



## **Information for applicants:**

### **Planning, Sustainability, Equity & Disadvantaged Business Enterprise Advisory Committee (PSEC)**

The PSEC will advise the Austin Transit Partnership Board on matters related to community planning and sustainability, equity involving Disadvantaged Business Enterprises (DBE) and program equity. The PSEC will meet once a month to provide input to help inform decisions and actions of the ATP Board and staff regarding DBE & local business support programs, community planning & engagement, program equity, urban design, accessibility, and environmental programs.

Candidates will be selected based on professional and lived experience related to DBE programs, community planning and engagement, program equity, urban design, accessibility, and environmental programs.

Other considerations include geographic representation as it relates to the proposed transit plans as well as a diversity of viewpoints. Members of the committee will serve for a term of at least two (2) years.

Please review draft charter and send completed application from this packet to Jackie Nirenberg: [jackie.nirenberg@capmetro.org](mailto:jackie.nirenberg@capmetro.org).



## **Planning, Sustainability, Equity & DBE Advisory Committee (PSEC)**

### **Draft Charter**

#### **Purpose**

To advise the Austin Transit Partnership Board on matters related to community planning and sustainability, equity involving Disadvantaged Business Enterprises and program equity. Focus on DBE and local business support programs, community planning and engagement, program equity, urban design, accessibility, and environmental programs.

#### **Composition**

The PSEC will be composed of no less than five (5) and no more than (9) members.

Community member applicants:

- Shall be residents of either the City of Austin or Capital Metro's service area
- Shall not be a person who is registered or required to register as a lobbyist under City Code Chapter 4- 8 or who is employed by a person registered or required to register under City Code Chapter 4-8
- Shall not be an employee of the City, Capital Metro, or ATP
- Shall not have a contract for real property, goods or services with the City, Capital Metro, or the ATP, or be employed by such a contractor

Candidates will be selected based on professional and lived experience related to DBE programs, community planning and engagement, program equity, urban design, accessibility, and environmental programs.

Other considerations include geographic representation as it relates to the proposed transit plans as well as a diversity of viewpoints.

#### **Terms of Service**

Members of the Committee shall serve for a term of at least two (2) years. In the event of a vacancy or vacancies in the Committee, the remaining members may nominate an individual or individuals to be considered by the ATP Board.



## **Officers**

The PSEC will elect a Chair, Vice Chair and Secretary who will serve two (2) years in these roles and be responsible for the following:

- Chair – Shall lead meetings using parliamentary procedures
- Vice Chair – Shall lead meetings when Chair is unavailable
- Secretary – Shall take meeting minutes and distribute to members with staff assistance

## **Meetings**

The PSEC will meet once a month, with additional meetings to be scheduled as needed.

## **Duties**

The PSEC shall provide input to help inform decisions and actions of the ATP Board and staff regarding DBE & local business support programs, community planning & engagement, program equity, urban design, accessibility, and environmental programs.

## **Board Liaison**

- ATP Board Vice Chair Dr. Colette Pierce Burnette

## **Staff Liaisons**

- Chief Architect Peter Mullan
- Director of Community Engagement & Involvement Jackie Nirenberg

## **Staff Duties**

Staff will develop agendas and programming for PSEC meetings, follow up and report on action items and facilitate communications with committee members.

# Austin Transit Partnership Planning, Sustainability, Equity & DBE Advisory

## Committee Application

Thank you for your interest in the Austin Transit Partnership (ATP) Planning, Sustainability, Equity & DBE Advisory Committee (PSEC). Please complete the following application to the best of your ability. The ATP Board will select 5-9 members to be appointed to the committee. The ATP Board or staff may contact you to request an interview prior to making their selection.

*\* please read the following information carefully \**

### **Purpose of the Committee:**

To advise the Austin Transit Partnership Board on matters related to Disadvantaged Business Enterprise (DBE) and local business support programs, community planning and engagement, program equity, urban design, accessibility, and environmental programs.

### **How Candidates will be Evaluated:**

Candidates will be selected based on professional and lived experience related to these areas.

### **PSEC Application Timeline:**

- Deadline for application April 23, 2021
- Board Member Liaison to review applications April 26 – May 2, 2021
- Potential interviews May 3 –7, 2021
- Technical Committee recommendations finalized by May 7, 2021
- Board Member Liaison presents committee slate for ATP Board consideration on May 19, 2021

Note: In the event a public information request is submitted for the applications to either the City, Capital Metro or the Austin Transit Partnership, the application must be provided to the requestor. The only information that may be able to be redacted is personal email addresses.

## Conflict of Interest and Lobbying

The PSEC members shall not have a contract for property, goods or services with the City, Capital Metro, or the Joint LGC (Austin Transit Partnership), or be employed by such a contractor. Advisory Committee members also shall not be a person who is registered or required to register as a lobbyist under City Code Chapter 4-8 or who is employed by a person registered or required to register under City Code Chapter 4-8.

If any of these conditions apply to you, you will not be considered for the PSEC and should not complete this application.

Please confirm that you do not have a conflict, are not a lobbyist as described above, and that, if appointed to the committee, you will identify any future conflicts of interest to the committee staff. Check one:

I DO NOT have a conflict as described above and am not a lobbyist required to register under City Code.

I DO have a conflict as described above or am a lobbyist required to register under City Code.

## Basic Information

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

ZIP Code: \_\_\_\_\_

Are you a resident of Austin or the Capital Metro Service Area?

Yes    No

*Note: The Capital Metro Service Area includes Austin, Jonestown, Lago Vista, Leander, Manor, Point Venture, and San Leanna, as well as portions of unincorporated Williamson and Travis Counties.*

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Preferred language for communication: \_\_\_\_\_

The purpose of this committee is to advise on matters related to Disadvantaged Business Enterprise (DBE) and local business support programs, community planning and engagement, program equity, urban design, accessibility, and environmental programs.

Briefly describe why you're interested in serving on PSEC and what professional and/or lived experience would be of value to the work of the committee.

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## Demographic Information

The Austin City Council and Capital Metro Board have made equity and community representation a priority for the PSEC. The following demographic questions will help ensure this priority is met. On each question, you may select "I prefer not to answer" if you do not wish to provide an answer.

- Which of the following best represents your race/ethnicity? Choose all that apply:

American Indian and/or Alaska Native

Asian

Black and/or African American

Hispanic and/or Latinx

White

Another race/ethnicity

I prefer not to answer

- Do you identify as someone with a disability?

Yes

No

I prefer not to answer

- What is your age range?

Under 25 years old

26-50 years old

51 years and above

I prefer not to answer

- Do you have children residing in your home or are you a caregiver?

Yes

No

I prefer not to answer

- Are you currently a high-school, college, or university student? Circle one:

Yes

No

I prefer not to answer

- What is your annual household income? Circle one:

0-\$24,999



- \$25,000-\$49,999
- \$50,000-\$74,999
- \$75,000-\$99,999
- \$100,000-\$149,000
- \$150,000+
- I prefer not to answer

Please list the top three ways you normally get around Austin, Please list your most-used first.

*Options: Walk, bicycle, drive alone, carpool/vanpool, micromobility (i.e., scooter, bikeshare), Public Transportation, or Ridehail (i.e., Uber, Lyft, etc.)*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_