



# AGENDA MEETING NOTICE

## Board of Directors Meeting

**DATE:** Wednesday, December 4, 2024

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

**LOCATION:** Staples Street Center – 2<sup>ND</sup> Floor Boardroom, 602 North Staples St., Corpus Christi, TX

### BOARD OF DIRECTORS OFFICERS

Arthur Granado, Chair  
Anna Jimenez, Vice Chair  
Lynn Allison, Board Secretary/  
Legislative Chair

### BOARD OF DIRECTORS MEMBERS

Beatriz Charo, Administration & Finance Chair  
Armando Gonzalez, Rural & Small Cities Chair  
Aaron Muñoz, Operations & Capital Projects Chair  
David Berlanga Gabi Canales Jeremy Coleman  
Eloy Salazar Amanda Torres

	TOPIC	SPEAKER	EST.TIME	REFERENCE
1.	Pledge of Allegiance	A. Granado/ U.S. Veteran, TBD	1 min.	-----
2.	Safety Briefing	M. Rendón	3 min.	-----
3.	Roll Call and Establish Quorum	M. Montiel	1 min.	-----
4.	Confirm Posting of Meeting's Public Notice in Accordance with Texas Open Meetings Act, Texas Government Code, Chapter 551	A. Granado	1 min.	-----
5.	Public Notice on Executive Session	A. Granado	1 min.	-----
<p><b>Public Notice</b> 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</p>				
6.	Receipt of Conflict of Interest Affidavits	A. Granado	1 min.	-----
7.	Opportunity for Public Comment 3 min. limit – no discussion	A. Granado	3 min.	-----
<p>Public Comment may be provided in writing, limited to 1,000 characters, by using the <a href="http://www.ccrta.org/news-opportunities/agenda">Public Comment Form</a> online at <a href="http://www.ccrta.org/news-opportunities/agenda">www.ccrta.org/news-opportunities/agenda</a> or by regular mail or hand-delivery to the CCRTA at 602 N. Staples St., Corpus Christi, TX 78401, and MUST be submitted no later than 5 minutes after the start of a meeting in order to be provided for consideration and review at the meeting. All Public Comments submitted shall be placed into the record of the meeting.</p>				
8.	Awards and Recognition – a) New Hires	D. Majchszak	7 min.	-----
9.	Discussion and Possible Action to Approve Board Minutes of the November 6, 2024 Board of Directors Meeting	A. Granado	3 min.	Pages 1-7
10.	<p><b>CONSENT ITEMS:</b> The following items are routine or administrative in nature and have been discussed previously by the Board or Committees. The Board has been furnished with support documentation on these items.</p> <p>a) <b>Action</b> to Award a Two (2) Year Contract to Safety-Kleen Systems, Inc for Lubricants and Fluid Supply</p> <p>b) <b>Action</b> to Award a Two (2) Year Contract to Cummins Southern Plains, LLC for the Supplying of Rebuilt Transmissions</p>		5 min.	Pages 8-14



# AGENDA MEETING NOTICE

	<b>c) Action to Award Multiple Contracts to Cummins Southern Plains LLC, South Texas Truck Centers, and White Associates for External and Internal Engine Parts</b>			
11.	<b>Discussion and Possible Action to Adopt a Resolution for the Proposed Change to the Reserve Policy</b>	R. Saldaña	3 min.	<b>Pages 15-23</b> <i>Attachments</i> <i>PPT</i>
12.	<b>Discussion and Possible Action to Authorize the Chief Executive Officer (CEO) or designee to Execute Payment of \$766,576 to Texas Municipal League Inter-Governmental Risk Pool (TMLIRP) for the Following Lines of Coverage for FY2025: Auto Liability Insurance, Auto Catastrophe Insurance, Property Insurance, General Liability Insurance, Errors &amp; Omissions Insurance, Law Enforcement Liability and Workers' Compensation Insurance</b>	M. Rendón	3 min.	<b>Pages 24-25</b> <i>PPT</i>
13.	<b>Discussion and Possible Action to Authorize the Chief Executive Officer (CEO) or Designee to Authorize the Lease Renewal with State of Texas for Senator Hinojosa Office Lease Space at the Staples Street Center Building</b>	S. Montez	3 min.	<b>Pages 26-27</b> <i>PPT</i>
14.	<b>Discussion and Possible Action to Authorize the Chief Executive Officer (CEO) or Designee to Authorize the Lease Renewal with General Land Office Lease Space at the Staples Street Center Building</b>	S. Montez	3 min.	<b>Pages 28</b> <i>PPT</i>
15.	<b>Discussion and Possible Action to Authorize the Chief Executive Officer (CEO) or Designee to Authorize the Purchase of One (1) Ford F-550 Utility Truck from the Interlocal Purchasing System (TIPS) Purchasing Cooperative through Silsbee Ford</b>	G. Robinson	3 min.	<b>Pages 29-30</b> <i>PPT</i>
16.	<b>Update on Disadvantaged Business Enterprise (DBE) Report of Awards and Payments for Federal Fiscal Year (FFY) 2024</b>	R. Patrick	3 min.	<b>Pages 31-32</b> <i>PPT</i>
17.	<b>Update on Corpus Christi Metropolitan Planning Organization 2024 Planning Activities</b>	G. Robinson/ Rob MacDonald, MPO	7 min.	<i>PPT</i>
18.	<b>Update on RCAT Committee Activities</b>	S. Montez	3 min.	<i>PPT</i>
19.	<b>Committee Chair Reports</b> a) Administration & Finance b) Operations & Capital Projects c) Rural and Small Cities d) Legislative	B. Charo A. Muñoz A. Gonzalez L. Allison	3 min. 3 min. 3 min. 3 min.	-----



# AGENDA MEETING NOTICE

20.	<b>Presentations:</b> a) October 2024 Financial Report b) December 2024 Procurement Update c) October 2024 Operations Report	R. Saldaña R. Saldaña G. Robinson	15 min.	<b>Pages 33-46 PPT</b> <b>PPT</b> <b>Pages 47-57 PPT</b>
21.	<b>CEO Report</b>	D. Majchszak	5 min.	<b>PPT</b>
22.	<b>Reports from Board Chair and Board Members</b>	A. Granado	5 min.	-----
23.	<b>Adjournment</b>	A. Granado	1 min.	-----

**Total Estimated Time: 1 hour 32 mins**

On **Tuesday, November 26, 2024** this Notice was posted by **Marisa Montiel** 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**

*To provide our riders with safe, accessible, convenient, and sustainable transportation solutions that unite communities and promotes local economic growth.*

**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, November 6, 2024**

**Summary of Actions**

1. Pledge of Allegiance
2. Heard Safety Briefing
3. Roll Call and Established Quorum
4. Confirmed Posting of Meetings Public Notice
5. Gave Public Notice on Executive Session
6. Receipt of Conflict of Interest Affidavits
7. Provided Opportunity for Public Comment
8. Presented Awards and Recognition
  - a) New Hires
  - b) American GI Forum - Hispanic Heritage Month Bus Wrap
9. Approved Board Minutes of October 9, 2024 Board of Director Meeting
10. Approved Consent Items:
  - a) Approved the Fiscal Year 2025 Board & Committee Meetings Calendar
  - b) Awarded a Five-Year Contract to Collier, Johnson & Woods PC for Financial Auditing Services
  - c) Adopted the 2024 Public Transportation Agency Safety Plan (PTASP) Version 3
  - d) Exercised the Second Option Year with Unum for Employee Long-Term Disability and Short-Term Disability Insurance
  - e) Approved the Fiscal Year 2025 Holidays and Service Levels
  - f) Awarded a Contract A. Ortiz Construction and Paving, Inc., for the VA Clinic Bus Stop Pull-In
  - g) Awarded Task Order #5 for Architectural Design Services to Turner/Ramirez Architects for a New CCRTA Maintenance Facility and Amend the 2024 Capital Budget for Maintenance Shop – A/E Design
  - h) Amended the Approved Legislative Program for the 89<sup>th</sup> Legislature
11. Held Public Hearing #2- Regarding Adoption of the FY2023 Operating and Capital Budget
12. Adopted the FY2025 Operating and Capital Budget
13. Heard Update on RCAT Committee Activities
14. Heard Committee Chair Reports
  - a) Administration and Finance
  - b) Operations and Capital Projects
  - c) Rural and Small Cities
  - d) Legislative
15. Heard Presentations –
  - a) CCRTA Quarterly Investment Report ending September 30, 2024
  - b) September 2024 Financial Report
  - c) November 2024 Procurement Update
  - d) September 2024 Operations Report
  - e) May-September 2024 Safety & Security Report
16. Heard CEO Report

17. **Heard Reports from Board Chair and Board Members**
18. **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.

### **Pledge of Allegiance**

Chair Arthur Granado called the meeting to order at 8:31 a.m. He welcomed and gave an introduction for U.S. Veteran, José Noé Mendez, to lead the Pledge of Allegiance.

### **Safety Briefing**

Mr. Miguel Rendón, Deputy CEO, presented the safety briefing to the Board and audience. He provided exit instructions in the event of an emergency. Ms. Montiel would account for all Board Members, and he would be the last out to ensure everyone exits safely.

### **Roll Call & Establish Quorum**

Ms. Montiel called roll and it was noted there was a quorum present at this time.

### **Board Members Present**

Lynn Allison, David Berlanga, Gabi Canales, Beatriz Charo, Jeremy Coleman, Arthur Granado, Anna Jimenez, Aaron Muñoz, Eloy Salazar, and Amanda Torres.

### **Board Members Absent**

Armando Gonzalez.

### **Staff Present**

David Chapa, John Esparza, Derrick Majchszak, Sharon Montez, Marisa Montiel, Rita Patrick, Miguel Rendón, Gordon Robinson and Robert Saldaña. JoAnna Serna, Pete Rodriguez, Caleb Cruz and Roberto Garcia III.

### **Public Present**

Caitlin Chupe Lauren Albrecht, and Adam Miller, Collier, Johnson & Woods. Ray Hernandez, Iconic Sign Group. David McElwain, Meeder Investments. Willie Rivera, Hanson. Rob MacDonald, Corpus Christi MPO. Luis Vasquez, Patsy Vasquez, American GI Forum. Chris Bandel, A. Ortiz Construction.

### **Confirm Posting of Meeting's Public Notice in Accordance with Texas Open Meetings Act, Texas Government Code, Chapter 551**

Ms. Montiel confirmed proper posting of the meeting.

### **Public Notice on Executive Session**

Chair Granado gave notice on Executive Session to the public.

**Receipt of Conflict of Interest Affidavits**

None

**Opportunity for Public Comment**

None

**Awards and Recognitions**

- a) CCRTA New Hires - Mr. Derrick Majchszak, CEO, introduced CCRTA new hires to the Board. Vehicle Maintenance – Caleb Cruz, Pete Rodriguez and Roberto Garcia III.
- b) Mr. Majchszak announced the American GI Forum – Hispanic Heritage Month Bus Wrap and listed several individuals who contributed to the project including Patsy Vasques, Iconic Sign Group and CCRTA Staff. Ms. Vasques read a letter thanking CCRTA staff members and the board, including Ms. Rita Patrick, Managing Director of Public Relations, and her team for their collaboration and efforts. Photos were taken.

Director Jeremy Coleman entered the meeting at 8:47 AM.

**Discussion and Possible Action to Approve the October 9, 2024 Board of Directors Meeting Minutes**

**VICE-CHAIR ANNA JIMENEZ MADE A MOTION TO APPROVE THE OCTOBER 9, 2024 BOARD OF DIRECTORS MEETING MINUTES. DIRECTOR DAVID BERLANGA SECONDED THE MOTION. *ALLISON, BERLANGA, CANALES, CHARO, COLEMAN, GRANADO, JIMENEZ, MUÑOZ, SALAZAR AND TORRES VOTING IN FAVOR. ABSENT GONZALEZ.***

**CONSENT ITEMS**

- A. Approve the Fiscal Year 2025 Board & Committee Meetings Calendar a Contract to Link Roofing Solutions of Louisiana, LLC for Bear Lane Lower Roof Replacement**
- B. Award a Five-Year Contract to Collier, Johnson & Woods PC for Financial Auditing Services**
- C. Adopt the 2024 Public Transportation Agency Safety Plan (PTASP) Version 3**
- D. Exercise the Second Option Year with Unum for Employee Long-Term Disability and Short-Term Disability Insurance**
- E. Approve the Fiscal Year 2025 Holidays and Service Levels**
- F. Award a Contract A. Ortiz Construction and Paving, Inc., for the VA Clinic Bus Stop Pull-In**
- G. Award Task Order #5 for Architectural Design Services to Turner/Ramirez Architects for a New CCRTA Maintenance Facility and Amend the 2024 Capital Budget for Maintenance Shop – A/E Design**
- H. Amend the Approved Legislative Program for the 89<sup>th</sup> Legislature**

**SECRETARY LYNN ALLISON MADE A MOTION TO APPROVE CONSENT ITEMS A-H. DIRECTOR ELOY SALAZAR SECONDED THE MOTION. ALLISON, BERLANGA, CANALES, CHARO, GRANADO, JIMENEZ, MUÑOZ, AND SALAZAR VOTING IN FAVOR. COLEMAN AND TORRES ABSTAINED. ABSENT GONZALEZ.**

### **Public Hearing #2- Regarding Adoption of the FY2023 Operating and Capital Budget**

Mr. Robert Saldaña, Managing Director of Administration, held Public Hearing #2 regarding the Adoption of the FY2025 Operating and Capital Budget. Mr. Saldaña gave an overview of the prior six budget workshops and Public Hearing #1. He discussed the FY2025 Service Plan and how many full-time employees are anticipated in 2025 (246.38). The proposed FY25 operating revenues are \$51,649,096. The proposed FY25 operating expenses are \$51,022,267. He displayed the five-year CIP. For 2025 there are 14 projects with total project costs of \$7,960,797. For 2026, there are 10 projects with project costs totaling \$8,923,266. For 2027, there are eight projects with project costs totaling \$15,012,498. In 2028, there are nine projects with project costs totaling \$15,593,748. Lastly, in 2029 there are 10 expected projects with projected costs of \$19,832,700. He displayed each year's project lists and costs. At this time, he answered any questions from the board.

### **Discussion and Possible Action to Adopt the FY2025 Operating and Capital Budget**

**DIRECTOR AARON MUNOZ MADE A MOTION TO ADOPT THE FY2025 OPERATING AND CAPITAL BUDGET. DIRECTOR DAVID BERLANGA SECONDED THE MOTION. ALLISON, BERLANGA, CANALES, CHARO, COLEMAN, GRANADO, JIMENEZ, MUÑOZ, SALAZAR AND TORRES VOTING IN FAVOR. ABSENT GONZALEZ.**

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

Ms. Sharon Montez, Managing Director of Capital Programs and Customer Services, presented an update on CCRTA's Committee on Accessible Transportation (RCAT). The last RCAT meeting was held on October 17<sup>th</sup> and the following meeting will be held on November 21<sup>st</sup>.

### **Committee Chair Reports**

- a) **Administration & Finance** – No report.
- b) **Operations & Capital Projects** – No report.
- c) **Rural & Small Cities** – No Report.
- d) **Legislative** – Secretary Allison noted the Legislative Committee met to recommend the amendment of the Legislative Program. Some Board Members, including herself, will be traveling to Austin next week to begin working towards the initiatives.

## Presentations

### a) **CCRTA Quarterly Investment Report ending September 30, 2024**

Mr. Robert Saldaña, Managing Director of Administration, introduced Mr. David McElwain with the Patterson Group who presented the report. He began by discussing Fed Funds and displayed a chart of FOMC Fed Funds Futures and Fed DOTS. He noted the Fed expects to cut the Fed Funds rate by .50% or 50 basis points by the end of 2024 and then by another 1.00% by the end of 2025. He discussed inflation, growth, employment, and yields. Next, he held a portfolio review and displayed a quarterly portfolio summary. The ending market value of the portfolio as of September 30, 2024 was reported at \$53,160,939.45 with investment income for the period reported at \$658,587.60. There was an unrealized gain of \$20,499.28. Mr. McElwain displayed the portfolio summary by type, amortization schedule, accrued interest schedule, earnings by fund, and projected cashflows. At this time, he answered any questions from the Board.

### b) **September 2024 Financial Report**

Mr. Robert Saldaña, presented the September financials and noted the item aligns with the Board Priority of Public Image & Transparency. He presented the highlights for the month stating Passenger Service was 104.75% of baseline, Bus Advertising 99.31% of baseline, Staples Street Leases were 104.02% of baseline, and Investment Income was 123.52% of baseline. He displayed the September 2024 Income Statement Snapshot. Total revenues came in at \$4,660,051 and total expenses were \$4,442,722. He displayed the revenue categories. The operating vs. non-operating revenue was displayed and discussed. The total operating and non-operating revenues and capital funding were \$4,660,051 for the month. Next, he discussed and displayed a pie chart of where the money went. Mr. Saldaña showed the expenses by object for September. He presented YTD the highlights stating Passenger Service was 102.34% of baseline, Bus Advertising was 100.09% of baseline, Staples Street Center Leases was 98.82% of baseline and Investment Income was 133.78% of baseline. Mr. Saldaña discussed the fare recovery ratio. The YTD total operating and non-operating revenues and capital funding came in at \$44,705,690. The September month-end FRC is 2.65%. Lastly, he displayed the sales tax update for August in which \$3,206,991 was received. At this time, Mr. Saldaña answered questions and took any feedback from the board.

### c) **November 2024 Procurement Update**

Mr. Saldaña presented the update noting the Board Priority of Public Image & Transparency. He discussed the current procurements. This included Internal and External Engine Parts for an estimated amount of \$298,501. The current procurements total \$298,501. The future procurements were displayed next and included: Purchase and installation of six (6) CNG Fuel Dispenser Units, and Bus Parts Supply. These future procurements total \$1,668,915. Next, the four-month outlook under the CEO signature authority was displayed and discussed next. All these items are \$50,000 or less. The items totaled \$148,523.

**d) September 2024 Operations Update**

Mr. Gordon Robinson, Managing Director of Operations, noted the board priority for this item is Public Image and Transparency. He provided the highlights for the month of September 2024 vs. September 2023. The Passenger Trips were up 8.1%, the Revenue Service Hours were up 6.0% and the Revenue Service Miles were up 4.4%. He displayed the RTA System Monthly Ridership Trends and the System-Wide Monthly Ridership by Mode. He noted year-to-date, the system overall was up 11.9%. He displayed the Top Ten Route Total Ridership and Bottom Ten Route Ridership numbers for September 2024. He displayed the Top Ten and Bottom Ten Routes – Passenger Per Revenue Hour (Weekday) for September 2024. Mr. Robinson displayed a pie chart of student ridership for September 2024. Total student ridership came in at 55,909. The 2024, 3<sup>rd</sup> Quarter Cost Per Passenger by Service Mode was displayed at this time. Next, he discussed the fixed route bus on-time performance and reported no issues. He presented the list of current and upcoming projects impacting fixed route services. The B-Line service passengers per hour came in at 2.50 for the month of September. He discussed the Fixed route customer assistance and B-Line customer assistance forms. The miles between road calls and the large bus fleet exceeded the standards. A discussion was held on B-Line late arrivals and how communication with riders could be improved.

**e) May-September 2024 Safety & Security Report**

Mr. Rendón presented the report noting a board priority of Safety and Security. He displayed the monthly collision rate from January through September 2024. The September collision rate was reported at 1.37. The Year-to-date collision rate is 1.34 compared to 1.61 for 2023. From May-September, 26 accidents were reviewed, of which 15 were deemed preventable and 11 non-preventable. Mr. Rendón reported 2283 security contacts with individuals. Lastly, he provided updates on the Staples Street Center, Robstown Police Department K-9 Unite and Rover. A discussion was held on how the accidents could potentially affect insurance rates.

**CEO Report**

Mr. Majchszak presented the report and went over the operation and project updates. He announced CCRTA offered fare-free rides for the first day of early voting and Election Day. Next, he discussed technological updates including items such as the Mobile GoPass App, which now displays live occupancy on buses, Google Trip Planner which now displays real-time updates, and PlanetBids, an eProcurement software, has been implemented to enhance efficiency and generate cost savings. Key meetings and events were highlighted next. Executive staff met with Senator Chuy Hinojosa to discuss CCRTA's Legislative Program and Initiatives. Chair Granado and Deputy CEO attended the Texas Municipal League Conference in Houston, TX. Employee appreciation and development were highlighted next, including the Annual Health Fair held on October 10<sup>th</sup>. Community support events and participation were displayed. The upcoming events calendar was displayed.

**Reports from Board Chair and Board Members**

Chair Granado spoke positively about the Jazz Fest shuttle service and noted a job well done on the election day services provided by the RTA. He also thanked Mr. Mendez for his service and for leading the pledge. Director Charo and Director Canales acknowledged the new hires and welcomed them onboard. Several Board Members recognized the Public Relations Department and all those involved with the Hispanic Heritage Bus Wrap.

**Adjournment**

There being no further review of items, the meeting was adjourned at 10:10 a.m.

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Lynn Allison, Board Secretary

Submitted by: Marisa Montiel

**Subject:** Award a Two (2) Year Contract to Safety-Kleen Systems, Inc. for Lubricants and Fluid Supply

**Background**

The CCRTA requires heavy duty motor oils, lubricants, and fluids to maintain the fleet within Original Equipment Manufacturers (OEM) specifications. Lubricants and fluids must meet operational cycle demands for Diesel and Compressed Natural Gas (CNG) fueled fleets as outlined by OEM specifications. OEM specified lubricant and fluid supplies ensure the fleet remains compliant with manufacturer warranties and Federal Transit Administration State of Good Repair requirements.

**Identified Need**

With the expiration of the current contract, a new contract is required to maintain a supply of heavy duty motor oils, lubricants, and fluids to maintain the fleet within OEM specifications. This will be structured as a two (2) year firm-fixed-price supply contract following Board approval. The proposals must meet or exceed manufacturer specified OEM criteria as follows:

- Allison TES 295
- ASTM (American Society for Test 7 Materials)
- SAE-J (Society of Automotive Engineers)
- API (American Petroleum Institute)
- API-CK-4 (new standard for units built after 2016 and 2018)
- CES-20092 (CNG Requirement)

On October 31, 2024, the CCRTA received three responsive bids from the following companies:

- Safety-Kleen Systems, Inc.
- Arguindegui Oil Companies
- Texas Enterprises, Inc. – Golden West Oil Co.

Bids Received:

Vendor	Delivery Time (Business Days)	Cost
Safety-Kleen Systems, Inc.	2	\$ 148,083.00
Arguindegui Oil Companies	2	\$ 196,590.30
Texas Enterprises, Inc. – Golden West Oil Co.	Blank	\$ 206,910.30

**Disadvantaged Business Enterprise**

The Disadvantaged Business Enterprise (DBE) participation is zero (0%) percent.

**Financial Impact**

The projected cost of the two (2) year contract with Safety-Kleen System, Inc. is \$148,083.00, but expenditures will be determined by actual usage. Funds are accounted for in the Board approved annual operating budgets.

**Board Priority**

This item aligns with the Board Priority – Public Image.

**Recommendation**

Staff recommends the Board of Directors authorize the Chief Executive Officer (CEO) or designee to award a two (2) year contract to Safety-Kleen Systems, Inc. for Lubricants and Fluid Supply.

Respectfully Submitted,

Submitted by: Bryan J. Garner  
Director of Maintenance

Reviewed by: Gordon Robinson  
Managing Director of Operations

Final Approval by:   
Derrick Majchszak  
Chief Executive Officer

**Subject:** Award a Two (2) Year Contract to Cummins Southern Plains, LLC for Rebuilt Transmission Supply

### **Background**

The CCRTA requires a contractor to provide refurbished transmissions to meet the Federal Transit Administration's State of Good Repair requirements. Replacement transmissions are needed due to the life cycle of the fleet. As the fleet average age is over 10 years old, the Vehicle Maintenance Department is proactively working to have parts readily available to properly maintain the fleet.

This contract will be specified to meet or exceed "Original Equipment Manufacturer" (OEM) specifications to ensure a quality product to meet our duty cycle demands for the fleet. The Vehicle Maintenance Department will only purchase transmissions that are under this contract. It's advantageous for the CCRTA to lock-in this supply contract price as the alternative of paying out-of-contract prices results in higher annual parts expenses in a volatile market.

### **Identified Need**

With the expiration of the current contract, a new contract is required for a transmission rebuilder to continue to maintain the fleet in State of Good Repair. This contract will allow for a faster repair time for the fleet to keep the operation in ready status to meet daily service demands. This will be a two (2) year firm-fixed-price supply contract.

On October 23, 2024, the Procurement Department received two (2) bids for Rebuilt Transmission Supply from the following vendors:

1. Cummins Southern Plains, LLC
2. Reliable Transmission Service – Texas, LLC

Cummins Southern Plains, LLC's bid was deemed responsive. In addition, the company is able to meet the five (5) business days delivery requirement. Reliable Transmission Services – Texas, LLC was deemed non-responsive. The company failed to submit the required documents for this solicitation.

Bids Received:

Bid	Bidder Name	Received by	Price Schedule Attachment A	Certification Form Attachment B	Conflict of Interest Acknowledgement and Certification Attachment C	Acknowledgement of Addendum/Addenda Attachment D
1	Cummins Southern Plains, LLC	Email	X	X	X	X
2	Reliable Transmission Service - Texas, LLC	Email	No	No	No	No

Bid	Bidder Name	References Attachment E	Bidder Information Sheet Attachment F	Two-Year Term Total	Responsive	Delivery Days
1	Cummins Southern Plains, LLC	X	X	\$181,218.61	Yes	5 Business Days
2	Reliable Transmission Service - Texas, LLC	No	No	No	Did not submit the required documents for this solicitation. The documents received were for a previous solicitation that has already been closed.	No

**Disadvantaged Business Enterprise**

The Disadvantaged Business Enterprise (DBE) participation is zero percent (0%).

**Financial Impact**

The total not to exceed amount is \$181,218.61 for the two (2) year supply contract with Cummins Southern Plains, Inc. Total amount of usage will determine actual expenditures. Funds are accounted for in the Board approved annual operating budgets.

Allison Model No./Serial No.	Quantity	Price per Unit	Total	Delivery Timeline (Business Days)
B400R-5 SN#6510861760	10	\$ 7,879.07	\$ 78,790.70	5
B400R-5 SN#6511297981	13	\$ 7,879.07	\$ 102,427.91	5
Total Bid			\$ 181,218.61	

**Board Priority**

The Board Priority is Public Image.

**Recommendation**

Staff recommends the Board of Directors authorize the Chief Executive Officer (CEO) or designee to award a Two (2) Year Contract to Cummins Southern Plains, LLC for Rebuilt Transmission Supply.

Respectfully Submitted,

Submitted by: Bryan Garner  
Director of Maintenance

Reviewed by: Gordon Robinson  
Managing Director of Operations

Final Approval By:   
Derrick Majchszak  
Chief Executive Officer

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**Subject:** Award Multiple Contracts to Cummins Southern Plains LLC, South Texas Truck Centers, and White Associates for External and Internal Engine Parts

**Background**

The CCRTA purchases the majority of parts needed to maintain the fleet through bus and engine parts contracts. Replacement parts are distinct to meet or exceed Original Equipment Manufacturer (OEM) or approved equals.

The Vehicle Maintenance Department may only purchase a portion of the parts that are under this agreement; however, it is advantageous to lock in supply contract prices with various suppliers utilizing volume discounts, with parts acquired only as needed.

**Identified Need**

With the expiration of the current contract, a new contract is required to ensure product availability meets parts demands while maintaining competitive pricing. The contract will include parts for all specialized external and internal engine parts to keep the fleet in State of Good Repair and maintain any warranty coverages. The new supply Contract will be issued as a one (1) year contract.

**Disadvantaged Business Enterprise**

There is no DBE requirement for this procurement.

**Financial Impact**

The estimated one (1) year contract cost is \$511,467.91 and funds are allocated in the Board approved annual operating budgets. Total expenditures will be determined by the actual parts usage. Funding historically includes combined resources from Federal Transit Administration Preventative Maintenance formula funds and local funds.

Recommended contract award amounts by bidder is included in table below.

PRICE SCHEDULE SUMMARY for IFB NO. 2024-FP-21 INTERNAL AND EXTERNAL ENGINE PARTS		
Bidder: <b>Cummins Southern Plains LLC</b>		
Description	Total Estimated # of Parts	One Year Total Cost Estimate
Internal and External Engine Parts	3,559	\$ 511,467.91
<b>ONE YEAR TOTAL COST</b>		<b>\$ 511,467.91</b>
Bidder: <b>SOUTH TEXAS TRUCK CENTERS</b>		
Description	Total Estimated # of Parts	One Year Total Cost Estimate
Internal and External Engine Parts	3,559	\$ 675,898.31
<b>ONE YEAR TOTAL COST</b>		<b>\$ 675,898.31</b>
Bidder: <b>J. David White Associates, Inc. dba White Associates</b>		
Description	Total Estimated # of Parts	One Year Total Cost Estimate
Internal and External Engine Parts	3,559	\$ 864,850.00
<b>ONE YEAR TOTAL COST</b>		<b>\$ 864,850.00</b>


**Recommendation**

Staff recommends the Board of Directors authorize the Chief Executive Officer (CEO) or designee to award multiple external and internal engine parts contracts to Cummins Southern Plains LLC, South Texas Truck Centers, and White Associates.

Respectfully Submitted,

Submitted by: Bryan Garner  
Director of Maintenance

Reviewed by: Gordon Robinson  
Managing Director of Operations

Final Approval by:   
Derrick Majchszak  
Chief Executive Officer

**Subject:** Adopt a Resolution for the Proposed Change to the Calculation Methodology Description for the Operating Reserve Contained in the Reserve Policy.

**Background:**

The CCRTA Reserve Policy was last updated March 6, 2024. The Authority currently maintains four (4) reserve accounts: Operating Reserve, Capital Reserve, Employee Benefits Reserve, and the Catastrophic/Emergency Management Reserve.

The reserves have been designated by the Board to ensure that sufficient resources are available to fulfill our mission and avoid disruption of services to our community. The Reserve Policy is intended to document the appropriate Reserve level and provide adequate cash flow based upon CCRTA's operating cycle, ensuring stable service delivery, meet future needs, financial stability, and provide a contingency plan to cover revenue shortfalls.

**Identified Need:**

The description used in applying the formula to determine the annual funding of the **Operating Reserve** needs to **exclude the Employee Benefits Reserve amount** from the 25% calculations as it does not meet the definition of an expense.

The definition of an expense is "**a cost incurred through its day-to-day operations to produce a product or deliver a service.**"

The method currently in place **overstates the Operating Reserve** and **understates the amount available for spending by \$1,334,515.**

The following information is provided to illustrate the two outcomes:

**Current Methodology**

Total Annual Operating and Non-Operating Expenses	\$ 51,022,267
Less Non-Operating Expenses	
Debt Service	-1,607,353
Street Improvement Allocations	-3,625,032
Subrecipient Grant Reimbursement Expenses	- 74,256
Less Employee Benefit Reserve	-1,779,353
<b>Equals the amount subject to the 25% calculation</b>	<b>\$ 43,936,273</b>
Percentage Applied	<u>.25</u>
<b>Equals Operating Reserve Requirement</b>	<b>\$ 10,984,068</b>

### Proposed Methodology

Total Annual Operating and Non-Operating Expenses	\$ 51,022,267
Less Non-Operating Expenses	
Debt Service	-1,607,353
Street Improvement Allocations	-3,625,032
Subrecipient Grant Reimbursement Expenses	- 74,256
Equals the amount subject to the 25% Requirement	\$ 45,715,626
Percentage Applied	<u>.25</u>
Equals 25% Equivalent	\$11,428,906
Less Employee Benefit Reserve	<u>-1,779,353</u>
<b>Equals Operating Reserve Requirement</b>	<b>\$ 9,649,553</b>

Furthermore, the calculations used by CCRTA exceeds the legal compliance required by the Texas Transportation Code, Section 451.134 by **\$2,030,283**.

### Operating Reserve Calculations Per Texas Transportation Code

Total Annual Operating Expenses	\$ 45,715,616
Divide Sum by Number of months in a year	<u>12</u>
Equals Monthly Operating Expenses	\$ 3,809,635
Multiply By Two (2) Months Requirement	<u>2</u>
<b>Equals Operating Reserve Requirement Per Code</b>	<b>\$ 7,619,270</b>
Proposed Operating Reserve Requirement	\$ 9,649,553
Operating Reserve Requirement Per Code	<u>7,619,270</u>
<b>Amount Exceeding Code Requirement</b>	<b>\$ 2,030,283</b>

The methodology should read:

“Maintain at year end a minimum reserve equal to 25% of Operating expenses net of depreciation from the next Year’s board adopted budget, less the amount earmarked for the designated Employee Benefits Reserve.”

The remaining reserves remain as previously adopted:

Capital Reserve	No Changes
Employee Benefits Reserve	No Changes
Catastrophic/Emergency Management Reserve	No Changes

**Relevance to Board’s Priorities:**

The item corresponds with the Agency’s Public Image and Transparency effort.

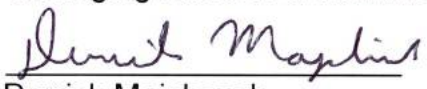
**Recommendation:**

Staff requests the Board of Directors authorize the Chief Executive Officer (CEO) or designee to adopt a Resolution for the proposed change to the calculation methodology description for the Operating Reserve contained in the Reserve Policy.

Respectfully Submitted,

Submitted by: Marie Sandra Roddel  
Director of Finance

Reviewed by: Robert M. Saldaña  
Managing Director of Administration

Approval:   
Derrick Majchszak  
Chief Executive Officer

**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY  
BOARD POLICY**

**RESERVE FUND POLICY**

**1.0 POLICY STATEMENT**

The Authority will maintain adequate levels of reserve accounts from the ***unrestricted portion of the fund balance*** to mitigate current and future risks in order to ensure that adequate resources are available to fulfill our mission and avoid disruption of services to our community.

This Reserve Fund Policy establishes fiscal reserve guidelines that will ensure:

- Prudent financial planning and strong fiscal management
- Guidance for making sound future decisions
- Continuity for long-term economic stability
- Responsiveness to fiscal challenges and risks
- Ability to identify and support vital public services during revenue declines
- A contingency plan to cover revenue shortfalls

CCRTA management will measure its compliance with this policy on an annual basis during the Authority's budgeting process. At a minimum, a Periodic Review of the Reserve Targets will be conducted quarterly and any excess reserves due to interest earned and or transfers in an out resulting from balancing financial resources to meet budgeted obligations will be returned to the General Fund.

**2.0 PURPOSE**

The purpose of this policy is to define and set goals for reserve funds, clearly describe authorization for use of reserves, and outline requirements for replenishing levels to their authorized target levels in the event of their use.

**3.0 AUTHORIZE USE OF RESERVE FUNDS**

Reserves are to be used for their specifically intended use and for solving temporary shortfalls. They allow management time to implement new strategies to restore the financial deficiencies.

**4.0 UNAUTHORIZED USE OF RESERVE FUNDS**

Reserves are not to be used to cover a long-term or permanent income shortfall. Reserves are to be used to solve temporary shortfalls, allowing management time to implement new strategies.

If there is a need to use reserves for allowable expense, a replenishment plan needs to be developed and presented for Board approval as soon as practicable to at least the amount that was held in the account at the beginning of the fiscal year in which the spending occurred.

## 5.0 BOARD APPROVED RESERVE ACCOUNTS AND CALCULATION METHODOLOGY

The unrestricted portion of the fund balance represents the amount that is available for spending or board designations. The board has previously adopted the designation of the following reserves that are maintained in separate bank accounts.

Reserve	Purpose	Policy Calculations
Operating Reserve*	Provide contingencies for revenue volatility	Maintain at year end a minimum reserve equal to 25% of operating expenses net of depreciation from the next year's board approved budget, less the amount earmarked for the designated Employee Benefits Reserve.
Capital Reserve**	Provide cash reserves necessary to cover local match of approved CIP projects	Maintain at year end the greater of 25% of the total project costs of the following year's board approved CIP budget, plus the rolling forward projects, OR 25% of budgeted depreciation whichever is greater.
Employee Benefits Reserve	Shield the Authority from the impacts of economic uncertainties that may affect employee benefits costs.	Maintain minimum reserve equal to the expected annual amortized cost of the unfunded accrued liability (UAAL) of the Defined Benefit Plan for the next plan year. This is the amortized cost of the UAAL from the most recent actuarial report PLUS, an amount equal to 20% of the average self-funded health insurance costs as determined by the five most recent audited financial statements
Catastrophic/Emergency Management Reserve	Provide cash reserves for funding response and recovery efforts until government assistance and insurance proceeds become available.	Maintain the reserve at \$1.9M.

### 5.1 *The calculations used by CCRTA exceeds the legal compliance required by the Texas Transportation Code, Section 451.134 by \$2,030,283:*

#### Operating Reserve Calculations Per CCRTA

Annual Budgeted Operating Expenses	\$ 45,715,626
Percentage Applied	<u>0.25</u>
Equals 25% Equivalent	\$ 11,428,906
Less Employee Reserve	<u>( 1,779,353)</u>
Equals <b>Operating Reserve Requirement</b>	<b>\$ 9,649,553</b>

#### Operating Reserve Calculations Per "CODE"

Annual Operating Expenses	\$ 45,715,616
Divided by Number of months in a year	<u>12</u>
Equals Monthly Operating Expense	\$ 3,809,635
Multiply by 2 months requirement	<u>2</u>
Equals <b>Operating Reserve Requirement</b>	<b>\$ 7,619,270</b>

## 6.0 APPLICABILITY OF POLICY

This Policy is in compliance with the Texas Transportation Code 451 which requires

- An operating reserve account shall be established in a separate account from other funds in an amount that is not less than an amount equal to actual operating expenses for two months.
- Operating reserve levels shall be reviewed at least annually based on the Authority's actual operating reserves for the 12 months immediately preceding the adjustment.
  
- If reserve funds are spent, the Board shall, as soon as practicable, restore the balance of the reserve account to at least the amount in the account at the beginning of the fiscal year in which the spending occurred.

This Policy is also in compliance with generally accepted accounting principles (GAAP). Because the Authority utilizes an enterprise fund to report all the business activities of its transit operations, equity is reported as Net Position. The Authority also maintains and reports proper fund balance classifications in compliance with state statutes and (GAAP).

## 7.0 GASB DEFINITIONS OF COMPONENTS TO FUND BALANCE

Fund balance is an important measure that represents the difference between a fund's assets and liabilities. The overall objective of fund balance reporting is to isolate that portion of fund balance that is **unavailable** to support the period's budget. Under current practice, fund balances are either classified as reserved or unreserved and further designate part of unreserved (unrestricted) to mitigate current and future risks.

The Authority's **Total Net Position** consists of a fund balance with three components:

- **Investment in Capital Assets** – Represents the total amount of money spent on capital assets, less the cost of depreciation for those assets.
- **Restricted** – Represents assets that have been placed aside by external parties, constitutional provision, or enabling legislation.
- **Unrestricted** – Represents the assets that are available for spending for operations. This is the available unrestricted net position which is available for designation by the board for various purposes and can be further classified as below:
  - **Committed** includes amounts that can be used only for the specific purposes determined by a formal action of the Authority's Board of Directors. These amounts can only be removed by a formal action of the Board of Directors.

- **Assigned** includes amounts that can be used only for the specific purposes determined informally by management to use for a particular purpose and can be removed by the same method.
- **Unassigned** includes amounts that represent the residual amount for all spendable amounts not contained in the other classifications.

Annual audited financial statements will reflect the fund balance classifications in accordance with GASB standards. Monthly interim financial statements will use the budgetary classifications which will break down the unrestricted portion of the fund balance by designations adopted by the Board.

**8.0 Provision for Changes to Reserve Levels** - If during a budget cycle or periodic updating of the Authority's long-range financial projections it becomes clear that funding in these reserves shall be needed for other purposes, the Chief Executive Officer may present a plan for board approval for such proposed changes but shall be limited to reserve accounts **other than the Operating Reserve account**.

The **Operating Reserve Account balance** shall not be reduced below the minimum balance required by the Texas Transportation Code and as described in section 5.1 of this Policy in order to stay in compliance with the Code.

The Plan shall include justification, effective dates of implementation, whether the change is temporary or permanent, and current and long-term financial impact.

Adopted September 5, 2001

Amended to add Health Insurance Reserve April 5, 2006

Amended June 5, 2013

Approved by Resolution – November 4, 2020

Approved by Resolution – August 13, 2021

Approved by Resolution – February 1, 2022

Approved by Resolution – February 1, 2023

**Approved by Resolution – March 6, 2024**

# Corpus Christi Regional Transportation Authority



## Resolution

### **ADOPT A RESOLUTION TO RECERTIFY DESIGNATION OF THE RESERVES FROM THE UNRESTRICTED PORTION OF THE FUND BALANCE AND THE METHODOLOGIES USED IN DETERMINING THE FUNDING LEVELS**

**WHEREAS** the Corpus Christi Regional Transportation Authority most recently adopted a Reserve Policy on December 4, 2024 and re-certified in accordance with Board of Directors, the Texas Transportation Code 451 and best practices prescribed in the industry and GFOA.

**WHEREAS**, the Board of Directors have established four (4) designated reserves funded by the unrestricted portion of the fund balance with prescribed methodologies to ensure stable service delivery, meet future needs, financial stability and provide a contingency plan to cover revenue shortfalls.

**WHEREAS** the Reserve Calculation Methodology Matrix table is revised to change the description used in applying the formula to determine the annual funding of the Operating Reserve to exclude the Employee Benefits Reserve amount from the 25% calculations as it does not meet the definition of an expense. The new calculation methodology will subtract the amount designated in the Employee Benefits Reserve after the 25% equivalent is determined.

**WHEREAS** all other calculation methodologies for the remaining reserves shall remain without any changes including all other aspects of the Reserve Policy including restrictions and conditions.

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

**RESOLVED**, that the Reserve Policy be approved with the one recommended change to the method of calculating the Operating Reserve at year end.

**RESOLVED**, that the four (4) established reserves be funded from the unrestricted portion of the fund balance and their respective methodologies.

**RESOLVED**, that the Reserve Calculation Matrix be revised to include the calculation methodology change for the Operating Reserve only.

**RESOLVED**, that all other aspects, restrictions, and conditions remain unchanged.

The foregoing Resolution was adopted by the Board of Directors of the Regional Transportation Authority at a duly held meeting on December 4, 2024.

**DULY PASSED, APPROVED AND ADOPTED** this 4th day of December 2024.

ATTEST:

**CORPUS CHRISTI REGIONAL  
TRANSPORTATION AUTHORITY**

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Lynn Allison  
Board Secretary

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Arthur Granado, Chair  
Board Chairman

**Subject:** Action to Execute Payment of \$766,576 to Texas Municipal League Intergovernmental Risk Pool (TMLIRP) for the Following Lines of Coverage for FY2025: Auto Liability Insurance, Auto Catastrophe Insurance, Property Insurance, General Liability Insurance, Errors & Omissions Insurance, Law Enforcement Liability and Workers' Compensation Insurance

**Background**

The Corpus Christi RTA is insured through The Texas Municipal League Intergovernmental Risk Pool (TML-IRP). The Authority has been a member of the Liability Property Fund since 1990 and joined the Worker's Compensation Fund in 2009. Participation in the funds was initiated by entering into Interlocal Agreements with the participating pool member local governments.

**Identified Need**

The assets and personnel of the Corpus Christi RTA need to be adequately protected through insurance coverage.

**Analysis**

Total contribution costs for FY2025 have increased by 17.3% or \$113,489 over 2024.

Of the ten lines of coverage, three coverages had significant contribution increases.

The main increases are explained as follows:

Increases:

- Automobile Liability/Medical Payments – experience modifier increased from 1.34 for 2024 to 1.5 for 2025; includes a 7% rate increase/ and CCRTA had a 100% loss ratio;
- Real & Personal Property including Flood and Earthquake – the surcharge of 10% for 2024 increased to 15% for 2025; and an inflation factor was added to building values;
- Workers' Compensation – experience modifier remains at .3 for 2025; projected budget payroll for 2025.

**Disadvantaged Business Enterprise**

There is no DBE goal.

**Financial Impact**

A finalized cost schedule table which compares fund contributions is presented below:

Types of Coverage	Limit	Deductible	2023	2024	2025	Inc./Dec
			Contribution	Contribution	Contribution	2024 & 2025
General Liability/Cyber Liability	\$9,000,000	\$0	3,610	4,645	6,458	1,813
Errors & Omissions Liability	\$2,000,000	\$10,000	12,572	14,627	16,192	1,565
Automobile Liability/Medical Payments	\$500,000	\$0	207,758	267,399	310,985	43,586
Automobile Catastrophe	\$10,000,000	\$10,000	98,407	98,302	100,077	1,775
<b>Sub Total:</b>			<b>322,347</b>	<b>384,973</b>	<b>433,712</b>	<b>48,739</b>
Law Enforcement Liability	\$5,000,000	\$1,000	1,560	1,870	2,058	188
Real & Personal Property (Includes Flood and Earthquake with a \$25,000 deductible)	\$62,762,689	\$10,000	53,116	70,821	93,556	22,735
Loss of Income, Extra Expense, Rents	\$1,000,000	\$10,000				--
Boiler & Machinery	\$100,000	\$10,000				--
Public Employee Dishonesty	\$500,000	\$2,500	837	837	837	0
<b>Sub Total:</b>			<b>55,513</b>	<b>73,528</b>	<b>96,451</b>	<b>22,923</b>
<b>TOTAL: LIABILITY, PROPERTY &amp; CRIME</b>			<b>377,860</b>	<b>458,501</b>	<b>530,163</b>	
Workers' Compensation	Statutory		167,769	194,586	236,413	41,827
<b>GRAND TOTAL</b>			<b>545,629</b>	<b>653,087</b>	<b>766,576</b>	<b>113,489</b>

### Board Priority

This item aligns with the Board Priority – Safety and Security and Transparency.

### Recommendation

Staff recommends the Board of Directors authorize the Chief Executive Officer (CEO) or designee to execute payment of \$766,576 to Texas Municipal League Inter-Governmental Risk Pool for the following lines of coverage for FY2025: Auto Liability Insurance, Auto Catastrophe Insurance, Property Insurance, General Liability Insurance, Errors & Omissions Insurance, Law Enforcement Liability and Workers' Compensation Insurance.

Reviewed by: Miguel Rendon  
Deputy CEO

Approval:   
Derrick Majchszak  
Chief Executive Officer

**Subject:** Authorize the Lease Renewal with State of Texas for Senator Hinojosa’s Office Lease Space at the Staples Street Center Building

**Background**

Senator Hinojosa’s office is located on the second floor at the Staples Street Center and have occupied that space since 2016, when the building opened. Their office space is approximately 1,710 net usable square feet. Senator Hinojosa’s lease agreement also allows for up to 3 unreserved parking spaces for their employees. The Senator’s lease also provides access to any community room facilities for meetings or conferences, upon coordination with CCRTA staff.

**Identified Need**

The initial term of the lease was a little over 4 years, commencing on December 1, 2016. The term of the initial lease expired on January 10, 2021. The second lease term covered a little over two-years. The lease period was from January 11, 2021 through January 10, 2023. The last lease term was for 2 years, with an option period of two years, which expires January 10, 2025.

Senator Hinojosa would like to renew the lease again, for another four years. The lease period will begin January 11, 2025 and end January 10, 2029

**Lease Information**

Months	Annual Gross Rental Rate (PSF)	Net Usable Square Feet	Monthly Rent	Estimated Annual Lease Amount
1-12	\$ 19.05	1,710	\$ 2,714.63	\$ 32,575.56
13-24	\$ 19.62	1,710	\$ 2,795.85	\$ 33,550.20
25-36	\$ 20.21	1,710	\$ 2,795.85	\$ 34,552.56
37-48	\$ 20.81	1,710	\$ 2,795.85	\$ 35,589.12
<b>Estimated Total for 4-Year Lease Term</b>				<b>\$ 136,267.44</b>

**Board Priority**

The Board Priority for this item is Facilities and Public Image.

**Financial Impact**

The amount of the monthly rent is adjusted each year to reflect a 3% annual increase. The future lease revenue to be generated for the four-year term is estimated at \$136,267.44.



**Recommendation**

Staff recommends the Board of Directors authorize the Chief Executive Officer (CEO) or designee to authorize the lease renewal with the State of Texas for Senator Hinojosa's office lease space at Staples Street Center building, for a four-year term.

Respectfully Submitted,

Submitted and Reviewed by: Sharon Montez  
Managing Director of Capital Programs and Customer Services

Final Approval by:   
Derrick Majchszak  
Chief Executive Officer

**Subject:** Authorize the Lease Renewal with State of Texas for General Land Office Lease Space at the Staples Street Center Building

**Background**

General Land Office (GLO) is located on the second floor at the Staples Street Center and they have occupied that space since March of 2018. Their office space is approximately 7,125 net usable square feet. GLO’s lease also provides access to any community room facilities for meetings or conferences, upon coordination with CCRTA staff.

**Identified Need**

The initial term of the lease is 88 months, commencing on March 1, 2018. The term of the initial lease expires on June 30, 2025. GLO would like to renew the lease for another 60 months (five years). The renewed lease will start July 1, 2025 and run through June 30, 2030. The lease may be renewed one more time for another 60 months (five years), after this renewal.

Lease Information

Months	Annual Gross Rental Rate (PSF)	Net Usable Square Feet	Monthly Rent	Estimated Annual Lease Amount
1-12	17.51	7,125	\$ 10,395.80	\$ 124,749.60
<b>Annually the State will send their new Annual Gross Rental Rate, based on an annual CPI formula</b>				

**Board Priority**

The Board Priority for this item is Facilities and Public Image.

**Financial Impact**

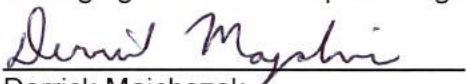
The amount of the monthly rent is adjusted each year to reflect the State’s annual CPI formula increase. The estimated annual rent for the first year is \$124,749.60.

**Recommendation**

Staff recommends the Board of Directors authorize the Chief Executive Officer (CEO) or designee to authorize the lease renewal with the State of Texas for the General Land Office lease space at Staples Street Center building, for a five-year term.

Respectfully Submitted,

Submitted and Reviewed by: Sharon Montez  
Managing Director of Capital Programs and Customer Services

Final Approval by:   
Derrick Majchszak  
Chief Executive Officer

**Subject:** Authorize the Purchase of One (1) Ford F-550 Heavy Duty Utility Truck from the Interlocal Purchasing System (TIPS) Purchasing Cooperative through Silsbee Ford, Inc.

**Background**

The CCRTA Facility Maintenance staff operate non-revenue utility vehicles to provide preventive maintenance inspections and repairs to facilities throughout the 846 square mile service area. Additionally, Facility Maintenance staff utilize this vehicle to respond to service needs at all CCRTA locations, including yearly special events.

**Identified Need**

The Facility Maintenance Department currently utilizes heavy duty trailers that are unable to be loaded to full capacity do to current under rated vehicles. This creates extra trips and manpower to get needed equipment to job sites. This new heavy-duty vehicle will aid in the maintenance of approximately 1,375 bus stops, four transfer stations, and CCRTA facilities. Utility vehicles are needed to ensure staff can readily carry out daily duties and assigned tasks in a safe and efficient manner.

**Disadvantaged Business Enterprise**

DBE participation is zero percent (0%).

**Financial Impact**

The Operations and Capital Projects Committee reviewed an item for the recommended purchase of a Ford F-450 heavy duty utility truck on November 20, 2024. At that meeting, the Committee requested staff to provide more options for review before approving a recommended heavy duty utility truck. Based on multiple quotes from vehicle manufacturers and buy boards, heavy duty utility truck options with the best pricing are provided in the table below. Staff recommends the purchase of the 2025 Ford F-550 4x2 Super Crew Cab.

Heavy Duty Utility Truck Options	Price
2025 Ford F-450 4x2 Regular Cab	\$79,953.00
2025 Ford F-550 4x2 Regular Cab	\$82,093.00
* 2025 Ford F-550 4x2 Super Crew Cab	\$82,153.00
2025 Ford F-550 4x2 Crew Cab	\$83,073.00

\* Recommended option for purchase

The F-550 Super Crew Cab has a larger and more spacious backseat compared to the F-550 Crew Cab, essentially meaning the Super Crew Cab offers more passenger room with full-sized rear doors, while the Crew Cab has a smaller backseat with potentially limited legroom for adults. Both are considered "crew cab" configurations but the Super Crew Cab provides significantly more rear passenger comfort.

The Ford F-550 4x2 Super Crew Cab Utility Truck is budgeted for \$80,000 and is a 2024 Capital Improvement Program project funded by local funds. Silsbee Ford, Inc. is providing this vehicle through the TIPS Purchasing Cooperative. Total expenditures for the one (1) F-550 truck is estimated to be \$82,153.00. Funds are accounted for in the Board approved annual operating budgets.

**Board Priority**

This item aligns with the Board Priority – Public Image.


**Recommendation**

Staff requests the Board of Directors authorize the Chief Executive Officer (CEO) or designee to purchase one (1) Ford F-550 4x2 Super Crew Cab heavy duty utility truck from the Interlocal Purchasing System (TIPS) Purchasing Cooperative through Silsbee Ford, Inc. for \$82,153.00.

Respectfully Submitted,

Submitted by: Bryan Garner  
Director of Maintenance

Reviewed by: Gordon Robinson  
Managing Director of Operations

Final Approval by:   
Derrick Majchszak  
Chief Executive Officer

**Subject:** Disadvantaged Business Enterprise (DBE) Report of Awards and Payments for Federal Fiscal Year (FFY) 2024

### **Background**

As a grantee of the Federal Transit Administration (FTA), the Corpus Christi Regional Transportation Authority (CCRTA) adheres to the federal regulations established in 49 Code of Federal Regulations (CFR) Part 26. These regulations govern the participation of Disadvantaged Business Enterprises (DBEs) in programs under the U.S. Department of Transportation (USDOT).

The CCRTA has submitted its DBE triennial overall goal of 14% to the FTA for federal fiscal years 2023 to 2025. This goal outlines the level of DBE participation that CCRTA aims to achieve each year, which includes a race-neutral measure of 2.42% and a race-conscious measure of 11.58%.

### **CCRTA Responsibilities**

Recipients of the USDOT funds are required to keep accurate records of contracting opportunities available to firms. Agencies must submit the Uniform Report of Disadvantaged Business Enterprise (DBE) Awards, Commitments, and Payments to the Federal Transit Administration (FTA) by June 1st and December 1st each year. Failure to provide the necessary contracting data related to the DBE program will result in non-compliance with Part 26.

CCRTA reviews the commitments made before awarding federally funded contracts and tracks payments to Disadvantaged Business Enterprises (DBEs). Contractors will receive credit for their DBE goals only when they make payments to certified DBEs. CCRTA maintains a continuous record for each federally assisted contract to ensure that the performance aligns with the commitments made by the prime contractor. This information is documented in the B2GNow contract compliance system, which tracks both monthly payments and year-to-date totals.

For purposes of reporting DBE participation to the FTA, CCRTA may only count participation by certified DBE contractors and/or subcontractors.

### **Summary of FFY 2024 DBE Report Achievement (Federal Funds Only)**

Federal fiscal year 2024 (FFY 2024) spans from October 1, 2023, to September 30, 2024. Only contracts awarded and paid by CCRTA with federal funds are reported to the FTA in accordance with DOT DBE Regulations.

#### **a. Awarded Contracts**

For the reporting period of FFY 2024, CCRTA achieved a DBE participation rate of 20.03% for awarded contracts, as shown in the table below.

DBE Awards or Commitments for FFY 2024			
Reporting Period to FTA	Total Federal \$ Awarded	Total \$ DBE Awarded	DBE%
Oct. 1, 2023 – Mar. 31, 2024	\$1,628,111	\$ 324,985	19.96%
Apr. 1, 2024– Sept. 30, 2024	\$ 299,313	\$ 61,056	20.39%
FFY 2024 Total DBE Awarded ÷ FFY 2024 Total Federal Awarded	<b>\$1,927,424</b>	<b>\$ 386,041</b>	<b>20.03%</b>

**b. Payments for Ongoing Contracts**

The table below shows the DBE participation for contracts open during the reporting period.

Payments to DBEs for FFY 2024 (Open Contracts)				
Reporting Period to FTA	Total # of Contracts	Total Dollars Paid	Total Payments to DBE firms	Percent to DBEs
Oct. 1, 2023 – Mar. 31, 2024	9	\$4,783,404	\$ 1,216,409	25.4%
Apr. 1, 2024– Sept. 30, 2024	8	\$2,265,993	\$ 643,605	28.4%

For the federal fiscal year 2024, staff worked diligently to sustain a level of DBE participation through outreach and networking efforts.

**Board Priority**

This project aligns with Board Priority – Public Image & Transparency.

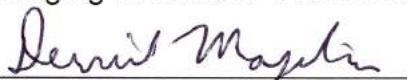
**Recommendation**

For informational purposes only.

Respectfully Submitted,

Submitted by: Laura Yaunk  
DBE Liaison Officer

Reviewed by: Rita Patrick  
Managing Director of Public Relations

Final Approval by:   
Derrick Majchszak  
Chief Executive Officer

**Subject:** October 2024 Financial Report

**Overview:** The **October Operating Budget** ended the month with revenues coming in higher than expenses by **\$212,081**, as total **Operating Revenues** came in at **\$4,172,971** and **Operating Expenses** at **\$3,960,890**. In comparison to the budget, **Operating Revenues** of **\$4,172,971** came in lower than the **\$4,223,150** budget by **\$50,179** and departmental spending of **\$3,960,890** came in less than the **\$4,017,214** budget by **\$56,324**.

Passenger fares of **\$103,476** reached **112.33%**, lease revenue from tenants reached **91.90%**, and investment income of **\$210,369** exceeded budget expectations by **\$41,619**, representing **124.66%** of expectation.

The **year-to-date Operating Budget** produced a deficit of **\$1,247,984** as total revenues of **\$38,666,411** reached **94.71% of baseline** while expenses of **\$39,914,395** finished at **98.76%**. This deficit is expected to improve when the pending federal grants are awarded. The **\$1mm** preventive maintenance federal grant is expected to be awarded late December 2024 which will **increase operating grant revenue and the spending portion of the unrestricted reserve by \$800,000**.

The **CIP budget for the month** resulted in expenditures exceeding revenues by **\$5,082**, with CIP program expenditures coming in at **\$566,164** while funding sources came in at **\$561,082** and included the transfer-in from the fund balance of **\$491,820**. The expenditures include **\$496,902** of depreciation expense for the month.

**Year-to-date** CIP total funding totaled **\$9,696,367** while total expenditures finished at **\$10,439,002** resulting in **expenditures** exceeding funding sources by **\$50,815**. Funding sources include the budgeted transfer-in from fund balance of **\$4,918,204**.

For the month, the overall performance resulted in an initial increase of **\$206,999** to the fund balance with an increase of **\$212,081** attributable to the operating budget, and a decrease of **\$5,082** related to the CIP budget.

The overall performance for the **year-to-date** results in an initial decrease of **\$1,298,799** to the fund balance, with a decrease of **\$1,247,984** attributable to the operating budget, and a decrease of **\$50,815** related to the CIP budget.

When removing the transfer-in funding sources the decrease in fund balance totals **\$6,217,005** of which **\$1,247,984** is from the operating budget and **\$4,969,019** is from CIP. **However, there is approximately \$3,911,000 in grant funds that will become available when the federal grants are awarded.**

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

**Total Revenues and funding sources** for the month of **October** closed at **\$4,734,053**, of which **\$4,172,971** is attributable to the **Operating Budget (Table 4 and PPT Slides 3 and 4)** and **\$561,082** to the capital budget. The **\$561,082** from the capital budget consists of **\$69,262** from grant revenues while **\$491,820** comes from the unrestricted portion of the fund balance that was budgeted as a transfer in. The performance of the revenue categories from the Operating Budget is discussed as follows.

**Operating Revenues**, which include only resources generated from transit operations, **totaled \$122,333** or 10.64% greater than forecasted (**Table 4.1**) & (**PPT Slide 5**). **Fare Revenues** ended the month at \$103,476, or 112.33% of the baseline expectation and include **\$11,268** from **Go-Pass Mobile App Pass Sales**.

Meanwhile, commissions from both **Bus and Bench Advertising** ended the month at **\$18,184**, of which **\$4,248** came from **Bus Bench Advertising commissions** while **\$13,935** came from **On-Board Bus Advertising commissions**. The combined revenue was 102.32% of baseline.

Note that the commissions earned from Bench Advertising total **\$6,372** of which **\$4,248** is recognized as revenue and **\$2,124** represents the City's one-third share of the bench advertising commission for the use of the City property.

**Other Operating Revenues** totaled \$673, or 100% of baseline.

**Non-Operating Revenues**, which includes sales tax, investment income, lease income from tenants, and federal assistance grants totaled **\$4,050,638** reaching **98.49%** of the **\$4,112,584** budget expectation, generating **\$61,946** less than forecasted (**Table 4.1**).

Federal grants continue to lag behind expectations as a result of the preventive maintenance grant not yet awarded for 2024 along with other grant applications for 5307 and 5339 funding. This funding is in progress and is expected to be awarded prior to the end of 2024, which will increase operating revenues by \$800,000 and CIP revenues by \$2.4M and bolster unrestricted reserves by \$3.2M.

Meanwhile, the performance of the investment portfolio exceeded the baseline expectation by \$41,619, or 24.66%. Staples Street Center leases reached 91.90% of baseline, as a tenant vacated its space effective October 1, 2024, resulting in lost monthly revenue of \$5,595.

For clarification, please keep in mind that all revenues reported are **actual** revenues received or earned except for the sales tax revenue. The Sales Tax Revenue has been **estimated** since the amount will not be determined until payment is received on **November 8, 2024**. Out of the seven (7) sources included in this revenue category, 91.17% of total revenue came from the sales tax revenue estimate as indicated in the following table:

**October 2024 Revenue Composition – Table 1**

Line #	Revenue Source	Actual	%
1	Sales Tax Revenue Estimate	\$3,800,000	91.06%
2	Passenger Service	103,476	2.48%
3	SSC Lease Income	40,269	0.97%
4	Bus Advertising	18,184	0.44%
5	Investment Income	210,369	5.04%
6	Grant Assistance Revenue	0	0.00%
7	Other Revenue	673	0.02%
	<b>Total (excluding capital)</b>	<b>\$4,172,971</b>	<b>100.00%</b>

The **Investment Portfolio** closed the month of October 2024 with a market value of **\$52,989,374**, a decrease of \$171,565, from the balance at the end of September 2024 of **\$53,160,939** resulting from a decrease of \$72,205.54 in operating cash and a decrease of \$99,359.43 in the

governmental pool balances. The composition of the October portfolio market value includes **\$17,934,917** in short-term securities consisting of **\$9,936,872** in Commercial Paper, **\$2,001,875** in Federal Treasury Securities, and **\$5,996,170** in Federal Agency Coupon Securities. In addition, **\$32,489,941** was held in TexPool Prime and **\$2,564,517** in bank accounts at Frost Bank. For the month of **October**, the earned interest income was recorded at **\$210,369**.

The Federal Open Markets Committee met November 7, 2024 and announced a rate cut of 25 basis points to the federal funds rate. The Fed Funds futures market is expecting the fed funds rate to bottom out around 3.4%, as opposed to the previous two cycles (Great Recession & COVID) which pushed the fed funds rate down to near zero. Staff continue to work with the investment advisor to identify opportunities to extend maturities and limit exposure to interest rate risk. The rate for TexPool Prime as of October 31 was 4.9731% and dropped to 4.7892% upon announcement of the November cut or 18.39 bp.

***This investment portfolio does not include any assets from pension plans but only assets from operations.***

The **Sales Tax** allocation for October 2024 is **estimated** at **\$3,800,000** and is in line with the actual allocation received for October 2023. The estimate is necessary since allocations lag two months behind and will not be received until December 13, 2024.

The Sales Tax revenue payment of **\$3,414,856** for September 2024 was received November 15, 2024, and was **\$385,144**, or **10.14%** less than the **\$3,800,000** September reported **estimate**. The September payment included the allocation from internet sales of **\$43,576**, an increase of \$11,247 or 34.79% from the prior month. RTA started receiving internet sales tax revenue in December 2019, and to date have received **\$1,810,816**. Retailers started collecting sales tax on internet sales on October 1, 2019.

The sales tax revenue over the last five years averages 71.13% of total income. In 2023, Sales Tax Revenue represented 70.27% of total revenues. Sales tax typically 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. During this reporting period sales tax represented 91.17% of total operating revenues. **Table 2** illustrates the sales tax revenue trend from the beginning of the year, while **Table 2.1** illustrates the comparison between the sales tax received versus the sales tax budgeted.

#### **Transparency Disclosure**

The sales tax revenue reported as 2024 Actual is higher than what is reported by the state comptroller's website for the months of **January through May**. The difference represents the \$27,374 that is deducted by the state comptroller each month as repayment of \$1,177,082 that occurred in December 2019 because of an audit. The repayment is over 43 months and as of May have completed all installments. This amount is added back to calculate the growth rate when compared to the same period last year. **Although the repayment has been paid in full as of June 2024**, this transparency disclosure is necessary to explain the difference in the revenue recognition compared to the net sales tax payment received.

## Sales Tax Growth – Table 2

Month Revenue was Recognized	2024 Actual	2023 Actual	\$ Growth	% Growth
January (actual)	3,006,019	\$ 2,883,848	122,171	4.24%
February (actual)	3,560,917	2,939,551	621,366	21.14%
March (actual)	3,728,858	3,876,821	(147,963)	-3.82%
April (actual)	3,388,757	3,196,995	191,762	6.00%
May (actual)	3,458,737	3,371,557	87,180	2.59%
June (actual)	3,743,265	3,744,213	(947)	-0.03%
July (actual)	3,485,208	3,448,803	36,405	1.06%
August (actual)	3,206,991	3,375,472	(168,481)	-4.99%
September (actual)	3,414,856	3,458,597	(43,741)	-1.26%
October (estimate)	3,800,000	3,800,000	-	0.00%
November (estimate)	-	-	-	0.00%
December (estimate)	-	-	-	0.00%
	<b>\$ 34,793,609</b>	<b>\$ 34,095,856</b>	<b>\$ 697,753</b>	<b>2.05%</b>

## Sales Tax – Actual vs Budget – Table 2.1

Month Revenue was Recognized	2024 Actual	2024 Budget	\$ Variance	% Variance
January (actual)	3,006,019	\$ 3,150,000	(143,981)	-4.57%
February (actual)	3,560,917	3,150,000	410,917	13.04%
March (actual)	3,728,858	3,800,000	(71,142)	-1.87%
April (actual)	3,388,757	3,500,000	(111,243)	-3.18%
May (actual)	3,458,737	3,700,000	(241,263)	-6.52%
June (actual)	3,743,265	3,800,000	(56,735)	-1.49%
July (actual)	3,485,208	3,800,000	(314,792)	-8.28%
August (actual)	3,206,991	3,800,000	(593,009)	-15.61%
September (actual)	3,414,856	3,800,000	(385,144)	-10.14%
October (estimate)	3,800,000	3,800,000	-	0.00%
November (estimate)	-	-	-	0.00%
December (estimate)	-	-	-	0.00%
	<b>\$ 34,793,609</b>	<b>\$ 36,300,000</b>	<b>\$ (1,506,391)</b>	<b>-4.15%</b>

The detail of all revenue and expense categories are presented in the following tables, along with the fare recovery ratio for October 2024:

### Revenue – October 2024 – Revenue Composition (Includes Operating and Capital Funding) – Table 3

Revenue Source	October 2024	%	YTD	%
Passenger Service	\$ 103,476	2.44%	\$ 951,942	2.16%
Bus Advertising	18,184	0.43%	178,270	0.40%
Other Revenue	673	0.02%	31,256	0.07%
Sales Tax Revenue	3,800,000	89.58%	34,793,609	78.83%
Grants - Operating	-	0.00%	39,249	0.09%
Grants - Capital	69,262	1.63%	5,469,983	12.39%
Investment Income	210,369	4.96%	2,242,098	5.08%
SSC Lease Income	40,269	0.95%	429,987	0.97%
<b>Total Revenue</b>	<b>\$ 4,242,233</b>	<b>100.00%</b>	<b>\$ 44,136,394</b>	<b>100.00%</b>

## Revenue – October 2024 Operating Revenue and Capital Funding – Table 4

	10/2024				
	2024 Adopted Budget	October 2024 Actual	Baseline into Budget	% Actual to Budget	% Actual to Baseline
<b>Revenues</b>					
Passenger service	\$ 1,105,459	\$ 103,476	\$ 92,122	9.36%	112.33%
Bus advertising	213,251	18,184	17,771	8.53%	102.32%
Other operating revenues	362,651	673	673	0.19%	100.00%
Sales Tax Revenue	44,244,769	3,800,000	3,800,000	8.59%	100.00%
Federal, state and local grant assistance	1,200,152	-	100,013	0.00%	0.00%
Investment Income	2,025,000	210,369	168,750	10.39%	124.66%
Staples Street Center leases	525,850	40,269	43,821	7.66%	91.90%
<b>Total Operating &amp; Non-Operating Revenues</b>	<b>49,677,132</b>	<b>4,172,971</b>	<b>4,223,150</b>	<b>8.40%</b>	<b>98.81%</b>
Capital Grants & Donations	11,971,407	69,262	69,262	0.58%	100.00%
Transfers-In	5,901,845	491,820	491,820	8.33%	100.00%
<b>Total Operating &amp; Non-Operating Revenues and Capital Funding</b>	<b>\$ 67,550,384</b>	<b>\$ 4,734,053</b>	<b>\$ 4,784,232</b>	<b>7.01%</b>	<b>98.95%</b>

	10/2024				
	2024 Adopted Budget	YTD 2024 Actual	YTD Baseline into Budget	% YTD Actual to Budget	% Actual to Baseline
<b>Revenues</b>					
Passenger service	\$ 1,105,459	\$ 951,942	\$ 921,216	86.11%	103.34%
Bus advertising	213,251	178,270	177,709	83.60%	100.32%
Other operating revenues	362,651	31,256	302,209	8.62%	10.34%
Sales Tax Revenue	44,244,769	34,793,609	36,300,000	78.64%	95.85%
Federal, state and local grant assistance	1,200,152	39,249	1,000,127	3.27%	3.92%
Investment Income	2,025,000	2,242,098	1,687,500	110.72%	132.87%
Staples Street Center leases	525,850	429,987	438,208	81.77%	98.12%
<b>Total Operating &amp; Non-Operating Revenues</b>	<b>49,677,132</b>	<b>38,666,411</b>	<b>40,826,969</b>	<b>77.84%</b>	<b>94.71%</b>
Capital Grants & Donations	11,971,407	5,469,983	5,469,983	45.69%	100.00%
Transfers-In	5,901,845	4,918,204	4,918,204	83.33%	100.00%
<b>Total Operating &amp; Non-Operating Revenues and Capital Funding</b>	<b>\$ 67,550,384</b>	<b>\$ 49,054,598</b>	<b>\$ 51,215,156</b>	<b>72.62%</b>	<b>95.78%</b>

*Note: The Sales Tax Revenue % YTD Actual to Budget calculations takes actual of \$34,793,609 divided by the annual budget of \$44,244,769 producing a ratio of 78.64% of budget. The \$34,793,609 includes nine months of actual revenues totaling \$30,993,609 plus the \$3,800,000 estimate for October. The baseline budget includes nine months of budget estimates plus one month of baseline expectation as stated in Table 2.1.*

## Revenue – October 2024 from Operations – Table 4.1

	10/2024				
	2024 Adopted Budget	October 2024 Actual	Baseline into Budget	% Actual to Budget	% Actual to Baseline
<b>Revenues</b>					
Passenger service	\$ 1,105,459	\$ 103,476	\$ 92,122	9.36%	112.33%
Bus advertising	213,251	18,184	17,771	8.53%	102.32%
Other operating revenues	362,651	673	673	0.19%	100.00%
<b>Total Operating Revenues</b>	<b>1,681,361</b>	<b>122,333</b>	<b>110,566</b>	<b>7.28%</b>	<b>110.64%</b>
Sales Tax Revenue	44,244,769	3,800,000	3,800,000	8.59%	100.00%
Federal, state and local grant assistance	1,200,152	-	100,013	0.00%	0.00%
Investment Income	2,025,000	210,369	168,750	10.39%	124.66%
Staples Street Center leases	525,850	40,269	43,821	7.66%	91.90%
<b>Total Non-Operating Revenues</b>	<b>47,995,771</b>	<b>4,050,638</b>	<b>4,112,584</b>	<b>8.44%</b>	<b>98.49%</b>
<b>Total Revenues</b>	<b>\$ 49,677,132</b>	<b>\$ 4,172,971</b>	<b>\$ 4,223,150</b>	<b>8.40%</b>	<b>98.81%</b>

## October 2024 Expenses

The results of all expenditure activities, including capital, are presented below. Overall, the total expenditures of **\$4,527,052** came in **\$56,328** under the anticipated baseline of **\$4,583,380**. Departmental expenses of **\$3,657,074** came in **\$22,982** under the **\$3,680,056** anticipated baseline or 0.62%. Meanwhile, Street Improvement Program expense of **\$287,294** is a fixed amount that represents one-two-twelve of the annual amount budgeted for all member cities, resulting in 100% baseline. Debt service expense of **\$17,716** represents the monthly amortization of debt issuance costs resulting from the 2019 bond refunding plus interest related to Subscription Liabilities (SBITAs).

## October 2024 Total Expenses & Capital Expenditures – Table 6

	10/2024				
	2024 Adopted Budget	October 2024 Actual	Baseline into Budget	% Actual to Budget	% Actual to Baseline
<b>Expenditures</b>					
Departmental Operating Expenses	\$ 44,160,638	\$ 3,657,074	\$ 3,680,056	8.28%	99.38%
Debt Service	1,607,841	16,520	16,520	1.03%	100.00%
Street Improvements	3,447,523	287,294	287,294	8.33%	100.00%
Subrecipient Grant Agreements	400,152	-	33,346	0.00%	0.00%
<b>Total Operating &amp; Non-Operating Expenses</b>	<b>49,616,154</b>	<b>3,960,888</b>	<b>4,017,216</b>	<b>7.98%</b>	<b>98.60%</b>
Grant Eligible Costs	11,971,407	69,262	69,262	0.58%	100.00%
Depreciation Expenses	5,962,823	496,902	496,902	8.33%	100.00%
<b>Total Operating &amp; Non-Operating Expenses and Capital Expenditures</b>	<b>\$ 67,550,384</b>	<b>\$ 4,527,052</b>	<b>\$ 4,583,380</b>	<b>6.70%</b>	<b>98.77%</b>

## Year to Date as of October 2024 Total Expenses & Capital Expenditures – Table 6.1

For the year to date, total expenditures including capital were **\$50,353,397**, coming in **\$499,558** under the anticipated baseline of **\$50,852,955**. Departmental expenses of **\$36,595,186** came in **\$205,345** under the anticipated baseline of **\$36,800,531** or 0.56%. Meanwhile, Street Improvement Program expense is a fixed amount that represents one-twelve of the annual amount budgeted for all member cities, resulting in 100% of baseline and as of October the year-to-date expense represents 83.33% of the annual budget. Debt service represents the monthly amortization of debt issuance costs plus current year interest on bonds, along with interest costs for SBITAs.

	10/2024				
	2024 Adopted Budget	YTD 2024 Actual	YTD Baseline into Budget	% YTD Actual to Budget	% Actual to Baseline
<b>Expenditures</b>					
Departmental Operating Expenses	\$ 44,160,638	\$ 36,595,186	\$ 36,800,531	82.87%	99.44%
Debt Service	1,607,841	407,026	407,026	25.32%	100.00%
Street Improvements	3,447,523	2,872,936	2,872,936	83.33%	100.00%
Subrecipient Grant Agreements	400,152	39,249	333,460	9.81%	11.77%
<b>Total Operating &amp; Non-Operating Expenses</b>	<b>49,616,154</b>	<b>39,914,395</b>	<b>40,413,953</b>	<b>80.45%</b>	<b>98.76%</b>
Grant Eligible Costs	11,971,407	5,469,983	5,469,983	45.69%	100.00%
Depreciation Expenses	5,962,823	4,969,019	4,969,019	83.33%	100.00%
<b>Total Operating &amp; Non-Operating Expenses and Capital Expenditures</b>	<b>\$ 67,550,384</b>	<b>\$ 50,353,397</b>	<b>\$ 50,852,955</b>	<b>74.54%</b>	<b>99.02%</b>

## EXPENSES – REPORTED BY EXPENSE OBJECT CATEGORY

The **Financial Accounting Standards Board (FASB)** requires expenses to be reported by object category which include expenses that can be traced back to a specific department and or activity. It excludes depreciation expenses, expenses associated with the Street Improvement Program, debt service expenses, and pass-through activities (Sub-recipients).

Accordingly, for the month of October 2024, total departmental operating expenses realized favorable variances against the baseline expectation from categories including Benefits, Services, and Purchased Transportation.

Meanwhile, unfavorable variance was identified with the categories of Salaries & Wages, Materials & Supplies, Utilities, Insurance, and Miscellaneous.

**Salaries & Wages** reported a negative variance of 2.07%, or \$24,854. **For the year to date**, the category reports a positive variance of 2.14%, or \$257,268.

**Materials & Supplies** reported a negative variance of 29.38%, or \$82,325. The negative variance is due to the continued higher costs for maintenance of vehicles and facilities. **The category maintains a negative variance of 10.98% or \$307,767 for the year to date.**

**Utilities** reported a negative variance of 16.46%, or \$10,959. **The category maintains a negative variance of 11.40% or \$75,897 for the year to date.**

**Insurance** reported a negative variance of 36.36%, or \$20,119. The negative variance is due to the increase in windstorm premium for RTA facilities. The new premium represents an increase of 55.8% over the prior term, or \$122,649. Monthly amortization of the insurance premium grew from \$18,301 in July, to \$28,521 in August and subsequent months.

**Miscellaneous** reported a negative variance of 0.49%, or 457. **The category maintains a positive variance of 10.83% or \$100,274 for the year to date.**

### October 2024 Departmental Expense Breakdown – Table 7

	10/2024				
	2024 Adopted Budget	October 2024 Actual	Baseline into Budget	% Actual to Budget	% Actual to Baseline
<b>Departmental Operating Expenses:</b>					
<b>Object Category</b>					
Salaries & Wages	\$ 14,418,479	\$ 1,226,396	\$ 1,201,542	8.51%	102.07%
Benefits	8,642,048	692,526	720,171	8.01%	96.16%
Services	5,714,226	369,436	476,186	6.47%	77.58%
Materials & Supplies	3,362,189	362,507	280,182	10.78%	129.38%
Utilities	798,939	77,537	66,578	9.70%	116.46%
Insurance	664,075	75,458	55,340	11.36%	136.36%
Purchased Transportation	9,449,581	760,165	787,465	8.04%	96.53%
Miscellaneous	1,111,101	93,049	92,592	8.37%	100.49%
<b>Total Departmental Operating Expenses</b>	<b>\$ 44,160,638</b>	<b>\$ 3,657,074</b>	<b>\$ 3,680,056</b>	<b>8.28%</b>	<b>99.38%</b>

**Year to Date as of October 2024 Departmental Operating Expense Breakdown – Table 8**

	10/2024				
	2024 Adopted Budget	YTD 2024 Actual	YTD Baseline into Budget	% YTD Actual to Budget	% Actual to Baseline
<b>Departmental Operating Expenses:</b>					
<b>Object Category</b>					
Salaries & Wages	\$ 14,418,479	\$ 11,758,129	\$ 12,015,397	81.55%	97.86%
Benefits	8,642,048	7,715,356	7,201,707	89.28%	107.13%
Services	5,714,226	4,149,521	4,761,855	72.62%	87.14%
Materials & Supplies	3,362,189	3,109,591	2,801,824	92.49%	110.98%
Utilities	798,939	741,679	665,783	92.83%	111.40%
Insurance	664,075	589,042	553,396	88.70%	106.44%
Purchased Transportation	9,449,581	7,706,225	7,874,651	81.55%	97.86%
Miscellaneous	1,111,101	825,643	925,918	74.31%	89.17%
<b>Total Departmental Operating Expenses</b>	<b>\$ 44,160,638</b>	<b>\$ 36,595,186</b>	<b>\$ 36,800,531</b>	<b>82.87%</b>	<b>99.44%</b>

**2024 Self-Insurance Claims, Medical & Vision and Dental – Table 9**

Month	Medical & Vision	Dental	Total
January	\$ 85,533	\$ 5,426	\$ 90,960
February	217,561	11,983	229,544
March	374,863	8,671	383,534
April	360,163	11,187	371,350
May	492,043	10,351	502,394
June	699,035	3,119	702,154
July	566,539	4,239	570,778
August	361,600	18,692	380,292
September	371,034	8,702	379,735
October	335,905	11,658	347,563
December	-	-	-
	<b>\$ 3,864,276</b>	<b>\$ 94,026</b>	<b>\$ 3,958,302</b>

**\*Note – Stop loss reimbursements of \$75,146 and prescription rebates of \$97,054 were received in October and lowered the recorded expense for health insurance.**

**Fare Recovery Ratio – Table 10**

Description	10/31/2024	Year to Date
Fare Revenue or Passenger Revenue	\$ 103,476	\$ 951,942
Operating Expenses	3,657,076	36,595,185
Fare Recovery Ratio	2.83%	2.60%
*Excluding Depreciation		

Note: Same period last year (October 2023) the FRR was 2.65%

*The passenger fares are pledged revenues secured by the bond covenant associated with the construction of the Staples Street Center Building. The bond contract requires the Authority to establish and maintain rates and charges for facilities and services afforded by the CCRTA transit system to produce gross*

operating revenues in each fiscal year by anticipating sufficient passenger revenues to pay for maintenance and operating expenses and produce net operating revenues at least 1.10 times the annual debt service requirements. The debt service coverage ratio is a different ratio from the Fare Recovery Ratio. CCRTA has maintained since the inception of the bond covenant a coverage ratio of at least 1.10.

### October 2024 – Table 11

For the month of October, total Revenue exceeded Expenditures by \$206,999. For the year to date, total Expenditures exceeded Revenue by \$1,298,799. A greater detail of the financial results is explained in the accompanied Power Point presentation.

	10/2024				
	2024 Adopted Budget	October 2024 Actual	Baseline into Budget	% Actual to Budget	% Actual to Baseline
Operating Revenues	\$ 49,677,132	\$ 4,172,971	\$ 4,223,150	8.40%	98.81%
Operating Expenses	49,616,154	3,960,890	4,017,214	7.98%	98.60%
<b>Revenue over Expenses</b>	<b>60,978</b>	<b>212,081</b>	<b>205,936</b>	<b>347.80%</b>	<b>102.98%</b>
Capital Funding	17,873,252	561,082	561,082	3.14%	100.00%
Capital Expenditures	17,934,230	566,164	566,164	3.16%	100.00%
<b>Revenue over Expenses</b>	<b>(60,978)</b>	<b>(5,082)</b>	<b>(5,082)</b>	<b>8.33%</b>	<b>100.00%</b>
<b>Revenue over Expenditures</b>	<b>\$ -</b>	<b>\$ 206,999</b>	<b>\$ 200,854</b>		

	10/2024				
	2024 Adopted Budget	YTD 2024 Actual	YTD Baseline into Budget	% YTD Actual to Budget	% Actual to Baseline
Operating Revenues	\$ 49,677,132	\$ 38,666,411	\$ 40,826,969	77.84%	94.71%
Operating Expenses	49,616,154	39,914,395	40,413,953	80.45%	98.76%
<b>Revenue over Expenses</b>	<b>60,978</b>	<b>(1,247,984)</b>	<b>413,016</b>	<b>-2046.61%</b>	<b>-302.16%</b>
Capital Funding	17,873,252	10,388,187	10,388,187	58.12%	100.00%
Capital Expenditures	17,934,230	10,439,002	10,439,002	58.21%	100.00%
<b>Revenue over Expenses</b>	<b>(60,978)</b>	<b>(50,815)</b>	<b>(50,815)</b>	<b>83.33%</b>	<b>100.00%</b>
<b>Revenue over Expenditures</b>	<b>\$ -</b>	<b>\$ (1,298,799)</b>	<b>\$ 362,201</b>		

### NET POSITION

The Total Net Position at the end of the month was **\$110,017,225**, a decrease of **\$747,016** from December 2023 which closed at **\$110,764,241**.

The Total Net Position is made up of three (3) components: Net Investment in Capital Assets, Funds Restricted for the FTA's Interest, and Unrestricted which represents the residual amount of the net position that is available for spending.

Of the Total Net Position of **\$110,017,225**, the portion of the fund balance that is not restricted in accordance with GASB Concepts Statement No 4 is **\$43,075,887**, but only **\$16,963,746** is available for spending due to the **\$26,112,141** Board-designated reserves aimed at mitigating the fluctuations of sales tax revenue. As you can see from the fund balance breakdown below, **60.62%** of the unrestricted portion is assigned by the Board to fund reserves that are earmarked to meet certain unexpected demands.

**FUND BALANCE AS OF OCTOBER 31, 2024:**

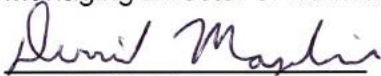
<b>FUND BALANCE</b>		
Net Invested in Capital Assets		\$ 66,366,030
Restricted for FTA Interest		575,308
Unrestricted		<u>43,075,887</u>
<b>TOTAL FUND BALANCE</b>		<b><u>110,473,422</u></b>
<b>RESERVES</b>		
Designated for Operating Reserve		10,878,633
Designated for Capital Reserve		11,855,307
Designated for Employee Benefits Reserve		1,478,201
Designated for Emergency/Disaster Reserve		<u>1,900,000</u>
<b>Total Designated Reserves</b>	<b>60.62%</b>	<b>26,112,141</b>
Plus:		
Unrestricted	<b>39.38%</b>	16,963,746
<b>TOTAL DESIGNATED AND UNRESTRICTED</b>		<b>\$ <u>43,075,887</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:   
Derrick Majchszak  
Chief Executive Officer

Corpus Christi Regional Transportation Authority  
 Operating and Capital Budget Report  
 For the month ended October 2024

OPERATING BUDGET	10/2024				
	2024 Adopted Budget	October 2024 Actual	Baseline into Budget	% Actual to Budget	% Actual to Baseline
	A	B	C = A / 12	B / A	C vs B
<b>Revenues</b>					
Passenger service	\$ 1,105,459	\$ 103,476	\$ 92,122	9.36%	112.33%
Bus advertising	213,251	18,184	17,771	8.53%	102.32%
Other operating revenues	362,651	673	673	0.19%	100.00%
Sales Tax Revenue	44,244,769	3,800,000	3,800,000	8.59%	100.00%
Federal, state and local grant assistance	1,200,152	-	100,013	0.00%	0.00%
Investment Income	2,025,000	210,369	168,750	10.39%	124.66%
Staples Street Center leases	525,850	40,269	43,821	7.66%	91.90%
<b>Total Revenues</b>	<b>49,677,132</b>	<b>4,172,971</b>	<b>4,223,150</b>	<b>8.40%</b>	<b>98.81%</b>
<b>Expenses</b>					
Transportation	11,064,303	966,127	922,025	8.73%	104.78%
Customer Programs	771,857	62,511	64,321	8.10%	97.18%
Purchased Transportation	9,449,581	760,306	787,465	8.05%	96.55%
Service Development	682,410	38,246	56,868	5.60%	67.25%
MIS	1,957,895	146,928	163,158	7.50%	90.05%
Vehicle Maintenance	6,817,309	625,419	568,109	9.17%	110.09%
Facilities Maintenance	3,393,766	287,484	282,814	8.47%	101.65%
Contracts and Procurements	517,294	37,831	43,108	7.31%	87.76%
CEO's Office	1,114,763	101,412	92,897	9.10%	109.17%
Finance and Accounting	1,018,620	57,073	84,885	5.60%	67.24%
Materials Management	294,160	26,525	24,513	9.02%	108.21%
Human Resources	1,150,530	82,678	95,878	7.19%	86.23%
General Administration	508,836	30,648	42,403	6.02%	72.28%
Capital Project Management	433,141	36,857	36,095	8.51%	102.11%
Marketing & Communications	1,247,108	82,294	103,926	6.60%	79.19%
Safety & Security	2,422,340	210,636	201,862	8.70%	104.35%
Staples Street Center	1,092,185	103,692	91,015	9.49%	113.93%
Port Ayers Cost Center	24,540	409	2,045	1.67%	19.99%
Debt Service	1,607,841	16,520	16,520	1.03%	100.00%
Special Projects	200,000	-	16,667	0.00%	0.00%
Subrecipient Grant Agreements	400,152	-	33,346	0.00%	0.00%
Street Improvements Program for CCRTA Regional Entities	3,447,523	287,294	287,294	8.33%	100.00%
<b>Total Expenses</b>	<b>49,616,154</b>	<b>3,960,890</b>	<b>4,017,214</b>	<b>7.98%</b>	<b>98.60%</b>
<b>Revenues Over Expenses - Operating Budget</b>	<b>60,978</b>	<b>212,081</b>	<b>205,936</b>		
<b>CIP BUDGET</b>					
	A	B	C = A / 12	B / A	
<b>Funding Sources</b>					
Transfer In	\$ 5,901,845	491,820	491,820	8.33%	100.00%
Grant Revenue	11,971,407	69,262	69,262	0.58%	0.00%
<b>Total Funding Sources</b>	<b>17,873,252</b>	<b>561,082</b>	<b>561,082</b>	<b>3.14%</b>	<b>100.00%</b>
<b>Capital Expenditures</b>					
Grant Eligible Costs	11,971,407	69,262	69,262	0.58%	0.00%
Depreciation Expenses	5,962,823	496,902	496,902	8.33%	100.00%
<b>Total Expenditures</b>	<b>17,934,230</b>	<b>566,164</b>	<b>566,164</b>	<b>3.16%</b>	<b>100.00%</b>
<b>Funding Sources Over Expenditures</b>	<b>(60,978)</b>	<b>(5,082)</b>	<b>(5,082)</b>	<b>8.33%</b>	<b>100.00%</b>
<b>Revenues Over Expenses - Operating Budget</b>	<b>60,978</b>	<b>212,081</b>	<b>205,936</b>		
<b>Revenues Over Expenses - CIP Budget</b>	<b>(60,978)</b>	<b>(5,082)</b>	<b>(5,082)</b>		
<b>Revenues Over Expenses (including rounding)</b>	<b>\$ -</b>	<b>\$ 206,999</b>	<b>\$ 200,854</b>		



**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY**  
**Statement of Net Position**  
**Month ended October 31, 2024, and year ended December 31, 2023**

	Unaudited October 31 2024	Unaudited December 31 2023
<b>ASSETS</b>		
<b>Current Assets:</b>		
Cash and Cash Equivalents	\$ 34,356,698	\$ 21,367,243
Short Term Investments	12,955,576	33,091,860
Receivables:		
Sales and Use Taxes	7,214,856	7,145,170
Federal Government	69,262	3,345,385
Other	241,164	778,938
Inventories	756,998	888,857
Prepaid Expenses	1,460,175	580,606
<b>Total Current Assets</b>	<b>57,054,729</b>	<b>67,198,059</b>
<b>Non-Current Assets:</b>		
Restricted Cash and Cash Equivalents	575,308	575,308
Long Term Investments	5,000,000	-
Lease Receivable	1,155,165	1,155,165
Capital Assets:		
Land	4,882,879	4,882,879
Buildings	52,999,075	52,999,075
Transit Stations, Stops and Pads	31,754,022	31,754,022
Other Improvements	5,525,123	5,525,123
Vehicles and Equipment	64,725,335	64,716,485
Right-To-Use Leased Equipment	499,627	499,627
Right-To-Use Software Subscriptions	2,055,609	1,852,014
Construction in Progress	4,585,020	4,585,020
Current Year Additions	9,719,936	-
Total Capital Assets	176,746,626	166,814,244
Less: Accumulated Depreciation	(94,521,613)	(89,552,594)
Net Capital Assets	82,225,013	77,261,650
<b>Total Non-Current Assets</b>	<b>88,955,486</b>	<b>78,992,123</b>
<b>TOTAL ASSETS</b>	<b>146,010,215</b>	<b>146,190,182</b>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>		
Deferred outflow related to pensions	8,229,665	8,229,665
Deferred outflow related to OPEB	107,544	107,544
Deferred outflow on extinguishment of debt	2,600,601	2,753,577
<b>Total Deferred Outflows</b>	<b>10,937,810</b>	<b>11,090,786</b>
<b>TOTAL ASSETS AND DEFERRED OUTFLOWS</b>	<b>156,948,025</b>	<b>157,280,968</b>
<b>LIABILITIES AND NET POSITION</b>		
<b>Current Liabilities:</b>		
Accounts Payable	1,788,385	3,871,186
Current Portion of Long-Term Liabilities:		
Long-Term Debt	930,000	930,000
Compensated Absences	328,918	328,918
Sales Tax Audit Funds Due	-	164,258
Software Subscription Liability	216,853	320,894
Lease Liability	93,237	93,237
Distributions to Regional Entities Payable	7,469,400	4,880,150
Other Accrued Liabilities	1,304,418	1,187,786
<b>Total Current Liabilities</b>	<b>12,131,211</b>	<b>11,776,429</b>
<b>Non-Current Liabilities:</b>		
Long-Term Liabilities, Net of Current Portion:		
Long-Term Debt	15,855,000	15,855,000
Compensated Absences	1,034,088	1,034,088
Sales Tax Audit Funds Due	-	-
Software Subscription Liability	679,611	620,319
Lease Liability	147,605	147,605
Net Pension Liability	11,426,175	11,426,175
Net OPEB Obligation	783,358	783,358
<b>Total Non-Current Liabilities</b>	<b>29,925,837</b>	<b>29,866,545</b>
<b>TOTAL LIABILITIES</b>	<b>42,057,048</b>	<b>41,642,974</b>
<b>DEFERRED INFLOWS OF RESOURCES</b>		
Deferred inflow related to pensions	3,628,960	3,628,960
Deferred inflow related to OPEB	89,627	89,627
Deferred inflow related to leases	1,155,165	1,155,165
<b>Total Deferred Inflows</b>	<b>4,873,752</b>	<b>4,873,752</b>
<b>TOTAL LIABILITIES AND DEFERRED INFLOWS</b>	<b>46,930,800</b>	<b>46,516,726</b>
<b>Net Position:</b>		
Net Invested in Capital Assets	66,366,030	58,638,363
Restricted for FTA Interest	575,308	575,308
Unrestricted	43,075,887	51,550,570
<b>TOTAL NET POSITION</b>	<b>\$ 110,017,225</b>	<b>\$ 110,764,241</b>

**Corpus Christi Regional Transportation Authority**  
**Statement of Cash Flows (Unaudited)**  
**For the month ended October 31, 2024**

	<u>10/31/2024</u>
<b>Cash Flows From Operating Activities:</b>	
Cash Received from Customers	\$ 187,581
Cash Received from Bus Advertising and Other Ancillary	82,091
Cash Payments to Suppliers for Goods and Services	(1,874,912)
Cash Payments to Employees for Services	(736,719)
Cash Payments for Employee Benefits	(289,366)
<b>Net Cash Used for Operating Activities</b>	<u><b>(2,631,325)</b></u>
<b>Cash Flows from Non-Capital Financing Activities:</b>	
Sales and Use Taxes Received	3,206,991
Grants and Other Reimbursements	-
Distributions to Subrecipient Programs	-
Distributions to Region Entities	-
<b>Net Cash Provided by Non-Capital Financing Activities</b>	<u><b>3,206,991</b></u>
<b>Cash Flows from Capital and Related Financing Activities:</b>	
Federal and Other Grant Assistance	10,430
Proceeds/Loss from Sale of Capital Assets	-
Proceeds from Bonds	-
Repayment of Long-Term Debt	-
Interest and Fiscal Charges	-
Purchase and Construction of Capital Assets	(561,359)
<b>Net Cash Used by Capital and Related Financing Activities</b>	<u><b>(550,929)</b></u>
<b>Cash Flows from Investing Activities:</b>	
Investment Income	143,012
Purchases of Investments	(5,600,000)
Maturities and Redemptions of Investments	-
Premiums/Discounts on Investments	57,291
<b>Net Cash Used by Investing Activities</b>	<u><b>(5,399,697)</b></u>
<b>Net decrease in Cash and Cash Equivalents</b>	<b>(5,374,960)</b>
<b>Cash and Cash Equivalents (Including Restricted Accounts), October 1, 2024</b>	<b>40,306,966</b>
<b>Cash and Cash Equivalents (Including Restricted Accounts), October 31, 2024</b>	<b>\$ <u><u>34,932,006</u></u></b>

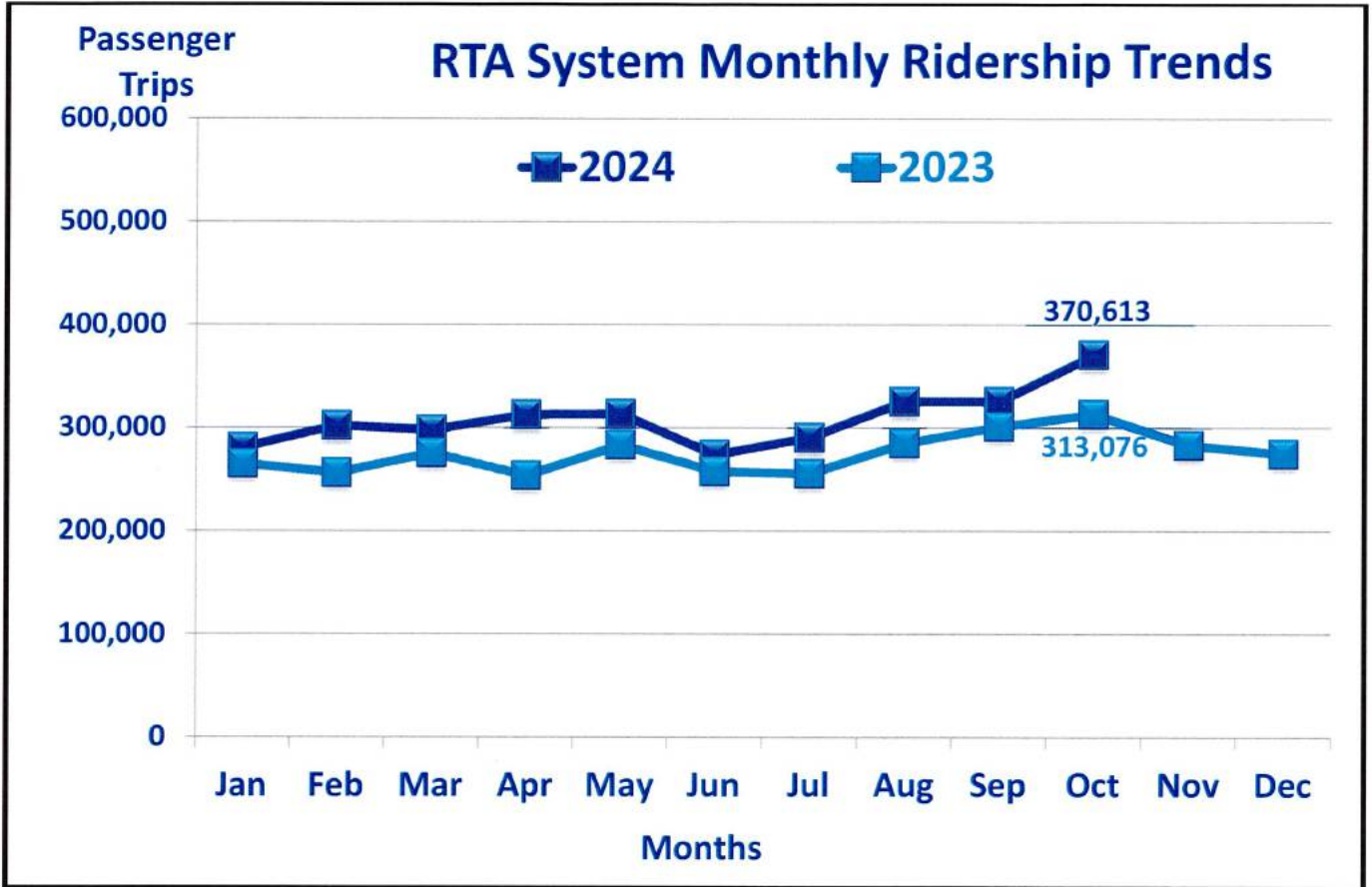
**Subject:** October 2024 Operations Report

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.



**System-wide Ridership and Service Performance Results**

October 2024 system-wide passenger trips totaled 370,613 which represents an 18.4% increase, compared to 313,076 passenger trips in October 2023 with 57,537 more trips provided this month.

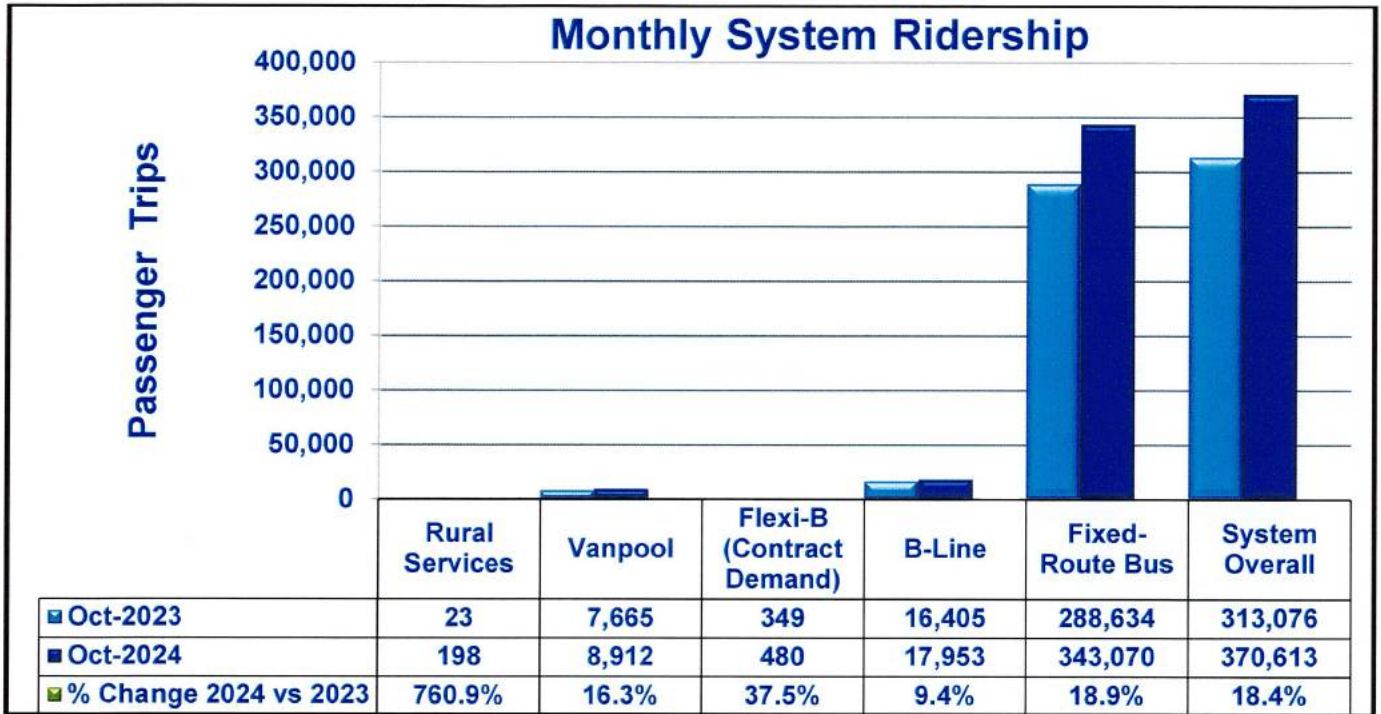


October 2024	October 2023	Variance
23 Weekdays	22 Weekdays	+1
4 Saturdays	4 Saturdays	-
4 Sundays	5 Sundays	-1
31 Days	31 Days	-

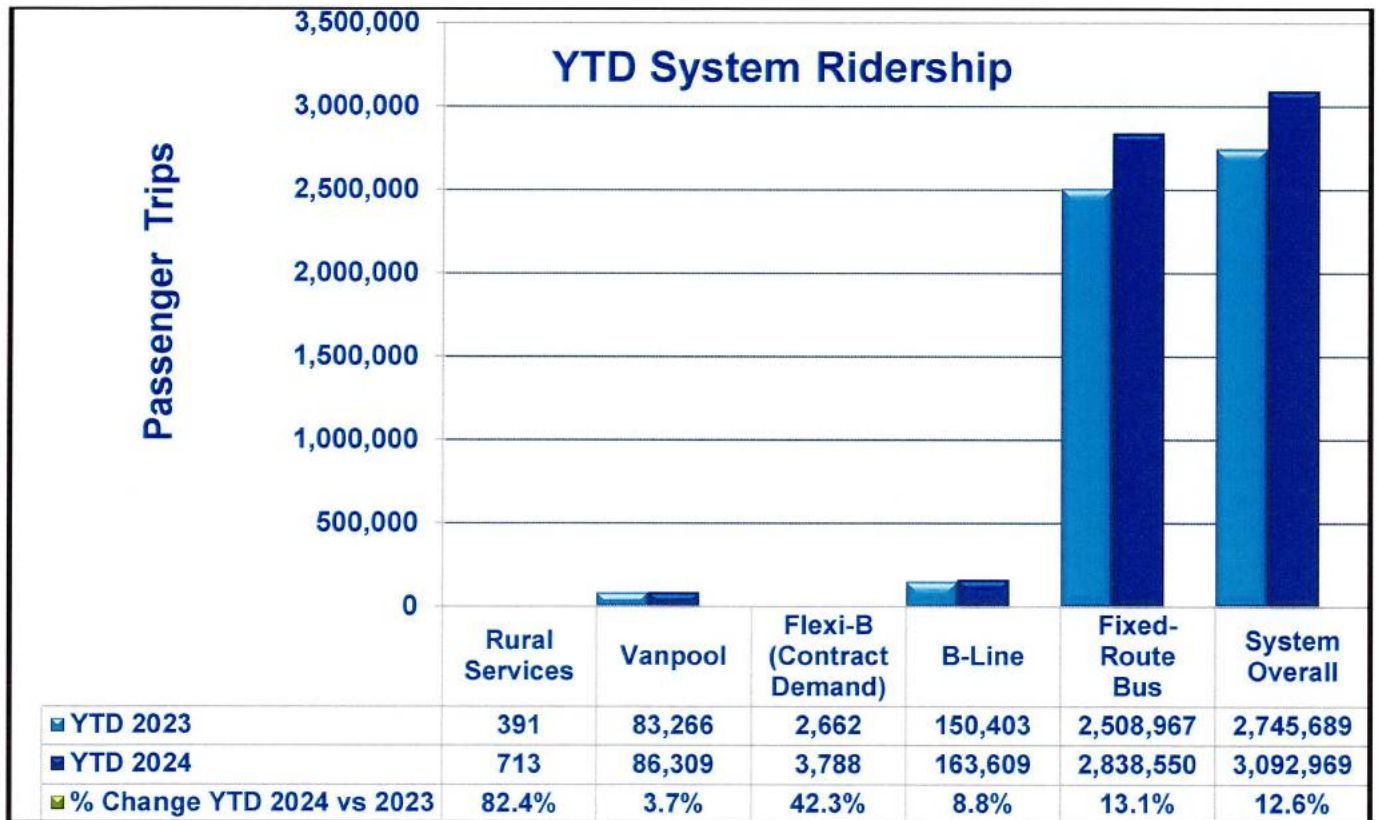
The average retail price for unleaded gas in Corpus Christi was \$2.71 per gallon compared to \$3.25 per gallon in October 2023<sup>1</sup> which is a 17% decrease in the average cost per gallon. October rainfall was below average at 0.03 inches. In comparison, October 2023 recorded above normal rainfall at 3.47 inches.<sup>2</sup> Historically, October average rainfall is 3.13 inches. The 90.4-degree average high temperature in October 2024 was above the average temperature of 84.9-degrees.

1. GasBuddy.com historical data at <http://www.gasbuddy.com>  
 2. <https://etweather.tamu.edu/rainhistory>

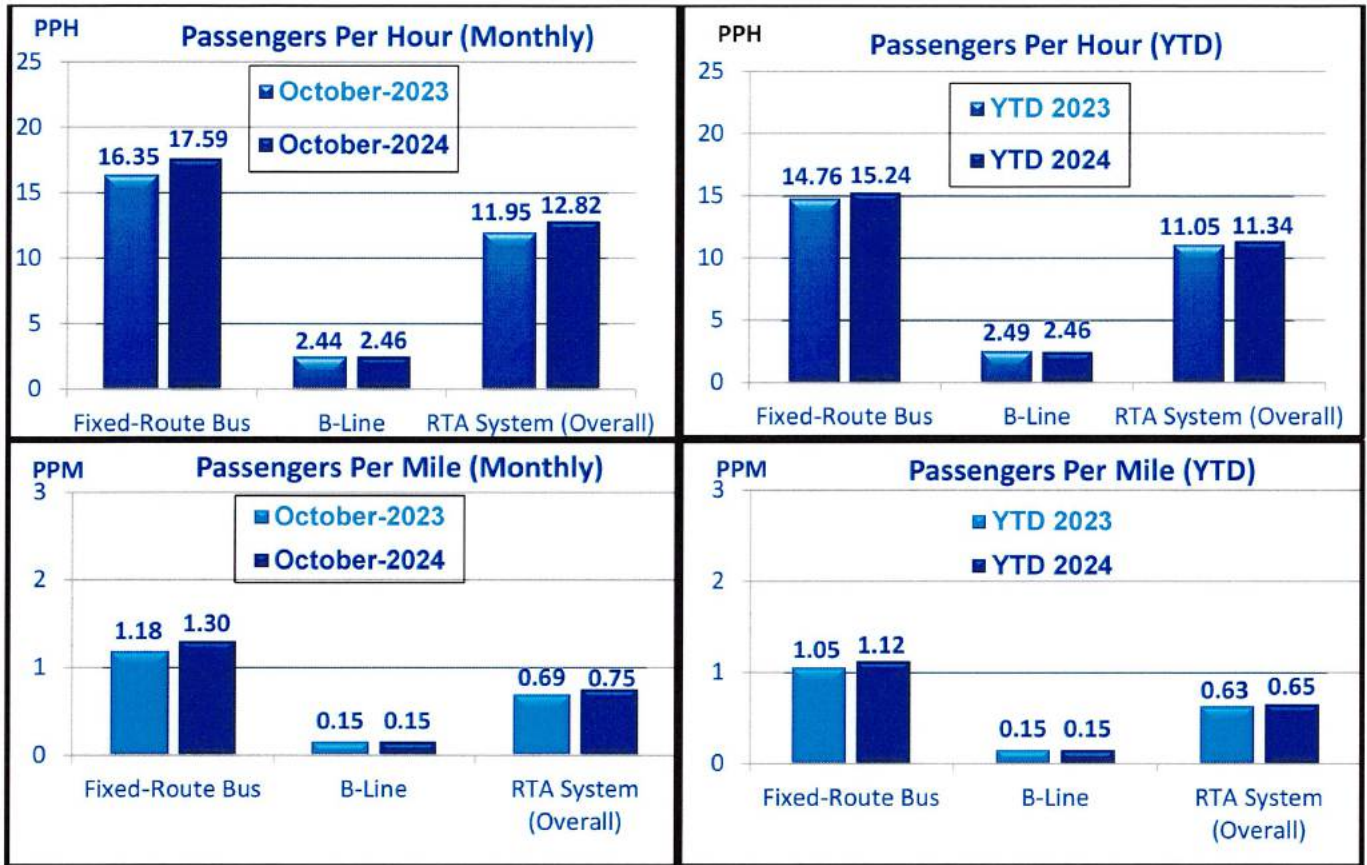
The chart below shows monthly ridership results for all services. CCRTA recorded 57,537 more passenger trips in October 2024 resulting in an 18.4% increase compared to October 2023.



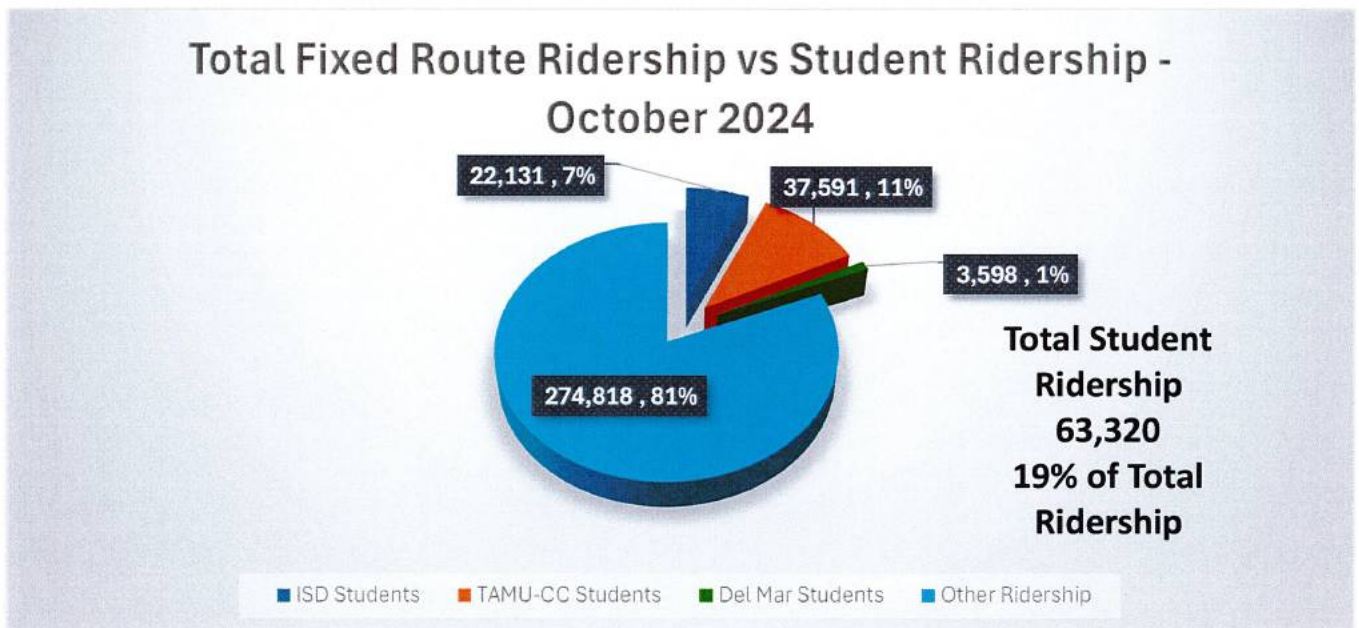
The chart below shows YTD ridership results for all services. 347,280 more trips compared to 2023.



The following four charts are system-wide productivity for the month of October 2024 vs. October 2023 and YTD figures.



The following chart illustrates total fixed route ridership vs student ridership for the month of October 2024.



**Bus Routes and Bus Stops Impacted by City and TxDOT Construction Projects**

<p><b>On Detour</b></p>	<ul style="list-style-type: none"> <li>• <b>New Harbor Bridge (North Beach):</b> Route 78 remains on a minor detour under U.S. HWY 181 in the inbound direction. (No stops impacted)</li> <li>• <b>Port Ave.:</b> Waterline Replacement Project began March 2022, undetermined completion date.             <ul style="list-style-type: none"> <li>➤ Routes 21, 23 &amp; 37 (<b>2</b> stops impacted)</li> </ul> </li> <li>• <b>IH-37 @ Harbor Bridge Reconstruction:</b> Began May 31, 2024.             <ul style="list-style-type: none"> <li>➤ Route 27 (Express, no stops impacted)</li> </ul> </li> <li>• <b>Carroll @ Gollihar (outbound only):</b> Began July 2024.             <ul style="list-style-type: none"> <li>➤ Route 17 (<b>2</b> stops impacted with traffic control plan (TCP) placement)</li> </ul> </li> <li>• <b>Comanche St. (Carancahua-Alameda):</b> Began early 2024.             <ul style="list-style-type: none"> <li>➤ Route 23 (<b>2</b> stops may be impacted with TCP placement)</li> </ul> </li> <li>• <b>McArdle Rd. (Carroll-Kostoryz):</b> Project began Oct 30, 2023.             <ul style="list-style-type: none"> <li>➤ Route 19 (<b>8</b> stops closed)</li> </ul> </li> <li>• <b>Everhart Rd. (SPID-S. Staples):</b> Project began September 2023.             <ul style="list-style-type: none"> <li>➤ Route 32 (not detoured), Route 37 (detoured) (<b>4</b> stops on Everhart now impacted, <b>2</b> closed on Alameda &amp; <b>2</b> closed on S. Staples west Everhart Rd.)</li> </ul> </li> <li>• <b>Horne Rd. (Between Port &amp; Ayers):</b> Utility repair began Aug. 12, 2024.             <ul style="list-style-type: none"> <li>➤ Routes 15 &amp; 19 (<b>1</b> McDonald's bus stop temporarily closed &amp; unserved)</li> </ul> </li> <li>• <b>Bear Ln. (Utility Replacement):</b> Road repair began June 2024.             <ul style="list-style-type: none"> <li>➤ Route 16 (Coastal Bend Food Bank - <b>1</b> stop currently not serviceable)</li> </ul> </li> <li>• <b>N. Tanchua (Leopard-Kinney):</b> Utility replacement began February 5, 2024.             <ul style="list-style-type: none"> <li>➤ Routes 19 &amp; 23 (<b>3</b> stops closed)</li> </ul> </li> <li>• <b>Brownlee Blvd. (Morgan-Staples):</b> Began October 2024.             <ul style="list-style-type: none"> <li>➤ Routes 17 &amp; 19 (<b>2</b> stops impacted 7 more in future as project progresses)</li> </ul> </li> </ul>
<p><b>No Detour</b></p>	<ul style="list-style-type: none"> <li>• <b>Gollihar Rd. (Crosstown-Greenwood):</b> Began April 24, 2023.             <ul style="list-style-type: none"> <li>➤ Routes 23 &amp; 25 (<b>5</b> stops remain closed for this two-phase project) <b>4</b> stops recently reopened for service.</li> </ul> </li> <li>• <b>Alameda St. (Louisiana-Texan Trail):</b> Work on project began Fall 2023.             <ul style="list-style-type: none"> <li>➤ Routes 5 &amp; 17 (<b>12</b> of 19 total stops are currently impacted)</li> </ul> </li> </ul>
<p><b>Detours Expected</b></p>	<ul style="list-style-type: none"> <li>• <b>Upper/Mid./Lower Broadway: Project in design. (60%)</b> <ul style="list-style-type: none"> <li>➤ Routes 6, 76, 78 (no stops impacted)</li> </ul> </li> <li>• <b>Carroll Ln. (SH-358 to Holly) Project in design. (60%)</b> <ul style="list-style-type: none"> <li>➤ Route 15 &amp; 17 (4 stops may be impacted)</li> </ul> </li> <li>• <b>Alameda St. (Everhart-Airline): Project in design (90%)</b> <ul style="list-style-type: none"> <li>➤ Route 5 (13 stops may be impacted)</li> </ul> </li> <li>• <b>Alameda St. (Texan Trail-Doddridge): Project in design (90%)</b> <ul style="list-style-type: none"> <li>➤ Route 5 (11 stops may be impacted)</li> </ul> </li> <li>• <b>Park Road 22 (Compass Dr.): Project in design (30%)</b> <ul style="list-style-type: none"> <li>➤ Route 65 (1 stop may be impacted)</li> </ul> </li> </ul>

For October 2024, there were 10 impacted fixed routes out of 32 fixed route services in operation. This equates to approximately 31% of CCRTA services. Impacted bus route services include:

**15, 16, 17, 19, 21, 23, 25, 27(Express), 37 & 78**

The total number of bus stops that were impacted or closed was **44**. Future City Bond projects, the number of additional bus stops which may be impacted or closed is **29**.

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

Schedule Adherence	Standard	Jul-24	Aug-24	Sep-24	Oct-24	4-Month Average
Early Departure	<1%	0.0%	0.0%	0.0%	0.0%	0.0%
Departures within 0-5 minutes	>85%	91.1%	89.4%	86.8%	86.0%	88.3%
Monthly Wheelchair Boardings	No standard	5,616	5,529	4,615	6,396	5,539
Monthly Bicycle Boardings	No standard	6,332	7,622	6,990	8,064	7,252

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

In October 2024, B-Line service performance metrics are listed below.

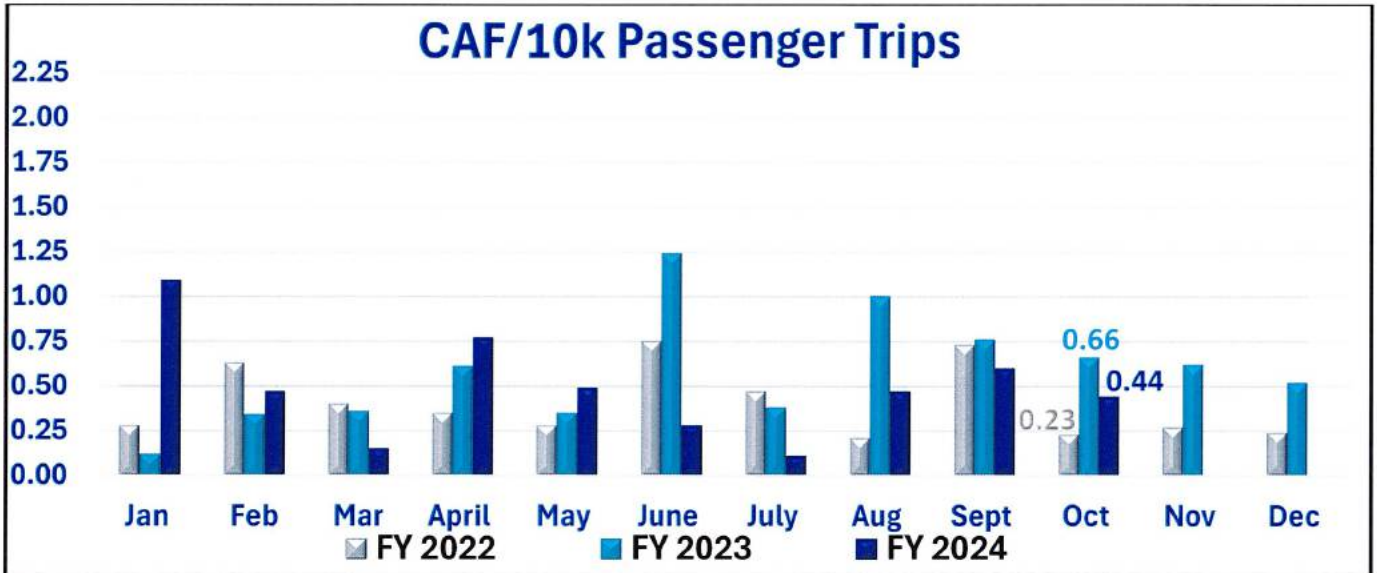
- Productivity: **2.46** Passengers per Hour (PPH) did not meet the contract standard of 2.50 PPH.
- On-time Performance: **88.2%** did not meet the contract standard of 95.0%.
- Denials: 0 denials or **0.0%** did meet the contract standard of 0.0%.
- Miles between Road Calls (MBRC): **32,876** did meet the contract standard of 12,250 miles.
- Ridership Statistics: **11,549** ambulatory boardings; **5,237** wheelchair boardings

Metric	Jul-24	Aug-24	Sep-24	Oct-24	(4) Month-Ave.
Passengers per Hour	2.44	2.58	2.60	2.46	2.52
On-time Performance	89.9%	83.6%	83.9%	88.2%	86.4%
Denials	0.00%	0.00%	0.00%	0.00%	0.0%
Miles Between Road Calls	23,971	17,869	18,180	32,876	23,224
Monthly Wheelchair Boardings	4,498	4,956	4,691	5,237	4,846

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

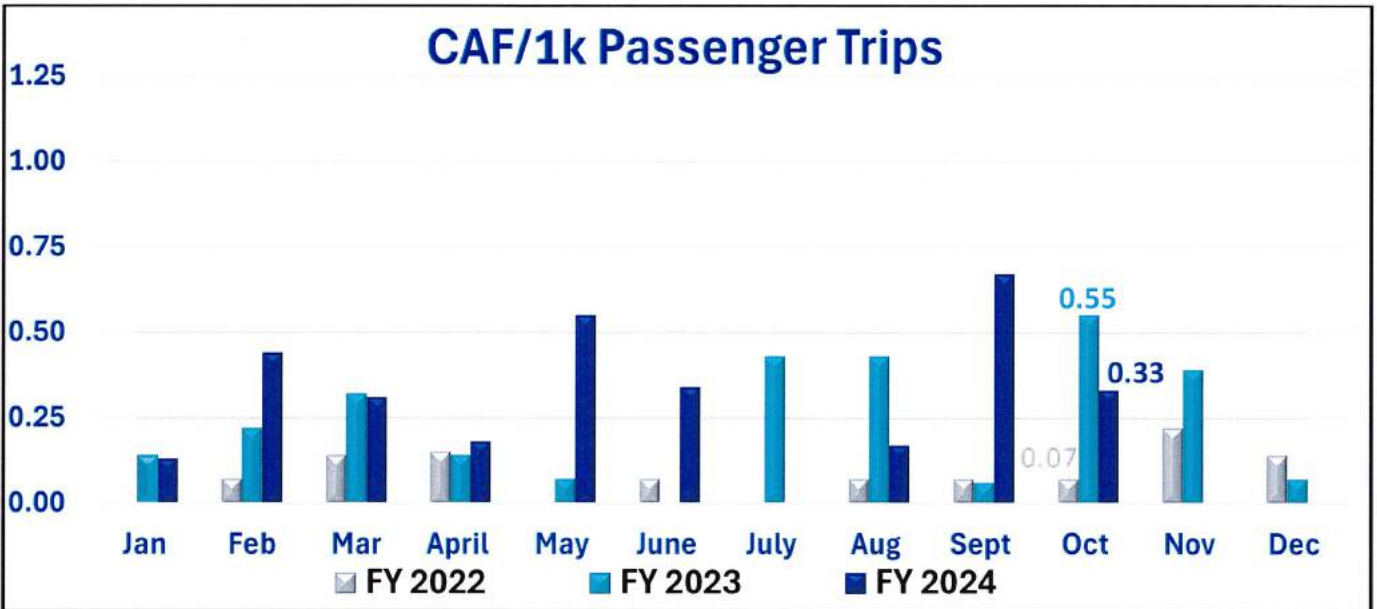
For the month of October 2024, Customer Service received and processed 72 Customer Assistance Forms (CAF's). A total of 54 or 75% were for CCRTA and Contract Fixed Route Services, of which **15** or 0.21% were verified as valid. This equates to approximately **0.44 CAFs per 10,000** passenger trips. There were three commendations received for Fixed Route services.

**Number of CAFs/10k for Fixed Route Services**



For the month of October 2024, Customer Service received and processed 72 Customer Assistance Forms (CAF's). A total of 15 or 0.21% were for B-Line Services, of which **6** or 0.4% were verified as valid. This equates to approximately **0.33 CAFs per 1,000** passenger trips. B-Line Services received two commendations.

**Number of CAFs/1k for B-Line Services**



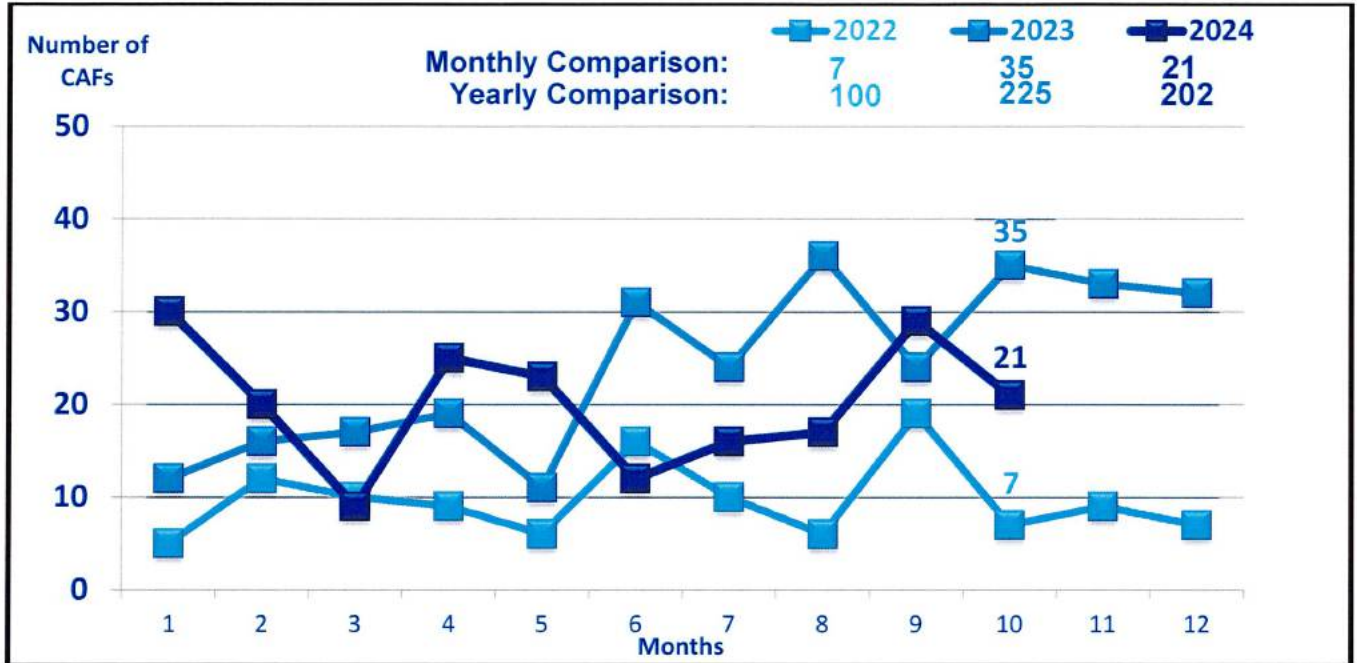
**Route Summary Report:**

<b>Route</b>	<b># of CAFs</b>	<b>Route</b>	<b># of CAFs</b>
#3 NAS Shuttle	6	#50 Calallen/NAS Ex (P&R)	
#4 Flour Bluff	3	#51 Gregory/NAS Ex (P&R)	
#5 Alameda	1	#54 Gregory/Downtown Express	
#5x Alameda Express		#60 Momentum Shuttle	
#6 Santa Fe/Malls	1	#65 Padre Island Connection	1
#12 Hillcrest/Baldwin	1	#76 Downtown Shuttle	
#15 Kostoryz/Carroll HS	1	#78 North Beach	
#16 Morgan/Port		#83 Advanced Industries	
#17 Carroll/Southside	1	#90 Flexi-B Port Aransas	
#19 Ayers	3	#93 Flex	
#21 Arboleda	2	#94 Port Aransas Shuttle	
#23 Molina	3	#95 Port Aransas Express	
#24 Airline/Yorktown	1	B-Line (Paratransit) Services	13
#25 Gollihar/Greenwood		Transportation	1
#26 Airline/Lipes		Service Development	5
#27 Leopard	3	Facilities Maintenance/Bus Stops	10
#28 Leopard/Navigation	1	IT	1
#29 Staples	4	Safety & Security	2
#32 Southside	1	Vehicle Maintenance	
#34 Robstown North		Commendations	
#35 Robstown South	2		
#37 Crosstown/TAMU-CC			
		<b>Total CAFs</b>	<b>72</b>

**Processed CAF Breakdown by Service Type:**

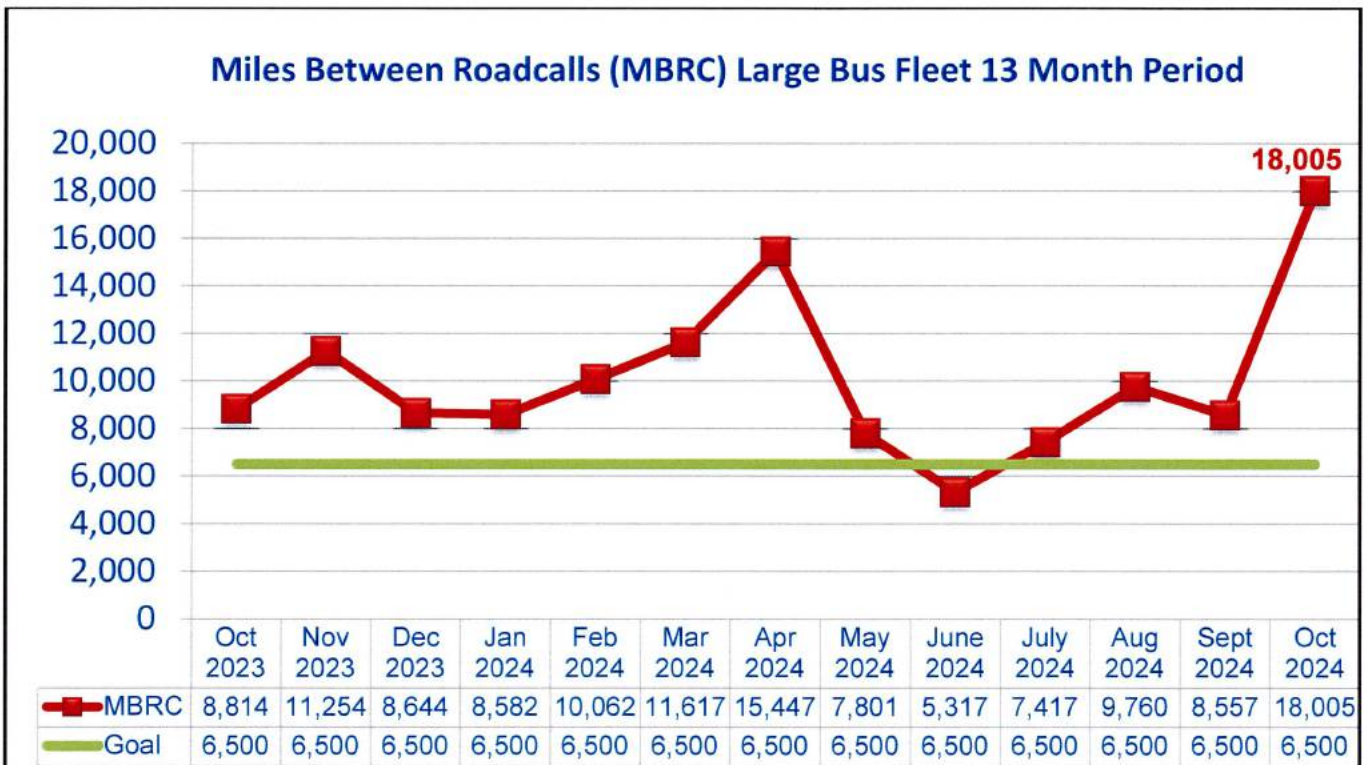
<b>CAF Category</b>	<b>RTA Fixed Route</b>	<b>B-Line ADA Paratransit</b>	<b>Purchased Transportation</b>	<b>Totals</b>
<b>ADA</b>				
Service Stop Issues	1			1
Driving Issues	4	3		7
Customer Services				
Late/Early – No Show	1	6	2	9
Alleges Injury	2			2
Fare/Transfer Dispute	1			1
Heating/Cooling				
Dispute Drop-off/Pickup		1		1
Rude	2		1	3
Left Behind/Passed Up	6	1	5	12
Inappropriate Behavior		1	2	3
Policy				
Incident at Stop		1	1	2
Incident on Bus	2			2
Incident at Station				
Securement/Tie Down Issue				
Denial of Service				
Safety & Security	2			2
Facility Maintenance	12			12
Service Development	6		3	9
Transportation (other)				
Overcrowded Vehicle				
IT	1			1
Vehicle Maintenance				
Commendations	3	2		5
<b>Total CAFs</b>				<b>72</b>

**Customer Programs Validated (CAF's) Count**



**Vehicle Maintenance Department: Miles Between Road Calls Report**

In October 2024, 18,005 miles between road calls (MBRC) were recorded as compared to 8,814 MBRC in October 2023. A standard of 6,500 miles between road calls is used based on the fleet size, age and condition of CCRTA vehicles. The thirteen-month average is 10,098.



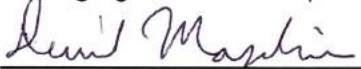
**Board Priority**

The Board Priorities are Public Image and Ridership.

Respectfully Submitted,

Submitted by: Liann Alfaro  
Director of Planning

Reviewed by: Gordon Robinson  
Managing Director of Operations

Final Approval by:   
Derrick Majchszak  
Chief Executive Officer