



AGENDA MEETING NOTICE

Board of Directors Meeting

DATE: Wednesday, February 7, 2024

TIME: 8:30 a.m.

LOCATION: Staples Street Center – 2ND Floor Boardroom, 602 North Staples St., Corpus Christi, TX

BOARD OF DIRECTORS OFFICERS

Arthur Granado, Chair
 Anna Jimenez, Vice Chair
 Lynn Allison, Board Secretary
 (Administration & Finance Chair)

BOARD OF DIRECTORS MEMBERS

Gabi Canales (Rural & Small Cities Chair)
 Eloy Salazar (Operations & Capital Projects Chair)
 Beatriz Charo Jeremy Coleman Armando Gonzalez
 Erica Maymi Aaron Muñoz

	TOPIC	SPEAKER	EST.TIME	REFERENCE
1.	Pledge of Allegiance	A. Granado/ U.S. Veteran, TBD	1 min.	-----
2.	Roll Call	M. Montiel	1 min.	-----
3.	Safety Briefing	M. Rendón	3 min.	-----
4.	Receipt of Conflict of Interest Affidavits	A. Granado	1 min.	-----
5.	Opportunity for Public Comment 3 min. limit – no discussion	A. Granado	3 min.	-----
Public Comment may be provided in writing, limited to 1,000 characters, by using the Public Comment Form online at www.ccrta.org/news-opportunities/agenda 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.				
6.	Adoption of Resolution for Outgoing Board Chair – Dan Leyendecker	A. Granado	10 min.	Page 1 Attachment
7.	Awards and Recognition – a) CCRTA New Hires b) CCRTA Retiree	D. Majchszak	5 min.	-----
8.	Announcement of Committee Appointments by the Board Chair and Action to Confirm Committee Appointments	A. Granado	3 min.	Pages 2-3
9.	Discussion and Possible Action to Approve the Board Minutes of the January 10, 2024 Board of Directors Meeting and the January 12, 2024 Board of Directors Retreat Meeting	A. Granado	3 min.	Pages 4-18
10.	CONSENT ITEMS: 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.			
			3 min.	Pages 19-20
	a) Action to Authorize the Purchase of Six (6) Cutaway Van Replacement Vehicles from Model 1 Commercial Vehicles from the State of Oklahoma Contract			
11.	Update on RCAT Committee Activities	S. Montez	3 min.	<i>PPT</i>
12.	Committee Chair Reports a) Administration & Finance b) Operations & Capital Projects c) Rural and Small Cities d) Legislative	L. Allison E. Salazar G. Canales A. Granado	3 min. 3 min. 3 min. 3 min.	-----

AGENDA MEETING NOTICE

13.	Presentations: a) December 2023 Financial Report b) February 2024 Procurement Update c) December 2023 Operations Report	R. Saldaña R. Saldaña G. Robinson	15 min.	Pages 21-36 PPT <i>PPT</i> Pages 37-46 PPT
14.	CEO Report	D. Majchszak	5 min.	<i>PPT</i>
15.	Board Chair Report	Board Chair	5 min.	-----
16.	Adjournment	Board Chair	1 min.	-----

Total Estimated Time: 1 hour 14 mins

On **Friday, February 2, 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

The Regional Transportation Authority was created by the people to provide quality transportation in a responsible manner consistent with its financial resources and the diverse needs of the people. Secondly, The RTA will also act responsibly to enhance the regional economy.

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.



Resolution

WHEREAS, Dan Leyendecker served the Corpus Christi Regional Transportation Authority (CCRTA) as a member of the Board of Directors. He held leadership positions within the board, serving as Board Chair and Board Secretary during his tenure. As a result of Dan’s leadership, CCRTA experienced tremendous advancement while serving the vital transit needs of the service region.

WHEREAS, Dan Leyendecker presided over CCRTA’s Capital Improvement Projects including the development of the Del Mar College – Oso Creek Super Stops, the design and ongoing construction of the Port Ayers Transfer Station, and the installation of almost 400 Tolar bus shelters as part of CCRTA’s Shelter Expansion Program. Funding for Del Mar College – Oso Creek Super Stops and the Port Ayers Transfer Station were provided thanks to the pursuit of \$7.2 million in competitive grants.

WHEREAS, Dan Leyendecker created the Destination Education program, providing fare-free transportation for all Pre-K through 12th grade students. The program has led to increases in student ridership by up to 125%. Destination Education continues to reduce transportation and finances as a barrier to education.

WHEREAS, Dan Leyendecker was instrumental in navigating CCRTA during a time of transition, from the outgoing CEO to the interim Acting CEO (Miguel Rendón) to the appointing of the new CEO, Derrick Majchszak. Dan’s mentorship has proven to be vital to the region’s public transportation system. Through Dan’s guidance, Derrick now leads CCRTA into the future through expanded service and system improvements.

WHEREAS, Dan Leyendecker transformed the CCRTA into a champion organization. During his time as Board Chair, CCRTA received national, regional, and state transportation association awards for its system, safety & security, and public relations efforts.

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

Dan Leyendecker is hereby commended for his distinguished service to the CCRTA.

DULY PASSED AND ADOPTED this ____ day of February 2024.

ATTEST:

**CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY**

Derrick Majchszak
Chief Executive Officer

Arthur Granado
Board Chair



Board of Directors Meeting Memo

February 7, 2024

Subject: Announcement of CCRTA Committee Chairs and Appointments by the Board Chair and Action to Confirm Committee Chairs and Appointments

Background

The Authority has four standing Committees; the Administration & Finance Committee, Operations & Capital Projects Committee, the Rural and Small Cities Transit Committee and the Legislative Committee. The Administration & Finance Committee and Operations & Capital Projects Committee meetings are scheduled to meet monthly to discuss and review in detail matters concerning the Authority. The Rural and Small Cities Transit Committee and the Legislative Committee meetings are scheduled to meet quarterly, or as required, to discuss and review in detail matters concerning the Authority.

Identified Need

Section 3.07 of the Bylaws states that “The members of all Board committees shall be appointed by the Chair, subject to confirmation by the Board. The Chair shall be a member of all such committees.”

Recommendation

The Board Chair will recommend Board Members, with the respective chairs, to participate in designated Committees.

Respectfully Submitted,

Submitted by: s /s Arthur Granado
Arthur Granado
Board Chair

CURRENT 2024 CCRTA COMMITTEE APPOINTMENTS

Administration & Finance Committee

Lynn Allison - Committee Chair
Jeremy Coleman
Arthur Granado
Anna Jimenez
Aaron Muñoz

Operations & Capital Projects Committee

Eloy Salazar – Committee Chair
Gabi Canales
Beatriz Charo
Armando Gonzalez
Erica Maymi

Rural and Small Cities Transit Committee

Gabi Canales – Committee Chair
Beatriz Charo
Jeremy Coleman
Armando Gonzalez
Anna Jimenez
Aaron Muñoz

Legislative Committee

Arthur Granado – Committee Chair
Lynn Allison
Gabi Canales
Aaron Muñoz
Eloy Salazar

RECOMMENDED 2024 CCRTA COMMITTEE APPOINTMENTS

TBA



**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS' MEETING MINUTES
WEDNESDAY, January 10, 2024**

Summary of Actions

- 1. Pledge of Allegiance**
- 2. Roll Call**
- 3. Heard Safety Briefing**
- 4. Receipt of Conflict of Interest Affidavits**
- 5. Provided Opportunity for Public Comment**
- 6. Presented Awards and Recognition**
 - a) CCRTA New Hires**
 - b) CCRTA Retiree**
 - c) CCRTA Police Officer of the Year**
 - d) CCRTA Security Officer of the Year**
- 7. Approved Board Minutes of Board of Director Meeting of December 6, 2023**
- 8. Held Election and Swearing-In of CCRTA Board Chair**
- 9. Elected CCRTA Board Vice Chair, Board Secretary and Board Assistant Secretary**
- 10. Heard Update on Health Care Consulting and Risk Management Services, Roland Barrera Insurance**
- 11. Approved to Exercise One Two-Year Option for Roland Barrera Insurance for Health Care Consulting and Risk Management Services**
- 12. Approved a Resolution to Apply for the FY23-FY24 Advanced Transportation Technology and Innovation (ATTAIN) Program Grant Funding Opportunity**
- 13. Approved to Authorize the Chief Executive Officer (CEO) or Designee to Award a Contract to Dailey-Wells Communications for Symphony Consoles**
- 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) November 2023 Financial Report**
 - b) January 2024 Procurement Update**
 - c) November 2023 Operations Report**
 - d) Safety & Security Report/ Human Trafficking Campaign Presentation**
- 16. Heard CEO Report**
- 17. Heard Board Chair Report**
- 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, 2nd Floor Board Room, Corpus Christi, Texas.



Call to Order & Roll Call

Chair Dan Leyendecker called the meeting to order at 8:30 a.m. He welcomed and gave a brief introduction for U.S. Veteran, William Bailey, to lead the Pledge of Allegiance. Ms. Montiel called roll and it was noted there was a quorum present at this time.

Board Members Present

Lynn Allison, Gabi Canales, Beatriz Charo, Jeremy Coleman, Dan Leyendecker, Armando Gonzalez (virtual), Arthur Granado, Anna Jimenez, Erica Maymi, Aaron Muñoz and Eloy Salazar.

Board Members Absent

None

Staff Present

David Chapa, Angelina Gaitan, Derrick Majchszak, Sharon Montez, Marisa Montiel, Rita Patrick, Mike Rendón, Gordon Robinson and Robert Saldaña. Victoria Obas, Daniel Chavera, Jessania Fierros, Rosalinda Lopez, Anthony Criddle, Daniel Harborth, Arnoldo Carpentier, Miguel Salinas, Leonard Downs, Melissa Espinoza, Natalie Grady, Mario vega and Juan Martinez.

Public Present

Julia Alaniz and Mary Helen Gonzalez, Passengers. Robert MacDonald, Corpus Christi, MPO. Tameka Weathers, MV Transportation. Maria Boone, Vulnerable Community Defense League. Nicholas Brennecke, NFB.

Safety Briefing

Mr. Mike Rendón, Deputy CEO, presented the safety briefing to the Board and audience. He noted that in the event of an emergency, the audience would exit the boardroom to his right and proceed down to the first floor where they would exit through the westside stairwell to the first floor and exit through the westside doors. Once outside, they would continue to the clock tower adjacent to the transfer station. Ms. Montiel will account for all Board Members and he would be the last out to ensure everyone exits safely. He noted three things, to not use the elevator, do not return until all clear has been given and if a shelter in place is needed, they would do so in the westside stairwell.

Receipt of Conflict of Interest Affidavits

Ms. Montiel noted that Director Muñoz submitted a Conflict of Interest Affidavit relating to items 10 and 11. She noted it will be filed on record.

Opportunity for Public Comment

Ms. Montiel noted one public comment was submitted online and would be reflected in the minutes below:



1. Cynthia Garza-Riojas – “Consider having Route 5 Alameda run 15 minutes earlier. Currently, Route 5 departs the Six Points Area 15 minutes past the hour and arrives at TAMUCC 45 minutes past the hour. By adjusting the schedule by 15 minutes, this allows passengers to easily transfer onto all Six Points Area routes (17 Carroll/Southside, 19 Ayers, 29 Staples). Riders frequently miss Route 19 and 29 by 1-2 minutes due to the current arrival schedule to the Six Points Area. A slight adjustment would allow ample transfer time. Route 5 frequency doesn't need to change for this to happen, but a slight timing adjustment would do wonders”.

At this time, Ms. Montiel called up the below individuals who signed up for public comment:

1. Julia Alaniz, Passenger – Ms. Alaniz stated she rides route 12 and has a complaint about the small bus. She says it is packed all of the time and sometimes gets full. She noted one time someone on a wheelchair could not ride because the bus was full. She stated that she made a complaint with Susan before and then a week later the bus driver was talking to another passenger and she felt she was being discussed since she complained. She said Susan was good about helping her. She gave more examples of when the bus was full and states it happens all day.
2. Mary Helen Gonzalez, Passenger – Ms. Gonzalez states she had a complaint on a bus driver. She stated when the bus arrived there was a man on a wheelchair and he insisted she go in first, because she was a lady. The bus driver had already put the ramp down and since the passenger insist she go in first, she did and the bus driver got mad at her saying “I did not put the ramp down for you, you don't need it”. She stated she was using a walker. She told him the other passenger insisted she go in first. She stated she felt he wanted to hit her. She says she does not know his name but she has a photo of him on her phone. Chair Leyendercker asked if she had the bus number and she replied #919.
3. Mariah Boone, Vulnerable Community Defense League – She would like to talk about the hostile architecture on the bus benches. She said she sent research as request the last time she was here. She says she still sees all of the bars on the bus benches all over town. She continues that the bars are placed in the middle of the bench to prevent people from laying down and it is an ugly gesture in her opinion. She says it creates such an environment that continues to encourage the community to look at those people as less than human and she hopes everyone can do better as a community. She states she knows that some on the Board are people who care about the community and don't want to be doing harm to marginalize people like that. She hopes that they will change the policies and remove the bars and make a gesture that Corpus Christi is a welcoming city.
4. Nicolas Brenneke, NFB – He states he is an ambassador for the blind. He says that the B-Line is great but it does not offer a lot of things. He says that it stops running at a certain point. He says he has heard that the City can get a voucher for Lyft for a person with a disability that cannot drive to make it more affordable. He says the B-Line is great to get them to the appointments, but they have to wait an hour or two after the appointment. He says it would be great to offer the Lyft service for those with disabilities and/or veterans to help with that issue.



Awards and Recognitions

- a) CCRTA New Hires - Mr. Derrick Majchszak, CEO, introduced CCRTA new hires to the Board. The following employees were recognized: Transportation – Bus Operators - Daniel Harborth, Leonard Downs, Anthony Criddle, Miguel Salinas, Arnaldo Carpentier, Rosalinda Lopez and Jessania Fierros. Erica Patchin, Buyer. Photos were taken.
- b) CCRTA Retiree – Mr. Majchszak announced and read a brief bio for Mr. Javier Meza began in 1999 as a Journeyman Mechanic. In 2008, Mr. Meza accepted the position as Maintenance Supervisor for the Vehicle Maintenance Department where he was a dependable team player in every aspect of his position. Mr. Majchszak thanked him for his service to the RTA and photos were taken with the board.
- c) CCRTA Security Officer of the Year – Mr. Mike Rendón announced Mr. Michael Savillan as the Security Officer of the Year and read his career bio. Mr. Savillan has been working for the RTA for seven years and works the midnight shift. He has built a great relationship with his team and community. He added he is also licensed PT nurse. He said a few words of thanks and photos were taken.
- d) CCRTA Police Officer of the Year – Mr. Rendón announced Mr. Patrick Ortiz as the Police Officer of the Year and read his career bio. He states he has been in law enforcement for 25 years. Mr. Rendón says Mr. Ortiz is a great communicator and does his job very well. Mr. Ortiz said a few words of gratitude and photos were taken.

Discussion and Possible Action to Approve the Board of Directors Meeting Minutes of December 6, 2023

DIRECTOR ELOY SALAZAR MADE A MOTION TO APPROVE THE BOARD OF DIRECTORS MEETING MINUTES OF DECEMBER 6, 2023. DIRECTOR JEREMY COLEMAN SECONDED THE MOTION. ALLISON, CANALES, CHARO, COLEMAN, GONZALEZ, GRANADO, JIMENEZ, LEYENDECKER, MAYMI, MUÑOZ AND SALAZAR VOTING IN FAVOR. ABSENT NONE.

Election and Swearing-In of CCRTA Board Chair

Vice-Chair Jimenez opened the floor for Board Chair nominations. Director Salazar nominated Chair Leyendecker and Director Canales seconded the motion. Director Coleman asked clarification from Mr. Bell on the recent Bylaw change by the Board. Mr. Bell clarified that when this Board Chair is elected, the Board Chair's term will end September 30, 2025 and then the elections will then be held in October of odd numbered years. Director Muñoz nominated Director Granado and Director Charo seconded the motion. Director Coleman made a motion to close the nominations. A vote was called for Dan Leyendecker with Director Salazar, Director Maymi, Secretary Allison, Chair Leyendecker and Director Caneles voting yes. A vote was called for Arthur Granado with Director Muñoz, Director Coleman, Vice-Chair Jimenez, Director Charo, Director Gonzalez and Director Granado voting yes. Mr. Dan Leyendecker thanked everyone and gave everyone his best wishes. At this time, Chair Granado was sworn in and he thanked everyone for their support and will be working for their trust and unity in the board.



Action to Elect CCRTA Board Vice Chair, Board Secretary and Board Assistant Secretary

Chair Granado opened the floor to nominations. Director Charo nominated Anna Jimenez and Director Coleman seconded the motion. Director Salazar nominated Gabi Canales and Secretary Allison seconded the motion. Mr. John Bell clarified that a second is not needed. Director Coleman made a motion to close the nominations and Director Charo seconded the motion. The vote was called for Anna Jimenez with Directors Muñoz, Coleman, Maymi, Jimenez, Charo and Gonzalez voting yes. The vote was called for Gabi Canales with Directors Salazar, Allison and Canales voting yes. Director Jimenez was re-elected Vice-Chair with the majority of six votes.

The floor was open for Secretary nominations. Director Salazar nominated Lynn Allison and there were no other nominations, so Chair Granado closed nominations. By acclamation, a vote was held for Lynn Allison as Secretary and won unanimously.

At this time, the nomination for Assistant Secretary to the Board was discussed and Director Coleman asked for clarification on the position per the Bylaws. Mr. Bell stated the Bylaws state the Board elects the Assistant Secretary and the Assistant Secretary be not a member of the Board to which he read the portion of the Bylaws that states that. A lengthy discussion was held on the Assistant Secretary position. The floor was opened for nominations. Director Salazar nominated Director Coleman as the Assistant Secretary. Additional discussion was held on the position. Director Canales nominated Marisa Montiel as Assistant Secretary. Director Salazar withdrew his nomination for Director Coleman. Director Charo made the motion to close nominations. Director Granado called the vote for Marisa Montiel as Assistant Secretary by acclamation and the yes vote was unanimous.

Update on Health Care Consulting and Risk Management Services, Roland Barrera Insurance

Director Muñoz recused himself from this presentation. Mr. Roland Barrera, Roland Barrera Insurance, presented an executive summary of the CCRTA Health and Prescription Plan. He discussed overall plan expenses, summary of savings, medical and RX net paid claims, top diagnoses by cost, chronic conditions among employees, transit authority comparison and staff support services. Overall plan expenses from January through June 2003 was reported at \$7,653,173 billed and \$2,225,653 allowed. Total paid was \$1,696,130. He displayed a chart of the top chronic conditions by prevalence among employees with hypertension, hyperlipidemia and diabetes being the most diagnosed. Mr. Barrera displayed results from a Transit Authority Contribution Survey in Texas and the US. Next, he provided a background of what their staff support services include in addition to the enrollment platform. Next he discussed the Walkinspree program and the Healthiest You Teladoc telemedicine option.



Discussion and Possible Action to Exercise One Two-Year Option for Roland Barrera Insurance for Health Care Consulting and Risk Management Services

Ms. Angelina Gaitan, Director of Human Resources, presented the item noting a Board Priority of Transparency. She provided background noting in early 2013, the CEO identified a need in managing the self-funded health program, additional employee benefits program, and in FY2018, Risk Management Program of CCRTA. During the past few years, the consultant has provided support/guidance services regarding the Insurance and Risk Management Services, renewal of the TML Insurance Policies, Employee Health Benefit Plan, including ACA compliance, ACA reporting support and the Wellness Program implementation process. She added which services include but are not limited to: contract renewals, carrier relationship management, claims resolution, benefits administration system, attorney staff on site for review of documents/claims, wellness program services. She adds that the estimated agreement cost per year is \$60,000 and total cost for the agreement is \$120,000 and is 100% budgeted within the FY2024 Operating Budget. At this time, Ms. Gaitan answered any questions from the board. Director Salazar commented that Mr. Barrera has been valuable to the organization but still feels options should always be made available to the board so the best decision can be made as transparency is very important. Mr. Majchszak noted that moving forward the agency is trying to get away from option years when possible. A discussion was had between the board and staff on the bidding process and option years.

SECRETARY LYNN ALLISON MADE A MOTION TO EXERCISE ONE TWO-YEAR OPTION FOR ROLAND BARRERA INSURANCE FOR HEALTH CARE CONSULTING AND RISK MANAGEMENT SERVICES. VICE CHAIR JIMENEZ SECONDED THE MOTION. ALLISON, CANALES, CHARO, COLEMAN, GONZALEZ, GRANADO, JIMENEZ, LEYENDECKER, MAYMI AND SALAZAR VOTING IN FAVOR. ABSENT MUÑOZ.

Discussion and Possible Action to Approve a Resolution to Apply for the FY23-FY24 Advanced Transportation Technology and Innovation (ATTAIN) Program Grant Funding Opportunity

Mr. Muñoz returned to the dias. Ms. Rita Patrick, Managing Director of Public Relations, presented the item noting a Board Priority of Safety and Security and Financial Transparency. She provided background information on the DOT grant opportunity. The Advanced Transportation Technology and Innovation (ATTAIN) program's funding is for entities to deploy, install, and operate advanced technologies to improve safety, mobility, efficiency, system performance, intermodal connectivity, and infrastructure return on investment. There is \$60 million available in grant funds this year, with a total of 5 to 10 grants being awarded. The application deadline is February 2, 2024. Next, she discussed the identified needs stating the RTA is requesting to retrofit 51 buses with advanced driver assistance technology with Mobile Shield+ 3 camera system version 4 with the Rosco Collision Avoidance (RCA) Advanced Pedestrian Alert System.

The Technology would be used to reduce potential traffic related incidents through advanced driver assistance and alerts to drivers for potentially dangerous situations. The financial request would be for \$684,636, with 80% being DOT funded and 20% local-match (\$136,927.20). Upon award, CCRTA would work with a vendor to conduct installation for the system and project would take 10-14 months to complete. At this time, she answered any questions from the board.

DIRECTOR ELOY SALAZAR MADE A MOTION TO APPROVE A RESOLUTION TO APPLY FOR THE FY23-FY24 ADVANCED TRANSPORTATION TECHNOLOGY AND INNOVATION (ATTAIN) PROGRAM GRANT FUNDING OPPORTUNITY. DIRECTOR BEATRIZ CHARO SECONDED THE MOTION. ALLISON, CANALES, CHARO, COLEMAN, GONZALEZ, GRANADO, JIMENEZ, LEYENDECKER, MAYMI, MUÑOZ AND SALAZAR VOTING IN FAVOR. ABSENT NONE.

Discussion and Possible Action to Authorize the Chief Executive Officer (CEO) or Designee to Award a Contract to Daily Wells Communications for Symphony Consoles

Mr. David Chapa, Director of IT, presented the item noting a Board Priority of Innovation. He provided background on the item noting CCRTA is part owner of the City of Corpus Christi Radio Communication System that provides public safety communications. The system provides critical public safety and public service communications for the agencies throughout Nueces County and surrounding area. CCRTA and MV Operations staff utilize the equipment. The replacement of the radio base station control is imperative to meet future needs of the organization, relating to CAD/AVL services and new dispatch technological tools. The system will include two complete radio consoles, network equipment, programming and on-site installation. Daily-Wells Communications is the only authorized L3 Harris Corporation Network Solutions Provider to provide system sales and service. He described the new symphony console benefits. The purchase will be made through the Texas Department of Information Resources. The estimated cost of the Symphony Consoles is \$111,085.40. He anticipates the project should be completed by March 24th. Funds for the purchase were identified in the FY2024 Capital Budget using local funds. Mr. John Bell added that way back in the day, CCRTA initiated the interlocal agreement between the entities for emergency communications and Daily Wells were the original service provider then. At this time, he answered any questions from the board.

SECRETARY LYNN ALLISON MADE A MOTION TO AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO AWARD A CONTRACT TO DAILY WELLS COMMUNICATIONS FOR SYMPHONY CONSOLES. DIRECTOR ELOY SALAZAR SECONDED THE MOTION. ALLISON, CANALES, CHARO, COLEMAN, GONZALEZ, GRANADO, JIMENEZ, LEYENDECKER, MAYMI, MUÑOZ AND SALAZAR VOTING IN FAVOR. ABSENT NONE.



Committee Chair Reports

- a) **Administration & Finance** – No comments
- b) **Operations & Capital Projects** – Committee Chair Salazar would like staff to look into Uber/Lyft options, whether it be subsidizing or providing the service.
- c) **Rural & Small Cities** – No comments
- d) **Legislative** – No comments

Presentations

a) November 2023 Financial Report

Before beginning his presentation, Mr. Robert Saldaña, Managing Director of Administration, noted that the consulting services for Roland Barrera Insurance was done through a professional services agreement. He briefly described the differences in the procurement process, such as what an RFQ is. He now presented the November financials and noted that the item aligns with the Board Priority of Public Image & Transparency. He presented the highlights for the month stating Passenger Service was 105.01% of baseline, Bus Advertising was 153.53% of baseline, and Investment Income was 504.29% of baseline. He displayed the November 2023 Income Statement Snapshot. Total revenues came in at \$4,126,527 and total expenses were \$3,819,566. 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 \$4,126,527 for the month. Next, he discussed and displayed a pie chart of where the money went. Mr. Saldaña showed the expenses by object for November. Purchased Transportation was 22%, Miscellaneous 3%, Supplies 9%, Salaries and Wages 39%, Benefits 14%, Services 10%, Utilities 2% and Insurance was 1%. The total Departmental Operating expenses were \$3,266,066. The YTD highlights for Passenger Service was 97.81% of baseline, Bus Advertising was 147.16% of baseline and Investment Income was 475.16% of baseline. YTD total revenues came in at \$55,360,649 and YTD total expenses came in at \$51,399,220. Mr. Saldaña discussed the fare recovery ratio. The current YTD FRC is 2.98%. Lastly, he displayed the sales tax update for October in which \$3,297,119 was received. At this time, Mr. Saldaña answered questions from the board.

b) January 2024 Procurement Update

Mr. Saldaña presented the item noting that the item aligns with the Board Priority of Public Image & Transparency. He discussed the current procurements. The purchase, restoration, and repurposing of the Kleberg Bank Building for a six-month contract. The future procurements were displayed next. Bus Stop Shelter Amenities with Tolar Manufacturing Company, Inc. for a two-year contract with one, one-year option in the amount of \$1,098,085. Health Care Consulting and Risk Management Services with Roland Barrera Insurance for a three-year contract with one, two-year options in the amount of \$120,000. Financial Auditing Services with Carr, Riggs & Ingram, LLC for three years with one two-year option in the amount of \$369,500. CNG Fueling Station Maintenance Services with Clean Energy for three years with two year option in the amount of \$1,412,933. General Architectural and Engineering



Services with Hanson Professional Services for three years with two one-year options in the amount of \$750,000. Maintenance Uniform Rental Services with Brite Start Services for three years with one two-year options in the amount of \$71,000. These procurements total \$3,821,518. 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 \$170,263. Mr. Saldaña closed stating the Marina Space with the City of Corpus Christi is not to exceed \$6,840.

c) November 2023 Operations Update

Mr. Gordon Robinson, Managing Director of Operations, noting the board priority for this item is Public Image and Transparency. He provided the highlights for the month of November 2023 vs. November 2022. The Passenger Trips were up 16.3%, the Revenue Service Hours were up -0.2% and the Revenue Service Miles were up 4.3%. 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 17.3%. Next, he discussed the fixed route bus on-time performance and reported no issues. He displayed a list of the current and upcoming projects impacting fixed route services. The B-Line service passengers per hour did not meet the performance standard and came in at 2.46. There were 33 customer assistance forms for the month, with five accommodations. The miles between road calls and the large bus fleet exceeded the standards. He answered any questions the board had at this time.

d) Safety & Security Report / Human Trafficking Campaign Presentation

Mr. Rendón presented the January – December 2023 Safety and Security Report noting a board priority of Safety & Security. He noted the December 2023 collision rate is 1.44. The year-to-date collision rate is 1.71 with 2,396,915 miles driven, 41 accidents with 14 being preventable and 27 being non-preventable. The 2022 year-to-date collision rate was 1.41. There were 4,495 security contacts with individuals in 2023. Next, Mr. Rendón announced that January is Human Trafficking Prevention month and the RTA will be kicking off a campaign to create awareness for employees and the community. He discussed the difference between sex trafficking and labor trafficking. He discussed human trafficking vs. smuggling. He displayed signage, images and a bus wrap from the campaign. He added that a guest speaker, Kristen Joyner, will be holding training sessions for staff, tenants, and law enforcement officers on January 16th. Lastly, he displayed a list of numbers of hotline numbers and other methods of contact to report tips.

CEO Report

Mr. Majchszak presented the report and began going over the operation and project updates. Ridership has increased by up to 9% compared to December 2022. He announced January 2024 service and route updates. A Port Ayers Transfer Station Construction update was provided to the Board. Next, Mr. Majchszak noted that he, Legislative Committee Chair Granado and Deputy CEO visited with members of Congress in Washington, D.C. A list of meetings and events were displayed from the month of December. Photos were displayed from the coffee event that was held for employees to show appreciation on December 13th. A new class of seven Bus Operator Trainees began on December 11th.



He continued with discussing recruitment and community outreach events. He closed with the upcoming events calendar reminding them of the upcoming Strategic Board Retreat on January 12th.

Board Chair Report

At this Chair Granado thanked his fellow Board Members for their support and faith in his as Chair. He would love to have a unified board and keep the RTA moving forward. He provided the Board Members to go down the line for any final words. Many gave congratulations to the Board Chair, Vice-Chair and Secretary for their appointments. Director Muñoz and Director Gonzalez echoed Director Salazars comments and notes how important customer service is and wants to make sure any complaints are heard and researched. Director Coleman noted for the record he was not trying to go the Assistant Secretary's job, but more so looking for a back up for the Secretary. Director Maymi said she is excited about the Human Trafficking Campaign and think it's a great idea. Director Charo asked if during the Board Retreat, procurement could be discussed.

Adjournment

There being no further review of items, the meeting was adjourned at 11:17 a.m.

Lynn Allison, Board Secretary

Submitted by: Marisa Montiel



**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS' RETREAT MEETING MINUTES
FRIDAY, January 12, 2024**

The Corpus Christi Regional Transportation Authority Board of Directors met at 8:30 a.m. at Del Mar College Oso Creek Campus, Sonrisa Room, 7002 Yorktown Blvd., Corpus Christi, TX 78414

Call to Order & Roll Call

Mr. Derrick Majchszak, CEO, welcomed the Board and attendees and gave a brief introduction to Ms. Carol Wright, the Retreat Facilitator. Ms. Wright gave a brief explanation of the agenda and the goals for the day. Chair Art Granado called the meeting to order at 8:38 a.m. Ms. Montiel called roll and it was noted there was a quorum present at this time.

Board Members Present

Lynn Allison, Beatriz Charo, Armando Gonzalez, Arthur Granado, Anna Jimenez, Erica Maymi, Aaron Muñoz and Eloy Salazar.

Board Members Absent

Gabi Canales and Jeremy Coleman.

Staff Present

David Chapa, Angelina Gaitan, Derrick Majchszak, Sharon Montez, Marisa Montiel, Rita Patrick, Mike Rendón, Gordon Robinson and Robert Saldaña. John Bell and Renatto Garcia, Wood, Boykin and Wolter. Carol Wright, Carol Wright Consulting. Liza Wisner.

Public Present

None

Safety Briefing

Mr. Mike Rendón, Deputy CEO, gave a brief safety briefing to the Board and attendees. Giving directions on where to exit, noting himself and Ms. Montiel will account for Board Members and attendees' safe exit.

Vision and Mission Statements

Mr. Majchszak displayed the Vision Statement requesting feedback from the board. Secretary Allison and Chair Granado agreed that they feel the word "healthy" fits into the vision statement. Mr. Majchszak stated staff will work on an update and bring it back to the board for their review. The Mission Statement was displayed, the Board agreed they approve keeping it the same.



Board Ethics Training

Mr. John Bell began the ethical considerations for board members. He gave a background on Mr. Renato Garcia, stating he used to be a city employee and is now his partner in the firm at Wood, Boykin and Wolter. He says he will be working more closely with the board in the future as he is needed and/or out. He continued to follow the ethical considerations PowerPoint addressing any questions from the board. Mr. Bell provided an example of Board Members not using their authority to benefit themselves or anyone else. EX: Calling CEO to hire someone they know. Next, he discussed the Texas Open Meetings Act, stating groups cannot communicate with each other in larger groups or it becomes public record, and their personal devices could be called for open record. RTA staff would have to get the records then send to the Attorney General for them to decide what is subject to disclosure. He closed with discussion on the procurement process. In regard to procurement, Director Charo inquired if staff are the ones who select the awarded company after the procurement process. Mr. Majchszak replied, yes and it also goes through legal if the contract is complicated.

Review of Board Adopted Policies and Change Recommendations

Mr. Majchszak displayed the RTA policies to the board. The naming policy was displayed, and the board would like to see a drafted policy from staff. The board agreed that they like the idea of naming rooms/smaller facilities after individuals vs. larger facilities like transfer stations. The Reserve policy was displayed and Mr. Robert Saldaña discussed the policy in detail. No changes were recommended. The Board Travel policy was displayed and discussed, and it was agreed that Ms. Montiel would send the 2023 Board Travel Summary to the board. She will continue to send the report quarterly.

At 9:45 AM, a break was taken.

At 10:00 AM, the meeting resumed.

Legislative Priorities

Mr. Miguel Mike Rendón, discussed the legislative priorities for the next two years. He began with discussing emergency management and the sharing of fuel to local public agencies in the middle of a “crisis”. Next, he discussed the potential amendment of chapter 451. He gave the example of Art Granado filling in Matt Woolbright’s term, so it will be cut short. Then, the next person that comes in to fill Granados term will also be cut short since he just stepped into the Chair position. Vice-Chair Jimenez made a comment that it could be amended to read “up to x amount” of time. Mr. Bell said that it would need to read, for example, a “term of 9 years”. Mr. Rendón added that Chairman Hunter said to be prepared this year so that they are ready to go for the in-session year beginning 2025. Secretary Allison would like guidance from Tris Castaneda to see what he recommends. DM said he agrees and has expressed higher expectations with Mr. Castaneda as well and they have the year to work together to get the plan finalized. Chair Granado said in his opinion, the team only has one opportunity to get it done whether it be by legislative means or by the Fare Review Committee.



It was discussed that in the Feb/March timeframe is when the discussions should start and by November of next year is when the bill needs to be filed as soon as elections are over. Chair Granado points out that whoever the Legislative Chair ends up being, they need to hit the ground hard on these priorities. Muñoz pointed out that they also need to be looking at funding to help these priorities, for example air quality. Mr. Rendón said for the board to be in agreement and to keep their list short. Mr. Majchszak pointed out that they only have one shot and need to get the language right. The Board and staff discussed the potential term limit that they would like to see. Chair Granado, the board and staff agreed that it would only apply to those, so that an individual would be able to serve their full four, two-year terms. They all agreed to stay with Chapter 451, to keep it local.

Fare Review Discussion

Mr. Robert Saldaña discussed the fare review process. Director Charo asked if the Fare Review Committee sets the rate, Mr. Majchszak replied staff recommends the rate, the Board Approves it and the Fare Review Committee gives the final approval of all rate recommendations from the Board. Mr. Bell clarified, essentially the Board approves the actual rate. The board would like to see Tris Castaneda come to a board meeting to discuss Chapter 451 and changes that would need to be made. The Board discussed moving forward with the Chapter 451 changes vs. local review, unless staff and consultants tell them otherwise in the near future.

Windstorm Insurance Discussion

Mr. Rendón presented the Windstorm and Hail Coverage. He discussed the increase in insurance and the fact that the board went with the high-risk option recently. He said that other city agencies have recently elected to not insure certain items or “self insure” to help offset the increasing costs of insurance. The RTA insurance policy expires July 27th and 90 days prior to the expiration is when they can provide the insurance quote and sometimes that is pushing it. Mr. Rendón is hoping to go to the board next month after discussing with Carlisle available options to give to the board. One option is to start a new policy so it does not renew during the hurricane season and to cancel the old policy, however, he will bring the options. Director Salazar pointed out that the high-risk decision they made, was made thinking they would be able to “reinforce” the building, but once the engineers told them that it would not help, it did change his position and he would not be in favor of a high-risk in the future. Secretary Allison agreed with the high-risk decision and the time and still supports it, because she does not want to burn through the reserves. She added that Carlisle did stand in front of the board and say that he personally goes high-risk himself. Vice-Chair Jimenez stated the dollars in the reserve are public funds and construction costs are only going up, in the event of a catastrophic event it would be bad. Director Muñoz would like to look at agent of record and find at creative ways to handle the situation and look at all options. Mr. Majchszak adds that this will be a continuous effort from legislation to help keep the rates low.



Director Maymi says she would love to be part of the meetings so she can hear all the numbers and what is actually being considered prior to the Board Meeting. Mr. Majchszak said that a special task force essentially could be created so some of the board members could be apart of the process and have more knowledge. This has happened in the past with some of the higher contracts such as MV.

At this time, Mr. Majchszak went over the windstorm building update. Chari Granado asked who is doing the assessment and Mr. Majchszak replied Turner, Ramirez and the price is being negotiated. Turner Ramirez was pulled them from the architectural pool and staff will move on to the next if things don't work out. It was said that the Bear Lane Maintenance shop is the current priority, then the CNG station then Bear Lane Administration Building. Director Maymi talked about getting to the point of "Self coverage". Under state law, RTA cannot hire an agent of record, but needs to do a procurement and potentially the trust could have an agent of record. Vice-Chair Jimenez said if the RTA self-funds, the RTA would need stop/loss.

Bus Alternative Fuel Options & Decision for Next Two Years

Mr. Majchszak presented slides and reminded the board that last year the RTA put in for the Lo-No grant opportunity and did not receive the funds. In December discussions with legislators, they said they would support hydrogen. He said not a lot of agencies ask for CNG/Hydrogen, so extra funds are usually left for that, which is what the RTA currently has. Director Salazar says he supports whatever the funding allows. Mr. Majchszak is looking for direction so staff can move forward and not delay the process for this year only. The board agreed, order CNG then continue to work towards legislative efforts for funding. Secretary Allison pointed out that CAP Metro is having issues with electric. Chair Granado says legislators have vocalized they will support hydrogen while Director Salazar said it depends on who takes the house. Next year, potentially go after 5339 hydrogen/electric, but currently moving forward with CNG. Director Muñoz agreed go after low hanging fruit.

A break was taken at 11:45 AM and meeting resumed at 12:09 PM

Board Top Priorities

Ms. Carol Wright went over the priorities slides and gave the instruction on setting the top three priorities over the next two years. She displayed some of their responses from the prior interviews and surveys to help their brains going before discussion.

Mr. Wright displayed and discussed the on-going priorities for the agency and notes these will always be a priority and to focus on new priorities. The on-going priorities included: safety, security, financial transparency, innovation and public image.



At this time, the board members brainstormed to determine a full list of priorities for the CCRTA for the next two years.

By the end of the brainstorming session, the board agreed on the following top four priorities: ridership, funding, expanded service and staffing.

At this time, each priority was discussed to set specific goals, objectives, timelines, responsible parties and accountability. Not all the specific details were able to be determined, due to time. However, the top priorities were established along with sub-topic priorities within each goal.

Ridership: communication to ridership, training riders on new APP (GoPass), increasing ridership, improving ridership experience, partnership with rideshare (Uber/Lyft/local) and bus stop safety evaluation

Funding: explore funding options, grant applications, business partnerships (i.e., federal employee transportation), facilities (evaluation/improvements needed)

Expanded Service: expanded rural outreach (ability to expand community workforce), expanded hours of operation, expanding transportation to rural areas (Paisano and REAL), expanding days of operation, rural infrastructure/Robstown Transfer Station, partnerships with rideshare companies (Uber/Lyft/local) and vanpools

Staffing: hiring operators, staff development, cross training, maintaining staff benefits and ensuring sufficient staffing for other positions

Adjournment

There being no further review of items, the meeting was adjourned at 3:22 p.m.

Lynn Allison, Board Secretary

Submitted by: Marisa Montiel



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

Board of Directors Meeting Memo

February 7, 2024

Subject: Authorize the Purchase of Six (6) Cutaway Van Replacement Vehicles from Model 1 Commercial Vehicles from the State of Oklahoma Contract

Background

The current fleet of fifty-seven (57) Cutaway Vans consists of thirty-two (32) Unleaded and twenty-five (25) Compressed Natural Gas (CNG) fueled vehicles. To maintain the fleet in a state of good repair while meeting daily service demands, the purchase of six (6) vehicles is necessary to replace an equal number of vehicles which have met their useful life.

With the passage of the 2015 Fixing America's Surface Transportation (FAST) Act, the Federal Transit Administration (FTA) allows local transit agencies to purchase vehicles from state cooperatives, including the State of Oklahoma Contract, that meet the FTA procurement guidelines. Model 1 Commercial Vehicles was founded in 1980 and has 23 locations nationwide including Irving, Texas.

Identified Need

The purchase of six (6) Cutaway Van replacement vehicles is required to replace an equal number of year 2012-14 Cutaway Van ARBOC vehicles that have met their useful. The replacement of these vehicles follows the FTA State of Good Repair replacement cycle. With this purchase, the CCRTA will be positioned to avoid excessive maintenance costs, minimize potential disruptions to daily operations, and ensure fleet reliability for our customers.

Disadvantaged Business Enterprise

There is no DBE requirement for this procurement.

Financial Impact

The Board of Directors approved a total of four (4) Cutaway Van replacement vehicles within the FY2024 Capital Improvement Program (CIP). In addition to the four (4) vehicles, two (2) vehicles are being carried over from the approved FY2023 CIP which results in a total of six (6) Cutaway Van replacement vehicles. Due to prolonged production timelines and supply issues, vehicles were unavailable to be purchased during the FY2023 timeframe. As a result, a total of six (6) vehicles will need to be purchased to meet the FTA State of Good Repair replacement cycle.

Total expenditures for six (6) Cutaway Van replacement vehicles are estimated to be \$2,225,286.00 and is funded partially by 5307 Formula Funds. The local match is 15% with an estimated cost of \$333,792.90 and federal match is 85% with an estimated cost of \$1,891,493.10. The total estimated cost per unit is \$370,881.00. The total budget within the FY2023 and FY2024 CIP is \$2,299,748.00 in which the total cost estimate is \$74,462.00 under the approved CIP budget amounts.

Board Priority

This item aligns with the Board Priority – Public Image and Transparency.

Recommendation

Staff requests the Board of Directors authorize the Chief Executive Officer (CEO) or Designee to authorize the purchase of six (6) Cutaway Van replacement vehicles from Model 1 Commercial Vehicles from the State of Oklahoma Contract.

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: December 2023 Financial Report

Overview: The results from the **operating budget** for the **month** of **December** report **Revenue** exceeding **Expenditures** by **\$220,361**. Total revenues from operations reached **\$4,196,904** representing 102.78% of the budget baseline, while operating expenses finished at **\$3,976,543**, or 106.55% of baseline.

Year-to-date total revenues of **\$46,393,492** reached **104.14% of baseline** while expenses of **\$44,898,933** finished at **97.20%** of baseline producing a surplus of **\$1,494,559**.

*The results of the **Capital Budget** are being presented below as budgeted which includes transfer-in amounts from the fund balance which were used to balance the 2023 budget. It is also being presented without the budgeted transfer-in to improve the usefulness of fund balance information.*

*To clarify, **transfer-in from fund balance** is not a revenue source, it is considered "**other financing sources**" in accordance with GASB 34. To further clarify, an operational budget is a 12-month **short-term financial plan for the day-to-day expenses** for the specified accounting period while the **Capital Budget consists of long-term acquisitions** that may or may not be completed within the 12-month accounting period and which costs are required to be spread over the life of the various assets.*

In addition, the \$1,835,292 transfer-in was used to balance the 2023 operating budget but since depreciation expenses (reduction of an asset value due to the passage of time), are not budgeted the transfer-in is instead used for the Capital Budget.

The CIP budget for the month resulted in expenditures exceeding revenues by **\$151,188** when CIP program expenditures came in at **\$2,139,875** while **grant revenues** came in at **\$1,988,687**. The budget shortage of **\$151,188** represents the depreciation expense for the month. For reporting purposes, the transfer-in of **\$304,129** from the fund balance must be factored into the financials to **reflect a balanced budget** as initially approved **as revenues must at least equal expenditures**.

Year-to-date CIP total funding totaled **\$15,356,999** while total expenditures finished at **\$13,521,707** resulting in **funding sources** to exceed expenditures by **\$1,835,292**. Funding sources include the budgeted transfer-in from fund balance of **\$3,649,552**. Removing the transfer-in from fund balance from revenues results in a budget shortage of \$1,814,260 as shown on the next table.

The overall performance for the **month** results in an initial increase of **\$373,302** to the fund balance with a surplus of **\$220,361** attributable to the operating budget, and a surplus of **\$152,941** related to the CIP budget. However, the removal of the **\$304,129** budgeted transfer-in is necessary to arrive at the actual change in fund balance for the month reflecting an increase of **\$69,173 instead of an increase of \$373,302**.

The overall performance for the **year-to-date** results in an initial increase of **\$3,329,851** to the fund balance, with an increase of **\$1,494,559** attributable to the operating budget, and an increase of **\$1,835,292** related to the CIP budget. Again, however, removing the budgeted transfer-in results in an actual decrease to the fund balance in the amount of **\$319,701**.

The following table provides an illustration of the impact of the removal of the transfer-in:

CIP Budget		
	<u>Month</u>	<u>Year to Date</u>
Revenues	\$ 2,292,816	\$ 15,356,999
Less: Budgeted Transfer-In from Fund Balance	(304,129)	(3,649,552)
Equals Revenues (FTA Share)	1,988,687	11,707,447
Grant-Eligible Costs (FTA Share)	1,988,687	11,707,447
Depreciation	151,188	1,814,260
Total Expenses	2,139,875	13,521,707
Expenses exceeding Revenues	\$ (151,188)	\$ (1,814,260)

SUMMARY: Results from all Activities Compared to Budget

Total Revenues and funding sources for the month of **December** closed at **\$6,489,720**, of which **\$4,196,904** is attributable to the **Operating Budget (Table 4 and PPT Slides 3 and 4)** and **\$2,292,816** to the capital budget. The **\$2,292,816** from the capital budget consists of **\$1,988,687** from grant revenues while **\$304,129** 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 \$180,645** or **10.63%** more than forecasted (**Table 4.1**) & (**PPT Slide 5**). **Fare Revenues** ended the month at **\$90,368**, or **97.86%** of the baseline expectation and include **\$6,159** from **Go-Pass Mobile App Pass Sales**.

Meanwhile, commissions from both **Bus and Bench Advertising** ended the month at **\$31,446** of which **\$4,509** came from **Bus Bench Advertising commissions** while **\$26,937** came from **On-Board Bus Advertising commissions**. The combined revenue was **259.58%** of baseline.

Note that the commissions earned from **Bench Advertising** total **\$6,764** of which **\$4,509** is recognized as revenue and **\$2,255** represents the City's one-third share of the bench advertising commission for the use of the City property.

Other Operating Revenues totaled **\$58,831**, or **100%** of baseline, and is primarily the net result of revenue related to state and federal fuel tax credits totaling **\$353,131**, combined with a one-time charge of **\$310,323** to write-down inventory values related to obsolete personal protective equipment (PPE) that had expired and required disposal. (**Table 4.1**). The proceeds of insurance from vehicle damage incidents comprised the remaining balance of the category.

Non-Operating Revenues, which includes sales tax, investment income, lease income from tenants, and federal assistance grants totaled **\$4,016,259**, reaching **102.45%** of the **\$3,920,241** budget expectation, generating **\$96,018** more than forecasted (**Table 4.1**) of which the majority came from continued strong performance by the Authority’s investment portfolio. Investment income continues to perform well, exceeding the budget by **\$195,036** because of the higher yields earned due to the Federal Reserve’s increases to the federal funds rate. The Fed opted to leave rates unchanged as of the end of 2023, with increasing odds that rates will decline in the second quarter of 2024.

Meanwhile, revenues from operating grants and Staples Street Leases fell short of baseline. For the operating grants, the shortfall was expected, as 2023 preventive maintenance funds have been fully utilized, leaving only sub recipient grants as revenue sources which has no net effect on the net position since it is a pass through that is an off set to reimbursement expenses paid to sub-recipients. However, CCRTA is awaiting approval of FTA’s 3rd round of Hurricane Harvey relief funds amounting to \$11,744 which is the amount of eligible expenses that were not covered by the previous grant award. Staples Street Center leases continue to miss the baseline as the result of a tenant vacating the SSC. It is anticipated that the vacancy will be filled in 2024.

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 **February 9, 2024**. Out of the seven (7) sources included in this revenue category, 88.11% of total revenue came from the sales tax revenue estimate as indicated in the following table:

December 2023 Revenue Composition – Table 1

Line #	Revenue Source	Actual	%
1	Sales Tax Revenue	\$3,698,101	88.11%
2	Passenger Service	90,368	2.15%
3	SSC Lease Income	42,172	1.00%
4	Bus Advertising	31,446	0.75%
5	Investment Income	242,869	5.79%
6	Grant Assistance Revenue	33,117	0.79%
7	Other Revenue	58,831	1.40%
	Total (excluding capital)	\$4,196,904	100.00%

The **Investment Portfolio** closed the month of December 2023 with a market value of **\$55,917,849**, a decrease of **\$73,695** from the balance at the end of November 2023 of **\$55,991,544**.

The composition of the December market value includes **\$33,091,860** in short-term securities consisting of **\$18,090,850** in Commercial Paper and **\$15,001,101** in Federal Agency Coupon Securities. In addition, **\$20,899,445** was held in TexPool Prime and **\$1,926,543** in bank accounts at Frost Bank. For the month of **December**, earned interest income was recorded at **\$242,869**.

TexPool Prime Rate is currently at 5.60% while locked rates for securities range from 3.50% - 5.68%. Interest revenue year-to-date totaled **\$2,742,999** and exceeded the budget amount by **\$2,168,999**.

The Fed opted to leave rates unchanged as of the end of 2023, with increasing odds that rates will decline in the second quarter of 2024. More recently, the Federal Reserve maintained its benchmark interest rate on January 31, 2024 in a range of 5.25%-5.50%, the highest since 2001 and cautioned it will not begin lowering interest rates until it sees further progress on inflation returning to its 2% target.

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

The **Sales tax** allocation for December 2023 is **estimated** at **\$3,698,101**. The estimate is necessary since allocations lag two months behind and will not be received until February 7, 2024.

The Sales Tax revenue payment of **\$3,181,250** for November 2023 was received January 12, 2024, and was **\$99,880**, or **3.04%** less than the **\$3,281,130** November reported **estimate**. The November payment included the allocation from internet sales of **\$42,942**, an increase of \$27,125 or 171.49% from the prior month. RTA started receiving internet sales tax revenue in December 2019, and to date have received **\$1,433,788**. Retailers started collecting sales tax on internet sales on October 1, 2019.

The sales tax revenue over the last five years averages 74.92% of total income. In 2022, Sales Tax Revenue represented 69.71% 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 88.11% of total operating revenues. **Table 2** illustrates the sales tax revenue trend from the beginning of the year.

Transparency Disclosure

The sales tax revenue reported as 2023 Actual is higher than what is reported by the state comptroller's website. 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 October have made 36 installments. This amount is added back to calculate the growth rate when compared to the same period last year.

Sales Tax Growth – Table 2

Month Revenue was Recognized	2023 Actual	2022 Actual	\$ Growth	% Growth
January (actual)	2,883,848	\$ 2,700,560	183,288	6.79%
February (actual)	2,939,551	2,726,132	213,419	7.83%
March (actual)	3,876,821	3,504,497	372,324	10.62%
April (actual)	3,196,995	3,074,059	122,936	4.00%
May (actual)	3,371,557	3,067,990	303,567	9.89%
June (actual)	3,744,213	3,483,166	261,047	7.49%
July (actual)	3,448,803	3,326,242	122,561	3.68%
August (actual)	3,375,472	3,220,185	155,287	4.82%
September (actual)	3,458,597	3,341,572	117,025	3.50%
October (actual)	3,297,119	3,090,741	206,378	6.68%
November (actual)	3,181,250	3,078,095	103,155	3.35%
December (estimate)	3,698,101	3,868,927	(170,826)	-4.42%
	\$ 40,472,327	\$ 38,482,167	\$ 1,990,161	5.17%

The detail of all revenue and expense categories are presented in the following tables, along with the fare recovery ratio for December 2023:

Revenue – December 2023 – Revenue Composition (Includes Operating and Capital Funding) – Table 3

Revenue Source	December 2023	%	YTD	%
Passenger Service	\$ 90,368	1.46%	\$ 1,083,894	1.87%
Bus Advertising	31,446	0.51%	227,549	0.39%
Other Revenue	58,831	0.95%	103,793	0.18%
Sales Tax Revenue	3,698,101	59.79%	40,472,327	69.66%
Grants - Operating	33,117	0.54%	1,255,814	2.16%
Grants - Capital	1,988,687	32.15%	11,707,447	20.15%
Investment Income	242,869	3.93%	2,742,999	4.72%
SSC Lease Income	42,172	0.68%	507,116	0.87%
Total Revenue	\$ 6,185,592	100.00%	\$ 58,100,939	100.00%

Revenue – December 2023 Operating Revenue and Capital Funding – Table 4

	12/2023				
	2023 Adopted Budget	December 2023 Actual	Baseline into Budget	% Actual to Budget	% Actual to Baseline
Revenues					
Passenger service	\$ 1,108,110	\$ 90,368	\$ 92,343	8.16%	97.86%
Bus advertising	145,371	31,446	12,114	21.63%	259.58%
Other operating revenues	312,337	58,831	58,831	18.84%	100.00%
Sales Tax Revenue	40,316,731	3,698,101	3,698,101	9.17%	100.00%
Federal, state and local grant assistance	1,565,828	33,117	130,486	2.11%	25.38%
Investment Income	574,000	242,869	47,833	42.31%	507.74%
Staples Street Center leases	525,850	42,172	43,821	8.02%	96.24%
Total Operating & Non-Operating Revenues	44,548,227	4,196,904	4,083,529	9.42%	102.78%
Capital Grants & Donations	8,864,316	1,988,687	1,988,687	22.43%	100.00%
Transfers-In	3,649,552	304,129	304,129	8.33%	100.00%
Total Operating & Non-Operating Revenues and Capital Funding	\$ 57,062,095	\$ 6,489,720	\$ 6,376,345	11.37%	101.78%

	12/2023				
	2023 Adopted Budget	YTD 2023 Actual	YTD Baseline into Budget	% YTD Actual to Budget	% Actual to Baseline
Revenues					
Passenger service	\$ 1,108,110	\$ 1,083,894	\$ 1,108,110	97.81%	97.81%
Bus advertising	145,371	227,549	145,371	156.53%	156.53%
Other operating revenues	312,337	103,793	312,337	33.23%	33.23%
Sales Tax Revenue	40,316,731	40,472,327	40,316,731	100.39%	100.39%
Federal, state and local grant assistance	1,565,828	1,255,814	1,565,828	80.20%	80.20%
Investment Income	574,000	2,742,999	574,000	477.87%	477.87%
Staples Street Center leases	525,850	507,116	525,850	96.44%	96.44%
Total Operating & Non-Operating Revenues	44,548,227	46,393,492	44,548,227	104.14%	104.14%
Capital Grants & Donations	8,864,316	11,707,447	11,707,447	132.07%	100.00%
Transfers-In	3,649,552	3,649,552	3,649,552	100.00%	100.00%
Total Operating & Non-Operating Revenues and Capital Funding	\$ 57,062,095	\$ 61,750,491	\$ 59,905,226	108.22%	103.08%

Revenue – December 2023 from Operations – Table 4.1

	12/2023				
	2023 Adopted Budget	December 2023 Actual	Baseline into Budget	% Actual to Budget	% Actual to Baseline
Revenues					
Passenger service	\$ 1,108,110	\$ 90,368	\$ 92,343	8.16%	97.86%
Bus advertising	145,371	31,446	12,114	21.63%	259.58%
Other operating revenues	312,337	58,831	58,831	18.84%	100.00%
Total Operating Revenues	1,565,818	180,645	163,289	11.54%	110.63%
Sales Tax Revenue	40,316,731	3,698,101	3,698,101	9.17%	100.00%
Federal, state and local grant assistance	1,565,828	33,117	130,486	2.11%	25.38%
Investment Income	574,000	242,869	47,833	42.31%	507.74%
Staples Street Center leases	525,850	42,172	43,821	8.02%	96.24%
Total Non-Operating Revenues	42,982,409	4,016,259	3,920,241	9.34%	102.45%
Total Revenues	\$ 44,548,227	\$ 4,196,904	\$ 4,083,530	9.42%	102.78%

December 2023 Expenses

The results of all expenditure activities, including capital, are presented below. Overall, the total operating expenses came in \$244,360 over the anticipated baseline of \$3,732,183. Departmental expenses came in \$277,313 over the anticipated baseline or 8.15%. Debt service payments are fixed by the terms of the bond contract which is the reason for the resulting 100% actual to baseline as payments are made semi-annually. Street Improvements is also a fixed amount that represents one-twelve of the annual amount budgeted for all member cities, resulting in 100% of baseline.

December 2023 Total Expenses & Capital Expenditures – Table 6

	12/2023				
	2023 Adopted Budget	December 2023 Actual	Baseline into Budget	% Actual to Budget	% Actual to Baseline
Expenditures					
Departmental Operating Expenses	\$ 40,836,914	\$ 3,680,389	\$ 3,403,075	9.01%	108.15%
Debt Service	1,597,313	-	-	0.00%	0.00%
Street Improvements	3,183,464	265,289	265,289	8.33%	100.00%
Subrecipient Grant Agreements	765,828	30,865	63,819	4.03%	48.36%
Total Operating & Non-Operating Expenses	46,383,519	3,976,543	3,732,183	8.57%	106.55%
Grant Eligible Costs	8,864,316	1,988,687	1,988,687	22.43%	100.00%
Depreciation Expenses	1,814,260	151,188	151,188	8.33%	100.00%
Total Operating & Non-Operating Expenses and Capital Expenditures	\$ 57,062,095	\$ 6,116,419	\$ 5,872,058	10.72%	104.16%

YTD as of December 2023 Total Expenses & Capital Expenditures – Table 6

For the year to date, total expenditures came to \$1,294,053 under the anticipated baseline of \$46,192,986. Departmental operating expenses came to \$910,248 under the anticipated baseline or 3.17%. Debt service payments are fixed by the terms of the bond contract which is the reason for the resulting 100% actual to baseline as payments are made semi-annually. Street Improvements is also a fixed amount that represents one-twelve of the annual amount budgeted for all member cities, resulting in 100% of baseline.

	12/2023				
	2023 Adopted Budget	YTD 2023 Actual	YTD Baseline into Budget	% YTD Actual to Budget	% Actual to Baseline
Expenditures					
Departmental Operating Expenses	\$ 40,836,914	\$ 39,926,666	\$ 40,836,914	97.77%	97.77%
Debt Service	1,597,313	1,406,780	1,406,780	88.07%	100.00%
Street Improvements	3,183,464	3,183,464	3,183,464	100.00%	100.00%
Subrecipient Grant Agreements	765,828	382,023	765,828	49.88%	49.88%
Total Operating & Non-Operating Expenses	46,383,519	44,898,933	46,192,986	96.80%	97.20%
Grant Eligible Costs	8,864,316	11,707,447	11,707,447	132.07%	100.00%
Depreciation Expenses	1,814,260	1,814,260	1,814,260	100.00%	100.00%
Total Operating & Non-Operating Expenses and Capital Expenditures	\$ 57,062,095	\$ 58,420,640	\$ 59,714,693	102.38%	97.83%

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 December 2023, total departmental operating expenses realized favorable variances against the baseline expectation from categories including Salaries & Wages, Services, Materials & Supplies, Utilities, Insurance, and Purchased Transportation.

Meanwhile, unfavorable variance was identified with the categories of Benefits and Miscellaneous (which includes Dues & Subscriptions and Travel & Training expenses).

Benefits reported a negative variance of \$419,853, or 15.37% compared to the baseline. The variance is attributable to the payout of retention and/or longevity pay to qualifying employees, coupled with higher costs associated with the healthcare self-insurance plan. For the year to date, the negative variance grows to \$720,485, or 12.08% compared to the baseline.

When evaluating the baseline, the positive variance in Salaries & Wages must be considered, as certain line items such as Retention and Car Allowance are budgeted within a salary line item, but are considered Benefits and are reported as such. A listing of the accounts comprising the Benefits category is provided after this section. To improve reporting and transparency, the budgets have been properly aligned for the 2024 budget year and forward.

Title	2023 Budget	2023 Actual	Variance (\$)	Variance (%)
50201010 MEDICARE	220,187	\$ 211,317	\$ 8,870	4.03%
50202010 PENSION	1,952,572	1,964,433	(11,861)	-0.61%
50203010 GROUP HEALTH	3,187,714	3,548,950	(361,236)	-11.33%
50204010 DENTAL	28,170	50,277	(22,107)	-78.48%
50205010 LIFE INSURANCE	52,520	49,559	2,962	5.64%
50206010 DISABILITY INSURANCE	117,991	124,941	(6,950)	-5.89%
50207010 UNEMPLOYMENT	7,264	10,566	(3,302)	-45.46%
50213010 UNIFORM & TOOL ALLOWANCE	5,750	3,708	2,042	35.52%
50214110 TUITION REIMBURSEMENT	108,499	17,118	91,381	84.22%
50214210 WORKERS COMPENSATION	164,117	186,918	(22,800)	-13.89%
50214220 CAR ALLOWANCE	-	40,820	(40,820)	0.00%
50214230 RELOCATION EXPENSE	-	4,475	(4,475)	0.00%
50214310 INCENTIVE AWARDS	52,908	78,848	(25,940)	-49.03%
50214320 OPERATOR ONE-TIME SIGNING BONUS	-	26,039	(26,039)	0.00%
50214330 RETENTION/PERFORMANCE/RECOGNITION BONUSES	66,750	345,605	(278,855)	-417.76%
50215030 RETIREE HEALTH LEAVE PAYOUT	-	21,356	(21,356)	0.00%
	\$ 5,964,443	\$ 6,684,928	\$ (720,485)	-12.08%

Miscellaneous reported a negative variance of \$17,153, or 21.45% compared to the baseline which is a straight line spread of the budget. Due to the different expense types that are included in this category, the following table is provided to assist in the analysis.

Title	December 2023	% of Total
50379910 INTERNAL SERVICES	\$ (9,075)	-9.34%
50901010 DUES AND SUBSCRIPTIONS	10,266	10.57%
50902110 TRAVEL, TRAINING & MTNGS	73,722	75.91%
50908010 ADVERT/PROMO MEDIA EXP.	14,624	15.06%
50909510 COMMUNITY SERVICES	1,312	1.35%
50909910 OTHER MISCELLANEOUS EXP.	128	0.13%
51201010 LEASES AND RENTALS	6,140	6.32%
	\$ 97,117	100.00%

Most of the expenses for the line are related to Travel, Training, & Meetings, including several holiday events for employees during the month but primarily consisting of charges from the TTA event that exceeded amounts reimbursed by TTA. The credit balance of \$9,075 posted to Internal Services consisted of a reclassification of previous expenditures charged to the Department 83 - Special Projects budget which is related to the new accounting treatment required by a new GASB standard including the new CIP budget tracking management software. In Addition, Advert/Promo Media incurred \$14,624 for promoting various agency programs.

However, the expense category remains under the annual baseline by 8.01% for the year to date.

December 2023 Departmental Expense Breakdown – Table 7.1

	12/2023				
	2023 Adopted Budget	December 2023 Actual	Baseline into Budget	% Actual to Budget	% Actual to Baseline
Departmental Operating Expenses:					
Object Category					
Salaries & Wages	\$ 14,794,668	\$ 1,218,834	\$ 1,232,888	8.24%	98.86%
Benefits	5,964,443	916,890	497,037	15.37%	184.47%
Services	5,698,190	413,428	474,849	7.26%	87.07%
Materials & Supplies	3,202,967	216,950	266,914	6.77%	81.28%
Utilities	802,906	62,960	66,909	7.84%	94.10%
Insurance	648,227	50,379	54,019	7.77%	93.26%
Purchased Transportation	8,765,945	703,831	730,495	8.03%	96.35%
Miscellaneous	959,568	97,117	79,964	10.12%	121.45%
Total Departmental Operating Expenses	\$ 40,836,914	\$ 3,680,389	\$ 3,403,075	9.01%	108.15%

	12/2023				
	2023 Adopted Budget	YTD 2023 Actual	YTD Baseline into Budget	% YTD Actual to Budget	% Actual to Baseline
Departmental Operating Expenses:					
Object Category					
Salaries & Wages	\$ 14,794,668	\$ 14,430,871	\$ 14,794,668	97.54%	97.54%
Benefits	5,964,443	6,684,928	5,964,443	112.08%	112.08%
Services	5,698,190	4,801,538	5,698,190	84.26%	84.26%
Materials & Supplies	3,202,967	3,158,139	3,202,967	98.60%	98.60%
Utilities	802,906	771,884	802,906	96.14%	96.14%
Insurance	648,227	578,836	648,227	89.30%	89.30%
Purchased Transportation	8,765,945	8,617,764	8,765,945	98.31%	98.31%
Miscellaneous	959,568	882,706	959,568	91.99%	91.99%
Total Departmental Operating Expenses	\$ 40,836,914	\$ 39,926,666	\$ 40,836,914	97.77%	97.77%

2023 Self-Insurance Claims, Medical & Vision and Dental – Table 9

Month	Medical & Vision	Dental	Total
January	\$ 523,138	\$ 6,669	\$ 529,807
February	186,094	4,935	191,029
March	349,549	11,923	361,472
April	254,342	11,323	265,665
May	518,048	9,518	527,567
June	361,286	5,993	367,279
July	434,970	7,785	442,754
August	220,101	12,452	232,552
September	111,761	3,254	115,015
October	404,326	10,133	414,459
November	292,623	10,645	303,269
December	438,279	8,397	446,676
	\$ 4,094,516	\$ 103,027	\$ 4,197,543

Fare Recovery Ratio – Table 10

Description	12/31/2023	Year to Date
Fare Revenue or Passenger Revenue	\$ 90,368	\$ 1,083,894
Operating Expenses	3,689,465	39,914,770
Fare Recovery Ratio	2.45%	2.72%
*Excluding Depreciation		

Note: Same period last year (December 2022) the FRR was 2.89%

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.

December 2023 – Table 11

For the month of December, total Revenue exceeded Expenditures by \$373,302. For the year to date, total Revenues exceeded Expenses by \$3,329,851. A greater detail of the financial results is explained in the accompanied Power Point presentation.

	12/2023				
	2023 Adopted Budget	December 2023 Actual	Baseline into Budget	% Actual to Budget	% Actual to Baseline
Operating Revenues	\$ 44,548,227	\$ 4,196,904	\$ 4,083,529	9.42%	102.78%
Operating Expenses	46,383,519	3,976,543	3,732,183	8.57%	106.55%
Revenue over Expenses	(1,835,292)	220,361	351,346	-12.01%	62.72%
Capital Funding	12,513,868	2,292,816	2,292,816	18.32%	100.00%
Capital Expenditures	10,678,576	2,139,875	2,139,875	20.04%	100.00%
Revenue over Expenses	1,835,292	152,941	152,941	8.33%	100.00%
Revenue over Expenditures	\$ (0)	\$ 373,302	\$ 504,287		

	12/2023				
	2023 Adopted Budget	YTD 2023 Actual	YTD Baseline into Budget	% YTD Actual to Budget	% Actual to Baseline
Operating Revenues	\$ 44,548,227	\$ 46,393,492	\$ 44,548,227	104.14%	104.14%
Operating Expenses	46,383,519	44,898,933	46,192,986	96.80%	97.20%
Revenue over Expenses	(1,835,292)	1,494,559	(1,644,759)	-81.43%	-90.87%
Capital Funding	12,513,868	15,356,999	15,356,999	122.72%	100.00%
Capital Expenditures	10,678,576	13,521,707	13,521,707	126.62%	100.00%
Revenue over Expenses	1,835,292	1,835,292	1,835,292	100.00%	100.00%
Revenue over Expenditures	\$ (0)	\$ 3,329,851	\$ 190,534		

NET POSITION

The Total Net Position at the end of the month was **\$116,394,252**, an increase of **\$12,292,746** from December 2022 which closed at **\$104,101,506**.

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 **\$116,394,252**, the portion of the fund balance that is not restricted in accordance with GASB Concepts Statement No 4 is **\$50,442,581**, but only **\$28,061,742** is available for spending because of the internal restrictions placed by the Board for specific reserves which total **\$22,380,839**. To stabilize the fluctuations of sales tax revenue, CCRTA has established several reserve accounts that serve as a liquidity cushion. As you can see from the fund balance breakdown below, 44.37% of the unrestricted portion is assigned by the Board to fund reserves that are earmarked to meet certain unexpected demands.

FUND BALANCE AS OF DECEMBER 31, 2023:

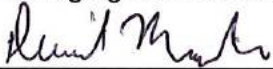
<u>FUND BALANCE</u>	
Net Invested in Capital Assets	\$ 65,376,363
Restricted for FTA Interest	575,308
Unrestricted	→ 50,442,581
TOTAL FUND BALANCE	116,394,252
<u>UNRESTRICTED BREAKDOWN</u>	
Designated for Operating Reserve (25% OpEx less EBR)	9,834,375
Designated for Capital Reserve (25% of total CIP)	11,068,263
Designated for Employee Benefits Reserve	1,478,201
Total Designated Reserves (43.99%)	\$ 22,380,839
Unrestricted (56.01%)	28,061,742
TOTAL DESIGNATED & UNRESTRICTED	→ \$ 50,442,581

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 December 2023

OPERATING BUDGET	12/2023				
	2023 Adopted Budget	December 2023 Actual	Baseline into Budget	% Actual to Budget	% Actual to Baseline
	A	B	C = A / 12	B / A	C vs B
Revenues					
Passenger service	\$ 1,108,110	\$ 90,368	\$ 92,343	8.16%	97.86%
Bus advertising	145,371	31,446	12,114	21.63%	259.58%
Other operating revenues	312,337	58,831	58,831	18.84%	100.00%
Sales Tax Revenue	40,316,731	3,698,101	3,698,101	9.17%	100.00%
Federal, state and local grant assistance	1,565,828	33,117	130,486	2.11%	25.38%
Investment Income	574,000	242,869	47,833	42.31%	507.74%
Staples Street Center leases	525,850	42,172	43,821	8.02%	96.24%
Total Revenues	44,548,227	4,196,904	4,083,529	9.42%	102.78%
Expenses					
Transportation	9,932,992	1,073,180	827,749	10.80%	129.65%
Customer Programs	595,697	56,196	49,641	9.43%	113.20%
Purchased Transportation	8,765,945	703,831	730,495	8.03%	96.35%
Service Development	801,372	56,459	66,781	7.05%	84.54%
MIS	1,674,391	184,267	139,533	11.01%	132.06%
Vehicle Maintenance	6,547,805	546,711	545,650	8.35%	100.19%
Facilities Maintenance	3,104,571	285,463	258,714	9.19%	110.34%
Contracts and Procurements	449,199	32,539	37,433	7.24%	86.93%
CEO's Office	1,209,277	89,471	100,773	7.40%	88.78%
Finance and Accounting	902,039	81,824	75,170	9.07%	108.85%
Materials Management	278,468	36,789	23,206	13.21%	158.53%
Human Resources	1,013,273	92,646	84,439	9.14%	109.72%
General Administration	538,361	33,459	44,863	6.22%	74.58%
Capital Project Management	404,989	40,075	33,749	9.90%	118.74%
Marketing & Communications	833,041	108,032	69,420	12.97%	155.62%
Safety & Security	2,411,815	174,427	200,985	7.23%	86.79%
Staples Street Center	1,141,678	89,962	95,140	7.88%	94.56%
Port Ayers Cost Center	32,000	4,136	2,667	12.93%	155.10%
Debt Service	1,597,313	-	-	0.00%	0.00%
Special Projects	200,000	(9,075)	16,667	-4.54%	-54.45%
Subrecipient Grant Agreements	765,828	30,865	63,819	4.03%	48.36%
Street Improvements Program for CCRTA Regional Entities	3,183,464	265,289	265,289	8.33%	100.00%
Total Expenses	46,383,519	3,976,543	3,732,183	8.57%	106.55%
Revenues Over Expenses - Operating Budget	(1,835,292)	220,361	351,346		
CIP BUDGET					
	2023 Adopted Budget	December 2023 Actual	Baseline into Budget	% Actual to Budget	% Actual to Baseline
	A	B	C = A / 12	B / A	
Funding Sources					
Transfer In	\$ 3,649,552	304,129	304,129	8.33%	100.00%
Grant Revenue	8,864,316	1,988,687	1,988,687	22.43%	0.00%
Total Funding Sources	12,513,868	2,292,816	2,292,816	18.32%	100.00%
Capital Expenditures					
Grant Eligible Costs	8,864,316	1,988,687	1,988,687	22.43%	0.00%
Depreciation Expenses	1,814,260	151,188	151,188	8.33%	100.00%
Total Expenditures	10,678,576	2,139,875	2,139,875	20.04%	100.00%
Funding Sources Over Expenditures	1,835,292	152,941	152,941	8.33%	100.00%
Revenues Over Expenses - Operating Budget	(1,835,292)	220,361	351,346		
Revenues Over Expenses - CIP Budget	1,835,292	152,941	152,941		
Revenues Over Expenses (including rounding)	\$ (0)	\$ 373,302	\$ 504,287		

Corpus Christi Regional Transportation Authority
 Operating and Capital Budget Report
 For the month ended December 2023

OPERATING BUDGET	12/2023				
	2023 Adopted Budget	YTD 2023 Actual	YTD Baseline into Budget	% YTD Actual to Budget	% Actual to Baseline
	A	B	C = A	B / A	C vs B
Revenues					
Passenger service	\$ 1,108,110	\$ 1,083,894	\$ 1,108,110	97.81%	97.81%
Bus advertising	145,371	227,549	145,371	156.53%	156.53%
Other operating revenues	312,337	103,793	312,337	33.23%	33.23%
Sales Tax Revenue	40,316,731	40,472,327	40,316,731	100.39%	100.39%
Federal, state and local grant assistance	1,565,828	1,255,814	1,565,828	80.20%	80.20%
Investment Income	574,000	2,742,999	574,000	477.87%	477.87%
Staples Street Center leases	525,850	507,116	525,850	96.44%	96.44%
Total Revenues	44,548,227	46,393,492	44,548,227	104.14%	104.14%
Expenses					
Transportation	9,932,992	10,370,545	9,932,992	104.41%	104.41%
Customer Programs	595,697	627,454	595,697	105.33%	105.33%
Purchased Transportation	8,765,945	8,617,764	8,765,945	98.31%	98.31%
Service Development	801,372	602,162	801,372	75.14%	75.14%
MS	1,674,391	1,612,583	1,674,391	96.31%	96.31%
Vehicle Maintenance	6,547,805	6,291,401	6,547,805	96.08%	96.08%
Facilities Maintenance	3,104,571	3,185,879	3,104,571	102.62%	102.62%
Contracts and Procurements	449,199	361,463	449,199	80.47%	80.47%
CEO's Office	1,209,277	1,181,270	1,209,277	97.68%	97.68%
Finance and Accounting	902,039	834,110	902,039	92.47%	92.47%
Materials Management	278,468	292,303	278,468	104.97%	104.97%
Human Resources	1,013,273	1,061,048	1,013,273	104.71%	104.71%
General Administration	538,361	427,732	538,361	79.45%	79.45%
Capital Project Management	404,989	408,308	404,989	100.82%	100.82%
Marketing & Communications	833,041	880,955	833,041	105.75%	105.75%
Safety & Security	2,411,815	2,020,957	2,411,815	83.79%	83.79%
Staples Street Center	1,141,678	1,114,027	1,141,678	97.58%	97.58%
Port Ayers Cost Center	32,000	24,807	32,000	77.52%	77.52%
Debt Service	1,597,313	1,406,780	1,406,780	88.07%	100.00%
Special Projects	200,000	11,896	200,000	5.95%	5.95%
Subrecipient Grant Agreements	765,828	382,023	765,828	49.88%	49.88%
Street Improvements Program for CCRTA Regional Entities	3,183,464	3,183,464	3,183,464	100.00%	100.00%
Total Expenses	46,383,519	44,898,933	46,192,986	96.80%	97.20%
Revenues Over Expenses - Operating Budget	(1,835,292)	1,494,559	(1,644,759)		
CIP BUDGET	2023 Adopted Budget	YTD 2023 Actual	YTD Baseline into Budget	% YTD Actual to Budget	% Actual to Baseline
	A	B	C = A	B / A	C vs B
Funding Sources					
Transfer In	\$ 3,649,552	3,649,552	3,649,552	100.00%	100.00%
Grant Revenue	8,864,316	11,707,447	11,707,447	132.07%	0.00%
Total Funding Sources	12,513,868	15,356,999	15,356,999	122.72%	100.00%
Capital Expenditures					
Grant Eligible Costs	8,864,316	11,707,447	11,707,447	132.07%	0.00%
Depreciation Expenses	1,814,260	1,814,260	1,814,260	100.00%	100.00%
Total Expenditures	10,678,576	13,521,707	13,521,707	126.62%	100.00%
Funding Sources Over Expenditures	1,835,292	1,835,292	1,835,292	100.00%	100.00%
Revenues Over Expenses - Operating Budget	(1,835,292)	1,494,559	(1,644,759)		
Revenues Over Expenses - CIP Budget	1,835,292	1,835,292	1,835,292		
Revenues Over Expenses (including rounding)	\$ (0)	\$ 3,329,851	\$ 190,533		

CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY
Statement of Net Position
Month ended December 31, 2023, and year ended December 31, 2022

	Unaudited December 31 2023	Audited December 31 2022
ASSETS		
Current Assets:		
Cash and Cash Equivalents	\$ 21,367,243	\$ 25,536,891
Short Term Investments	30,975,678	26,829,671
Receivables:		
Sales and Use Taxes	6,824,604	6,892,274
Federal Government	2,021,804	85,717
Other	750,479	635,609
Inventories	804,874	1,204,171
Prepaid Expenses	839,542	878,503
Total Current Assets	63,584,223	62,062,836
Non-Current Assets:		
Restricted Cash and Cash Equivalents	575,308	575,308
Long Term Investments	2,000,000	5,951,169
Lease Receivable	1,481,296	1,481,296
Capital Assets:		
Land	4,882,879	4,882,879
Buildings	52,705,304	52,705,304
Transit Stations, Stops and Pads	28,574,474	28,574,474
Other Improvements	5,525,123	5,525,123
Vehicles and Equipment	62,634,935	62,634,935
Right-To-Use Leased Equipment	499,627	499,627
Software Subscriptions	335,500	-
Construction in Progress	1,094,110	1,095,385
Current Year Additions	12,055,972	-
Total Capital Assets	168,307,924	155,917,727
Less: Accumulated Depreciation	(89,083,710)	(87,269,450)
Net Capital Assets	79,224,214	68,648,277
Total Non-Current Assets	83,280,818	76,656,050
TOTAL ASSETS	146,865,041	138,718,886
DEFERRED OUTFLOWS OF RESOURCES		
Deferred outflow related to pensions	9,475,513	9,475,513
Deferred outflow related to OPEB	62,202	62,202
Deferred outflow on extinguishment of debt	2,937,149	2,937,149
Total Deferred Outflows	12,474,864	12,474,864
TOTAL ASSETS AND DEFERRED OUTFLOWS	159,339,905	151,193,750
LIABILITIES AND NET POSITION		
Current Liabilities:		
Accounts Payable	1,927,262	1,979,739
Current Portion of Long-Term Liabilities:		
Long-Term Debt	-	905,000
Compensated Absences	335,005	335,005
Sales Tax Audit Funds Due	-	328,488
Distributions to Regional Entities Payable	4,791,452	7,523,214
Other Accrued Liabilities	1,224,208	1,353,073
Total Current Liabilities	8,277,928	12,424,519
Non-Current Liabilities:		
Long-Term Liabilities, Net of Current Portion:		
Long-Term Debt	16,785,000	16,785,000
Compensated Absences	942,102	942,102
Sales Tax Audit Funds Due	164,258	164,258
Net Pension Liability	11,027,475	11,027,475
Net OPEB Obligation	834,840	834,840
Lease Liability	338,738	338,738
Total Non-Current Liabilities	30,092,413	30,092,413
TOTAL LIABILITIES	38,370,341	42,516,932
DEFERRED INFLOWS OF RESOURCES		
Deferred inflow related to pensions	3,087,164	3,087,164
Deferred inflow related to OPEB	6,852	6,852
Deferred inflow related to leases	1,481,296	1,481,296
Total Deferred Inflows	4,575,312	4,575,312
TOTAL LIABILITIES AND DEFERRED INFLOWS	42,945,653	47,092,244
Net Position:		
Net Invested in Capital Assets	65,376,363	53,895,426
Restricted for FTA Interest	575,308	575,308
Unrestricted	50,442,581	49,630,772
TOTAL NET POSITION	\$ 116,394,252	\$ 104,101,506

**Corpus Christi Regional Transportation Authority
Statement of Cash Flows (Unaudited)
For the month ended December 31, 2023**

	<u>12/31/2023</u>
Cash Flows From Operating Activities:	
Cash Received from Customers	\$ 90,358
Cash Received from Bus Advertising and Other Ancillary	72,661
Cash Payments to Suppliers for Goods and Services	(529,552)
Cash Payments to Employees for Services	(1,015,444)
Cash Payments for Employee Benefits	(406,977)
Net Cash Used for Operating Activities	<u>(1,788,953)</u>
Cash Flows from Non-Capital Financing Activities:	
Sales and Use Taxes Received	3,269,745
Grants and Other Reimbursements	1,567
Distributions to Subrecipient Programs	-
Distributions to Region Entities	-
Net Cash Provided by Non-Capital Financing Activities	<u>3,271,312</u>
Cash Flows from Capital and Related Financing Activities:	
Federal and Other Grant Assistance	82,849
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	(2,540,381)
Net Cash Used by Capital and Related Financing Activities	<u>(2,457,532)</u>
Cash Flows from Investing Activities:	
Investment Income	146,371
Purchases of Investments	-
Maturities and Redemptions of Investments	-
Premiums/Discounts on Investments	-
Net Cash Provided by Investing Activities	<u>146,371</u>
Net decrease in Cash and Cash Equivalents	(828,802)
Cash and Cash Equivalents (Including Restricted Accounts), December 1, 2023	22,771,353
Cash and Cash Equivalents (Including Restricted Accounts), December 31, 2023	\$ <u><u>21,942,551</u></u>



Subject: December 2023 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.

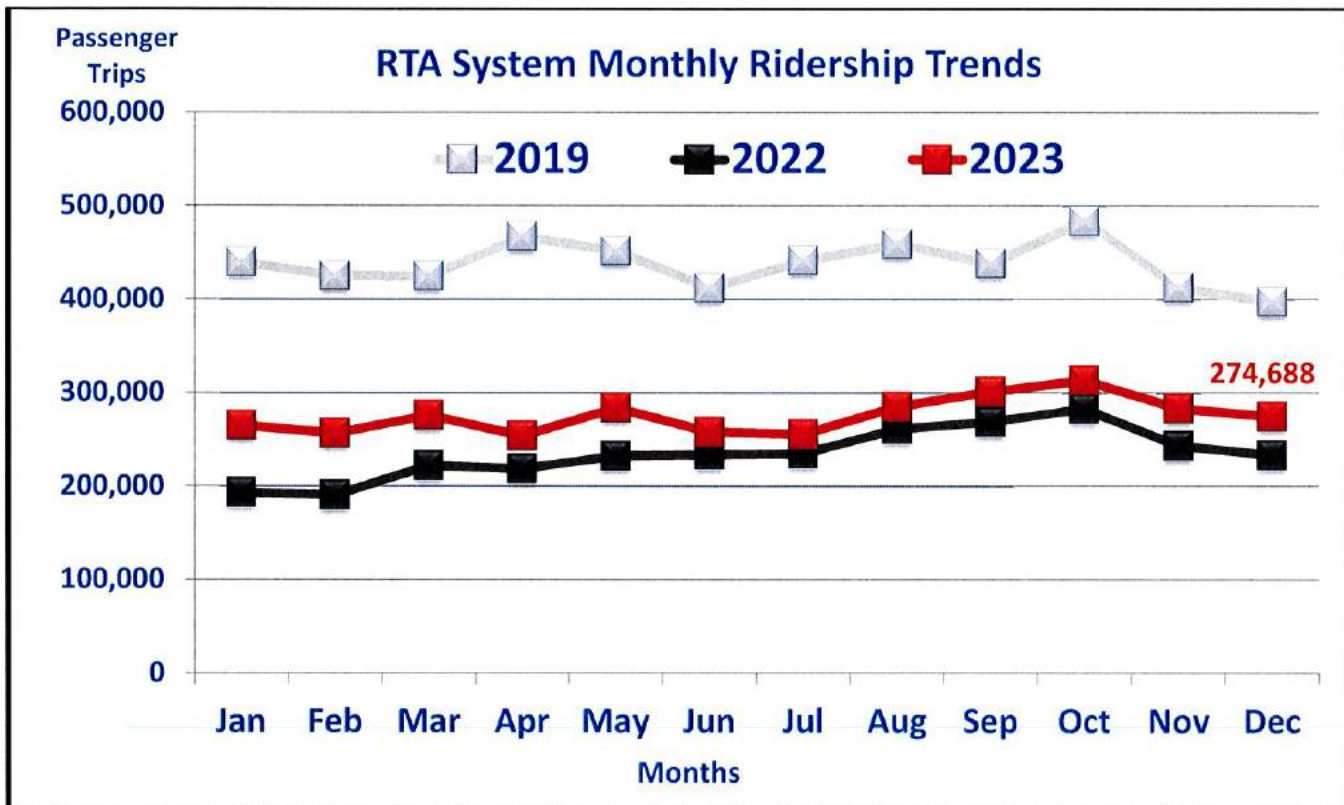


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System-wide Ridership and Service Performance Results

December 2023 passenger trips totaled 274,688 which represents a 17.6% increase as compared to 233,530 passenger trips in December 2022 with 41,158 more trips provided this month. When comparing December 2019 Ridership 397,321, the December 2023 274,688 passenger trips represents a 30.9% decrease with 122,633 fewer trips.

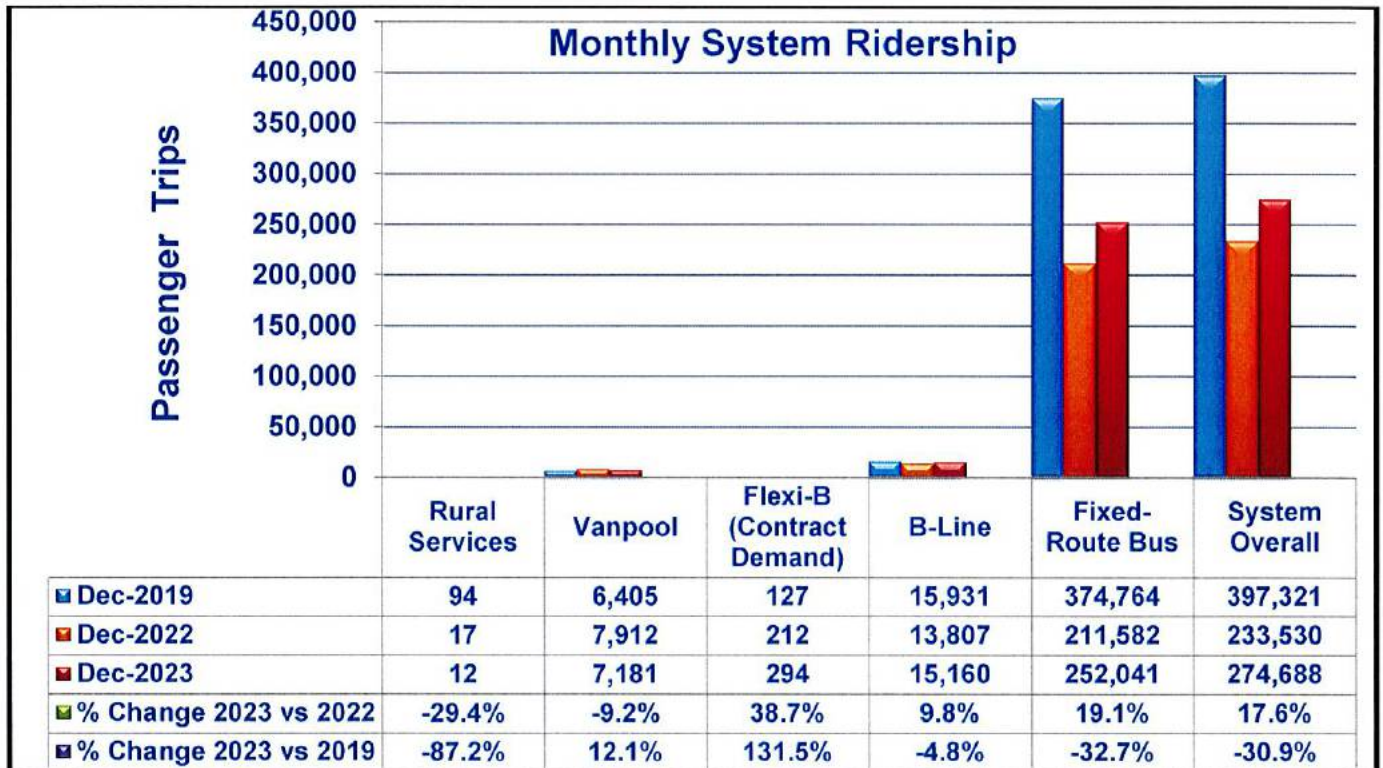


December 2023	December 2022	Variance
20 Weekdays	22 Weekdays	-2
5 Saturdays	5 Saturdays	-
5 Sundays	3 Sundays	+2
1 Christmas Holiday (No Service)	1 Christmas Holiday (No Service)	-
31 Days	31 Days	-

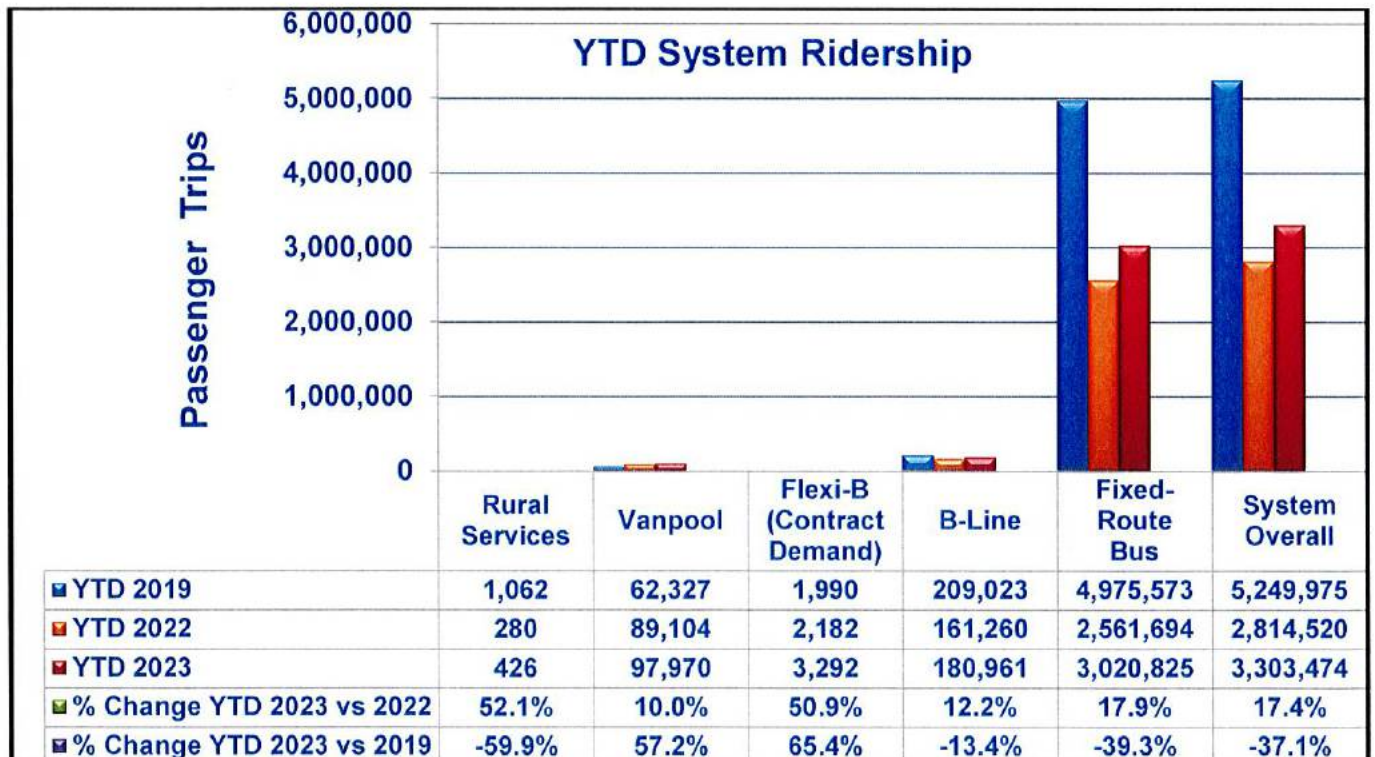
The average retail price for unleaded gas in Corpus Christi was approximately \$3.07 per gallon as compared to \$2.40 per gallon in December 2022¹ which represents an 27.9% increase in the average cost per gallon. December rainfall was below normal at 0.45 inches as compared to the average rainfall of 1.93 inches. December 2022 was also below the normal average at 0.32 inches.² The 73-degree average high temperature for December 2023 was above the normal average temperature of 69.5-degrees.

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

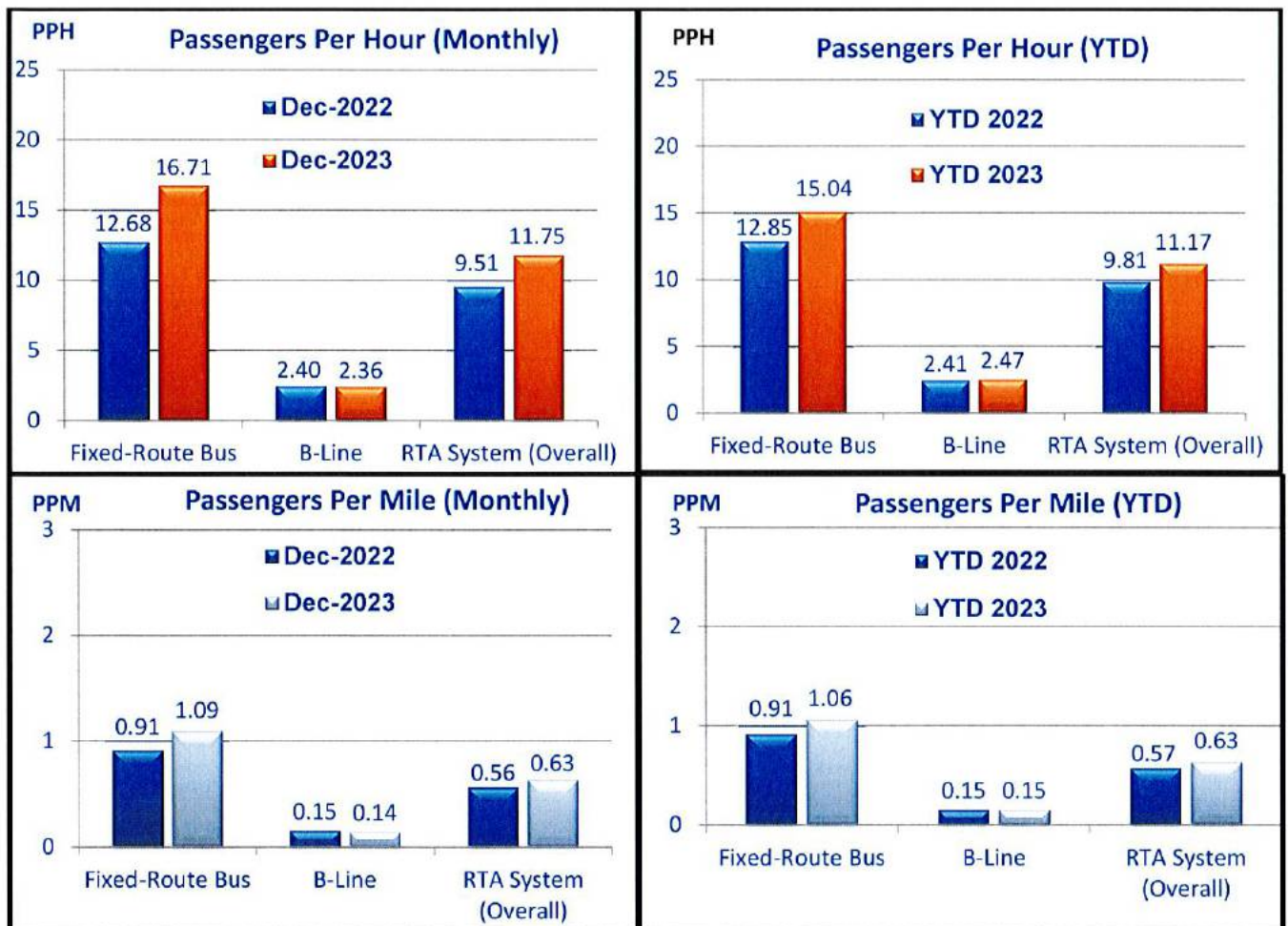
The chart below shows monthly ridership results for all services. CCRTA recorded 41,158 more passenger trips in December 2023 for a 17.6% increase as compared to December 2022. As compared to December 2019, passenger trips decreased 30.9%.



The chart below shows YTD ridership results for all services. 488,954 more trips compared to 2022.



The following charts report system-wide productivity for the month of December 2023 vs. December 2022 and YTD figures.



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

Schedule Adherence	Standard	Sep-23	Oct-23	Nov-23	Dec-23	4-Month Average
Early Departure	<1%	0.0%	0.0%	0.0%	0.0%	0.0%
Departures within 0-5 minutes	>85%	84.3%	89.6%	88.3%	88.6%	87.7%
Monthly Wheelchair Boardings	No standard	5,129	4,405	3,408	3,258	4,050
Monthly Bicycle Boardings	No standard	6,534	6,222	5,489	5,309	5,889

On Detour

- **Port Ave.** Utility Replacement Project (9) month project (**Now on hold**): Began March 2022 with undetermined completion date.
 - Routes 21, 23 & 37 (**2 stops impacted**)
- **New Harbor Bridge (North Beach):** Routes 76 & 78 remain on a minor detour under U.S. HWY 181 in the inbound direction. (No stops impacted)
- **Leopard St.** (Nueces Bay-Palm) Project now complete but (**3**) stops remain unserviceable and Routes 27 & 28 remain on detour.
 - Routes 27 & 28
- **Leopard St.** (Crosstown-Palm) (14) month project began Dec. 5, 2022. This Bond project will extend the current/existing Leopard St. detour. Expected completion in June 2024. (**Project now more than half complete as of December 2023**)
 - Routes 27 & 28 (**12 stops impacted**)
- **Gollihar** (Crosstown-Greenwood) Began April 24, 2023.
 - Routes 23 & 25 (**13 stops closed for this two-phase project**)
- **McArdle Rd. (Carroll-Kostoryz):** Project began Oct. 30, 2023.
 - Route 19 (**8 stops closed**)

Detours Expected

- **Alameda (Louisiana-Texan Trail):** Preliminary work on project began Fall-2023.
 - Routes 5, 17 & detoured 29 (19 stops will be impacted-but not yet)
- **Brownlee Blvd.** (Morgan-Staples) To begin early-2024.
 - Routes 5x & 17 (**8 stops will be impacted**)
- **Comanche** (Carancahua-Alameda) To begin early-2024.
 - Routes 12, 21, 27 & 28 (**4 stops will be impacted**)
- **Upper/Mid./Lower Broadway:** Project in design. (30%)
 - Routes 6, 76 & 78 (no stops impacted)
- **Carroll Ln.** (SH-358 to Holly) Project in design. (30%)
 - Route 15 (**4 stops might be impacted**)
- **Alameda (Everhart-Airline):** Project in design. (30%)
 - Route 5 (13 stops might be impacted)

Currently No Detours

- **Alameda (Del Mar Blvd.-Louisiana):** Utility work began Oct.-2023.
 - Routes 5, 17 & detoured 29 (**1 stop closed**)
- **Everhart Rd. (SPID-S. Staples):** Project began September 2023.
 - Routes 32 & 37 (7 stops on Everhart not impacted yet but **2 closed** on Alameda & **2 closed** on S. Staples west of the Everhart Rd. intersection)
- **Wildcat** (Northwest Blvd.-Teague) A (10) month project is now one month behind schedule.
 - Route 27 (**1 stop remains closed**)

For December 2023, there were 11 impacted fixed routes out of 32 fixed route services in operation. This equates to approximately 34% of CCRTA services.

Detoured bus route services include: **5, 17, 19, 21, 23, 25, 27, 28, 37, 76 & 78.**

The total number of bus stops that were impacted or closed was **44** in December.

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

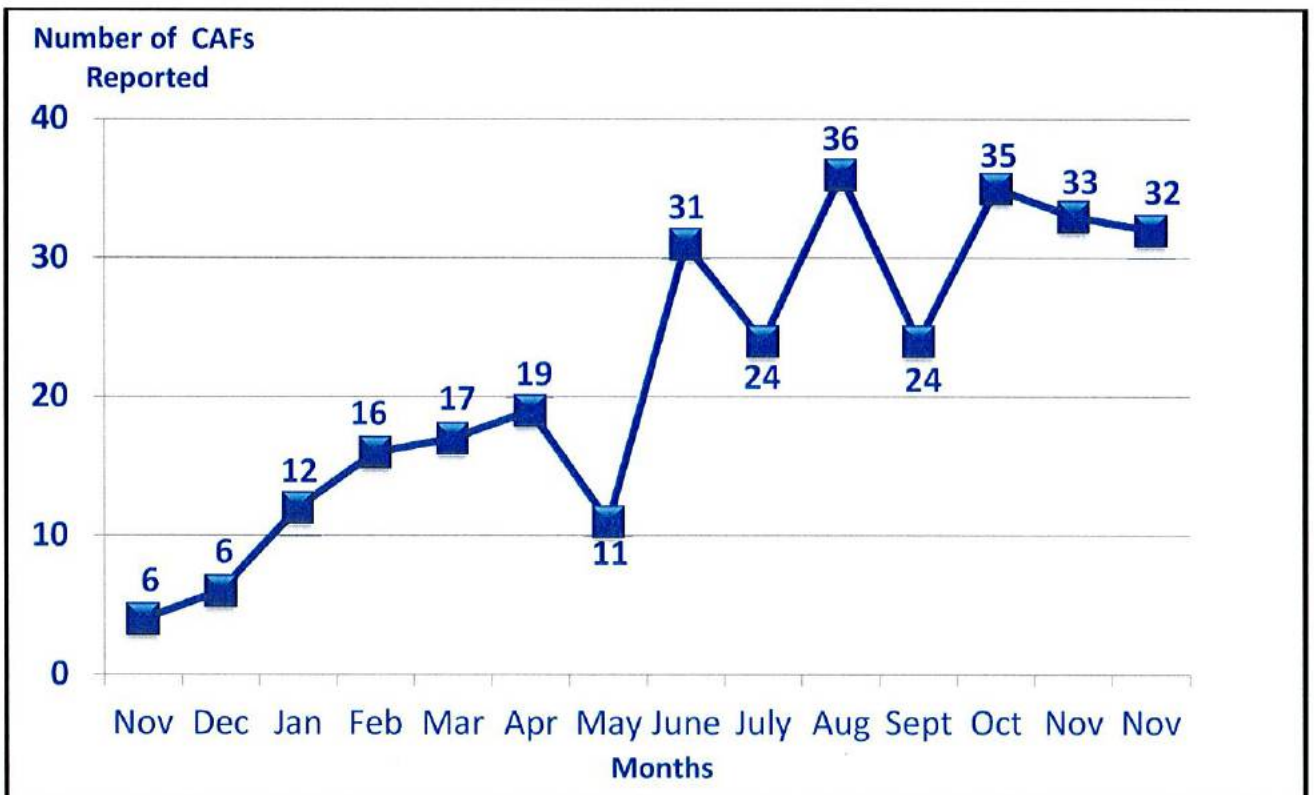
In December 2023, B-Line service performance metrics are listed below.

- Productivity: **2.36** Passengers per Hour (PPH) did not meet the contract standard of 2.50 PPH.
- Denials: 0 denials or **0.0%** did meet the contract standard of 0.0%.
- Miles between Road Calls (MBRC): **20,070** did meet the contract standard of 12,250 miles.
- Ridership Statistics: **10,003** ambulatory boardings; **4,202** wheelchair boardings

Metric	Sep-23	Oct-23	Nov-23	Dec-23	(4) Month-Ave.
Passengers per Hour	2.45	2.44	2.43	2.36	2.42
Denials	0.00%	0.00%	0.00%	0.00%	0.0%
Miles Between Road Calls	14,725	15,921	14,020	20,070	16,184
Monthly Wheelchair Boardings	4,247	4,401	4,250	4,202	4,275

Customer Programs Monthly Customer Assistance Form (CAF) Report

For the month of December 2023, Customer Service received and processed 46 Customer Assistance Forms (CAF's) of which 32 or 69% were verified as valid. There were no commendations in the month of December.



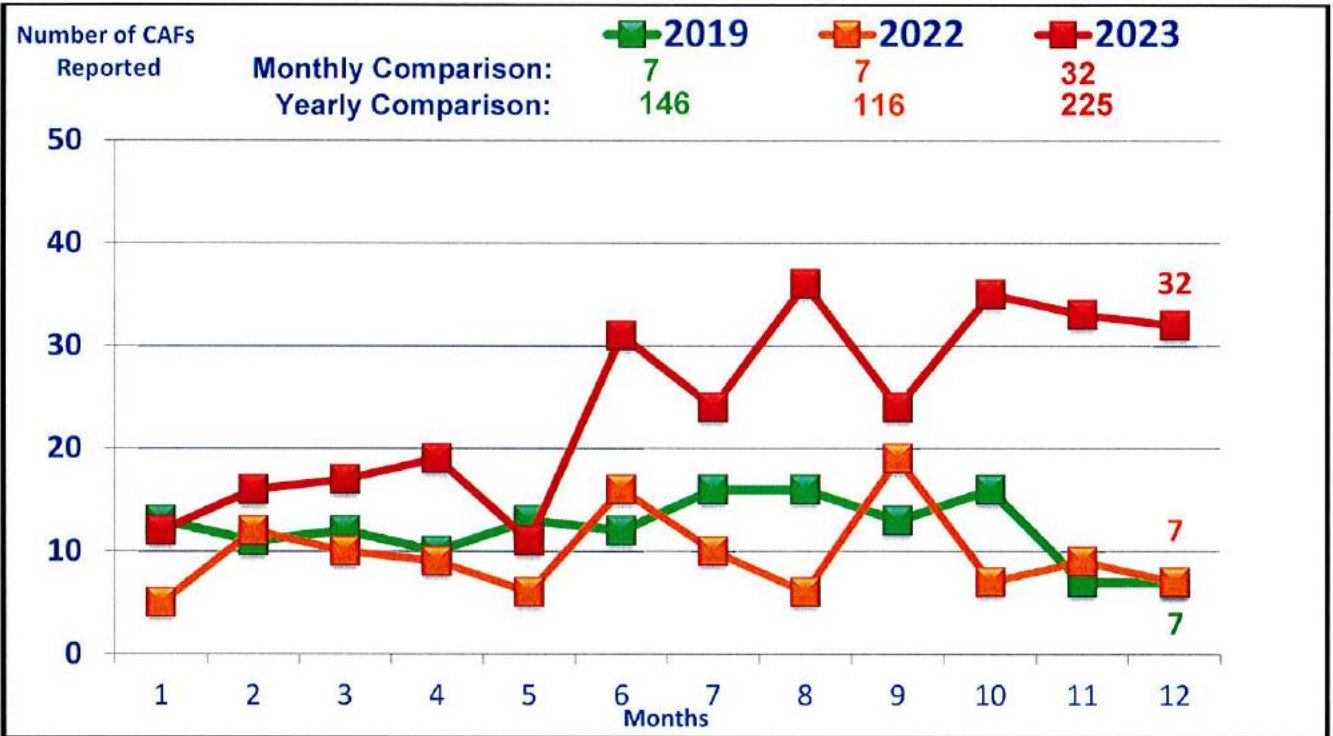
Route Summary Report:

Route	# of CAFs	Route	# of CAFs
#3 NAS Shuttle		#34 Robstown North Circulator	2
#4 Flour Bluff	1	#35 Robstown South Circulator	1
#5 Alameda		#37 Crosstown/TAMU-CC	
#5x Alameda Express		#50 Calallen/NAS Ex (P&R)	2
#6 Santa Fe/Malls		#51 Gregory/NAS Ex (P&R)	
#12 Hillcrest/Baldwin	1	#54 Gregory/Downtown Express	
#15 Kostoryz/Carroll HS	3	#60 Momentum Shuttle	
#16 Morgan/Port	1	#65 Padre Island Connection	2
#17 Carroll/Southside		#76 Harbor Bridge Shuttle	
#19 Ayers	1	#78 North Beach Shuttle	
#19G Greenwood		#83 Advanced Industries	
#19M McArdle		#90 Flexi-B Port Aransas	1
#21 Arboleda	2	#93 Flex	1
#23 Molina	2	#94 Port Aransas Shuttle	
#24 Airline/Yorktown		#95 Port Aransas Express	
#25 Gollihar/Greenwood		B-Line (Paratransit) Services	5
#26 Airline/Lipes	1	Safety & Security	
#27 Leopard	1	Transportation	
#27x Leopard (Express)		Facilities Maintenance	
#28 Leopard/Navigation	2	Customer Service Department	
#29 Staples	5	Service Development	2
#29F Staples/Flour Bluff		Facilities	8
#29SS Staples/Spohn South		Commendations	
#32 Southside	2	TOTAL CAF's	46

Processed CAF Breakdown by Service Type:

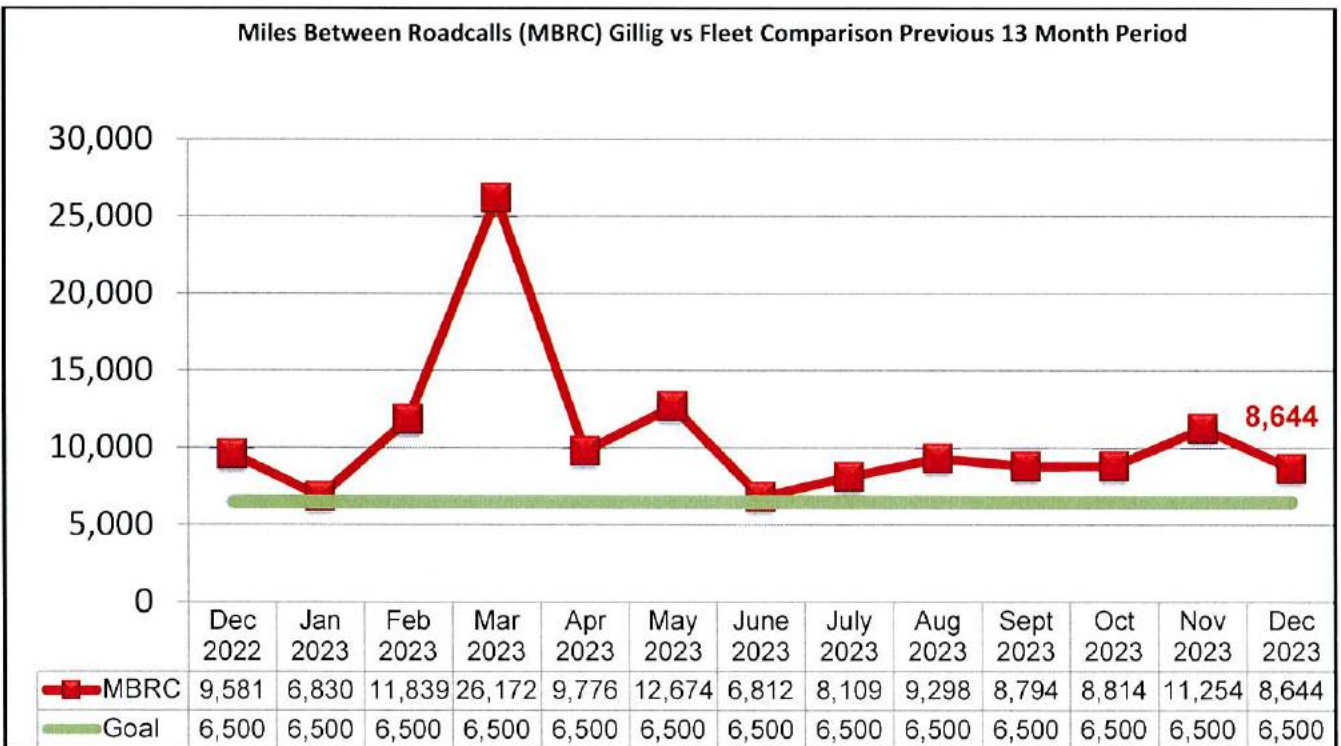
CAF Category	RTA Fixed Route	B-Line ADA Paratransit	Purchased Transportation	Totals
ADA		1		1
Service Stop Issues				
Driving Issues	1			1
Customer Services				
Late/Early – No Show	4	1	2	7
Alleges Injury			2	2
Fare/Transfer Dispute				
Clean Trash Can				
Dispute Drop-off/Pickup		1		1
Add Bench/Stop				
Left Behind/Passed Up	3		2	5
Inappropriate Behavior		1		1
Policy	1			1
Incident at Stop	1			1
Incident on Bus				
Incident at Station				
Securement/Tie Down Issue	2		1	3
Denial of Service			1	1
Safety & Security				
Rude	5	1	3	9
Facility Maintenance/Service Development	8			8
Service Development	2			2
Vehicle Maintenance				
Overcrowded Vehicle				
Vehicle Maintenance-IT	1			1
Vehicle Maintenance	1		1	2
Commendations				
Total CAFs	29	5	12	46

Number of CAF Reports: Current and Historical Trends



Vehicle Maintenance Department: Miles Between Road Calls Report

In December 2023, there were 8,644 miles between road calls (MBRC) recorded as compared to 9,581 MBRC in December 2022. 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 10,661.



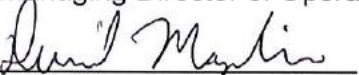
Board Priority

The Board Priority is Public Image and Transparency.

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