



CORPUS CHRISTI REGIONAL  
TRANSPORTATION AUTHORITY

# AGENDA MEETING NOTICE

## BOARD OF DIRECTORS

**DATE:** Wednesday, January 8, 2020

**TIME:** 8:30 a.m.

**LOCATION:** Staples Street Center  
602 North Staples Street, 2<sup>ND</sup> Floor Board Room • Corpus Christi, TX

### BOARD OF DIRECTORS MEETING

EDWARD MARTINEZ (Chair)

Michael Reeves (Vice Chair) ~ Dan Leyendecker (Secretary)

Lynn Allison ~ Anne Bauman ~ George B. Clower ~ Patricia Dominguez

Anna Jimenez ~ Glenn Martin ~ Philip Skrobarczyk ~ Matt Woolbright

	TOPIC	SPEAKER	EST.TIME	REFERENCE
1.	Pledge of Allegiance	M. Reeves	1 min.	-----
2.	Roll Call	D. Leyendecker	2 min.	-----
3.	Safety Briefing	M. Rendón	2 min.	-----
4.	Receipt of Conflict of Interest Affidavits	M. Reeves	3 min.	-----
5.	Opportunity for Public Comment 3 min. limit – no discussion	M. Reeves	3 min.	-----
6.	Presentation – Safety & Security Awards a) Security Officer of the Year b) Police Officer of the Year	M. Rendón	3 min.	-----
7.	Discussion and Possible Action to Approve the Board of Directors Meeting Minutes of December 4, 2019	M. Reeves	2 min.	Pages 1-6
8.	Discussion and Possible Action to Ratify the Agreement to-date with Cassidy & Associates for Additional Services	J. Cruz-Aedo	3 min.	Pages 7-8
9.	Discussion and Possible Action to Adopt a Resolution Adopting the New Fare Structure Subject to the Approval of the Fare Approval Committee	R. Saldaña	3 min.	Pages 9-10 PPT Attachment A
10.	Presentations: a) November 2019 Financial Report b) Procurement Update c) November 2019 Safety & Security Report d) November 2019 Operations Report e) Short Term Service Plan and Facility Improvements Overview	R. Saldaña R. Saldaña M. Rendón G. Robinson G. Robinson	4 min. 4 min. 4 min. 4 min. 4 min.	Pages 11-20 PPT PPT PPT Pages 21-29 PPT PPT
11.	CEO's Report	J. Cruz-Aedo	5 min.	-----
12.	Board Chair's Report	M. Reeves	5 min.	-----
13.	Adjournment	M. Reeves	1 min.	-----

<b>14. Information Items:</b> a) Member Inquiry Forms: 1. Board Meeting–December 4, 2019			
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**Total Estimated Time: 53 min.**

On **Friday, January 3, 2020** this Notice was posted by **Dena Linnehan** at the CCRTA Staples Street Center, 602 N. Staples Street, Corpus Christi, Texas; and sent to the Nueces County and the San Patricio County Clerks for posting at their locations.

**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 (361) 903-3474 at least 48 hours in advance so that appropriate arrangements can be made.

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

**Mission Statement**

The Corpus Christi Regional Transportation Authority was created by the people to provide quality transportation and enhance the regional economy in a responsible manner consistent with its financial resources and the diverse needs of the people.



**Vision Statement**

Provide an integrated system of innovative, accessible and efficient public transportation services that increase access to opportunities and contribute to a healthy environment for the people in our service area.





**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY  
BOARD OF DIRECTORS MEETING MINUTES  
WEDNESDAY, DECEMBER 4, 2019**

**Summary of Actions**

1. Pledge of Allegiance
2. Roll Call
3. Safety Briefing
4. Receipt of Conflict of Interest Affidavits
5. Opportunity for Public Comment
6. Update on RCAT Committee Activities
7. Action to Approve the Board of Directors Meeting Minutes of November 6, 2019
8. Action to Approve the Approve the following Meeting Minutes on November 20, 2019 for:
  - a) Administrative & Finance Committee
  - b) Operations & Capital Project Committee
9. Heard Consent Items –
  - a) Action to Adopt a Resolution to Approve Revisions to the Investment Policy, and to Designate the Managing Director of Administration and the Director of Finance as Investment Officers (pgs. 18-19, Attachment A & B)
  - b) Action to Execute Payment of \$440,482 to Texas Municipal League Inter-Governmental Risk Pool (TMLIRP) for the Following Lines of Coverage for FY2020: Auto Liability Insurance, Auto Catastrophe Insurance, Property Insurance, General Liability Insurance, Errors & Omissions Insurance, Law Enforcement Liability and Workers' Compensation Insurance (pgs. 20-21)
  - c) Action to Adopt a Resolution in Support of a Grant Application from Texas Commission on Environmental Quality (TCEQ) for the Alternative Fueling Facilities Program (AFFP) for Electric Charging Stations and Infrastructure (pgs. 22-24, Attachment C)
  - d) Action to Award a contract to Vehicle Inspection Systems, Inc. for an Automated Rim Polishing System (pgs. 25-26)
  - e) Action to Award a contract to Silsbee Ford for Four (4) Transportation Supervisor Support Vehicles (pgs. 27-28)
10. Heard Update – 3<sup>RD</sup> Quarter Investment Report by Patterson & Associates
11. Heard Presentations –
  - a) October 2019 Financial Report
  - b) Procurement Update
  - c) October 2019 Safety & Security Report
  - d) October 2019 Operations Report
12. Heard CEO's Report
13. Heard Chairman's Report
14. Held Discussion (In Closed Session) and Possible Action Thereafter in Open Session under Section 551.072 of the Texas Open Meetings Act Concerning: Real Estate Matters
15. Adjournment



The Corpus Christi Regional Transportation Authority Board of Directors met at 8:30 a.m. in the Corpus Christi Regional Transportation Authority Staples Street Center facility located at 602 N. Staples Street, 2<sup>nd</sup> Floor Board Room, Corpus Christi, Texas.

**Call to Order & Roll Call**

Mr. Edward Martinez, Board Chairman, called the meeting to order at 8:31 a.m., and held the Pledge of Allegiance. Ms. Dena Linnehan called Roll and stated a quorum was present.

**Board Members Present:** Edward Martinez, Board Chair; Michael Reeves, Board Vice Chair; Dan Leyendecker, Board Secretary; Anne Bauman, George B. Clower; Patricia Dominguez, Anna Jimenez, Glenn Martin and Philip Skrobarczyk.

**Board Members Absent:** Matt Woolbright and Lynn Allison.

**Staff Present:** Jorge G. Cruz-Aedo, CEO; David Chapa, John Esparza, Angelina Gaitan, Dena Linnehan, Derrick Majchszak; Sharon Montez, Rita Patrick, Gordon Robinson, Sandy Roddel, Jeremy Sirio, Robert Saldaña and Susan Teltschik.

**Public Present:** Benjamin Schmit, MV Transportation; Roland Barrera, Entrust & City Councilman; Lamont Taylor, Melvin Kimbrell, Karyn Salazar-Vega, Tya Issitt, ADAPT; Lillian Taylor-Whitfield and Roger Myers, B-Line Riders; Monica Garcia for Linda Fallwell-Stover, Judy Telge, CBCIL; Cindy Marquez, Prospera; Ray Lucas, Events & Assoc.; David McElwain, Patterson & Associates.

**Held Safety Briefing**

Mr. John Esparza provided safety information in the event of an emergency for the Board members and guests in the audience. He pointed out the area in the Employee Parking Lot where individuals are to assemble outside of the building, including shelter in-place instructions, and said Ms. Linnehan would be responsible for guiding the Board Members to the Muster Point. He also told us once you leave the building, you may not enter until an 'all clear' is given by Security personnel if or when you may re-enter.

**Action to receive Conflict of Interest Affidavits**

Mr. George Clower submitted Forms CIQ and Form CIS affidavits related to the item no. 14.

**Provided Opportunity for Public Comment**

Several citizens spoke on the recent letter sent out regarding the fare increase. Mr. Lamont Taylor commented on the proposed fare increase that will be presented in January at the committee meetings. He said he has been a Civil Rights officer for 39 years and with these proposed increases, he is putting the agency on notice that there may be a violation of Title 6 for a Disparity Impact for individuals with disabilities.

Also, from ADAPT and CBCIL, Melvin Kimbrell, Karyn Salazar-Vega, Tya Issitt from ADAPT; Monica Garcia for Linda Fallwell-Stover, Judy Telge, CBCIL; and Lillian Taylor-Whitfield and Roger Myers, B-Line Riders; all voiced their concerns with the proposed fare increase as indicated on a letter they recently received in the mail. Each had their own reason for not increasing the fares, elimination of the B-Line bus pass and for those of us wanting to maintain our independence and the hardship it will place on us. Each asked the Board and the CCRTA to reconsider the proposed increase of fares.





### **Update on RCAT Committee Activities**

Ms. Sharon Montez commented the monthly RCAT Committee meeting was a Route Evaluation and held on Thursday, November 21, 2019. The Route 21 was the route taken and there were several community agencies. She said about 25 riders boarded during the ride.

Ms. Montez commented on the next meeting to be a route evaluation at our last meeting. January 16, 2020 and will be a regular meeting, and invited everyone to join.

### **Action to Approve the Board of Directors Meeting Minutes of November 6, 2019**

**MR. GEORGE CLOWER MADE A MOTION TO APPROVE THE BOARD OF DIRECTORS MEETING MINUTES OF NOVEMBER 6, 2019. MS. PATRICIA DOMINGUEZ SECONDED THE MOTION. THE MOTION CARRIED. MARTINEZ, REEVES, LEYENDECKER, BAUMAN, CLOWER, DOMINGUEZ, JIMENEZ, MARTIN, SKROBARCZYK AND VOTING IN FAVOR. ABSENT ALLISON AND WOOLBRIGHT.**

### **Action to Approve the following Meeting Minutes on November 20, 2019 for:**

- a) **Administrative & Finance Committee**
- b) **Operations & Capital Project Committee**

**MR. GLENN MARTIN MADE A MOTION TO APPROVE THE FOLLOWING MEETING MINUTES ON NOVEMBER 20, 2019 FOR: A) ADMINISTRATIVE & FINANCE COMMITTEE AND B) OPERATIONS & CAPITAL PROJECT COMMITTEE. MR. CLOWER SECONDED THE MOTION. THE MOTION CARRIED. MARTINEZ, REEVES, LEYENDECKER, BAUMAN, CLOWER, DOMINGUEZ, JIMENEZ, MARTIN, SKROBARCZYK AND VOTING IN FAVOR. ABSENT ALLISON AND WOOLBRIGHT.**

### **Heard Consent Items –**

- a) **Action to Adopt a Resolution to Approve Revisions to the Investment Policy, and to Designate the Managing Director of Administration and the Director of Finance as Investment Officers (pgs. 18-19, Attachment A & B)**
- b) **Action to Execute Payment of \$440,482 to Texas Municipal League Inter-Governmental Risk Pool (TMLIRP) for the Following Lines of Coverage for FY2020: Auto Liability Insurance, Auto Catastrophe Insurance, Property Insurance, General Liability Insurance, Errors & Omissions Insurance, Law Enforcement Liability and Workers' Compensation Insurance (pgs. 20-21)**
- c) **Action to Adopt a Resolution in Support of a Grant Application from Texas Commission on Environmental Quality (TCEQ) for the Alternative Fueling Facilities Program (AFFP) for Electric Charging Stations and Infrastructure (pgs. 22-24, Attachment C)**
- d) **Action to Award a contract to Vehicle Inspection Systems, Inc. for an Automated Rim Polishing System (pgs. 25-26)**
- e) **Action to Award a contract to Silsbee Ford for Four (4) Transportation Supervisor Support Vehicles (pgs. 27-28)**

**MR. MARTIN MADE A MOTION TO APPROVE CONSENT ITEMS A) THRU E). MS. ANNE BAUMAN SECONDED THE MOTION. THE MOTION CARRIED. MARTINEZ, REEVES, LEYENDECKER, BAUMAN, CLOWER, DOMINGUEZ,**





***JIMENEZ, MARTIN, SKROBARCZYK AND VOTING IN FAVOR. ABSENT ALLISON AND WOOLBRIGHT.***

**Heard Update – 3<sup>RD</sup> Quarter Investment Report by Patterson & Associates**

Mr. Robert Saldaña introduced Mr. David McElwain of Patterson & Associates. He said the Federal Government cut rates to 1.50-1.75 percent giving us an inverted yield, and then leveled out to normal rates. Mr. McElwain commented that the agency is fairly conservative. This area is healthy compared to the rest of the world.

A lot of foreign investments have been showing up in our markets with a high degree of liquidity. A chart of our portfolio showed we closed at \$29.7M with our earnings for the quarter at \$149,373, and FY-to-date \$141,000. Mr. McElwain displayed another chart for both ending in June 30, 2019 with CD at 63 percent, bank at 16.08 percent and Pool at 73.29 percent, and also ending in September 30, 2018 with CD at 10.53 percent, Bank at 11.92 percent and Pool being 77.5 percent for our allocation by market sector. He reported the maturity analysis is at 100 percent for the agency. There are state laws under the public funds investment act, along with the agency's policies on pension funds, the safety, liquidity, diversification and yields, the fixed income and money market securities only, and benchmarks of 6-month and 1-year US Treasury funds.

Mr. McElwain also commented on the strategies going forward as commercial paper rates are relatively yields may be favorable in December to capture the yield and hedge against lower rates.

**Heard Presentations –**

**a) October 2019 Financial Report**

Mr. Saldaña commented on the highlights for the month of October 2019 and said Bus Advertising is almost 10 percent ahead of budget, investment income was at 53.53 percent ahead of budget and total expenses were down by almost 7 percent. Mr. Saldaña said Total Revenues were almost \$3.9M on a budget of \$5.1M and the differences included the Capital Grant Projects not completed where the revenue has not come back yet. He said our Total Expenses are at \$3.6M giving us a positive balance of \$307K. He detailed each line item of Revenues and mentioned we are behind in our Capital Grants at \$1.3M, making our Total Revenues at \$3.54M on a budget of \$4.87M. Mr. Saldaña said we will recover the Capital Grants revenues when projects are completed next year. He displayed a chart showing where the money goes by category and commented salaries at \$1.6M or 52 percent and a little high this year due to the pension adjustment, and will most likely normalize next year at around 46 percent. He broke out the Expenses by category for October at \$3.1M on a budget of \$3.3, or \$209,556 savings for the month, although the Purchased Transportation was \$34,719 more than budgeted.

Mr. Saldana commented on the highlights for the year-to-date Revenues excluding the Capital Grants came in at almost 1 percent ahead of budget. He said Investment Income was at 70 percent ahead of budget, and total expenses were down by a little less than 10 percent below budget. Mr. Saldaña provided a chart by category was shown at \$34.6M on a budget of \$36M, or \$2.1M under budget. Expenses at \$34.2M giving us a positive cash flow of \$404,557 for the year. He said Revenues largest portion is Sales Tax projected number for October leaves us \$63,450 behind for the month, and are \$600,000 ahead of last year as we budgeted a little more aggressive this year. He mentioned we are about \$2.4M below budget due to capital grants for projects yet to complete. So for Total Revenues being at \$34.6M on a budget of \$36.8, or \$2.1M below for the capital grant spread. Mr. Saldaña displayed the Expenses by object in a chart and said salaries are at





49 percent and purchased transportation around 20 percent being the larger portion of the budget. He commented total expenses are at \$27.6M on a budget of \$30.0M, or a \$3.0M savings. The comparison by month is for the month of September as we are waiting to receive October's sales tax update, and there was a decrease in sales tax of \$222,026 less in 2019 versus 2018, and also \$325,755 less for the month of September than budgeted. He said the peak for sales tax is normally seen in December, March, and in June months.

**b) Procurement Update**

Mr. Saldaña reported on one project for the month for the four (4) Transportation Supervisor Support Vehicles at \$118,671 just approved, including the two 4 monthly outlook projects just approved for Risk Management Services at \$440,482 and the Insurance Consulting Services at \$60,000 to go to Board in February. Mr. Saldaña commented on the six CEO signature authority projects; Trapeze FX-Rostering not to exceed \$5,000; Trapeze FX-BlockBuster software not to exceed \$27,500; Remix Software agreement not to exceed \$31,000; Fleet-Net software license and support not to exceed \$28,750; Pre-Employment Background Screening agreement that will vary on request and not exceed the CEO's signature authority; and Courier Services not to exceed \$5,000. Mr. Saldaña reported the agency still maintains the Marina Rental Space contract at \$6,100 monthly as previously discussed with the Board.

**c) October 2019 Safety & Security Report**

Mr. John Esparza commented there were 2 accidents and one being non-preventable giving us a collision rate for the month at 0.68. Mr. Esparza reported the CCRTA operators drove a total of 287,865 miles in the month of October, and our collision rate at 1.50 meeting the industry standard of 2.0. A slide showing the Security statistics was displayed and included there were 530 contacts with individuals where he detailed each for the month and explained the percentages and said the top six items took about 90 percent of our contacts with 205 for quality of life and 115 for loitering.

**d) October 2019 Operations Report**

Mr. Gordon Robinson commented this item aligns with our Board Priority Public Image and Transparency. He reported the monthly trends showed ridership at 504,228 down by 1.6 percent from last October, roughly 8,214 boardings of the 512,442 rides. He said monthly breakdown by mode showed Fixed Route down by 2.6 percent with B-Line up the same amount, with vanpool up close to 200 percent with 4,108 more rides for the month of October. Mr. Robinson said the year-to-date was down by 1.1 percent overall, B-Line up by almost 8 percent, and Vanpool up by 331 percent.

He said no issues with On-Time Performance almost 91 percent for October. He commented there were 24 more days than last year although the same number of Saturdays as 2018. He showed the projects that will be impacted by the city construction, and said there are about 5 out of the 32 currently impacted, and 9 others will be impacted beginning in 2020. We received 25 CAFs yet there were 16 verified with 3 being commendations for the month. Mr. Robinson said Miles Between Road Calls are hitting the standard at 9,508.



### **Heard CEO's Report**

Mr. Jorge G. Cruz-Aedo displayed a mockup of the TAMU-CC Autonomous Vehicle that will be used at the campus to shuttle students on a fixed route designed for the college. He mentioned the vehicle is named SURGE and are planning for operation on January 17, 2020, although we have not yet received clearance to operate on public streets and right of ways from the National Intelligence Transportation System (NITSA) as approval is still pending. He mentioned we have engaged Mr. Barry Rhodes of Cassidy & Associates Group to assist us in facilitating the approval process. He also shared with the Board that NITSA is now aware of us due to Cassidy & Associates Group and believe this will accelerate the review of us with NITSA. We do not yet have the fee for these additional services with Cassidy & Associates, yet believe is well below my signature authority and it seems this company is hitting home runs for us.

The high school contacted us late last week to request if the agency would provide service for the Corpus Christi residents and others wanting to attend the championship game between Veterans and Miller High Schools last Friday. He said we quickly put together a shuttle service, and we will also again be providing shuttle service on a smaller scale for the one school this Friday for the Veterans High School game.

### **Heard Chairman's Report**

Mr. Edward Martinez, Board Chairman deferred his time to other board members. Ms. Bauman, Jimenez, Dominguez, and Messrs. Martin, Leyendecker, Reeves, Clower and Martinez wishing everyone Merry Christmas and Happy Holidays and also thanked the Staff for all they do and leadership, and great job on the grant award.

### **Held Discussion (In Closed Session) and Possible Action Thereafter in Open Session under Section 551.072 of the Texas Open Meetings Act Concerning: Real Estate Matters**

Mr. Martinez opened the session at 9:34 a.m. Mr. Clower abstained from this item by filing the required Forms CIQ and CIS with our legal counsel. Mr. Martinez closed the session at 9:52 a.m.

**MR. LEYENDECKER MADE A MOTION TO AUTHORIZE THE CEO TO ACCEPT THE CONTRACT OFFER TO PURCHASE THE 3.46 ACRES OF SURPLUS LAND ON MC CARDLE ROAD SUBMITTED BY HOUSING AND COMMUNITY SERVICES INC. MS. ANNA JIMENEZ SECONDED THE MOTION. THE MOTION CARRIED. MARTINEZ, REEVES, LEYENDECKER, BAUMAN, CLOWER, DOMINGUEZ, JIMENEZ, MARTIN, SKROBARCZYK AND VOTING IN FAVOR. ABSENT ALLISON AND WOOLBRIGHT.**

### **Adjournment**

There being no further review of items, the meeting adjourned at 9:53 a.m.

Submitted by: Dena Linnehan

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Dan Leyendecker, Board Secretary





**Subject:** Action to Ratify the Agreement to-date with Cassidy & Associates for Additional Services

**Background**

A leading bipartisan government relations firm in Washington, D.C., Cassidy and Associates provides creative and effective strategies to solve problems and create opportunities.

CCRTA utilized their strategic advisor services while going through the competitive grant 5339(b) for a fee of \$49,000. They were instrumental in facilitating the \$7.23 million grant.

Approved by the board, Cassidy and Associates was hired at a cost of \$12,500 to help expedite the autonomous shuttle waiver/approval process with the National Highway Traffic Safety Administration (NHTSA).

**Identified Need**

CCRTA is now seeking to utilize Cassidy and Associates strategic problem-solving services, as we navigate the hold placed on the demolition of the Kleberg Bank property at 4211 Ayers Street. Cassidy and Associates' fee is \$20,000 for one month of service.

A descendant of the Kleberg Bank building's architect has appealed to the FTA and the Texas Historical Society, to designate it as a historical building and block CCRTA from razing the building.

As a result, CCRTA had to complete an FTA 106 Historical Eligibility Evaluation and now a 4(f) Evaluation.

**Disadvantaged Business Enterprise**

No DBE requirement for this item.

**Financial Impact**

The initial request was for \$49,000. The second request was for \$12,500 and the current request is for \$20,000 (for one month of services) for a total cost of \$81,500.

**Board Priority**

To provide a safe environment for both riders and employees. Also, to be good stewards to our community by being financially accountable and transparent.

**Recommendation**

Staff recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to ratify the agreement to-date with Cassidy & Associates for additional services.

Respectfully Submitted,

Submitted by: Rita Patrick  
Director of Marketing

Final Approval by:   
Jorge G. Cruz-Aedo  
Chief Executive Officer





**Subject:** Adopt a Resolution adopting the new Fare Structure subject to the approval of the Fare Approval Committee (FAC)

### **Background**

The current fare structure was last reviewed and adopted in May 2008. The review process was implemented to minimize the downward trend of the CCRTA's fare recovery ratio and reduce the complexity of the fare structure (as noted in the 2010 Triennial review). When reviewing the fare structure, the Corpus Christi Regional Transportation Authority (CCRTA) keeps four (4) objectives in mind:

1. Encourage ridership growth and minimize loss
2. Maintain affordability for low-income populations
3. Encourage farebox recovery in keeping with revenue goals and peer agency practices
4. Encourage simplicity and ease of understanding for customers and operators

### **Identified Need**

Over the past several years the farebox recovery ratio (a percentage of operating costs the fare pays) has steadily been trending downward. Currently the CCRTA farebox recovery ratio is at 6.16%, while our peer agencies average around (17%). Because sales tax is the vast majority of our revenue and the nature of sales tax is volatile, the CCRTA is reviewing our current fares to stop the decline of the farebox recovery ratio.

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

There are no federal funds being used for this action so no DBE goal is required.

### **Financial Impact**

The financial impact will be dependent of how the ridership reacts to the fare adjustment. Increase in revenue will be used to offset rising operational costs.

### **Board Priority**

This project aligns with Board Priority – Financial Transparency.

### **Committee Review**

No December Committee meeting.

### **Recommendation**

Staff recommend the Board of Directors Authorize the Chief Executive Officer or designee to adopt a resolution adopting the new fare structure subject to the approval of the Fare Approval Committee (FAC).

Respectfully Submitted,

Submitted by: Robert M. Saldaña  
Managing Director of Administration

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



**Corpus Christi  
Regional Transportation Authority**



**Resolution**

**WHEREAS**, Texas Transportation Code Section 451.061 bestows on the Board of Directors the authority to impose a reasonable and nondiscriminatory fare, toll charge, rent, and other compensation for the use of transit authority system sufficient to produce revenue, together with tax revenue received by the authority, in an amount adequate to:

1. Pay all the expenses necessary to operate and maintain the transit authority system;
2. Pay when due the principal of and interest on, a sinking fund and reserve fund payments agreed to be made with respect to, all bonds that are issued by the authority and payable in whole or part from the revenue; and
3. Fulfill the terms of any other agreement with the holders of bonds described by Subdivision (2) or with a person acting on behalf of the bondholders.

**WHEREAS**, it is intended by this chapter that the compensation imposed under Subsection (a) and taxes imposed by the authority not exceed the amounts necessary to produce revenue sufficient to meet the obligations of the authority under this chapter; and

**WHEREAS**, except as provided by Subsection (d-1), the fares, tolls, charges, rent, and other compensation established by an authority in which the principal municipality has a population of less than 1.9 million may not take effect until approved by a majority vote of a committee composed of:

1. Five (5) members of the governing body of the principal municipality, selected by that governing body;
2. Three (3) members of the commissioner's court of the county having the largest portion of the incorporated territory of the principal municipality, selected by that commissioner's court; and
3. Three (3) Mayors of municipalities, other than the principal municipality, located in the authority, selected by:
  - (a) The Mayors of all the municipalities, except the principal municipality, located in the authority; or
  - (b) The Mayor of the most populous municipality, other than the principal municipality, in the case of an authority in which the principal municipality has a population of less than 320,000; and

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

**RESOLVED**, that the Board of Directors Adopt this Resolution adopting the new fare structure subject to the approval of the Fare Approval Committee.

**DULY PASSED AND ADOPTED** this 8<sup>th</sup> day of January, 2020.

**ATTEST:**

**CORPUS CHRISTI REGIONAL  
TRANSPORTATION AUTHORITY**

\_\_\_\_\_  
Jorge G. Cruz-Aedo  
Chief Executive Officer

\_\_\_\_\_  
Edward Martinez  
Board Chairman



**Subject:** November 2019 Financial Report

**SUMMARY: Results from all Activities Compared to Budget**

**REVENUES**

The period of **November** represents 91.67% into the budget with one more month left in the year. Excluding the Capital Grant Budget, **Revenues from Operations** experienced a negative variance of \$24,439 or 0.88%. The variance is primarily attributable to **Passenger Service revenue**, which comes in \$30,737 or 18.36% less than budget. For the year-to-date, however, **Passenger Service revenue** shows a negative variance of only \$16,926 or 0.98%. Meanwhile, **Bus Advertising** exceeded budget by \$786 or 6.99%, **Investment Income** exceeded budget by \$6,303 or 22.44%. No **Federal Operating Grant revenue** was earned in the month of November. **Federal Capital Grant revenue** totaling \$191,881 was earned during the month of November and is related to reimbursement for the bus DVR capital improvement project.

The **Investment Portfolio** of the Agency earned interest of \$34,390 for the month of November and \$520,319 YTD and ended up with a Market Value of \$26,847,463. The Investment Portfolio continues to perform well, though earnings have lessened slightly due to the recent reductions in the federal funds rate. Rates remain unchanged after the December 11, 2019 meeting of the Federal Open Markets Committee. The majority of the Agency's holdings are in TexPool Prime which includes Commercial Paper Investments. The monthly average rate as of November 30, 2019 was 1.867%. Two certificates of deposit totaling \$3,155,952 matured in November and were redeemed with proceeds deposited in TexPool Prime.

**Sales tax revenue** for November 2019 is estimated at \$2,515,123, which is equal to the amount budgeted for the month. Because we are on a full accrual accounting system and sales tax payments reflect a two-month lag, estimates equal budget. Meanwhile, the sales tax estimate is \$84,562, or 3.48% higher than November 2018 and comparable to the 3.42% YOY.

<b>Month Revenue was Recognized</b>	<b>2019 Actuals</b>	<b>2018 Actuals</b>	<b>\$ Growth</b>	<b>% Growth</b>
January	\$ 2,567,059.66	2,534,817.65	32,242.01	1.3%
February	\$ 2,533,698.44	2,536,543.89	(2,845.45)	-0.1%
March	\$ 2,969,519.97	3,199,961.95	(230,441.98)	-7.2%
April	\$ 2,776,441.34	2,584,841.62	191,599.72	7.4%
May	\$ 2,862,653.77	2,758,195.36	104,458.41	3.8%
June	\$ 3,371,489.98	2,812,690.73	558,799.2500	19.87%
July	\$ 3,169,718.14	2,897,307.25	272,410.8900	9.40%
August	\$ 2,970,408.88	2,834,233.42	136,175.4600	4.80%
September	\$ 2,759,469.73	2,981,495.75	(222,026.0200)	-7.45%
October	\$ 2,891,663.66	2,778,624.79	113,038.8700	4.07%
November*Estimate	\$ 2,515,123.00	2,430,560.92	84,562.0800	3.48%
December*Estimate	\$ 3,728,013.43	3,585,366.82	142,646.6100	3.98%
<b>Total</b>	<b>\$ 35,115,260.00</b>	<b>33,934,640.15</b>	<b>1,180,619.85</b>	<b>3.48%</b>



The actual allocation for November 2019 will be received January 10, 2020. Sales tax represented **85.69%** of total revenue realized in November and **87.348%** of total revenues YTD.

The \$2,891,664 sales tax payment received on December 10th included the first allocation from internet sales. Retailers started collecting sales tax on internet sales October 1, 2019. RTA's share totaled \$10,058.

Sales tax represents the largest component of CCRTA's total income however there are several factors that can cause fluctuations from year to year. Although sales tax revenue is related to economic conditions, other factors such as the amount of revenues from other sources and capital improvement plans do come into play. The sales tax revenue over the last five years' averages to **76.80%** of total income.

To stabilize the fluctuations of sales tax revenue, CCRTA has established several reserve accounts that serve as a liquidity cushion. As you can see from the fund balance breakdown below, over 50% of the unrestricted portion is assigned by the Board to fund reserves that are earmarked to meet certain unexpected demands.

The detail of all revenue categories is presented in the following tables, along with the fare recovery ratio for November 2019:

	Current Month			
	Actual	Budget	Favorable (Unfavorable) Variance \$	Favorable (Unfavorable) Variance %
	A	B	A vs B (\$)	A vs B (%)
<b>Revenues</b>				
Passenger service	\$ 136,681	\$ 167,418	\$ (30,737)	-18.36%
Bus advertising	12,036	11,250	786	6.99%
Other operating revenues	1,594	816	778	95.38%
Sales Tax Revenue	2,515,123	2,515,123	-	0.00%
Federal, state and local grant assistance	-	1,500	(1,500)	-100.00%
Investment Income	34,390	28,087	6,303	22.44%
Staples Street Center leases	40,089	40,159	(70)	-0.17%
Capital Grants & Donations	195,211	1,323,885	(1,128,674)	-85.25%
<b>Total Revenues</b>	<b>2,935,124</b>	<b>4,088,237</b>	<b>(1,153,114)</b>	<b>-28.21%</b>
Transfers-In	416,667	416,667	-	0.00%
<b>Total Revenues &amp; Transfers-In</b>	<b>\$ 3,351,791</b>	<b>\$ 4,504,904</b>	<b>\$ (1,153,114)</b>	<b>-28.21%</b>

Revenue Source	Nov-19	%	YTD	%
Passenger Service	\$ 136,681	4.66%	\$ 1,708,680	4.75%
Bus Advertising	\$ 12,036	0.41%	\$ 135,832	0.38%
Other Revenue	\$ 1,594	0.05%	\$ 119,464	0.33%
Sales Tax Revenue	\$ 2,515,123	85.69%	\$ 31,387,247	87.34%
Grants Operating	\$ -	0.00%	\$ 829,306	2.31%
Grants Capital	\$ 195,211	6.65%	\$ 796,999	2.22%
Investment Income	\$ 34,390	1.17%	\$ 520,319	1.45%
SSC lease income	\$ 40,089	1.37%	\$ 439,852	1.22%
<b>Total Revenue</b>	<b>\$ 2,935,124</b>	<b>100.00%</b>	<b>\$ 35,937,700</b>	<b>100.00%</b>

### Fare Recovery Ratio

Description	11/30/2019	Year to Date
Fare Revenue	\$ 136,681	\$ 1,708,680
Operating Expenses*	3,033,039	30,053,345
FRR	4.51%	5.69%
*Excluding Depreciation		

Note: Same period last year the FRR was 5.65%. The 2019 YTD FRR of 5.69% includes \$79,621 of revenues from the special services provided to Flatiron/Dragados Winnebago in February and March 2019.

### EXPENSES

Departmental operating expenses are presented below in accordance to their expense object category. For the month of November 2019, total departmental operating expenses realized a favorable variance of approximately \$145,067.



	Current Month			
	Actual	Budget	Favorable (Unfavorable) Variance \$	Favorable (Unfavorable) Variance %
	A	B	A vs B (\$)	A vs B (%)
<b>Operating Expense Object Category</b>				
Salaries & Benefits	\$ 1,619,658	\$ 1,651,440	\$ 31,781	1.92%
Services	358,101	319,637	(38,463)	-12.03%
Materials & Supplies	233,226	264,846	31,620	11.94%
Utilities	52,761	58,676	5,915	10.08%
Insurance	227,198	354,520	127,322	35.91%
Purchased Transportation	567,664	538,703	(28,961)	-5.38%
Miscellaneous	34,299	50,152	15,854	31.61%
<b>Total Expenses</b>	<b>\$ 3,092,908</b>	<b>\$ 3,237,975</b>	<b>\$ 145,067</b>	<b>4.48%</b>

The most significant positive variance came from the **Insurance** expense category which is primarily due to lower employee health coverage costs. The negative variance in the **Services** category is attributable to the timing of invoices- (budgeted in one month but invoiced in the subsequent month). The **Miscellaneous** category consists of line items for Dues & Subscriptions, Travel & Training, and Advertising & Promotion.

	Current Month			
	Actual	Budget	Favorable (Unfavorable) Variance \$	Favorable (Unfavorable) Variance %
	A	B	A vs B (\$)	A vs B (%)
<b>Operating Expenses</b>				
Departmental Operating Expenses	\$ 3,092,908	\$ 3,262,575	\$ 169,667	5.20%
Debt Service	-	1,090,354	1,090,354	100.00%
Depreciation	357,309	357,309	-	0.00%
Street Improvements	250,581	250,581	-	0.00%
Subrecipient Grant Agreements	12,100	62,155	50,055	80.53%
<b>Total Expenses</b>	<b>\$ 3,712,897</b>	<b>\$ 5,022,974</b>	<b>\$ 1,310,076</b>	<b>26.08%</b>

**Total Expenses** of \$3,712,897 came in \$1,310,076 less than budget expectations, or 26.08%. The variance is primarily due to refunding of bond debt. The variance will be cleared once year-end adjustments for amortization of deferrals related to the refunding of bond debt are recognized.

#### NET POSITION

The Total Net Position at the end of the month was **\$83,944,740**, a decrease of \$2,235,077 from December 2018, which is largely due to depreciation. The Total Net Position is made up of three (3) components: Net Investment in Capital Assets, Restricted for Debt Service (Bond Contract), and Unrestricted which represents the residual amount of the net position that is available for spending. The Debt Service restriction was removed as a result of the November 2019 bond refunding. Of the unrestricted portion, 45% has been designated by the Board.

Of the Total Net Position of **\$83,944,740**, the portion of the fund balance that is not restricted in accordance to GASB Concepts Statement No 4 is **\$28,809,082**, but only **\$15,679,305** is available for spending as a result of the internal restrictions placed by the Board for specific reserves.

One of the reserves listed in the **Unrestricted Funds Section** of the Fund Balance is the **Unamortized Pension Contribution** which resulted from the one-time contribution of \$2,500,000 made to the Defined Benefit Plan. Below is the breakdown:

One-Time Contribution ..... \$ 2,500,000  
 Less Five Months of Amortization @ \$416,667 (July – November) ..... 2,083,333  
 Equals the Unamortized Pension Contribution Stated below.....416,667

**FUND BALANCE AS OF NOVEMBER 30, 2019:**

<b>Fund Balance</b>	
Net Invested in Capital Assets	\$ 55,135,658
Restricted for Debt Service	-
Unrestricted	<u>28,809,082</u>
Net Position	<u><u>83,944,740</u></u>
<b>Total Unrestricted Funds</b>	
Assigned for Operating Reserve	8,639,961
Assigned for Capital Reserve	3,360,932
Assigned for Health Care Costs Reserve	712,218
Unamortized Pension Contribution	<u>416,666</u>
<b>Total Assigned</b>	<b>13,129,777</b>
<b>Available Unrestricted Funds</b>	<b><u><u>\$ 15,679,305</u></u></b>

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

Respectfully Submitted,

Submitted by: Marie Sandra Roddel  
 Director of Finance

Reviewed by: Robert M. Saldaña  
 Managing Director of Administration

Final Approval by:   
 Jorge G. Cruz-Aedo  
 Chief Executive Officer



Corpus Christi Regional Transportation Authority  
Statement of Revenues and Expenditures By Cost Center (Unaudited)  
For the month ended November 30, 2019

	Current Month			
	Actual	Budget	Favorable (Unfavorable) Variance \$	Favorable (Unfavorable) Variance %
	A	B	A vs B (\$)	A vs B (%)
<b>Revenues</b>				
Passenger service	\$ 136,681	\$ 167,418	\$ (30,737)	-18.36%
Bus advertising	12,036	11,250	786	6.99%
Other operating revenues	1,594	816	778	95.38%
Sales Tax Revenue	2,515,123	2,515,123	-	0.00%
Federal, state and local grant assistance	-	1,500	(1,500)	-100.00%
Investment Income	34,390	28,087	6,303	22.44%
Staples Street Center leases	40,089	40,159	(70)	-0.17%
Gain (Loss) on Disposition of Property	-	-	-	0.00%
Capital Grants & Donations	195,211	1,323,885	(1,128,674)	-85.25%
<b>Total Revenues</b>	<b>2,935,124</b>	<b>4,088,237</b>	<b>(1,153,114)</b>	<b>-28.21%</b>
<b>Expenses</b>				
Transportation	623,078	574,312	(48,766)	-8.49%
Customer Programs	28,665	26,904	(1,761)	-6.55%
Purchased Transportation	567,664	538,703	(28,961)	-5.38%
Service Development	84,563	35,573	(48,990)	-137.72%
MIS	82,369	77,454	(4,915)	-6.35%
Vehicle Maintenance	386,226	396,517	10,291	2.60%
Facilities Maintenance	187,542	170,815	(16,726)	-9.79%
Contracts and Procurements	17,337	17,861	524	2.93%
CEO's Office	75,556	78,716	3,159	4.01%
Finance and Accounting	35,716	38,458	2,742	7.13%
Materials Management	15,377	10,988	(4,390)	-39.95%
Human Resources	750,561	933,805	183,245	19.62%
General Administration	40,188	49,420	9,233	18.68%
Capital Project Management	10,908	13,709	2,801	20.43%
Marketing & Communications	40,454	48,099	7,645	15.89%
Safety & Security	86,836	112,951	26,116	23.12%
Depreciation	357,309	357,309	-	0.00%
Staples Street Center	58,184	81,699	23,514	28.78%
Port Ayers Cost Center	1,684	28,703	27,019	94.13%
Debt Service	-	1,090,354	1,090,354	100.00%
Special Projects	-	27,888	27,888	100.00%
Subrecipient Grant Agreements	12,100	62,155	50,055	80.53%
Street Improvements Program for CCRTA Region Entities	250,581	250,581	-	0.00%
<b>Total Expenses</b>	<b>3,712,897</b>	<b>5,022,974</b>	<b>1,310,077</b>	<b>26.08%</b>
<b>Transfer-In from Fund Balance</b>	<b>416,667</b>	<b>416,667</b>	<b>-</b>	<b>0.00%</b>
<b>Revenues &amp; Transfers over Expenses \$</b>	<b>(361,107)</b>	<b>(518,070)</b>	<b>156,963</b>	<b>-30.30%</b>

Corpus Christi Regional Transportation Authority  
Statement of Revenues and Expenditures By Cost Center (Unaudited)  
For the month ended November 30, 2019

	Year to Date			
	Actual	Budget	Favorable (Unfavorable) Variance	Favorable (Unfavorable) Variance %
	A	B	A vs B	A vs B (%)
<b>Revenues:</b>				
Passenger service	\$ 1,708,680	1,725,606	(16,926)	-0.98%
Bus advertising	135,832	123,750	12,082	9.76%
Other operating revenues	119,464	13,351	106,113	794.78%
Sales Tax Revenue	31,387,247	31,434,329	(47,082)	-0.15%
Federal, state and local grant assistance	829,306	798,500	30,806	3.86%
Investment Income	520,319	312,701	207,619	66.40%
Staples Street Center leases	439,852	439,586	266	0.06%
Gain (Loss) on Disposition of Property	-	-	-	0.00%
Capital Grants & Donations	796,999	4,387,362	(3,590,363)	-81.83%
<b>Total Revenues</b>	<b>35,937,700</b>	<b>39,235,184</b>	<b>(3,297,485)</b>	<b>-8.40%</b>
<b>Expenses:</b>				
Transportation	6,738,561	6,540,533	(198,029)	-3.03%
Customer Programs	358,650	357,523	(1,127)	-0.32%
Purchased Transportation	6,169,626	5,925,738	(243,888)	-4.12%
Service Development	387,177	401,087	13,910	3.47%
MIS	797,289	862,887	65,598	7.60%
Vehicle Maintenance	4,202,103	4,440,003	237,900	5.36%
Facilities Maintenance	1,617,772	1,896,736	278,964	14.71%
Contracts and Procurements	184,639	202,387	17,749	8.77%
CEO's Office	727,134	769,109	41,975	5.46%
Finance and Accounting	474,907	533,849	58,942	11.04%
Materials Management	133,576	124,875	(8,701)	-6.97%
Human Resources	6,323,482	7,847,692	1,524,210	19.42%
General Administration	516,612	583,456	66,844	11.46%
Capital Project Management	124,205	155,794	31,589	20.28%
Marketing & Communications	368,174	534,433	166,258	31.11%
Safety & Security	929,438	1,247,541	318,103	25.50%
Depreciation	3,930,396	3,930,396	-	0.00%
Staples Street Center	691,288	903,964	212,676	23.53%
Port Ayers Cost Center	9,055	315,737	306,681	97.13%
Debt Service	419,524	1,518,236	1,098,713	72.37%
Special Projects	-	281,680	281,680	100.00%
Subrecipient Grant Agreements	75,784	683,709	607,925	88.92%
Street Improvements Program for CCRTA Region Entities	2,756,386	2,756,386	-	0.00%
<b>Total Expenses</b>	<b>37,935,779</b>	<b>42,813,750</b>	<b>4,877,971</b>	<b>11.39%</b>
<b>Transfer-In from Fund Balance</b>	<b>2,083,333</b>	<b>2,083,333</b>	<b>-</b>	<b>0.00%</b>
<b>Revenues &amp; Transfers over Expenses \$</b>	<b>85,254</b>	<b>(1,495,232)</b>	<b>1,580,486</b>	<b>105.70%</b>



**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY**  
**Statement of Net Position**  
**Month ended November 30, 2019 and year ended December 31, 2018**

	<b>Unaudited November 30 2019</b>	<b>Audited December 31 2018</b>
<b>ASSETS</b>		
<b>Current Assets:</b>		
Cash and Cash Equivalents	\$ 26,648,192	\$ 21,259,832
Investments	-	5,104,907
Receivables:		
Sales and Use Taxes	5,406,787	6,015,928
Accrued Interest	-	38,377
Federal Government	400,174	258,243
Other	150,298	245,913
Inventories	906,990	654,774
Prepaid Expenses	1,128,367	261,394
<b>Total Current Assets</b>	<u>34,640,808</u>	<u>33,839,367</u>
<b>Non-Current Assets:</b>		
Restricted Cash and Cash Equivalents	-	1,611,302
Capital Assets:		
Land	5,381,969	5,381,969
Buildings	53,734,210	53,734,210
Transit Stations, Stops and Pads	23,592,450	23,592,450
Other Improvements	5,525,123	5,525,123
Vehicles and Equipment	60,369,148	60,369,148
Construction in Progress	666,827	666,827
Current Year Additions	960,479	-
Total Capital Assets	<u>150,230,205</u>	<u>149,269,727</u>
Less: Accumulated Depreciation	<u>(74,829,547)</u>	<u>(70,899,151)</u>
Net Capital Assets	<u>75,400,658</u>	<u>78,370,576</u>
<b>Total Non-Current Assets</b>	<u>75,400,659</u>	<u>79,981,878</u>
<b>TOTAL ASSETS</b>	<u>110,041,467</u>	<u>113,821,245</u>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>		
Deferred outflow related to pensions	5,170,677	5,170,677
Deferred outflow on extinguishment of debt	3,487,864	-
<b>Total Deferred Outflows</b>	<u>8,658,541</u>	<u>5,170,677</u>
<b>TOTAL ASSETS AND DEFERRED OUTFLOWS</b>	<u><u>118,700,008</u></u>	<u><u>118,991,922</u></u>

**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY**  
**Statement of Net Position (continued)**  
**Month ended November 30, 2019 and year ended December 31, 2018**

	<b>Unaudited November 30 2019</b>	<b>Audited December 31 2018</b>
<b>LIABILITIES AND NET POSITION</b>		
<b>Current Liabilities:</b>		
Accounts Payable	928,811	316,287
Contractors Retainage Payable	-	-
Current Portion of Long-Term Liabilities:		
Long-Term Debt	-	595,000
Compensated Absences	283,472	283,472
Distributions to Regional Entities Payable	3,268,391	3,077,888
Other Accrued Liabilities	590,255	470,120
<b>Total Current Liabilities</b>	<b>5,070,930</b>	<b>4,742,767</b>
<b>Non-Current Liabilities:</b>		
Long-Term Liabilities, Net of Current Portion:		
Long-Term Debt	20,265,000	18,650,000
Compensated Absences	344,752	344,752
Net Pension Liability	6,468,642	6,468,642
Net OPEB Obligation	1,101,367	1,101,367
<b>Total Non-Current Liabilities</b>	<b>28,179,761</b>	<b>26,564,761</b>
<b>TOTAL LIABILITIES</b>	<b>33,250,691</b>	<b>31,307,528</b>
<b>DEFERRED INFLOWS OF RESOURCES</b>		
Deferred inflow related to pensions	1,504,577	1,504,577
<b>TOTAL LIABILITIES AND DEFERRED INFLOWS</b>	<b>34,755,268</b>	<b>32,812,105</b>
<b>Net Position:</b>		
Net Invested in Capital Assets	55,135,658	59,125,577
Restricted for Debt Service	-	1,611,302
Unrestricted	28,809,082	25,442,938
<b>TOTAL NET POSITION</b>	<b>\$ 83,944,740</b>	<b>\$ 86,179,817</b>



**Corpus Christi Regional Transportation Authority  
Statement of Cash Flows (Unaudited)  
For the month ended November 30, 2019**

	<u>11/30/2019</u>
<b>Cash Flows From Operating Activities:</b>	
Cash Received from Customers	\$ 222,511
Cash Received from Bus Advertising and Other Ancillary	55,335
Cash Payments to Suppliers for Goods and Services	(1,989,889)
Cash Payments to Employees for Services	(1,129,448)
Cash Payments for Employee Benefits	(121,769)
Net Cash Used for Operating Activities	<u>(2,963,260)</u>
<b>Cash Flows from Non-Capital Financing Activities:</b>	
Sales and Use Taxes Received	2,759,470
Grants and Other Reimbursements	12,364
Distributions to Subrecipient Programs	-
Distributions to Region Entities	(1,244,531)
Net Cash Provided by Non-Capital Financing Activities	<u>1,527,303</u>
<b>Cash Flows from Capital and Related Financing Activities:</b>	
Federal and Other Grant Assistance	-
Proceeds/Loss from Sale of Capital Assets	-
Proceeds from Bonds	-
Repayment of Long-Term Debt	(2,686,772)
Interest and Fiscal Charges	-
Purchase and Construction of Capital Assets	-
Net Cash Used by Capital and Related Financing Activities	<u>(2,686,772)</u>
<b>Cash Flows from Investing Activities:</b>	
Investment Income	32,572
Purchases of Investments	-
Maturities and Redemptions of Investments	3,146,767
Net Cash Provided by Investing Activities	<u>3,179,339</u>
<b>Net decrease in Cash and Cash Equivalents</b>	<b>(943,391)</b>
<b>Cash and Cash Equivalents (Including Restricted Accounts), November 1, 2019</b>	<b>27,591,583</b>
<b>Cash and Cash Equivalents (Including Restricted Accounts), November 30, 2019</b>	<b>\$ <u><u>26,648,192</u></u></b>



CORPUS CHRISTI REGIONAL  
TRANSPORTATION AUTHORITY

Board of Directors Meeting Memo

January 8, 2020

**Subject:** November 2019 Operations Report

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



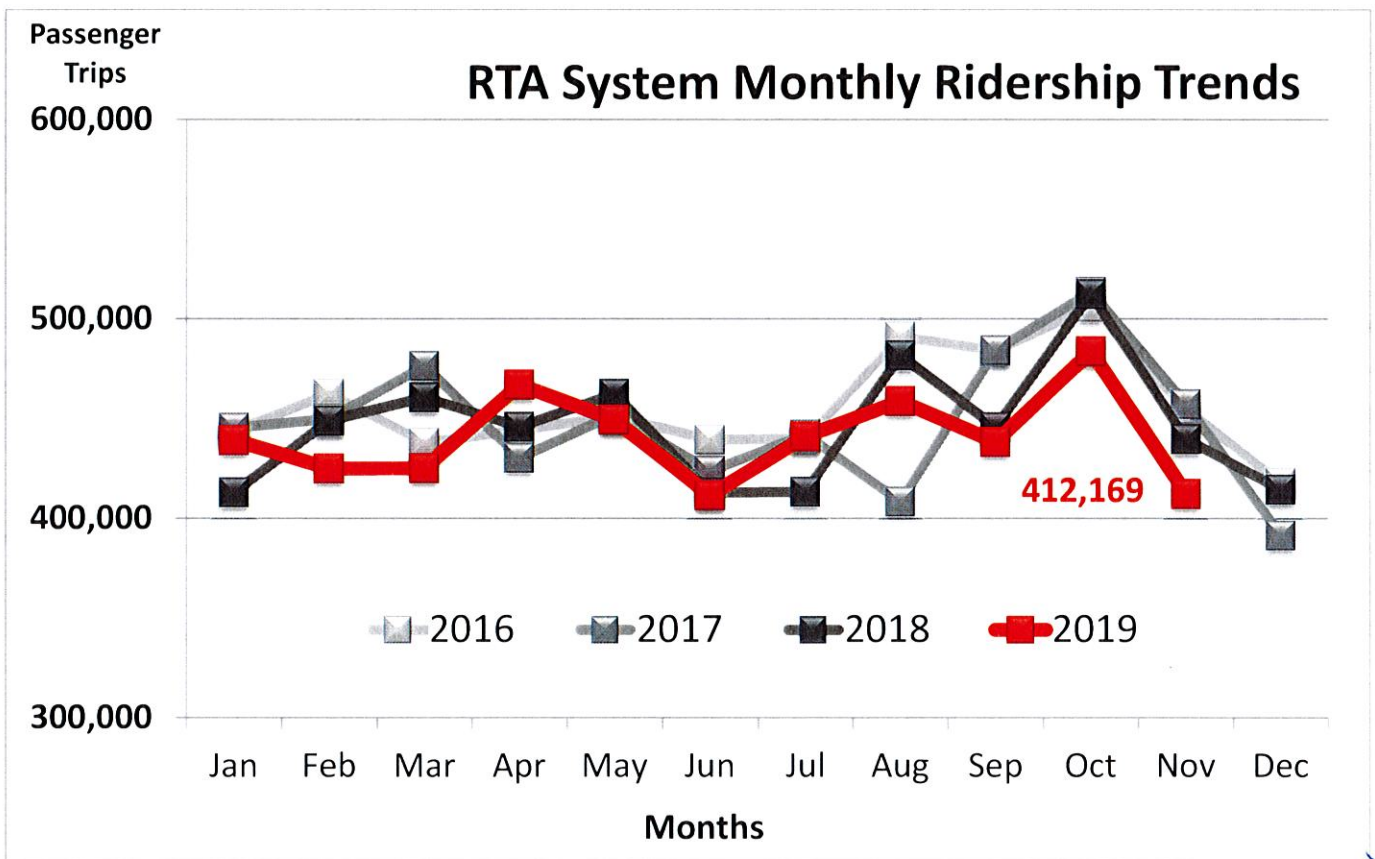


## 1. System-wide Ridership and Service Performance Results

November 2019 boardings for all services totaled 412,169. This represents a decrease of -6.2% as compared to 439,635 boardings in November 2018 or 27,466 fewer boardings this month.

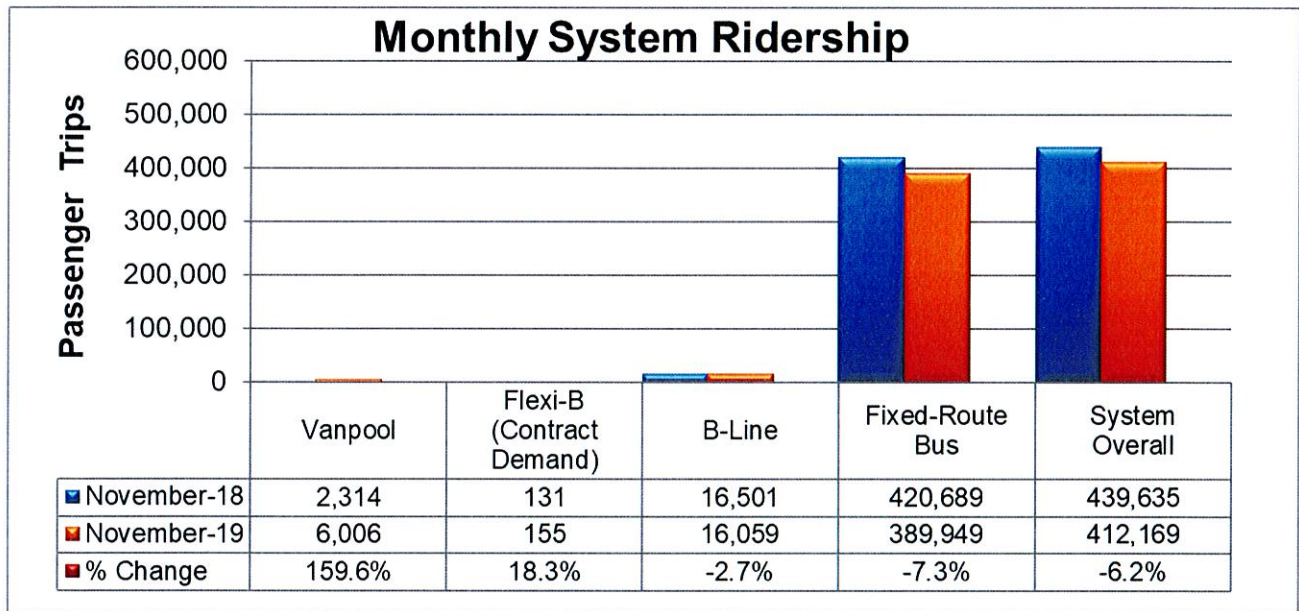
November 2019	November 2018	Variance
20 Weekdays	21 Weekdays	-1
5 Saturdays	4 Saturdays	+1
4 Sundays	4 Sundays	-
1 Holiday	1 Holiday	-
30 Days	30 Days	-

In November 2019, the average retail price for unleaded gas in Corpus Christi was approximately \$2.21 per gallon compared to approximately \$2.32 per gallon in November 2018<sup>1</sup>. This month's rainfall was 4.35 inches as compared to 3.21 inches in November 2018. Historically, the average rainfall in November is 1.97 inches.<sup>2</sup> The average high temperature was below normal at 72 degrees. Historically, the average high temperature for November is 78 degrees.

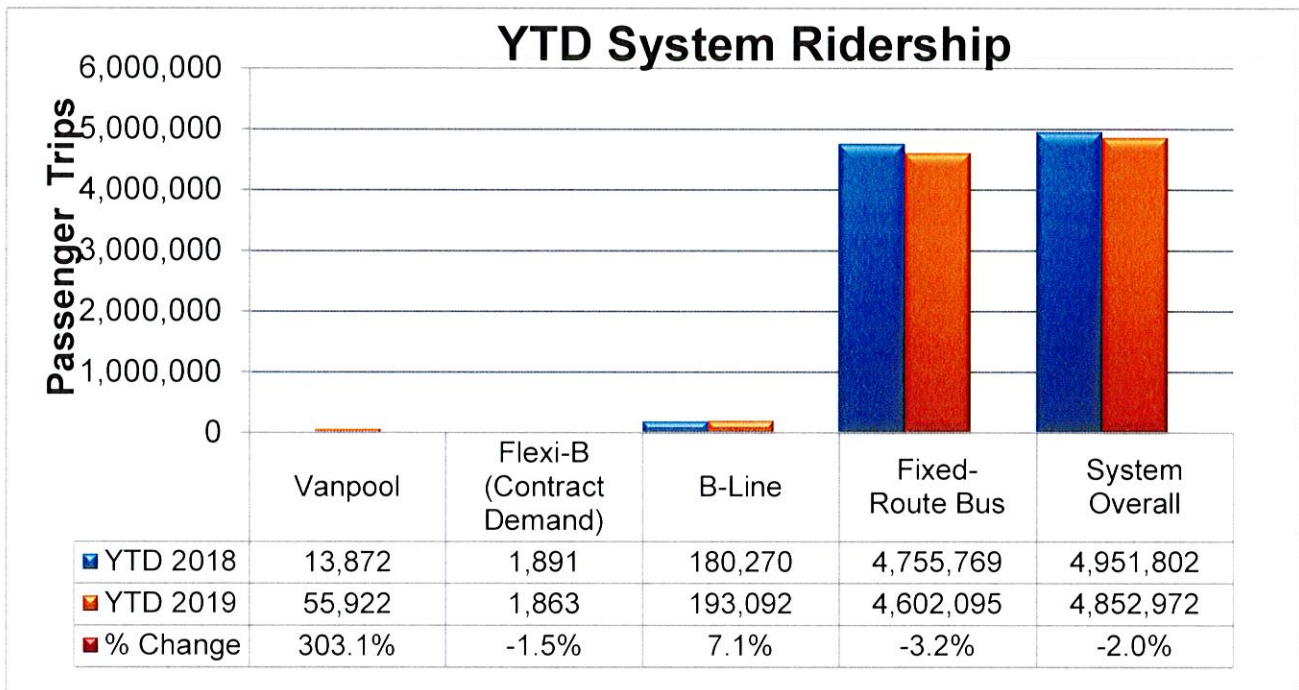


1. GasBuddy.com historical data at <http://www.gasbuddy.com>.  
 2. <https://www.usclimatedata.com/climate/corpus-christi/texas/united-states>

The chart below shows monthly ridership results for all services. CCRTA recorded 27,466 fewer boardings for a decrease of -6.2% this month as compared to November 2018.

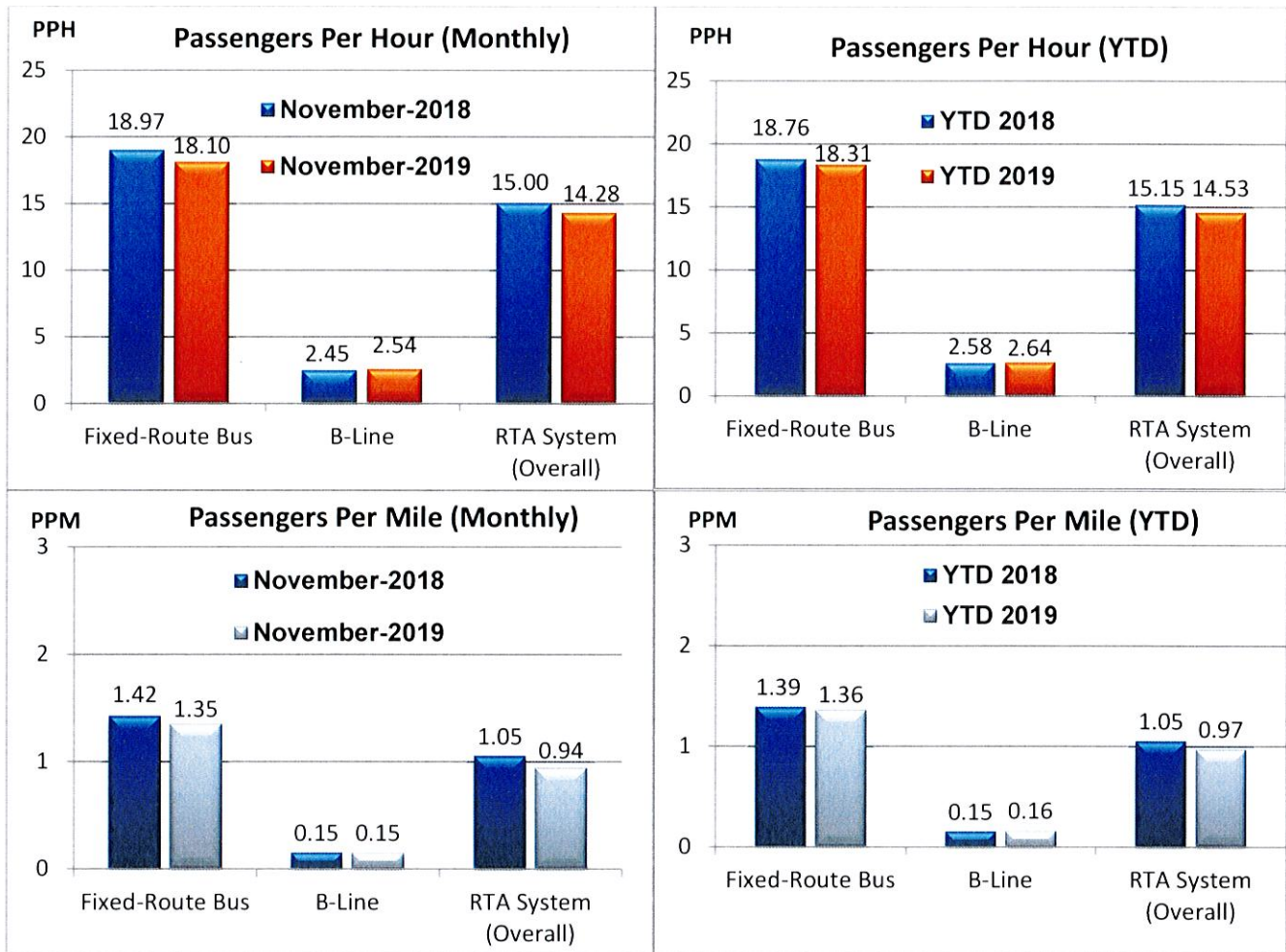


The chart below shows YTD ridership results for all services. CCRTA has recorded 98,830 fewer boardings for a YTD decrease of -2.0% in 2019 as compared to the same period in 2018.





The following charts report system-wide productivity for the month of November 2019 vs. November 2018 and YTD figures.



The following table shows on-time performance of fixed route services.

Schedule Adherence	Standard	Aug-19	Sep-19	Oct-19	Nov-19	4-Month Average
Early Departure	<1%	0.0%	0.0%	0.0%	0.5%	0.1%
Departures within 0-5 minutes	>85%	90.4%	88.4%	90.7%	91.6%	90.3%
Monthly Wheelchair Boardings	No standard	5,097	4,373	4,759	3,643	4,468
Monthly Bicycle Boardings	No standard	9,629	8,115	8,780	7,188	8,428

**The following construction projects potentially impact on-time performance:**

On Detour	<ul style="list-style-type: none"> <li>• <b>North Beach-U.S. 181 realignment (Harbor Bridge reconstruction)</b> <ul style="list-style-type: none"> <li>➤ Routes 76 &amp; 78</li> </ul> </li> </ul>
On Detour	<ul style="list-style-type: none"> <li>• <b>Carroll Ln.</b> (Houston-Gollihar) (27) month project-<u>To be complete mid-2020.</u> <ul style="list-style-type: none"> <li>➤ Route 17 (Final phase of a four-phase project has begun)</li> </ul> </li> </ul>
On Detour	<ul style="list-style-type: none"> <li>• <b>Leopard St.</b> (at Crosstown/Brownlee) TxDOT project began June 2019. <ul style="list-style-type: none"> <li>➤ Route 28</li> </ul> </li> </ul>
On Detour	<ul style="list-style-type: none"> <li>• <b>Morgan Ave.</b> (Staples-Crosstown) (14) month project began August 2019.</li> <li>• <b>Morgan Ave.</b> (Staples-Ocean Dr) (15) month project began August 2019. <ul style="list-style-type: none"> <li>➤ Route 23</li> </ul> </li> </ul>
Future Detour	<ul style="list-style-type: none"> <li>• <b>Leopard Street TxDOT Project</b> (Mexico to Doss St.) (24) month project-To be complete late 2021 <ul style="list-style-type: none"> <li>➤ Routes 27 &amp; 28</li> </ul> </li> </ul>
No Detour	<ul style="list-style-type: none"> <li>• <b>South Staples St.</b> (Brawner Parkway-Kostoryz)-3/4 complete-traffic to be complete Jan. 2020. (<b>Soon to be completed</b>) <ul style="list-style-type: none"> <li>➤ Routes 17 &amp; 29</li> </ul> </li> </ul>
No Detour	<ul style="list-style-type: none"> <li>• <b>Everhart Rd.</b> (Holly Rd-SPID) (22) month project-Began September 2019. <ul style="list-style-type: none"> <li>➤ Routes 17 &amp; 32</li> </ul> </li> </ul>
No Detour	<ul style="list-style-type: none"> <li>• <b>Ayers St.</b> (SPID-Gollihar) (28) month project-Began December 2019. <ul style="list-style-type: none"> <li>➤ Routes 19G &amp; 19M</li> </ul> </li> </ul>
No Detour	<ul style="list-style-type: none"> <li>• <b>Sea Town Improvements</b> (5) month project-To begin December 2019 <ul style="list-style-type: none"> <li>➤ Routes 76 &amp; 78</li> </ul> </li> </ul>
No Detour	<ul style="list-style-type: none"> <li>• <b>S. Staples St.</b> (Kostoryz- Baldwin) (29) month project-To begin March 2020. <ul style="list-style-type: none"> <li>➤ Route 29</li> </ul> </li> </ul>
Future Detour	<ul style="list-style-type: none"> <li>• <b>Leopard St.</b> (Palm-Nueces Bay) (14) month project-To be complete late 2021. <ul style="list-style-type: none"> <li>➤ Routes 27 &amp; 28 Detour to begin early-2020</li> </ul> </li> </ul>
Future Detour	<ul style="list-style-type: none"> <li>• <b>Leopard St.</b> (Doss-Palm) (13) month project-To be complete late 2021. <ul style="list-style-type: none"> <li>➤ Routes 27 &amp; 28 Detour to begin early-2020</li> </ul> </li> </ul>
No Detour	<ul style="list-style-type: none"> <li>• <b>Airline Rd.</b> (SPID-McArdle) (9) month project-To be complete early-2021 <ul style="list-style-type: none"> <li>➤ Routes 26 &amp; 65</li> </ul> </li> </ul>
Future Detour	<ul style="list-style-type: none"> <li>• <b>Laguna Shores Rd.</b> (SPID-Wyndale) (14) month project-To begin mid 2020 complete late-2021 <ul style="list-style-type: none"> <li>➤ Routes 4</li> </ul> </li> </ul>

Currently, there are (5) detoured routes out of 32 fixed routes travelling on the local street network (15%). Detoured routes include: 17, 23, 28, 76 & 78. Future detours indicated in a dashed outline will account for an additional (4) or (14%) of detoured bus route services including routes: (4, 26, 27 & 65).



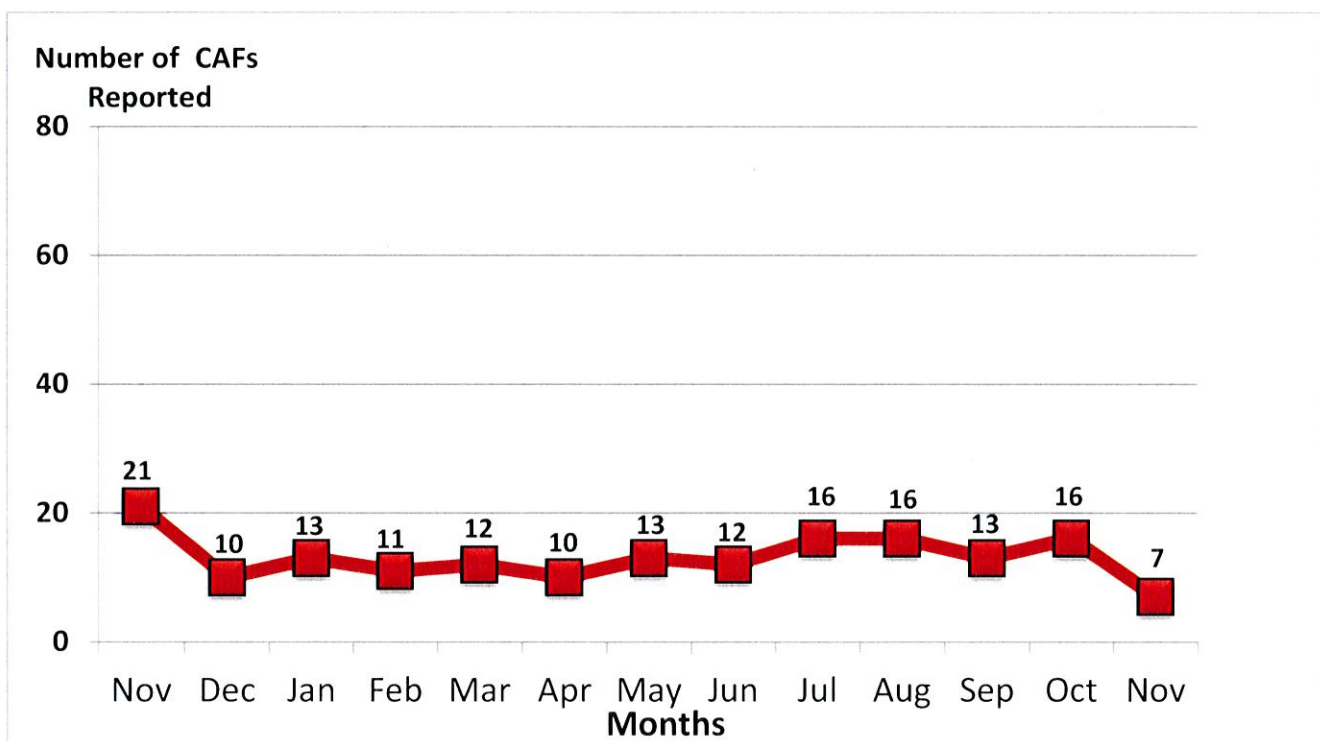
**2. Purchased Transportation Department Report: B-Line Service Contract Standards & Ridership Statistics**

- Productivity: **2.67** PPH did meet the contract standard of 2.50 PPH.
- Denials: 0 denials or **0.0%** did meet contract standard of 0.0%.
- Miles between Road Calls (MBRC): **9,207** did not meet the contract standard of 12,250 miles.
- Ridership Statistics: **11,030** ambulatory boardings; **4,089** wheelchair boardings

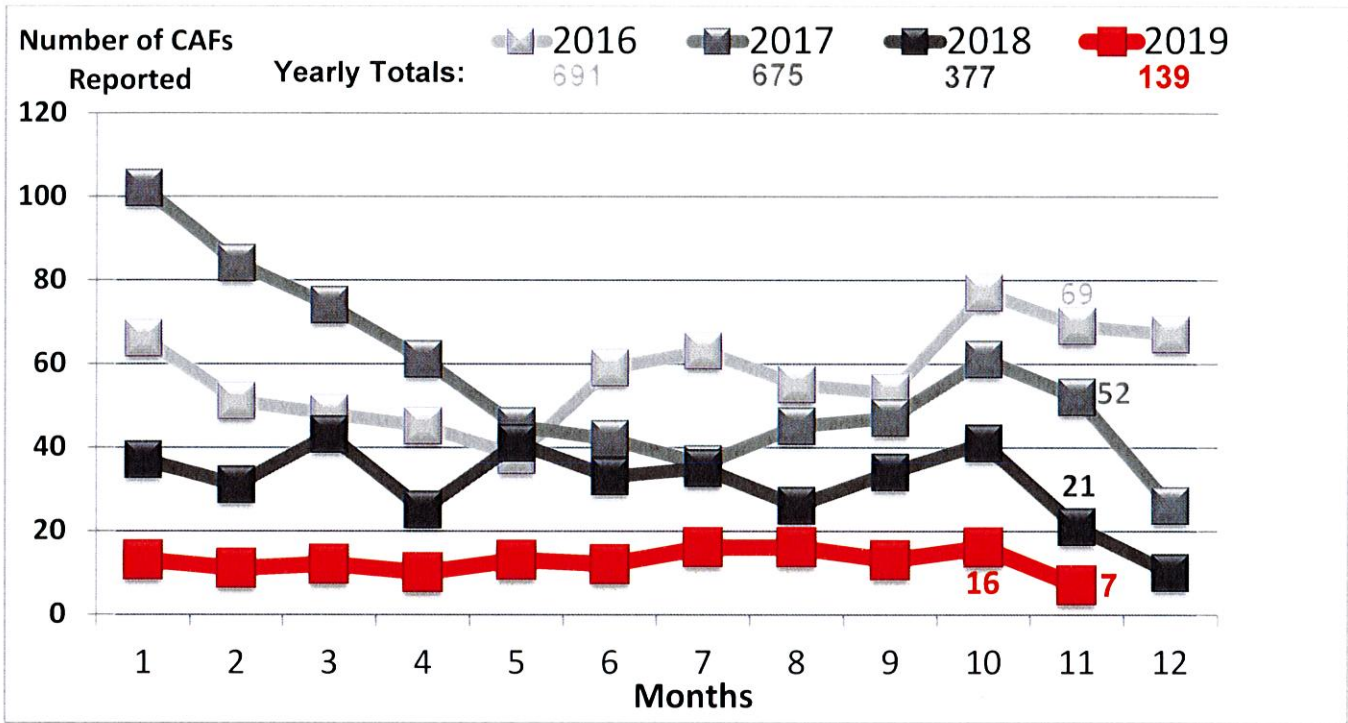
Metric	Standard	Aug-19	Sep-19	Oct-19	Nov-19	(4) Month-Ave.
Passengers per Hour	2.50	2.83	2.85	2.85	2.67	2.80
Denials	0.00%	0.00%	0.00%	0.00%	0.00%	0.0%
Miles Between Road calls	12,250	5,078	5,836	15,261	9,207	8,846
Monthly Wheelchair Boardings	No standard	4,882	4,305	4,779	4,089	4,514

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

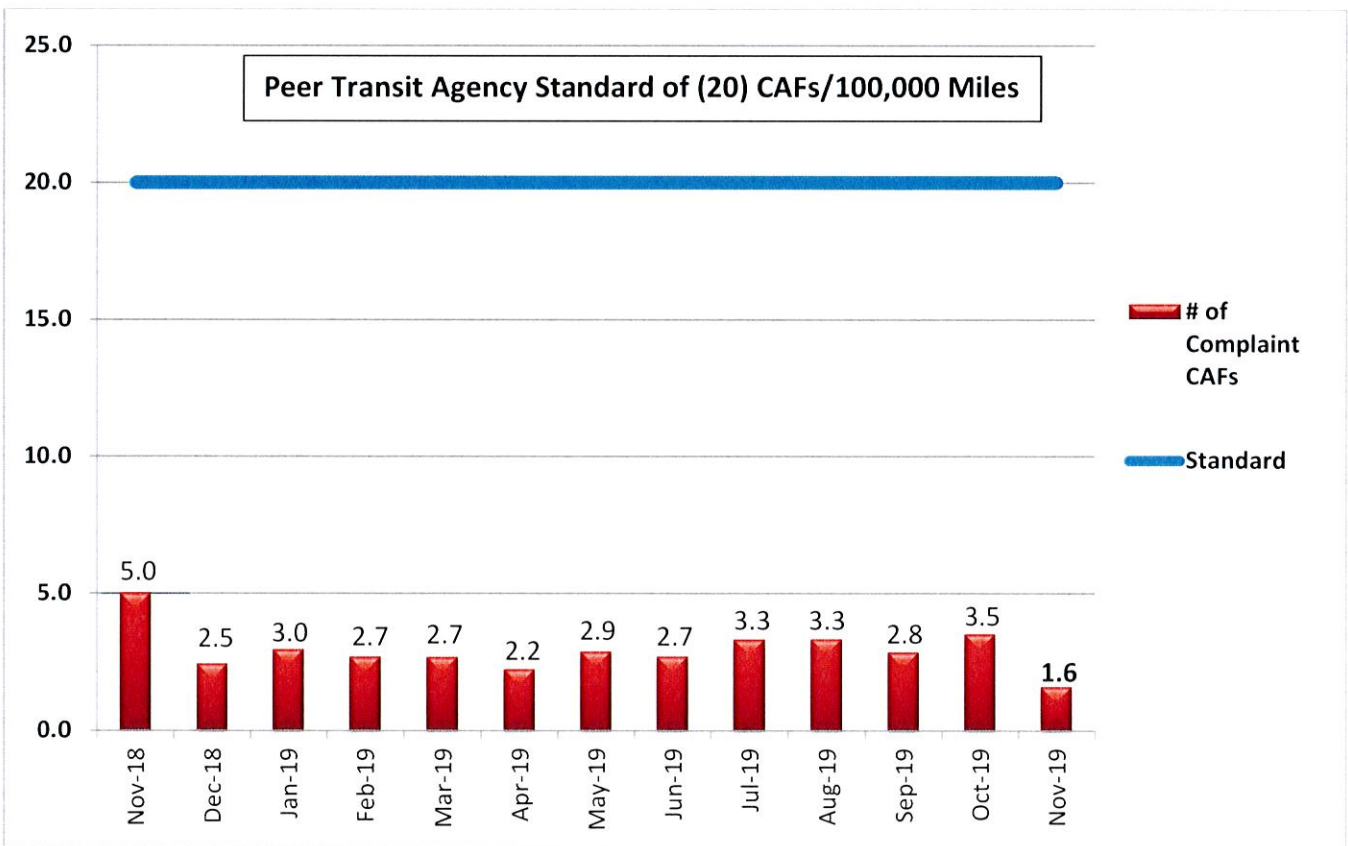
For November 2019, Customer Service received and processed 18 Customer Assistance Forms (CAF's) of which 7 or 38% were verified as valid. No commendations were received this month.



**3a. CAF Reports: Historical Trends**



**3b. Reported Complaint CAFs w/o Commendations & Suggestions: Historical Trend**





### 3d. November 2019 CAF Breakdown by Service Type:

CAF Category	RTA Fixed Route	B-Line ADA Paratransit	MV Fixed Route	Totals
ADA	1			1
Service Stop Issues	1	1	1	3
Driving Issues		1	1	2
Customer Services	2			2
Late/Early – No Show				
Alleges Injury	3			3
Fare/Transfer Dispute				
Clean Trash Can				
Dispute Drop-off/Pickup		1		1
Add Bench/Stop				
Tie Down Issues				
Inappropriate Behavior				
B-line Calls				
Incident at Stop				
Incident on Bus				
Incident at Station				
Policy				
Denial of Service				
Safety & Security	4			4
Rude	2			2
Facility Maintenance				
Service Development				
Transportation (Other)				
Over Crowded Vehicle				
Route Suggestion				
Service Maintenance				
Commendations		1		
<b>Total CAFs</b>	<b>13</b>	<b>3</b>	<b>2</b>	<b>18</b>

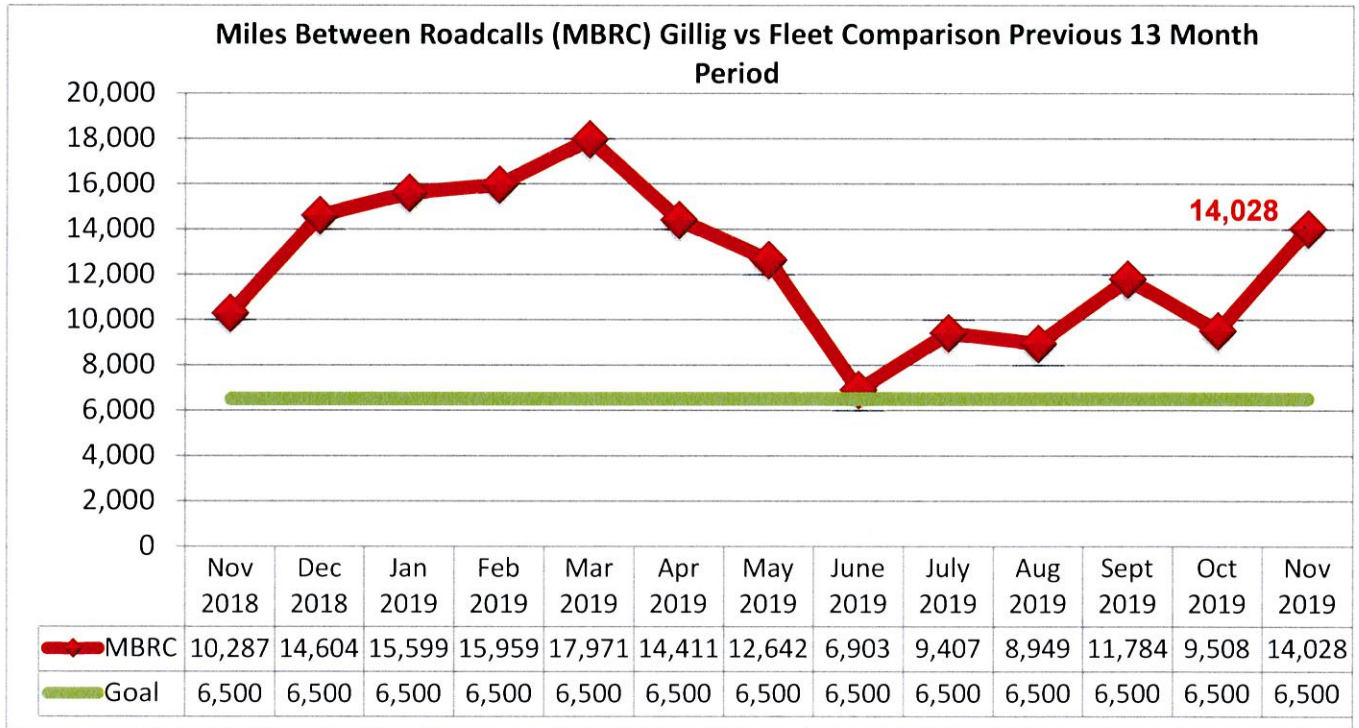
### 3c. Route Summary Report for November 2019:

Route	# of CAFs	Route	# of CAFs
#3 NAS Shuttle	1	#32 Southside	
#4 Flour Bluff		#34 Robstown North Circulator	
#5 Alameda		#35 Robstown South Circulator	1
#5x Alameda Express		#37 Crosstown/TAMUCC	1
#6 Santa Fe/Malls	1	#50 Calallen/NAS Ex (P&R)	
#12 Saxet Oak Park		#51 Gregory/NAS Ex (P&R)	1
#15 Kostoryz		#53 Robstown/NAS Ex (P&R)	
#16 Morgan		#54 Gregory/Downtown Express	
#17 Carroll/Southside	1	#56 Flour Bluff/Downtown Express	
#19 Ayers	1	#63 The Wave	
#19G Greenwood		#65 Padre Island Connection	
#19M McArdle		#76 Harbor Bridge Shuttle	1
#21 Arboleda		#78 North Beach Shuttle	
#23 Molina	1	#90 Flexi-B Port Aransas	
#25 Gollihar/Greenwood		#94 Port Aransas Shuttle	
#26 Airline/Lipes		#95 Port Aransas Express	
#27 Northwest		B-Line (Paratransit) Services	3

#27x Northwest (Express)		Safety/Transportation	4
#28 Leopard /Omaha		Facilities Maintenance	
#29 Staples		Customer Service Department	
#29F Staples/Flour Bluff	1	Service Development/Facilities	
#29SS Staples/Spohn South		Transportation (Other)	1
#30 Westside/Health Clinic		<b>TOTAL CAF's</b>	<b>18</b>

#### 4. Vehicle Maintenance Department Monthly Miles Between Road Calls Report

For November 2019, there were 14,028 miles between road calls (MBRC) recorded as compared to 10,287 MBRC in November 2018. A standard of 6,500 miles between road calls is used based on the fleet size, age, and condition of CCRTA vehicles.



#### **Board Priority**

The Board Priority is Public Image and Transparency.

Respectfully Submitted,

Submitted by: Wesley Vardeman  
Planning Outreach Coordinator

Submitted by: Gordon Robinson  
Director of Planning

Reviewed by: Bryan Garner  
Director of Maintenance

Final Approval by:   
Jorge G. Cruz-Aedo  
Chief Executive Officer



