



Agenda - Final revised
Capital Metropolitan
Transportation Authority
Board of Directors

2910 East 5th Street
Austin, TX 78702

Friday, December 16, 2022

12:00 PM

Rosa Parks Boardroom

This meeting will be livestreamed at capmetrotx.legistar.com

Items marked with an * have been revised.

I. Call to Order

II. Recognition

III. Public Comment:

IV. Advisory Committee Updates:

1. Customer Satisfaction Advisory Committee (CSAC)
2. Access Advisory Committee

V. Board Committee Updates:

1. Operations, Planning and Safety Committee
2. Finance, Audit and Administration Committee
3. CAMPO update
4. Austin Transit Partnership Update

VI. Consent Items:

1. Approval of minutes from the November 4, 2022 special board meeting and November 21, 2022 board meeting.
- *2. Approval of a resolution authorizing the Interim President & CEO, or their designee, to finalize and execute a lease with KFG Cameron Center, LLC for 9,246 rentable square feet of office space in Building A, Suite 186 at 8200 Cameron Road, Austin, TX 78754 for a base period of 7.5 years, with a 3 year extension option, in an amount not to exceed \$3,200,000, plus an allowance to build out and furnish the space for an amount not to exceed \$1,477,000, for a total amount not to exceed \$4,677,000.

Memo: Transit Police Facility (December 8, 2022)

Memo: Transit Policy Facility Update (December 13, 2022)

3. Approval of a resolution authorizing the Interim President & CEO, or their designee, to finalize and execute a contract with Luminator Technology Group for the purchase, installation, testing and commissioning of ten (10) DMU Air Treatment Systems for the GTW Stadler Rail Fleet, for a total board authorized amount of \$342,262.
4. Approval of a resolution authorizing the Interim President & CEO, or their designee, to finalize and execute a contract for Wayfinding and Customer Information Services with CHK America, Inc. in the aggregate amount not to exceed \$674,000 for one (1) base year and four (4) one-year options.

VII. Action Items:

1. Approval of a resolution authorizing the Interim President & CEO, or their designee, to finalize and execute a contract with Holt Renewables, LLC for the design and construction of bus electrification infrastructure at CapMetro's North Operations bus yard at 9315 McNeil Road (North Ops) in an aggregate amount not to exceed \$33,391,544 plus \$3,339,154 (10%) contingency for a total not to exceed amount of \$36,730,698.
- *2. Approval of a resolution authorizing the Interim President & CEO, or their designee, to finalize and execute a lease with Met Phase I 95, Ltd. for five years for 20,822 rentable square feet of storage space at 9715-A Burnet Road, Austin, TX 78758 in an amount not to exceed \$2,850,000, plus a \$440,000 allotment option for build out, for a total not to exceed amount of \$3,290,000.
3. Approval of updates to Capital Metro's Long Range Financial Plan Policy.
4. Approval of a resolution affirming the Real Estate Transaction Policy.
- *5. Approval of a resolution recommending adoption of amendments to the Articles of Incorporation of the Austin Transit Partnership to allow the appointment of Alternate Capital Metro and Austin City Council Directors to serve in the absence of the appointed Director.
- *6. Approval of a resolution recommending adoption of amendments to the Articles of Incorporation of the Austin Transit Partnership to add two additional Directors to the board and to make changes to the selection process to increase nominating process transparency for board members.

VIII. Report:

1. President & CEO Monthly Update

IX. Memos:

Note: Memos are for information only. Will not be discussed at meeting.

1. Memo: CapMetro Self Evaluation and ADA Transition Plan (December 9, 2022)

X. Executive Session of Chapter 551 of the Texas Government Code:

Section 551.074 for Personnel matters regarding President/CEO Candidate Interviews.

XI. Items for Future Discussion:

XII. Adjournment

ADA Compliance

Reasonable modifications and equal access to communications are provided upon request. Please call (512) 369-6040 or email ed.easton@capmetro.org if you need more information.

BOARD OF DIRECTORS: Jeffrey Travillion, Chair; Ann Kitchen, Vice Chair; Leslie Pool, Secretary; Becki Ross; Eric Stratton, Wade Cooper and Matt Harriss.

The Board of Directors may go into closed session under the Texas Open Meetings Act. In accordance with Texas Government Code, Section 551.071, consultation with attorney for any legal issues, under Section 551.072 for real property issues; under Section 551.074 for personnel matters, or under Section 551.076, for deliberation regarding the deployment or implementation of security personnel or devices; arising regarding any item listed on this agenda.



Capital Metropolitan Transportation Authority

2910 East 5th Street
Austin, TX 78702

Board of Directors

Item #: AI-2021-189

Agenda Date: 3/28/2022

Customer Satisfaction Advisory Committee (CSAC)



Capital Metropolitan Transportation Authority

2910 East 5th Street
Austin, TX 78702

Board of Directors

Item #: AI-2021-190

Agenda Date: 3/28/2022

Access Advisory Committee

Capital Metropolitan Transportation Authority

Access Advisory Committee

Wednesday, December 7th, 2022

5:30 PM

Virtual Presentation

Join on your computer or mobile app

[Click here to join the meeting](#)

Or call in (audio only)

[+1 512-910-8291,,376363580#](#) United States, Austin

Phone Conference ID: 376 363 580#

[Find a local number](#) | [Reset PIN](#)

CapMetro Employees: Chad Ballentine, Peter Breton, Louise Friedlander, Roberto Gonzalez, Brandon Guidry, Martin Kareithi, Julie Lampkin, Anna Lan, Rose Lisska, Jordan McGee, Edna Parra, Sara Sanford, Danny Souraphath, Raul Vela, Christopher Westbrook.

Committee Members: Estrella Barrerra, Andrew Bernet, Glenda Born, Audrea Diaz, Otmar Foehner, Mike Gorse, Paul Hunt, John McNabb.

Guests: Rebecca Allbritton.

Meeting called to order at 5:36 PM

Welcome / Introductions / Call to Order

Chair Hunt

Public Communications

Andrew Bernet mentions that the route-planning ability of the phone operators on the GO LINE has substantially decreased, which has posed an issue for multiple members of the community who require assistance to plan trips.

Martin Kareithi says that next time Mr. Bernet hears of the issue, he should contact him so they can get more detailed information on what phone operator was unable to help and what barriers that operator may face in assisting with route planning.

Equitable Transit-Oriented Development (ETOD)

Jordan McGee, Rose Lisska, and Edna Parra outline the ETOD project, including the community outreach strategy, planning studies, and policy plan.

Paul Hunt asks what criteria the 98 stations studied are based on, and **Rose Lisska** responds that any Project Connect light rail (Orange and Blue), Project Connect MetroRail (Red and Green) and upcoming Project Connect MetroRapid stops are included.

Mike Gorse asks how far the studied station areas plans extend, and **Rose Lisska** explains that while they typically extend about a half mile, the parameters may be changed when the plans get more detailed, depending on the station area.

January 2023 Service Changes

Roberto Gonzalez overviews the August 2022 Service Changes, challenges to meeting service standards, and the upcoming January 2023 service changes.

Glenda Born asks what incentives are offered to bring on new staff. **Chad Ballentine** mentions that a wage increase is in the works as well as additional efforts.

Glenda Born asks about requirements for obtaining bonuses, and **Chad Ballentine** explains that working for 6 months is required to get the full bonus.

Paul Hunt asks how the Dessau pickup zone is performing, and **Roberto Gonzalez** shows that July 2022 data has it performing relatively average.

CapMetro Account-Based Mobile App Accessibility

Danny Souraphath overviews the new customer payment systems project and the efforts they are making to make the CapMetro app more accessible and functional.

Glenda Born asks how the new payment structure would work with MetroAccess, and **Danny Souraphath** explains that currently, the payment structure will not be changing for MetroAccess until some more work is done.

Paul Hunt asks for a clarification of how MetroAccess would work with fare capping, and **Danny Souraphath** says that it should work similarly to fixed-route fare capping, but that he would need to investigate and work out any details before he confirms that to be the case.

Andrew Bernet asks where a customer could obtain the physical AMP cards, and **Brandon Guidry** says that the Transit Store will be the main location, but that there is a plan to have street teams when the program is rolled out, and CapMetro is looking at getting the cards available at retail outlets.

Andrew Bernet asks how the AMP cards would be distinguished to hold value, and **Brandon Guidry** says that the cards will have unique card numbers.

Andrew Bernet asks if there are any common themes that may be hindering accessibility during testing, and **Danny Souraphath** explains says that setting up a payment method and linking a physical card to the app were the steps most users had issues with.

Andrew Bernet asks if when AMP is launched, will operators be required to prevent multiple riders from using a single card multiple times, and **Danny Souraphath** and **Brandon Guidry** explain that, while there is a cooldown on how often you can scan a card, operators will need to prevent multiple uses across stops.

Andrew Bernet asks if there will be different designs for reduced and regular fares with the physical AMP cards, and **Brandon Guidry** says no.

Mike Gorse asks if you can use both a physical and virtual card, and **Brandon Guidry** says yes, except you need to create a virtual card separate from the physical card in the app.

CapMetro Website Accessibility Testing

Brandon Guidry explains that CapMetro is looking for accessibility testers for the CapMetro website and invites members of the committee to join in on the efforts to make the website more accessible.

Glenda Born mentions that people who may not be power users of assistive devices or CapMetro services be included in the accessibility testing, and **Martin Kareithi** responds that CapMetro will be reaching out to a range of users to get their feedback.

Officer Elections (Committee Members)

Edna Parra outlines the Chair, Vice-Chair, and Secretary positions.

Estrella Barrerra nominates **Paul Hunt** for the position of Chair, and he accepts.

Paul Hunt is elected as Chair unanimously.

Estrella Barrerra nominates **Glenda Born** for the position of Vice-Chair, and she accepts.

Glenda Born is elected as Vice-Chair unanimously.

Glenda Born nominates **Mike Gorse** for the position of Secretary, and he accepts.

Mike Gorse is elected as Secretary unanimously.

Approval of the minutes - Motion to approve by Mike Gorse / 2nd by John McNabb. Passes unanimously.

Meeting adjourned at 7:45 PM



Capital Metropolitan Transportation Authority

2910 East 5th Street
Austin, TX 78702

Board of Directors

Item #: AI-2022-648

Agenda Date: 12/16/2022

Approval of minutes from the November 4, 2022 special board meeting and November 21, 2022 board meeting.



Minutes
Capital Metropolitan
Transportation Authority
Board of Directors

2910 East 5th Street
Austin, TX 78702

Friday, November 4, 2022

3:00 PM

Rosa Parks Boardroom

Special Board Meeting

I. Call to Order

3:15 p.m. Meeting Called to Order

Present:	Travillion, Pool, Cooper, Stratton, Renteria, and Harriss
Absent:	Kitchen, and Ross

II. Public Comment:

There was no public comment.

III. Action Items:

1. Approval of a resolution confirming the nominating committee’s recommendation to fill a vacancy on the Austin Transit Partnership Board of Directors.

A motion was made by Board Member Stratton, seconded by Board Member Cooper, that this Resolution be adopted. The motion carried by the following vote:

Aye: Travillion, Pool, Cooper, Stratton, Renteria, and Harriss

IV. Items for Future Discussion:

V. Adjournment

3:27 p.m. Meeting Adjourned

ADA Compliance

Reasonable modifications and equal access to communications are provided upon request. Please call (512) 369-6040 or email ed.easton@capmetro.org if you need more information.

BOARD OF DIRECTORS: Jeffrey Travillion, Chair; Ann Kitchen, Vice Chair; Leslie Pool, Secretary; Becki Ross; Eric Stratton, Wade Cooper and Matt Harriss.

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Minutes
Capital Metropolitan
Transportation Authority
Board of Directors

2910 East 5th Street
Austin, TX 78702

Monday, November 21, 2022

12:00 PM

Rosa Parks Boardroom

I. Call to Order

12:20 p.m. Meeting Called to Order

Present:	Travillion, Kitchen, Pool, Cooper, Ross, and Harriss
Absent:	Stratton, and Renteria

II. Public Comment:

Sherri Taylor, Zenobia Joseph, Deborah Miller, Eli Cortez, Vernon Jarman, Joel Perez, and Barry Jones provided public comment this month.

III. Advisory Committee Updates:

1. Customer Satisfaction Advisory Committee (CSAC)
2. Access Advisory Committee
3. Public Safety Advisory Committee (PSAC)

IV. Board Committee Updates:

1. CAMPO update
2. Austin Transit Partnership Update

V. Action Items:

1. Approval of minutes from the October 12, 2022 special board meeting and October 24, 2022 board meeting.

A motion was made by Secretary of the Board Pool, seconded by Vice Chair Kitchen, that this Resolution be adopted. The motion carried by the following vote:

Aye: Travillion, Kitchen, Pool, Cooper, Ross, and Harriss

2. Approval of a resolution adopting the 2023 Board Meeting Calendar.

A motion was made by Secretary of the Board Pool, seconded by Board Member Harriss, that this Resolution be adopted. The motion carried by the following vote:

Aye: Travillion, Kitchen, Pool, Cooper, Ross, and Harriss

3. Approval of a resolution authorizing the Interim President & CEO, or their designee, to finalize and execute contracts with Bowman Engineering & Consulting, Cobb, Fendley & Associates, Inc., Halff Associates, Inc., Huitt-Zollars, Inc. and MWM DesignGroup, for Civil Engineering Services on a task order basis for a base period of three (3) years with five (5) option periods for twelve (12) months each in an aggregate amount not to exceed \$45 Million.

A motion was made by Board Member Cooper, seconded by Board Member Harriss, that this Resolution be adopted. The motion carried by the following vote:

Aye: Travillion, Kitchen, Pool, Cooper, Ross, and Harriss

4. Approval of a resolution authorizing the Interim President & CEO, or their designee, to finalize and execute a contract with Proterra Operating Company for the design and construction of bus electrification infrastructure at CapMetro's South Operations bus yard at 2910 E. 5th Street ("2910") in an aggregate amount not to exceed \$4,579,000 plus \$457,900 (10%) contingency for a total not to exceed amount of \$5,036,900.

A motion was made by Vice Chair Kitchen, seconded by Secretary of the Board Pool, that this Resolution be adopted. The motion carried by the following vote:

Aye: Travillion, Kitchen, Pool, Cooper, Ross, and Harriss

5. Approval of a resolution authorizing the Interim President & CEO, or their designee, to finalize and execute a contract with World Wide Technology, LLC for Cisco Smartnet support for one (1) year for equipment and a three (3) year enterprise agreement for Cisco security specific solutions in an amount not to exceed \$436,516.

A motion was made by Board Member Harriss, seconded by Board Member Cooper, that this Resolution be adopted. The motion carried by the following vote:

Aye: Travillion, Kitchen, Pool, Cooper, Ross, and Harriss

6. Approval of a resolution authorizing the Interim President & CEO, or their designee, to modify a contract with Swiftly, Inc. for the final option period four (4) in an additional amount of \$234,194 plus \$250,000 contingency for a total not to exceed amount of \$2,069,195.

A motion was made by Secretary of the Board Pool, seconded by Vice Chair Kitchen, that this Resolution be adopted. The motion carried by the following vote:

Aye: Travillion, Kitchen, Pool, Cooper, Ross, and Harriss

7. Approval of a resolution authorizing the Interim President & CEO, or their designee, to finalize and execute a contract with A Customer's Point of View, Inc. for the Mystery Rider Program in an amount not to exceed \$1,426,291 for one (1) base period of 1-year and two (2) option periods of 1-year each.

A motion was made by Board Member Ross, seconded by Board Member Cooper, that this Resolution be adopted. The motion carried by the following vote:

Aye: Travillion, Kitchen, Cooper, Ross, and Harriss

Away: Pool

8. Approval of a resolution approving the CapMetro Public Transportation Agency Safety Plan (“the Plan”) and authorizing Interim President & CEO or their designee to finalize the plan and provide regular updates to the Board of Directors regarding the PTASP.

A motion was made by Secretary of the Board Pool, seconded by Board Member Cooper, that this Resolution be adopted. The motion carried by the following vote:

Aye: Travillion, Kitchen, Pool, Cooper, Ross, and Harriss

9. Approval of a resolution authorizing the Interim President & CEO, or their designee, to finalize and execute a contract modification of the marketing services contracts approved by Resolution AI-2020-1371, increasing the contingency funding by \$800,000, for a total not-to-exceed amount of \$11,107,259.

A motion was made by Board Member Harriss, seconded by Board Member Ross, that this Resolution be adopted. The motion carried by the following vote:

Aye: Travillion, Kitchen, Pool, Ross, and Harriss

Recused: Cooper

10. Approval of a resolution appointing CapMetro Board Member Jeff Travillion to serve as Capital Metro’s representative on the Austin Transit Partnership Board of Directors and waiving the residency requirement for his appointment.

A motion was made by Vice Chair Kitchen, seconded by Board Member Ross, that this Resolution be adopted. The motion carried by the following vote:

Aye: Kitchen, Pool, Cooper, Ross, and Harriss

Abstain: Travillion

11. Approval of resolution affirming a review of Board Policies was completed and that there are no changes to the policies.

A motion was made by Secretary of the Board Pool, seconded by Board Member Ross, that this Resolution be adopted. The motion carried by the following vote:

Aye: Travillion, Kitchen, Pool, Cooper, Ross, and Harriss

VI. Report:

1. President & CEO Monthly Update

VII. Memos:

Memos for information only -- will not be discussed at meeting.

1. Memo: Update on ETOD Planning Initiative (November 4, 2022)

2. Memo: September 2021 Service Change Equity Analysis (Routes 18, 217, 335) (November 15, 2022)
3. Memo: October Board Follow-up (November 15, 2022)

VIII. Executive Session of Chapter 551 of the Texas Government Code:

Meeting went into Executive Session: 1:55 p.m.

Out of Executive Session: 2:59 p.m.

Section 551.074 for Personnel Matters related to the President & CEO Search Process and CEO Annual Performance Review

IX. Items for Future Discussion:

X. Adjournment

3:00 p.m. Meeting Adjourned

ADA Compliance

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BOARD OF DIRECTORS: Jeffrey Travillion, Chair; Ann Kitchen, Vice Chair; Leslie Pool, Secretary; Becki Ross; Eric Stratton, Wade Cooper and Matt Harriss.

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Board of Directors

Item #: AI-2022-599

Agenda Date: 12/16/2022

SUBJECT:

Approval of a resolution authorizing the Interim President & CEO, or their designee, to finalize and execute a lease with KFG Cameron Center, LLC for 9,246 rentable square feet of office space in Building A, Suite 186 at 8200 Cameron Road, Austin, TX 78754 for a base period of 7.5 years, with a 3 year extension option, in an amount not to exceed \$3,200,000, plus an allowance to build out and furnish the space for an amount not to exceed \$1,477,000, for a total amount not to exceed \$4,677,000.

FISCAL IMPACT:

Other: Funding for this action is available in the FY2023 Operating and Capital Budgets.

STRATEGIC PLAN:

Strategic Goal Alignment:

- 1. Customer 2. Community
- 3. Workforce 4. Organizational Effectiveness

Strategic Objectives:

- 1.1 Safe & Reliable Service 1.2 High Quality Customer Experience 1.3 Accessible System
- 2.1 Support Sustainable Regional Growth 2.2 Become a Carbon Neutral Agency
- 2.3 Responsive to Community and Customer Needs 2.4 Regional Leader in Transit Planning
- 3.1 Diversity of Staff 3.2 Employer of Choice 3.3 Expand Highly Skilled Workforce
- 4.1 Fiscally Responsible and Transparent 4.2 Culture of Safety 4.3 State of Good Repair

EXPLANATION OF STRATEGIC ALIGNMENT: This proposed lease will be for a new CapMetro police station and other key Public Safety functions in support of the agency's customers and staff.

BUSINESS CASE: The new CapMetro police station is required to be designed and built-out to allow it to be certified via the Texas Commission on Law Enforcement (i.e., TCOLE) prior to the police department being placed in operation. Lease approval will allow the build-out of space for the new police station and other Public Safety functions such as office space for the safety ambassadors and intervention specialists, to be completed no later than August 2023. The funding for this agreement is included in the FY 2023 operating and capital budgets.

COMMITTEE RECOMMENDATION: This item was presented and recommended for approval by the Operations, Planning and Safety Committee on December 7, 2022.

EXECUTIVE SUMMARY: CapMetro is seeking lease space for a new police department and other Public Safety functions. The proposed location is on the ground level of an easily accessible building in northeast Austin. The space is intended to be built out, commissioned, and certified by the TCOLE to allow the new police department to be operational in the 1st quarter of FY 2024. It will include 9,246 rentable square feet for CapMetro's new police department and other Public Safety functions for a base term of 7.5 years with 6 months rental abatement, a 3-year lease extension option, and an early termination option after 54 months.

DBE/SBE PARTICIPATION: Does not apply.

PROCUREMENT: Does not apply

RESPONSIBLE DEPARTMENT: Facilities Management

**RESOLUTION
OF THE
CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS**

**STATE OF TEXAS
COUNTY OF TRAVIS**

AI-2022-599

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and Capital Metro management recognize the need to provide for the safety of all customers and staff and comply with city, state and federal requirements; and

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and Capital Metro management recognize the need to provide a Police Station facility that supports this important public service, in compliance with Texas Commission on Law Enforcement requirements.

NOW, THEREFORE, BE IT RESOLVED by the Capital Metropolitan Transportation Authority Board of Directors that the Interim President & CEO, or their designee, is authorized to finalize and execute a lease with KFG Cameron Center, LLC for 9,246 rentable square feet of office space in Building A, Suite 186 at 8200 Cameron Road, Austin, TX 78754 for a base period of 7.5 years, with a 3 year extension option, in an amount not to exceed \$3,200,000, plus an allowance to build out and furnish the space for an amount not to exceed \$1,477,000, for a total amount not to exceed \$4,677,000.

Date: _____

**Secretary of the Board
Leslie Pool**



8200 Cameron Road Lease Overview

December 7, 2022

Temporary Police Station – 8200 Cameron Road

- Purpose

- Temporary Police Station to be operational in Q1 FY24. Will serve CapMetro Police, Safety Ambassadors, & Intervention Specialists.

- Location

- Cameron Road just north of U.S. 183

- Lease Area

- 9,246 square feet + 32 parking spaces

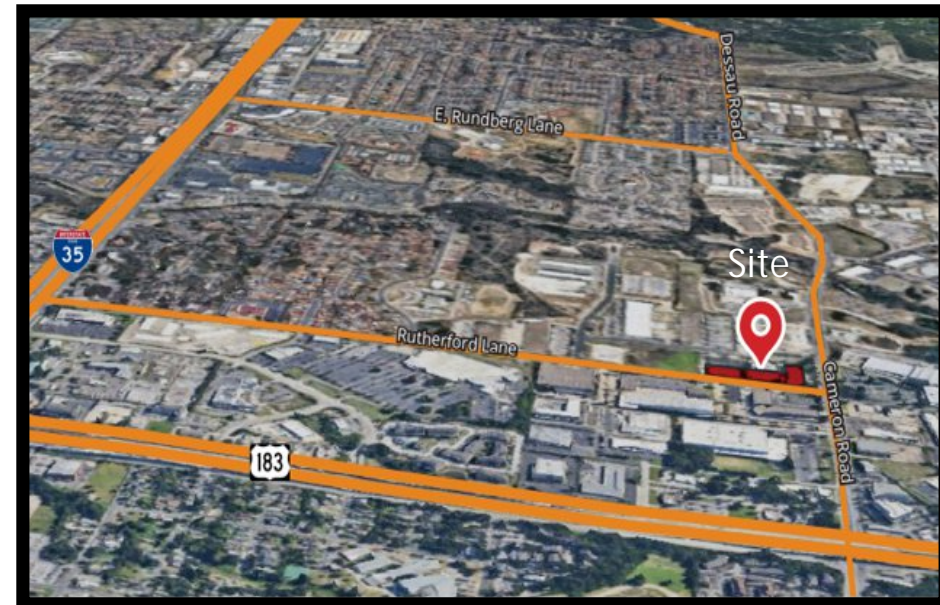
- Term

- Rental abatement for 1st six months.
- ~\$2.75 average psf per month (~\$3.2MM opex total for full lease term including 3-year option)
- 7.5 years + 3-year option + 4.5 year early out with 3 month rent penalty



Temporary Police Station – 8200 Cameron Road

- Rental Rate
 - Initial monthly NNN rental rate: \$1.08 psf
 - Average annual rate increase: ~4%
 - Initial monthly NNN opex: ~\$0.63 psf
- Additional Tenant Expenses
 - MEP System Maintenance
 - Janitorial
 - Pest Control
 - Utilities
- Initial CIP Budget: \$1,477,000
 - Tenant responsible for planning, design, communications, & FFE.
 - Landlord responsible for permitting, bidding, & construction.



CapMetro

Thank you!



Capital Metropolitan Transportation Authority

2910 East 5th Street
Austin, TX 78702

Board of Directors

Item #: AI-2022-682

Agenda Date: 12/16/2022

Memo: Transit Police Facility (December 8, 2022)
Memo: Transit Policy Facility Update (December 13, 2022)

To: CapMetro Board of Directors
From: Eric Robins, Chief Administrator – Transit Police, CapMetro
Date: December 8, 2022
Re: CapMetro Transit Police Facility

During the [December 7 CapMetro Board’s Operations, Planning and Safety \(OPS\) Committee meeting](#), staff presented an item authorizing a lease agreement for a facility that will temporarily house CapMetro’s public safety teams, including the transit police once created. There has been an increase in engagement and questions from the community and stakeholders regarding the item, and the purpose of this memo is to provide additional context about the lease and the status of the transit police.

The CapMetro Board approved [Resolution No. AI-2021-177](#) in August 2021, authorizing the creation of a dedicated transit police unit, comprised of sworn and certified law enforcement officers, as part of [CapMetro’s comprehensive approach to public safety](#). This approach relies first and foremost on civilian public safety ambassadors and community intervention specialists (social workers) who provide context-sensitive, customer-focused first response measures to most public safety needs without engaging sworn officers. The transit police are necessary to respond to specific, escalated emergencies such as imminent threats to people or property, acts of violence and terrorism threats.

The creation of the transit police is a lengthy process prescribed in state law and administered by the Texas Commission on Law Enforcement (TCOLE). To create the police department, we must meet all the requirements outlined by TCOLE, which include creating certain policies and procedures, defining resources needed to support the department and establishing a secure and dedicated transit police facility. If we do not meet these requirements, we will not be able to establish the police department, which will impact the safety of our customers and the efficiency of our agency.

The lease of 8200 Cameron Road will facilitate CapMetro meeting a critical TCOLE requirement: establishing a transit police facility. According to TCOLE, the space must have interview rooms, secure storage for equipment, and more. Additionally, TCOLE requires police departments to have a designated temporary holding facility (either their own or one operated by a partner agency’s police department). The feedback we’ve heard from stakeholders regarding the lease is a concern about the temporary holding facilities. CapMetro intends to incorporate our own temporary holding facility into the space at 8200 Cameron Road, so it can be designed and administered in line with CapMetro and stakeholders’ expectations. As the final step in our comprehensive approach to public safety, CapMetro expects to minimize incidents that may result in the use of these spaces at all; however, they are still a TCOLE certification requirement.

Temporary holding facilities are for the safety of those they hold, the officers at the station, staff and members of the community who may be completing other business at the station. This type of facility is defined by TCOLE and is different than a “jail”. These spaces will be used to temporarily hold those being placed under arrest and who will be transferred to an established jail. The person would remain there only until they can be transferred which is anticipated to be a few hours, at most. It is not CapMetro’s intention to hold people in these spaces for prolonged periods of time, for example,

overnight. Further, if officers at a scene determine an arrest is warranted, they would transport those arrested directly to an established jail, not to this facility first, as is the case with arrests that occur today.

The opportunity to improve safety and efficiency, in line with industry best practices, while establishing a police presence with a culture of transit at its core, spurred the decision to move towards creating this dedicated resource. CapMetro already requests police in response to emergencies, as needed. CapMetro currently relies on an interlocal agreement with Austin Police Department (APD), whereby off-duty APD officers working on overtime work as transit security. CapMetro is appreciative of our partnership with APD; however, these security units are limited in how they function and how they respond to emergencies resulting in tangible inefficiencies and opportunities to increase safety for our customers, our staff and the public. CapMetro's creation of transit police will transition these existing functions from APD to CapMetro for most transit-related safety incidents, including processes and functions related to investigation, interrogation, holding and arrest.

All policies and procedures for the transit police are still being developed, including those related to detaining, transporting, and interviewing people; the process to transfer someone to a local jail (and any interlocal agreements needed to facilitate the transfer and processing); and more. The policies and procedures will be developed alongside the transit police facility, so that a comprehensive request for certification can be made to TCOLE, in line with TCOLE requirements.

Engaging the community in this process is a priority and the Board resolution was supported by several community stakeholders who continue to engage in this process. In the same Board resolution that authorized the transit police, the Board also authorized the creation of a [Public Safety Advisory Committee \(PSAC\)](#), which has been established and has had several meetings, including review and discussion of TCOLE requirements. The PSAC is anticipated to dive deeper into policies and procedures alongside CapMetro staff in 2023. Additionally, we have provided the Board a handful of updates on this work over the last year and engaged the Access and Customer Service Advisory Committees. We will continue to engage PSAC, CapMetro staff and operators, the CapMetro Board, and community stakeholders going forward. We anticipate transit police may be in operation alongside our public safety ambassadors and community intervention specialists, both of which are already serving the community, in 2024.

Should you have any questions regarding this information or the lease agreement, please contact Ed Easton and he will facilitate a response.

To: CapMetro Board of Directors
From: Kerri Butcher, Chief of Staff
Date: December 13, 2022
Subject: CapMetro Transit Police Facility Update

During the December 2022 Operations, Planning, and Safety Committee meeting, the committee was briefed on an item authorizing a lease agreement for a future facility that would house members of the agency's public safety team, including those in our future Transit Police Department. On December 8, 2022, a memo was sent from Eric Robins, Chief Administrator-Transit Police, about the lease and status of the transit police.

Staff is constantly reviewing the requirements set by the Texas Commission on Law Enforcement (TCOLE) to ensure the agency is in compliance as it creates the new department. At the time of the briefing and the December 8th memo, staff believed it was required to have a designated temporary holding area. After further review, it's been determined that it is not a TCOLE requirement. At this time, we are assessing the facility standards and best practices to ensure we design a facility that complies with applicable State standards and maintains the safety of our community members, public safety staff and future transit police officers.

CapMetro staff are committed to updating the community, CapMetro's Public Safety Advisory Committee and our Board of Directors with more information and details on the facility as they are determined. This is a methodical process, and the agency can assure the public that those working tirelessly to create this program are doing so with the goal of establishing a program based on trust and with the safety of the community in mind.

If you are interested in additional detail or a briefing, please contact Ed Easton and he will facilitate a response.

Board of Directors

Item #: AI-2022-637

Agenda Date: 12/16/2022

SUBJECT:

Approval of a resolution authorizing the Interim President & CEO, or their designee, to finalize and execute a contract with Luminator Technology Group for the purchase, installation, testing and commissioning of ten (10) DMU Air Treatment Systems for the GTW Stadler Rail Fleet, for a total board authorized amount of \$342,262.

FISCAL IMPACT:

Funding for this action is available in the FY2023 Operating Budget

STRATEGIC PLAN:

Strategic Goal Alignment:

- 1. Customer
- 2. Community
- 3. Workforce
- 4. Organizational Effectiveness

Strategic Objectives:

- 1.1 Safe & Reliable Service
- 1.2 High Quality Customer Experience
- 1.3 Accessible System
- 2.1 Support Sustainable Regional Growth
- 2.2 Become a Carbon Neutral Agency
- 2.3 Responsive to Community and Customer Needs
- 2.4 Regional Leader in Transit Planning
- 3.1 Diversity of Staff
- 3.2 Employer of Choice
- 3.3 Expand Highly Skilled Workforce
- 4.1 Fiscally Responsible and Transparent
- 4.2 Culture of Safety
- 4.3 State of Good Repair

EXPLANATION OF STRATEGIC ALIGNMENT: This agenda item is in alignment with Capital Metro’s commitment to provide a safe environment and reliable transportation system to its customers.

BUSINESS CASE: The Air Treatment Systems being installed will assist in controlling the spread of the SARS-COV-2 virus that causes COVID-2. With the continuous replenishment of internal air environment from passengers entering and departing the passenger vehicle this approved system will eliminate 99% of the SARS-COV-2 virus on all surfaces and internal environment of the DMU passage coach within 30 seconds of application. This system is supplying the most efficient and progressive process in controlling the spread of the SARS-COV-2 virus.

COMMITTEE RECOMMENDATION: This item was presented and recommended for approval by the Operations, Planning and Safety Committee on December 7, 2022.

EXECUTIVE SUMMARY: The Air Treatment Systems will control the SARS-COV-2 virus in the internal environment of our Rail vehicles in a very efficient matter. As a result, the riding public will have a much safer experience while using our services.

DBE/SBE PARTICIPATION: Due to the nature of the solicitation a SBE goal was not established at this time.

PROCUREMENT: On August 2, 2022, a Request for Proposals was issued and formally advertised. By the closing date of September 13, 2022, one (1) proposal was received. The evaluation team used the following factors in the evaluation of proposals:

- (1) The contractor demonstrated understanding of the project, the purpose/plan for the performance or the project and the technical approach proposed.
- (2) The contractor demonstrated relevant work experience and technical background to perform the requirements of the project.
- (3) Contractor product must meet EPA approved and provide certification to the effect to control the spreading of SARS-COV-2 virus.
- (4) Contractor must have experience installing equipment in passenger transportation vehicles (Buses and Trains).

The proposal from Luminator Technology Group was determined to be the best value to the Authority, price and other factors considered. The contract is a definite quantity contract for a term of two hundred and fifty (250) days from the Contract Award Date in the amount of \$342,262.

RESPONSIBLE DEPARTMENT: Rail Operations

**RESOLUTION
OF THE
CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS**

**STATE OF TEXAS
COUNTY OF TRAVIS**

A1-2022-637

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and Capital Metro management strive to improve the overall Customer Satisfaction and safety of the transit services by implementing a DMU Air Treatment System; and

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and Capital Metro management recognize the need to execute this contract to allow Capital Metro to complete the installation of these DMU system.

NOW, THEREFORE, BE IT RESOLVED by the Capital Metropolitan Transportation Authority Board of Directors that the Interim President & CEO, or their designee, is authorized to finalize and execute a contract with Luminator Technology Group, for the purchase, installation, testing and commissioning of ten (10) DMU Air Treatment Systems, in an amount not to exceed \$342,262.

**Secretary of the Board
Leslie Pool**

Date: _____

Board of Directors

Item #: AI-2022-645

Agenda Date: 12/16/2022

SUBJECT:

Approval of a resolution authorizing the Interim President & CEO, or their designee, to finalize and execute a contract for Wayfinding and Customer Information Services with CHK America, Inc. in the aggregate amount not to exceed \$674,000 for one (1) base year and four (4) one-year options.

FISCAL IMPACT:

Funding for this action is available in the FY2023 Operating Budget

STRATEGIC PLAN:

Strategic Goal Alignment:

- 1. Customer
- 2. Community
- 3. Workforce
- 4. Organizational Effectiveness

Strategic Objectives:

- 1.1 Safe & Reliable Service
- 1.2 High Quality Customer Experience
- 1.3 Accessible System
- 2.1 Support Sustainable Regional Growth
- 2.2 Become a Carbon Neutral Agency
- 2.3 Responsive to Community and Customer Needs
- 2.4 Regional Leader in Transit Planning
- 3.1 Diversity of Staff
- 3.2 Employer of Choice
- 3.3 Expand Highly Skilled Workforce
- 4.1 Fiscally Responsible and Transparent
- 4.2 Culture of Safety
- 4.3 State of Good Repair

EXPLANATION OF STRATEGIC ALIGNMENT: Maintaining clear wayfinding and schedule information that allows the customer to successfully navigate the system is a mission critical component. Maps, schedules, and information at stops are touchpoints of the user experience that help define the success of customer experience.

BUSINESS CASE: Wayfinding services, which may include route maps, system maps, information displays, corridor maps, wayfinding information or transit stop information, are all elements that customers depend upon to understand and use Capital Metro services. The continuous improvement of these complex systems requires the Authority to contract with specialists who are able to audit, design and implement these projects on an ongoing basis. This will be essential with the implementation of new service and the introduction of new Rapid lines, stations and park and rides as part of Project Connect.

COMMITTEE RECOMMENDATION: This item was presented and recommended for approval by the Operations, Planning and Safety Committee on December 7, 2022.

EXECUTIVE SUMMARY: Capital Metro has used the services of a wayfinding and customer information services firm for over ten years. These services have allowed Capital Metro to improve and provide clear information through maps and wayfinding that allow the customer to understand and successfully navigate the system. With the implementation of the Connection 2025 services changes, and the necessity to redefine our service, transit stops, and wayfinding systems, these services will provide a wide variety of key wayfinding elements, up to and including the replacement of bus stop signage.

The base year of this contract includes funding to replace approximately 2000 bus stop sign assemblies, redesign transit center and park and ride maps, information display units, and special services maps, line maps and regional maps. The remaining option years will be used to maintain and update these systems as additional changes are initiated through three service changes annually.

DBE/SBE PARTICIPATION: The contractor will meet this goal utilizing the following DBE contractors. The DBE goal is 17%

1. CHK America Inc.

DBE RESPONSIVE 17%

DBE Subcontractors	Race/Gender	Services/Products	DBE Responsive
Macwatson Enterprises, Inc. Dbs. Prographix	Caucasian/Female	Printing	17%
			17%

PROCUREMENT: On August 22, 2022, a Request for Proposals was issued and formally advertised. By the closing date of September 21, 2022, two (2) proposals were received. The evaluation team used the following factors in the evaluation of proposals: 1) The offeror's demonstrated, relevant work experience/technical background and capabilities; 2) The offeror's demonstrated understanding of the project undertaking, the proposed plan for the performance of the work (including quality of work plan) and the technical approach (including methodology) proposed by the offeror; 3) The offeror's demonstrated past performance on projects of this scope and nature, and 4) The methodology and quality of the workplan for the performance of the work by the offeror based on a Sample Task Order that was included in the RFP. The proposal from CHK America, Inc. was determined to be the best value to the Authority, price and other factors considered. This is a fixed price indefinite quantity, indefinite delivery Contract with a not-to-exceed (NTE) of \$674,000. Work to be performed under this Contract shall be ordered through issuance of written Task Orders and the NTE amount applies to the full term of the contract (including the base term and option years). The term of the contract is one (1) year from the Notice to Proceed (NTP) with four (4) 1-year renewal options.

RESPONSIBLE DEPARTMENT: Marketing and Communications

**RESOLUTION
OF THE
CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS**

**STATE OF TEXAS
COUNTY OF TRAVIS**

AI-2022-645

WHEREAS, The Capital Metropolitan Transportation Authority Board of Directors and management recognize the need to provide clear and reliable wayfinding information systems and infrastructure for a customer-friendly experience; and

WHEREAS, The Capital Metropolitan Transportation Authority Board of Directors and management recognize the need to secure professional wayfinding and customer information services to manage and improve our systems.

NOW, THEREFORE, BE IT RESOLVED by the Capital Metropolitan Transportation Authority Board of Directors that the Interim President & CEO, or their designee, to finalize and execute a contract for Wayfinding and Customer Information Services with CHK America, Inc. in the aggregate amount not to exceed \$674,000 for one (1) base year and four (4) one-year options.

Date: _____

**Secretary of the Board
Leslie Pool**

Board of Directors

Item #: AI-2022-669

Agenda Date: 12/16/2022

SUBJECT:

Approval of a resolution authorizing the Interim President & CEO, or their designee, to finalize and execute a contract with Holt Renewables, LLC for the design and construction of bus electrification infrastructure at CapMetro’s North Operations bus yard at 9315 McNeil Road (North Ops) in an aggregate amount not to exceed \$33,391,544 plus \$3,339,154 (10%) contingency for a total not to exceed amount of \$36,730,698.

FISCAL IMPACT:

Funding for this action is available in the FY2023 Capital Budget

STRATEGIC PLAN:

Strategic Goal Alignment:

- 1. Customer 2. Community
- 3. Workforce 4. Organizational Effectiveness

Strategic Objectives:

- 1.1 Safe & Reliable Service 1.2 High Quality Customer Experience 1.3 Accessible System
- 2.1 Support Sustainable Regional Growth 2.2 Become a Carbon Neutral Agency
- 2.3 Responsive to Community and Customer Needs 2.4 Regional Leader in Transit Planning
- 3.1 Diversity of Staff 3.2 Employer of Choice 3.3 Expand Highly Skilled Workforce
- 4.1 Fiscally Responsible and Transparent 4.2 Culture of Safety 4.3 State of Good Repair

EXPLANATION OF STRATEGIC ALIGNMENT: This project is in alignment with bus service improvements, transitioning to battery electric bus fleet, and incorporating environmental sustainability into all aspects of agency operations.

BUSINESS CASE: CapMetro is in the process of converting to an all-electric bus fleet in line with the agency’s operational and sustainability goals. This project is being implemented in order to provide the electric charging infrastructure required to support these buses at the North Operations facility located at 9315 McNeil Road. The funding for this project is included in the FY 2023 capital budget and the five-year capital improvement plan.

COMMITTEE RECOMMENDATION: This item was presented and recommended for approval by the Operations, Planning and Safety Committee on December 7, 2022

EXECUTIVE SUMMARY: CapMetro has made a pledge to transition the bus fleet to zero emissions by 2035. As a step forward to meet this commitment, CapMetro has begun to purchase battery electric buses (BEB) and make the charging infrastructure modifications to support this new fleet. The goal of this project is to design, build and install electrification infrastructure at CapMetro's North Ops bus yard located at 9315 McNeil Rd, Austin, TX 78758, to accommodate 238 battery electric buses and to provide a high-quality bus service to customers. Funding for this project is included in the approved budgets for Capital Improvement Projects.

DBE/SBE PARTICIPATION: The contractors will meet the goal utilizing the following DBE contractors. The goal is 12%.

HOLT Renewables, LLC

DBE RESPONSIVE 12.31%

DBE Subcontractors	Race/Gender	Services/Products	DBE Responsive
J.S. Electric, Inc.	Hispanic/Male	Installation of PV Electrical Infrastructure, EV Infrastructure	9.67%
Accurate Pavement Striping, LLC	Hispanic/Male	Supply and Install Pavement Striping	1.56%
EPEC Solutions, Inc.	Caucasian/Female	Supply Concrete Ready Mix	1.08%
			12.31%

PROCUREMENT: This procurement was conducted pursuant to the Design Build Procedure for Certain Civil Works Projects, Texas Government Code Title 10, Chapter 2269, Subchapter H to procure design and construction services. A Request for Qualifications (RFQ) was issued and formally advertised on June 6, 2022. By the closing date of July 14, 2022, two (2) submittals were received. The submitting firms were sent a Request for Proposal (RFP) on September 8, 2022, and subsequently submitted proposals by the due date of October 10, 2022 prior to 3:00 p.m. The proposals were evaluated using evaluation criteria and weighted scores. The proposal from Holt Renewables, LLC was deemed to be the most advantageous to the Authority, price and other factors considered. The total amount of award is \$33,391,544. This board resolution also requests an additional 10% contingency for a total not to exceed amount of \$36,730,698.

RESPONSIBLE DEPARTMENT: Capital Projects Group (Facilities Management & Capital Construction)

**RESOLUTION
OF THE
CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS**

**STATE OF TEXAS
COUNTY OF TRAVIS**

AI-2022-669

WHEREAS, The Capital Metropolitan Transportation Authority Board of Directors and management recognize the goal to convert to an all-electric bus fleet by 2035; and

WHEREAS, The Capital Metropolitan Transportation Authority Board of Directors and management recognize the need to design and build battery electric bus charging infrastructure at its facilities.

NOW, THEREFORE, BE IT RESOLVED by the Capital Metropolitan Transportation Authority Board of Directors that the Interim President & CEO, or their designee, is authorized to finalize and execute a contract with Holt Renewables, LLC for the design and construction of bus electrification infrastructure at CapMetro's North Operations bus yard at 9315 McNeil Road (North Ops) in an aggregate amount not to exceed \$33,391,544 plus \$3,339,154 (10%) contingency for a total not to exceed amount of \$36,730,698.

Date: _____

**Secretary of the Board
Leslie Pool**

CapMetro

Bus Electrification
Infrastructure
at North Operations and
Maintenance Facility

December 7, 2022

Overall Battery Electric Bus (BEB) Infrastructure

2910: 48 BEB charging spaces

- Board Award – November 2022

North Ops: 238 BEB charging spaces

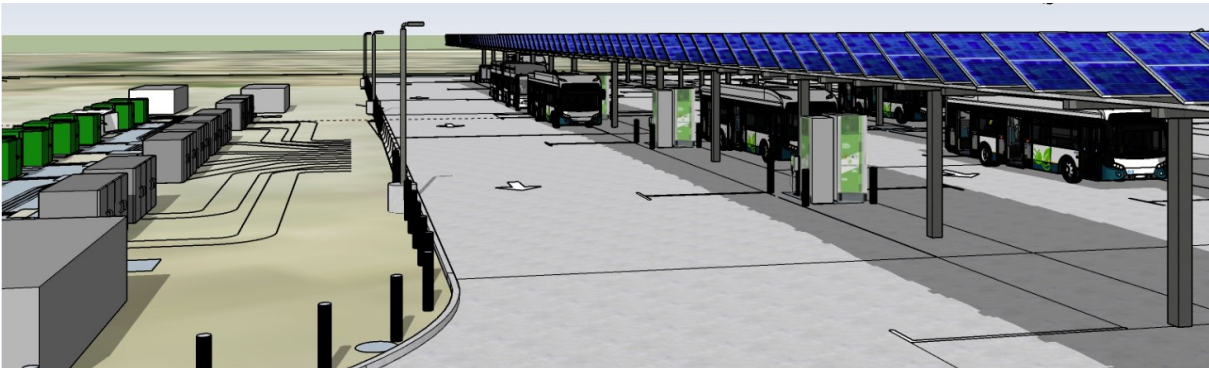
- Phase 1
 - BEB yard with concrete pavement
 - 9 chargers and 12 dispensers available
- Array H (Fall 2022 - Spring 2023)
 - Installation of additional 3 chargers and dispensers

4



Bus Electrification Infrastructure at North Ops

- North Ops Arrays A-G (2023 - 2026)
 - Charging capacity for 222 battery electric buses
 - Design and Build 74 Heliox chargers and 222 Schunk pantograph dispensers
 - Compatibility with buses of any type, size, model
 - Overhead gantry structure over entire yard
 - 4.35 MW photovoltaic (solar) system
 - Locally funded (~\$34M)



CapMetro

Thank you!

Board of Directors

Item #: AI-2022-601

Agenda Date: 12/16/2022

SUBJECT:

Approval of a resolution authorizing the Interim President & CEO, or their designee, to finalize and execute a lease with Met Phase I 95, Ltd. for five years for 20,822 rentable square feet of storage space at 9715-A Burnet Road, Austin, TX 78758 in an amount not to exceed \$2,850,000, plus a \$440,000 allotment option for build out, for a total not to exceed amount of \$3,290,000.

FISCAL IMPACT:

Funding for this action is available in the FY2023 Operating Budget.

STRATEGIC PLAN:

Strategic Goal Alignment:

- 1. Customer 2. Community
- 3. Workforce 4. Organizational Effectiveness

Strategic Objectives:

- 1.1 Safe & Reliable Service 1.2 High Quality Customer Experience 1.3 Accessible System
- 2.1 Support Sustainable Regional Growth 2.2 Become a Carbon Neutral Agency
- 2.3 Responsive to Community and Customer Needs 2.4 Regional Leader in Transit Planning
- 3.1 Diversity of Staff 3.2 Employer of Choice 3.3 Expand Highly Skilled Workforce
- 4.1 Fiscally Responsible and Transparent 4.2 Culture of Safety 4.3 State of Good Repair

EXPLANATION OF STRATEGIC ALIGNMENT: This proposed lease will be for a new CapMetro central warehouse to add space needed for parts to accommodate long lead items and for new zero-emission vehicles. The new fleet of electric vehicles will not fully replace the diesel buses until 2035 so more storage space is needed. In addition, this central warehouse will be used to move rail items being stored and tested in bays at the 9315 Old McNeil Road CapMetro north operations and maintenance facility to allow for more buses to be maintained. This warehouse will also be used to support IT storage needs and potentially for uniform distribution.

BUSINESS CASE: CapMetro growth requires additional storage space for parts that will help ensure transit part delays do not create unnecessary transit service interruptions. This central warehouse lease will provide

additional storage space needs and allow a more efficient and less costly storage solution to be provided for Procurement and Facilities. This central warehouse will also replace lease spaces that were used by Procurement and Facilities and will support the new MetroBike program that CapMetro recently took responsibility for. The funding for this lease is included in the FY 23 Operating Budget.

COMMITTEE RECOMMENDATION: This item was presented and recommended for approval at the Operations, Planning and Safety Committee on December 7, 2022.

EXECUTIVE SUMMARY: CapMetro is seeking lease space for a central warehouse. This lease space will provide more storage for transit parts to support the expanded zero emission fleet and to mitigate the wait for longer part lead times. In addition, this central warehouse will eliminate the need for less efficient and more costly storage solutions for Procurement and Facilities. This central warehouse will also provide needed storage space for MetroBike, Rail, and IT and potentially for uniform distribution. The proposed location is approximately ½ mile north of the CapMetro 9315 Old McNeil Road site. The proposed lease term is for 5 years with any early-out termination clause at 3 years with a 6-month rent penalty. The total not to exceed amount includes a \$440,000 optional allotment for the building owner to complete the build out of the space which could be exercised.

DBE/SBE PARTICIPATION: Does not apply.

PROCUREMENT: Does not apply.

RESPONSIBLE DEPARTMENT: Facilities Management

**RESOLUTION
OF THE
CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS**

**STATE OF TEXAS
COUNTY OF TRAVIS**

AI-2022-601

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and Capital Metro management recognize the need to provide for the safety of all customers and staff and comply with city, state and federal code requirements; and

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and Capital Metro management recognize the need to provide a central warehouse that better supports the storage needs of Transit, Procurement, Facilities, and IT.

NOW, THEREFORE, BE IT RESOLVED by the Capital Metropolitan Transportation Authority Board of Directors that the Interim President & CEO, or their designee, is authorized to finalize and execute a lease with Met Phase I 95, Ltd. for five years for 20,822 rentable square feet of storage space at 9715-A Burnet Road, Austin, TX 78758 in an amount not to exceed \$2,850,000, plus a \$440,000 allotment option for build out, for a total not to exceed amount of \$3,290,000.

Date: _____

**Secretary of the Board
Leslie Pool**

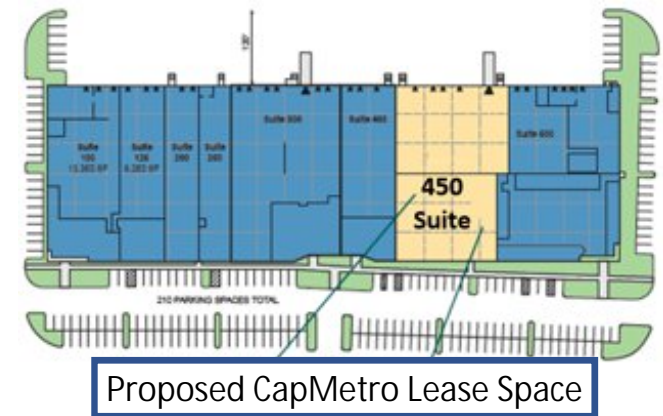
CapMetro

9715-A Burnet Road Lease Overview

December 16, 2022

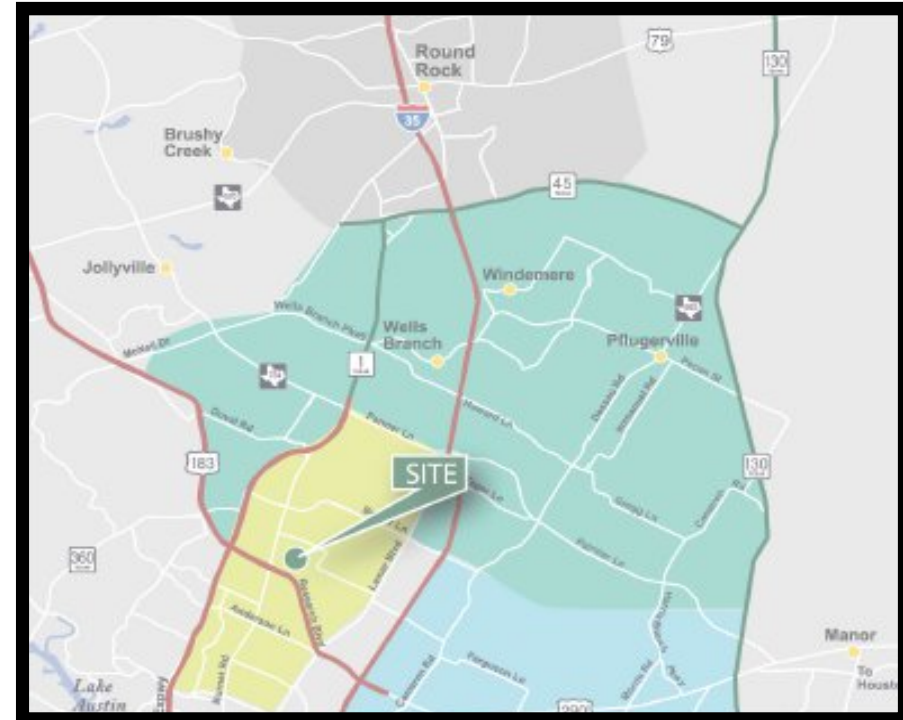
Central Warehouse – 9715-A Burnet Road

- Purpose
 - Central Warehouse to be operational in Q1 CY23. Will serve Bus, Demand Response, Facilities, IT, MetroBike, Procurement, & Rail for storage needs & also for uniform distribution.
- Location
 - Burnet Road ~ ½ mile north of NOPS (9315)
- Lease Area
 - 20,822 square feet + 20 parking spaces
- Term
 - ~\$2.27 average psf per month (~\$2.85 MM opex total for full lease term)
 - 5 years + 3 year early out with + 6 months rent penalty



Central Warehouse – 9715-A Burnet Road

- Rental Rate
 - Initial monthly NNN rental rate: \$1.33 psf
 - Average annual rate increase: ~4%
 - Initial monthly NNN opex: ~\$0.35 psf
- Additional Tenant Expenses
 - HVAC System Maintenance
 - Janitorial
 - Utilities
 - Taxes
- Initial CIP Budget: \$440,000
 - Tenant responsible for purchasing & installing racks & for renovations.



CapMetro

Thank you!

Board of Directors

Item #: AI-2022-636

Agenda Date: 12/16/2022

SUBJECT:

Approval of updates to Capital Metro’s Long Range Financial Plan Policy.

FISCAL IMPACT:

Refer to executive summary for clarification.

STRATEGIC PLAN:

Strategic Goal Alignment:

- 1. Customer
- 2. Community
- 3. Workforce
- 4. Organizational Effectiveness

Strategic Objectives:

- 1.1 Safe & Reliable Service
- 1.2 High Quality Customer Experience
- 1.3 Accessible System
- 2.1 Support Sustainable Regional Growth
- 2.2 Become a Carbon Neutral Agency
- 2.3 Responsive to Community and Customer Needs
- 2.4 Regional Leader in Transit Planning
- 3.1 Diversity of Staff
- 3.2 Employer of Choice
- 3.3 Expand Highly Skilled Workforce
- 4.1 Fiscally Responsible and Transparent
- 4.2 Culture of Safety
- 4.3 State of Good Repair

EXPLANATION OF STRATEGIC ALIGNMENT: This policy is consistent with the strategic goals. Strengthen the financial health of the agency to increase accountability, responsibility and transparency.

BUSINESS CASE: This policy will allow Cap Metro to obtain financial stability and strengthen the financial health of the agency.

COMMITTEE RECOMMENDATION: This item will be presented to the full board on December 16, 2022.

EXECUTIVE SUMMARY: The long rang financial plan (LRFP) is a financial planning tool that the Finance and Executive team uses to recognize and identify opportunities and challenges to the agency’s financial position. The tool is used to stimulate long-term and strategic thinking, provide a consensus on long-term financial direction and will be used in communication with internal and external stakeholders. The primary change in this policy from the previous version is to increase the time horizon viewed from 7-years to 10-years.

DBE/SBE PARTICIPATION: Does not apply.

PROCUREMENT: Does not apply.

RESPONSIBLE DEPARTMENT: Finance Department

**RESOLUTION
OF THE
CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS**

**STATE OF TEXAS
COUNTY OF TRAVIS**

AI-2022-636

WHEREAS, the Cap Metro Transportation Authority Board of Directors desires to establish a Long-Range Financial Plan Policy.

NOW, THEREFORE, BE IT RESOLVED that Cap Metro Transportation Authority board of directors approves the Long-Range Financial Plan Policy.

Date: _____

**Secretary of the Board
Leslie Pool**

1. PURPOSE

Long-range financial planning is the process of aligning financial capacity with long-term service objectives. Financial planning uses forecasts to provide insight into future financial capacity so that strategies identified by the Strategic Plan can be developed to achieve long-term sustainability taking into account financial challenges.

2. SCOPE

The long-range financial plan (LRFP) will be used as a tool to recognize/identify financial challenges, ~~to~~ stimulate long-term and strategic thinking, provide consensus on long-term financial direction and will be used in communication with internal and external stakeholders.

3. POLICY

The ~~Capital~~ Metro LRFP will be reviewed/revised at least annually and will be acknowledged by the Board of Directors.

The Capital Metro LRFP will encompass the following elements:

1. Time Horizon - The ~~Capital Metro~~ LRFP will forecast revenues, expenditures, and financial position at least ~~ten~~ seven years into the future.
2. Frequency - ~~Capital~~ Metro will update the LRFP as a prelude to and in conjunction with the budget process and the strategic planning process each year.
3. Content - The ~~Capital Metro~~ LRFP will include an analysis of the financial environment ~~(specifically service levels which drive expenditures)~~, revenue and expenditure forecasts (specifically service levels which drive operating expenditures), capital expenditures, debt positions and reserve requirements.
4. Transparency - The ~~Capital Metro~~ LRFP will be presented annually to the Board of Directors. ~~posted on the Capital Metro web site.~~

The Capital Metro LRFP will encompass the following procedures:

1. Gather Information: Engage Operational departments, Strategic Planning, and the Asset Management Plan in order to understand the components that will affect financial stability in conjunction with the budgeting process. ~~Seek input from the Board Retreat for direction.~~

2. Resources: Analyze human resources (staffing capacity) to meet the goals set by the Capital Improvement Plan and the fiscal year operating budget.
3. Trend Projection: Project various elements of revenue and expenditures forecasts, grant funds (formula~~5307~~ allocations), and debt obligations and payments for the future years ~~— percentage increases, debt payments (including obligations to regional programs)~~. This step should also include and funding of reserve accounts as required by the Reserve Policy.
4. Analysis: Analyze the results and challenges to fiscal stability (e.g., expenditures for capital and operating spending outpacing revenues, unfavorable trends due to service requirements, weakness in financial policies etc.)
5. Review: Schedule regular annual ~~periodic~~ plan reviews and updates.

Roles and Responsibilities

Executive Vice President, Chief Financial & Risk Officer - Financial and Administration ~~owner~~ of the LRFP model who has ultimate responsibility and accountability for maintaining the model, reviewing review and validating validate critical assumptions of the plan prepared by the Deputy Chief Financial Officer ~~Controller~~.

Deputy Chief Financial Officer (Deputy CFO) ~~Controller~~ - gather input for the LRFP in conjunction with the budgeting process and strategic planning process, maintain integrity and security of the plan. The Deputy CFO ~~Controller~~ will coordinate with the Manager ~~Director~~ of Budget and Financial Planning to gather information from various operational managers concerning service levels and capital expenditure requirements for the Authority. The LRFP will be reviewed and updated annually during prior to the budget development cycle. As needed, interim updates will be made to the LRFP to reflect changes in the existing assumptions and strategic objectives, new regulatory requirements and/or changes to revenue and/or expense projections.

This policy may be revised at any time. All revisions supersede prior policy and are effective immediately upon approval.

4. DEFINITION(S)

NA

5. REFERENCES

[CapMetro Reserve Policy](#)

[CapMetro Policy on Financial Policies](#)

1. PURPOSE

Long-range financial planning is the process of aligning financial capacity with long-term service objectives. Financial planning uses forecasts to provide insight into future financial capacity so that strategies identified by the Strategic Plan can be developed to achieve long-term sustainability taking into account financial challenges.

2. SCOPE

The long-range financial plan (LRFP) will be used as a tool to recognize/identify financial challenges, stimulate long-term and strategic thinking, provide consensus on long-term financial direction and will be used in communication with internal and external stakeholders.

3. POLICY

The CapMetro LRFP will be reviewed/revised at least annually and will be acknowledged by the Board of Directors.

The Capital Metro LRFP will encompass the following elements:

1. Time Horizon - The LRFP will forecast revenues, expenditures, and financial position at least ten years into the future.
2. Frequency - CapMetro will update the LRFP as a prelude to and in conjunction with the budget process and the strategic planning process each year.
3. Content - The LRFP will include an analysis of the financial environment, revenue and expenditure forecasts (specifically service levels which drive operating expenditures), capital expenditures, debt positions and reserve requirements.
4. Transparency - The LRFP will be presented annually to the Board of Directors.

The Capital Metro LRFP will encompass the following procedures:

1. Gather Information: Engage Operational departments, Strategic Planning, and the Asset Management Plan in order to understand the components that will affect financial stability in conjunction with the budgeting process.
2. Resources: Analyze human resources (staffing capacity) to meet the goals set by the Capital Improvement Plan and the fiscal year operating budget.

3. Trend Projection: Project various elements of revenue and expenditures forecasts, grant funds (formula allocations), debt obligations and payments and funding of reserve accounts as required by the Reserve Policy.
4. Analysis: Analyze the results and challenges to fiscal stability (e.g., expenditures for capital and operating spending outpacing revenues, unfavorable trends due to service requirements, weakness in financial policies etc.)
5. Review: Schedule regular annual plan reviews and updates.

Roles and Responsibilities

Executive Vice President, Chief Financial & Risk Officer - owner of the LRFP model who has ultimate responsibility and accountability for maintaining the model, reviewing and validating critical assumptions of the plan prepared by the Deputy Chief Financial Officer.

Deputy Chief Financial Officer (Deputy CFO)- gather input for the LRFP in conjunction with the budgeting process and strategic planning process, maintain integrity and security of the plan. The Deputy CFO will coordinate with the Manager of Budget and Financial Planning to gather information from various operational managers concerning service levels and capital expenditure requirements for the Authority. The LRFP will be reviewed and updated annually during the budget development cycle. As needed, interim updates will be made to the LRFP to reflect changes in the existing assumptions and strategic objectives, new regulatory requirements and/or changes to revenue and/or expense projections.

This policy may be revised at any time. All revisions supersede prior policy and are effective immediately upon approval.

4. DEFINITION(S)

NA

5. REFERENCES

CapMetro Reserve Policy
CapMetro Policy on Financial Policies

Board of Directors

Item #: AI-2022-677

Agenda Date: 12/16/2022

SUBJECT:

Approval of a resolution affirming the Real Estate Transaction Policy.

FISCAL IMPACT:

This action has no fiscal impact.

STRATEGIC PLAN:

Strategic Goal Alignment:

- 1. Customer
- 2. Community
- 3. Workforce
- 4. Organizational Effectiveness

Strategic Objectives:

- 1.1 Safe & Reliable Service
- 1.2 High Quality Customer Experience
- 1.3 Accessible System
- 2.1 Support Sustainable Regional Growth
- 2.2 Become a Carbon Neutral Agency
- 2.3 Responsive to Community and Customer Needs
- 2.4 Regional Leader in Transit Planning
- 3.1 Diversity of Staff
- 3.2 Employer of Choice
- 3.3 Expand Highly Skilled Workforce
- 4.1 Fiscally Responsible and Transparent
- 4.2 Culture of Safety
- 4.3 State of Good Repair

EXPLANATION OF STRATEGIC ALIGNMENT: The policies adopted by the Board of Directors provide strategic direction to the President & CEO and CapMetro staff with regard to policy matters within the purview of the Board.

BUSINESS CASE: Periodic review and updates to policies adopted by the Board of Directors are prudent in order to ensure that they meet the ongoing needs of CapMetro and are required by the CapMetro Board Bylaws.

COMMITTEE RECOMMENDATION: This item will be presented to the full board on December 16, 2022.

EXECUTIVE SUMMARY: The Board of Director adopted Bylaws in 2017 that require policies adopted by the Board to be reviewed every five years. The initial five-year cycle ends December 2022. Staff has identified for review the Real Estate Transaction Policy which was adopted by the Board in 2014. This policy authorizes the

President and CEO or their designee to enter into certain real estate transactions under terms consistent with current industry standards, including market rates, for transactions that have no significant long-term impact on CapMetro and for amounts not to exceed \$150,000 per year per agreement. Under this policy, the purchase and sale or disposal of real property, regardless of value, must be approved by the Board. Staff is not recommending any changes to this policy at this time.

DBE/SBE PARTICIPATION: Does not apply.

PROCUREMENT: Does not apply.

RESPONSIBLE DEPARTMENT: Legal and Real Estate

**RESOLUTION
OF THE
CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS**

**STATE OF TEXAS
COUNTY OF TRAVIS**

AI-2022-677

WHEREAS, it is prudent to periodically review and update policies adopted by the Board of Directors in order to ensure they continue to meet the needs of CapMetro; and

WHEREAS, the Board of Directors adopted revised Bylaws in 2017 that require policies adopted by the Board to be reviewed every five years; and

WHEREAS, the Real Estate Transaction Policy has been identified for review by the Board of Directors.

NOW, THEREFORE, BE IT RESOLVED by the Capital Metropolitan Transportation Authority Board of Directors that the Real Estate Transaction Policy has been reviewed and no changes are recommended at this time.

**Secretary of the Board
Leslie Pool**

Date: _____



**RESOLUTION
OF THE
CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS**

**STATE OF TEXAS
COUNTY OF TRAVIS**

**RESOLUTION CMTA-2014-24
Real Estate Transaction Policy**

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and Capital Metro management endeavor to conduct operations in an efficient, responsible and economical manner; and

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors recognizes the need to establish real estate matters and transactions that are appropriate for approval by the Board of Directors; and

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and Capital Metro management recognize the need to responsibly maximize revenue from the use of owned assets, and such revenue should be consistent with current industry standards.

NOW, THEREFORE, BE IT RESOLVED that the Capital Metropolitan Transportation Authority Board of Directors authorizes the President/CEO or her designee to execute certain real estate agreements under terms consistent with current industry standards, including market rates, for transactions that have no significant long-term impact on the Authority and for amounts not to exceed \$150,000 per year per agreement, excluding the purchase and sale or disposal of real property.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Beverly Silas, Board Member
SECONDER: John Langmore, Vice Chairman
AYES: Chafetz, Silas, Langmore, Stafford, Mitchell, Siebold, Riley
ABSENT: Mike Martinez

Date: March 24, 2014

Secretary of the Board
Ann Stafford

**Capital Metropolitan Transportation Authority
Board of Directors**

**MEETING DATE: 03/24/2014
CMTA-2014-24
Real Estate Transaction Policy**

SUBJECT: Approval of a resolution authorizing the President/CEO, or her designee, to execute certain real estate agreements, under terms consistent with current industry standards, including market rates, for transactions that have no significant long-term impact on the Authority and for amounts not to exceed \$150,000 per year per agreement, excluding the purchase and sale or disposal of real property.

FISCAL IMPACT: This action will require no direct funding.

STRATEGIC GOAL ALIGNMENT: 2. Improve Business Practices

STRATEGIC OBJECTIVE(S): 2.1 Strengthen the Financial Health of the Agency

EXPLANATION OF STRATEGIC ALIGNMENT: The use of the Railroad Right-of-Way provides value to a using entity. Capital Metro should participate in the value created by such use. Monitoring the safe use of the Railroad Right-of-Way imposes cost to Capital Metro; such expenses should be reimbursed by a using entity.

BUSINESS CASE: Agreements relating to the use of Capital Metro Rail Right-of-Way should reflect fees and other terms consistent with current industry standards, should be consistent with mass transit use, and should comply with formal Board resolution.

COMMITTEE RECOMMENDATION: This agenda item was presented to and is recommended for approval by the Finance, Audit and Administration Committee on March 19, 2014.

EXECUTIVE SUMMARY: It has been a long-established practice for the Board of Directors to approve all real estate transactions of the Authority; however, this is not necessary in all instances and is not required by either law or Board policy. Some real estate transactions are operational and do not have a strategic value or policy implications that would require approval by the Board of Directors; e.g., the lease of temporary office space for additional contract staff. All strategic real estate transactions, including all purchase and sale or disposition of real property, will continue to be approved by formal action of the Board of Directors. In addition, any real estate transactions in an amount that exceeds \$150,000 per year or that could have a significant long-term impact on the Authority should continue to receive approval by the Board.

DBE PARTICIPATION: Does not apply.

RESPONSIBLE DEPARTMENT: Real Estate & Asset Management



Capital Metropolitan Transportation Authority

2910 East 5th Street
Austin, TX 78702

Board of Directors

Item #: AI-2022-684

Agenda Date: 12/16/2022

SUBJECT:

Approval of a resolution recommending adoption of amendments to the Articles of Incorporation of the Austin Transit Partnership to allow the appointment of Alternate Capital Metro and Austin City Council Directors to serve in the absence of the appointed Director.

**RESOLUTION
OF THE
CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS**

**STATE OF TEXAS
COUNTY OF TRAVIS**

AI-2022-684

WHEREAS, in accordance with Chapter 431 of the Texas Transportation Code, known as the Texas Transportation Corporation Act (the “Act”), Chapter 394 of the Texas Local Government Code (“Chapter 394”), and an interlocal agreement between the Capital Metropolitan Transportation Authority (“CapMetro”) and the City of Austin (“City”), the joint local government corporation called the Austin Transit Partnership Local Government Corporation (“ATP”) was created to aid CapMetro and the City and act on their behalf to accomplish the governmental purpose of implementing the Project Connect System Plan and Locally Preferred Alternatives for the Orange, Blue, Gold, Green, and MetroRapid Lines; and

WHEREAS, ATP executed its Articles of Incorporation (as amended, the “Articles”) as a public, non-profit corporation on December 18, 2020, and a Certificate of Formation (“Certificate”) for ATP was filed with the Texas Secretary of State on December 22, 2020; and

WHEREAS, pursuant to the Act and Chapter 394 and as the sponsoring local governments of ATP, the City Council for the City of Austin and the Board of Directors (“Board”) of CapMetro, in their sole discretion, may approve amendments to the ATP Articles to change the structure, organization, programs, or activities of ATP, including the power to terminate ATP, subject to any limitation on the impairment of contracts; and if so, subject to corresponding approval by the City of Austin City Council, then such amendment to the ATP Articles will be filed with the Texas Secretary of State; and

WHEREAS, Article XVII of the ATP Articles provides for the process for amending the ATP Articles, including changes to Board composition; and

WHEREAS, the CapMetro Board desires to coordinate with the City to amend the ATP Articles to allow the respective bodies to appoint an alternate to the ATP Board of Directors to serve in the absence of the appointed Director

NOW, THEREFORE, BE IT RESOLVED by the Capital Metropolitan Transportation Authority Board of Directors that: Pursuant to Article XVII of the Austin Transit Partnership Articles of Incorporation, the CapMetro Board adopts the following recommended amendment to Article VI of the Articles: The City Council and the Capital Metro Board may each appoint an alternate Director from their respective bodies (the "Alternate Director"). The Alternate Director may attend the meetings of the ATP Board of Directors in the absence of the respective City Council or Capital Metro Director and shall be allowed to vote on any matters before the ATP Board. The Alternate Director shall serve for a term concurrent with the respective City Council or Capital Metro Board Director. Alternate Directors may be reappointed. Alternate Directors may be removed from the appointment in the same manner as the City Council or Capital Metro Board Director.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the CapMetro Board of Directors approves the proposed amendment and, only after approval of a corresponding amendment by the City of Austin City Council, the filing of such an amendment with the Secretary of State of the State of Texas in the appropriate form and manner provided by law. The CapMetro Board authorizes and directs the President & CEO, or their designee, to perform all such acts as may be necessary or desirable in order to carry out the terms and provisions of this Resolution.

Secretary of the Board
Leslie Pool

Date: _____



Capital Metropolitan Transportation Authority

2910 East 5th Street
Austin, TX 78702

Board of Directors

Item #: AI-2022-683

Agenda Date: 12/16/2022

SUBJECT:

Approval of a resolution recommending adoption of amendments to the Articles of Incorporation of the Austin Transit Partnership to add two additional Directors to the board and to make changes to the selection process to increase nominating process transparency for board members.

**RESOLUTION
OF THE
CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS**

**STATE OF TEXAS
COUNTY OF TRAVIS**

AI-2022-683

WHEREAS, the Capital Metropolitan Transit Authority (“CapMetro”) and the City of Austin (“City”), in accordance with Chapter 431 of the Texas Transportation Code, Chapter 394 of the Texas Local Government Code, and through an interlocal agreement, created the joint local government corporation called the Austin Transit Partnership Local Government Corporation (“ATP”) to act on their behalf to accomplish the governmental purpose of implementing the Project Connect System Plan and Locally Preferred Alternatives for the Orange, Blue, Gold, Green, and MetroRapid Lines; and

WHEREAS, ATP’s Articles of Incorporation, Article XVII provides the process for amending the Articles of Incorporation, including changes to Board composition; and

WHEREAS, the CapMetro Board desires to coordinate with the City to amend the ATP Articles of Incorporation to add two additional director positions and to address transparency in the application, nomination, and selection process.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Capital Metropolitan Transportation Authority that:

Pursuant to Article XVII of the Austin Transit Partnership Articles of Incorporation, the CapMetro Board adopts the following recommended amendments to Article VI:

All powers of the Corporation shall be vested in a Board of Directors consisting of seven persons... two of whom shall be new Directors.

The Nominating Committee process and criteria for selection shall be made publicly available at the time that the Nominating Committee publishes a solicitation for applications. The Nominating Committee must seek feedback from the Community Advisory Committee and other appropriate stakeholders on the criteria for selection before the criteria are finalized. All applications shall be made publicly available once they are submitted and any preliminary selection, including for interviews, or elimination of applications by the Nominating Committee shall also be made public as soon as the Nominating Committee makes a decision. Nominations by the Nominating Committee must be made

public for at least two weeks in advance of the joint approval of nominees by the City Council and Capital Metro Board. The Nominating Committee may recommend more than one nominee to the City Council and Capital Metro Board for further deliberation and appointment.

The two new Directors shall be selected through an application and appointment process. The application and appointment process and selection criteria must include feedback from the Community Advisory Committee and other appropriate stakeholders before it is finalized. All applications shall be made publicly available once they are submitted, and any preliminary selection, including for interviews, or elimination of applications shall also be made public as soon as the decision is made. The names of appointees must be made public for at least two weeks in advance of the joint approval by the City Council and Capital Metro Board.

BE IT FURTHER RESOLVED that the CapMetro President & CEO, or their designee, is directed to consult with the Community Advisory Committee (CAC) and other appropriate stakeholders to establish eligibility criteria for the new Directors and return to the CapMetro Board with recommendations by the end of February 2023. The CAC and other appropriate stakeholders may also provide feedback on the application and appointment process for the new Directors. The President & CEO shall also collaborate with the CAC, Transit Forward, Chamber of Commerce, the ATX Mobility Coalition, the City, ATP and other community stakeholders as appropriate to develop these recommendations. Applications and appointments for the new Directors to the ATP board shall not be solicited or considered prior to the joint adoption of eligibility criteria by the City Council and the Capital Metro Board of Directors. The CAC and other appropriate stakeholders may consider eligibility criteria such as the following, without limitation or required inclusion, when making recommendations:

- Experience engaging with transit riders and advocates locally
 - Working actively at the time of application on transit related work or having a track record of actively engaging in transit advocacy in the community
 - Deep understanding of transit equity and a proven commitment to working towards it
- Experience as a core transit rider.

BE IT FURTHER RESOLVED: These changes to the Articles of Incorporation, as well as any others that Council, CapMetro, and ATP choose to make during the next 12 months, should be finalized and filed with the Secretary of State's Office as one amendment so as to efficiently and holistically amend the Articles.

Date: _____

Secretary of the Board
Leslie Pool



Capital Metropolitan Transportation Authority

2910 East 5th Street
Austin, TX 78702

Board of Directors

Item #: AI-2022-585

Agenda Date: 9/26/2022

President & CEO Monthly Update



Capital Metropolitan Transportation Authority

2910 East 5th Street
Austin, TX 78702

Board of Directors

Item #: AI-2022-679

Agenda Date: 12/16/2022

Memo: CapMetro Self Evaluation and ADA Transition Plan (December 9, 2022)

To: CapMetro Board of Directors
From: Martin Kareithi, Director, Systemwide Accessibility
Date: December 9, 2022
Re: CapMetro Self-Evaluation and ADA Transition Plan

In January 2022 CapMetro staff briefed the CapMetro Board on how CapMetro integrates the Americans with Disabilities Act (ADA) and principles of accessibility into operations, facilities, vehicles and technology. At the time, the Board expressed interest on better understanding CapMetro's progress on accessibility, benchmarking and setting goals for improvement. To set goals requires a baseline understanding of CapMetro's current state of compliance accompanied by a plan and process for improvement.

CapMetro's Systemwide Accessibility Department is currently processing a task order to conduct an agency-wide self-evaluation and ADA transition plan. The self-evaluation is a self-assessment of CapMetro's compliance with ADA and related regulations and the transition plan articulates specific actions to be taken to bridge any gaps identified in the self-evaluation. The work includes research, document review, field survey, data collection, analysis, and data retention as well as qualitative measures such as interviews with relevant CapMetro staff to identify any opportunities to further our alignment with ADA rules and regulations and ensure the full participation of persons with disabilities who interact with CapMetro, particularly as customers and staff. The self-evaluation process will also include public engagement with CapMetro's Access Advisory Committee and other groups and community stakeholders.

The transition plan will specify programmatic or facilities accessibility barriers; methodologies to remedy and address accessibility barriers; schedule and cost estimates necessary to achieve accessibility compliance, if necessary; as well as the identification of the individual, groups of individuals, and/or departments responsible for implementing, monitoring, and managing the plan. Facilities subject to scrutiny during this work include:

- All CapMetro owned and leased facilities (except for 209 W. 9th St which CapMetro staff will vacate by the end of 2022).
- 22 transit centers and park and rides.
- All 9 MetroRail stations.
- 2,130 bus stops, except for those located along TxDOT facilities which Bus stops were recently assessed as part of TxDOT's ADA Transition Plan. TxDOT's assessment and data is available for our use.

An example of what might come from this process could relate to our facilities. Both of our primary facilities – 2910 and North Ops – are older facilities that may not have all the modern regulations and standards in place to ensure the best access for everyone. Though we regularly engage staff and our facilities team to reduce barriers, the self-evaluation will systematically document these items on a

more global level, and the transition plan will document steps and owners responsible for mediating those barriers. Another example may be software and technology platforms. This work will ensure core business needs delivered using these tools are compatible with standard accessibility software, such as screen readers, to ensure current and future CapMetro team members have the resources necessary to fully participate in their workplace.

This will be the first time CapMetro's plan includes a comprehensive and actionable review of the agency's programs, services, facilities and technology, rather than focusing solely on paratransit service, setting us ahead of many other transit agencies. To date, few transit agencies have conducted self-evaluations and developed ADA transition plans for their entire, current systems. Developing a self-evaluation and ADA transition plan is foundational to CapMetro moving forward as a best-in-class transit agency.

Background

The Americans with Disabilities Act of 1990 mandates Equal opportunity for people with disabilities. It further requires that ADA Title II public entities, state, and local governments, review all aspects of its programs, services and activities for compliance and develop an ADA transition plan to identify and remediate barriers. CapMetro is required under Title II of the ADA to assess its services, policies, and practices as part of a self-evaluation; to modify any services, policies or practices that discriminate against people with disabilities; and to develop a transition plan identifying any physical and programmatic changes to its programs, practices, services, facilities, and technology that are necessary to achieve program accessibility.

The CapMetro Board first adopted the agency's paratransit plan in 1992, as was required by ADA. The Board of Directors adopted an updated ADA Paratransit Plan in 2011. Both plans were significantly focused on CapMetro ADA paratransit programs and did not include other accessibility considerations; as mentioned, the new evaluation and transition plan will be comprehensive and will evaluate the agency's programs, services, facilities and technology. While not required, it is an industry best practice to update a self-evaluation and ADA transition plan to reflect the change in programs, services, facilities, and conditions.

Next Steps

CapMetro staff looks forward to kicking off this process in partnership with the Board, CapMetro and service provider staff, and the community. The task order for this work is anticipated to be executed in early 2023; we will then begin this work which is anticipated to take approximately one year to complete.

Should you have any questions, please contact Ed Easton (ed.easton@capmetro.org) who will work with appropriate staff to respond or schedule a briefing.