



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

AGENDA MEETING NOTICE

BOARD OF DIRECTORS

DATE: Wednesday, May 6, 2020

TIME: 8:30 a.m.

LOCATION: Staples Street Center
602 North Staples Street, 2ND Floor Board Room • Corpus Christi, TX

BOARD OF DIRECTORS MEETING

EDWARD MARTINEZ (Chair)

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

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

Anna Jimenez ~ Glenn Martin ~ Philip Skrobarczyk ~ Matt Woolbright

	TOPIC	SPEAKER	EST.TIME	REFERENCE
1.	Pledge of Allegiance	E. Martinez	1 min.	-----
2.	Roll Call	D. Leyendecker	2 min.	-----
3.	Safety Briefing	M. Rendón	5 min.	-----
4.	Receipt of Conflict of Interest Affidavits	E. Martinez	2 min.	-----
5.	Opportunity for Public Comment 3 min. limit – no discussion	E. Martinez	3 min.	-----
<p>NOTE: 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> <p>THESE WRITTEN COMMENTS SHALL SERVE AS THE REQUIRED PUBLIC TESTIMONY PURSUANT TO TEXAS GOVERNMENT CODE 551.007 AND SHALL CONSTITUTE PUBLIC TESTIMONY FOR ANY OTHER PURPOSES UNDER LAW.</p>				
6.	Update – CCRTA’s Response to COVID-19	J. Cruz-Aedo	5 min.	-----
7.	Discussion and Possible Action to Approve the Meeting Minutes for the following: a) Board of Directors Meeting Minutes of April 1, 2020	E. Martinez	5 min.	Pages 1-5
8.	<p>CONSENT ITEMS: The following items are routine or administrative in nature and have been discussed previously by the Board or Committees. The Board has been furnished with support documentation on these items.</p>			
	<p>a) Action to Approve a Contract for State Legislative Consulting Services for a Three-Year Period Effective June 2020, and a One 2-Year Option with Longbow Partners, LLP (pgs. 6-7)</p> <p>b) Action to Award a Contract for On-Board Automated Passenger Counters (APC) System for Bus Fleet to Passio Technologies (pgs. 8-9)</p> <p>c) Action to Approve Extending the Bus and Bench Advertising Contract until December 31, 2020 with Iconic Sign Group, LLC (pgs. 10-11)</p> <p>d) Action to Approve Issuing a Request for Proposals (RFP) for Windstorm and Hail Insurance for Fiscal Year 2020-2021 (pg. 12)</p> <p>e) Action to Adopt a Revised 2020 Emergency Preparedness Policy (pgs. 13-14)</p>			

	<p>f) Action to Adopt the Revised 2020 Emergency Preparedness Plan (pgs. 15-16)</p> <p>g) Action to Approve Issuing an Invitation for Bids (IFB) for Parts Inventory Storage Cabinets and Shelving (pgs. 17-18)</p> <p>h) Action to Award the Bus Engine Supplier Contract to French Ellison Truck Center (pgs. 19-20)</p> <p>i) Action to Award a Shelter Amenities Contract to Tolar Manufacturing, Inc. in an amount not to exceed \$598,800 (pgs. 21-23)</p> <p>j) Action to Award a Contract for Power Washing of the Transfer Stations to Phoenix Clean not to exceed \$121,800 (pgs. 24-25)</p>			
9.	Discussion and Possible Action to Approve the Postponement of the Local Government Fare Review Committee meeting for 6 Months, Period Ending October 2020, pending the Risk and Impact of COVID-19	J. Cruz-Aedo	3 min.	Pages 26-27 <i>PPT</i>
10.	Presentations:			
	a) March 2020 Financial Report	R. Saldaña	5 min.	Pages 28-37 <i>PPT</i>
	b) March Procurement Updates	R. Saldaña	5 min.	<i>PPT</i>
	c) March 2020 Safety & Security Reports	M. Rendón	5 min.	<i>PPT</i>
	d) March 2020 Operations Report	G. Robinson	5 min.	Pages 38-44 <i>PPT</i>
11.	CEO's Report	J. Cruz-Aedo	10 min.	-----
12.	Board Chair's Report	E. Martinez	10 min.	-----
13.	Adjournment	E. Martinez	1 min.	-----
14.	Information Items:			
	a) Member Inquiry Forms:			
	1. Board Meeting–April 1, 2020			

Total Estimated Time: 1 hr., 10 min.

On **Friday, May 1, 2020** this Notice was posted by **Dena Linnehan** at the CCRTA Staples Street Center, 602 N. Staples Street, Corpus Christi, Texas; and sent to the Nueces County and the San Patricio County Clerks for posting at their locations.

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

In compliance with the Americans with Disabilities Act, individuals with disabilities who plan to attend this meeting and who may need auxiliary aids or services are requested to contact the Assistant Secretary to the Board at (361) 903-3474 at least 48 hours in advance so that appropriate arrangements can be made.

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

Mission Statement

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



Vision Statement

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



CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING MINUTES
WEDNESDAY, APRIL 1, 2020

Summary of Actions

1. Pledge of Allegiance
2. Roll Call
3. Safety Briefing
4. Receipt of Conflict of Interest Affidavits
5. Opportunity for Public Comment
6. Heard Update – CCRTA's COVID-19 Response
7. Action to Approve the Meeting Minutes for the following:
 - a) Administration & Finance Committee Minutes of February 26, 2020
 - b) Operations & Capital Projects Committee Minutes of February 26, 2020
 - c) Board of Directors Meeting Minutes of March 4, 2020
8. Action to Approve a Contract with Cassidy & Associates, Inc. for Federal Legislative Consulting Services from June 2020 until June 2023 with Two One-Year Options
9. Action to Authorize the Chief Executive Officer and CCRTA Legal Counsel, Mr. John Bell, to Execute the Federal Transit Administration (FTA) Fiscal Year 2020 Certifications and Assurances
10. Action to Approve Exercising the Two-Year Option for General Legal Services
11. Action to Approve Exercising the First Option Year on Individual Contracts to Multiple Vendors for Bus Parts Supply
12. Heard Presentations –
 - a) February 2020 Financial Report
 - b) February Procurement Update
 - c) February 2020 Safety & Security Report
 - d) February 2020 Operations Report
13. Heard CEO's Report
14. Heard Chairman's Report
15. Adjournment
16. Informational Items

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

Call to Order & Roll Call

Mr. Michael Reeves, Board Vice Chairman, called the meeting to order at 8:30 a.m., and held the Pledge of Allegiance. Ms. Dena Linnehan called Roll and stated a quorum was present.

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

Board Members Absent: None.

Staff Present: Jorge G. Cruz-Aedo, CEO; David Chapa, John Esparza, Dena Linnehan, Derrick Majchszak, Mike Rendón, and Robert Saldaña.

Public Present: None at this time due to COVID-19 Pandemic. Public Comment has been made available online to the Public on the CCRTA website at the following link:



<https://www.ccrta.org/news-opportunities/agendas/>

Held Safety Briefing

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

Action to receive Conflict of Interest Affidavits

None received.

Provided Opportunity for Public Comment

No Public Comments received.

Heard Update – CCRTA's COVID-19 Response

Mr. Jorge G. Cruz-Aedo commented on the agency's response to the pandemic and stated we have been very fluid with providing public transportation to our region. He said in January, we began looking at options we could employ to ensure the health and safety of our riders in the community. He commented that staff and himself meeting at 8:30 a.m. daily. Some discussion in these meetings, is of the high profile and intensive cleaning program the agency has taken to mitigate and reduce the spread of germs in our equipment and at our facilities. Mr. Cruz-Aedo also commented that he personally meets weekly with Texas Transit Association (TTA), as President-Elect, and South West Transit Association (SWTA) and with American Public Transportation Association (APTA) to see what responses that the transportation industry is doing overall.

He reported the agency is using hospital grade solutions we have been able to obtain, to perform a deep cleaning of the equipment that rolls in each day. Special attention is provided to the handrails, fareboxes windows, and interior areas, including the driver/operator area and other common locations. He said a new disinfectant misting is being used at our facilities and in our equipment including paratransit. Also, transfer stations are treated twice a day, all buses are equipped with hand sanitizer stations, windows that can open are opened, and the bus operators are not touching or handling fare media or money. Mr. Cruz-Aedo said all of our processes are being done in coordination with Dr. Dante of the Health District, who has advised us this will help to improve the air quality in the buses. Mr. Cruz-Aedo said for the buses without windows that open, we are opening the vents to create circulation within the bus that is needed.

Mr. Cruz-Aedo commented safety messages, information and updates are being placed in the buses, at our locations and transfer stations to include audio and digital messaging, posters, flyers, service alerts and social media platforms. He said all communications are in both English and Spanish, and it has been posted that individuals feeling sick are encouraged to avoid using public transportation. He continued with posters to encourage social distancing are also posted in buses, buildings and transfer stations, and that security officers are patrolling and reminding individuals to stay 6 feet apart, while the police officers are enforcing the 6 feet apart order. He said the agency has provided extra support for employees by a \$2.00 per hour increase to employees who are working, a \$50 H-E-B card has been distributed to help with purchasing of supplies, most employees are being compensated even if they are not working at this time, and we have an Employee Assistance Program: Family Counseling Service available to all employees. Mr. Cruz-Aedo also commented the agency implemented a telework schedule and adjusted schedules of some employees. We've implemented the EverBridge texting system to communicate with employees of any work notices, schedule changes, positive encouragements and safety updates and supplies, including updated hygiene guidelines, and notifications regarding potential exposures.

Mr. Cruz-Aedo stated the safety measures put into place to sell bus passes at H-E-B stores, making Customer Service available online only, website inquiry forms and a dedicated COVID-19 webpage with alerts and schedules posted and messaging through social media. He said we have also asked



customers to contact medical transportation should they need to go to a hospital or health clinic a we do not provide medical transportation.

He provided costs associated to-date for supplies, H-E-B cards given to employees with the \$2.00 per hour increase estimated for the bi-weekly payroll. Also the Finance department has developed new temporary pay policies resulting from the COVID-19 pandemic plan for internal documentation and grant/reimbursement funding. He stated the agency's sales tax loss estimate of 3.5 percent, and loss of fares will result in an estimated \$2.5M that will put us over budget for 2020. He commented where the agency would make up for the loss of revenue from sales taxes and ridership reductions is from Unrestricted Reserves the Board of Directors has amassed over a period of time in the amount of \$12.6M that will cover these type of one-time losses. He said we also have \$9.3M in Operating Reserves, or one-third of our budget, that is potentially available, and we have a war chest to address COVID-19 Pandemic of a little under \$22M. Mr. Cruz-Aedo commented that hopefully the agency will not need to use, as the Federal Government has approved for Public Transit, funds totaling \$25B that are to be distributed to Transit Agencies and Authorities. This funding will be allocated in the form of 5307 Grant and 5337 Formula Grants. He commented this is a very fluid situation on a daily basis, and staff is here and prepared, performing to ensure essential transit purpose the County has asked for is being carried out by the CCRTA.

Action to Approve the Meeting Minutes of: a) Administration & Finance Committee Minutes of February 26, 2020; b) Operations & Capital Projects Committee Minutes of February 26, 2020 and c) Board of Directors Meeting Minutes of March 4, 2020

MR. MIKE REEVES MADE A MOTION TO APPROVE THE MEETING MINUTES OF: A) ADMINISTRATION & FINANCE COMMITTEE MINUTES OF FEBRUARY 26, 2020; B) OPERATIONS & CAPITAL PROJECTS COMMITTEE MINUTES OF FEBRUARY 26, 2020 AND C) BOARD OF DIRECTORS MEETING MINUTES OF MARCH 4, 2020. MR. DAN LEYENDECKER SECONDED THE MOTION. THE MOTION CARRIED. MARTINEZ, REEVES, ALLISON, BAUMAN, CLOWER, DOMINGUEZ, JIMENEZ, LEYENDECKER, MARTIN, SKROBARCZYK AND WOOLBRIGHT VOTING IN FAVOR. ABSENT NONE.

Action to Approve a Contract with Cassidy & Associates, Inc. for Federal Legislative Consulting Services from June 2020 until June 2023 with Two One-Year Options

Mr. Cruz-Aedo provided background on the Federal Legislative consultant we have used to helps us with our grants and federal legislation and able to make the rounds to visit with the right people for us to move forward with things that are beneficial for our transit riders and agency in Corpus Christi. He said we have used Larry Meyers and Associates over the past 10 years to be that legislative consultant. He also mentioned his contract is coming up for renewal in June. He said over the past year and the need to have specific grant writing, we were made aware that Cassidy & Associates was one of the better firms out of Washington, DC, that provided legislative consulting, and grant writing. He mentioned conversations with some of the board members who indicated we needed to look into a firm who provided specific grant writing to help us with grants the agency needed to be looked at in receiving. He stated he met with Cassidy to find out if they would be able to help us with our specific grants for the transit industry.

Mr. Cruz-Aedo commented they went forward to help us with our first competitive grand award this past year of \$7.3M for the Port/Ayers, Del Mar College and infrastructure at the Bear Lane facility projects. They helped us with issue at the Port/Ayers project of the building being historical, they also helped us with the autonomous vehicle project at CC-TAMU campus, and a few others where they were instrumental in the outcome favoring the agency, did more than expected and in a short amount of time. He said we have been using two federal legislative firms this past year; one for routine items and the other for more specific grant writing as well as routine, and we need to choose one firm as we are not in the position to hold two federal contracts at this time.



MR. GLENN MARTIN MADE A MOTION TO APPROVE A CONTRACT WITH CASSIDY & ASSOCIATES, INC. FOR FEDERAL LEGISLATIVE CONSULTING SERVICES FROM JUNE 2020 UNTIL JUNE 2023 WITH TWO ONE-YEAR OPTIONS. MS. LYNN ALLISON SECONDED THE MOTION. THE MOTION CARRIED. MARTINEZ, REEVES, ALLISON, BAUMAN, CLOWER, DOMINGUEZ, JIMENEZ, LEYENDECKER, MARTIN, SKROBARCZYK AND WOOLBRIGHT VOTING IN FAVOR. ABSENT NONE.

Action to Authorize the Chief Executive Officer and CCRTA Legal Counsel, Mr. John Bell, to Execute the Federal Transit Administration (FTA) Fiscal Year 2020 Certifications and Assurances

Mr. Robert Saldaña commented in response to the Board members question earlier in the meeting regarding COVID-19, he said the Finance Department has already set up the codes and cost centers to track the costs associated with the pandemic since January so we are able to get the federal apportionment of the 5307 grant funds available for the COVID-19. He then provided the background on the item and said it aligns with the board priority of public image and transparency. Mr. Saldaña reported that in 1995, the FTA authorized consolidation of the Certificates & Assurances (C&A) into one single document. This will ensure the recipient complies with required federal regulations of FTA funding awards. In order to receive federal assistance, each recipient must submit their annual C&A before federal assistance is awarded. He said for 2020, there are 20 categories the agency must comply with, although not all provisions of the C&A will apply. The document must be signed by the agency's attorney and the CEO. Mr. Saldaña also commented there is no DBE or financial impact.

MR. GEORGE CLOWER MADE A MOTION TO AUTHORIZE THE CHIEF EXECUTIVE OFFICER AND CCRTA LEGAL COUNSEL, MR. JOHN BELL, TO EXECUTE THE FEDERAL TRANSIT ADMINISTRATION (FTA) FISCAL YEAR 2020 CERTIFICATIONS AND ASSURANCES. MR. LEYENDECKER SECONDED THE MOTION. THE MOTION CARRIED. MARTINEZ, REEVES, ALLISON, BAUMAN, CLOWER, DOMINGUEZ, JIMENEZ, LEYENDECKER, MARTIN, SKROBARCZYK AND WOOLBRIGHT VOTING IN FAVOR. ABSENT NONE.

Action to Approve Exercising the Two-Year Option for General Legal Services

Mr. Saldaña commented that this item aligns with the board priority of Transparency, and that this contract originally was a 3-year contract with one 2-year option from June 15, 2017 through June 14, 2020. The agency hires an attorney to provide advice on transit and compliance matters for both state and federal laws and regulations. He said Mr. John Bell has been the attorney for the agency since inception in 1984, and very well versed in the transit industry and the day-to-day operations of the CCRTA to stay within our legal boundaries. This contract is \$70K and budgeted in the 2020 Operating budget, with no DBE requirement as it is a service agreement not funded with federal monies.

MR. CLOWER MADE A MOTION TO APPROVE EXERCISING THE TWO-YEAR OPTION FOR GENERAL LEGAL SERVICES. MR. REEVES SECONDED THE MOTION. THE MOTION CARRIED. MARTINEZ, REEVES, ALLISON, BAUMAN, CLOWER, DOMINGUEZ, JIMENEZ, LEYENDECKER, MARTIN, SKROBARCZYK AND WOOLBRIGHT VOTING IN FAVOR. ABSENT NONE.

Action to Approve Exercising the First Option Year on Individual Contracts to Multiple Vendors for Bus Parts Supply

Mr. Derrick Majchszak commented the board priority for this item is Public Image and Transparency. He said the agency requires around 1,900 unique replacement parts for our fleet to keep them in the state of good repair. Also, in seeking contract agreements from multiple vendors allow the agency to receive firm pricing and volume discounts. He said these replacement parts meet the OEM or Approved Equal and the option year we need to exercise is for air systems and air conditioning, body and glass replacements, the cooling system, suspension and transmissions, and the wheelchair ramps. Mr. Majchszak stated there is no DBE requirement, and financial impact for total expenditures as determined by actual usage



is estimated at \$390,756.80 for the one-year project. Those vendors include Allison Trans Tech, Gillig, Janek, Kirk's Automotive, Mohawk Manufacturing, Muncie, Neopart and Rush Truck Center.

MS. ANNA JIMENEZ MADE A MOTION TO APPROVE EXERCISING THE FIRST OPTION YEAR ON INDIVIDUAL CONTRACTS TO MULTIPLE VENDORS FOR BUS PARTS SUPPLY. MS. ALLISON SECONDED THE MOTION. THE MOTION CARRIED. MARTINEZ, REEVES, ALLISON, BAUMAN, CLOWER, DOMINGUEZ, JIMENEZ, LEYENDECKER, MARTIN, SKROBARCZYK AND WOOLBRIGHT VOTING IN FAVOR. ABSENT NONE.

Heard Presentations –

a) February 2020 Financial Report

Mr. Saldaña commented this item aligns with our Transparency Board Priority. He provided highlights for the month of February with both Passenger Services at 3.18 percent and Bus Advertising by 17.27 percent ahead of budget, and Departmental Operating Expenses are at 1.50 percent under budget. He presented a slide of our Income Statement Snapshot chart of revenues and expenses, and said typically the first two months show the lowest levels of Sales Tax received versus Expenses, and we tend to look upside down as revenues come under expenses the first two months of the year. Another slide presented was Revenue Category and showed revenues came in at \$3.1M on a budget of \$2.9M. He said Sales Tax Revenue is an estimated number of \$2.6M, as we will receive actuals next week. He commented most of the categories show we are a little ahead, and we will see Investment Income a little lower due to drop in interest rates.

Mr. Saldaña presented a slide with a pie-chart detailing where the monies go with 56 percent towards Salaries & Benefits, 21 percent in Purchased Transportation and 10 percent for Services. Another slide showed the dollar breakdown versus the pie-chart, and commented we have about \$41K savings in the operating expenses.

The highlights for year-to-date is based on 2 months at 16.67 percent, and are lagging behind for Passenger Service at 97.43 percent, we are at projected 99.5 percent for the Staples Street Center revenues, with Total Expenses coming in at \$468K, or 7 percent less of our targeted budget. He presented a year-to-date Income Statement Snapshot for February at \$6.11M in revenues and \$6.89M in expenses, or a negative \$780K mainly due to the Sales Tax Revenue being lower in the first two months of the year that we will make up during the year. Mr. Saldaña also presented year-to-date pie chart detailing the expenses of 56 percent in Salaries & Benefits, 22 percent in Purchased Transportation and 10 percent in Services and displayed the comparable slide with the dollar breakdown of these categories. As he continued, the January Sales Tax comparison slide showed 2020 being \$34K less than received for January 2019, and the actual versus budget for January came in at \$32K over budget which is good. Mr. Saldaña presented the graph chart of January 2020 sales tax to show the roller coaster effect with the first two months and November of the year being the lower numbers.

b) February Procurement Update

Mr. Saldaña reported there are two procurements for the month with both being in progress for an Invitation for Bids (IFB) to go out early to mid-April. He presented two slides of the 5 projects coming before the Board for approval in May through July. Projects include State and Federal Legislative Consulting Services contracts, bus parts supply through multiple vendors, diesel fuel emissions, and bus and bench advertising.

Mr. Saldaña presented a slide requiring the CEO signature authority of \$50,000 or less for 3 contracts to include B2GNow annual service fee, TransLoc real-time information system and Rebuilt Transmissions for our fleet. We still maintain our Marina Rental Space on a month-to-month contract with the City of Corpus Christi.

c) February 2020 Safety & Security Report



Mr. Mike Rendón commented due to the COVID-19 Pandemic situation, the ARB Board did not meet for the month. He commented there were 390 contacts with individuals and the top 5 items took about 90 percent of our contacts. Mr. Rendón also commented on the security at the Staples Street Center. He said we continue to service the facility with a 24-hour commissioned guard on duty, our Monday through Friday Checkpoint continues to provide security from 7:00 a.m. to 7:00 p.m., and noticed a big reduction of entry into the building stemming from tenants not allowing the public into their offices, and Greyhound's reduction of schedule by 30 percent. Mr. Rendón stated the Robstown Police department now have their officers on 12 hours working, 12 hours off, 7 days a week schedule.

Mr. Rendón thanked Ms. Sharon Montez for her team being proactive by marking the stations with the 6-foot rule between each other. He said the police officers are enforcing the 6-foot rule of our passengers whether standing in a group or sitting on our benches at our transfer stations.

d) February 2019 Operations Report

Mr. Gordon Robinson commented this item aligns with our Board Priority Public Image and Transparency. He reported monthly highlights at 419,709, or almost 2 percent decline from February 2019. He said we operated 29,367 service hours and drove about 453,333 miles for the month. Mr. Robinson reported February's monthly breakdown presenting a graph chart to show the comparison in previous years from 2017 to 2020. He presented a slide of the ridership by mode and has added a new category of Rural Services that is our Paisano and Real services. For year-to-date, we are down 4.1 percent, or flat from last year, On-Time Performance is good at 89 percent meeting the Standard. He said construction still continues with 5 out of 32 routes, or 15 percent being on detour, and we still have other projects coming up.

Mr. Robinson said all of the B-line metrics were met with the exception of miles between roadcalls at 8,770, although we did show a high productivity for February at 2.73 PPH with the industry standard being 2.50 PPH. CAFs came in a 7 for the month which was good, and was 4 less than 2019, and our Miles Between Roadcalls for our large fleet did fine with 15,662 miles driven.

Heard CEO's Report

Mr. Jorge G. Cruz-Aedo commented on the CCRTA Roadeo in the Spring. This year the TTA cancelled the state meet, and through the month of March through May, the CCRTA has a travel ban of no travel due to the COVID-19 Pandemic. This being said, our Roadeo contestants would have been unable to travel to this event to compete, we also will suspend our Roadeo indefinitely until we see how this pandemic is resolved.

Heard Chairman's Report

Mr. Edward Martinez, Board Chairman commented under the circumstances of COVID-19, he thanked everyone for their continued commitment to the agency, and may continue with this type of remote-style format of our meetings, and the Board Retreat has been cancelled until we determine a better date. Mr. Martinez stated if anyone has questions or comments, please forward to Mr. Cruz-Aedo and copy him so they be addressed at the meetings. Mr. Martinez said Stay Safe.

Mr. Matt Woolbright asked about the SURGE autonomous vehicle progress. Mr. Cruz-Aedo commented we are waiting on seat belts from the manufacturer to retrofit the vehicle, and that we are looking into operating the SURGE in other areas of the community.

Adjournment

There being no further review of items, the meeting adjourned at 9:40 a.m.

Submitted by: Dena Linnehan

Dan Leyendecker, Board Secretary



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

Board of Directors Meeting Memo

May 6, 2020

Subject: Approve a Contract for State Legislative Consulting Services for a Three-Year Period Effective June 2020, and a One 2-Year Option with Longbow Partners, LLP

Background

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

Identified Need

CCRTA currently contracts with Longbow Partners, LLP, to provide state legislative consulting services. The state legislative services provided by Longbow Partners has been excellent and management would recommend we continue with these services. The state legislative consulting services contract is scheduled to expire on June 20, 2020.

Disadvantaged Business Enterprise

Staff will encourage Longbow Partners, LLP, to outreach with minority, women owned, and disadvantaged businesses.

Financial Impact

The three-year option contract costs are as follows:

- State Legislative Consulting Services
 - Annually \$66,000 per year to be apportioned in monthly payments of \$5,500 during non-session year, 2020 and 2022.
 - Annually \$72,000 per year to be apportioned in monthly payments of \$6,000 during a session year, 2021.
 - The consultants will be paid \$500 per month for out-of-pocket expenses for a total of \$6,000 per year, unless an expense is pre-approved by the CEO.
 - Total amount of the contract for 3 years would be \$204,000 without expenses.
 - The total value, plus allocated expenses of the contract for the three-year period is \$222,000.

\$66,000 x 2 =	\$132,000	Annual Contract, non-session years 2020 and 2022
\$72,000 x 1 =	\$ 72,000	Annual Contract, session year 2021
\$ 6,000 x 3 =	<u>\$ 18,000</u>	Annual Out-of Pocket Expenses
	<u>\$222,000</u>	3-Year Period Contract Total

Board Priority

The Board Priority aligns with Transparency.

Committee Review

This item was reviewed and approved at the Administration & Finance Committee meeting held on April 22, 2020.

Recommendation

Staff recommends the Board of Directors authorize the Chief Executive Officer (CEO) or designee to approve a contract for State Legislative Consulting Services for a Three-Year Period Effective June 2020, and a One 2-Year Option with Longbow Partners, LLP.

Respectfully Submitted,

Final Approval by:



Jorge G. Cruz-Aedo
Chief Executive Officer



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

Board of Directors Meeting Memo

May 6, 2020

Subject: Award a Contract for On-Board Automated Passenger Counters (APC) System for Bus Fleet to Passio Technologies

Background

The CCRTA is required to produce system wide passenger mile data for the National Transit Database (NTD) reporting. This data is an important part of NTD reporting, because it directly affects the amount of funding FTA apportions to each authority. FTA uses this information to support the §5307, §5337, §5339, and §5311 formula funding programs. Currently, passenger counts are tracked manually by staff and compared to fare ridership for accuracy. This method leaves room for human error and is labor intensive.

Identified Need

With the Board of Directors approval, a Request for Proposals (RFP) was issued on January 23, 2020, structured as an On-Board Automated Passenger Counter (APC) System purchase with warranty and installation. The proposals were received from Passio Technologies, Clever Devices, Urban Transportation Associates, DILAX Systems Inc. Ride Systems and Safe Fleet-Seon. These proposals were evaluated for:

- Approach and Work Plan
- Qualifications and References
- Experience
- Price

The table below represents the results of the evaluation.

Firms	Subtotal - Maximum Points (80 Points Max.)	Cost (20 Points Max.)	Totals - Maximum Points 100	Price (Total Cost)
Passio Technologies	65.20	12.26	77.46	\$112,037
Clever Devices	61.80	12.61	74.41	\$108,927
Urban Transportation Associates	65	8.85	73.85	\$155,250
DILAX Systems Inc.	48.20	12.17	60.37	\$112,840.94
Ride Systems	35	20	55	\$68,675
Safe Fleet-Seon	36.2	18.73	54.93	\$73,342

The firm that was deemed as being the best overall value is Passio Technologies which has been in the business for many years and specializes in vehicle mobile technologies

and reporting. Passio Technologies has worked with Student Transit, Mass Transit and its customer list has grown to over 225 agencies utilizing its transit technology solutions.

Disadvantaged Business Enterprise

For this procurement the DBE goal is zero percent (0%) – Contractors are encouraged to offer contracting opportunities to the fullest extent possible through outreach and recruitment activities to small, minority and disadvantaged businesses.

Financial Impact

Funds for the On-Board Automated Passenger Counters (APC) System were identified in the MIS 2020 Capital Budget using funding provided by the 5339 Formula Funds with and 80/20 match. The total cost for the On-Board Automated Passenger Counters (APC) System with Alternative Options is \$115,862. The total estimated project budget was \$196,601.

Board Priority

The Board Priority is Innovation.

Committee Review

This item was reviewed and approved at the Administration & Finance Committee meeting held on April 22, 2020.

Recommendation

Staff recommends the Board of Directors authorize the Chief Executive Officer (CEO) or designee to award a contract for On-Board Automated Passenger Counters (APC) System for Bus Fleet to Passio Technologies.

Respectfully Submitted,

Submitted by: David Chapa
Director of IT

Reviewed by: Robert Saldaña
Managing Director of Administration

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



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

Board of Directors Meeting Memo

May 6, 2020

Subject: Approve Extending the Bus and Bench Advertising Contract until December 31, 2020 with Iconic Sign Group, LLC

Background

In 2015, CCRTA contracted both bus and bench advertising with Iconic Sign Group. The contract was for 3-years with two, one-year options. Iconic Sign Group, LLC is currently scheduled to complete its last one-year option on July, 27, 2020. Services provided by Iconic Sign Group, LLC have been good.

CCRTA would like to extend the current contract of Iconic Sign Group, LLC so that it ends on December 31, 2020. CCRTA would delay issuing the Request for Proposals (RFP) for bus and bench advertising.

The reason for request: As an impact of the coronavirus (COVID-19), advertising is down, due to business closures and stay-at-home orders. The results are significant loss of revenue. The long-term economic impacts of the coronavirus (COVID-19) are to be determined, and an RFP right now as originally planned, could result in a lack of participation and overall revenue.

Identified Need

The bus and bench advertising contract allow CCRTA to expand its revenue stream to provide quality transportation, security, and customer service for our transit riders. The contractor is also responsible for all graffiti removal on the advertisement and general appearance of the advertisement itself.

Financial Impact

The contract with Iconic Sign Group was a Three-Year Base Contract with two one-year option. The last year was amended (see chart below).

Percentage of Gross	Revenue to CCRTA	Minimum Annual Guarantee to CCRTA
Three Year Base	37% or	\$150,000
First Option Year	37% or	\$175,000
Second Option Year (Original)	37% or	\$200,000

Approved Amendment Request in 2019

Due to a decrease of advertising inventory resulting in reduction of potential revenue. The current street construction throughout the city has had adverse results in bus bench advertising which has decreased the number of bus benches available.

Second Option Year (Amended)	37% or	\$180,000
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Approved Amendment Request in 2020

An additional amendment was made due to the effect of coronavirus (COVID-19) on advertising revenue. The current revision, effective until further notice due to COVID-19, eliminates the minimum annual guarantee (\$180,000), with Iconic Sign Group, LLC submitting 37% of revenue collected through bus and bench advertising.

Iconic Sign Group, LLC financial revenue to CCRTA for the past three years

Year	Bus Advertising Revenue	Bench Advertising Revenue	Total Per Year
2017	\$80,530.25	\$95,133.43	\$175,663.68
2018	\$78,409.95	\$96,218.17	\$174,628.12
2019	\$91,119.61	\$85,881.48	\$177,001.09
Total	\$250,059.81	\$277,233.08	\$527,292.89

Board Priority

This item aligns with the Board Priority – Financial Transparency.

Committee Review

This item was reviewed and approved at the Administration & Finance Committee meeting held on April 22, 2020.

Recommendation

Staff recommends the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to approve extending the Bus and Bench Advertising contract until December 31, 2020 with Iconic Sign Group, LLC.

Respectfully Submitted,

Submitted by: Rita Patrick
Director of Marketing

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



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

Board of Directors Meeting Memo

May 6, 2020

Subject: Approve Issuing a Request for Proposals (RFP) for Windstorm and Hail Insurance for Fiscal Year 2020-2021

Background

Windstorm and Hail Insurance coverage was underwritten through Acrisure LLC DBA Carlisle Insurance for a one-year term. The coverage will expire on July 27, 2020.

Identified Need

The Authority's assets need to be adequately insured for any and all damages incurred as a result of wind or hail damage.

Financial Impact

The 2020-2021 premium for windstorm and hail coverage for identified CCRTA assets was \$92,589.00.

Board Priority

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

Committee Review

This item was reviewed and approved at the Administration & Finance Committee meeting held on April 22, 2020.

Recommendation

Staff recommends the Board of Directors authorize the Chief Executive Officer (CEO) or designee to approve issuing a Request for Proposals (RFP) for Windstorm and Hail Insurance for fiscal year 2020-2021.

Respectfully Submitted,

Submitted & Reviewed by: Mike Rendón
Director of Safety and Security

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



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

Board of Directors Meeting Memo

May 6, 2020

Subject: Adopt the Revised 2020 Emergency Preparedness Policy

Background

It is the responsibility of the Corpus Christi Regional Transportation Authority (CCRTA) to take measures to safeguard passengers, personnel, and the general public, and also to protect transportation vehicles and facilities. As a public employer, the CCRTA assists before, during and immediately after an emergency situation.

The CEO designates which individuals will be assigned to both the City and County Emergency Operation Centers (EOC). CCRTA's current Emergency Preparedness Policy was last revised on May 1, 2019 and originally adopted by the Board of Directors on May 30, 2000.

Identified Need

As a public entity, the CCRTA is a critical component in the network of public sector employers that are responsible for providing essential services to this community. Transportation services are needed even more when there are community disasters such as hurricanes, tornadoes, ice storms, flooding, or other disastrous weather conditions or non-weather-related emergencies, such as chemical accidents, and emergencies that constitute a threat to the citizens of Corpus Christi, as determined by the EOC or the CEO.

The CCRTA's CEO or his designee is responsible for initiating and directing all emergency efforts. The CEO declares when emergency procedures will be activated. Members of the Executive Management Team are responsible for ensuring that all employees are aware of proper emergency procedures and abide by guidelines provided in the CCRTA's Emergency Preparedness Plan.

The revised Emergency Preparedness Policy (Attachment A) guides CCRTA personnel in preparing for emergencies. The 2019 Emergency Preparedness Policy was modified to update position titles, to clarify employee roles and potential pay.

Financial Impact

This item has no budgetary cost impact in itself but if an evacuation order is given the cost would be eligible for reimbursement by FEMA.

Committee Review

This item was reviewed and approved at the Administration & Finance Committee meeting held on April 22, 2020.

Recommendation

Staff recommends the Board of Directors to Adopt the 2020 Emergency Preparedness Policy.

Respectfully Submitted,

Reviewed & Submitted by: Mike Rendón
Director of Safety & Security

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



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY BOARD POLICY

EMERGENCY PREPAREDNESS POLICY

I. **PURPOSE:** This Emergency Preparedness Policy (“Policy”) outlines the responsibilities of employees of the Corpus Christi Regional Transportation Authority (CCRTA) in case of emergencies and/or disasters (collectively referenced herein as “emergency”). This Policy is not intended to conflict with the CCRTA Emergency Preparedness Plan (the “Plan”), which is issued annually.

CCRTA has a responsibility to the citizens of Corpus Christi to work cooperatively with the City’s Emergency Management Office (“EMO”). While CCRTA will not knowingly jeopardize lives and property in an emergency support or relief effort, the EMO may call upon CCRTA to provide services for the benefit of the general public during emergencies, including transportation services the EMO may request before, during and after an emergency. By providing employees with clear expectations of their responsibilities in emergency situations, CCRTA can most effectively and efficiently provide these necessary services.

CCRTA POLICIES REMAIN IN EFFECT FOR EMPLOYEES WHO ARE WORKING OR ON-CALL THROUGHOUT ALL PHASES OF AN EMERGENCY, INCLUDING BUT NOT LIMITED TO, PROHIBITIONS AGAINST WORKING UNDER THE INFLUENCE OF ALCOHOL AND/OR CONTROLLED SUBSTANCES.

II. **APPLICATION:** This Policy applies to **ALL** CCRTA employees, including part-time and temporary employees. Failing to acknowledge receipt of this Policy does not constitute a waiver of adherence to this Policy.

III. **DEFINITIONS:**

1. **“Emergency Event”** as referenced in this policy, emergency event refers to natural and man-made events, such as hurricanes, tornadoes, ice storms, flooding, or other disastrous weather conditions or non-weather-related emergencies, such as chemical accidents, and emergencies that constitute a threat to the citizens of Corpus Christi, as determined by the EMO or the CEO. An Emergency Event is considered an emergency response activity as used in section 7(o) (3) (A) of the Fair Labor Standards Act (“FLSA”).

2. **“Essential Positions”** are those held by employees who are required to be available to work during the preparation stage, during the emergency event and/or immediately after the emergency event.
3. **“Essential Employees”** are those persons filling Essential Positions and who volunteer to work during emergencies and may not evacuate without an approved waiver or the CEO’s express authorization to leave.
4. **“Step up”** employees are those who are not employed in essential positions, but who are designated to work during the emergency and thereby become essential employees. Step up employees, once assigned to become an essential employee, become subject to all the policies and procedures as though they were originally employed in essential positions. References to Essential Employees in this Policy includes step up employees.
5. **“Employee Refuge of Last Resort”** refers to one or more physical locations designated by CCRTA as emergency living locations where essential employees will shelter in place until the emergency ends.
6. **“Emergency Operations Center”** or **“EOC,”** as used herein references the designated location(s) from which the CEO or his/her designee and other key personnel will direct operations during the Activation Phase, Condition 3. (For purposes of an actual emergency or disaster the governmental entity controlling the effort may utilize a different term.)

IV. PHASES OF THE EMERGENCY EVENT: The CEO has the authority to declare that the Plan is activated or that conditions otherwise warrant the use of this Policy. The CEO or his/her designees will give notice to employees of the status of the activation and changes to the phases of the Plan as declared by the CEO or his/her designees or the EMO.

A. Beginning of the Disaster Vulnerability Season: Condition 4. Condition 4 refers to situations which cause a higher degree of disaster possibility than is normally present. Condition 4 automatically goes into effect at the beginning of the hurricane season (June 1st through November 30th each year), or other general conditions, such as fire threat due to severe drought. During Condition 4, the City and CCRTA will initiate general increased readiness activities, submit all updated plans and utilize the media and other sources to recommend various protective actions to the public.

- 1) All employees will be given a deadline by which to submit a waiver from serving as an essential employee.

B. Condition 3 - Readiness Phase: Activation of Condition 3 signifies CCRTA-Wide procedures are necessary and hazardous conditions could develop which present a greater potential threat than Condition 4, but with no immediate threat to life or property. Condition 3 might be generated by events such as a hurricane, tornado, or severe thunderstorm watch, or the presence of hazardous material in transit through the City. Condition 3 will be declared when the course of a hurricane has been established and the National Weather Service predicts a likely landfall within 36 hours and/or within 100 miles of Corpus Christi. Condition 3 has the probability of moving to Condition 2.

- 1) **All employees must report to work as scheduled prior to an Emergency Event, unless on leave approved by the Department Head or otherwise expressly instructed. CCRTA will make every effort to cancel services early enough to allow employees to safely secure themselves, their families, and properties.** However, Emergencies by their very nature are unpredictable and CCRTA makes no guarantees.
 - 2) Approved scheduled leave that conflicts with an employee's assigned responsibilities during the emergency will be cancelled. Department Heads will reassess and determine whether to cancel personal leaves and return the employees to work. Cancelled leave will be rescheduled at the Department Head's discretion.
 - 3) During Condition 3, essential employees who have agreed to work during the Emergency Event may, with the approval of the Department Head, utilize personal leave, or leave without pay if their paid leave has been exhausted, to secure their families and property. Essential employees must return to work as instructed.
 - 4) All employees must update their emergency contact information when acknowledging this Policy and as soon as an emergency is threatened. Employees who are not sheltering in a designated CCRTA Employee Refuge of Last Resort must provide CCRTA with a phone number and/or location where they can be reached immediately after the Emergency Event, or when the EMO announces the Return to Duty Phase. (Even after complying with this requirement, employees are still required to "call in" or "report" to work when the Return to Work phase is announced.)
 - 5) After securing all CCRTA property, Department Heads will release non-essential employees to evacuate if they choose to do so. **Non-essential employees should secure personal leave prior to evacuating to cover unplanned time off in the event they are unable to return to work in a timely manner upon the announcement of the Return to Duty Phase by the CEO or EMO.**
 - 6) Employees who have not secured approved leave prior to evacuating will be expected to return to work at their next regularly scheduled shift upon the announcement of the Return to Duty phase. Failure to report to work may result in disciplinary action up to and including termination. **It is the responsibility of employees to call 361-903-3585, if in doubt about their report status.**
- C. **Condition 2 - Essential Services Phase:** Condition 2 will be declared by the EMO to identify a hazardous situation which has a significant potential and probability of causing loss of life and/or damage to property. Condition 2 may be triggered by a hurricane, tornado or severe thunderstorm warning, or any other notification of the existence of a direct threat, such as a toxic material spill, major fire, growing civil disturbance, etc. Condition 2 will be declared when the National Weather Service indicates the possibility of a hurricane landfall will be close enough to cause damaging winds or rising tides in Corpus Christi in the next 24 hours.

- 1) The CEO or his/her designee will declare that this Policy is in effect.
- 2) As stated in the Plan, Department Heads are responsible for the security and protection of CCRTA property within their immediate areas of responsibility during an Emergency Event or severe weather. The CEO or his/her designees may also direct Department Heads to assist in any other areas deemed necessary for the protection of CCRTA property.
- 3) At the beginning of Condition 2, the CCRTA's EOC Liaison will advise all Department Heads of the location of the Employee Refuge(s) of Last Resort designated for use by CCRTA essential employees.
- 4) All essential employees, not on duty, will report to work upon the declaration of Condition 2, unless advised otherwise by the Department Head or the CEO. Employees must advise the Department Head or his/her designee of the phone number and/or location where they can be reached, if not required to report to work during the Emergency Event. Non-essential employees may be released at this time, and are required to report back to work as outlined in the Return to Duty Phase.

D. Activation Phase: Condition 1 is declared when hazardous conditions or a major Emergency Event are imminent. Events such as a hurricane making landfall predicted in 12 hours or less, tornado strike, large explosion, widespread civil disturbance, damaging tides, or other similar events will constitute a "Condition One" declaration.

For the safety of CCRTA personnel and property, only extreme emergency activities should occur during this period of time.

- 1) The CEO or his/her designee will staff the EOC and inform CCRTA staff of the status of the emergency.
- 2) The CEO or his/her designee will provide emergency services as necessary.
- 3) The CEO or his/her designee will oversee all final preparations if to do so will not knowingly jeopardize the safety of personnel or property.
- 4) The CEO or his/her designee will oversee the safety of operations to protect employees, equipment and the community.

When emergency conditions have abated, employees may be released temporarily to return to their homes and secure their property with requirements to return to duty or remain on-call. Even if temporarily released, employees are expected to refrain from using alcohol and/or controlled substances while on-call or subject to being recalled or any activity that would make them unfit to return to duty. Violation of this policy will lead to discipline up to and including termination.

E. **Return to Duty Phase:** The announcement of the Return to Duty phase will be made by the CEO or the EMO. Each employee will meet their responsibility as a CCRTA team member by reporting to work to assist in restoring normal services to the community as soon as safely possible.

- 1) CCRTA employees are expected to monitor their cell phones and emails to determine whether the Return to Duty Phase has been announced by the CEO or the EMO and can call 361-903-3585 to determine whether the Return to Duty Phase has been announced. If the Return to Duty Phase has been announced for Corpus Christi City Employees, CCRTA employees should also return to duty, as the announcement also applies to CCRTA employees.
- 2) Following the announcement of the Return to Duty Phase, all employees who have not secured leave will report to work at the start of their next regularly scheduled shift unless otherwise directed by their Department Head to call in or report sooner. **Employees who have prior approved leave must still call in.**
- 3) Employees who cannot report at the start of the next regularly scheduled shift are required to call in and speak with their supervisor/manager **as soon as possible but in no event less than two (2) hours before** the time the employee's next regularly scheduled shift is scheduled to begin. Bus operators must comply with regular Transportation Department guidelines.
- 4) **It is important that Department Heads have an accurate assessment of their staffing levels while business returns to normal. Failure to report or call in will result in disciplinary action up to and including termination depending on the circumstances and with concurrence of the Director of Human Resources and the CEO.**

RESPONSIBILITIES:

CEO and Department Heads:

CEO: The CEO and Department Heads share the responsibility to communicate the implementation of the Plan to all CCRTA employees.

The CEO shall select the CCRTA EOC liaison and communicate the selection internally and to all agencies which need to know the identity of the EOC Liaison.

Department Heads:

- 1) Each Department Head is responsible for identifying the positions which are required to work during the Emergency Event. Department lists will be included in the Plan on June 1 of each year.

- 2) Department Heads will ensure that a meeting is held with their employees prior to June 30 of each year to discuss and ensure employees understand their responsibilities as part of the Plan and this Policy.
- 3) Department Heads must maintain an up-to-date list designating the essential and non-essential positions in their department, including the names, phone numbers, and locations of where each employee will personally shelter. A copy of each Department's list must be provided to Human Resources at the beginning of Condition 2. Operators will step up on a first come-first serve basis. In the event fewer operators step up than are needed, operators will be involuntarily stepped up in reverse order of seniority.
- 4) Each Department Head will reassess all personal leave at the beginning of Condition 3 and maintain a list of all personnel on approved leave at the beginning of Condition 2.
- 5) Department Heads will ensure that all applicants interviewed within their departments are provided with this Policy.

Supervisor Responsibilities:

- 1) Supervisors are responsible for the support and implementation of this Policy in a consistent and fair manner. Supervisors may initiate disciplinary action, with the concurrence of the Department Head, for failure to adhere with this Policy.
- 2) Supervisors are responsible for ensuring that each employee under their supervision correctly completes and signs his/her Emergency Preparedness Acknowledgement Form with the employee's position assignment correctly designated as "Essential" or "Non-Essential."
- 3) Supervisors, in conjunction with Department Heads, are responsible for explaining the responsibilities of employees under this Policy.

All CCRTA Employees' Responsibilities:

- 1) Every CCRTA employee is responsible for knowing his/her designation as essential or non-essential and his/her responsibilities under this Policy.
- 2) Unless instructed otherwise by the Department Head, all employees must assist with securing CCRTA property prior to the emergency/disaster.
- 3) **Compliance with this Policy is mandatory.** Every employee is responsible for complying with the procedures and deadlines as outlined in this Policy, and the requirements relating to Waiver Request Forms.

- 4) Employees are required to phone in or check in personally with their Department Head on their own initiative, within a reasonable time after learning the Return to Duty Phase has been announced. Employees who do not have a telephone are not excused from this requirement.
- 5) Every employee is required to work their regular work schedule through the Readiness Phase. Employees on personal leave may be required to cancel previously approved leave. Failure to report to work may result in disciplinary action up to and including termination.
- 6) Every employee is responsible for timely reporting to his/her Department Head, or designee, as directed under the Return to Duty Phase of this Policy and showing up for work. Failure to report to work at the employee's next regularly scheduled shift may result in disciplinary action up to and including termination.

Human Resources Responsibilities:

Human Resources will provide general information about this Policy to applicants and upon hiring and will obtain the initial acknowledgement form. Human Resources will provide general assistance to the CEO and Department Heads in the implementation and handling of duties set out herein. It will coordinate disciplinary actions, review and approval of waivers and determine pay issues.

DESIGNATION OF ESSENTIAL AND NON-ESSENTIAL POSITIONS: All employees/positions will be classified as either "Essential" or "Non-Essential."

- 1) Essential Positions: EMPLOYEES HOLDING THE FOLLOWING ESSENTIAL POSITIONS WILL BE REQUIRED TO BE AVAILABLE TO WORK DURING THE READINESS AND ESSENTIAL SERVICES PHASES AND/OR IMMEDIATELY AFTER THE EMERGENCY EVENT. **ESSENTIAL POSITIONS MAY NOT EVACUATE WITHOUT A WAIVER FROM THE CEO OF CCRTA.**

ESSENTIAL EMPLOYEES ARE:

Chief Executive Officer
Managing Director of Administration
Managing Director of Operations
Managing Director of Customer Services
Director of Transportation
Director of Marketing
Director of Safety & Security
Director of Planning (<i>OEM Representative-City</i>)
Director of Maintenance
Assistant Director of Maintenance

Director of IT
Director of Human Resources
Director of Finance
Director of Procurement
EEO/ADA Compliance Officer
Dispatchers
Bus Operators
Transportation Supervisors
Dispatch Operations Administrator
Street Operations Administrator
Transportation Services Administrator
Vehicle Maintenance Technicians
Garage Service Technicians
Training Instructors
Sr. Transit Planner
Outreach Coordinator
Data Technician
IT Systems Administrator
Vehicle Electronics Technician
Customer Service Administrator
Facilities Building Manager
Facilities Maintenance Technicians II
Safety and Security Administrator

*Additional information is listed below with the breakdown of how many employees will be utilized from the essential category.

OPERATIONS EMERGENCY PERSONNEL (Fixed Route, Paratransit, and Other Services) – The following are considered necessary emergency positions which will be staffed as indicated.

MAINTENANCE DEPARTMENT

- Essential on-duty 24/7 (Pre-Emergency Event to End)
 - Director of Maintenance
 - Assistant Director of Maintenance
 - 2 Vehicle Mechanics
 - 1-2 Garage service technicians (GST)
 - Maintenance Manager of Contracted Services

- Post-event service levels (Limited or Full) – staff quantity and shift(s) to be determined by CCRTA

OPERATIONS

- Essential on-duty 24/7 (Pre-Emergency Event to End)
 - Managing Director of Operations
 - Director of Transportation
 - 3 Operations Supervisors

- Essential on-duty (Event) – staff quantity and shift(s) to be determined by CCRTA
 - 1-3 Road Monitors
 - 1-2 Dispatchers
 - 1-5 Operators

- Essential on-duty (Post-Emergency Event – 24 hours or less) – staff quantity and shift(s) to be determined by CCRTA
 - 1-3 Instructors
 - 1-3 Road Monitors
 - 1-4 Dispatchers
 - 1-30 Operators

- Post-event service levels (Limited or Full) – staff quantity and shift(s) to be determined by CCRTA
 - Sunday level service
 - 17(L)-30(F) Operators
 - Saturday level service
 - 54(L)-72(F) Operators
 - Weekday service
 - 78(L)-105(F) Operators

PLANNING

- Essential on-duty 24/7 (Pre-Emergency Event to End)
 - Director of Planning (EOC)
 - Senior Transit Planner (SSC)

- Essential on-duty (post event) – shift(s) to be determined by RTA
 - Outreach Coordinator
 - Planning Technician

INFORMATION TECHNOLOGY

- Essential on-duty 24/7 (Pre-Emergency Event to End)
 - Director of IT (SSC)
 - IT Systems Administrator (BL)
 - 1 – Vehicle Electronics Technician (BL) (1st option Voluntary basis/2nd option Lowest Seniority for selection)

FACILITIES MAINTENANCE

- Essential on-duty 24/7 (Pre-Emergency Event to End)
 - Facilities Building Manager
 - Facilities Maintenance Technician Lead
 - 4 – Facilities Maintenance Technicians II

2) Non-Essential Positions: Employees will be held in violation of this Policy if they do not call in when the Return to Duty Phase is announced and/or if they fail to return to scheduled work at the next regularly scheduled shift after the CEO or EMO has announced the Return to Duty Phase. Employees who evacuate must obtain approved leave from their Department Head *prior to evacuating* to ensure their absence from work after the Return to Duty Phase begins is considered an excused absence; otherwise, the employee will be held in violation of this Policy for not reporting timely for work.

The following positions are designated as Non-Essential:

Custodian I
Interns
Custodian II
Receptionist
Maintenance Technician I
Revenue Counters
Customer Service Representatives
Parts Clerks
Junior Buyer
Mechanic’s Assistant
Marketing Communication Liaison
Human Resources Specialist
Network Systems Specialist
Payroll Coordinator
Senior Administrative Assistant
Safety & Security Management Aide
Procurement Administrator
Customer Service Advocate

Eligibility Coordinator
Executive Administrative Assistant
Garage Service Supervisor
DBE Liaison Officer
Marketing Production Coordinator
Mechanic Supervisor
Accountant
Budget Analyst
Comptroller
Accounts Payable Specialist

The CCRTA reserves the right to amend the designation of positions as Essential and Non-Essential based on the operational needs of the CCRTA.

Waivers for Essential Positions:

- 1) **Making Request:** Employees who have personal circumstances which affect their ability to work during any phase of an Emergency Event must file an annual Waiver Request to be excused from fulfilling essential position or essential employee responsibilities. The Waiver Request Form must be filed by the due date stated on the Waiver Request Form. An employee denied the approval of a Waiver may appeal through CCRTA’s grievance process. If a life-changing event occurs during the course of the year, CCRTA will consider waiving the initial deadline. However, the same stipulations will be considered and additional documentation may be requested.

- 2) **Review of Requests:** Waiver Requests will be initially reviewed and approved by the Department Head. All forms, including those not approved, will be forwarded to Human Resources within three (3) working days of the Department Head’s approval or non-approval. Waiver Request Forms will be maintained by the Human Resources Department and filed in the employee’s file at the end of hurricane season. Human Resources will review all forms that are not approved.

- 3) **Waiver Considerations:** Department Heads will consider the following factors in approving Waiver Requests:
 - a) Is the employee a single parent with primary responsibility for children under the age of 18, or for the care of elderly family members, for whom other care arrangements cannot be made?
 - b) Does the employee or the employee’s family member for whom the employee is primarily responsible have a chronic, serious health condition or a physical disability?
 - c) Does the employee have children under the age of 18 or who have physical disabilities and his/her spouse also works for CCRTA in an essential position?

d) Is the employee married to an employee of the City of Corpus Christi, other governmental entity, or hospital in an essential position and has children under the age of 18 or who are disabled?

- 4) **Documentation:** CCRTA reserves the right to request confirming documentation regarding the validity of the Waiver Request and Form. Failure to timely submit requested documentation will result in denial of the Waiver Request. Appeal rights will not be applicable.

Policy Violations:

The following conduct or inaction will be held in violation of this policy:

- a) Refusing to perform assigned duties required by this Policy, or to obey any order or direction made or given by a supervisor;
- b) Failing to report for duty as directed during any applicable phase of this Policy, including instances where the employee is unable to return to duty without violating CCRTA's prohibition against working under the influence of alcohol and/or controlled substances;
- c) Failing to abide by CCRTA rules and regulations; and
- d) Failing to administer this Policy.

Emergency Event Pay:

The CEO shall have the authority to grant additional pay to compensate both exempt and non-exempt employees who worked during an Emergency Event. The CEO has broad discretion in determining whether to grant Emergency Event pay and the method of calculating it, in addition to that required by the FLSA, including the use of compensatory time off.

Generally, operators and mechanics will be divided into crews and work 12-hours on and 12-hours off. To the extent possible, the 12-hours off is personal time to eat, relax and rest. If you are on 12-hours off, you are expected to sleep so that you will be rested for your 12-hours on. To the extent possible, you may be allowed to leave, but verify that you have been released or are allowed to leave the premises. The right to leave will change as conditions worsen.

A. **Exempt Employees:**

- 1) Upon activation of this Policy by the CEO, exempt employees who work over 40 actual work hours (as opposed to rest time) in a workweek will be eligible to receive compensatory time off for each hour actually worked over 40 hours in the workweek.

- 2) Compensatory time off reported must be verified and approved by the Department Head.
- 3) Emergency Event compensatory time off must be scheduled and used within 60 days of the date the Return to Duty Phase is announced.
- 4) This provision for exempt employees may be modified or inactivated by the CEO with written notice to the Department Heads.

B. Non-Exempt Employees (hourly):

- a. Non-exempt employees who are required to report to work after the Essential Services Phase has been declared shall be paid a minimum of three (3) hours or the number of actual hours worked, whichever is greater.
- b. At the election of the CEO, actual hours worked under this Policy after the Essential Services Phase has been declared may be compensated at the overtime rate of one and one-half times the employee's base hourly rate in cash or in compensatory time off in lieu of cash.
- c. When compensated in cash, actual hours worked directly related to an Emergency Event shall be compensated in cash as follows:

Example: An hourly employee who is paid \$10 an hour works during an Emergency Event covering two (2) workweeks.

In the first workweek, the employee worked a total of 48 hours, 35 hours before the Emergency Event and 13 hours after Condition 2 was declared. In Workweek 1, the employee will earn 35 hours at \$10 an hour plus 13 hours at \$15 an hour. (In a non-emergency situation, the employee would have earned the overtime rate for only eight (8) hours of overtime.)

In Workweek 2, the employee worked 30 hours after Condition 2 was declared as part of his total of 40 hours. The employee will be paid 30 hours at \$15 an hour and 10 hours at \$10 an hour. (The employee was not otherwise entitled to any overtime pay.)

- d. By your signature to this Policy, you agree that CCRTA may also choose to compensate you for working an Emergency Event with compensatory time off in lieu of cash. Compensatory time off will be earned at a rate not less than one and one-half hours for each overtime hour worked.

Example: An hourly employee who is paid \$10 an hour works during an Emergency Event covering two (2) workweeks.

In the first workweek, the employee worked 35 hours before Condition 3 was declared and 13 hours after for a total of 48 hours and may be compensated 35 hours at \$10 an hour plus five (5) hours at \$15 an hour, and will also accrue eight (8) hours X 1.5 or 12 hours of compensatory time off.

In Workweek 2, the employee worked 30 Emergency Event hours as part of his total of 40 hours. The employee will be paid 30 hours times \$15 an hour and 10 hours at \$10 an hour. Because there was no overtime (time in excess of 40 in the workweek), employee was not entitled to any compensatory time off.

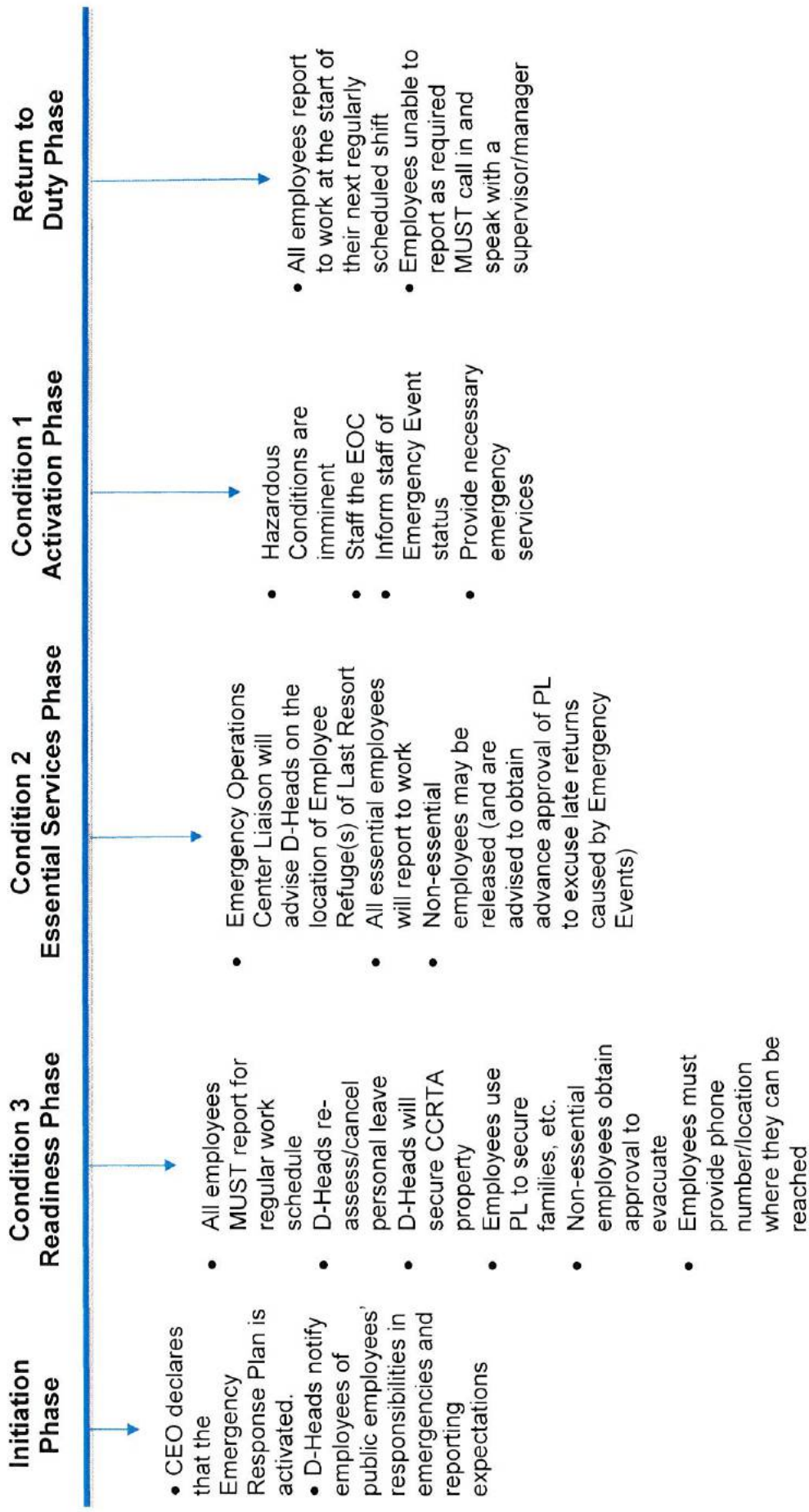
- e. Emergency Event compensatory time off must be scheduled and used within 60 days of the date the Return to Duty Phase is announced. Employees may use the compensatory time off upon reasonable request that does not unduly disrupt operations when considering the normal schedule of work, anticipated peak workloads based on past experience, emergency requirements for staff and services, and the availability of qualified substitute staff for his/her duties. If a Department Head reasonably and in good faith anticipates that the request for time off would impose an unreasonable burden on CCRTA's ability to provide services of acceptable quality and quantity for the public, the request may be denied and postponed to a fitting time.
- f. Compensatory time off earned for emergency response activity may not exceed 240 hours.
- g. When used, compensatory time off is not counted as hours worked or included in the calculation of overtime in the workweek taken.
- h. CCRTA reserves the right to pay out compensatory time off accrued, including pay out occurring at separation. Compensatory time off will be paid at the employee's hourly rate at the time of pay out or the average regular rate the employee earned over the three-year period preceding the pay-out, whichever is greater.

Conflicts: This Policy is not intended to conflict with any state, federal, or CCRTA policy or practice. The CCRTA reserves the right to amend this Policy.

Adopted: May 30, 2000

Amended: May 6, 2015; May 4, 2016; April 5, 2017; May 2, 2018; May 1, 2019; April 22, 2020

Emergency Preparedness Phases





CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

Board of Directors Meeting Memo

May 6, 2020

Subject: Adopt the Revised 2020 Emergency Preparedness Plan

Background

The purpose of the Emergency Preparedness Plan is to provide the RTA, small cities, and unincorporated areas of Nueces County with procedures to safely respond to emergency events including hurricanes and other situations requiring evacuations such as flooding, tornadoes, hazardous spills, chemical fires, or other disastrous conditions.

The CEO designates which individuals will be assigned to both the City and County Emergency Operation Centers (EOC). CCRTA's current Emergency Preparedness Plan was last revised on May 1, 2019 and originally adopted by the Board of Directors on May 30, 2000.

Identified Need

As a public entity, the CCRTA is a critical component in the network of public sector employers that are responsible for providing essential services to the city of Corpus Christi and small cities within our service area. Transportation services are needed even more when there are community disasters such as hurricanes, tornadoes, ice storms, flooding, or other disastrous weather conditions or non-weather-related emergencies, such as chemical accidents, and emergencies that constitute a threat to the citizens of Corpus Christi, and small cities determined by the EOC or the CEO.

The CCRTA's CEO or his designee is responsible for initiating and directing all emergency efforts. The CEO declares when emergency procedures will be activated. Members of the Executive Management Team are responsible for ensuring that all employees are aware of proper emergency procedures and abide by guidelines provided in the CCRTA's Emergency Preparedness Plan.

The revised 2020 Emergency Preparedness Plan guides CCRTA personnel in preparing for emergencies. The 2019 Emergency Preparedness Plan was modified to update position titles, to clarify employee roles and potential pay.

Financial Impact

This item has no budgetary cost impact in itself but if an evacuation order is given the cost would be eligible for reimbursement by FEMA.

Committee Review

This item was reviewed and approved at the Administration & Finance Committee meeting held on April 22, 2020.

Recommendation

Staff recommends the Board of Directors to Adopt the Revised 2020 Emergency Preparedness Plan.

Respectfully Submitted,

Reviewed & Submitted by: Mike Rendón
Director of Safety & Security

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



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

Board of Directors Meeting Memo

May 6, 2020

Subject: Approve Issuing an Invitation for Bids (IFB) for Parts Inventory Storage Cabinets and Shelving

Background

The Materials Management Department warehouse facility stores approximately \$865,000.00 in parts and supplies. Materials Management currently utilizes numerous heavy-duty cabinets for inventory storage. The parts and supplies in inventory are needed for Preventative Maintenance Inspections (PMI's) and the necessary repairs to prevent or reduce service disruptions.

Identified Need

The Materials Management Department is responsible for maintaining the inventory of necessary parts and supplies to support a fleet of 70 buses (35' - 40'). The existing heavy-duty cabinets are over 35 years old and many are worn out from daily use and are unrepairable. This project will improve efficiencies in the use of storage space and warehouse productivity.

Disadvantaged Business Enterprise

Staff will review DBE and collaborate with the successful bidder to pursue DBE participation, including subcontracting opportunities.

Financial Impact

The Parts Inventory Storage Cabinets and Shelving project is budgeted for \$150,000 and is a 2020 CIP project funded partially by 5307 Formula Funds. The local match is 20% with an estimated cost of \$30,000, and a federal estimated cost of \$120,000. This project is contingent upon the award of 5307 funding.

Board Priority

This Board Priority aligns with Public Image & Transparency.

Committee Review

This item was reviewed and approved at the Operations & Capital Projects Committee meeting held on April 22, 2020.

Recommendation

Staff recommends the Board of Directors authorize the Chief Executive Officer (CEO) or Designee to approve issuing an Invitation for Bids (IFB) for Parts Inventory Storage Cabinets and Shelving.

Respectfully Submitted,

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



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

Board of Directors Meeting Memo

May 6, 2020

Subject: Award the Bus Engine Supplier Contract to French Ellison Truck Center

Background

Federal State of Good Repair (SOGR) best practices recommend assets be maintained to Original Equipment Manufacturer (OEM) standards. The RTA Preventative Maintenance Program includes midlife engine overhauls to ensure rolling stock reaches mandated useful life thresholds. Additionally, RTA is required to meet Local, State, and Federal EPA standards. The 2012 and 2015 fixed route coaches have reached or will soon reach their engine midlife in years and miles.

The Maintenance Department's Oil Analysis Program helps monitor and identify the internal wear of the engines. Oil analysis testing allows staff to forecast major repair timelines and determine the most cost-effective solution. Wear indicators include copper and iron. Current testing identified 18-20 engines are showing wear indicating copper and iron thus require an engine overhaul within the next year.

Identified Need

The 2012 and 2015 fixed route coaches have reached or will reach their engine midlife in years and miles within the next two (2) years; up to thirty-five (35) 2012-2015 CNG Gillig Low Floor units. Twenty (20) engines in 2020 and fifteen (15) engines in 2021 are expected to be replaced.

A supply agreement assures RTA will maintain firm pricing, prompt competitive bidding, and meet OEM specifications. Replacement engines and or parts will be used to perform midlife overhauls.

The Bus Engine Contract Supplier Invitation for Bid (IFB) was structured as a one-year firm supply agreement with one (1) one-year option following Board approval.

Disadvantaged Business Enterprise

For this procurement the DBE participation is zero percent (0%) – Contractors are encouraged to offer contracting opportunities to the fullest extent possible through outreach and recruitment activities to small, minority and disadvantaged businesses

Financial Impact

Total expenditures will be determined by actual usage. Funding sources will include Federal 5307 funds in addition to a 20% local match which is included in the FY2020 operating budget. The project is contingent upon the award of 5307 funding.

French Ellison Truck Center was the sole bidder. This project was budgeted for \$815,020.00, but the bid came in lower than expected. Expenditures for this 2020 CIP item are now projected to be \$766,500.00 or \$38,325.40 per engine. The local match is 20% with an estimated cost of \$153,300.00 and a federal estimated cost of \$613,200.00.

Bus Engine Supplier Contract			
Contract IFB No. 2020-FP-03			
Projected Usage	Cost Per Engine	Total	Awardee
20	\$ 38,325.00	\$ 766,500.00	French Ellison Truck Center

Board Priority

This item aligns with the Board Priority – Budget: Service delivery is aligned with the budget.

Committee Review

This item was reviewed and approved at the Operations & Capital Projects Committee meeting held on April 22, 2020.

Recommendation

Staff recommends the Board of Directors authorize the Chief Executive Officer (CEO) or designee to award the Bus Engine Supplier contract to French Ellison Truck Center. This is a one-year contract with a one-year option following board approval.

Respectfully Submitted,

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



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

Board of Directors Meeting Memo

May 6, 2020

Subject: Award a Shelter Amenities Contract to Tolar Manufacturing, Inc. in an amount not to exceed \$598,800

Background

The CCRTA has the following estimated number of bus stops and bus stop amenities:

- 1,343 Bus stops
- 198 Tolar shelters and sun shade structures in the service area.
- 951 Benches and 12 Simme Seats
- 860 Trash receptacles

The CCRTA’s Shelter Program consists of a Maintenance Program, and an Expansion/Replacement Program. The Board of Directors awarded a contract to A. Ortiz Construction and Paving, Inc., for shelter refurbishment in November 2019 as part of the shelter maintenance program. Ortiz and the CCRTA Facilities’ maintenance crew have completed 33 bus stop shelters to date, and are near the 5-month mark on the first year of the contract. The goal is to complete 66 bus stop shelter amenities per year and based on the current trend that will be accomplished.

As part of the Shelter Expansion Program, CCRTA has budgeted funds to add another 40 shelters in 2020 to the existing 198 shelters currently in place. The goal over the next 10 years, is to add to the existing number, so that the CCRTA will have in place almost 700 bus stops with shelter amenities.

Identified Need

A Request for Proposals (RFP) was issued on January 26, 2020, and three proposals were received on March 10th. The RFP is for the procurement of 40 shelters, advertising benches, 44 gallon trash receptacles and solar lighting. These proposals were evaluated for:

- Bus Shelter Design
- Experience and Past Performance
- Maintainability/Durability of Shelters and Amenities
- Responsiveness to RFP
- Delivery Timeframe
- Price

The table below represents the results of the evaluation.

Firms	Subtotal - Maximum Points (80 Points Max.)	Cost (20 Points Max.)	Totals - Maximum Points 100	(Total Cost)
Tolar Mfg. Inc.	78.50	19.83	98.33	\$ 598,800.00
Spencer Fabrications, Inc.	65.50	20.00	85.50	\$ 593,800.00
Brasco Intl., Inc.	57.00	19.83	76.83	\$ 598,800.00

The firm deemed as being the best in overall value is Tolar Manufacturing Company, Inc. They have been in the business for 29 years and specialize in transit shelter amenities. Tolar has worked with Capital Metro in Austin, Trinity Metro in Fort Worth, Dallas Area Rapid Transit, and numerous other transit agencies throughout the U.S. CCRTA has previously purchased shelters from Tolar, and one is the shelter installed at the bus stop adjacent to the Dr. Hector P. Garcia Clinic. This shelter is 17-feet in size. It is the same style, that will be a part of the additional 40 shelters to be ordered, yet those will be 13-feet in size.

The CCRTA will be ordering 40 additional shelter sets which include a 13-foot shelter and a matching six-foot advertising bench with raised separator bars, solar lighting and one 44 gallon trash receptacle.

Disadvantaged Business Enterprise

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

Financial Impact

Funds for the Bus Stop Shelter Amenities were identified in the Capital Budget using 80% federal funding with a 20% local match. The total cost for the set of 40 shelter amenities is \$598,800. The total estimated project budget was \$675,074. The remaining balance will be used for the procurement of Simme seats and beacon standalone lighting to be used at current bus stops with no lighting.

Board Priority

The Board Priority is Facilities.

Committee Review

This item was reviewed and approved at the Operations & Capital Projects Committee meeting held on April 22, 2020.

Recommendation

Staff recommends the Board of Directors to authorize the Chief Executive Officer (CEO), or designee to award a Shelter Amenities contract to Tolar Manufacturing, Inc. in an amount not to exceed \$598,800.

Respectfully Submitted,

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

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



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

Board of Directors Meeting Memo

May 6, 2020

Subject: Award a Contract for Power Washing of the Transfer Stations to Phoenix Clean not to exceed \$121,800

Background

The CCRTA has the following bus transfer stations:

- Robstown Transfer Station
- Southside Transfer Station
- Port Ayers Transfer Station
- Staples Street Station

Prior to the current pandemic, the stations would be pressured washed at least once a month, while custodial staff would clean the stations at least twice a day. However, due to the highly contagious spread of COVID-19, CCRTA is strengthening all cleaning processes.

Identified Need

The current Facilities Staff is not enough personnel to increase the frequency of the pressure washing so the decision was made to hire a contractor to support staff for at least three months.

A Request for Quotes (RFQ) was issued and four proposals were received. One bidder only bid a once a week schedule and did not bid for the other bid options.

The table below represents the bids for power washing twice a week and the costs.

TWICE A WEEK FOR THREE MONTHS					
STATIONS	WEEKLY FREQUENCY	SQ. FT.	PHOENIX CLEAN	A. ORTIZ CONSTRUCTION	FAZ
Robstown	24	9,000	\$15,120	\$33,600	\$32,400
Southside Transfer	24	25,200	\$42,000	\$37,200	\$90,000
Port/Ayers Station	24	13,500	\$22,680	\$33,600	\$48,600
Staples Street Station	24	25,000	\$42,000	\$37,200	\$90,000
GRAND TOTALS			\$121,800.00	\$141,600.00	\$261,000.00

Phoenix Clean offered the lowest quote for the three-month period. The company has been in business since 2012. Some of their clients include American Bank Center, Charter Bank, Flint Hills, and Walmart just to name a few.

Disadvantaged Business Enterprise

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

Financial Impact

The award of the contract is \$121,800 for three months and is funded through local funds. This item will be submitted for reimbursement through a federal grant already allocated to the CCRTA for COVID-19 support.

Board Priority

The Board Priority is Facilities.

Committee Review

This item was reviewed and approved at the Operations & Capital Projects Committee meeting held on April 22, 2020.

Recommendation

Staff recommends the Board of Directors authorize the Chief Executive Officer (CEO) or designee to award a contract for Power Washing of the Transfer Stations to Phoenix Clean not to exceed \$121,800.

Respectfully Submitted,

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

Final Approval by: 

Jorge G. Cruz-Aedo
Chief Executive Officer



Subject: Approve the Postponement of the Local Government Fare Review Committee meeting for 6 Months, Period Ending October 2020, pending the Risk and Impact of COVID-19

Background

On September 4, 2019, the CCRTA Board of Directors approved the findings of an independent fare equity analysis, and recommended a fare adjustment. CCRTA gathered public feedback from riders and community members beginning in the fall of 2019 and concluding in the spring of 2020. Responses were gathered through 29 fare review public meetings and an online survey on ccrta.org.

On March 11, 2020, the World Health Organization (WHO) declared coronavirus (COVID-19) a pandemic. The City of Corpus Christi, Nueces County, and Public Health District held its first conference related to COVID-19 preparation on the same day.

On March 12, 2020, Nueces County named members to their Local Government Fare Review Committee, as CCRTA began its response to COVID-19 with a dedicated page, information, and resources.

On March 18, 2020, CCRTA began adjusting transportation service levels as a response to COVID-19.

On March 31, 2020, the City of Corpus Christi named members to the Local Government Fare Review Committee.

Reasons for Postponement

CCRTA continues to dedicate staff and resources to COVID-19 response. According to South Texas Economic Development Center projections, COVID-19 stay-at-home orders are estimated to affect 26% of C.C. businesses and their employees, which represent 16% of overall regional employment. Unemployment is also estimated to increase up to 30% by the end of April.

Identified Need

CCRTA's top priority is the health and safety of riders, employees, and community members. Currently, transportation services, local businesses, and employment have all been significantly impacted by COVID-19. A potential fare increase during this pandemic could affect CCRTA's public image, and limit the scope of the organization's mission and vision.

Financial Impact

If the postponement is approved, CCRTA fares would maintain their current pricing.

CCRTA's base fare remains amongst the lowest in the nation.

Board Priority

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

Recommendation

Staff recommends the Board of Directors to approve the postponement of the Local Government Fare Review Committee meeting for 6 months, period ending October 2020, pending the risk and impact of COVID-19.

Respectfully Submitted,

Submitted by: Rita Patrick
Director of Marketing

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



Subject: March 2020 Financial Report

SUMMARY: Results from all Activities Compared to Budget

Operating Revenues totaled \$2,828,043 in March, or 84.46% of the monthly baseline expectation. The baseline expectation provides an even 12-month spread to all revenue and expense categories and helps gauge the reasonableness of financial data. Revenues for March reflect the impact of the Covid-19 pandemic on various aspects of the Agency, as fare revenues reached only 76.29% of the baseline expectation, while bus and bench advertising reached only 56.95% of the baseline expectation.

The **Investment Portfolio** closed the month of March with a Market Value of **\$27,858,855**, an increase of **\$483,406** from the end of 2019 which closed at **\$27,375,449**. The majority of the Agency's holdings are in TexPool Prime which includes Commercial Paper Investments. The monthly average rate as of March 31, 2020 was 1.3354%, or approximately 50 basis points lower than December 31, 2019 (1.8321%), and reflects the beginning of the decline in the federal funds rate experienced thus far in response to the Covid-19 pandemic. The yield on TexPool prime has fallen to 0.9053% as of April 26, 2020, as a result of action taken by the Fed in order to help falling capital markets as a result of the Covid-19 outbreak.

Other Operating Revenues, including federal and state fuel credits, income from facilities rental, proceeds from insurance claims, and other income had minimal activity in March 2020. These revenues are typically sporadic and will not usually align with the baseline expectation.

Sales tax revenue for March 2020 is estimated at **\$2,600,000**, which is equal to the amount budgeted for the month. Because we are on a full accrual accounting system and sales tax payments reflect a two-month lag, estimates equal budget. Meanwhile, the sales tax estimate is \$369,520, or 12.44% lower than March 2019 and was predicted to maintain a conservative forecast for what might emerge in the aftermath of Covid-19. This strategy will assist in responding to revenue shortfalls by allowing ample time to adjust spending and or evaluate changes in spending patterns.

Month Revenue was Recognized	2020 Actual	2019 Actual	\$ Growth	% Growth
January (actual)	\$ 2,532,147	\$ 2,567,060	\$ (34,913)	-1.36%
February (actual)	2,593,497	2,533,698	59,799	2.36%
March (estimate)	2,600,000	2,669,520	(69,520)	-2.60%
April				0.00%
May				0.00%
June				0.00%
July				0.00%
August				0.00%
September				0.00%
October				0.00%
November				0.00%
December				0.00%
	\$ 7,725,644	\$ 7,770,278	\$ (44,634)	-0.57%

The actual allocation for March 2020 will be received May 8, 2020. Sales tax represented **93.01%** of total revenue realized in March.

The **\$2,593,497** sales tax payment received April 10, 2020 included the allocation from internet sales of \$13,611. RTA's started receiving internet revenue in December 2019 and to date have received \$68,561. Retailers started collecting sales tax on internet sales October 1, 2019. Internet tax collections received by RTA is trending towards a significant increase each month. Here are how the internet sales came in for the last three months.

October 2019	\$10,059
November 2019	12,664
December 2019	14,454
January 2020	17,773
February 2020	13,611

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

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

The detail of all revenue categories is presented in the following tables, along with the fare recovery ratio for March 2020:

March 2020 Revenue

	03/2020				
	2020 Adopted Budget	March 2020 Actual	Baseline 8.33% into Budget	% Actual to Budget	% Actual to Baseline
Revenues					
Passenger service	\$ 1,840,710	\$ 117,026	\$ 153,393	6.36%	76.29%
Bus advertising	158,731	7,533	13,228	4.75%	56.95%
Other operating revenues	622,779	4,093	51,898	0.66%	7.89%
Sales Tax Revenue	37,762,468	2,600,000	2,669,520	6.89%	97.40%
Federal, state and local grant assistance	874,476	33,553	72,873	3.84%	46.04%
Investment Income	565,803	25,424	47,150	4.49%	53.92%
Staples Street Center leases	486,015	40,414	40,501	8.32%	99.79%
Total Operating Revenues	42,310,982	2,828,043	3,048,563	6.68%	92.77%
Capital Grants & Donations	12,631,327	15,204	15,204	0.12%	100.00%
Transfers-in	1,763,046	146,921	146,921	8.33%	100.00%
Total Revenues & Capital Funding	\$ 56,705,355	\$ 2,990,167	\$ 3,210,687	5.27%	93.13%

2020 Year-to-Date Revenue

	03/2020				
	2020 Adopted Budget	YTD 2020 Actual	YTD Baseline 25.00% into Budget	% YTD Actual to Budget	% Actual to Baseline
Revenues					
Passenger service	\$ 1,840,710	\$ 415,927	\$ 460,178	22.60%	90.38%
Bus advertising	158,731	32,175	39,683	20.27%	81.08%
Other operating revenues	622,779	4,404	155,695	0.71%	2.83%
Sales Tax Revenue	37,762,468	7,725,644	7,770,278	20.46%	99.43%
Federal, state and local grant assistance	874,476	232,886	218,619	26.63%	106.53%
Investment Income	565,803	96,604	141,451	17.07%	68.29%
Staples Street Center leases	486,015	120,908	121,504	24.88%	99.51%
Total Operating Revenues	42,310,982	8,628,547	8,907,407	20.39%	96.87%
Capital Grants & Donations	12,631,327	232,886	232,886	1.84%	100.00%
Transfers-in	1,763,046	440,762	440,762	25.00%	100.00%
Total Revenues & Capital Funding	\$ 56,705,355	\$ 9,302,195	\$ 9,581,054	16.40%	97.09%

Revenue Composition

Revenue Source	March 2020	%	YTD	%
Passenger Service	\$ 117,026	4.12%	\$ 415,927	4.69%
Bus Advertising	7,533	0.26%	32,175	0.36%
Other Revenue	4,093	0.14%	4,404	0.05%
Sales Tax Revenue	2,600,000	91.44%	7,725,644	87.18%
Grants - Operating	33,553	1.18%	232,886	2.63%
Grants - Capital	15,204	0.53%	232,886	2.63%
Investment Income	25,424	0.89%	96,604	1.09%
SSC Lease Income	40,414	1.42%	120,908	1.36%
Total Revenue	2,843,247	100.00%	\$ 8,861,433	100.00%

Fare Recovery Ratio

Description	3/31/2020	Year to Date
Fare Revenue	\$ 117,026	\$ 415,927
Operating Expenses*	2,813,584	8,202,005
Fare Recovery Ratio	4.16%	5.07%
*Excluding Depreciation		

Note: Same period last year the FRR was 9.14% (higher than normal due to one-time payment for Harbor Bridge shuttle).

EXPENSES

Departmental operating expenses are presented below in accordance to their expense object category. For the month of March 2020, total departmental operating expenses realized a favorable variance against the monthly budget as well as the baseline expectation.

March 2020 Departmental Expenses

Operating Expense Object Category	03/2020				
	2020 Adopted Budget	March 2020 Actual	Baseline 8.33% into Budget	% Actual to Budget	% Actual to Baseline
Salaries	\$ 13,257,370	\$ 1,077,041	\$ 1,104,781	8.12%	97.49%
Benefits	5,512,012	610,221	459,334	11.07%	132.85%
Services	4,801,717	286,988	400,143	5.98%	71.72%
Materials & Supplies	3,047,162	200,209	253,930	6.57%	78.84%
Utilities	707,280	54,007	58,940	7.64%	91.63%
Insurance	454,522	30,924	37,877	6.80%	81.64%
Purchased Transportation	7,105,315	580,302	592,110	8.17%	98.01%
Miscellaneous	721,266	57,391	60,106	7.96%	95.48%
Total Expenses	\$ 35,606,645	\$ 2,897,082	\$ 2,967,220	8.14%	97.64%

2020 Year-to-Date Departmental Expenses

Operating Expense Object Category	03/2020				
	2020 Adopted Budget	YTD 2020 Actual	YTD Baseline 25.00% into Budget	% YTD Actual to Budget	% Actual to Baseline
Salaries	\$ 13,257,370	\$ 3,156,910	\$ 3,314,343	23.81%	95.25%
Benefits	5,512,012	1,573,413	1,378,003	28.55%	114.18%
Services	4,801,717	842,239	1,200,429	17.54%	70.16%
Materials & Supplies	3,047,162	611,479	761,790	20.07%	80.27%
Utilities	707,280	164,292	176,820	23.23%	92.91%
Insurance	454,522	92,772	113,630	20.41%	81.64%
Purchased Transportation	7,105,315	1,779,538	1,776,329	25.05%	100.18%
Miscellaneous	721,266	211,745	180,317	29.36%	117.43%
Total Expenses	\$ 35,606,645	\$ 8,432,388	\$ 8,901,661	23.68%	94.73%

New for 2020 is the allocation of the full labor burden to each respective department. In the past, line items such as **Health Insurance**, **Workers Compensation**, and **Unemployment Insurance** were all charged to the **Human Resources** department. Now, the benefit line is allocated proportionately to its respective department. As such, there is a significantly lower budget amount for the expense function of **Insurance**. The reduction in Insurance has been added to **Benefits** as part of the allocation process.

For March 2020, most expense categories were within a reasonable degree of distance from the baseline expectation. The largest expense category, **Salaries**, was within three percentage points of the baseline expectation. Categories such as **Services** and **Materials & Supplies** appear further from the baseline expectation, however these categories are subject to uncontrollable factors such as weather and the response to Covid-19. Total operating expenses are within three percentage points of the baseline expectation for year-to-date budget 2020, and monthly expenses to-date are only 23.65% of the budget, compared to the baseline expectation of 25%.

The results of all expenditure activities, including capital are presented below. Again, the total activities compared well against the baseline. Timing of expenditures such as Debt Service (paid in May and November), and purchases of capital contribute to the anticipated variance between the outcome of operations and the baseline.

March 2020 Total Expenses & Capital Expenditures

	03/2020				
	2020 Adopted Budget	March 2020 Actual	Baseline 8.33% into Budget	% Actual to Budget	% Actual to Baseline
Expenditures					
Departmental Operating Expenses	\$ 35,606,645	\$ 2,897,082	\$ 2,967,220	8.14%	97.64%
Debt Service	1,423,053	-	118,588	0.00%	0.00%
Street Improvements	3,021,641	251,803	251,803	8.33%	100.00%
Subrecipient Grant Agreements	49,694	38,457	4,141	77.39%	928.65%
Total Operating Expenses	40,101,033	3,187,342	3,341,753	7.95%	95.38%
Grant Eligible Costs	12,631,327	15,204	15,204	0.12%	100.00%
Depreciation Expenses	3,972,995	331,083	331,083	8.33%	100.00%
Total Expenses & Capital Expenditures	\$ 56,705,355	\$ 3,533,629	\$ 3,688,040	6.23%	95.81%

2020 Year-to-Date Total Expenses & Capital Expenditures

	03/2020				
	2020 Adopted Budget	YTD 2020 Actual	YTD Baseline 25.00% into Budget	% YTD Actual to Budget	% Actual to Baseline
Expenditures					
Departmental Operating Expenses	\$ 35,606,645	\$ 8,432,388	\$ 8,901,661	23.68%	94.73%
Debt Service	1,423,053	-	355,763	0.00%	0.00%
Street Improvements	3,021,641	755,410	755,410	25.00%	100.00%
Subrecipient Grant Agreements	49,694	232,886	12,424	468.64%	1874.56%
Total Operating Expenses	40,101,033	9,420,685	10,025,258	23.49%	93.97%
Grant Eligible Costs	12,631,327	232,886	232,886	1.84%	100.00%
Depreciation Expenses	3,972,995	993,249	993,249	25.00%	100.00%
Total Expenses & Capital Expenditures	\$ 56,705,355	\$ 10,646,819	\$ 11,251,393	18.78%	94.63%

NET POSITION

The Total Net Position at the end of the month was **\$78,998,058**, a decrease of \$1,705,729 from December 2019, which is largely due to depreciation and the accrual for Street Improvements. The Total Net Position is made up of three (3) components: Net Investment in Capital Assets, restricted for Debt Service (Bond Contract), and Unrestricted which represents the residual amount of the net position that is available for spending. **The Debt Service restriction of \$1.6 Million was removed as a result of the November 2019 bond refunding. Of the unrestricted portion, 45% has been designated by the Board.**

Of the Total Net Position of **\$78,998,058**, the portion of the fund balance that is not restricted in accordance to GASB Concepts Statement No 4 is **\$28,208,976**, but only **\$11,055,471** is available for spending as a result of the internal restrictions placed by the Board for specific reserves which total **\$17,153,505**.

FUND BALANCE AS OF MARCH 31, 2020:

<u>FUND BALANCE</u>	
Net Invested in Capital Assets	\$ 50,789,082
Restricted for Debt Service	-
Unrestricted	28,208,976
TOTAL FUND BALANCE	<u>78,998,058</u>
<u>RESERVES</u>	
Net Invested in Capital Assets	50,789,082
Restricted for Debt Service	-
Restricted for Operating Reserve	9,310,463
Restricted for Capital Reserve	3,157,831
Restricted for Local Share of CIP	3,972,993
Restrcited for Employee Benefits Reserve	712,218
Unrestricted	11,055,471
TOTAL INVESTED IN CAPITAL & RESERVES	<u>\$ 78,998,058</u>

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

Respectfully Submitted,

Submitted by: Marie Sandra Roddel
Director of Finance

Reviewed by: Robert M. Saldaña
Managing Director of Administration

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

Corpus Christi Regional Transportation Authority
 Operating and Capital Budget Report
 For the month ended March 2020

OPERATING BUDGET	03/2020				
	2020 Adopted Budget	March 2020 Actual	Baseline 8.33% into Budget	% Actual to Budget	% Actual to Baseline
	A	B	C = A / 12	B / A	C vs B
Revenues					
Passenger service	\$ 1,840,710	\$ 117,026	\$ 153,393	6.36%	76.29%
Bus advertising	158,731	7,533	13,228	4.75%	56.95%
Other operating revenues	622,779	4,093	51,898	0.66%	7.89%
Sales Tax Revenue	37,762,468	2,600,000	2,669,520	6.89%	97.40%
Federal, state and local grant assistance	874,476	33,553	72,873	3.84%	46.04%
Investment Income	565,803	25,424	47,150	4.49%	53.92%
Staples Street Center leases	486,015	40,414	40,501	8.32%	99.79%
Total Revenues	42,310,982	2,828,043	3,048,563	6.68%	92.77%
Expenses					
Transportation	10,158,674	942,687	846,556	9.28%	111.36%
Customer Programs	564,293	47,019	47,024	8.33%	99.99%
Purchased Transportation	7,105,315	584,400	592,110	8.22%	98.70%
Service Development	608,237	42,818	50,686	7.04%	84.48%
MIS	1,349,557	95,900	112,463	7.11%	85.27%
Vehicle Maintenance	5,738,762	446,971	478,230	7.79%	93.46%
Facilities Maintenance	2,834,107	199,506	236,176	7.04%	84.47%
Contracts and Procurements	323,102	27,855	26,925	8.62%	103.45%
CEO's Office	1,006,761	84,988	83,897	8.44%	101.30%
Finance and Accounting	771,199	54,297	64,267	7.04%	84.49%
Materials Management	188,618	19,985	15,718	10.60%	127.15%
Human Resources	701,471	78,168	58,456	11.14%	133.72%
General Administration	595,856	34,182	49,655	5.74%	68.84%
Capital Project Management	329,103	19,430	27,425	5.90%	70.85%
Marketing & Communications	685,721	40,874	57,143	5.96%	71.53%
Safety & Security	1,449,103	94,505	120,759	6.52%	78.26%
Staples Street Center	996,766	81,921	83,064	8.22%	98.62%
Port Ayers Cost Center	-	1,577	-	0.00%	0.00%
Debt Service	1,423,053	-	118,588	0.00%	0.00%
Special Projects	200,000	-	16,667	0.00%	0.00%
Subrecipient Grant Agreements	49,694	38,457	4,141	77.39%	928.65%
Street Improvements Program for CCRTA Region Entities	3,021,641	251,803	251,803	8.33%	100.00%
Total Expenses	40,101,033	3,187,342	3,341,753	7.95%	95.38%
Revenues Over Expenses - Operating Budget	2,209,949	(359,300)	(293,190)		
CIP BUDGET					
	2020 Adopted Budget	March 2020 Actual	Baseline 8.33% into Budget	% Actual to Budget	% Actual to Baseline
	A	B	C = A / 12	B / A	
Funding Sources					
Transfer In	\$ 1,763,046	146,921	146,921	8.33%	100.00%
Grant Revenue	12,631,327	15,204	15,204	0.12%	0.00%
Total Funding Sources	14,394,373	162,125	162,125	1.13%	100.00%
Capital Expenditures					
Grant Eligible Costs	\$ 12,631,327	15,204	15,204	0.12%	0.00%
Depreciation Expenses	3,972,995	331,083	331,083	8.33%	100.00%
Total Expenditures	16,604,322	346,287	346,287	2.09%	100.00%
Funding Sources Over Expenditures	(2,209,949)	(184,162)	(184,162)	8.33%	100.00%
Revenues Over Expenses - Operating Budget	2,209,949	(359,300)	(293,190)		
Revenues Over Expenses - CIP Budget	(2,209,949)	(184,162)	(184,162)		
Revenues Over Expenses (including rounding)	(0)	(543,462)	(477,352)		

Corpus Christi Regional Transportation Authority
 Operating and Capital Budget Report
 For the month ended March 2020

OPERATING BUDGET	03/2020				
	2020 Adopted Budget	YTD 2020 Actual	YTD Baseline 25.00% into Budget	% YTD Actual to Budget	% Actual to Baseline
	A	B	C = A / 4	B / A	C vs B
Revenues					
Passenger service	\$ 1,840,710	\$ 415,927	\$ 460,178	22.60%	90.38%
Bus advertising	158,731	32,175	39,683	20.27%	81.08%
Other operating revenues	622,779	4,404	155,695	0.71%	2.83%
Sales Tax Revenue	37,762,468	7,725,644	7,770,278	20.46%	99.43%
Federal, state and local grant assistance	874,476	232,886	218,619	26.63%	106.53%
Investment income	565,803	96,604	141,451	17.07%	68.29%
Staples Street Center leases	486,015	120,908	121,504	24.88%	99.51%
Total Revenues	42,310,982	8,628,547	8,907,407	20.39%	96.87%
Expenses					
Transportation	10,158,674	2,679,869	2,539,668	26.38%	105.52%
Customer Programs	564,293	129,978	141,073	23.03%	92.14%
Purchased Transportation	7,105,315	1,783,636	1,776,329	25.10%	100.41%
Service Development	608,237	123,646	152,059	20.33%	81.31%
MIS	1,349,557	285,660	337,389	21.17%	84.67%
Vehicle Maintenance	5,738,762	1,261,470	1,434,690	21.98%	87.93%
Facilities Maintenance	2,834,107	595,579	708,527	21.01%	84.06%
Contracts and Procurements	323,102	79,120	80,776	24.49%	97.95%
CEO's Office	1,006,761	277,146	251,690	27.53%	110.11%
Finance and Accounting	771,199	152,609	192,800	19.79%	79.15%
Materials Management	188,618	48,075	47,154	25.49%	101.95%
Human Resources	701,471	181,788	175,368	25.92%	103.66%
General Administration	595,856	98,943	148,964	16.61%	66.42%
Capital Project Management	329,103	52,648	82,276	16.00%	63.99%
Marketing & Communications	685,721	172,170	171,430	25.11%	100.43%
Safety & Security	1,449,103	279,664	362,276	19.30%	77.20%
Staples Street Center	996,766	225,347	249,191	22.61%	90.43%
Port Ayers Cost Center	-	5,037	-	0.00%	0.00%
Debt Service	1,423,053	-	355,763	0.00%	0.00%
Special Projects	200,000	-	50,000	0.00%	0.00%
Subrecipient Grant Agreements	49,694	232,886	12,424	468.64%	1874.56%
Street Improvements Program for CCRTA Region Entities	3,021,641	755,410	755,410	25.00%	100.00%
Total Expenses	40,101,033	9,420,685	10,025,258	23.49%	93.97%
Revenues Over Expenses - Operating Budget	2,209,949	(792,137)	(1,117,852)		
CIP BUDGET					
	2020 Adopted Budget	YTD 2020 Actual	YTD Baseline 25.00% into Budget	% YTD Actual to Budget	% Actual to Baseline
	A	B	C = A / 4	B / A	
Funding Sources					
Transfer In	\$ 1,763,046	440,762	440,762	25.00%	100.00%
Grant Revenue	12,631,327	232,886	232,886	1.84%	0.00%
Total Funding Sources	14,394,373	673,648	673,648	4.68%	100.00%
Capital Expenditures					
Grant Eligible Costs	\$ 12,631,327	232,886	232,886	1.84%	0.00%
Depreciation Expenses	3,972,995	993,249	993,249	25.00%	100.00%
Total Expenditures	16,604,322	1,226,135	1,226,135	7.38%	100.00%
Funding Sources Over Expenditures	(2,209,949)	(552,487)	(552,487)	25.00%	100.00%
Revenues Over Expenses - Operating Budget	2,209,949	(792,137)	(1,117,852)		
Revenues Over Expenses - CIP Budget	(2,209,949)	(552,487)	(552,487)		
Revenues Over Expenses (including rounding)	(0)	(1,344,625)	(1,670,339)		

CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY
Statement of Net Position
Month ended March 31, 2020, and year ended December 31, 2019

	Unaudited March 31 2020	Unaudited December 31 2019
ASSETS		
Current Assets:		
Cash and Cash Equivalents	\$ 27,578,284	\$ 27,157,466
Receivables:		
Sales and Use Taxes	5,193,497	6,183,019
Accrued Interest	-	-
Federal Government	246,363	403,586
Other	677,589	1,263,308
Inventories	624,373	618,779
Prepaid Expenses	1,837,692	509,201
Total Current Assets	36,157,798	36,135,360
Non-Current Assets:		
Capital Assets:		
Land	5,381,969	5,381,969
Buildings	53,734,210	53,734,210
Transit Stations, Stops and Pads	24,409,826	24,409,826
Other Improvements	5,525,123	5,525,123
Vehicles and Equipment	61,516,982	61,516,982
Construction in Progress	187,014	167,718
Current Year Additions	175,837	-
Total Capital Assets	150,930,960	150,735,827
Less: Accumulated Depreciation	(79,876,879)	(78,883,630)
Net Capital Assets	71,054,082	71,852,197
Total Non-Current Assets	71,054,082	71,852,197
TOTAL ASSETS	107,211,880	107,987,556
DEFERRED OUTFLOWS OF RESOURCES		
Deferred outflow related to pensions	5,170,677	5,170,677
Deferred outflow on extinguishment of debt	3,487,864	3,487,864
Total Deferred Outflows	8,658,541	8,658,541
TOTAL ASSETS AND DEFERRED OUTFLOWS	115,870,421	116,646,098
LIABILITIES AND NET POSITION		
Current Liabilities:		
Accounts Payable	599,455	736,501
Current Portion of Long-Term Liabilities:		
Long-Term Debt	815,000	815,000
Compensated Absences	283,472	283,472
Sales Tax Audit Funds Due	246,366	246,366
Distributions to Regional Entities Payable	4,280,732	3,525,322
Other Accrued Liabilities	978,503	666,814
Total Current Liabilities	7,203,528	6,273,475
Non-Current Liabilities:		
Long-Term Liabilities, Net of Current Portion:		
Long-Term Debt	19,450,000	19,450,000
Compensated Absences	344,752	344,752
Sales Tax Audit Funds Due	930,730	930,730
Net Pension Liability	6,468,642	6,468,642
Net OPEB Obligation	970,134	970,134
Total Non-Current Liabilities	28,164,258	28,164,258
TOTAL LIABILITIES	35,367,786	34,437,733
DEFERRED INFLOWS OF RESOURCES		
Deferred inflow related to pensions	1,504,577	1,504,577
TOTAL LIABILITIES AND DEFERRED INFLOWS	36,872,363	35,942,310
Net Position:		
Net Invested in Capital Assets	50,789,082	51,587,197
Unrestricted	28,208,976	29,116,590
TOTAL NET POSITION	\$ 78,998,058	\$ 80,703,787

Corpus Christi Regional Transportation Authority
Statement of Cash Flows (Unaudited)
For the month ended March 31, 2020

	<u>3/31/2020</u>
Cash Flows From Operating Activities:	
Cash Received from Customers	\$ 106,071
Cash Received from Bus Advertising and Other Ancillary	66,056
Cash Payments to Suppliers for Goods and Services	(1,848,157)
Cash Payments to Employees for Services	(745,413)
Cash Payments for Employee Benefits	(392,892)
Net Cash Used for Operating Activities	<u>(2,814,335)</u>
Cash Flows from Non-Capital Financing Activities:	
Sales and Use Taxes Received	3,709,243
Grants and Other Reimbursements	577,334
Distributions to Subrecipient Programs	(38,457)
Distributions to Region Entities	-
Net Cash Provided by Non-Capital Financing Activities	<u>4,248,120</u>
Cash Flows from Capital and Related Financing Activities:	
Federal and Other Grant Assistance	195,601
Proceeds/Loss from Sale of Capital Assets	-
Proceeds from Bonds	-
Repayment of Long-Term Debt	-
Interest and Fiscal Charges	-
Purchase and Construction of Capital Assets	(13,734)
Net Cash Provided by Capital and Related Financing Activities	<u>181,867</u>
Cash Flows from Investing Activities:	
Investment Income	25,424
Purchases of Investments	-
Maturities and Redemptions of Investments	-
Premiums/Discounts on Investments	-
Net Cash Provided by Investing Activities	<u>25,424</u>
Net Increase in Cash and Cash Equivalents	1,641,075
Cash and Cash Equivalents (Including Restricted Accounts), March 1, 2020	25,937,209
Cash and Cash Equivalents (Including Restricted Accounts), March 31, 2020	<u><u>\$ 27,578,284</u></u>



Subject: March 2020 Operations Report

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

Due to the COVID-19 pandemic, customer comments were collected by the Marketing Department through social media outlets and the web site.

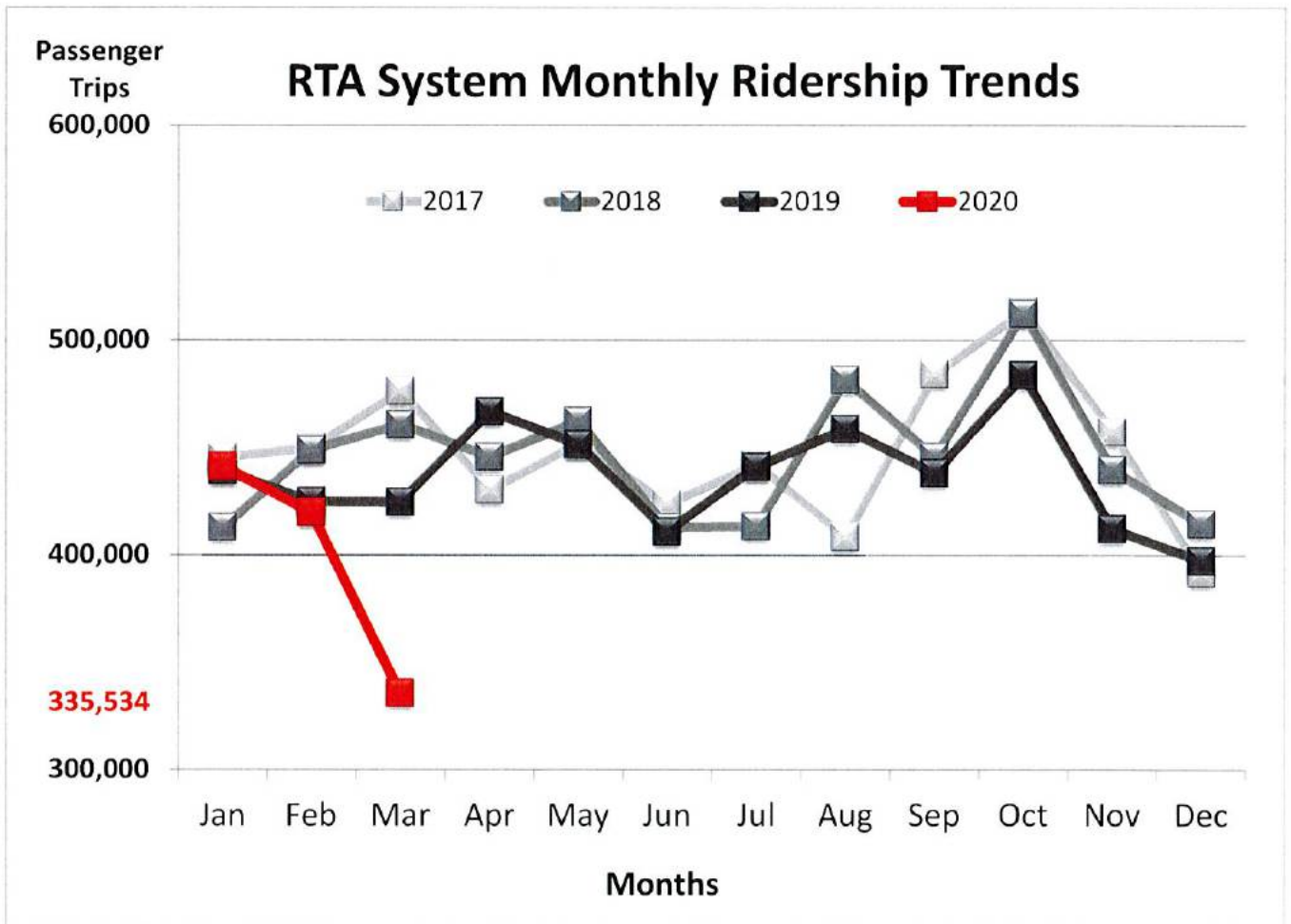


1. System-wide Ridership and Service Performance Results

In March 2020, system-wide ridership levels were adversely impacted by the COVID-19 pandemic. Boardings totaled 335,534 which represents a decrease of -21.0% as compared to 424,644 boardings in March 2019 or 89,110 fewer boardings this month.

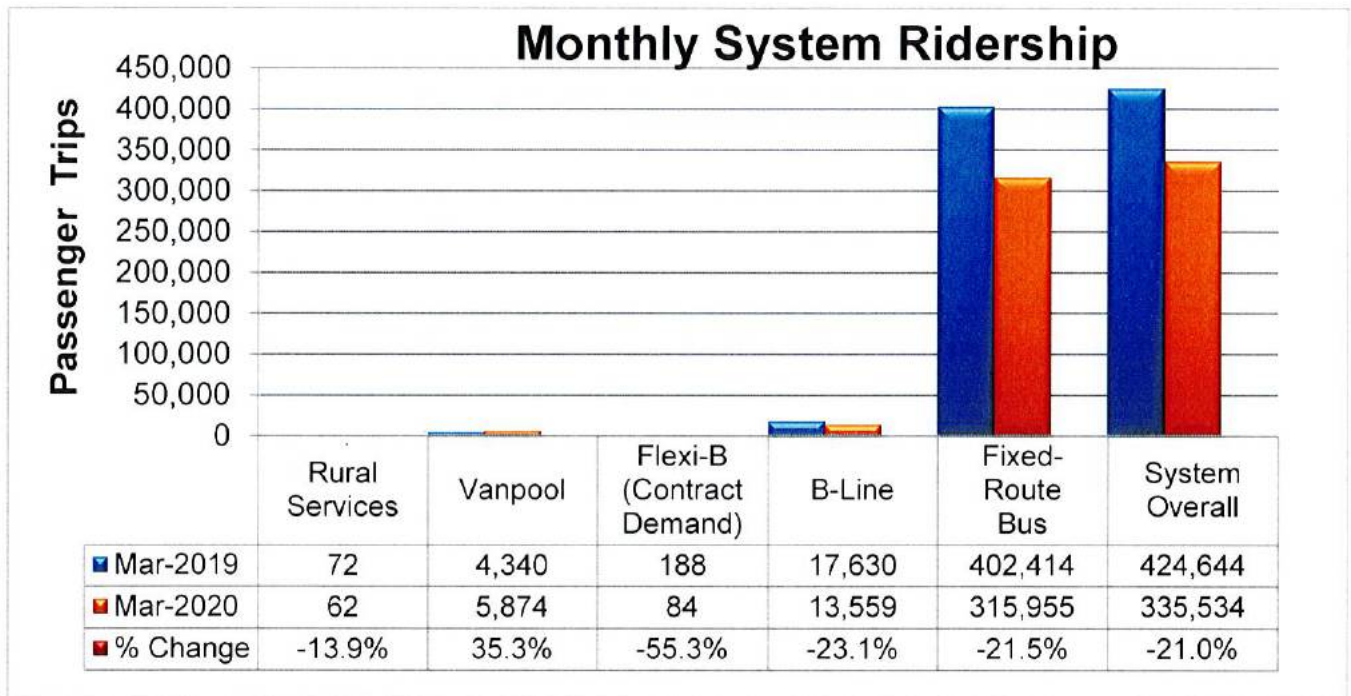
March 2019	March 2020	Variance
21 Weekdays	22 Weekdays	+1
5 Saturdays	4 Saturdays	-1
5 Sundays	5 Sundays	-
No Holiday	No Holiday	-
31 Days	31 Days	0

In March 2020, the average retail price for unleaded gas in Corpus Christi was approximately \$1.95 per gallon compared to approximately \$2.22 per gallon in March 2019¹. This month's rainfall was below normal at 0.48 inches as compared to 1.48 inches in March 2019. Historically, the average rainfall in March is 1.88 inches.² The average high temperature was normal at 70 degrees.

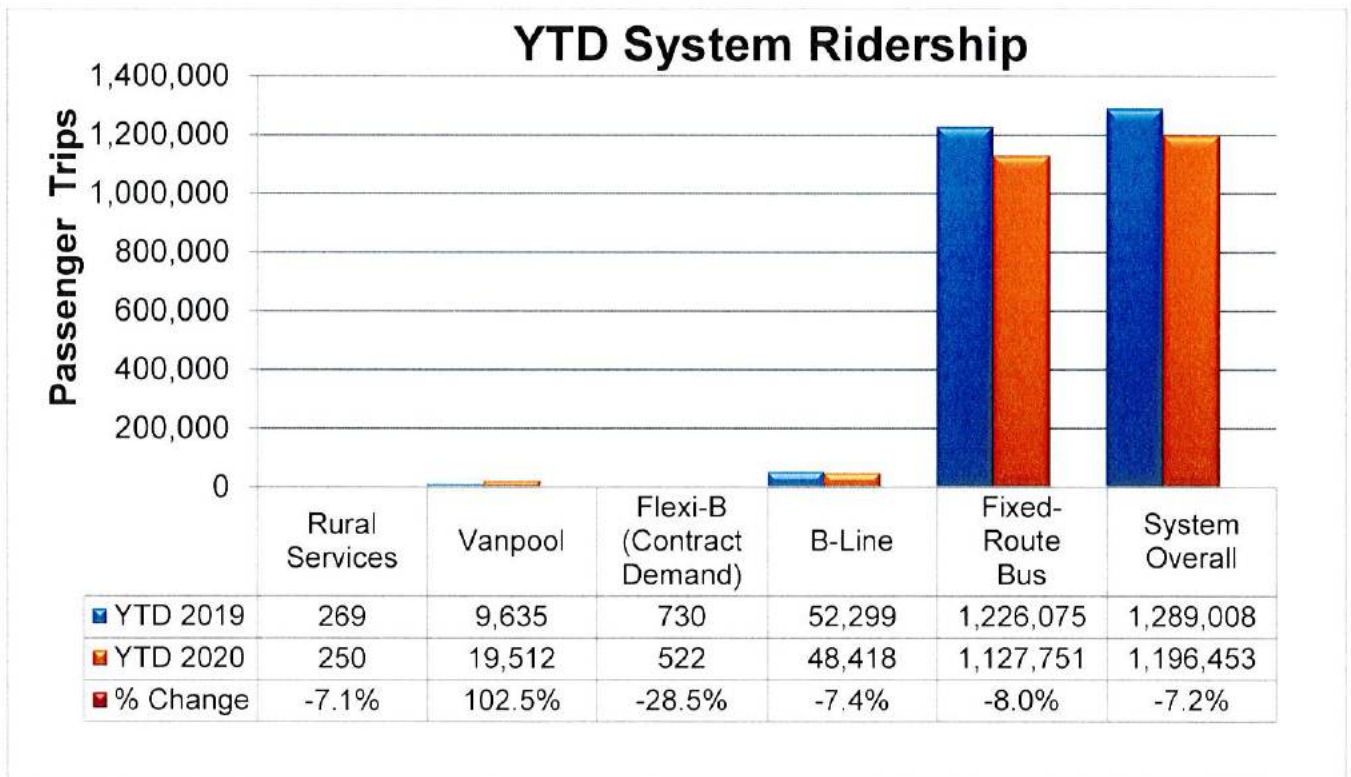


1. GasBuddy.com historical data at <http://www.gasbuddy.com>.
 2. <https://www.usclimatedata.com/climate/corpus-christi/texas/united-states>

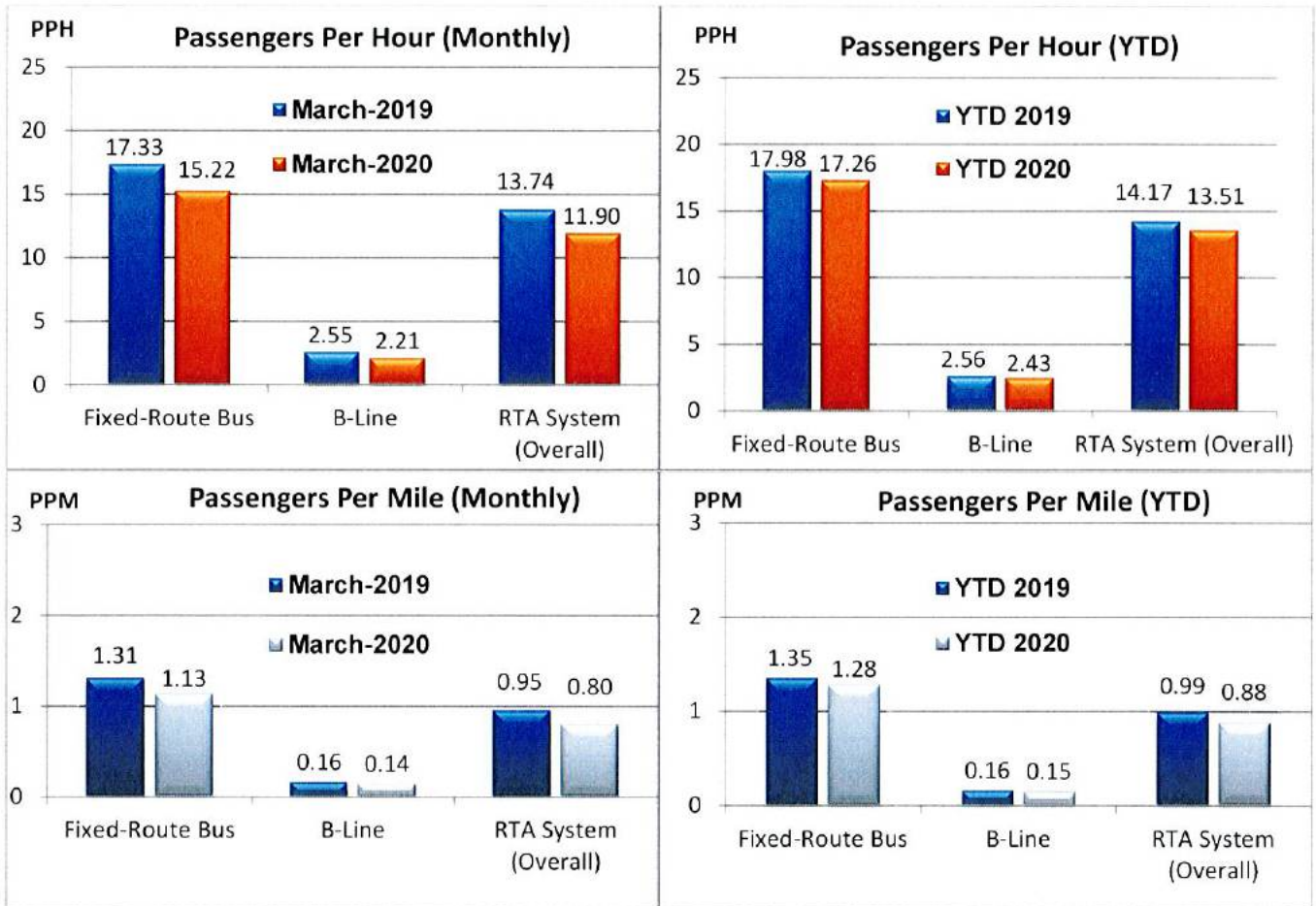
The chart below shows monthly ridership results for all services. CCRTA recorded 89,110 fewer boardings for a decrease of -21.0% this month as compared to March 2019.



The chart below shows YTD ridership results for all services. CCRTA has recorded 92,555 fewer boardings for a YTD decrease of -7.2% in 2020 as compared to the same period in 2019.



The following charts report system-wide productivity for the month of March 2020 vs. March 2019 and YTD figures.



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

Schedule Adherence	Standard	Dec-19	Jan-20	Feb-20	Mar-20	4-Month Average
Early Departure	<1%	0.0%	0.0%	0.3%	0.3%	0.2%
Departures within 0-5 minutes	>85%	95.8%	92.0%	89.0%	94.9%	92.9%
Monthly Wheelchair Boardings	No standard	3,669	4,112	3,854	3,109	3,686
Monthly Bicycle Boardings	No standard	7,066	7,746	6,695	6,658	7,041

The following construction projects potentially impact current or future on-time performance:

On Detour	<ul style="list-style-type: none"> • North Beach-U.S. 181 realignment (Harbor Bridge reconstruction) <ul style="list-style-type: none"> ➤ Routes 76 & 78
Future Detour	<ul style="list-style-type: none"> • Winnebago & Lake St.-(Harbor Bridge reconstruction): To begin in June 2020 <ul style="list-style-type: none"> ➤ Route 12
On Detour	<ul style="list-style-type: none"> • Carroll Ln. (Houston-Gollihar) (27) month project: <u>To be complete late June 2020</u> <ul style="list-style-type: none"> ➤ Route 17
On Detour	<ul style="list-style-type: none"> • Leopard St. (at Crosstown/Brownlee) TxDOT project began June 2019 <ul style="list-style-type: none"> ➤ Route 28
On Detour	<ul style="list-style-type: none"> • Morgan Ave. (Crosstown-Ocean) 15-month project: To be complete July 2021 <ul style="list-style-type: none"> ➤ Route 23
Future Detour	<ul style="list-style-type: none"> • Leopard Street TxDOT Project (Mexico to Doss St.) (24) month project: To be complete late 2021 <ul style="list-style-type: none"> ➤ Routes 27 & 28
No Detour	<ul style="list-style-type: none"> • South Staples St. (Brawner Parkway-Kostoryz): Nearing completion: To be complete June 2020 <ul style="list-style-type: none"> ➤ Routes 17 & 29
No Detour	<ul style="list-style-type: none"> • Everhart Rd. (Holly Rd-SPID) (22) month project: Began September 2019 <ul style="list-style-type: none"> ➤ Routes 17 & 32
No Detour	<ul style="list-style-type: none"> • Everhart Rd. (SPID-McArdle): Project to begin April 2021. <ul style="list-style-type: none"> ➤ Route 32
On Detour	<ul style="list-style-type: none"> • Ayers St. (SPID-Gollihar) (28) month project: Began December 2019 <ul style="list-style-type: none"> ➤ Route 19
No Detour	<ul style="list-style-type: none"> • Sea Town Improvements (5) month project: Began January 2020 <ul style="list-style-type: none"> ➤ Routes 76 & 78
No Detour	<ul style="list-style-type: none"> • S. Staples St. (Kostoryz- Baldwin) (29) month project: To begin mid-2020 <ul style="list-style-type: none"> ➤ Route 29
Future Detour	<ul style="list-style-type: none"> • Leopard St. (Doss-Nueces Bay) (14) month project: To begin May 2020 with anticipated completion in late 2021 <ul style="list-style-type: none"> ➤ Routes 27 & 28
No Detour	<ul style="list-style-type: none"> • Airline Rd. (SPID-McArdle) (7) month project: To begin May 2020 with anticipated completion in early 2021 <ul style="list-style-type: none"> ➤ Routes 26 & 65
Future Detour	<ul style="list-style-type: none"> • Laguna Shores Rd. (SPID-Wyndale) (14) month. (3) Phase project: To begin August 2020 with anticipated completion in August 2022 <ul style="list-style-type: none"> ➤ Routes 3 & 4
No Detour	<ul style="list-style-type: none"> • McArdle Rd. (Carroll-Kostoryz) (6) month project: To begin early 2021 <ul style="list-style-type: none"> ➤ Route 19
No Detour	<ul style="list-style-type: none"> • Gollihar Rd. (Greenwood-Crosstown) Still in design phase: To begin mid-2021 <ul style="list-style-type: none"> ➤ Routes 23 & 25
No Detour	<ul style="list-style-type: none"> • S. Alameda St. (Louisiana-Chamberlain) (12) month project: To begin late 2021 <ul style="list-style-type: none"> ➤ Routes 5 & 17

In March 2020, there were six (6) detoured routes out of 32 fixed routes travelling on the local street network (19%). Detoured routes include: 17, 19, 23, 28, 76 & 78. Future detours indicated in a dashed outline will account for an additional five (5) or additional (16%) of detoured bus route services. Future detoured routes will include Routes: 3, 4, 12, 27 & 28.

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

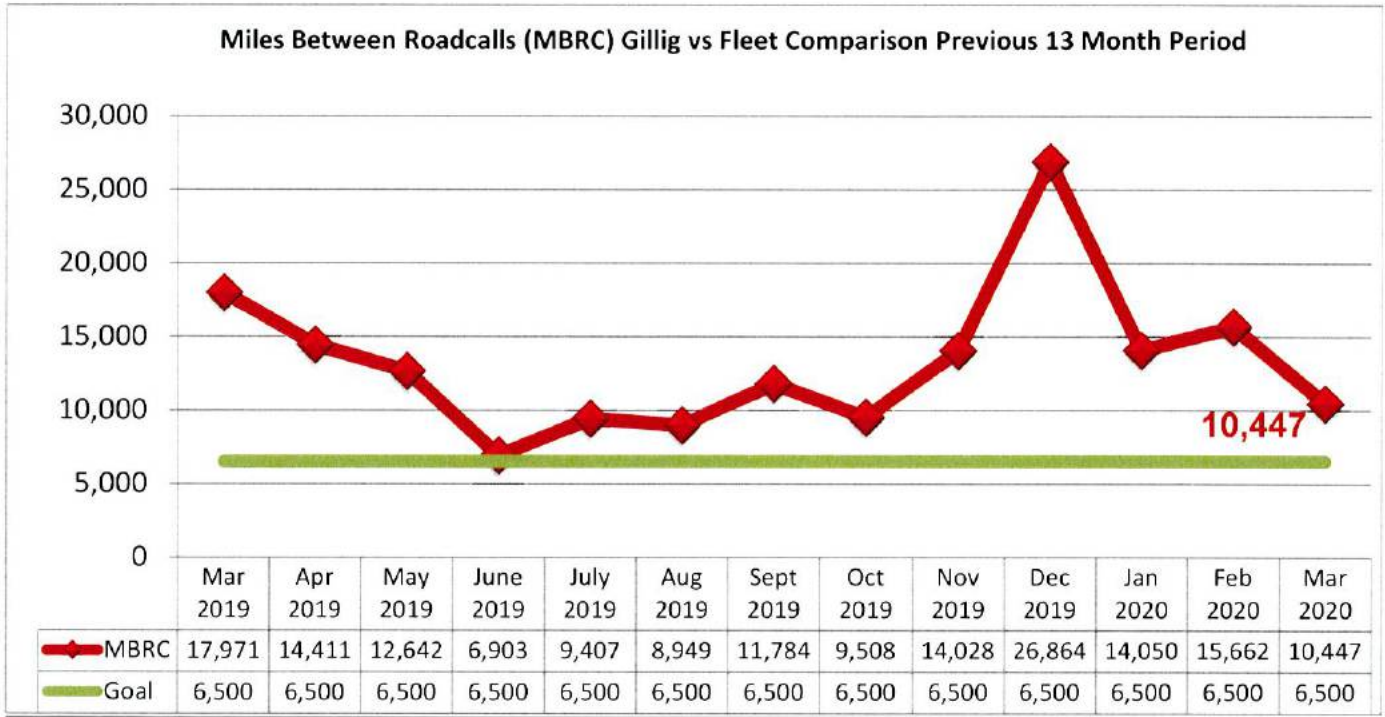
In March 2020, B-Line service metrics were impacted by the COVID-19 pandemic.

- Productivity: **2.21** PPH did not meet the contract standard of 2.50 PPH.
- Denials: 0 denials or **0.0%** did meet contract standard of 0.0%.
- Miles between Road Calls (MBRC): **17,999** did meet the contract standard of 12,250 miles.
- Ridership Statistics: **9,195** ambulatory boardings; **3,555** wheelchair boardings

Metric	Standard	Dec-19	Jan-20	Feb-20	Mar-20	(4) Month-Ave.
Passengers per Hour	2.50	2.62	2.71	2.73	2.21	2.57
Denials	0.00%	0.00%	0.00%	0.00%	0.00%	0.0%
Miles Between Road calls	12,250	12,010	14,552	8,770	17,999	13,333
Monthly Wheelchair Boardings	No standard	4,260	4,612	4,453	3,555	4,220

3. Vehicle Maintenance Department Monthly Miles Between Road Calls Report

For March 2020, there were 10,447 miles between road calls (MBRC) recorded as compared to 17,971 MBRC in March 2019. A standard of 6,500 miles between road calls is used based on the fleet size, age, and condition of CCRTA vehicles.



Board Priority

The Board Priority is Public Image and Transparency.

Respectfully Submitted,

Submitted by: Gordon Robinson
Director of Planning

Reviewed by: Derrick Majchszak
Managing Director of Operations

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

Board Member Inquiry

Meeting Date	Agenda Item #	Member Name	Inquiry	Response	Response Date
4/1/2020	6	M. Woolbright	In reference to the CEO's update on the CCRTA's COVID-19 Response, Mr. Woolbright asked if he could get a status update on the test that was done on one of the employees?	Mr. Cruz-Aedo responded, because of HIPPA, negatives are not disclosed, positives are disclosed, but the employee was in all likelihood cleared.	4/1/2020
4/1/2020	6.	L. Allison	In reference to the CEO's update on the CCRTA's COVID-19 Response, Ms. Allison inquired about the route adjustments and asked, what is the ridership looking like during this time?	Mr. Cruz-Aedo responded, when they closed the schools that took 25-30% of our riders out, then with the stay at home order that has also worked to keep the social mobility down. The primary motive for people riding right now is to get to work.	4/1/2020
4/1/2020	6.	L. Allison	In reference to the CEO's update on the CCRTA's COVID-19 Response, Ms. Allison asked, is the \$2 an hour increase something that will be shaved back?	Mr. Cruz-Aedo responded, it is my intent to seek reimbursement for this extra compensation that is being given to the employees working during the Covid situation.	4/1/2020
4/1/2020	6.	L. Allison	In reference to the CEO's update on the CCRTA's COVID-19 Response, Ms. Allison asked, as far as the grant from the 5337 or 5370, is that going to be the Meyers group that is helping us get that or who will we be using?	Mr. Cruz-Aedo responded, we will be using the federal legislative consultants we have available to us.	4/1/2020
4/1/2020	8.	M. Woolbright	In reference to Approve a Contract with Cassidy & Associates, Inc. for Federal Legislative Consulting Services from June 2020 until June 2023 with two one-year options, Mr. Woolbright asked, what your proposing is not renewing the contract with Meyer's and Associates and going with a slightly more expensive group that adds grant writing and that seems to be very effective?	Mr. Cruz-Aedo answered in the affirmative.	4/1/2020

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4/1/2020	8.	D. Leyendecker	In reference to Approve a Contract with Cassidy & Associates, Inc. for Federal Legislative Consulting Services from June 2020 until June 2023 with two one-year options, Mr. Leyendecker asked, is Cassidy currently assisting us with the FTA Grant monies that were approved by Congress?	Mr. Cruz-Aedo responded, we have reached out to see if they would be able to help us with grant writing to do the 5307 and 5337 and they confirmed they would be available if we needed their assistance.	4/1/2020
4/1/2020	8.	L. Allison	In reference to Approve a Contract with Cassidy & Associates, Inc. for Federal Legislative Consulting Services from June 2020 until June 2023 with two one-year options, Ms. Allison asked, so Meyer's had less to do with the 7.3 that we already received and that was more Cassidy?	Mr. Cruz-Aedo responded, we needed more grant writing expertise, then visiting representatives at the Capital. We are getting more of the technical help from Cassidy. I don't think we have a need for two firms that's why I am bringing forward that we move forward with Cassidy.	4/1/2020
4/1/2020	12a.	E. Martinez	In reference to the February 2020 Financial Report, Mr. Martinez asked, will we see online purchase on a different line item?	Mr. Saldana responded, yes, we have been seeing that steadily going up. This last month was seventeen thousand dollars.	4/1/2020
4/1/2020	12b.	L. Allison	In reference to the February Procurement Update, Ms. Allison asked, for Longbow and Meyers, that's for two years correct?	Mr. Saldana answered in the affirmative.	4/1/2020

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4/1/2020	12b.	D. Leyendecker	In reference to the February Procurement Update, Mr. Leyendecker asked, regarding the diesel purchase, can we take advantage of these lower rates?	Mr. Saldana answered, our prices are based on a floating index.	4/1/2020