>Total</u>
Staples Street Center (1)					
Construction - GMP (\$22,971,300) (Includes IT and Security Buildout)			\$ 18,919,250	\$ 4,052,050	\$ 22,971,300
Land Acquisition	\$ 1,780,390				\$ 1,780,390
Demolition	\$ -	\$ 825,160			\$ 825,160
Architectural		\$ 1,032,651	\$ 344,217		\$ 1,376,868
Project Management		\$ 93,874	\$ 93,874		\$ 187,748
Owner's Contingency			\$ 500,000		\$ 500,000
Furniture and Equipment			\$ 400,000		\$ 400,000
Total Staples Street Center	\$ 1,780,390	\$ 1,951,685	\$ 20,257,341	\$ 4,052,050	\$ 28,041,466
Six Points Station	\$ -	\$ -	\$ 810,000	\$ -	\$ 810,000
Bus Stop Improvements Phase V (2) (\$15,000 x 67 stops)	\$ -	\$ -	\$ 1,005,000	\$ -	\$ 1,005,000
Bear Lane Bus Parking Lot Improvements	\$ -	\$ -	\$ 216,000	\$ -	\$ 216,000
Generator for Natural Gas (Design and Analysis Only)	\$ -	\$ -	\$ 8,000	\$ -	\$ 8,000
La Retama Park			\$ 70,000		\$ 70,000
Big Buses (5 x \$491,001 each) (2)			\$ 2,455,005		\$ 2,455,005
Small Buses (7 x \$198,522 each) (2)			\$ 1,389,654		\$ 1,389,654
Double Decker Buses (2 x \$500,000)			\$ 1,000,000		\$ 1,000,000
Fiber for Security Cameras at 4 Transit Stations and Administration Building			\$ 79,750		\$ 79,750
APP for Web-Based Public Bus Live Tracking (NEXT BUS)			\$ 40,000		\$ 40,000
GFI Server (Replacement)			\$ 6,000		\$ 6,000
Display Monitors for Bear Lane Administration Building			\$ 30,000		\$ 30,000
Internet Web Filter (Hardware Device with 3 year Warranty and Replacement)			\$ 17,134		\$ 17,134
Monitors with LCD Technology on Buses (\$1,000 x 77 buses)			\$ 77,000		\$ 77,000
Digital Mobile APP Bus Passes-GO PASS			\$ 75,000		\$ 75,000
Benefits Tracking System for HR			\$ 15,000		\$ 15,000
	\$ 1,780,390	\$ 1,951,685	\$ 27,550,884	\$ 4,052,050	\$ 35,335,009
Funding:	<u>2009-2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>Total</u>
Bonds (1)	\$ -	\$ -	\$ 18,919,250	\$ 3,080,750	\$ 22,000,000
Grants (2)	\$ -	\$ -	\$ 4,849,659	\$ -	\$ 4,849,659
Reserves from Unexpended 2013 Funds	\$ -	\$ -	\$ 2,085,996	\$ -	\$ 2,085,996
Unrestricted Fund Balance	\$ 1,780,390	\$ 1,951,685	\$ 1,695,979	\$ 971,300	\$ 6,399,354
	\$ 1,780,390	\$ 1,951,685	\$ 27,550,884	\$ 4,052,050	\$ 35,335,009

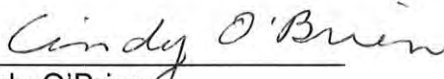
Review

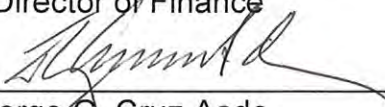
The Board reviewed the Proposed 2014 Capital Budget during the Budget workshops held on September 25, 2013 and October 23, 2013, as well as during the Board meeting on November 20, 2013. The only changes that have been made to the Capital Budget are the adjustments to the Staples Street Center for the approved Guaranteed Maximum Price and the addition of \$70,000 for the La Retama Park project.

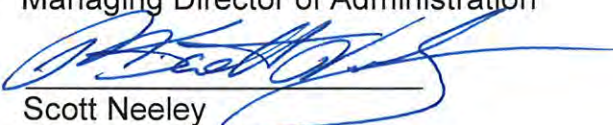
Recommendation

Staff requests that the Board of Directors adopt the FY 2014 Capital Budget.

Respectfully Submitted:

Submitted by: 
Cindy O'Brien
Director of Finance

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

Approval: 
Scott Neeley
Chief Executive Officer



CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY

Board of Directors' Memo

December 11, 2013

Subject: Approval to Submit the Annual Certifications and Assurances

Background

Since 1995 FTA has been consolidating the various certifications and assurances that may be required of its grant applicants and their projects into a single document for publication in the Federal Register. FTA also requires a current compliance with the obligations imposed by the certifications and assurances that are selected (see "Appendix A").

The annual Certifications and Assurances for federal fiscal year 2014 (October 2013 through September 2014) cover all projects for which the RTA seeks funding for in 2014. All applicants for FTA formula program or capital investment program assistance, and current FTA grantees with an active project financed with FTA formula program or capital investment program assistance, are expected to provide the 2014 Certifications and Assurances within 90 days from the date of the Federal Register publication.

There are 24 categories within the annual Certifications and Assurances that the RTA must agree to comply with before federal funding can be received from the FTA. These are noted below:

01. Assurances Required for each Applicant (Authority of Applicant and its Representative, Standard Assurances, Intergovernmental Review Assurance, Nondiscrimination Assurance, Assurance of Nondiscrimination on the Basis of Disability, and U.S. Office of Management and Budget (OMB) Assurances).
02. Lobbying Certification.
03. Procurement Compliance.
04. Protections for Private Transportation Providers.
05. Public Hearing.
06. Acquisition of Rolling Stock for Use in Revenue Service.
07. Acquisition of Capital Assets by Lease.
08. Bus Testing.
09. Charter Service Agreement.
10. School Transportation Agreement.
11. Demand Responsive Service.
12. Alcohol Misuse and Prohibited Drug Use.
13. Interest and Other Financing Costs.
14. Intelligent Transportation Systems.
15. Urbanized Area Formula Program.
16. Clean Fuels Grant Program.

17. Elderly Individuals and Individuals with Disabilities Formula Program and Pilot Program.
18. Nonurbanized Area Formula Program for States.
19. Job Access and Reverse Commute Formula Grant Program.
20. New Freedom Program.
21. Paul S. Sarbanes Transit in Parks Program.
22. Tribal Transit Program.
23. TIFIA Projects (Transportation Infrastructure Finance and Innovation Act).
24. Deposits of Federal Financial Assistance to a State Infrastructure Banks.

By signing the annual Certifications and Assurances, the RTA understands and agrees that every provision in these certifications and assurances may not apply to it or to every project for which FTA provides federal financial assistance through a grant agreement. The type of project and the section of the statute authorizing federal financial assistance for the project will determine which requirements apply.

Identified Need

Before the Federal Transit Administration (FTA) may award a federal grant to the RTA, the RTA must submit all certifications and assurances pertaining to itself and its projects as required by federal laws and regulations. FTA requires the RTA to obtain a current affirmation signed by the agency's attorney affirming RTA's legal authority to certify its compliance with the FTA Certifications and Assurances that RTA has selected.

Financial Impact

None

Committee Review

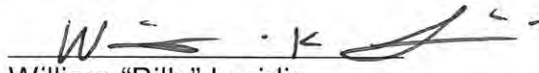
The Administration Committee did not convene in November 2013.

Recommendation

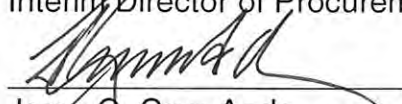
Staff requests that the Board of Directors authorize the Chief Executive Officer and RTA's Attorney, John Bell, to execute the Federal Transit Administration's Fiscal Year 2014 Certifications and Assurances; and authorize the Interim Director of Procurement to submit the Certifications and Assurances for the RTA on the FTA's Transportation Electronic Award and Management (TEAM) system.

Respectfully Submitted,

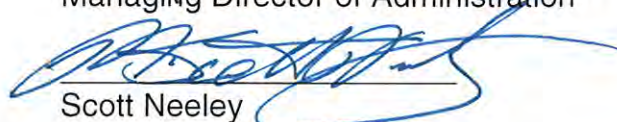
Submitted by:


William "Billy" Laridis
Interim Director of Procurement

Final Review:


Jorge G. Cruz-Aedo
Managing Director of Administration

Approval:


Scott Neeley
Chief Executive Office

“APPENDIX A”
FEDERAL FISCAL YEAR 2014 CERTIFICATIONS AND ASSURANCES FOR
FEDERAL TRANSIT ADMINISTRATION ASSISTANCE PROGRAMS

(Signature page alternative to providing Certifications and Assurances in TEAM-Web)

Name of Applicant: Corpn Christi Regional Transportation Authority

The Applicant agrees to comply with applicable provisions of Categories 01 - 24. X

OR

The Applicant agrees to comply with the applicable provisions of the following Categories it has selected:

<u>Category</u>	<u>Description</u>	
01.	Assurances Required for Each Applicant.	_____
02.	Lobbying.	_____
03.	Procurement Compliance.	_____
04.	Protections for Private Providers of Public Transportation.	_____
05.	Public Hearing.	_____
06.	Acquisition of Rolling Stock for Use in Revenue Service.	_____
07.	Acquisition of Capital Assets by Lease.	_____
08.	Bus Testing.	_____
09.	Charter Service Agreement.	_____
10.	School Transportation Agreement.	_____
11.	Demand Responsive Service.	_____
12.	Alcohol Misuse and Prohibited Drug Use.	_____
13.	Interest and Other Financing Costs.	_____
14.	Intelligent Transportation Systems.	_____
15.	Urbanized Area Formula Program.	_____
16.	Clean Fuels Grant Program.	_____
17.	Elderly Individuals and Individuals with Disabilities Formula Program and Pilot Program.	_____
18.	Nonurbanized Area Formula Program for States.	_____
19.	Job Access and Reverse Commute Program.	_____
20.	New Freedom Program.	_____
21.	Paul S. Sarbanes Transit in Parks Program.	_____
22.	Tribal Transit Program.	_____
23.	TIFIA Projects	_____
24.	Deposits of Federal Financial Assistance to a State Infrastructure Banks.	_____

“APPENDIX A”

FEDERAL FISCAL YEAR 2014 FTA CERTIFICATIONS AND ASSURANCES SIGNATURE PAGE

(Required of all Applicants for FTA assistance and all FTA Grantees with an active capital or formula project)

AFFIRMATION OF APPLICANT

Name of Applicant: Corpus Christi Regional Transportation Authority

Name and Relationship of Authorized Representative: Scott Neeley, Chief Executive Officer

BY SIGNING BELOW, on behalf of the Applicant, I declare that the Applicant has duly authorized me to make these certifications and assurances and bind the Applicant's compliance. Thus, the Applicant agrees to comply with all Federal statutes, regulations, executive orders, and directives applicable to each application it makes to the Federal Transit Administration (FTA) in Federal Fiscal Year 2013.

FTA intends that the certifications and assurances the Applicant selects on the other side of this document, as representative of the certifications and assurances in this document, should apply, as provided, to each project for which the Applicant seeks now, or may later, seek FTA assistance during Federal Fiscal Year 2013.

The Applicant affirms the truthfulness and accuracy of the certifications and assurances it has made in the statements submitted herein with this document and any other submission made to FTA, and acknowledges that the Program Fraud Civil Remedies Act of 1986, 31 U.S.C. 3801 *et seq.*, and implementing U.S. DOT regulations, "Program Fraud Civil Remedies," 49 CFR part 31 apply to any certification, assurance or submission made to FTA. The criminal fraud provisions of 18 U.S.C. 1001 apply to any certification, assurance, or submission made in connection with a Federal public transportation program authorized in 49 U.S.C. Chapter 53 or any other statute

In signing this document, I declare under penalties of perjury that the foregoing certifications and assurances, and any other statements made by me on behalf of the Applicant are true and correct.

Signature _____ Date: _____

Name: Scott Neeley, Chief Executive Officer

Authorized Representative of Applicant

AFFIRMATION OF APPLICANT'S ATTORNEY

For (Name of Applicant): Corpus Christi Regional Transportation Authority

As the undersigned Attorney for the above named Applicant, I hereby affirm to the Applicant that it has authority under State, local, or tribal government law, as applicable, to make and comply with the certifications and assurances as indicated on the foregoing pages. I further affirm that, in my opinion, the certifications and assurances have been legally made and constitute legal and binding obligations on the Applicant.

I further affirm to the Applicant that, to the best of my knowledge, there is no legislation or litigation pending or imminent that might adversely affect the validity of these certifications and assurances, or of the performance of the project.

Signature _____ Date: _____

Name: John D. Bell

Attorney for Applicant



CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY

Board of Directors' Memo

December 11, 2013

Subject: Approve FY2014 Program of Projects

Background

The annual FY2014 Program of Projects is required by the Federal Transit Administration (FTA) to apply for federal grant funds and to identify the uses of anticipated federal funding.

Identified Need

The Corpus Christi Regional Transportation Authority will utilize federal grant funds to replace 16 cut-a-way vehicles and 13 full-size buses, supplement ADA complementary paratransit service, improve approximately 67 ADA bus stops, and maintain fixed-route buses through preventative maintenance. Attachment A provides illustration.

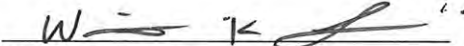
In accordance with federal requirements, the approved FY2014 Program of Projects will be forwarded to the Metropolitan Planning Organization to garner public input prior to inclusion in the Transportation Improvement Program (TIP).


Financial Impact


The estimated federal total for the FY2014 Program of Projects is \$11,773,606.

Recommendation

Staff requests the Board of Directors approve the FY2014 Program of Projects.

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

Reviewed by: 
Jorge Cruz-Aedo
Managing Director of Administration

Approval: 
Scott Neeley
Chief Executive Officer

ATTACHMENT A
FY2014 PROGRAM OF PROJECTS

	Section	Description	Federal Amount	Local Share	Total
1	5307	Fleet Replacements - (13) Fixed-Route Buses	\$ 4,992,000	\$ 1,248,000	\$ 6,240,000
2	5307	Fleet Replacements - (16) Cut-a-way Vehicles	\$ 3,695,397	\$ 923,849	\$ 4,619,246
3	5307	ADA Complementary Paratransit Service	\$ 1,100,561	\$ 275,140	\$ 1,375,701
4	5307	Preventative Maintenance	\$ 1,185,648	\$ 296,412	\$ 1,482,060
5	5307	(67) ADA Bus Stop Improvements	\$ 800,000	\$ 200,000	\$ 1,000,000
Total			\$ 11,773,606	\$ 2,943,402	\$ 14,717,008



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

Board of Directors Memo

December 11, 2013

Subject: State Legislative Consulting Services

Background:

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

Identified Need:

CCRTA currently contracts with Longbow Partners, LLP, to provide state legislative consulting services. This contract is scheduled to expire on January 31, 2014.

Financial Impact:

The two-year option contract costs are as follows:

- Non-Legislative Session (FY2014)
 - Monthly - \$4,000
 - Annually - \$48,000
- Legislative Session (FY2015)
 - Monthly - \$6,000
 - Annually - \$58,000

Committee Review

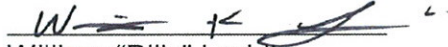
The Governmental Relations Subcommittee met on November 20, 2013 and recommended approval of this item.

Recommendation:


Staff requests the Board of Directors authorize the Chief Executive Office exercise the two-year option with Longbow Partners, LLP for State Legislative Consulting Services.

Respectfully Submitted,

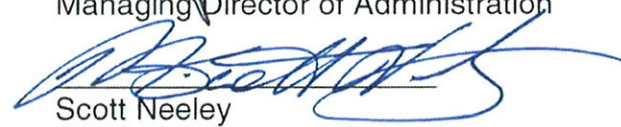
Submitted by:


William "Billy" Laridis
Interim Director of Procurement

Final Review:


Jorge G. Cruz-Aedo
Managing Director of Administration

Approval:


Scott Neeley
Chief Executive Officer



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

Board of Directors Memo

December 11, 2013

Subject: Federal Legislative Consulting Services

Background:

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

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

Identified Need:

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

Financial Impact:

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

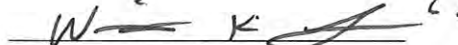
Committee Review

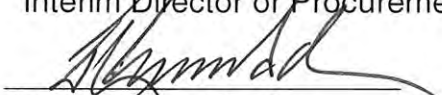
The Governmental Relations Subcommittee met on November 20, 2013 to review this item.

Recommendation:

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

Respectfully Submitted,

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

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

Approval: 
Scott Neeley
Chief Executive Officer



CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY

Board of Directors Memo

December 11, 2013

Subject: Bus Stop Cleaning Services

Background

The RTA maintains approximately 1400 bus stops throughout our service area with amenities that include shelters, benches, trash receptacles, and signs. As part of a capital improvements initiative, the Board of Directors has asked for a significant increase in the number of amenities located at bus stops. In coordination with this, staff would like to launch a "Deep Clean" initiative which would serve to increase the frequency in which bus stops are maintained and better serve our passengers.

Identified Need

On October 09, 2013, the Board of Directors authorized issuing a Request for Proposals for Bus Stop Cleaning Services. The RFP was structured as a one-year contract with two (2) one-year options and included trash pickup, landscaping, graffiti removal, and overall maintenance of the bus stop area. The three (3) proposals received were from the DLP Group, Inc., Evergreen Lawn and Landscape, and Timeless Solutions. These proposals were evaluated for: Approach and Work Plan, Cost, Experience, and Qualifications and References. Below is a summary of the results of the evaluations:

Firms	Subtotal - (70 Points Max.)	Cost (30 Points Max.)	Cost	Total - (100 Points Max.)
The DLP Group	50.25	6.00	\$617,604	56.25
Evergreen Lawn	44.75	30.00	\$499,797	74.75
Timeless Solutions	59.75	(135.00)	\$1,325,443	(75.25)

Upon completion of the evaluations, it was determined Evergreen Lawn and Landscape proposed the apparent overall best value for bus stop cleaning services. Evergreen Lawn and Landscape has over 15 years of experience with a list of clients that include Whataburger, La Palmera Mall, IBC Banks, First Community Banks, and Taco Bell.

Committee Review

The Operations Committee did not meet in November 2013.

Recommendation

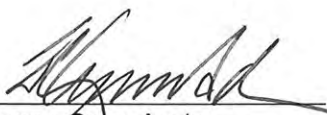
Staff requests the Board of Directors authorize the Chief Executive Officer (CEO) to enter into negotiations and award a contract to Evergreen Lawn and Landscape for Bus Stop Cleaning Services.

Respectfully Submitted,

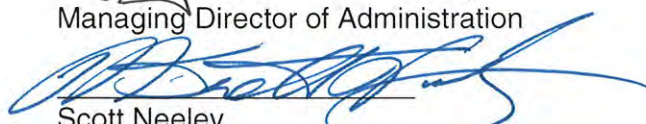
Submitted By:


William "Billy" Laridis

Reviewed By:


Jorge Cruz-Aedo
Managing Director of Administration

Final Approval:


Scott Neeley
Chief Executive Officer



CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY

Board of Directors' Memo

December 11, 2013

Subject: Service Standards Amendments with regards to Bus Stop Amenities

Background

The RTA Board of Directors most recently approved Fixed Route Service Standards in June of 2012. (Attached)

Identified Need

Service standards are the primary policy directing RTA in where, when, and how we provide general public transit use to the communities we serve. Not only do our standards address service delivery, but they also lay out metrics for bus stop placements and the use of shelter amenities. Clear, enforceable standards ensure RTA services are applied equally and in a non-arbitrary manner – both important to ensure compliance with federal civil rights law. Recent changes to the Service Standards included additional modifications made to clarify the policy intent in bus stop location and accessibility.

The Board of Directors has recently expressed interest in adding a bus bench at every bus stop location where feasible. Our current service standards call for the addition of bus benches only when a stop reaches 10 or more boardings. These standards can be amended with Board approval.

Staff has conducted research on the process for eliminating the boarding requirement in the service standards on bus stop amenities. Because the change would be to add bus benches to ALL stops, this represents a benefit across the board to all of our service area. Therefore, no public input is necessary. Also, because we will not be selective in choosing where the bus benches should be placed, no Title VI analysis is required either.

Financial Impact

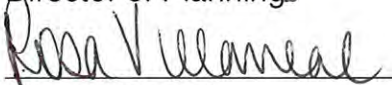
No financial impact will be incurred by simply amending the Service Standards. There will however be a financial impact upon the capital purchase of the additional bus benches. Those costs will be phased in over the 2014 fiscal year.

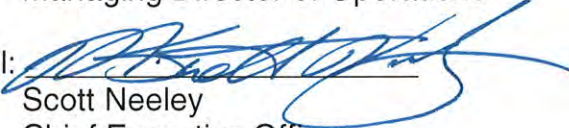
Recommendation

Staff requests the Board of Directors amend the Service Standards with regards to bus stop amenities.

Respectfully Submitted,

Submitted by: 
Gordon Robinson
Director of Planning

Reviewed by: 
Rosa Villarreal
Managing Director of Operations

Final Approval: 
Scott Neeley
Chief Executive Officer

CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY BOARD POLICY

FIXED ROUTE SERVICE STANDARDS

I. PURPOSE

1. Policy Goals

The RTA operates a family of services that is designed to be consistent throughout the service area. While the service area is diverse in its needs and demand for transit services, the goal of this policy is to ensure equitable treatment throughout the service area. Decisions on services provided or modifications to services provided are to be based on conditions that exist relevant to the services provided. These standards address when, where, and how the RTA obligates itself to provide transit services to the community it serves.

2. Non-Discrimination

For any RTA service, no person shall be denied access or shall be provided a different level of access based on race, ethnicity, gender, religious or other affiliation, or presence of a disability. No person wishing to use RTA transit services shall be denied service granted they have paid the requisite fare and adhere to all RTA rules. Further, in provision of services, all requirements of Title VI of the Civil Rights Act of 1964, Presidential Executive Order 12898 on Environmental Justice, and the Americans with Disabilities Act (ADA) will be adhered to by all times in the services provided and by persons employed by the RTA or its contractors.

II. BUS SERVICE DELIVERY STANDARDS

RTA operates the following types of bus services:

- Primary Transit Network (PTN): These are routes identified by the RTA Long Range Plan and that serve as the backbone of service delivery. These corridors connect major hubs or serve areas of very high ridership.
- Standard Routes: Local routes operate within the Corpus Christi urban area in areas with high to medium demand and connect various areas with RTA stations or Emphasis Corridors.
- Connector Routes: These routes connect outlying portions of the service area with the urban area at major stations. Connector routes may be demand response in outlying areas, but have fixed stops within the urban area.

- Local Circulators: These routes serve lower density areas where demand is low to medium and provide a basic level of service.
- Flexible Routes: These routes serve specific stops via a designated schedule, but may be scheduled as a demand response service within a designated zone provided the ability to adhere to fixed timepoints. Flexible service is appropriate in low demand areas.
- Demand Response Service: Demand response service is provided in areas where demand is very low. Service is offered in a designated zone and should connect passengers to fixed-routes for out-of-zone trips.
- Commuter Routes: These are express services traveling point-to-point for commuters. These routes typically operate morning and evening trips matching specific shift times.
- Downtown Routes: Service that operates to connect short trips downtown and to North Beach and is geared toward providing workers or visitors with access to various attractions.
- Shuttle Services: Shuttle service is a higher frequency, short service offered for specific trip attractors such as a university where parking is limited or difficult.

1. Route Directness Standard

RTA bus routes shall be designed to operate as directly as possible between its terminals as possible to minimize passenger travel time. Routes shall operate on major arterial streets and operate in a single direction to the extent possible. There may be situations in which a route deviates from the preceding to serve particularly large traffic generators. Deviations from arterial streets should be very rare on Transit Emphasis Corridors and Standard Routes, but are more permissible for Local Circulators. When a deviation exists or is being considered, the gain in convenience to those passengers who are boarding or alighting during the deviation must be balanced against the additional travel time for the passengers traveling through.

All RTA bus routes are two-way service. Exceptions are permissible for one-way streets. Terminal loops shall be avoided when possible through the use of terminal interlines and not exceed 15 minutes of scheduled run time.

2. Service Frequency

Bus Headway is defined as the interval of time between buses traveling in any given direction (inbound or outbound) on any given route. Headways shall vary between peak periods and off-peak periods where demand dictates in order to minimize operating expenses and provide the most efficient service during weekday peak demand periods.

The following factors will be examined when adjusting headways:

- ❖ Load factor;

- ❖ Passenger demand;
- ❖ Running time;

The following are maximum guidelines for RTA service frequency for each service category:

Emphasis Corridors: 15 minutes weekday peak and midday and 30 minutes during other periods.

Standard routes / Downtown routes: 30 minutes weekday peak and midday and 60 minutes during other periods.

Local circulators / Flexible services: 60 minutes during all times weekdays. Operated on evenings, Saturday and Sunday as demand warrants.

In order to make transferring as convenient as possible and consistent ‘pulsing’ between routes, headways of 10, 15, 30, and 60 minutes will be employed where practical and feasible within fiscal and contractual constraints. Such headways also make passenger schedules simpler to remember.

3. Service Duplication

Whenever possible, service duplication is to be avoided to reduce system waste. Service duplication is essentially the servicing of the same geographic area during the same time period by multiple routes. To avoid duplication, routes operating on the same road segment for one mile or longer must have schedules that create improved frequency on the corridor to the extent possible. Additionally, routes will not serve two parallel streets less than ¼ mile apart for more than ½ mile.

4. Bus Load Standard

Bus Load Factors is defined as the ratio of passengers on board a bus to the number of seats available. The intent of load standards is to balance passenger comfort and safety with operating costs.

Generally acceptable load factors are higher for routes with shorter trip distances; requiring someone to stand is less acceptable as time on vehicle increases. For Connector Routes and Commuter Routes, load factors of over 1.0 are not tolerable and either different vehicles should be assigned or additional vehicle trips added to alleviate the situation. For all other services, load factors should not exceed 1.25.

5. Vehicle Assignment

Vehicles shall be equitably distributed throughout the service area. The primary concern in vehicle assignment is matching vehicle length with maximum loads to comply with vehicle load requirements. Among routes requiring same size vehicles, buses will be distributed evenly across the system in respect to vehicle age and amenities provided.

Service Development will advise Operations on the required length of vehicle for each route, and Operations will make vehicle assignment decisions. Regular vehicle assignment must be reviewed and approved by RTA's Title VI Officer.

6. Timed Connections

Because direct service from every origin and destination is impractical, transfers are unavoidable. Where system design requires transfers between routes, those transfers shall be timed whenever practical. Service Development will determine where timed connections are to exist and adjust schedules accordingly. Because actual arrival and departure times will vary from what is scheduled, buses may need to wait for connecting routes. When possible, time should be added to bus schedules at timed connections to accommodate the volatility of bus schedules. Buses will wait up to 10% of their headway to permit connections, regardless of requests by passengers.

7. Hours of Operation

Hours of operation refer to the time between the first and last trip operated on a route. As the various routes are designed to work as a complete system, a consistent span of service among routes is desirable.

Span of Service Hours is defined as the hours that service will operate at any given point within the system. The span of service varies by route according to demand and may be limited to peak hour service only. Minimum span of service for each Service Category is:

Weekday

Emphasis Corridors / Standard.....5:30 am to 10:30 pm
Connector / Local / Flexible.....6:00 am to 8:30 pm
Commuter / Shuttle / Downtown.....Varies

Saturday

Emphasis Corridors / Standard.....6:30 am to 10:30 pm
Connector / Local / Flexible.....6:30 am to 8:30 pm
Commuter / Shuttle / Downtown.....Varies

Sundays and Holidays

Emphasis Corridors / Standard.....8:00 am to 8:00 pm
Connector / Local / Flexible.....8:00 am to 7:00 pm
Commuter / Shuttle / Downtown.....Varies

Due to operations considerations and financial constraints, some variation in days operated and start / end times among routes are expected. Variation from this standard for specific routes will have reasons for the variation documented.

Service periods are identified as peak and off-peak and are defined as follows:

Peak

- ❖ Morning Peak..... 6:00 a.m. – 9:00 a.m.
- ❖ Afternoon Peak 3:00 p.m. – 6:00 p.m.

Off-Peak

- ❖ Early Morning.....before 6:00 a.m.
- ❖ Midday9:00 a.m. – 3:00 p.m.
- ❖ Evening.....6:00 p.m. – 8:00 p.m.
- ❖ Late Nightafter 8:00 p.m.
- ❖ Weekend service is considered off-peak all day.

8. Service Holidays

Each calendar year, as part of service changes, the Board of Directors will adopt a set of service holidays to be implemented for the following year. For some holidays, no service will be provided and for others the RTA will operate a reduced level of service. Holiday service should be a common service type (such as Saturday, Sunday, or a common holiday schedule) so as not to add confusion to passengers.

9. On-Time Performance

To ensure that transit riders have confidence that the service will perform reliably in accordance with the public timetables prepared and distributed by RTA, on-time performance standards have been established. Service should deviate as little as possible from the published timetables. Early departures from timepoints that risk leaving on-time passengers and late arrivals to timepoints are considered deviations from on-time performance. This standard applies to every stop on a route that could reasonably be considered a timepoint based on published customer information.

It is impossible to achieve and maintain 100% on-time performance due to varying traffic and weather conditions, ridership activity, road construction, detours, accidents and other service interruptions. Nevertheless, every effort will be made to ensure that all RTA buses operate on-time. The following on-time performance standards shall apply:

- Early departures of any kind.....Less than 1%
- Arrivals over 3 minutes late.....Less than 20%
- Arrivals over 5 minutes late.....Less than 5%
- Arrivals over 10 minutes late.....Less than 1%

In building schedules, Service Development should consider all of the above on-time standards and ensure that all would likely be achieved by a schedule.

III. BUS STOPS

1. Bus Stop Spacing

The spacing of stops on a bus route often represents a trade-off between the convenience for those accessing the bus (walking distances) and the convenience of those on-board the vehicle (speed of travel, reliability of schedule). Ultimately, the goal of the RTA in this regard is to minimize the total travel time (both on the vehicle and off) for passengers using the service and ensure high schedule reliability. Additionally, higher operating speeds permit greater amounts of service relative to operating cost.

As the RTA serves multiple users with multiple trip purposes, differing types of bus services require different bus spacing levels. Bus stops will be less frequent on routes within the Primary Transit Network (PTN) and will be greatest among on local circulators. Additionally, flexible routes and demand response services will provide access to the system beyond designated bus stops. Stop spacing will be dependent on the level of ridership within an area served as well as level of ridership on the route overall.

The RTA established typical guidelines for bus stop spacing and minimum bus stop spacing.

Service Type	Typical Spacing	Minimum Spacing
Primary (PTN)	2-4 per mile	800 feet
Standard	4-6 per mile	500 feet
Local	6-10 per mile	300 feet
Flexible*	1-2 per mile	300 feet
Downtown	6-8 per mile	300 feet

*Stop spacing on Flexible routes should be spaced sufficiently to permit the vehicle to deviate as requested. Commuter and Shuttle services have targeted service markets and thus stop spacing will vary significantly. Demand response services will only have designated stops at transfer locations.

2. Bus Stop Location and Safety

Standard industry practice for bus stops is now to place stops on the far side of intersections. Far side stops are preferable due to safety considerations, specifically that it encourages exiting passengers to cross the street behind the bus. Stops should be placed a great enough distance from the intersection that vehicles behind the bus have a path around, so as not to block the intersection. Where a safe stop cannot be located on the far side of an intersection, near side stops can be considered.

Stops should usually be paired on both sides of the street and the path across street to opposing bus stops should be safe, so as not to have bus stop placement encourage unsafe pedestrian movements. Mid-block stops far from legal crosswalks are discouraged for this reason. Safety to pedestrians is the principal concern in bus stop placement.

3. Bus Stop Accessibility

All bus stops will be accessible in providing a surface for waiting for the bus and an accessible path onto the vehicles. Existing non-conforming stops will be improved to meet this requirement in accordance with RTA Transition Plan.

The RTA is committed to maximizing access to services by all individuals in compliance with the RTA Accessibility Policy. Accessibility improvements for bus stops should not necessarily be limited to what is required by the ADA.

4. Bus Stop Amenities

Bus Shelters

Bus shelters are important amenities for ensuring passenger comfort. The selection of a shelter location depends on the physical characteristics of a site, ~~the number of boardings at a location, and whether the location acts as a transfer location. Bus shelters will be provided at bus stop locations where the number of daily passenger boardings is twenty five (25) or more per day as feasible. To improve customer experience, shelters should be provided at other locations where boardings among several nearby stops equal 25 or more.~~

New or replaced bus shelters shall be installed or positioned so as to permit a wheelchair or mobility device user to enter from the public way and to reach a location, having a minimum clear floor area of 30 inches by 48 inches, entirely within the perimeter of the shelter. Shelters will be connected by an accessible route to the boarding area. Shelters will contain customer information and trash receptacles.

Bus Benches

Bus benches will be provided at all bus stop locations where feasible, ~~bus stop locations where the number of daily passenger boardings is ten (10) or more per day as feasible or where several nearby stops equal 10 or more boardings.~~

Geographic Equity

RTA bus stop amenities of all types will be geographically representative of all ridership – that is, within a geographic area with a certain proportion of bus ridership, the proportion of bus stop amenities should be similar. Plans for adding bus stop amenities or changing their location will be approved by the RTA Title VI Officer.

IV. MINIMUM ACCEPTABLE SERVICE

The RTA will maintain a minimum service level for all portions of its service area that meet particular demographic thresholds. Communities that contribute to the RTA financially shall have a minimum level of general purpose service that is appropriate given the size and activity within each.

1. Small Communities

For all incorporated places or Census Designated Places with fewer than 50,000 residents, the following service requirements will apply. Demographic data for the purposes of this requirement will be from most recent decennial census or American Community Survey, whichever is most current.

Service levels will be based upon the sum of total population and employment for areas in which data is available. For all other areas, total population alone will be used as a metric.

Population + Employment	Population Only	Minimum Service Level	
		Local	Connector
10,000+	7,000+	70 hours / wk	60 trips / wk
5,000+	3,500+	40 hours / wk	30 trips / wk
2,000+	1,250+	N/A	20 trips / wk
750+	500+	N/A	10 trips / wk

2. Large Community & Unincorporated Areas

For larger geographic areas – communities with 50,000 or more people – and unincorporated parts of the service area, minimum service requirements will be based on Census Tract population density. Each tract wholly or partially within large communities and unincorporated parts of the service area will be evaluated. Minimum revenue hours are totals for all routes and services located in or adjacent to each Census Tract.

Population Density (people/sq. mile)	Minimum Revenue Hours
1,000+	100 / wk
500+	75 / wk
200+	30 / wk

3. Service Type

While level of service minimums are established by this section of the Service Standards, type of service shall remain dependent on historic or anticipated demand levels. Generally, when demand is less than five passengers per hour, demand response type services are likely to be most cost effective. Demand over 15 passengers per hour should have fixed stops and schedules. Hybrid flexible routing services may also be appropriate. Road conditions and passenger demographics should also be considered in determining service type. See Section V for details on minimum thresholds for various service types.

4. Maximum Limit of Requirement

The total of all services which do not meet fixed route service standards as described in Section V and are provided due to minimum levels described in this section, shall not exceed 10% of all general purpose service hours offered by the CCRTA.

V. SERVICE MONITORING AND RIDERSHIP DATA REPORTING

On a monthly basis, Service Development staff will present a report to the Board and public concerning the performance of RTA services. This report will detail in what services the RTA has invested public funds and what transportation benefits have accrued from use of the funds. The following metrics will be provided for services in general:

Operation Statistics:

- Unlinked Passenger Trips (UPT) per Vehicle Revenue Hour (VRH) – This metric is the most common standard metric within the transit industry for evaluating services. The metric takes two readily accessible pieces of data that roughly provide a cost-benefit ratio.
- Unlinked Passenger Trips per Vehicle Revenue Mile (VRM) – This metric uses a different denominator exchanging hours for miles. In general, it is somewhat less useful since costs that vary by hour (cost of operator and supervision) are a larger share than those that vary by mile (maintenance and fuel).
- Passenger-Miles (PM) per Vehicle Revenue Hour – This is another variation on passengers per hour that changes the benefit estimate to passenger miles. This not only considers the number of system users, but also estimates (through trip length) the cumulative benefit to each rider.

Financial Statistics:

- Operating Cost per Unlinked Passenger Trip – This metric provides a cost-benefit ratio which uses system users as the benefit metric. This is more understandable for the public than operating statistics, but the actual cost calculation is dependent on allocation method.
- Operating Cost per Passenger Mile – Metric is similar to cost per trip, but substitutes passenger-miles as the benefit metric.
- Farebox Recovery – This is a completely financial metric in how it estimates cost-benefit. The benefit here is estimated economically – in what people are willing to pay for the service. The drawback is that fare rates are typically a policy measure established far lower than what users would be willing to pay.

Route specific information will be provided on a semi-annual basis in order to inform decision making on services that should be considered for greater or lesser service amounts. An overall Route Performance Indicator will be calculated using each of the financial characteristics. Each route will be ranked and those scoring significantly above or below the system average will be identified.

Additionally, minimum thresholds will be determined for varying service levels. These thresholds will correspond to specific passengers per hour levels presuming system averages for trip length, fares per passenger, and cost per revenue hour. These thresholds are as follows:

- For service with headways over 40 minutes: 15 passengers per hour
- For service with headways between 20 and 40 minutes: 20 passengers per hour
- For service with headways under 20 minutes: 25 passengers per hour
- For flexible services: 5 passengers per hour

Where service is significantly lower than system averages or for routes that fail to meet the minimum thresholds, the service should be reviewed for changes. Those changes could include different routing, modified headways, or change in service delivery type.

VI. SERVICE CHANGES

Service changes are appropriate on occasion as development patterns and other factors influencing transit demand changes in the community. Most service changes will be scheduled on an annual basis through a regular process that occurs annually. Emergency changes can be made at other times during the year if needed. Emergencies include only those changes necessitated by unacceptable vehicle load or on-time performance.

1. Factors Considered for Service Changes

Long Range Plan

The RTA will create and update regularly a Long Range Plan with medium-term (5 to 7 years) specific service recommendations. These service recommendations will be financially constrained and consistent with the RTA's long range financial plan. Recommended service changes should be in conformance with all such long term planning documents. This will ensure that incremental service changes work to move the RTA towards a planned future and that resources are available long-term to maintain any recommended changes.

Customer Service Measures

Among the most important factors in modifying services are to correct known failures of customer service metrics. Most common are changes needed to alleviate unacceptable levels of vehicle crowding or poor schedule adherence. As problems are identified, Service Development will investigate causes of such failures and create solutions to rectify the issues.

Service Effectiveness Measures

Those routes or service underperforming according to Section V of the Service Standards should be evaluated for modification or in some cases elimination. Service significantly outperforming other similar routes should be evaluated for enhanced service if warranted. In cases where a

route is near established service effectiveness thresholds, trends in demand should also be considered.

New routes and services should be permitted a reasonable amount of time to establish a demand pattern prior to any changes or elimination. Within one year of a route or service being introduced, it should meet half the effectiveness standard proscribed in Section V. Within two years of introduction, the service should meet service standards.

Community and Employee Input

Regularly, the RTA hears from customers and others in the community suggesting modifications to existing services. These requests will be considered in the RTA service planning process. Additionally, front line staff, such as operators and customer service representatives, who have more frequent contact with customers can be valuable assets in recommending improvements to services. Service Development will regularly reach out to all of the above parties for feedback in how services are performing.

Current Resources

Any service change recommendations must factor in the necessary capital and human resources necessary to implement the change. In some cases, changes may need to be delayed to allow purchase of vehicles or increased staffing necessary to implement the changes. A spare ratio of 15-20% must be maintained for vehicles and an extra board capacity of 15% of assigned runs is desirable for operator staffing.

2. Major Service Changes

All service changes which permanently (a) adds or deletes 25% of route miles to a route or (b) adds or deletes 25% of the average daily revenue hours to a route is considered a Major Service Change. For proposed major service changes, a Title VI review will be presented to the Board of Directors and the Federal Transit Administration prior to the decision to make the change.

3. Other Service Changes Requiring Board Authorization

All other service changes which permanently alters 10% or more of any route alignment or schedule will be authorized only by action by the RTA Board of Directors. Smaller service changes may be authorized by the Service Development department.

4. Public Input

Any service change that requires Board of Directors authorization must be presented to the public for comment. Public comment process will be governed by an RTA Public Input and Information Policy. The results of the public input process must be presented to the Board of Directors prior to authorization of changes.

5. Detours

Occasionally, due to road construction, other temporary traffic conditions, irregular events that effect passenger demand, or other events that effect bus operations, the RTA may need to temporarily detour routes. These detours should minimize impacts to existing customers to the greatest extent possible. Detours that are required by foreseen circumstances will be part of a detour plan developed by Service Development. In some cases when conditions change that were not anticipated, RTA dispatch will determine a detour for the short term (up to one week). For major detours that have significant impacts on passengers, the Board of Directors shall be notified.

Adopted May 12, 2010

Revised June 6, 2012

Revised December 11, 2013



CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY

Board of Directors' Memo

December 11, 2013

Subject: October 2013 Financial Report (Detailed report as attachment)

SUMMARY: The Authority's financial performance through October is positive to budget by about \$1,696,000. Revenues are under budget by about \$400,000 for a negative variance of 1.4%. For the year to date operating expenses, including estimated depreciation, the variance is \$2,097,000, or 7.5% below budget.

REVENUES

- Sales Tax

September sales tax was \$2,901,648 which was an 11.4% increase over 2012. This is \$47,734 above budget.

Year to Date through September sales tax was \$23,541,198, an increase of \$1,276,199 (5.73%) over 2012.

October sales tax has been estimated at \$2,592,473 which is a 5.1% increase over 2012.

- Passenger Revenues – \$1,473,353 vs. \$1,455,719 in 2012 – an increase of \$17,634 (1.2%) including increased fares from the Harbor Ferry and fixed routes; about \$2,000 over budget
- Investment Income - about \$51,000 which is about \$5,000 over budget and about \$9,000 more than 2012
- Grant Revenues - about \$1,228,000 in operating grants which is about \$644,000 below 2012 and \$1,142,000 below budget.

EXPENSES (Focus on year-to-date)

- Salaries & Benefits – \$8,146,000 with a favorable variance of about \$926,000 primarily due to vacant positions and the lower than expected required pension contribution.

- Services – \$1,172,000 with a favorable variance of about \$190,000 primarily due to lower than anticipated costs for security services and lagging invoices for legal, consulting and other professional services.
- Fuel – \$1,820,000 in fuel costs for directly operated fixed route & support vehicles (including related taxes & fees); this is 13.6% (about \$287,000) less than budget.
- Materials - Bus Parts – about \$1,175,000 with an unfavorable variance of about \$101,000.
- Materials – All Other - about \$501,000 with a favorable variance of about \$124,000.
- Utilities – about \$314,000 which is 2.3% less than budget.
- Property, Liability & Health Insurance – Health insurance is about \$1,115,000 with a favorable variance of about \$492,000 due to lower than anticipated claims. Other insurance is about \$266,000 which is about \$9,000 less than budget.
- Purchased Transportation – \$5,923,000 with a favorable variance of about \$130,000. Savings are primarily due to budgeted costs of a new Northwest route not yet initiated of about \$97,000. Lower than expected utilization of B-Line Services resulted in savings of about \$73,000.
- Miscellaneous - about \$312,000 which is about \$33,000 under budget.
- Leases & Rentals – about \$57,000 which is about \$1,000 over budget.

Respectfully Submitted,

Submitted by: Cindy O'Brien
Cindy O'Brien
Director of Finance

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

Approval: Scott Neeley
Scott Neeley
Chief Executive Officer



CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY

Board of Directors' Memo

December 11, 2013

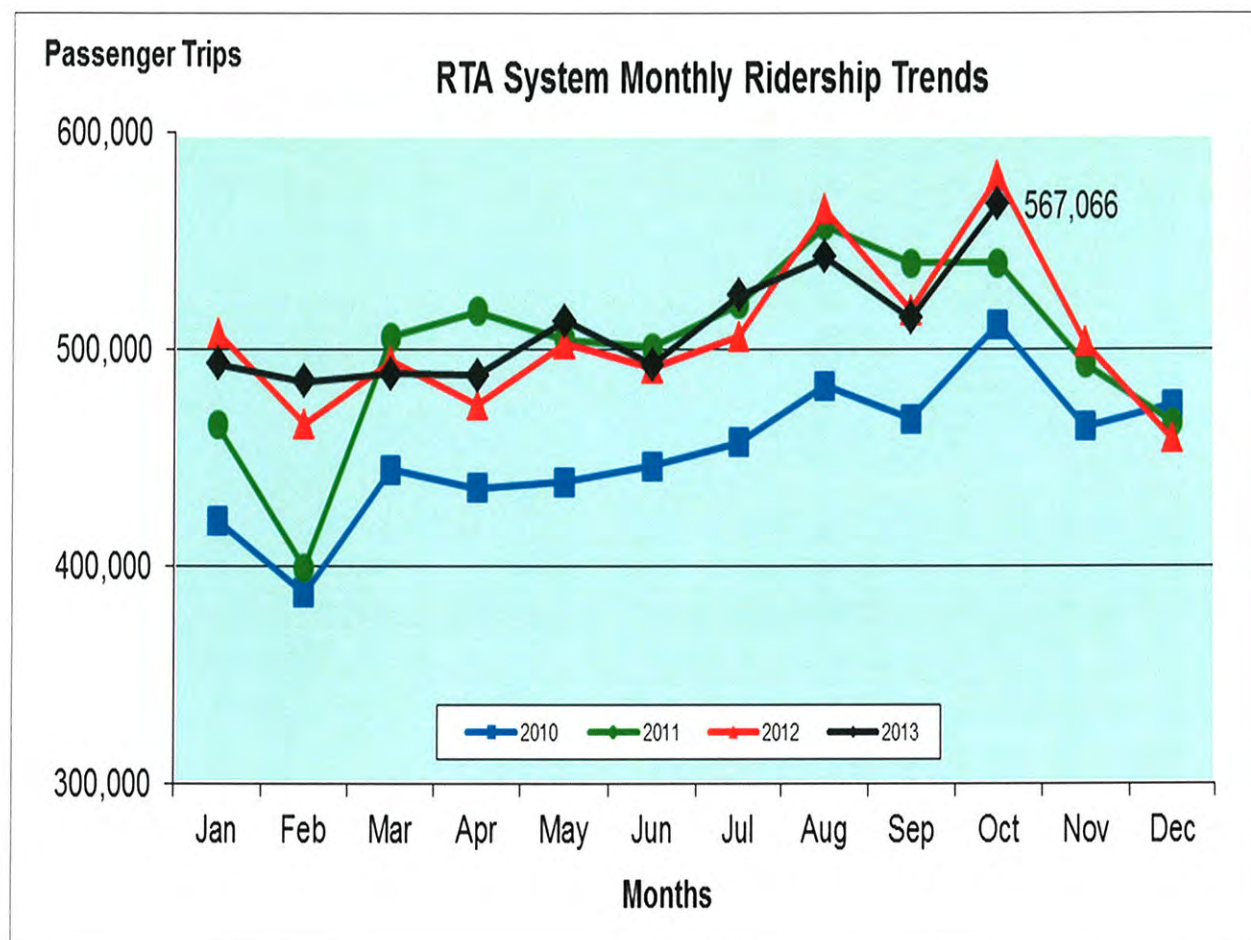
Subject: RTA Operations Report for October 2013

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

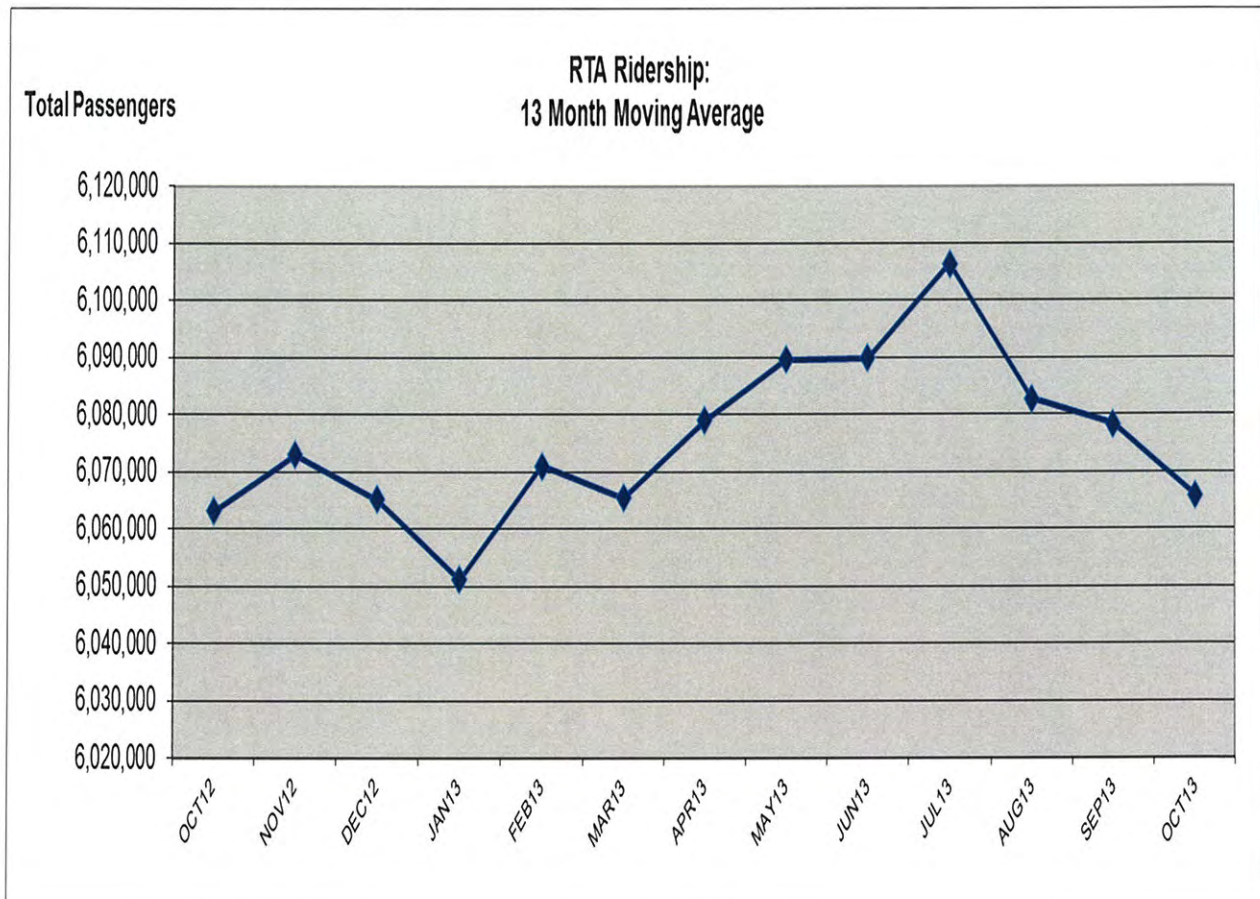
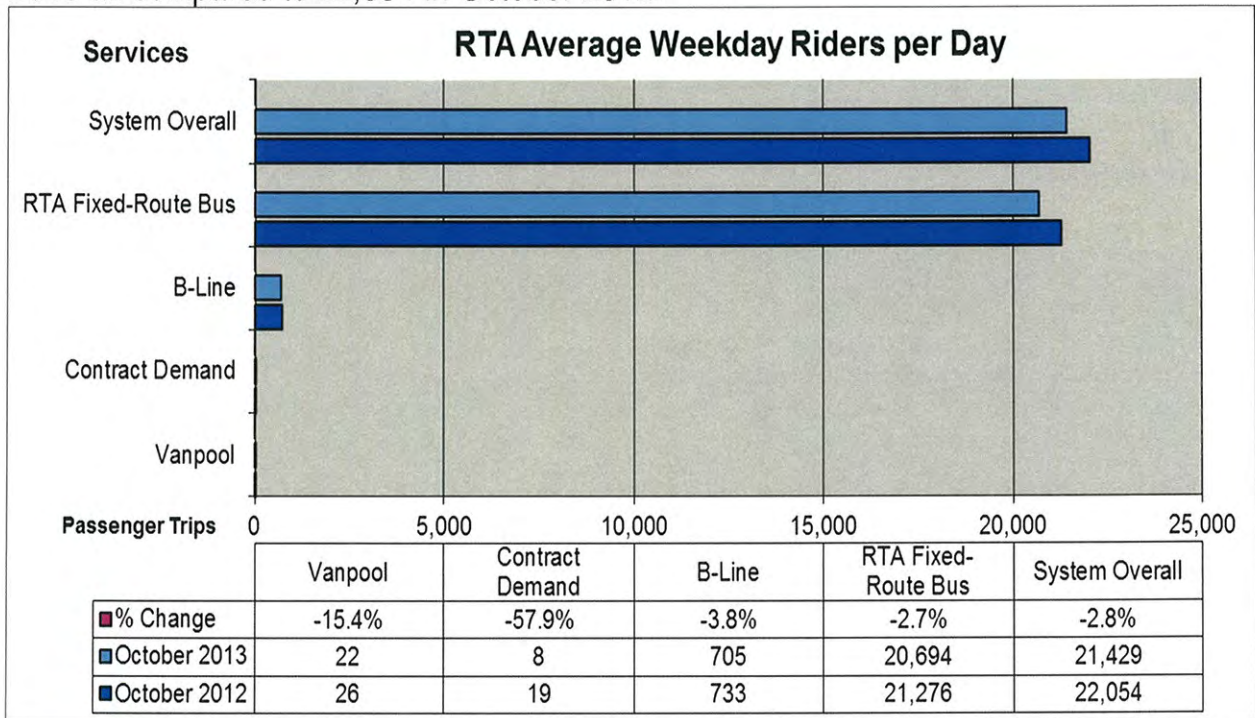
Service Performance - Operations Report for – October 2013

Passengers for all services in October were 567,066. This is a 2.1% decrease from October 2012.

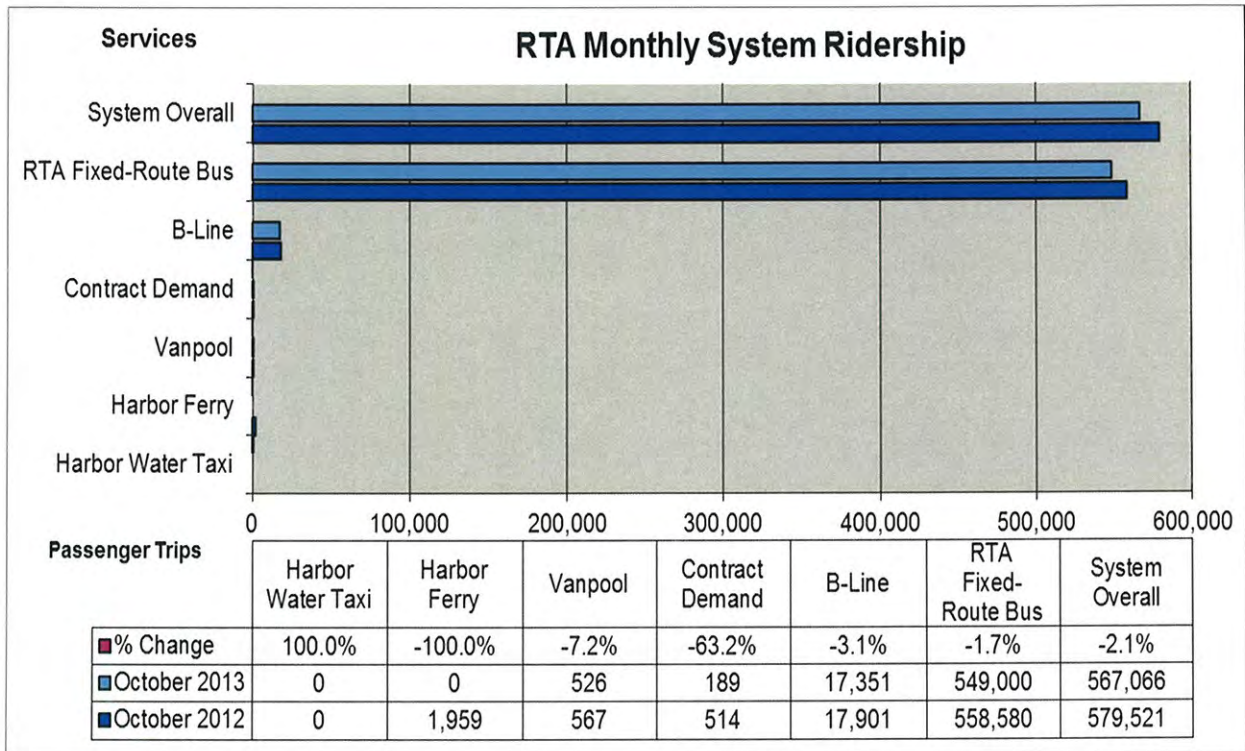
The following graph below compares RTA System Monthly Ridership trends for a four year period. The positive ridership trend has improved overall system productivity.



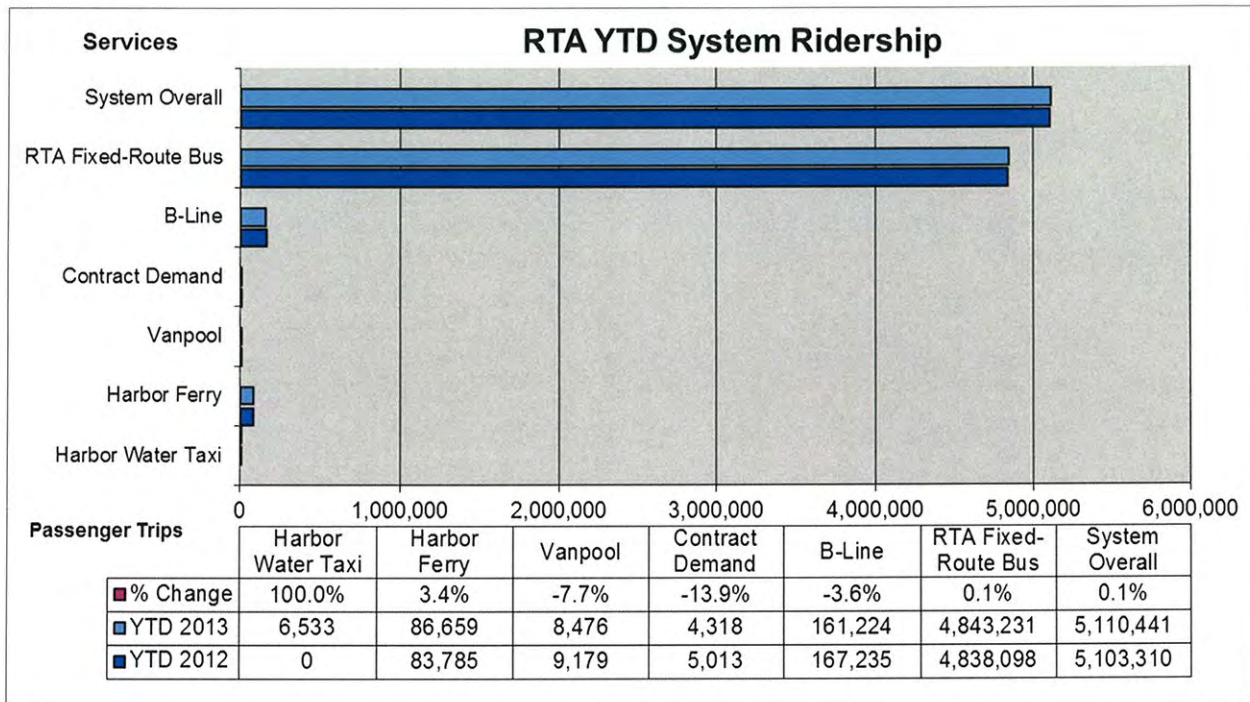
The chart below shows RTA Average Weekday Ridership for all services. The RTA overall transported an average of 21,429 passengers per weekday service in October 2013 as compared to 22,054 in October 2012.



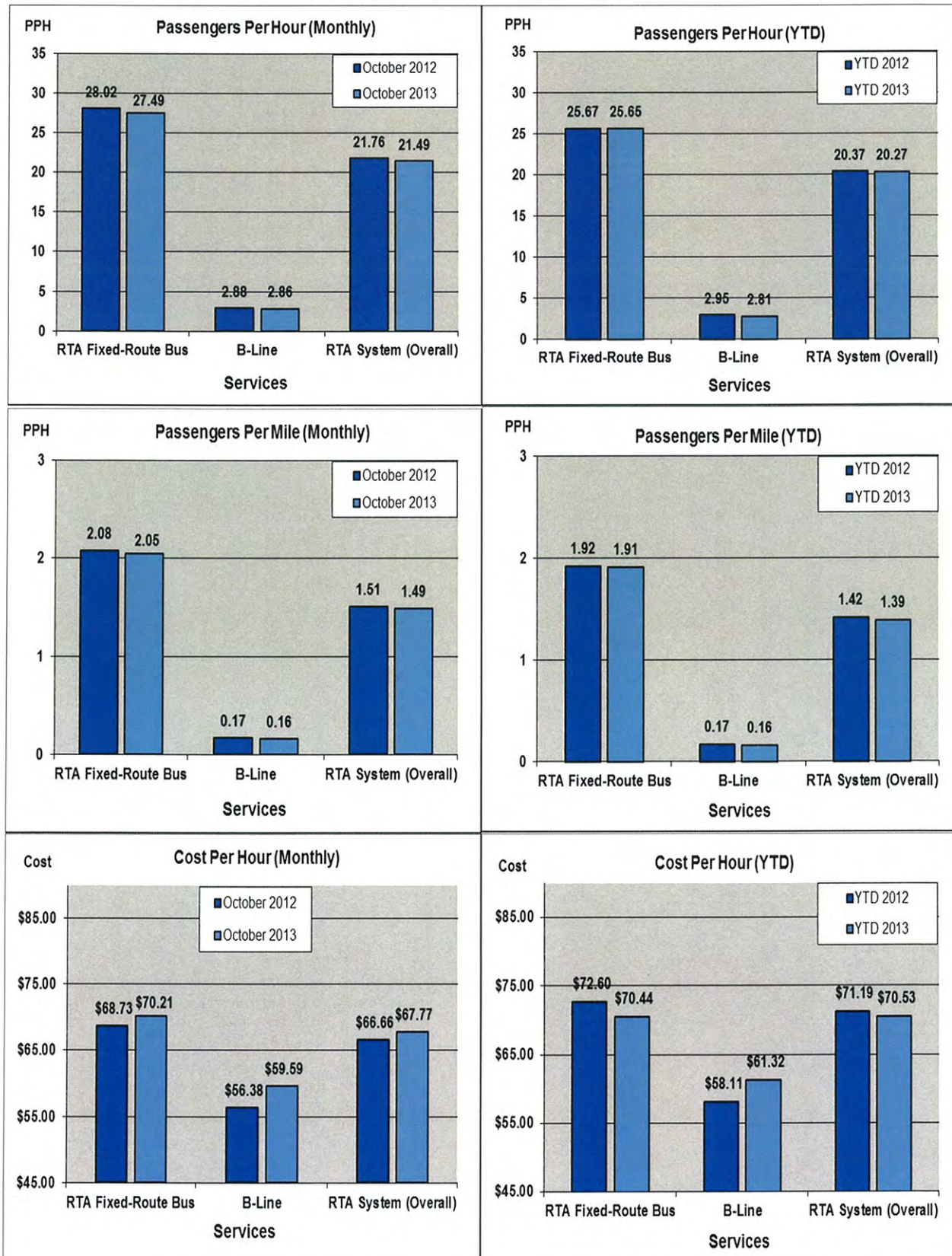
The chart below shows RTA Monthly Ridership for all services. The RTA transported 12,455 less passengers in October 2013 as compared to October 2012.

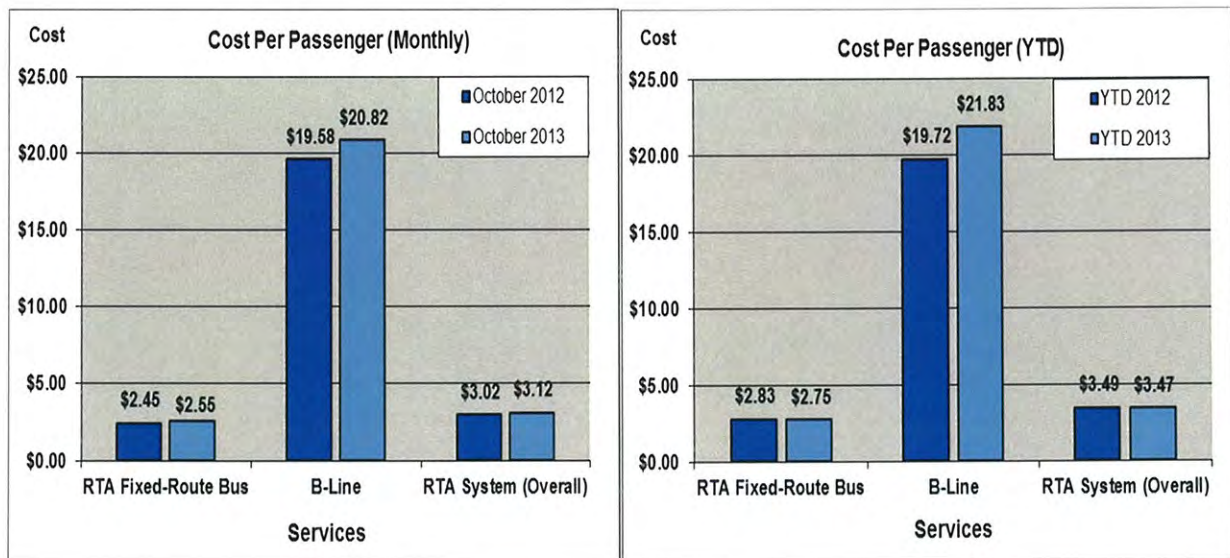


The chart below shows RTA YTD System Ridership for all services. The RTA has transported 7,131 more passengers in 2013 as compared to 2012.



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





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

Schedule Adherence	Standard	Aug-13	Sep-13	Oct-13	YTD Average
Early Departure	<1%	4.8%	1.0%	1.0%	2.3%
Over 3 minutes Late	<20%	14.0%	14.4%	20.8%	13.8%
Over 5 minutes Late	<5%	7.4%	7.3%	11.8%	7.6%
Over 10 minutes Late	<1%	2.0%	0.6%	4.0%	2.1%
Monthly Wheelchair Boardings		4,621	4,230	5,187	
Monthly Bicycle Boardings		6,616	5,831	7,258	

OCTOBER 2013 SERVICE METRICS BY ROUTE

	Passengers per Hour	Cost per Passenger Mile	Cost per Passenger Trip	Farebox Recovery	Average Load
Fixed Route Bus - Local	29.2	\$0.57	\$2.30	10.8%	9.11
Route 04	18.0	\$1.47	\$4.53	5.2%	3.25
Route 05	25.0	\$0.76	\$2.67	8.9%	6.83
Route 06	17.1	\$0.73	\$3.83	6.2%	6.77
Route 08	18.1	\$0.79	\$3.61	6.6%	6.52
Route 12	33.8	\$0.66	\$1.87	12.7%	8.81
Route 16	20.8	\$0.85	\$3.28	7.2%	5.93
Route 17	27.9	\$0.62	\$2.35	10.1%	8.57
Route 19/15S	39.9	\$0.56	\$1.59	14.9%	10.51
Route 21	39.8	\$0.54	\$1.53	15.5%	10.68
Route 23	37.7	\$0.58	\$1.58	15.0%	10.53
Route 24	30.1	\$0.57	\$2.17	10.9%	9.24
Route 26	8.7	\$2.53	\$7.82	3.0%	1.96
Route 27	37.7	\$0.24	\$2.25	10.6%	17.02
Route 29	43.7	\$0.41	\$1.33	17.8%	13.94
Route 31	25.4	\$0.63	\$2.39	9.9%	9.86
Route 32	26.7	\$0.59	\$2.55	9.3%	8.76
Route 37	19.9	\$1.47	\$3.37	7.0%	3.39
Route 60	8.2	\$4.35	\$8.70	2.7%	1.35
Route 63	17.3	\$1.21	\$4.21	26.7%	3.74
Route 66	42.9	\$0.58	\$1.89	12.6%	8.38
Fixed Route Bus - Rural	5.6	\$2.23	\$15.06	2.6%	1.81
Route 34	9.1	\$1.84	\$7.13	3.3%	3.33
Route 67	3.2	\$1.90	\$35.19	2.7%	1.68
Route 94	4.4	\$6.90	\$15.53	1.5%	0.72
Fixed Route Bus - Trolley	18.3	\$1.30	\$3.58	6.6%	4.10
Route 76	14.7	\$0.67	\$4.91	4.8%	7.23
Route 78	19.6	\$1.09	\$3.52	6.7%	4.46
Route 79	16.1	\$3.15	\$3.61	6.6%	2.26
Fixed Route Bus - Commuter	17.5	\$0.43	\$10.51	9.0%	14.39
Route 50	22.0	\$0.27	\$7.92	12.0%	18.66
Route 51	22.2	\$0.43	\$9.64	9.9%	17.57
Route 53	10.6	\$0.79	\$16.05	5.9%	7.80
Flexi-B	0.9	\$2.94	\$93.28	1.0%	1.43
B-Line	2.9	\$2.74	\$20.82	4.6%	1.24

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

Productivity: 2.51 PPH did not meet the contract standard of 2.70 PPH.

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

In Vehicle Time: 98% exceeded contract standard of 95%.

Miles Between Road Calls: 11,506 did meet standard of 10,000 miles.

Denials: 10 denial (late trips) did not meet contract standard of .2%.

Ridership Statistics: 11,739 ambulatory
4,579 wheelchair boarding's

Ridership year to date represents a 3.1% decrease compared to same period in 2012.

RTA Customer Programs Monthly Customer Assistance Form (CAF) Report- October 2013

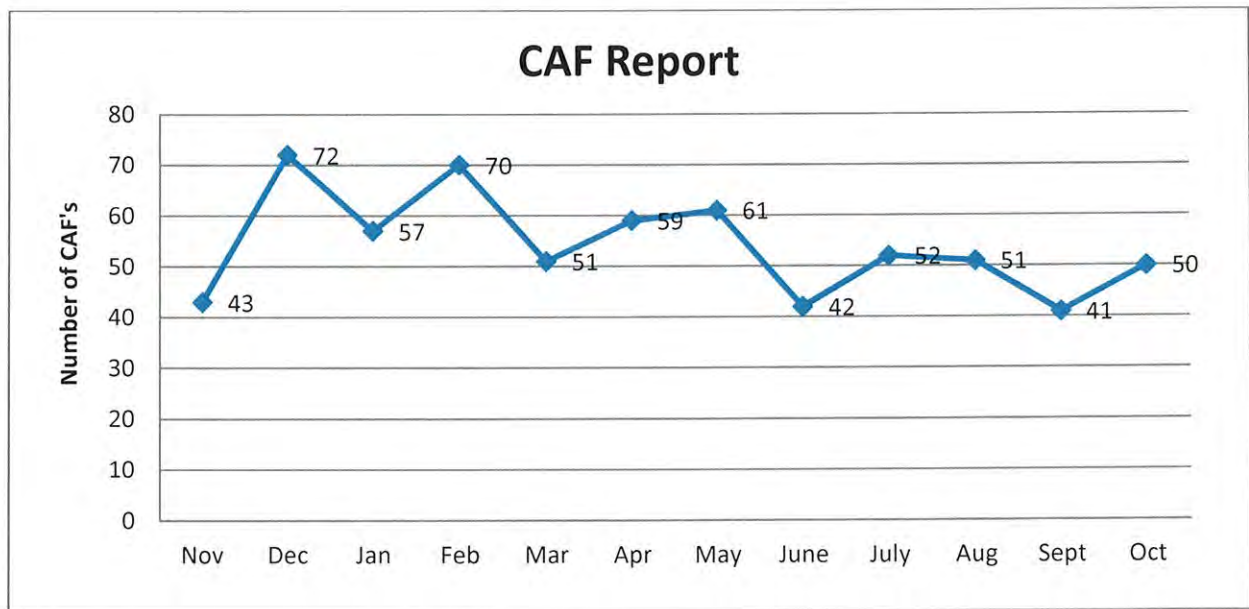
The RTA documents CAF's to capture information regarding a wide range of issues from the community's perspective point of view. CAF's are communicated to the Customer Programs group via the telephone, e-mail, letter or in person.

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

CAF's play an important role as a quality assurance tool to identify issues regarding service; they also inform RTA regarding education and training needs. CAF's assist Service Development in identifying problems around existing service and identifying underserved areas. CAF's also serves to guide policy development.

CAF Report

For October 2013 there were 50 reported CAF's an increase from 41 reported CAF's overall in September. The statistics for October represent a .22% increase, 50 CAF's vs. 41 CAF's compared to the month of September 2013. (There was 4 Commendation for the month of October)



Route Summary Report for October 2013

Route	# of CAF's	Route	# of CAF's
#4 Flour Bluff Mini B	0	#63 The Wave	0
#5 Alameda	3	#65 Padre Island Connector	0
#6 Santa Fe/Malls	1	#66 TAMU-CC Connection	0
#8 Flour Bluff/Malls	0	#67 Driscoll/Bishop/Gregory	1
#12 Saxet Oak Park	2	#76 Harbor Bridge Shuttle	0
#16 Agnes/Ruth	1	#77 Harbor Ferry	0
#17 Carroll/Southside	0	#78 CC Beach/Bayfront Connector	1
#19 Ayers/Kostoryz	4	#79 Downtown/Shoreline Shuttle	1
#21 Arboleda	0	#94 Port Aransas Shuttle	0
#23 Molina	2	#95 Flexi-B	0
#24 Los Encinos	1	B-Line (Para-transit)	8
#26 Airline/Lipes Connector	3	Facilities Maint (stop/shelter/sugg)	9
#27 Northwest	2	Service Development	1
#29 Staples	7	Safety and Security	1
#31 McArdle/Malls	0		
#32 Southside Mini B	0		
#32 Southside/Malls Sun	2		
#34 Robstown Circulator	0		
#37 Crosstown	0		
#50 Calallen Park & Ride	0		
#51 Gregory Park & Ride	0	TOTAL CAF'S	50

Conclusion

During October 2013, RTA received 50 CAF's/Commendations regarding RTA Fixed-Route Service, B-Line and Purchased Transportation; Four (4) of the 54 reported CAF's (October) were commendations.

There were a total of 39 CAF's/Commendations received regarding RTA Service representing 77.8% of total customer contacts: 9 for Facilities Maintenance, 1 for Safety and Security, 1 for Service Development, and 28 for Transportation.

A total of 8 CAF's/Commendations were reported regarding B-Line service representing 14.8% of the total customer contacts.

A total of 3 CAF's/Commendations were received regarding Contracted Fixed Route services representing 7.4% total customer contacts.

Reporting October 2013:

CAF Category	RTA Fixed Route	B-Line ADA Paratransit	Contracted Fixed Route	Totals
Service Stop Issues	7	N/A	0	7
Driving Issues	5	1	1	7
Customer Services	16	1	2	19
Late/Early	0	3	0	3
Drop off/Pick up	0	3	0	3
Facilities Maintenance	9	0	0	9
Safety and Security	1	0	0	1
Service Development	1	0	0	1
Total	39	8	3	50
Active	4	0	0	4
Commendations	3	0	1	4

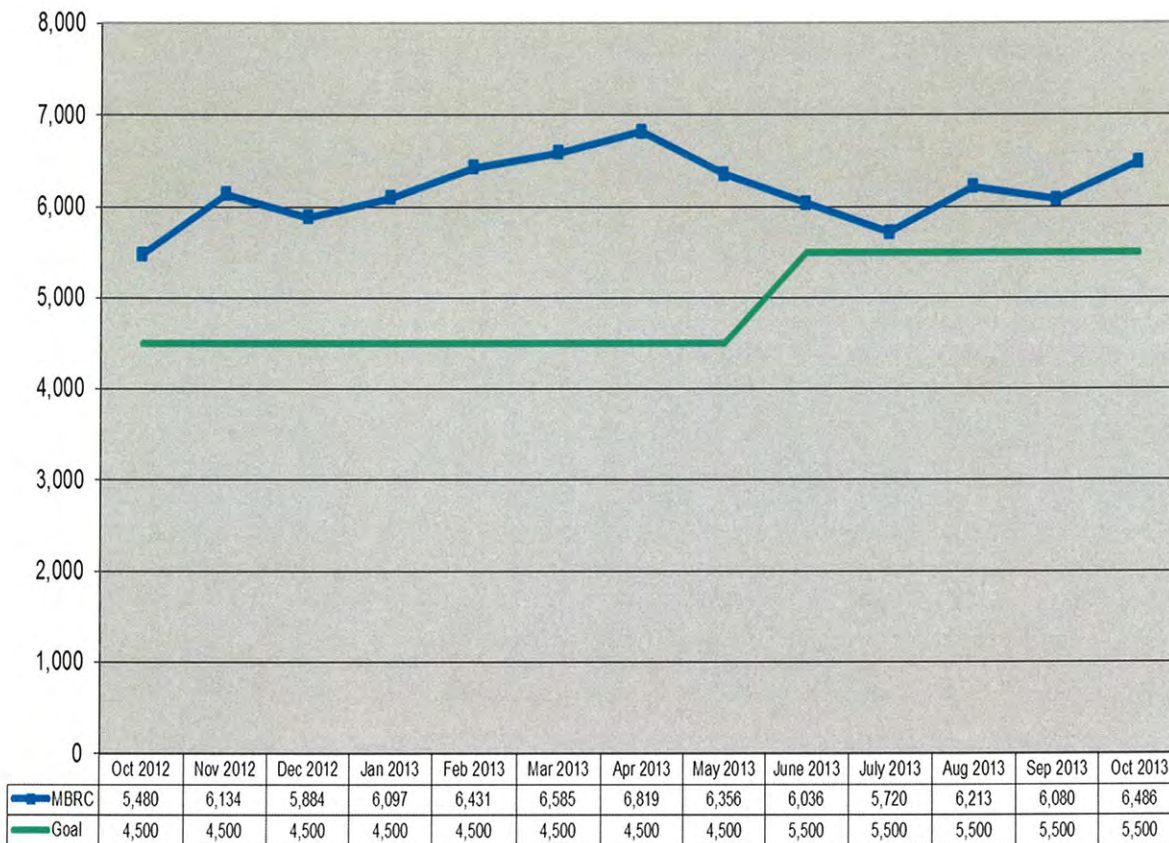
Actions taken as a result of reported CAF's include but are not limited to the following:

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

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

As defined by the Federal Transit Administration, a road-call is the practice of dispatching a service vehicle to repair or retrieve a vehicle on the road. There are two types of road-calls; Type I and Type II. A Type I road-call is a major mechanical failure that prevents the revenue vehicle from completing a scheduled revenue trip. A Type II road-call is a mechanical failure causing an interruption in revenue service. Miles Between Roadcalls (MBRC) is a performance gauge of maintenance quality, fleet age, and condition; an increase in miles between roadcalls is a positive indicator. A goal of 5,500 miles between roadcalls has been adopted for a fleet the size, age, and condition of the RTA. The following graph shows the previous (13) month period.

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



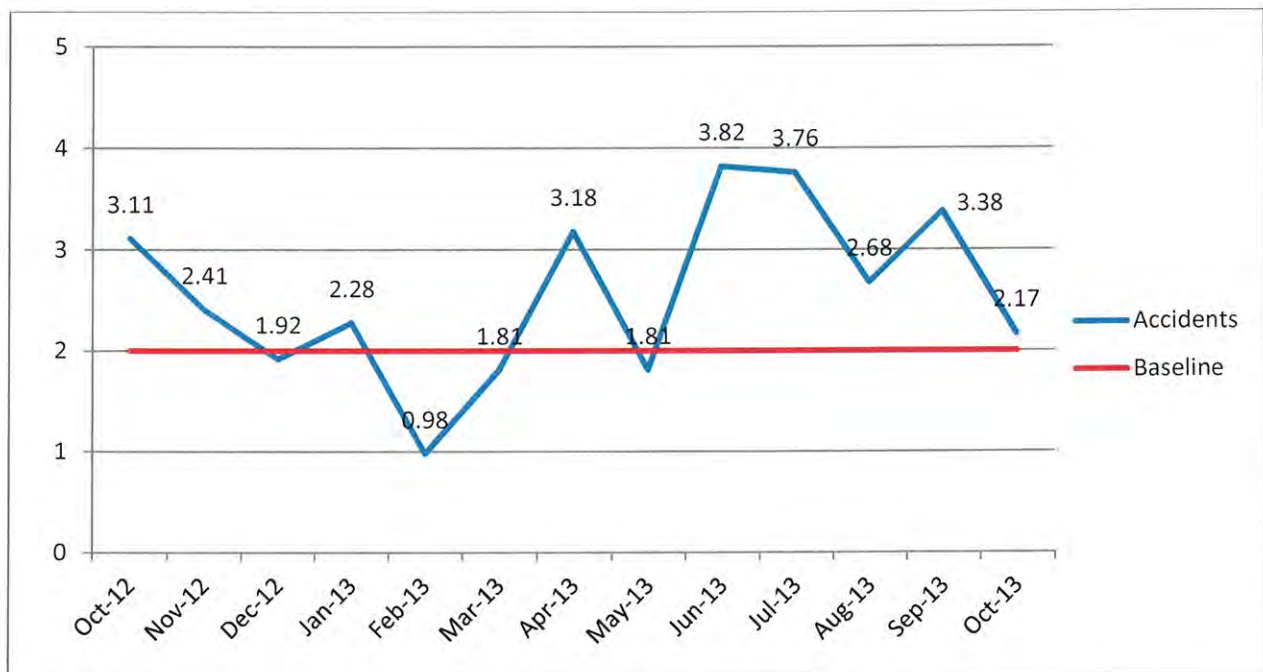
Safety/Security Department - Operations Report for – October 2013

SAFETY SUMMARY

For the month of October we had five (5) vehicle collisions, (4 preventable / 1 non preventable), forty-two (42) customer related incidents and drove a total of 229,936 miles. The total collision rate for the month was at 2.17 per hundred thousand miles driven. The desirable range for total collisions is at 2.0 or less.

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

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




SECURITY SUMMARY


For the month of October, one thousand one hundred sixty seven hours (1167) of security coverage were used for all areas of RTA Operations. Officers arrested thirteen (13) individuals for public intoxication, issued sixteen (16) criminal trespass warnings, and cited thirteen (13) individuals for loitering.

Respectfully Submitted,


Submitted by:


Oscar Vargas
Senior Planner

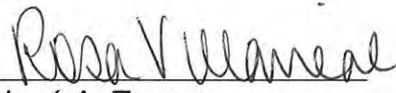
Submitted by:


Keith Korenek
Director of Safety and Security

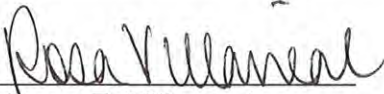
Submitted by:


Robert Saldaña
Director of Transportation

Submitted by:


for José A. Tovar
Director of Maintenance

Reviewed by:


Rosa E. Villarreal
Managing Director of Operations

Approved by:


Scott Neeley
Chief Executive Officer

2014 Meeting Calendar - CCRTA Board of Directors

JANUARY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January

8 – 8:30 a.m. - Board Mtg.
 22– 8:30 a.m. - ADMIN Mtg.
 10:30 a.m./After ADMIN
 Mtg. -- OPS Mtg.

July

2 – 8:30 a.m. - Board Mtg.
 23 - 8:30 a.m. - ADMIN Mtg.
 10:30 a.m./After ADMIN
 Mtg. -- OPS Mtg.

JULY						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

FEBRUARY						
S	M	T	W	T	F	S
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

February

5 – 8:30 a.m. - Board Mtg.
 26- 8:30 a.m. - ADMIN Mtg.
 10:30 a.m./After ADMIN
 Mtg. -- OPS Mtg.

August

6 – 8:30 a.m. - Board Mtg.
 27- 8:30 a.m. - ADMIN Mtg.
 10:30 a.m./After ADMIN
 Mtg. -- OPS Mtg.

AUGUST						
S	M	T	W	T	F	S
					1	2
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31						

MARCH						
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30	31					

March

5 – 8:30 a.m. - Board Mtg.
 26 - 8:30 a.m. - ADMIN Mtg.
 10:30 a.m./After ADMIN
 Mtg. -- OPS Mtg.

September

3 – 8:30 a.m. - Board Mtg.
 24- 8:30 a.m. - ADMIN Mtg.
 10:30 a.m./After ADMIN
 Mtg. -- OPS Mtg.

SEPTEMBER						
S	M	T	W	T	F	S
	1	2	3	4	5	6
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28	29	30				

APRIL						
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27	28	29	30			

April

2 – 8:30 a.m. - Board Mtg.
 23- 8:30 a.m. - ADMIN Mtg.
 10:30 a.m./After ADMIN
 Mtg. -- OPS Mtg.

October

1 – 8:30 a.m. - Board Mtg.
 22- 8:30 a.m. - ADMIN Mtg.
 10:30 a.m./After ADMIN
 Mtg. -- OPS Mtg.

OCTOBER						
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MAY						
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25	26	27	28	29	30	31

May

7 – 8:30 a.m. - Board Mtg.
 28- 8:30 a.m. - ADMIN Mtg.
 10:30 a.m./After ADMIN
 Mtg. -- OPS Mtg.

November

5– 8:30 a.m. - Board Mtg.
 19- 8:30 a.m. - ADMIN Mtg.
 10:30 a.m./After ADMIN
 Mtg. -- OPS Mtg.

NOVEMBER						
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JUNE						
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29	30					

June

4 – 8:30 a.m. - Board Mtg.
 25- 8:30 a.m. - ADMIN Mtg.
 10:30 a.m./After ADMIN
 Mtg. -- OPS Mtg.

December

3 – 8:30 a.m. - Board Mtg.
 17 - 8:30 a.m. - ADMIN Mtg.
 10:30 a.m./After ADMIN
 Mtg. -- OPS Mtg.

DECEMBER						
S	M	T	W	T	F	S
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RTA Committee on Accessible Transportation (RCAT)
MEETING MINUTES
Monday, October 17, 2013

Advisory Committee Members Present: Abel Alonzo, Richard Balli, Tammye Salinas, Robert Box, David Ramos, Roxana Sandoval, and John Lee

Advisory Committee Members Absent: Sylvia Wilson and Debra Bingham

Board Members Present:

Staff Present: Scott Neeley, Rosa Villarreal, Sharon Montez, Jane Haas, William Laridis, and Shannon Tabor

MV Staff Present: Edna Arredondo

Employee Representative(s): Rowland Estrada

Call to Order: Chairperson Abel Alonzo called the meeting to order at 12:00 p.m. Ms. Shannon Tabor called the roll and determined that a quorum was present.

Opportunity for Public Comment:

Mr. Robby Silva introduced himself to the committee and advised he is the Projects Manager for Transportation Coordination Network (TCN). Mr. Silva discussed his program and goals to increase public transportation for people with disabilities. Mr. Silva also advised the committee that he has implemented an advisory group and will be sending invitations to RCAT for the opportunity to participate in the group. Mr. Alonzo advised the committee if they are interested to let him or Ms. Villarreal know.

Action to Approve Minutes of September 19, 2013 was approved as presented.

MR. BOX MADE A MOTION TO ADOPT THE RCAT MINUTES OF SEPTEMBER 19, 2013 AS PRESENTED; MR. BALLI SECONDED THE MOTION. SANDOVAL, LEE, RAMOS, ALONZO, AND SALINAS VOTING FOR. WILSON AND BINGHAM WERE ABSENT.

Action to Approve Minutes of October 7, 2013 was approved as presented.

MR. BOX MADE A MOTION TO ADOPT THE RCAT MINUTES OF OCTOBER 7, 2013 AS PRESENTED; MS. SALINAS SECONDED THE MOTION. SANDOVAL, LEE, RAMOS, ALONZO, AND BALLI VOTING FOR. WILSON AND BINGHAM WERE ABSENT.

Board Transportation Disadvantaged Representative Update: No update.

Committee for Persons with Disabilities (CFPWD) and Corpus Christi Human Relations Committee (CCHRC) Update: No update.

Presentation: Bus Stop Improvements

Ms. Sharon Montez updated the committee and shared consideration elements for bus stop improvements and amenities. Ms. Montez shared some of the elements with the committee, consisting of safety, Title VI, ridership, ADA compliance, site and passenger characteristics, bus operator recommendations, and customer requests. Mr. Alonzo asked how involved the bus operators are. Ms. Montez stated that the operators submit informational sheets where they would like to see improvements. Ms. Montez discussed standards for various bus stop amenities with the committee, including bus benches, trash cans and shelters. Ms. Montez advised the committee in order to be eligible for a bench or trash receptacles, boarding should be 10 riders or more on a daily basis. For shelters, boarding should be 25 riders or more daily. Ms. Montez advised the committee that the Phase III Contractor was awarded to Brazos Paving (BPI) from Bryan, Texas. She also advised that the estimated bus stops to be improved are 128; bus stops completed is 106 and there are 22 pending

construction. Ms. Rosa Villarreal advised the committee that she would provide copies of the service standards concerning distance between stops. Ms. Montez advised the committee that Phase IV was awarded to CAS Companies and there is an estimated 75 bus stops to be improved. She also advised that 23 stops have been completed to date. Ms. Montez shared some photos of Phase III and Phase IV bus stop improvements. Ms. Montez advised the committee that they are improving accessibility at the Hilltop Community Center and are working with the county on this project. Mr. Alonzo expressed concern regarding a bus stop that was eliminated with no public input. Ms. Villarreal stated that a stop will be closed without notification when it concerns safety. Mr. Rowland Estrada mentioned that an individual or a business can submit a complaint regarding a bus stop in their general area and request it be removed.

Presentation: CCRTA Economic Impact Study

Ms. Jane Haas addressed the committee and started out by inviting the committee to ride the B to the Texas Jazz Festival. Ms. Haas shared a presentation with the committee that was originally prepared by Mr. Jim Lee, Regents Professor of Economics at TAMUCC. Ms. Haas stated that a methodology prescribed by the Federal Transportation Administration was used to prepare a cost benefit type analysis. Ms. Haas advised he focused primarily on the agency's operations benefits to transit riders and affordable mobility benefits. She also stated he spoke about congestions relief benefits, future impacts, fiscal analysis, and total economic impacts. Ms. Haas commented that the overall strong fiscal management is the return on investment, looking at direct and indirect costs.

Presentation: New CNG Paratransit Vehicles

Ms. Villarreal advised the committee that the first 5 vehicles were received last week and 5 more were received on Monday. She also advised the committee that one of the new vehicles has been placed outside the building for anyone wishing to look at it after the meeting. Ms. Villarreal stated that these vehicles will be put into service within next 4 to 6 weeks. She also stated these vehicles are easier to board and are low-floor cut-away vehicles with a ramp. Ms. Villarreal stated these new vehicles are also wider and have a slanted entrance to make it easier to board and alight in a mobility device. Ms. Villarreal suggested committee members ride them and give any feedback. Ms. Villarreal advised the committee that the seating capacity is 14 seats and 3 securements.

Committee Reports:**No Show Appeals:**

No Show appeals were held on October 15, 2013. Members present were Richard Balli, Robert Box and John Lee. Staff members present were Melanie Gomez and Edna Arredondo (MV). There was 1 appeal scheduled in October. One appellant was present to appeal a 7-Day proposed service suspension. The service suspension was enforced due to prior history. There were 35 warning notices issued in September, 13 seven day proposed service suspensions, and 1 thirty day proposed service suspension.

Chairman's Report:

Mr. Alonzo informed the committee about Ms. Villarreal being recognized as Corpus Christi's RTA leader ranked among top people movers in Mass Transit Magazine. Ms. Villarreal shared her background with the committee. Mr. William Laridis addressed the committee and shared his background with the committee. Mr. Laridis mentioned that he was a current student at TAMUCC and received a scholarship through the American Public Transportation Association and received a renewal scholarship for this year. Mr. Laridis shared the outcome of the 5310 Funding and the recommendation from RCAT on the reallocation of funds from CBCIL to TCN based on duplication of services. Mr. Laridis advised the committee that this was taken to the Board and they approved what RCAT recommended. Mr. Laridis also stated the next steps will be to work with successful proposers of the program and create an application to the Federal Transit Administration which will become the section 5310 program. Mr. Laridis advised the committee the timeline is about a month to meet with all agencies and a 2 month process at the federal level. He also advised the committee that these funds will be put to work sometime at the beginning of next year. Mr. David Ramos asked for MV to give a presentation on changes made to the new contract and requested a presentation by Mr. Marshall Burns on travel training. Mr. Alonzo expressed concern on the on-going issues with the phones at MV. Mr. Alonzo shared upcoming events with the committee. Mr. Alonzo requested to be notified on the upcoming quarterly operator meetings.

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

Request for Agenda Items: Mr. Ramos requested a presentation by MV concerning changes made to the new contract. Ms. Villarreal stated that she will have her Eligibility and Mobility Coordinator conduct a presentation. Mr. Alonzo made a request as to why the phone issues at MV have not been reported to I.T.

Other Business: It was moved and seconded that the meeting be adjourned. The motion was adopted and the meeting was adjourned at 1:13 p.m. The next meeting will be held on Thursday, November 21, 2013.