

**AGENDA MEETING NOTICE****Board of Directors Committees Meetings****DATE:** Wednesday, June 23, 2021**TIME:** 8:30 a.m.**Administration & Finance Committee, and Operations & Capital Projects Committee***(estimated at 9:30 a.m., although to be held immediately following the Administration & Finance Committee Meeting)***LOCATION:** PORT ARANSAS – Port A City Hall, Boardroom (701 W. Ave A., Port Aransas, TX 78373)**ADMINISTRATION & FINANCE COMMITTEE****PATRICIA DOMINGUEZ, Chairwoman****Lynn Allison Dan Leyendecker Eloy Salazar Philip Skrobarczyk**

	TOPIC	SPEAKER	EST.TIME	REFERENCE
1.	Roll Call	D. Linnehan	2 min.	-----
2.	Safety Briefing	M. Rendón	3 min.	-----
3.	Receipt of Conflict of Interest Affidavits	P. Dominguez	2 min.	-----
4.	Opportunity for Public Comment 3 min. limit – no discussion	P. Dominguez	3 min.	-----
<p>NOTE: DUE TO THE CURRENT CONDITIONS FOR COVID-19, WE ENCOURAGE SOCIAL DISTANCING AND REQUIRE FACIAL COVERINGS (AVAILABLE) FOR INDIVIDUALS ATTENDING THE MEETING.</p> <p>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.</p>				
5.	Discussion and Possible Action to Approve the Administration & Finance Committee Meeting Minutes of May 23, 2021	P. Dominguez	3 min.	Pages 1-5
6.	Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Authorize to Approve the FY 2021 Operating and Capital Budget – Amendment #1	R. Saldaña	3 min.	Page 6 PPT ATTACHMENT A
7.	Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Award a Contract for Windstorm and Hail Insurance for FY 2021-2022	M. Rendón	3 min.	Page 7 PPT
8.	Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Authorize the Lease Renewal with Nueces County for Lease Space at the Staples Street Center Building	S. Montez	3 min.	Page 8 PPT ATTACHMENT B
9.	Committee Chair Report	P. Dominguez	3 min.	-----
10.	Adjournment	P. Dominguez	1 min.	-----

Total Estimated Time: 26 min.

AGENDA MEETING NOTICE

OPERATIONS & CAPITAL PROJECTS

ANNA JIMENEZ, Chairwoman

Gabi Canales Glenn Martin Michael Reeves Matt Woolbright

	TOPIC	SPEAKER	EST.TIME	REFERENCE
1.	Roll Call	D. Linnehan	2 min.	-----
2.	Safety Briefing	M. Rendón	3 min.	-----
3.	Receipt of Conflict of Interest Affidavits	A. Jimenez	2 min.	-----
4.	Opportunity for Public Comment 3 min. limit – no discussion	A. Jimenez	3 min.	-----
<p>NOTE: DUE TO THE CURRENT CONDITIONS FOR COVID-19, WE ENCOURAGE SOCIAL DISTANCING AND REQUIRE FACIAL COVERINGS (AVAILABLE) FOR INDIVIDUALS ATTENDING THE MEETING.</p> <p>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.</p>				
5.	Discussion and Possible Action to Approve the Operations & Capital Projects Committees Meetings Minutes of May 23, 2021	A. Jimenez	3 min.	Pages 1-4
6.	Update – Autonomous Vehicle (SURGE) Pilot Program at Texas A&M-Corpus Christi	D. Majchszak	3 min.	<i>PPT</i>
7.	Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Award a Contract to Reliable Transmission Service Texas, LLC for Rebuilt Transmission Supply	D. Majchszak	3 min.	Pages 5-6 <i>PPT</i>
8.	Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Approve Revisions to the CCRTA Service Standards	D. Majchszak	3 min.	Pages 7-8 <i>PPT</i> ATTACHMENT A
9.	Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Authorize the Issuance of a Request for Proposals (RFP) for Bus Stop Maintenance Services	S. Montez	3 min.	Pages 9-10 <i>PPT</i>
10.	Committee Chair Report	A. Jimenez	3 min.	-----
11.	Adjournment	A. Jimenez	1 min.	-----

Total Estimated Time: 29 min.

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On **Friday, June 18, 2021** this Notice was posted by **Dena Linnehan** at the CCRTA Staples Street Center, 602 N. Staples Street, Corpus Christi, Texas; and sent to the Nueces County and the San Patricio County Clerks for posting at their locations.

PUBLIC NOTICE is given that the Board may elect to go into executive session at any time during the meeting in order to discuss matters listed on the agenda, when authorized by the provisions of the Open Meetings Act, Chapter 551 of the Texas Government Code. In the event the Board elects to go into executive session regarding an agenda item, the section or sections of the Open Meetings Act authorizing the executive session will be publicly announced by the presiding officer.

In compliance with the Americans with Disabilities Act, individuals with disabilities who plan to attend this meeting and who may need auxiliary aids or services are requested to contact the Assistant Secretary to the Board at (361) 903-3474 at least 48 hours in advance so that appropriate arrangements can be made. Información en Español: Si usted desea esta información en Español o en otro idioma, por favor llame al teléfono (361) 289-2712.

Mission Statement

The 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.



**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY
ADMINISTRATION & FINANCE COMMITTEE MEETING MINUTES
WEDNESDAY, MAY 26, 2021**

Summary of Actions

1. **Roll Call**
2. **Safety Briefing**
3. **Receipt of Conflict of Interest Affidavits**
4. **Opportunity for Public Comment**
5. **Presentation – Self-Funded Health Program**
6. **Action to Approve the Administration & Finance Committee Meeting Minutes of April 28, 2021**
7. **Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Approve Issuing a Request for Proposals (RFP) for a Management Information System**
8. **Action Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Approve the Issuance of a Request for Proposals (RFP) for Kleberg Bank Building Sale, Restoration and Repurposing**
9. **Committee Chair Report**
10. **Adjournment**

The Corpus Christi Regional Transportation Authority Board of Directors met at 8:30 a.m. in the Robstown Council Boardroom located at Robstown City Hall, 101 E. Main Avenue, Robstown, Texas.

Call to Order & Roll Call

Vice Board Chairman, Mr. Michael Reeves thanked the City of Robstown and the Mayor Gilbert Gomez for allowing the CCRTA to hold their monthly Committees meetings here. Vice Chairman Reeves also thanked those in the audience for attending today.

Chairwoman Patricia Dominguez called the meeting to order at 8:30 a.m., Ms. Dena Linnehan called Roll and stated a quorum was present.

Board Members Present Patricia Dominguez, Committee Chairwoman; Directors Lynn Allison, Dan Leyendecker, Eloy Salazar and Philip Skrobarczyk.

Board Members Absent None.

Staff Present Jorge G. Cruz-Aedo, CEO; David Chapa, Dena Linnehan, Derrick Majchszak, Sharon Montez, Christina Perez, Mike Rendón, Robert Saldaña, Jeremy Sirio and Ashlee Winstead-Sherman.

Public Present Benjamin Schmit, MV Transportation; and Roland Barrera, Roland Barrera Insurance, and Denise Villagran, Entrust.

Held Safety Briefing

Mr. Mike Rendón provided safety information in the event of an emergency for the Board of Directors and guests in the audience. This morning our meeting is a little different than at the Staples Street Center and there are 3 exits to your immediate right and to the rear of this building



with an additional exit in the Executive Session meeting room. Ms. Dena Linnehan will account for the board of directors at the muster point at the west side of the parking lot. He stated he will make sure that the boardroom is cleared properly. Mr. Rendón stated please do not return to the building until an all-clear has been given.

Mr. Rendón thanked the Mayor for inviting the agency to hold their meeting here in this beautiful building and asked if he would like to say a few words. Mayor Gomez stated he was pleased with the CCRTA for holding their meeting here today and they were welcome anytime to use their facilities. Mayor Gomez also welcomed everyone to Robstown and to their community. He also commented, if there was anything we needed to please let their staff know. He thanked the Agency for holding their meeting here today and please come back.

Action to receive Conflict of Interest Affidavits

None received.

Public Present ***DUE TO THE CURRENT CONDITIONS FOR COVID-19, WE ENCOURAGE SOCIAL DISTANCING AND FACE MASKS (AVAILABLE) FOR INDIVIDUALS ATTENDING THE MEETING.***

Public Comment may be provided in writing, limited to 1,000 characters, by using the [Public Comment Form](http://www.ccrtc.org/news-opportunities/agenda) online at www.ccrtc.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.

No public comment received in-person or online. No public attended.

Heard Presentation – Self-Funded Health Program

Mr. Jorge Cruz-Aedo commented the Agency has a self-funded insurance program that was designed by the CCRTA to provide health coverage for our workforce. He said we have had this program for a very long time and is successful, and that the employees really appreciate it. He introduced Mr. Roland Barrera of Roland Barrera Insurance who recently visited to provide a report on their services of the program. Mr. Barrera congratulated Director Gabi Canales on her appointment to the CCRTA Board of Directors. He also introduced Ms. Denise Villagran with Entrust who is a great resource and integral part of the program. He said Entrust puts together a report over 45 pages and he has condensed it down to 8 to present today. Mr. Barrera provided a Table of Contents to include Overall Plan Expenses, Summary of Risk, Medical & Rx Net Paid Claims, Top Diagnoses Among Employees, Chronic Conditions Among Employees, and VPAY: The Total Payment Solution. Mr. Barrera displayed a slide with charts to show the breakdown of the overall expenses during the reporting period of January to December 2020, and a comparison of the prior year 2019. He reported 2020 medical expenses at \$10.25M and prior year at \$7.90M; prescriptions in 2020 were \$1.3M and prior year at \$500K. He mentioned with the high cost of prescriptions, in 2020 there was one prescription that was \$1M, and said current situation has a prescription that cost upwards of \$40K. He stated we still fell within budget, and that these are items that were billed. Mr. Barrera reported for overall expenses, 2020 was \$11.5M with prior year almost \$8.4M. He said there are expenses that are paid, and would go into more detail from a more extensive report they specifically put together as requested by Board Secretary, Dan Leyendecker. He commented the medical expenses paid were \$1.6M, Rx expenses \$1M with the comparison period at \$1.4M, so you can see there was \$10M more billed, we were still fairly



close to the total amount of claims paid. He said the Rx he mentioned of the \$400K, there was a big drastic change from prior period. Mr. Barrera reported that the total medical and Rx paid expenses for 2020 at \$2.6M and prior year at \$1.8M, basically from the specialty Rx at \$867K in 2020 versus \$280K in 2019. He said these are some of the items they are trying to mitigate, and commented a mentor of his, the former owner of Entrust, would say that we want to provide the most benefits for the most people at the most reasonable costs.

He commented on the next slide of Summary of Risk, and the fees Entrust charges is just shy of \$200K a year. He said in other conversations with individuals, they might say, I know someone who could perform these services for \$150K. They are not worried about the extra \$50K, it is amount of claims paid, and as shown on the slide for this period. He commented that we paid \$1.6M in claims of the 5,255 claims received and \$10,257,050 was billed; \$445,738 ineligible and \$525,197 duplicate; \$735,845 services not covered; \$1M incomplete filing and \$522,693 were not the member's responsibility. The accepted claims were \$7M, network discount \$3.7M; non-network discount \$6,876 and prevailing rate cutback at \$1.4M. He provided additional breakdown amounts of allowed claims of \$1.6M, and overall paid claims at \$8.6M. Mr. Barrera said they are working to make sure we are controlling costs to make the plan as efficient as possible. Another slide displayed a chart of Medical and Rx Net Paid Claims and he commented that \$1.6M was for medical; \$1M for pharmacy, for a gross cost of \$2.6M. He said these claims were \$893K for estimated stop-loss reimbursements for a total Net of \$1.74M of claims paid out.

Mr. Barrera provided a slide showing the diagnoses among the employees for the reporting and prior period that included neurological disorders \$196.9K, such as strokes, heart attacks; cardiac disorders \$230.6K, and believe some of these are a result of COVID pandemic; diabetes \$95.6K; musculoskeletal disorders \$177.2K. Mr. Barrera reported on chronic conditions and provided a slide to show the top conditions by prevalence, both observed and expected. Some of these included metabolic disorders observed for 119 members and the benchmark was 57 members, or we are unhealthy. He stated that our quarterly meetings with employees last year were almost non-existent mainly due to the pandemic. There are 450 employees, spouses and children that are covered and 119 members had some type of metabolic disorder, based on obesity. He provided the breakdown of hypertension, hyperlipidemia, diabetes, low back pain, morbid obesity, asthma, depression, blood disorders and osteoarthritis. Ms. Villagran said the benchmark is calculated and based on 4M people nationwide that have healthcare coverage compared to the CCRTA. He said that most of these conditions are life-style choices and managed with medication with some non-compliant. He spoke on the wellness program that encourages members to become healthy, although some are reluctant to utilize the program. Mr. Barrera said we are hoping to get this program started again now that things are beginning to open up. We provide prizes for the employees in the program to get to become more aware of their health. For the total payment solution – Vpay; the only payment solution that builds policyholder loyalty, boosts customer satisfaction and delivers proven cost savings. It supports all payment types of checks, ACH, virtual cards; simplifies endorsements and payments; eliminates check printing and cost of mailing; improves security and compliance, and also boosts efficiency with online explanation of benefits (EOB), reconciliation and includes in-house 'one call resolution' support for policy holders and service providers.

Action to Approve the Administration & Finance Committee Meeting Minutes of April 28, 2021

BOARD SECRETARY DAN LEYENDECKER MADE A MOTION TO APPROVE THE ADMINISTRATION & FINANCE COMMITTEE MEETING MINUTES OF APRIL 28, 2021.



DIRECTOR ELOY SALAZAR SECONDED THE MOTION. THE MOTION CARRIED. DOMINGUEZ, ALLISON, LEYENDECKER, SALAZAR AND SKROBARCZYK VOTING IN FAVOR. ABSENT NONE.

Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Approve Issuing a Request for Proposals (RFP) for a Management Information System

Mr. Robert Saldaña commented this item aligns with the Board Priority of Innovation. He reported on background information that the current MIS system is by FleetNet, and is our primary software for Finance, Human Resources, Procurement and other departments since 2003. Mr. Saldaña said that the current system does not meet the agency's future needs to grow, and we are looking to move to a more technology driven software system. He presented a slide to show the core modules in the system that support our general ledger, accounts payable, grants management as well as project tracking, fixed assets, accounts receivable, payroll, timekeeping, human resources department and procurement process, fleet maintenance and operations as well as our customer service desk. He reported that the new system will be robust enough to meet our current and future needs including expansion and moving onto the Cloud. It is a web-based software for multi-tasking and provide a dashboard for users. He said this system will be Cloud based, easier when working from home or traveling for work, and said we currently are on a VPN. Mr. Saldaña commented it will address major areas of need; real-time reporting, cloud based and user interfaces. He said this item will be supported by federal monies and staff will encourage minority, women owned and disadvantaged businesses.

Mr. Saldaña reported the RFP will be structured as a fixed 5-year contract, is budgeted in the 2021 CIP budget and is estimated at a cost of \$1,034,923, and is funded by a 5307 federal grant with an 80/20 split.

DIRECTOR LYNN ALLISON MADE A MOTION TO RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO APPROVE ISSUING A REQUEST FOR PROPOSALS (RFP) FOR A MANAGEMENT INFORMATION SYSTEM. BOARD SECRETARY LEYENDECKER SECONDED THE MOTION. THE MOTION CARRIED. DOMINGUEZ, ALLISON, LEYENDECKER SALAZAR AND SKROBARCZYK VOTING IN FAVOR. ABSENT NONE.

Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Approve the Issuance of a Request for Proposals (RFP) for Kleberg Bank Building Sale, Restoration and Repurposing

Ms. Sharon Montez stated the Board Priority is Facilities. She commented on background information of this 50-year old building that currently resides on the property the CCRTA purchased for future Port Ayers Transfer Station Reconstruction project. Ms. Montez commented that during the required completion of a 106 Environmental Review process, a consensus between the FTA, Texas Historical Commission and the Agency was reached for us to issue an RFP in an attempt to either sell, restore or repurpose the Kleberg Bank building during a 2-year period. She said during this time, if no one is interested, the CCRTA has the right to demolish the building. Ms. Montez commented Staff's intent is to issue the RFP that will afford those interested, an equal opportunity to negotiate and execute a sale, restoration, and/or a repurposing agreement with the CCRTA. She said this building includes the Kleberg Bank Building and the attached motor bank canopy, as well as the adjacent parking area. The real estate interests are to be conveyed with the building shall include driveway access to S. Port and Ayers, and to include pedestrian access to Transfer Station. Ms. Montez provided RFP criteria of points per category;



restoration plan, financial, experience in similar restorations and sale price. She said the financial impact will be determined at time of evaluation of all proposals dependent on sales price, then brought back to the Board to review. Estimated costs \$1K for publication and outreach by the CCRTA.

Mr. Cruz-Aedo mentioned that if there is an interest by a bidder to restoration and/or repurpose, costs are paid by the bidder and not the CCRTA. General discussion on the prospect of no satisfactory proposals are received, where do we stand. The bank building would be demolished, and the land would have several options 1) sale the land, 2) have a Park 'N Ride, 3) repurposing the property to compliment the transfer station, and the multiple options are to benefit the CCRTA.

DIRECTOR SALAZAR MADE A MOTION TO RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO APPROVE THE ISSUANCE OF A REQUEST FOR PROPOSALS (RFP) FOR KLEBERG BANK BUILDING SALE, RESTORATION AND REPURPOSING. DIRECTOR ALLISON SECONDED THE MOTION. THE MOTION CARRIED. DOMINGUEZ, ALLISON, LEYENDECKER, SALAZAR AND SKROBARCZYK VOTING IN FAVOR. ABSENT NONE.

Board Assistant Secretary, Dena Linnehan, asked for confirmation on the previous item as a verbal aye was heard after Chairwoman Dominguez asked for those opposed. It was stated by Director Skrobarczyk that his vote was aye on the previous item as he was late in replying. Director Allison commented that Director Skrobarczyk was an aye on Item No. 7 also.

Heard Committee Chair Report

Chairwoman Dominguez commented she was thankful for Staff and the job they are doing, and hoped that everything will continue forward, and things will return to normal for the agency to bounce back.

Adjournment

There being no further review of items, the meeting adjourned at 9:17 a.m.

Reviewed by: Ashlee Winstead-Sherman

Submitted by: Dena Linnehan



Subject: Authorize to Approve the FY 2021 Operating and Capital Budget – Amendment #1

Background

On November 4, 2020, the CCRTA Board of Directors adopted the Fiscal Year 2021 Operating and Capital Budget. The Board of Directors adopted a balance budget, which included revenues and expenses both totaling \$51,694,538.

Identified Need

As a result of the COVID-19 pandemic, the US Government approved three (3) different stimulus packages to help the national economy recover from the shutdown to control the spread of COVID-19. These three (3) rounds of stimulus monies helped supplement the CCRTA's revenue stream while in the midst of a depressed economy.

1. Coronavirus Aid, Relief, and Economic Security Act (CARES Act) - \$16.3 million
2. Coronavirus Response and Relief Supplemental Appropriations Act of 2021 (CRRSAA) - \$6.8 million
3. American Rescue Plan - \$17.6 million

The Fiscal Year 2021 Operating and Capital budget is being amended to include the second round of federal supplemental monies of \$6.8 million; as well as, to account for the unanticipated expenses resulted from the recovery.

Financial Impact

The total revenues will increase by \$3,251,715 due to the addition of the \$6.8 million from the CRRSSA grant. The revenues did not increase by the total grant amount due to some revenue shortfalls, and eliminating the need to transfer in \$3,350,055 from unrestricted reserves. The amendment is also intended to compensate for an additional \$1,120,596 of operational expenses and an additional \$15,000 to expand the scope of a current Capital Improvement Project. With the additional revenues and expenses, the CCRTA is projected to end with a positive cash flow of \$2,131,118.

Board Priority

The Board Priority is Public Image & Transparency.

Recommendation

Staff request that the Administration & Finance Committee to recommend the Board of Directors authorize the Chief Executive Officer (CEO) or Designee to approve the 2021 Operating and Capital Budget – Amendment #1.

Respectfully Submitted,

Submitted by: Robert M. Saldaña
Managing Director of Administration

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

FY2021 Operating & Capital Budget – Amendment #1

Title	FY2021 Approved Budget	Change Requested	Line Item Total
40101010 PASSENGER FARES-RTA ROUTE	\$ 518,438	\$ (102,563)	\$ 415,875
40102010 RTA PRESOLD PASSES/TICKET	105,355	(24,989)	80,366
40102510 TAMUCC AND DEL MAR CONTRACTS	420,773	(163,622)	257,151
40103010 STUDENT TICKETS	2,038	1,481	3,519
40105010 PORT A SHUTTLE	500	(465)	36
40108010 EXPRESS FARES - PARK AND RIDE	124,274	(13,992)	110,282
40109010 EXPRESS FARES - COMMUTER CARDS	1,790	3,891	5,681
40110010 DEMAND RESPONSE	170,000	(38,007)	131,993
40115010 OVERTS AND SHORTS	(500)	-	(500)
40802010 SALES TAX REVENUES	35,119,095	337,018	35,456,113
40603010 BUS BENCH ADVERTISING	48,116	-	48,116
40704010 INVESTMENT INCOME	223,195	(172,983)	50,212
40780010 INSURANCE PROCEEDS - TOTAL RECOVERIES	25,000	-	25,000
40790010 LEASING INCOME - SSC	488,886	1,084	489,970
40798010 ON-BOARD BUS ADVERTISING	86,805	-	86,805
40799010 OTHER INCOME	3,274	686	3,960
40799020 FEDERAL CNG TAX CREDIT	441,673	(87,518)	354,155
40799030 STATE DIESEL TAX CREDIT	500	(250)	250
41304010 OTHER FEDERAL GRANTS	800,000	-	800,000
41401050 Sub-Recipients TX2016-083	-	4,457	4,457
41401060 Sub-Recipients TX2018-090	49,694	335	50,029
41402025 CRRSSA Operating Assistance	-	6,857,205	6,857,205
Operating Revenues	38,628,906	6,601,770	45,230,676
Other Sources:Transfer-In (Reserves)	3,350,055	(3,350,055)	-
TOTAL REVENUES	\$ 41,978,961	\$ 3,251,715	\$ 45,230,676

Department	Title	FY2021 Approved Budget	Change Requested	Line Item Total
All	50202010 PENSION	\$ 1,230,734	\$ 67,999	\$ 1,298,733
All	50206010 DISABILITY INSURANCE	96,234	111,788	208,022
All	50214210 WORKERS COMPENSATION	159,872	24,865	184,737
01 Transportation	50101010 SALARIES AND WAGES - OPERATOR	5,187,609	(156,756)	5,030,854
01 Transportation	50201010 MEDICARE	91,922	(2,273)	89,649
01 Transportation	50203010 GROUP HEALTH	1,870,266	(15,376)	1,854,890
01 Transportation	50204010 DENTAL	65,761	(826)	64,935
01 Transportation	50205010 LIFE INSURANCE	36,004	(509)	35,495
03 Purchased Transportation	50802010 CONTRACT FIXED ROUTE MB PT	1,325,000	368,803	1,693,803
03 Purchased Transportation	50804010 B-LINE SERVICE DR PT	3,138,687	648,562	3,787,249
03 Purchased Transportation	50808010 VANPOOL	80,117	21,295	101,412
11 Vehicle Maintenance	50401010 FUEL AND LUBRICANTS	885,375	(20,136)	865,239
40 Procurement	50102010 SALARIES AND WAGES - OTHER	233,113	19,200	252,313
40 Procurement	50214110 TUITION REIMBURSEMENT	-	5,960	5,960
40 Procurement	50908010 ADVERT/PROMO MEDIA EXP.	8,800	2,500	11,300
44 Human Resources	50372010 EMPLOYEE EXAMS	46,945	30,500	77,445
	Operating Expenses	14,456,440	1,105,596	15,562,036
	CIP Expenses: Security Cameras Replacement	25,200	15,000	40,200
	TOTAL EXPENSES	\$ 14,481,640	\$ 1,120,596	\$ 15,602,236

*Only amended line items included



Subject: Award a One-Year Contract to Carlisle Insurance for Windstorm and Hail Insurance Coverage

Background

The current one-year contract with Carlisle Insurance expires on July 27, 2021. The premium is \$109,410.00. Specifications of policy are as follows: deductible of 1% of the sum of the stated values for each building (affected by loss) identified in the State of Values subject to \$25,000 minimum per occurrence – Named storm wind/hail with \$25,000 per occurrence – all other wind/hailstorms.

Identified Need

A Request for Proposals (RFP) was issued on Wednesday, April 21, 2021. CCRTA covered asset values total \$45,155,315.00. Proposals were received on Wednesday, June 9, 2021. One proposal was received from Carlisle Insurance, the incumbent.

Evaluation results are as follows:

Firms	Carrier	Score	Price
Carlisle Insurance	Certain Underwriters at Lloyds, London AXV, United Specialty Insurance Company AIX, Arch Specialty Insurance Company A+ XV	96.20	\$132,048.00

The policy term is from July 28, 2021 through July 27, 2022.

Financial Impact

Funds are budgeted in FY 2021 Operating Budget, local funds.

Board Priority

This item aligns with Board Priority – Facilities – Safety and Security.

Recommendation

Staff recommends that the Board of Directors authorize the Chief Executive Officer (CEO) or designee to Award a one-year contract to Carlisle Insurance for Windstorm and Hail Insurance coverage.

Respectfully Submitted,

Submitted by: John Esparza
Safety & Security Administrator

Reviewed by: Miguel Rendón
Managing Director, Executive Affairs

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



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The policy term is from July 28, 2021 through July 27, 2022.

Financial Impact

Funds are budgeted in FY 2021 Operating Budget, local funds.

Board Priority

This item aligns with Board Priority – Facilities – Safety and Security.

Recommendation

Staff recommends that the Board of Directors authorize the Chief Executive Officer (CEO) or designee to Award a one-year contract to Carlisle Insurance for Windstorm and Hail Insurance coverage.

Respectfully Submitted,

Submitted by: John Esparza
Safety & Security Administrator

Reviewed by: Miguel Rendón
Managing Director Executive Affairs

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



Subject: Authorize the Lease Renewal with Nueces County for Lease Space at the Staples Street Center Building

Background

The Nueces County Department of Social Services and Department of Veterans Services are located on the first floor at the Staples Street Center and have occupied that space since 2016, when the building opened. Their office space is approximately 4,077 rentable square feet. Nueces County tenants are also allowed up to 18 unreserved parking spaces for their employees, as part of the lease agreement. The County shall also have access to any community room facilities for meetings or conferences, upon coordination with CCRTA staff.

Identified Need

The initial term of the lease was 5 years, commencing when the construction was completed and the space was move in ready, which effectively was August 1st, 2016. The term of the initial lease expires on July 31, 2021.

The term of this Lease is 2 years, commencing on the commencement date of August 1, 2021, and expiring on July 31, 2023. Upon three (3) months prior written notice, Tenant shall have the option to renew the Lease for up to three additional terms of one year each.

Board Priority

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

Financial Impact

The amount of the monthly rent is adjusted each year to reflect a 3% annual increase. This annual increase is consistent with the increases on the existing lease.

The future lease revenue to be generated for the two-year term is estimated at \$124,728.60.

Recommendation

Staff requests that the Administration & Finance Committee recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to authorize the Lease Renewal with Nueces County for Lease Space at Staples Street Center building.

Respectfully Submitted,

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

Final Approval by: 

Jorge G. Cruz-Aedo
Chief Executive Officer

OFFICE LEASE AGREEMENT

1. Parties. The Parties to this Lease are as follows:

Landlord: CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY
602 N. Staples, Corpus Christi, Texas 78401 (“Place of Payment”)

Tenant: COUNTY OF NUECES
901 Leopard Street, Corpus Christi, TX 78401

2. Leased Premises. Landlord leases to Tenant the premises described as follows and in Exhibit A:

Space on the 1st floor containing approximately 4,077 rentable square feet as identified on Exhibit A attached (the “Leased Premises”) at the Staples Street Center at 602 N. Staples Street, Corpus Christi, Texas 78401 (the “Building”), which is approximately 68,184 square feet. The Building includes the complex in which the Leased Premises are located, inclusive of any common areas, drives, parking areas, and walks. Further, Tenant and its agents, employees and invitees shall have the non-exclusive right with others designated by Landlord to the free use of the Common Areas (as defined below) in the Building and of the Land for such areas intended in normal purpose. Common areas include, without limitation, elevators, sidewalks, driveways, hallways, stairways, public bathrooms, common entrances, lobby, and other similar public areas and access ways.

Tenant additionally shall be allowed to use eighteen (18) unreserved parking spaces in the Building parking lot for the initial term and any renewal terms at no additional cost.

Tenant shall coordinate with Landlord to reserve any community room facilities for meetings or conferences and Tenant shall be allowed to use the Building’s break room and kitchen facilities.

Tenant accepts the Leased Premises in their condition as of the date of this Lease as being acceptable for Tenant to quietly and peaceably enjoy the Leased Premises for office purposes.

3. Tenant’s Proportionate Share. [Intentionally Omitted.]

4. Lease Term. The term of this Lease is 2 years, commencing on the commencement date of August 1, 2021, and expiring on July 31, 2023. Upon three (3) months prior written notice, Tenant shall have the option to renew the Lease for up to three additional terms of one year each at the rental rates provided below.

5. Use and Hours. Tenant may use the Leased Premises for the following purpose and no other: General Office. Unless otherwise specified in this Lease, Tenant shall operate and conduct its business in the Leased Premises during business hours that are typical of the industry in which Tenant represents it operates. The Building maintains operating hours of 7:00 a.m. to 6:00 p.m. on Monday through Friday, excluding holidays (which are New Year’s Day, Memorial Day, July 4, Labor Day, Thanksgiving and Christmas) “Operating Hours”. Landlord may contract with a third-party property manager to manage the Building.

6. Base Year for Operating Costs. [Intentionally Omitted.]

7. Security Deposit. [Intentionally Deleted]

8. Rent and Expenses.

- (a) Base Monthly Rent: On or before the first date of each month during this Lease, Tenant shall pay Landlord, at the Place of Payment, base monthly rent in the amounts shown as follows:

<u>Months</u>	<u>Monthly Rent</u>	<u>Annual Gross Rental Rate (PSF)</u>
1-12	\$5,120.22	\$15.07
13-24	\$5,273.83	\$15.52
First Option Term	\$5,432.05	\$15.99
Second Option Term	\$5,595.01	\$16.47
Third Option Term	\$5,762.86	\$16.96

- (b) Prorated Rent. If the Commencement Date is on a day other than the first day of a month, Tenant shall pay Landlord as prorated rent, an amount equal to the Base Monthly Rent multiplied by the following fraction: the number of days from the commencement date to the first day of the following month divided by the number of days in the month in which this Lease commences. The prorated rent is due on or before the Commencement Date.
- (c) Method of Payment. Tenant shall pay all rent timely without demand, deduction, or offset, except as permitted by law or this Lease. If Tenant fails to timely pay any amounts due under this Lease or if any check of Tenant is returned to Landlord by the institution on which it was drawn, Landlord after providing written notice to Tenant may require Tenant to pay subsequent amounts that become due under this Lease in certified funds. This paragraph does not limit Landlord from seeking other remedies under this Lease for Tenant's failure to make timely payments with good funds.
- (d) Late Charges. If Landlord does not actually receive a rent payment at the designated place of payment within 30 days after the date it is due, Tenant shall pay Landlord a late charge equal to 5% of the amount due. In this paragraph, the mailbox is not the agent for receipt for Landlord. The late charge is a cost associated with the collection of rent and Landlord's acceptance of a late charge does not waive Landlord's right to exercise the remedies below.
- (e) Returned Checks. Tenant shall pay \$25.00 for each check Tenant tenders to Landlord which is returned by the institution on which it is drawn for any reason, plus any late charges until Landlord receives payment.
9. Utilities. Provided Tenant is not in default hereunder and subject to the conditions and in accordance with the standards set forth in this Lease, Landlord shall furnish, or cause to be furnished to the Premises, the following utilities and services: water, sewer, electric, gas, and trash. Tenant shall be responsible for and pay the charges associated telephone, internet, cable, and any other utilities needed by Tenant and not provided according to this Section. Landlord is obligated only to provide the HVAC Services to the Leased Premises during the Building's Operating Hours. "HVAC services" means heating, ventilating, and air conditioning of the Leased Premises.
10. Janitorial Services. Landlord shall contract with an independent janitorial service contractor at rates in accordance with the contracting procedures applicable to Landlord who shall provide janitorial services to the Leased Premises 5 times per week. The cost of such janitorial services shall be part of the base monthly rent. Tenant shall be responsible for the oversight of such janitorial service for the Leased Premises and shall be responsible for securing all areas Tenant does not seek to have serviced as well as securing all personal property. The janitorial service contractor shall be solely liable for any damage to the Leased Premises and Tenant's property in the Leased Premises. Landlord additionally shall provide a full-time day porter to maintain the common areas of the Building.
11. Security. Landlord shall provide on-site security personnel seven days per week. Landlord shall additionally provide card-key access to the Building and parking area after hours and 24-hour onsite control of such access. Tenant shall pay Landlord a fee to replace any such access cards based on the fee schedule reasonably determined by Landlord considering the cost of replacement. Although

Landlord agrees to provide such security and card-key access, neither Landlord nor Landlord's agents shall be liable for any damage to either person or property sustained by Tenant or Tenant's agents or invitees incurred in connection with or arising from any acts or omissions of such security personnel or card-key access control.

12. Insurance.

- (a) During all times this Lease is in effect, Tenant shall, at Tenant's expense, maintain in full force and effect a self-insurance program in accordance with Chapter 2259 of the Texas Government Code.
- (b) Before the Lease commencement date, Tenant shall provide Landlord with a copy of a certificate evidencing the required coverage issued on behalf of Tenant, a governmental unit demonstrating that coverage is provided under the self-insurance program. If the insurance coverage is renewed or changes in any manner or degree at any time this Lease is in effect, Tenant shall, not later than 10 days after the renewal or change, provide Landlord a copy of a certificate on behalf of the Tenant, the governmental unit evidencing the renewal or change.
- (c) The establishment and maintenance of a self-insurance program by Tenant, a governmental unit, is not a waiver of immunity or of a defense of the governmental unit or its employees.

13. Legal Compliance.

- (a) Tenant may not use or permit any part of the Leased Premises to be used for: (i) any activity which is a nuisance or is offensive, noisy, or dangerous; (ii) any activity that interferes with any other tenant's normal business operations or Landlord's management of the Building; (iii) any activity that violates any applicable law, regulation, zoning ordinance, restrictive covenant, governmental order, Landlord's Building Rules or Regulations or this Lease; (iv) any hazardous activity that would require any insurance premium on the Building to increase or that would void any such insurance; or (v) the permanent or temporary storage of any hazardous material. "Hazardous material" means any pollutant, toxic substance, hazardous waste, hazardous material, hazardous substance, solvent, or oil as defined by any federal, state, or local environmental law, regulation, ordinance, or rule existing as of the date of this Lease or later enacted.
- (b) Landlord does not represent or warrant that the Leased Premises or Building conform to applicable laws or regulations that may relate to Tenant's intended use. Tenant shall satisfy itself that the Leased Premises may be used as Tenant intends by independently investigating all matters related to the use of the Leased Premises and Building. Tenant agrees that it is not relying on any warranty or representation made by Landlord, Landlord's agent, or any broker concerning the use of the Leased Premises or Building.

14. Signs. Tenant may not post or paint any signs at, on, or about the Building without Landlord's written consent, which such consent will not be unreasonably withheld. Landlord may remove any unauthorized sign, after providing notice to Tenant and providing Tenant an opportunity to remove such unauthorized signage. If Tenant does not remove the signage after notice and opportunity to remove said signage then Tenant shall promptly reimburse Landlord for its actual cost to remove any unauthorized sign. Any authorized sign shall comply with all laws, restrictions, zoning ordinances, and any governmental order relating to signs on the Building. Landlord may temporarily remove any authorized sign to complete repairs or alterations to the Building. Tenant shall, upon move-out and at Tenant's expense, remove, without damage to the Building or Leased Premises, any or all signs that were placed on the Building or Leased Premises by Tenant. Tenant shall be allowed to maintain one suite sign consistent with the Building standards which include the Tenant's name and suite number, and Tenant's name additionally shall appear on the Building Directory.

15. Access by Landlord. During Tenant's normal business hours Landlord may enter the Leased Premises for any reasonable purpose, including but not limited to purposes for repairs, maintenance, alterations, and showing the Leased Premises to prospective tenants or purchasers. Landlord may access the Leased Premises after Tenant's normal business hours if: (1) entry is made with Tenant's permission; or (2) entry is necessary to complete emergency repairs. Landlord shall not unreasonably interfere with Tenant's business operations when accessing the Leased Premises.
16. Condition of Leased Premises. Landlord and any agent have made no express or implied warranties as to the condition or permitted use of the Leased Premises or Building.
17. Move-out Condition.
 - (a) At the time this Lease ends, Tenant shall surrender the Leased Premises in the same condition as when received, except for normal wear and tear. Tenant shall leave the Leased Premises in a clean condition free of all trash, debris, personal property, hazardous materials, and environmental contaminants. Tenant shall, at Tenant's expense, remove all of Tenant's personal property from the Leased Premises. "Surrender" means vacating the Leased Premises and returning all keys and access devices to Landlord. "Normal wear and tear" means deterioration that occurs without negligence, carelessness, accident, or abuse.
 - (b) By providing written notice to Tenant before this Lease ends, Landlord may require Tenant, upon move-out and at Tenant's expense, to remove, without damage to the Building or Leased Premises, any or all fixtures that were placed on the Building or Leased Premises by or at the request of Tenant. Any fixtures that cannot be removed become the property of the Landlord and shall be surrendered to Landlord at the time this Lease ends.
18. Maintenance and Repairs.
 - (a) Tenant, at its expense, (i) shall keep the Leased Premises and all fixtures contained therein in a safe, clean and neat condition, and (ii) shall bear the cost of maintenance and repair, except for ordinary wear and tear, by contractors selected through a bidding process in accordance with Nueces County Purchasing Policies, of all facilities which are not expressly required to be maintained or repaired by Landlord and which are located in the Leased Premises, including, without limitation, lavatory, shower, toilet, wash basin and kitchen facilities. Tenant shall make all repairs to the Leased Premises not required to be made by Landlord with replacements of any materials to be made by use of materials of equal or better quality to those existing on the Leased Premises at the commencement of this Lease. Tenant shall do all decorating, remodeling, alteration and painting required by Tenant during the Lease Term. Tenant shall pay for the cost of any repairs to the Leased Premises or the Building made necessary by any negligence or willful misconduct of Tenant or any of its assignees, subtenants, employees or their respective agents, representatives, contractors, or other persons permitted in or invited to the Leased Premises or the Building by Tenant, except to the extent the repair or replacement is covered by Landlord's insurance or the insurance Landlord is required to maintain under the terms of this lease, provided Tenant shall reimburse the amount of Landlord's deductible payment under such insurance coverage. If Tenant fails to make such repairs or replacements within fifteen (15) days after written notice from Landlord after the occurrence of such damage, Landlord may at its option make such repairs or replacements, and Tenant shall upon demand pay Landlord for the cost.
 - (b) Landlord shall make all necessary repairs, within a reasonable period following receipt of notice of the need therefor from Tenant, to the roof, foundation, interior structure walls, all structural components, and all systems such as mechanical, electrical, heating, ventilating and air-conditioning and plumbing, exterior walls, exterior doors, exterior locks on exterior doors and windows of the Building, and to the common areas and to public corridors and other public areas of the Building not constituting a portion of any tenant's premises and shall use reasonable efforts

to keep all Building standard equipment used by Tenant in common with other tenants in good condition and repair and to replace same at the end of such equipment's normal and useful life, reasonable wear and tear and casualty loss excepted. Tenant shall promptly notify Landlord of any item that is in need of repair and that is Landlord's responsibility to repair. All requests for repairs to Landlord shall be in writing. Landlord shall make a repair for which Landlord is responsible within a reasonable period of time after Tenant provides Landlord written notice of the needed repair. If Landlord fails to repair or maintain an item for which Landlord is responsible within 10 days after Tenant provides Landlord written notice of the needed repair or maintenance, Tenant may exercise Tenant's remedies under Section 22.

19. Alterations. Tenant may not alter, improve, or add to the Building or the Leased Premises without Landlord's written consent. Landlord shall not unreasonably withhold consent for the Tenant to make reasonable nonstructural alterations, modifications, or improvements to the Leased Premises. Tenant may not alter any locks or any security devices on the Building or the Leased Premises without Landlord's consent. If Landlord authorizes the changing, addition, or rekeying of any locks or other security devices, Tenant shall immediately deliver the new keys and access devices to Landlord. If a governmental order requires alteration or modification to the Leased Premises, the party obligated to maintain and repair the item to be modified or altered as designated above shall, at its expense, modify or alter the item in compliance with this Lease. Any alterations, improvements, fixtures or additions to the Building or Leased Premises installed by either party during the term of this Lease shall become Landlord's property and shall be surrendered to Landlord at the time this Lease ends, except for those fixtures Landlord requires Tenant to remove under this Lease or if the parties agree otherwise in writing.
20. Liens. Tenant may not do anything that will cause the title of the Building or Leased Premises to be encumbered in any way. If Tenant causes a lien to be filed against the Building or Leased Premises, Tenant shall within 20 days after receipt of Landlord's demand: (1) pay the lien and have the lien released of record; or (2) take action to discharge the lien. Tenant shall provide Landlord a copy of any release Tenant obtains pursuant to this Section.
21. Liability. To the extent permitted by law Landlord is NOT responsible to Tenant or Tenant's employees, patrons, guests, or invitees for any damages, injuries, or losses to person or property caused by: (A) an act, omission, or neglect of Tenant, Tenant's agent, Tenant's guest, Tenant's employees, Tenant's patrons, Tenant's invitees, or any other tenant in the Building; or (B) fire, flood, water leaks, ice, snow, hail, winds, explosion, smoke, riot, strike, interruption of utilities, theft, burglary, robbery, assault, vandalism, other persons, environmental contaminants, or other occurrences or casualty losses.
22. Default.
 - (a) If Landlord fails to comply with this Lease within 30 days after Tenant notifies Landlord of Landlord's failure to comply, Landlord will be in default and Tenant may seek any remedy provided by law. If, however, Landlord's non-compliance reasonably requires more than 30 days to cure, Landlord shall not be in default if the cure is commenced within the 30-day period and is diligently pursued.
 - (b) If Landlord does not actually receive at the place designated for payment any rent due under this Lease within 5 days after it is due, Tenant shall be in default. If Tenant fails to comply with this Lease for any other reason within 30 days after Landlord notifies Tenant of its failure to comply, Tenant shall be in default. However, if Tenant's non-compliance reasonably requires more than 30 days to cure, Tenant shall not be in default if the cure is commenced within the 30-day period and is diligently pursued.
 - (c) If Tenant is in default, Landlord may: (i) terminate Tenant's right to occupy the Leased Premises by providing Tenant with at least 30 days written notice for non-payment (provided that not more than two such notices shall be required each calendar year) and 30 days for other non-compliance;

and (ii) accelerate all rents which are payable during the remainder of this Lease or any renewal period without notice or demand. Landlord shall mitigate any damage or loss caused by Tenant's breach by using commercially reasonable means. If Tenant is in default, Tenant shall be liable for: (i) any lost rent; (ii) Landlord's cost of reletting the Leased Premises, including brokerage fees, advertising fees, and other fees necessary to relet the Leased Premises; (iii) repairs to the Leased Premises for use beyond normal wear and tear; (iv) all Landlord's costs associated with eviction of Tenant, such as attorney's fees, court costs, and prejudgment interest; (v) all Landlord's costs associated with collection of rent such as collection fees, late charges, and returned check charges; (vi) cost of removing any of Tenant's equipment or fixtures left on the Leased Premises or Building; (vii) cost to remove any trash, debris, personal property, hazardous materials, or environmental contaminants left by Tenant or Tenant's employees, patrons, guests, or invitees in the Leased Premises or Building; (viii) cost to replace any unreturned keys or access devices to the Leased Premises, parking areas, or Building; and (ix) any other recovery to which Landlord may be entitled under this Lease or under law.

- (d) The liability of Landlord to Tenant for any default by Landlord under the terms of this lease shall be limited to Tenant's actual direct, but not consequential, damages therefor and Landlord's liability for any default be limited to the interest of Landlord in the Building and the land and Landlord shall not be personally liable for any deficiency. This section shall not be deemed to limit or deny any remedies which Tenant may have in the event of default by Landlord hereunder which do not involve the personal liability of Landlord. Nothing herein contained shall be interpreted to mean that Tenant cannot be awarded specific performance or an injunction. This section shall not be deemed to limit or deny any remedies which Tenant may otherwise have in the event of default by Landlord hereunder.
23. Abandonment, Interruption of Utilities, and Lockout. Chapter 93 of the Texas Property Code governs the rights and obligations of the parties with regard to: (a) abandonment of the Leased Premises; (b) interruption of utilities; and (c) "lock-out" of Tenant.
24. Holdover. If Tenant does not vacate the Leased Premises following termination of this Lease, Tenant shall be a tenant at will and shall vacate the Leased Premises on receipt of notice from Landlord. No holding over by Tenant, whether with or without the consent of Landlord, will extend the term. Subject to the limits of applicable law and without the necessity of establishing a dedicated sinking fund for such purpose, Tenant shall indemnify Landlord for any and all damages caused by the holdover. Rent for any holdover period will be 1.25 times the base monthly rent calculated on a daily basis and will be immediately due and payable daily without notice or demand.
25. Landlord's Lien and Security Interest. [Intentionally Deleted.]
26. Assignment and Subletting. Landlord may assign this Lease to any subsequent owner of the Building. Tenant may not assign this Lease or sublet any part of the Leased Premises without Landlord's written consent. An assignment of this Lease or subletting of the Leased Premises without Landlord's written consent is voidable by Landlord. If Tenant assigns this Lease or sublets any part of the Leased Premises, Tenant shall not be liable for all obligations under Landlord approved assignment or sublet.
27. Casualty Loss.
- (a) If the Premises or Building are damaged in whole or in part by fire, windstorm, mold or fungal growth, or other casualty ("Casualty"), Landlord shall, within 60 days after the casualty, deliver to Tenant a good faith estimate (the "Damage Notice") of the time needed to repair the damage caused by such Casualty.
- (b) If (i) Tenant is prevented from conducting its business in the Premises in a manner reasonably comparable to that conducted immediately before the Casualty, and (ii) Landlord estimates that the

damage caused thereby cannot be repaired within 120 days from the date of the Damage Notice, then Tenant may terminate this Lease by delivering written notice to Landlord of its election to terminate within 30 days after the Damage Notice has been delivered to Tenant. If Tenant does not terminate this Lease, then Landlord shall, at Landlord's expense, promptly and diligently repair and restore the Premises to substantially the same condition as existed before the Casualty within 120 days from the date of the Damage Notice. Rent shall be abated from the date of the Casualty until the earlier of 5 business days following completion of the repair or until Tenant again uses the Premises, unless the willful misconduct of Tenant caused such damage, in which case, Tenant shall continue to pay Rent without abatement. If a Casualty damages a material portion of the Building, and Landlord makes a good faith determination that restoring the Premises would be uneconomical, then Landlord may terminate this Lease by giving written notice of its election to terminate within 30 days after the Damage Notice has been delivered to Tenant, and Rent shall be abated as of the date of the Casualty.

- (c) If (i) Tenant is able to conduct its business in the Premises in a manner reasonably comparable to that conducted immediately before such Casualty, or (ii) the damage caused by such Casualty can be repaired within 120 days from the date of the Damage Notice, or (iii) neither party exercises its right, if any, to terminate this Lease following a Casualty, then Landlord shall, within a reasonable time after such Casualty, commence to repair the Building and the Premises and shall proceed with reasonable diligence to restore the Building and Premises to substantially the same condition as they existed immediately before such Casualty; however, Landlord shall not be required to repair or replace any part of the furniture, equipment, fixtures, and other improvements which may have been placed by or at the request of Tenant or other occupants in the Building or the Premises, and Landlord's obligation to repair or restore the Building or Premises shall be limited to the extent of the insurance proceeds actually received by Landlord for the Casualty in question.
28. Notices. Any notice required by this Lease shall be deemed to be delivered (whether or not actually received) when deposited with the United States Postal Service, postage prepaid, certified mail, return receipt requested, and addressed to Landlord or Tenant at their addresses noted above.
29. Attorney's Fees. In any litigation between the parties regarding this Lease, the losing party shall pay to the prevailing party all reasonable expenses and court costs including reasonable attorney's fees incurred by the prevailing party. A party shall be considered prevailing party if it substantially obtains the relief sought, either through a judgment or the losing party's voluntary action.
30. Entire Agreement. This Lease contains the entire agreement between Landlord and Tenant and may not be changed except by written agreement.
31. Binding Effect. This Lease is binding upon and inures to the benefit of the parties and their respective heirs, executors, administrators, successors, and permitted assigns.
32. Controlling Law. The laws of the State of Texas govern the interpretation, performance, and enforcement of this Lease and venue is in the courts of appropriate jurisdiction in Nueces County.
33. Waiver. Landlord's delay, waiver, or non-enforcement of acceleration, contractual or statutory lien, rental due date, or any other right will not be deemed a waiver of any other or subsequent breach by Tenant or any other term in this Lease.
34. Quiet Enjoyment. Provided that Tenant is not in default of this Lease, Landlord covenants that Tenant shall enjoy possession and use of the Leased Premises free from material interference from Landlord or any other party.
35. Force Majeure. Other than for Tenant's and Landlord's monetary obligations under this lease, whenever a period of time is herein prescribed for action to be taken by either party hereto, such party

shall not be liable or responsible for, and there shall be excluded from the computation or any such period of time, any delays due to strikes, acts of God, lock-out, shortage of labor or material, governmental laws, regulations, or restrictions, riots, flood, or any cause beyond the control of such party after exercising due diligence.

- 36. Time. Time is of the essence. The parties require strict compliance with the times for performance.
- 37. Broker. Landlord and Tenant warrant that neither of them has had dealings with any broker or agent other than Bates Commercial, LLC in connection with the negotiation or execution of the prior Lease. Tenant is not obligated to pay any fee, commission or other payment to any brokers.
- 38. Non-Appropriation. Tenant covenants and represents to Landlord that (a) Tenant will to the extent permitted by State law include in its budget for each successive fiscal year during the term of this Lease a sufficient amount to permit Tenant to discharge all of its obligations hereunder, (b) Tenant has budgeted and has available for the current fiscal year sufficient funds to comply with its obligations under this Lease and (c) there are no circumstances presently affecting Tenant that could reasonably be expected to adversely affect its ability to budget funds for the payment of sums due hereunder. Notwithstanding any provision of this Lease to the contrary, Landlord and Tenant agree that in the event that prior to the commencement of any of Tenant’s fiscal years Tenant does not have sufficient funds appropriated to make the Payments due hereunder for said fiscal year, Tenant shall have the option of terminating this Lease as of the date of the commencement of such fiscal year by giving Landlord sixty (60) days prior written notice of its intent to cancel this Lease and there shall be no penalty or expense to Tenant as a result of such termination.
- 39. Exhibits. All exhibits and attachments are incorporated by this reference.
Exhibit A-Leased Premises

Effective this _____ day of _____, 2021.

LANDLORD:

CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

TENANT:

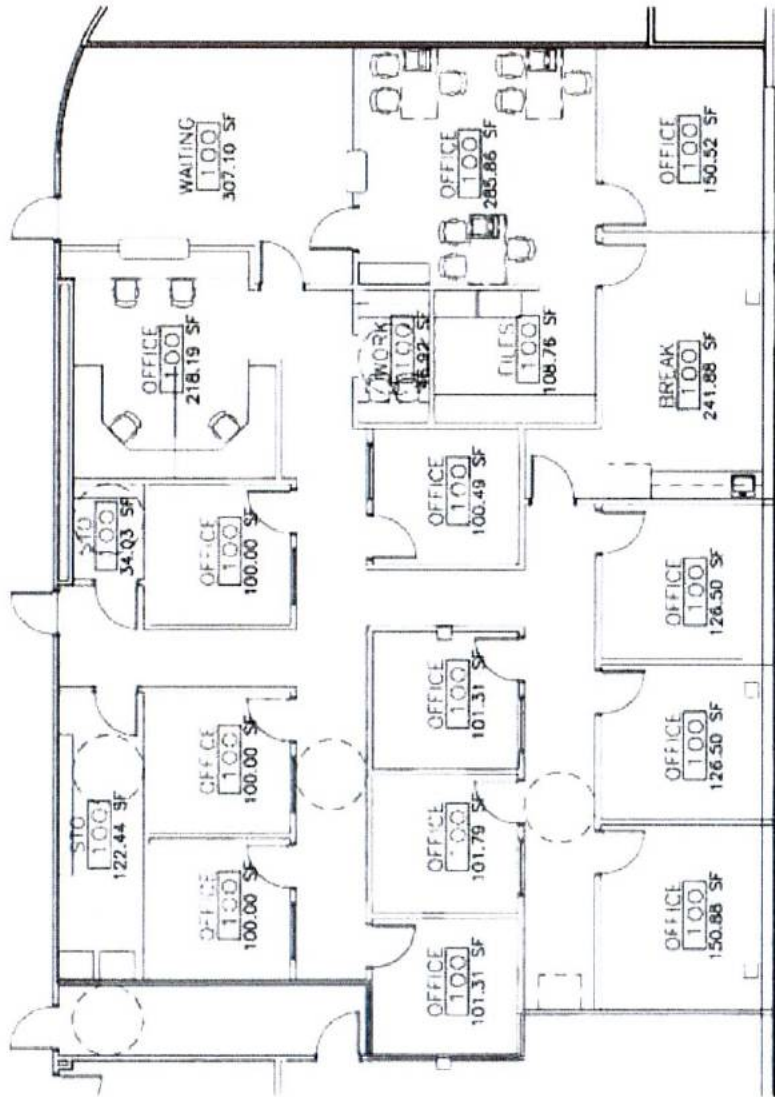
COUNTY OF NUECES

By: _____
Jorge Cruz-Aedo, CEO

By _____
Barbara Canales, County Judge

EXHIBIT A

LAYOUT FOR 4,077 RSF (3,436 USF)



3,436 SQ/FT



**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY
OPERATIONS & CAPITAL PROJECTS COMMITTEE MEETING MINUTES
WEDNESDAY, MAY 26, 2021**

Summary of Actions

1. **Roll Call**
2. **Safety Briefing**
3. **Receipt of Conflict of Interest Affidavits**
4. **Opportunity for Public Comment**
5. **Action to Approve the Operations & Capital Projects Committee Meeting Minutes of April 28, 2021**
6. **Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Approve Awarding a contract to Bridgestone Americas Tire Operations, LLC for Bus Tire Leasing and Service**
7. **Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Approve Issuing a Request for Proposals (RFP) for Paratransit and Small Bus Operations**
8. **Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Approve Issuing a Request for Qualifications (RFQ) for Project Management Services**
9. **Committee Chair Report**
10. **Adjournment**

The Corpus Christi Regional Transportation Authority Board of Directors met at 8:30 a.m. in the Robstown Council Boardroom located at Robstown City Hall, 101 E. Main Avenue, Robstown, Texas.

Call to Order & Roll Call

Chairwoman Anna Jimenez called the meeting to order at 9:18 a.m., Ms. Dena Linnehan called Roll and stated a quorum was present.

Board Members Present Anna Jimenez, Committee Chairwoman; Directors Gabi Canales, Glenn Martin and Michael Reeves.

Board Members Absent Matt Woolbright.

Staff Present Jorge G. Cruz-Aedo, CEO; David Chapa, Dena Linnehan, Derrick Majchszak, Sharon Montez, Christina Perez, Mike Rendón, Robert Saldaña, Jeremy Sirio and Ashlee Winstead-Sherman.

Public Present Benjamin Schmit, MV Transportation; and Roland Barrera, Roland Barrera Insurance, and Denise Villagran, Entrust.

Held Safety Briefing

Mr. Mike Rendón provided safety information in the event of an emergency for the Board of Directors and guests in the audience. This morning our meeting is a little different than at the Staples Street Center and there are 3 exits to your immediate right and to the rear of this building with an additional exit in the Executive Session meeting room. Ms. Dena Linnehan will account for the board of directors at the muster point at the west side of the parking lot. He stated he will



make sure that the boardroom is cleared properly. Mr. Rendón stated please do not return to the building until an all-clear has been given.

Action to receive Conflict of Interest Affidavits

None received.

Public Present *DUE TO THE CURRENT CONDITIONS FOR COVID-19, WE ENCOURAGE SOCIAL DISTANCING AND FACE MASKS (AVAILABLE) FOR INDIVIDUALS ATTENDING THE MEETING.*

Public Comment may be provided in writing, limited to 1,000 characters, by using the [Public Comment Form](http://www.ccrta.org/news-opportunities/agenda) 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.

No public comment received in-person or online. No public attended.

Action to Approve the Operations & Capital Projects Committee Meeting Minutes of April 28, 2021

BOARD VICE CHAIRMAN MICHAEL REEVES MADE A MOTION TO APPROVE THE OPERATIONS & CAPITAL PROJECTS COMMITTEE MEETING MINUTES OF APRIL 28, 2021. DIRECTOR GABI CANALES SECONDED THE MOTION. THE MOTION CARRIED. JIMENEZ, MARTIN AND REEVES VOTING IN FAVOR. ABSENT WOOLBRIGHT.

Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Approve Awarding a contract to Bridgestone Americas Tire Operations, LLC for Bus Tire Leasing and Service

Mr. Derrick Majchszak commented this item aligns with the Board Priority Public Image & Transparency. He reported the current contract with Bridgestone Americas was approved as a 3-year base with two 1-year options and approved by the Board on June 1, 2016. He said we have a contract like this to reduce our capital investment that inventory of spares basically at no cost until utilized, and a specialist to oversee the program. Mr. Majchszak reported the second option year expires August this year. He commented we are looking for a turnkey service that provides a trained specialist, a company that manages an environmental disposal and can also maintain inventory. DBE participation is zero percent and there were two bids received and Bridgestone Americas was low bidder at a cost of \$444,619.93 based on actual usage with funds being accounted for in Board approved operating budgets for each year. This also includes lease services for 420 tires and full-time onsite tire specialist. A slide was presented of a chart with the breakdown of both bidder's costs and totals.

BOARD VICE CHAIRMAN REEVES MADE A MOTION RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO APPROVE AWARDING A CONTRACT TO BRIDGESTONE AMERICAS TIRE OPERATIONS, LLC FOR BUS TIRE LEASING AND SERVICE. DIRECTOR CANALES SECONDED THE MOTION. THE MOTION CARRIED. JIMENEZ, MARTIN AND REEVES VOTING IN FAVOR. ABSENT WOOLBRIGHT.



Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Approve Issuing a Request for Proposals (RFP) for Paratransit and Small Bus Operations

Mr. Derrick Majchszak commented this item also aligns with the Board Priority Public Image & Transparency. He reported that our small bus operations contract is with MV Transportation approved by the Board on September 4, 2013 that took effect January 1, 2014, and will expire on December 31, 2021. He said this a 5-year base with one 2-year option covers B-Line, small fixed routes, flexible service and vehicle maintenance for all our cut-a-way vehicles. A contract modification was added to cover the autonomous pilot program. Mr. Majchszak commented with the contract modification expiring in December, the RFP will help to ensure continuity of our services. He reported there will be a few enhancements made over the current contract to include minimum wage standards, mandated annual COLA, equivalent benefits and cost of benefits for all levels of contractor's employees, IVR phone system and mobile scheduling application for smartphones. This RFP will also be structured as a 5-year base with one 2-year option.

A slide displayed key dates describing the processes needed for this RFP beginning with June 2, 2021 for the Board to approve issuance and ending with a contract start date of January 1, 2022. Mr. Majchszak stated there is no DBE requirement, and staff will collaborate with bidders to pursue DBE participation, including subcontracting opportunities. Funds are accounted for in the Board approved Purchase Transportation budgets, and total costs of base contract are determined by service provider rates of the contract, annual budgets representing level of service provided and paratransit ridership demand.

BOARD VICE CHAIRMAN REEVES MADE A MOTION TO RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO APPROVE ISSUING A REQUEST FOR PROPOSALS (RFP) FOR PARATRANSIT AND SMALL BUS OPERATIONS. DIRECTOR CANALES SECONDED THE MOTION. THE MOTION CARRIED. JIMENEZ, MARTIN AND REEVES VOTING IN FAVOR. ABSENT WOOLBRIGHT.

Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Approve Issuing a Request for Qualifications (RFQ) for Project Management Services for Various Projects

Ms. Sharon Montez commented this item aligns with the Board Priority Facilities. She reported as part of FTA's Competitive Grant Award to the CCRTA, two projects; Port Ayers Transfer Station Reconstruction, and Del Mar College–Southside Bus Stops, have Project Management Oversight services included as part of the overall project budget. She commented typically, the CCRTA will budget these types of services for federal construction projects with a construction budget over \$1M, that both projects meet. Ms. Montez stated as part of the background information that when the FTA conduct their Triennial Review of the Agency's procurement and management practices, they will request all project management oversight documentation for the federal projects they have select to audit and/or review. She added, with hiring of a Project Management Firm for larger CCRTA projects, this allows for an independent project monitoring process which is separate from the Architectural Design Team, and the CCRTA Staff.

Ms. Montez reported it is the Staff's intent to release this RFQ for Project Management Services for the Port Ayers Transfer Station Reconstruction Project, and the Del Mar College–Southside Campus Bus Stops which consists of two bus stops. She continued to say that staff believe these professional services would provide requisite oversight, resulting in reduced costs, and improve coordination and a more aggressive implementation schedule. Both these projects will track



parallel timeframes, and the additional support will only strengthen the CCRTA project team that is already in place, thus also offer an additional layer of project tracking to be provided to FTA. Ms. Montez said the contract term is for 2 years with one 1-year option, if needed. Funding for these services is included as part of the FTA's Competitive Grant Award package to the Agency. Estimated project management costs for Del Mar–Bus Stops is \$31,730.02, and for Port Ayers Transfer Station Reconstruction is \$128,580.69.

DIRECTOR CANALES MADE A MOTION TO RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO APPROVE ISSUING A REQUEST FOR QUALIFICATIONS (RFQ) FOR PROJECT MANAGEMENT SERVICES FOR VARIOUS PROJECTS. BOARD VICE CHAIRMAN REEVES SECONDED THE MOTION. THE MOTION CARRIED. JIMENEZ, MARTIN AND REEVES VOTING IN FAVOR. ABSENT WOOLBRIGHT.

Heard Committee Chair Report & ARBOC Visit Update

Chairwoman Jimenez asked Mr. Derrick Majchszak to present on the recent visit of the ARBOC facility. Mr. Majchszak commented that he recently visited the ARBOC Specialty Vehicles facility. He, along with other senior leadership from ARBOC that include Messrs. Philip Wiltshire, Director of Engineering; Ed Hiar, Chief Engineer of Cutaway Bus Platform; Blain Hite, Director of Manufacturing; and Kim Yoder, Vice President of Sales & Marketing. He said our representative from Creative Bus Sales, Mr. Jeff Johnson was present and CCRTA's Managing Director and Director of Maintenance from our Operations facility, and MV Transportation's Maintenance Manager and their IT Systems Administrator and Electronic Technician were also present. Mr. Majchszak provided the topics of discussion which included ARBOC's designed and installed electrical components, and some of the issues that Creative discovered in Dallas, Texas. Other items discussed were wiring harness installs, engine cover and issues within the cab. This also included discussions about communication with the Agency, Creative, and Third Parties equipment installed by Third Parties, that were either incomplete and/or improper installations.

While other items of discussion included improvements of future builds and the suggestions by CCRTA and MV staff on changes to improve design, installation and manufacturing, and future projects beyond CNG for alternative fuels and autonomous initiatives. Mr. Majchszak said one item was ARBOC being one of the first who have put these chassis on the Ford vehicles. He commented on additional information for other action items the for both current and future projects and issues of low clearance vehicles. A slide was displayed to show pictures of the new ARBOC vehicles that are currently at our Bear Lane Operations facility waiting to be put into service. He said additional research is need on propane system design and installation in a low floor vehicle. Other discussions included conversations the CCRTA initiated between ARBOC, EasyMile and Creative, and said that we probably needed to meet with ARBOC's parent company, New Flyer.

Chairwoman Jimenez reported she was glad to see all of these individuals come together to see and understand the issues we are having to work on a solution to address some of these so we may all benefit with our constituents and our communities. She said the alternative fuels is worth exploring again and looking forward to a pilot regarding the propane. The other transit agencies like Via who have already rolled out their propane pilot, it is good to learn from our peers.

Adjournment

There being no further review of items, the meeting adjourned at 9:45 a.m.

Reviewed by: Ashlee Winstead-Sherman
Submitted by: Dena Linnehan



Subject: Award a contract to Reliable Transmission Service Texas, LLC for Rebuilt Transmission Supply

Background

The Agency needs a contractor to provide refurbished Allison transmissions to keep the fleet in state of good repair. Replacement transmissions are needed due to the life cycle of the fleet. The fleet average age is now 8 years, and this requires the maintenance department to be proactive in having inventory stock ready for any type of failures on the fleet. The contract is structured as a two-year agreement with a one-year option.

The contract specifies that all transmissions must meet or exceed "Original Equipment Manufacturer" (OEM) specifications to ensure a quality product to meet our duty cycle demands for the fleet. The Vehicle Maintenance Department will only purchase transmissions that are under this Agreement. It would be advantageous for the Agency to lock-in this supply contract price, as the alternative of paying out-of-contract prices, results in higher annual parts expenses in a volatile market, and the excessive administration time of staff for parts procurement processes.

Identified Need

A transmission rebuilder is needed to ensure the fleet will be maintained to the state of good repair. This contract will allow for a faster repair time for the fleet, which will keep the operation in ready status to meet daily service demands for our riding public.

Disadvantaged Business Enterprise

For this procurement the DBE participation is zero percent (0%).

Financial Impact

The projected cost of the two (2) year base contract is \$85,405, based on replacing 19 transmissions. Total expenditures will be determined by actual usage. Funds are allocated within the Board approved operating budgets for each year.

		ALLISON TRANS TECH, LLC		RELIABLE TRANSMISSION SERVICE – TEXAS, LLC		STEWART & STEVENSON	
Allison Model # & Serial #	Qty	Price Each	Total	Price Each	Total	Price Each	Total
B400R-5 SN#6510861760	10	\$5,500	\$55,000	\$4,495	\$44,950	\$8,374	\$83,740
B400R-5 SN#6511297981	9	\$5,500	\$49,500	\$4,495	\$40,455	\$8,374	\$75,366
		TOTAL BID	\$104,500	TOTAL BID	\$85,405	TOTAL BID	\$159,106

Board Priority

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

Recommendation

Staff requests the Operations & Capital Projects Committee recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to award a contract to Reliable Transmission Service Texas, LLC for Rebuilt Transmission Supply.

Submitted by: Bryan Garner
Director of Maintenance

Reviewed by: Derrick Majchszak
Managing Director of Operations

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



Subject: Approve Revisions to the CCRTA Service Standards

Background

The Federal Transit Administration requires transit providers that operate 50 or more fixed route vehicles in peak service and are located in an Urbanized Area of 200,000 or more in population, are required to set System-wide Service Standards and Policies. Service Standards provide the Corpus Christi Regional Transportation Authority (CCRTA) with a policy directing where, when, and how we provide public transit services and customer amenities within an 846 square mile service area. In addition, Service Standards address service delivery, identify performance metrics, bus stop spacing parameters, and bus stop placement criteria including the installation of bus shelters and bus benches. Clear, enforceable standards ensure CCRTA services are applied equally and in a non-arbitrary manner. This is important to maintain transparent communication with customers and compliance with federal civil rights law under the Title VI Civil Rights Act of 1964.

Identified Need

Proposed revisions to Service Standards are recommended to more readily advance the implementation of transit services and the placement of bus stop amenities. Revisions to Service Standards include the following:

- Addition of bus stop criteria related to geographic location and the placement of amenities
- Pilot service criteria to guide new pilot or demonstration service implementations
- Demand response service performance measurements
- General updates to improve readability and understanding

Disadvantaged Business Enterprise

Not applicable.

Financial Impact

No financial impact will be incurred by revising the Service Standards. In regards to the annual budget, the Service Standards will support recommended transit service implementations and bus stop improvements within the Capital Improvement Program.

Board Priority

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

Recommendation

Staff requests that the Operations & Capital Projects Committee recommend the Board of Directors authorize the Chief Executive Officer (CEO) or Designee to approve revisions to the CCRTA Service Standards.

Respectfully Submitted,

Submitted by: Gordon Robinson
Director of Planning

Reviewed by: Derrick Majchszak
Managing Director of Operations

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



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SERVICE STANDARDS

CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY

SERVICE STANDARDS

I. PURPOSE

1. Overview

The Federal Transit Administration (FTA) requires transit providers that operate 50 or more fixed route vehicles in peak service and are located in an Urbanized Area of 200,000 or more in population, are required to set System-wide Service Standards and Policies. Service Standards provide the Corpus Christi Regional Transportation Authority (CCRTA) with a policy directing where, when, and how we provide public transit services and customer amenities within an 846 square mile service area. In addition, Service Standards address service delivery, contain performance metrics, bus stop spacing parameters, and bus stop placement criteria including the installation of bus shelters and bus benches. Clear, enforceable standards ensure CCRTA services are applied equally and in a non-arbitrary manner. This is important to maintain transparent communication with customers and compliance with federal civil rights law under the Title VI Civil Rights Act of 1964 (Title VI).

2. Non-Discrimination

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

II. BUS SERVICE DELIVERY STANDARDS

CCRTA operates the following types of bus services:

- Primary Transit Network (PTN): Frequent routes serve one or more CCRTA transfer stations and operate along primary arterial streets with high ridership demand.
- Standard Routes: Services operating in high to medium ridership demand areas and connect various areas with CCRTA transfer stations.

- Connector Routes: Services connecting outlying portions of service area with urban area at major CCRTA transfer stations. Connector routes may be demand response in outlying areas, but have fixed stops within the urban area.
- Local Circulators: Services operating within lower population and employment density areas with medium to low ridership demand.
- Flex Routes: Services operate along a defined route path with designated stops. Upon customer request, vehicles deviate to pick up or drop off passengers at stops within a defined geographic service area.
- Demand Response Service: On-demand service transporting individuals which requires advanced scheduling by the customer, including services provided by the CCRTA or contracted service providers.
- Commuter Routes: Services, including Express, operate primarily during peak hours along highways or other major corridors with a limited number of stops.
- Downtown Routes: Services provide transportation to downtown areas from transfer stations. Services are geared toward providing workers or visitors with access to employment and tourism attractions.
- Shuttle Services: Shuttle service is a higher frequency, short service offered for specific trip attractors such as a university where parking is limited or difficult.

1. Route Directness Standard

The CCRTA transit services shall be designed to operate as directly as possible between its terminals to minimize passenger travel time. Routes shall operate on major arterial streets to the extent possible. There may be situations in which a route deviates from the preceding to serve large ridership generator locations. Deviations from arterial streets should be rare on Primary Transit Network (PTN) Routes, Standard Routes, Connector Routes, and Local Circulators but are more permissible for Flex Routes, Demand Response, and Shuttle services. When a deviation exists or is being considered, the gain in convenience to those passengers who are boarding or alighting during the deviation must be balanced against the additional travel time for the passengers traveling through.

The CCRTA will strive to design bus routes as a two-way service. Exceptions are permissible for one-way streets and other safety concerns. Terminal loops shall be avoided when possible through the use of terminal interlines and not exceed 15 minutes of scheduled run time.

2. Service Frequency

Bus Headway is defined as the interval of time between buses traveling in any given direction (inbound or outbound) on any given route. Headways shall vary between peak

periods and off-peak periods where demand dictates in order to minimize operating expenses and provide the most efficient service during weekday peak demand periods.

The following factors will be examined when adjusting headways:

- ❖ Load factor;
- ❖ Passenger demand;
- ❖ Running time;

The following are guidelines for CCRTA service frequency for each service category:

Primary Transit Network (PTN) Routes: 10-15 minutes during weekday peak and 30-60 minutes during other periods.

Standard Routes / Downtown Routes: 20-30 minutes during weekday peak and 30-60 minutes during other periods.

Local Circulators / Connector Routes / Flex Route Services: 30 minutes on weekdays and 30-60 minutes during other periods as ridership demand warrants.

Commuter / Shuttle Services: Service frequency varies based on ridership demand, employment needs, and travel purpose.

Demand Response Services: 15-30 minutes during weekday peak and up to 60 minutes during other periods depending on ridership demand and size of service area or zones.

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

3. Service Duplication

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

4. Bus Load Standard

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

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

5. Vehicle Assignment

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

The CCRTA will determine the required length of vehicle for each route, and Operations will make vehicle assignment decisions. Regular vehicle assignment will be reviewed by the CCRTA Title VI Officer at each sign-up.

6. Timed Connections

Because direct service from every origin and destination is impractical, transfers are unavoidable. Where system design requires transfers between routes, those transfers shall be timed whenever practical. The CCRTA will determine where timed connections are to exist and make an effort to adjust schedules accordingly. Because actual arrival and departure times will vary from what is scheduled, buses may need to wait for connecting routes where safe and practical. When possible, time should be added to bus schedules at timed connections to accommodate the volatility of bus schedules.

7. Hours of Operation

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

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

Weekday

Primary Transit Network / Standard	5:30 am to 10:30 pm
Connector / Local / Flex	6:00 am to 8:30 pm
Commuter / Shuttle / Downtown	Varies
Demand Response	Varies

Saturday

Primary Transit Network / Standard	6:30 am to 10:30 pm
Connector / Local / Flex	6:30 am to 8:30 pm
Commuter / Shuttle / Downtown	Varies
Demand Response	Varies

Sundays and Holidays

Primary Transit Network / Standard	8:00 am to 8:00 pm
Connector / Local / Flex	8:00 am to 7:00 pm
Commuter / Shuttle / Downtown	Varies
Demand Response	Varies

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

Weekday service periods are identified as peak and off-peak and are defined as follows:

Peak

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

Off-Peak

- ❖ Early Morning before 6:00 a.m.
- ❖ Midday 9:00 a.m. – 3:00 p.m.
- ❖ Evening 6:00 p.m. – Close of Business
- ❖ Weekend service is considered off-peak all day.

8. Service Holidays

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

9. On-Time Performance

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

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

- Early departures of any kind Less than 1%
- Departures within 0-5 minutes >85%

In developing schedules, CCRTA should to adhere to on-time performance standards.

III. BUS STOPS

A bus stop is defined as a location where transit vehicles stop to load and unload passengers. The bus stop design must consider several factors including conformity to ADA requirements. The built and natural environments often have fixed objects that will dictate how much space can be used to develop a bus stop. Clear space must be provided for passenger loading and unloading, as well as pedestrian movement. This section outlines options for developing bus stops when these and other factors are present at a potential bus stop site. These guidelines were developed keeping in mind the necessary balance among the following elements:

- **Safety:** Bus stop design should include elements that help to enhance passenger and operational safety.
- **Context-sensitive design:** The siting and design of bus stops should consider the surrounding built and natural environment.
- **Preservation and maintenance of infrastructure and utility services:** Bus stops should be designed in a manner that minimizes impacts and disturbance to the roadway, sidewalks, and nearby utility services.
- **Accessibility:** Bus stops should be convenient to riders and accessible by persons with disabilities and those with mobility devices.
- **Comfort:** Bus stops should be comfortable for riders and composed of human-scale elements.
- **Operations:** Bus stops should facilitate safe and efficient transit vehicle circulation and operation and should be designed for ease of maintenance and durability.

1. Bus Stop Spacing

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

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

The CCRTA established typical guidelines for minimum bus stop spacing.

Service Type	Typical Spacing	Minimum Spacing Distance
PTN/Standard	2-4 per mile	1,320 feet (1/4 mile)
Downtown/Local	4-8 per mile	660 feet (1/8 mile)
Flex*	1-2 per mile	2,640 feet (1/2 mile)
Commuter/Shuttle	Varies based on market demand.	
Demand Response	Designated stops at defined bus stop locations or at transfer stations.	

*Stop spacing on Flex route services should be spaced sufficiently to permit the vehicle to deviate as requested.

CCRTA regularly reviews stop spacing for routes and strives to keep customers well-informed of any changes that will affect service, including changes to bus stops. CCRTA may remove bus stops for a number of reasons including better alignment with bus stop spacing guidelines, route realignments, improve the efficiency and reliability of bus service, safety issues, public loitering, construction projects, or changes in land use. When stop consolidation is undertaken, all stops along the route corridor are evaluated.

Bus stop movement or removal may or may not occur in conjunction with one of CCRTA's regular sign-ups depending on the situation. When possible, it is CCRTA's policy to post bus stop notices on all bus stops that are to be removed or have a major change in service prior to the change taking effect. A bus stop notice provides passengers the reason for the service change, and contact information for CCRTA customer service.

In situations where the CCRTA has the ability to control the movement or removal of a bus stop, the CCRTA will seek additional public input concerning bus stop changes and will post public notices a minimum of 30 days before the change is implemented. The CCRTA also strives to notify the public about proposed and final bus stop changes at public meetings, through information posted on our website, social media outlets, and other passenger applications.

2. Bus Stop Location and Safety

Bus stop placement involves a balance of customer safety, accessibility, and operational efficiency. Bus stops should optimally be placed at intersections to maximize pedestrian safety.

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

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

Bus stop locations can be determined by a variety of factors including:

- Traffic conditions (volume and speed) and traffic control devices
- ADA considerations
- Stop spacing
- Pedestrian access
- Location of bus stops on connecting streets, especially in high transfer environments
- Availability of right-of-way to locate a stop and/or enhance one in the future
- Presence of buildings
- Location of driveways
- Line of sight restrictions
- Passenger safety
- Cost of installation and maintenance

3. Bus Stop Accessibility

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

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

4. Bus Stop Amenities

CCRTA strives to provide bus waiting areas that are easy to identify and access, with convenient passenger amenities. Like most transit agencies, CCRTA has limited resources to achieve this goal, so it is necessary to prioritize when and where these improvements are made.

CCRTA's transit system includes approximately 1,375 bus stops, many of which were installed over 30 years ago. Because the amenities provided at bus stops depend highly on existing conditions and budgetary constraints, CCRTA has created the following criteria as a guide for installation of passenger amenities.

Bus stop amenities should be installed based on multiple factors, including but not limited to, ridership demand, new developments, businesses, or public and social services in order to benefit the largest number of riders. Bus stop amenities include such things as bus shelters, shade structures, seating, waste receptacles, bicycle racks, lighting, information signs, maps, and schedules.

Bus Shelters and Shade Structures

Bus shelters or shade structures are important amenities for ensuring passenger comfort. The selection of a shelter location depends on the physical characteristics of a site. A bus stop location with at least 30 daily passenger boardings with adequate right-of-way warrants a shelter or shade structure.

In addition, bus stops that generate at least 10 daily passenger boardings and meet one of the following criteria qualify for a shelter or shade structure:

- Newly constructed ADA compliant infrastructure including shelter pad or bus pad.
- Medical, Senior citizen activity centers, Social service agencies, public or special needs facilities within ¼ mile
- Major Employment Centers within ¼ mile
- Major grocery stores and shopping centers within ¼ mile
- Apartments, student dormitories, or senior housing with 100+ units within ¼ mile
- High schools, colleges, or universities within ¼ mile
- New major developments conducive to increasing ridership growth within ¼ mile
- Frequent wheelchair lift/ramp usage
- Major transfer point
- Waiting times for riders may be longer
- Preferences of adjacent property owners, and construction costs could require variance from standards

If a bus stop meets CCRTA's shelter or shade structure criteria, it may be considered for passenger shelter or shade structure placement. Meeting these criteria, however, does not guarantee shelter installations. Existing site conditions such as the following may

make shelter or shade structure placement unfeasible based on one or more of the criteria below:

- Amenities would threaten pedestrian or operational safety
- Lack of existing pedestrian amenities
- Absence of ADA compliant infrastructure
- Adequate right-of-way is not available
- Shelter or shade structure location generates severe local citizen/business opposition
- Service to the location is subject to potential changes
- Adequate shelter or shade structure of some type is not readily available
- Regulations enforced by City, County, State, or Federal government
- Installation and maintenance costs are excessive
- Other circumstances that would negatively impact operations or service

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

Bus Benches

A bus stop location with a minimum of 10 daily passenger boardings with adequate right-of-way warrants an advertising bench(s). Stop locations with 5-10 daily passenger boardings warrants a standard bench. Stop locations below 5 daily passenger boardings warrants small benches or similar products.

Geographic Equity

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

IV. MINIMUM ACCEPTABLE SERVICE

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

1. Small Communities

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

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

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

2. Large Community & Unincorporated Areas

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

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

3. Service Type

While level of service minimums are established by this section of the Service Standards, the type of service shall remain dependent on historic or anticipated ridership demand levels. Generally, when ridership demand is less than five passengers per hour, Demand Response services are likely to be most cost effective. Ridership demand between 5-10 passengers per hour may warrant a Connector, Flex, Commuter, or Local Circulator service. Ridership demand over 15 passengers per hour would warrant a Primary Transit Network (PTN), Standard, or Shuttle service. A hybrid fixed and flexible routing service may also be appropriate based on demand. Road conditions and passenger demographics should also be considered in determining service type. Section V contains details on minimum thresholds for various service types.

4. Maximum Limit of Requirement

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

V. SERVICE MONITORING AND RIDERSHIP DATA REPORTING

On a monthly basis, the CCRTA will develop and present a report to the Board of Directors and public concerning ridership and service performance of CCRTA services.

Demand Response services continue to evolve as a public mobility option nationally in its many incarnations. These types of services provide flexible, community-based service that has different characteristics than the fixed route system. These services are held to different standards than those outlined for the fixed route network below. As a result, performance metric statistics and standards are still evolving as well dependent upon the availability of accurate and regular data. The following performance metric statistics will be provided for services in general:

Operation Performance Metric Statistics:

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

Financial Performance Metric Statistics:

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

Demand Response Services Performance Metric Statistics:

- **Productivity:**
 - UPT per Trip
 - UPT per Revenue Service Hour
 - Passenger Miles per Revenue Service Hour or Mile

- **Cost Effectiveness:**
 - Operating Cost per Revenue Service Hour or Trip
 - Operating Cost per UPT
 - Subsidy per UPT

- **Service Quality:**
 - Customer Key Destinations Served
 - Service Availability
 - Adherence to Maximum Wait Time Window
 - Coordinated Timed Transfers
 - Adherence to On-time Performance Targets

CCRTA will provide route specific information within the FTA National Transit Database annual report in order to support decision making on services that should be considered for greater or reduced service levels.

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

Large Vehicle Fixed Route Services:

- For services with headways at 60 minutes or greater: 5-10 passengers per hour
- For services with headways between 30 and 60 minutes: 10-15 passengers per hour
- For services with headways under 20 minutes: 15-20 passengers per hour

Small Vehicle (Non-Commercial Driver's License) Fixed Route Services:

- For services operated in low ridership demand or rural areas: 2-5 passengers per hour

Other Service Categories:

- Demand Response: 1 passenger per hour
- Commuter / Express: 2-5 passengers per hour
- Flex Route: 5-10 passengers per hour

Where service is significantly lower than system averages or for routes that fail to meet the minimum thresholds, the service should be reviewed for changes. Those changes

could include different routing, modified headways, change in service delivery type, size and type of vehicle, or discontinuation.

VI. SERVICE CHANGES

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

1. Factors Considered for Service Changes

Long Range Plan

The CCRTA will create and update regularly a Long Range Plan with short-term (5 years) specific service recommendations. These service recommendations will be financially constrained and consistent with the CCRTA's Capital Improvement Program and financial plans. Recommended service changes should be in conformance with service plans. This will ensure that incremental service changes work to move the CCRTA towards a planned future and that resources and infrastructure are available long-term to implement recommended changes.

Customer Service Measures

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

Service Effectiveness Measures

Those routes or service underperforming according to Section V of the Service Standards should be evaluated for modification or in some cases elimination. Service significantly outperforming other similar routes should be evaluated for enhanced service if warranted. In cases where a route is near established service effectiveness thresholds, trends in demand should also be considered.

2. Service Change Process

In compliance with FTA Circular 9030.1E, CCRTA shall evaluate service changes to determine whether or not a major service change is required. Service changes which permanently (a) adds or deletes 25% of route miles to a route or (b) adds or deletes 25% of the average daily revenue hours to a route is considered a Major Service Change. For proposed major service changes, a Title VI service or fare equity analysis will be

presented to the Board of Directors prior to approval to implement service improvements or modifications.

Major Service Change Tasks

1. Develop preliminary service proposals
2. Construct draft service proposals
3. Conduct public outreach to obtain feedback
 - Outreach includes, but is not limited to, public, elected officials, local and regional stakeholders, employers, academic institutions, transit providers, and internal departments
4. Refine draft service proposals based on feedback received
5. Create Title VI service or fare equity analysis
6. Post public notices of public hearing(s) dates
7. Hold public hearing(s)
8. Adjust and finalize service proposals based on feedback received
9. Finalize Title VI service or fare equity analysis
10. Obtain Board of Directors approval
11. Distribute customer information to technology partners
12. Complete bus operator sign up
13. Institute bus operator training
14. Conduct public outreach to educate public and others
15. Complete bus stop placement and removal procedures
16. Implement Service Change

3. Pilot Service Criteria

The evaluation of pilot service proposals will take place as proposals are received or needs identified. Pilot services are implemented on a trial basis, with the length of the trial period determined prior to implementation. Ridership projections, cost estimates, and performance metrics should be prepared and communicated at the time services are proposed.

Pilot services should be permitted a reasonable amount of time to establish a ridership demand pattern prior to any changes or elimination per guidelines below.

- Within one year of a route or service being introduced, it should meet half the effectiveness standard proscribed in Section V. The CCRTA may make fine-tuning adjustments during this period.
- Within two years of introduction, the service should meet service standards. Seasonal pilot services should be evaluated under an extended timeframe based on duration of seasonal service. In addition, seasonal pilot services and pilot services experiencing extenuating circumstances should be evaluated differently.

The performance of individual pilot services will vary due to the demographic and economic characteristics of the area served and the type of service. Pilot services

operating within Title VI areas should be evaluated based on performance and demographic composition. Pilot service elimination may be considered if ridership is consistently underperforming with minimal likelihood for sufficient future growth. All alternative means of maintaining service should be considered before proposing elimination. Elimination does not preclude restoration of service at a later time; however, proven ridership demand must exist before such a step is considered. Pilot services subsidized through public-private partnerships will not be modified or eliminated without the consent of the funding partner.

Community and Employee Input

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

Current Resources

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

4. Public Input

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

5. Detours

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

Adopted: May 12, 2010
Revision 1: June 6, 2012
Revision 2: December 11, 2013
Revision 3: June 7, 2017
Revision 4: June 23, 2021



Subject: Authorize Issuing a Request for Proposals (RFP) for Bus Stop Maintenance Services

Background

About 9 years ago, as part of a capital improvements initiative, the Board of Directors, asked for a significant increase in the number of trash receptacles located at bus stops. Previously, there had been approximately 150 trash receptacles throughout the area. But, after the Board request and subsequent procurements, the trash receptacle count increases from 150 to 860. Thereby, growing the number of trash receptacles in the service area exponentially.

Identified Need

The RTA services 1,375 bus stops throughout our service area. The CCRTA’s service area is approximately 838 square miles and includes nine cities. The procurement of bus stop maintenance services helps to support the cleanliness of our bus stops in a vast bus service area with numerous trash receptacles/bus stops.

The contracted maintenance program for the bus stops includes landscaping, litter and trash removal services, at least once a week. However, over the last five years, it has come to light that approximately twenty-five (25) bus stops required more frequent cleaning and have been deemed, “bus stop hot spots”, due to increased pedestrian traffic and will be now be visited more than once a week.

The breakdown of the bus stop inventory is listed below:

- 1,375 bus stops
- 860 trash receptacles
- 922 bus stops with a concrete pad (typically 10' x 30'), and requires less landscaping
- 453 bus stops without a concrete bus pad, which means landscaping a larger area.
- 196 – bus stops outside of Corpus Christi (Calallen, Flour Bluff, Robstown, Gregory and Port Aransas)

Please see the list below for the evaluation criteria and associated points:

- | | |
|---------------------------------|--------|
| • Approach and Work Plan | 25 pts |
| • Experience | 25 pts |
| • Qualifications and References | 20 pts |
| • Cost | 30 pts |

Financial Impact

The procurement would be structured as a five-year fixed contract. The estimated cost, for a five-year fixed contract would be approximately \$2,118,845.13. The estimated annual cost for the first year is \$391,196.26.

Board Priority

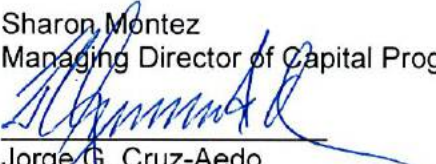
This item aligns with the Board Priority – Public Image and Facilities.

Recommendation

Staff requests that the Operations & Capital Projects Committee recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to authorize issuing a Request for Proposals (RFP) for Bus Stop Maintenance Services.

Respectfully Submitted,

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

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