



Agenda - Final
Capital Metropolitan
Transportation Authority
Board of Directors

2910 East 5th Street
Austin, TX 78702

Monday, January 30, 2023

12:00 PM

Rosa Parks Boardroom

This meeting will be livestreamed at capmetrotx.legistar.com

I. Call to Order

II. Public Comment:

III. Recognition

IV. Advisory Committee Updates:

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

V. Board Committee Updates:

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

VI. Action Items:

1. Approval of minutes from the December 16, 2022 board meeting.
2. Approval of a resolution authorizing the Interim President & CEO, or their designee, to finalize and execute contract modifications with Dell Marketing, LP for a Planview Project Portfolio Management (PPM) system for the delivery of additional integrations with the Oracle financial system and for a managed services increase of \$200,000 and a contingency of \$300,000 for a new not to exceed total of \$1,341,196.
3. Approval of a resolution authorizing the Interim President & CEO, or their designee, to finalize and execute an Interlocal Agreement (ILA) amendment between Capital Metropolitan Transportation Authority (Capital Metro) and the City of Austin for the construction of bus stops and its related infrastructure for six (6) years for a total amount not to exceed \$3,000,000 per year.

4. Approval of a resolution authorizing the Interim President & CEO, or their designee, to finalize and execute a contract with Tolar Manufacturing Inc. for the fabrication and delivery of trash receptacles for a one (1) year base order for a total not to exceed amount of \$319,900.
5. Approval of a resolution authorizing the Interim President & CEO, or their designee, to finalize and execute a contract with Southside Wrecker Inc. for towing services for one (1) base year with one (1) option year, in an amount not to exceed \$1,440,020.
6. Approval of a resolution authorizing the Interim President & CEO, or their designee, to finalize and execute a contract with Elk Electric, Inc. to provide electrical services for repair, maintenance, and upgrade of electrical systems for all Capital Metro public, administrative, and operational properties and buildings for a base period of two (2) years and four (4) option year periods with a not-to-exceed amount of \$1,955,675.
7. Approval of a resolution authorizing the Interim President & CEO, or their designee, to finalize and execute a contract with W.W. Grainger for bus and building parts and small tools and equipment for a base term of one (1) year with two (2) option years, in a total amount not to exceed \$2,330,100.
8. Approval of a resolution authorizing the Interim President & CEO, or their designee, to finalize and execute a Purchase and Sale Contract for the purchase of 7,749 square feet of office space, being the 1st floor unit (Master Unit 1) of 1705 Guadalupe Street, Austin, TX 78701, together with any appurtenant rights and the Unit's share of the building's general and limited common elements, from Seamless Guadalupe, LLC, for the CapMetro Transit Store and Community Engagement, in an amount not to exceed \$4,649,400 plus closing costs.
9. 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.
10. Approval of a resolution by the Board of Directors offering _____ the position of General Manager and President & Chief Executive Officer of the Capital Metropolitan Transportation Authority under the terms and conditions reflected in the attached Employment Agreement. Upon acceptance of this offer by _____, the Board Chairperson is hereby authorized to execute the Agreement.

VII. Discussion Items:

1. FY2023 Long Range Financial Plan Update
2. Equitable Transit-Oriented Development (ETOD) Presentation

VIII. Report:

1. President & CEO Monthly Update

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

Section 551.072 for Deliberation regarding Real Estate matters related to the purchase of additional office space.

X. Memos:

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

1. Memo: Update on CapMetro’s Customer Payment Systems project (December 27, 2022)

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

Customer Satisfaction Advisory Committee (CSAC)

Wednesday, January 11, 2023

6:00 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,,813624718#](#) United States, Austin

Phone Conference ID: 813 624 718#

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

CapMetro Employees: Peter Breton, Courtney Chavez, Edna Parra.

Committee Members: Arlo Brandt, David Foster, Fangda Lu, B.J. Taylor, Ephraim Taylor, Diana Wheeler.

Guests: Ruven Brooks.

Meeting called to order at 6:05 PM

Welcome / Introductions / Call to Order

Chair Taylor

Public Communications

Fangda Lu inquires into the status of CapMetro's potential fare programs. Edna Parra responds that the internal pilot for fare capping is still ongoing and that an external pilot is being tentatively set for the spring.

Ephraim Taylor reads **Betsy Greenberg's** comments submitted over email, which outlines her disappointment with the New Year's Eve service ending at 11:30pm. **Edna Parra** responds that she'll bring it to Planning's attention and will have an update soon.

Project Connect Update

Courtney Chavez outlines the current status of Project Connect, the evaluation process for an updated light rail implementation plan, and the community engagement process.

Fangda Lu asks about the Blue and Orange lines possibly sharing a river crossing and the future expandability of that option. **Courtney Chavez** says it's possible, and that they're exploring the technical details in more depth and will have better information to answer exact questions in a few months.

Ruven Brooks mentions that Austin's Strategic Mobility Plan says transit ridership should increase fourfold by 2039, and says that future Project Connect services need to attract choice riders. **Courtney Chavez** agrees and mentions that is one of the team's many considerations.

David Foster asks what the public process looks like for engaging stakeholders that had major requirements for the original implementation plan. **Courtney Chavez** says they're in the process of re-engaging stakeholders and preparing for more engagement through the year.

Follow-up on Service Changes

Ephraim Taylor updated the committee on his meeting and presentation with Senior Director **Roberto Gonzalez**. Specifically, he outlined the Title VI and equity analysis processes and the data that is used for analyses to make

decisions on services, amenities, and more. **Edna Parra** also overviewed the Service Standard Guidelines update and the Planning team's strategy for engagement for spring of this year.

Courtney Chavez mentions that the FTA is working on updating Title VI to be more rigorous, and that may affect conversations about this topic in the future.

Ruven Brooks mentions that the data that a Title VI analysis works on has been generally lower quality due to pandemic data collection issues and suggests that CapMetro collects data more frequently than federally required.

Approval of the minutes - Ephraim Taylor / 2nd by Diana Wheeler – Passes unanimously

Meeting adjourned at 6:47 PM



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, January 4, 2023

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#

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CapMetro Employees: Chad Ballentine, Peter Breton, Courtney Chavez, Louise Friedlander, Martin Kareithi, Julie Lampkin, Chris Mojica, Edna Parra, Raul Vela, Christopher Westbrook.

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

Guests: Stacy Landry, Valerie Perez.

Meeting called to order at 5:32 PM

Welcome / Introductions / Call to Order

Vice-Chair Born

Public Communications

The committee expresses their appreciation for the MetroAccess drivers that worked during the holidays.

MetroAccess Metric Updates

Julie Lampkin and **Chad Ballentine** overview recent MetroAccess data on ridership, on-time performance, and other categories, and asks how the committee would like to receive metric updates in the future.

The committee discusses which categories they find useful and how often they should receive an update, and they agree that an update next quarter would be helpful.

Project Connect Update

Courtney Chavez outlines the current status of Project Connect, the evaluation process for an updated light rail implementation plan, and the community engagement process.

Glenda Born asks how accessibility will be incorporated into Project Connect, and **Martin Kareithi** and **Courtney Chavez** respond that discussions with accessibility groups are ongoing and will continue to shape the implementation plan.

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

Meeting adjourned at 6:39 PM



Capital Metropolitan Transportation Authority

2910 East 5th Street
Austin, TX 78702

Board of Directors

Item #: AI-2022-686

Agenda Date: 1/30/2023

Approval of minutes from the December 16, 2022 board meeting.



Minutes
Capital Metropolitan
Transportation Authority
Board of Directors

2910 East 5th Street
Austin, TX 78702

Friday, December 16, 2022

12:00 PM

Rosa Parks Boardroom

I. Call to Order

12:12 p.m. Meeting Called to Order

Vice Chair Kitchen presided over the meeting in Chair Travillion's absence.

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

II. Recognition

Board Member Cooper recognized Vice Chair Kitchen and Board Member Renteria for their service to the board.

III. Public Comment:

Zenobia Joseph, Debra Miller, Awais Azhar, Bill McCamley, Mike Taggart, Avery R, Sally Decker, Sea G, Alicia Leyendecker, Leslie Smith, Tyrone Monroe, Darrell Sorrells, Stacy Ukinsol, Lorrienne Morena, and Deborah Dodd and a bus operator who did not provide her name gave public comments.

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:

A motion was made by Secretary of the Board Pool, seconded by Board Member Stratton, to approve the Consent Agenda. The motion carried by the following vote:

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

Away: Renteria

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.
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.

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

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

Recused: Cooper

Away: Renteria

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.

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

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

Away: Renteria

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

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

Away: Renteria

4. Approval of a resolution affirming the Real Estate Transaction Policy.

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

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

Away: Renteria

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.

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

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

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.

A motion was made by Board Member Cooper, seconded by Secretary of the Board Pool, that this Resolution be tabled to the Board of Directors, due back on 1/30/2023. The motion carried by the following vote:

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

Abstain: Kitchen

VIII. Report:

1. President & CEO Monthly Update

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

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

Into Executive Session: 2:00 p.m.

Out of Executive Session: 4:00 p.m.

XI. Items for Future Discussion:**XII. Adjournment**

4:00 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.

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.

Board of Directors

Item #: AI-2022-689

Agenda Date: 1/30/2023

SUBJECT:

Approval of a resolution authorizing the Interim President & CEO, or their designee, to finalize and execute contract modifications with Dell Marketing, LP for a Planview Project Portfolio Management (PPM) system for the delivery of additional integrations with the Oracle financial system and for a managed services increase of \$200,000 and a contingency of \$300,000 for a new not to exceed total of \$1,341,196.

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: The Planview Project Portfolio Management (PPM) system was implemented at the beginning of fiscal year 2023 to improve the management of our Capital Improvement Plan (CIP) and was partially integrated with the Enterprise Resource Planning (ERP) Oracle Cloud Fusion system. This system provides improved oversight of the portfolio to support each of our strategic goals and objectives with the abilities to monitor and provide better oversight of project and portfolio performance.

BUSINESS CASE: The Planview PPM system is closely aligned with standards and practices of the Project Management Institute (PMI) recognized as the industry leader in portfolio project management; these PMI standards and practices are the foundation of our Enterprise Project Portfolio Management (EPPM) program. The key benefits of the PPM system include increasing project visibility across the organization resulting in

better cross-department planning and execution; providing enterprise portfolio data and reports to facilitate prioritization; rebalancing and management of the portfolio; automating project management processes to improve team collaboration and project execution; streamlining and standardizing project proposals to support annual board funding and planning processes; and improving project planning, to optimize our investments. These improvements allow us to build on the successes achieved with the EPPM program to enhance our project portfolio management maturity capabilities.

COMMITTEE RECOMMENDATION: This item will be presented to the full board on January 30, 2023.

EXECUTIVE SUMMARY: The Planview PPM Pro Project Portfolio Management (PPM) system went into production at the beginning of fiscal year 2023 with continuing iterative feature rollout to improve the management of our Capital Improvement Plan (CIP). It was partially integrated with the Enterprise Resource Planning (ERP) Oracle Cloud Fusion system. Following the launch of Planview PPM there are five additional Oracle Cloud Fusion integrations that are needed, managed services support and contingency for report writing, integrations, and further product development.

DBE/SBE PARTICIPATION: No SBE goal is assigned to this project due to limited subcontracting opportunity. However, we will work with the selected vendor for a commitment towards small business participation.

PROCUREMENT: On April 22, 2022, CapMetro awarded a contract to Dell Marketing, L.P. to provide and integrate an Enterprise Project Portfolio Management system for a base period of one year with two optional one-year periods in an amount not to exceed \$841,196. The additional amount required for modifications in the base year is \$200,000, plus \$300,000 for contingency, for a total not to exceed amount of \$1,341,196. Enterprise Program Management and Information Technology have determined this amount to be considered fair and reasonable.

RESPONSIBLE DEPARTMENT: Information Technology

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

**STATE OF TEXAS
COUNTY OF TRAVIS**

AI-2022-689

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and Capital Metro management endeavor to integrate the project portfolio management system with the enterprise resource planning 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 contract modifications with Dell Marketing, LP for a Planview Project Portfolio Management (PPM) system for the delivery of additional integrations with the Oracle financial system and for an increase of \$200,000 and a contingency of \$300,000 for a new not to exceed total of \$1,341,196.

Date: _____

**Secretary of the Board
Leslie Pool**

Operations, Planning and Safety Committee **Item #:** AI-2022-697

Agenda Date: 1/30/2023

SUBJECT:

Approval of a resolution authorizing the Interim President & CEO, or their designee, to finalize and execute an Interlocal Agreement (ILA) amendment between Capital Metropolitan Transportation Authority (Capital Metro) and the City of Austin for the construction of bus stops and its related infrastructure for six (6) years for a total amount not to exceed \$3,000,000 per year.

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: Capital Metro and the City wish to continue a Bus Stop Accessibility Sidewalk Project Interlocal Cooperation Agreement through this amendment for the cooperative development and construction of accessible bus stops, sidewalks, and associated pedestrian improvements in the vicinity of Capital Metro bus stops.

BUSINESS CASE: Capital Metro and the City desire to continue the Bus Stop Accessibility Sidewalk Project Interlocal Cooperation Agreement to efficiently improve mobility and transit access in the vicinity of the agency's transit facilities. Up to \$3,000,000 in annual funding for the work completed through this agreement is included in the FY 23 budget and in the five-year capital improvement program.

COMMITTEE RECOMMENDATION: This item will be presented to the full Board on January 30, 2023.

EXECUTIVE SUMMARY: CapMetro customers benefit from high-quality connections to and from bus stops, which increase community connectivity and accessibility. CapMetro and the City entered into a Bus Stop Accessibility Sidewalk Project Interlocal Cooperation Agreement (ILA) in September 2011 to support the continued cooperative development and construction of accessible bus stops, sidewalks, accessible pathways and associated improvements near the CapMetro system.

The City of Austin's Public Works Department regularly constructs these types of improvements, and CapMetro and CapMetro customers benefit from the efficiencies this partnership with the City provides. CapMetro provides a list of needed improvements to the City who then constructs the improvements.

The agreement has been amended twice, in 2013 and 2020, and this Board action will provide the third amendment to the agreement to continue this valuable partnership. The amendment includes an amended scope and additional funding for the agreement. The Parties desire the third amendment to extend the ILA, amend the scope of work, and add funding. CapMetro will continue active management of the ILA, leveraging the partnership with the City for better project coordination and efficiency in resource allocation with contractors and implementation.

DBE/SBE PARTICIPATION: Does not apply.

PROCUREMENT: Does not apply.

RESPONSIBLE DEPARTMENT: Capital Construction and Facilities Management

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

**STATE OF TEXAS
COUNTY OF TRAVIS**

AI-2022-697

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and Capital Metro management endeavor to enter the Bus Stop Accessibility Sidewalk Project Interlocal Agreement (ILA) with the City of Austin Public Works; and

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and Capital Metro management recognize the need to amend this Interlocal Agreement (ILA) to the City of Austin Public Works Department.

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 an amendment to the Interlocal Agreement (ILA) between Capital Metropolitan Transportation Authority (Capital Metro) and the City of Austin for the construction of Bus Stops and its related infrastructure for six (6) years for a total amount not to exceed \$3,000,000 per year.

Date: _____

**Secretary of the Board
Leslie Pool**

Operations, Planning and Safety Committee **Item #:** AI-2022-698

Agenda Date: 1/30/2023

SUBJECT:

Approval of a resolution authorizing the Interim President & CEO, or their designee, to finalize and execute a contract with Tolar Manufacturing Inc. for the fabrication and delivery of trash receptacles for a one (1) year base order for a total not to exceed amount of \$319,900.

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: Capital Metro's goal is to provide safe, attractive, accessible quality transit facilities and infrastructure, indicating that Capital Metro is continuously improving. New amenities will provide exceptional customer service and add value to the ridership experience on new routes.

BUSINESS CASE: Under the Project Connect Program the new MetroRapid stations for the Expo and Pleasant Valley lines are currently in design and construction and need a Buy America compliant goods contract to fulfill the requirements. This Trash Receptacle contract will help to provide Trash Receptacles to 96 new MetroRapid Stations. In addition, it will also provide additional Trash Receptacles to keep as spares and provide additional recycling trash receptacles. The funding for this action is available in the FY2023 capital budget.

COMMITTEE RECOMMENDATION: This item will be presented to the full Board on January 30, 2023.

EXECUTIVE SUMMARY: Capital Metro directly manages goods and service contracts to maintain consistent quality in the development of amenities for transit stops. The fabrication and delivery of trash receptacles is a supply goods contract that will consist of a single qualified and responsible manufacturer who will provide trash receptacles with Buy America Clauses to comply with materials acceptance under 49 CFR Part 661.

DBE/SBE PARTICIPATION: No SBE goal is assigned to this procurement due to no subcontracting opportunity.

PROCUREMENT: On November 1, 2022, an Invitation for Bids was issued and formally advertised. By the closing date of November 30, 2022, three (3) bids were received. According to the instructions in the solicitation, award will be made to the lowest responsive responsible bidder for each of the amenities. Capital Metro reviewed the pricing and determined Tolar Manufacturing Inc., to be the lowest responsive responsible bid/bidder for the Trash Receptacles at \$319,900. The contract term is one (1) year from the Notice to Proceed.

RESPONSIBLE DEPARTMENT: Capital Construction and Facilities Management

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

**STATE OF TEXAS
COUNTY OF TRAVIS**

AI-2022-698

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and Capital Metro management endeavor to provide bus stop amenities that create a positive ridership experience; and

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and Capital Metro management recognize the need to award this Trash Receptacle fabrication and delivery contract to the most responsive and responsible manufacturer to fulfill this goal.

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 Tolar Manufacturing Inc. for the fabrication and delivery of Trash Receptacles for a one (1) year base order for a total not to exceed amount of \$319,900.

Date: _____

**Secretary of the Board
Leslie Pool**

Board of Directors

Item #: AI-2022-699

Agenda Date: 1/30/2023

SUBJECT:

Approval of a resolution authorizing the Interim President & CEO, or their designee, to finalize and execute a contract with Southside Wrecker Inc. for towing services for one (1) base year with one (1) option year, in an amount not to exceed \$1,440,020.

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: While operating bus fleets, it is necessary at times to tow them to the repair facility when they fail or become unsafe to operate. Quickly removing the vehicle from the street improves the safety of both the passengers and the general public.

BUSINESS CASE: It is advantageous to tow a vehicle to the repair facility where the vehicle can be properly repaired with the correct tools and parts, instead of repairing vehicles on the street where proper tools and parts may not be available, traffic is impeded, and potential safety risks are created for employees and the general public.

COMMITTEE RECOMMENDATION: This item will be presented to the full board on January 30, 2023.

EXECUTIVE SUMMARY: Capital Metro operates a fleet of over 415 buses and 150 support vehicles. While operating these fleets, it is necessary at times to tow them to a repair facility when they fail or become unsafe to operate. It is advantageous to tow a vehicle to where the vehicle can be properly repaired with the correct tools and parts, instead of repairing vehicles on the street where proper tools and parts may not be available, traffic is impeded, and potential safety risks are created for employees and the general public.

DBE/SBE PARTICIPATION: No SBE goal was assigned to this procurement due to no subcontracting opportunity.

PROCUREMENT: On October 19, 2022, an Invitation for Bids for Towing Services was issued on PlanetBids and formally advertised. By the closing date of December 5, 2022, one (1) bid was received from Southside Wrecker. Southside Wrecker submitted a responsive and responsible bid. The bid pricing is determined to be fair and reasonable based on past procurements for towing services and cost analysis. The base contract term is one (1) year from Notice to Proceed, with a one (1) year option period at pricing detailed below.

Description	Pricing
Towing Services Base Year	\$633,050.00
Towing Services Option Year	\$806,970.00
Grand Total for Base and Option Year:	\$1,440,020.00

The contract is a fixed price contract.

RESPONSIBLE DEPARTMENT: Bus Operations and Maintenance

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

**STATE OF TEXAS
COUNTY OF TRAVIS**

AI-2022-699

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and Capital Metro management endeavor to provide safe and reliable service; and

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and Capital Metro management recognize the need to award this Towing Services contract the most responsive and responsible vendor.

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 Southside Wrecker Inc. for towing services for one (1) base year with one (1) option year, in an amount not to exceed \$1,440,020.

Date: _____

**Secretary of the Board
Leslie Pool**

Operations, Planning and Safety Committee **Item #:** AI-2022-705

Agenda Date: 1/30/2023

SUBJECT:

Approval of a resolution authorizing the Interim President & CEO, or their designee, to finalize and execute a contract with Elk Electric, Inc. to provide electrical services for repair, maintenance, and upgrade of electrical systems for all Capital Metro public, administrative, and operational properties and buildings for a base period of two (2) years and four (4) option year periods with a not-to-exceed amount of \$1,955,675.

FISCAL IMPACT:

Funding for this action is available in the FY2023 Capital and Operating 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: Ongoing repair, maintenance, and upgrade of electrical systems contribute to electrical safety, reliability, reduced business productivity issues, and improved end user experience.

BUSINESS CASE: All CapMetro properties and facilities that contain electrical assets require continuous on-call electrical service for electrical repairs, maintenance, and upgrades.

COMMITTEE RECOMMENDATION: This item will be presented to the full Board on January 30, 2023.

EXECUTIVE SUMMARY: Capital Metro contracts electrical services for repair, maintenance, and upgrade of electrical systems to proactively establish pricing structure and acceptable response times to help ensure the

expected electrical system safety and resiliency is provided. This contract helps to better risk manage expenditures and streamlines the ability to get work done in a timely and safe manner to help avoid business productivity interruptions.

DBE/SBE PARTICIPATION: No SBE goal is assigned to this project due to limited subcontracting opportunity. However, we will work with the selected vendor for Small Business Participation.

PROCUREMENT: On October 5, 2022, an Invitation for Bid (IFB) for Electrical Services was issued and formerly advertised. By the closing date of November 7, 2022, four (4) bids were received. Following the instructions in the solicitation, an award will be made to the lowest responsive and responsible bidder. The bid from Elk Electric, Inc. was determined to be the lowest responsive and responsible bidder. The price was deemed to be fair and reasonable based on adequate competition. The contract is a fixed price indefinite quantity indefinite delivery type contract. The term of the contract is a base period of two (2) years and four (4) option year periods for a not-to-exceed price of \$1,955,675.00.

RESPONSIBLE DEPARTMENT: Facilities Management

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

**STATE OF TEXAS
COUNTY OF TRAVIS**

AI-2022-705

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and Capital Metro management recognize the need to protect the safety of all employees and Capital Metro assets and provide all 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 for the environmental needs of the workforce, and the environmental needs of the patrons utilizing the public areas of the 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 Elk Electric ,Inc, to provide electrical services for repair, maintenance, and upgrade of electrical systems for all Capital Metro public, administrative, and operational properties and buildings for a base period of two (2) years and four (4) option year periods with a not-to-exceed amount of \$1,955,675.

Date: _____

**Secretary of the Board
Leslie Pool**

Board of Directors

Item #: AI-2022-706

Agenda Date: 1/30/2023

SUBJECT:

Approval of a resolution authorizing the Interim President & CEO, or their designee, to finalize and execute a contract with W.W. Grainger for bus and building parts and small tools and equipment for a base term of one (1) year with two (2) option years, in a total amount not to exceed \$2,330,100.

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 contract for bus and building parts and small tools and equipment will support repair and maintenance of CapMetro fleet and facilities, helping to support a state of good repair.

BUSINESS CASE: The repair and maintenance of fleet and facilities requires the ad hoc, on-demand, purchase of bus and building parts, small tools and equipment which is readily made available by an on-line vendor with local inventory, reducing the need to maintain stock and inventory.

COMMITTEE RECOMMENDATION: This item will be presented to the full board on January 30, 2023.

EXECUTIVE SUMMARY: CapMetro maintains a large fleet of vehicles and multiple facilities which require

constant repair and maintenance. This contract will allow for ad hoc purchase of materials and supplies to support these efforts, including vehicle parts, building parts, small tools, and equipment such as motors, pumps, ladders. W.W. Grainger specializes in fast delivery of a large selection of parts, reducing the need for CapMetro to maintain large inventory.

DBE/SBE PARTICIPATION: No SBE goal was assigned to this procurement due to no subcontracting opportunity.

PROCUREMENT: The contract will utilize the OMNIA Partners, Public Sector cooperative Contract No. R192002 held by W.W. Grainger for Maintenance, Repair, and Operations (MRO) Supplies & Related Services. Purchases made using OMNIA Partners, Public Sector awarded contracts are made available for use by Capital Metro via Title 7, Intergovernmental Relations Chapter 791, Interlocal Cooperation Contracts, and the Texas Interlocal Cooperation Act. Purchases made using OMNIA Partners, Public Sector contracts satisfy otherwise applicable competitive bidding requirements. Pricing for bus and building parts and small tools and equipment was determined to be fair and reasonable by the OMNIA Partners, Public Sector organization during its solicitation and award process. W.W. Grainer will be awarded an indefinite delivery contract for one (1) base year, with two (2) option years in the not to exceed amounts detailed below.

Description	Not to Exceed
Base year for Bus and Building Parts, and Small Tools and Equipment	\$739,100.00
Option Year 1 for Bus and Building Parts, and Small Tools and Equipment	\$776,100.00
Option Year 2 for Bus and Building Parts, and Small Tools and Equipment	\$814,900.00
Grand Total of Base Option Years:	\$2,330,100.00

RESPONSIBLE DEPARTMENT: Bus Operations and Maintenance

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

**STATE OF TEXAS
COUNTY OF TRAVIS**

AI-2022-706

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and Capital Metro management endeavor to provide well maintained vehicle fleet and facilities; and

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and Capital Metro management recognize the need to purchase bus parts and equipment at a reasonable cost.

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 W.W. Grainger for bus and building parts and small tools and equipment for a term of one (1) year with two (2) year option, in a total amount not to exceed \$2,330,100.

Date: _____

**Secretary of the Board
Leslie Pool**

Board of Directors

Item #: AI-2022-704

Agenda Date: 1/30/2023

SUBJECT:

Approval of a resolution authorizing the Interim President & CEO, or their designee, to finalize and execute a Purchase and Sale Contract for the purchase of 7,749 square feet of office space, being the 1st floor unit (Master Unit 1) of 1705 Guadalupe Street, Austin, TX 78701, together with any appurtenant rights and the Unit's share of the building's general and limited common elements, from Seamless Guadalupe, LLC, for the CapMetro Transit Store and Community Engagement, in an amount not to exceed \$4,649,400 plus closing costs.

FISCAL IMPACT:

Funding for this action is available in the FY2023 Capital and Operating 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 condo-structured purchase will replace an existing lease space to improve the CapMetro end-user experience by moving out of an old building with numerous issues while supporting the objective to provide public interface for ticket sales, lost & found services, and improved community engagement in a transit- accessible location.

BUSINESS CASE: The CapMetro Transit Store is currently located at 209 West 9th Street in a leased facility; the lease for the Transit Store expires in September 2023. This proposed purchase will provide space for the CapMetro Transit Store as well as publicly accessible CapMetro community engagement space. Paratransit

Eligibility, which is currently located at the Transit Store at 209 West 9th Street, will be relocated closer to 2910 East 5th Street to reduce its operating costs.

COMMITTEE RECOMMENDATION: This item will be presented to the full board on January 30, 2023.

EXECUTIVE SUMMARY: CapMetro is seeking a customer interface Transit Store to improve its ability to serve customers efficiently. The proposed location is on the ground level of a newer building that will improve the overall end-user experience in a transit acceptable location in central Austin. This purchase will also provide for a community engagement space to support various community engagement initiatives hosted by CapMetro.

DBE/SBE PARTICIPATION: Does not apply.

PROCUREMENT: The not-to-exceed purchase price of 7,749 square feet of office space in the 1st floor unit (Master Unit 1) of 1705 Guadalupe, Austin, TX 78701 from Seamless Guadalupe, LLC is \$600 per square foot which equates to \$4,649,400. This purchase agreement also includes an obligation to pay 20% of the common area expenses. This cost is less than the current replacement cost of this space in a similar central business district location.

RESPONSIBLE DEPARTMENT: Facilities Management

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

**STATE OF TEXAS
COUNTY OF TRAVIS**

AI-2022-704

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and Capital Metro management recognize the need to protect the safety of all employees and Capital Metro assets and provide facilities that meet all 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 adequate and appropriate office space for the workforce, as well as inviting, accessible spaces for the patrons utilizing the public areas of the facilities; and

WHEREAS, the purchase of the 1st floor unit of 1705 Guadalupe would replace an existing lease space, would improve the CapMetro end-user experience by moving the Transit Store out of an old building with numerous issues, and would provide an improved public interface for ticket sales, lost and found services, and enhanced community engagement.

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 Purchase and Sale Contract for the purchase of 7,749 square feet of office space, being the 1st floor unit (Master Unit 1) of 1705 Guadalupe Street, Austin, TX 78701, together with any appurtenant rights and the Unit's share of the building's general and limited common elements, from Seamless Guadalupe, LLC, for the CapMetro Transit Store and Community Engagement, in an amount not to exceed \$4,649,400 plus closing costs.

**Secretary of the Board
Leslie Pool**

Date: _____



1705 Guadalupe Street, 1st Floor Master Unit 1 Purchase Overview

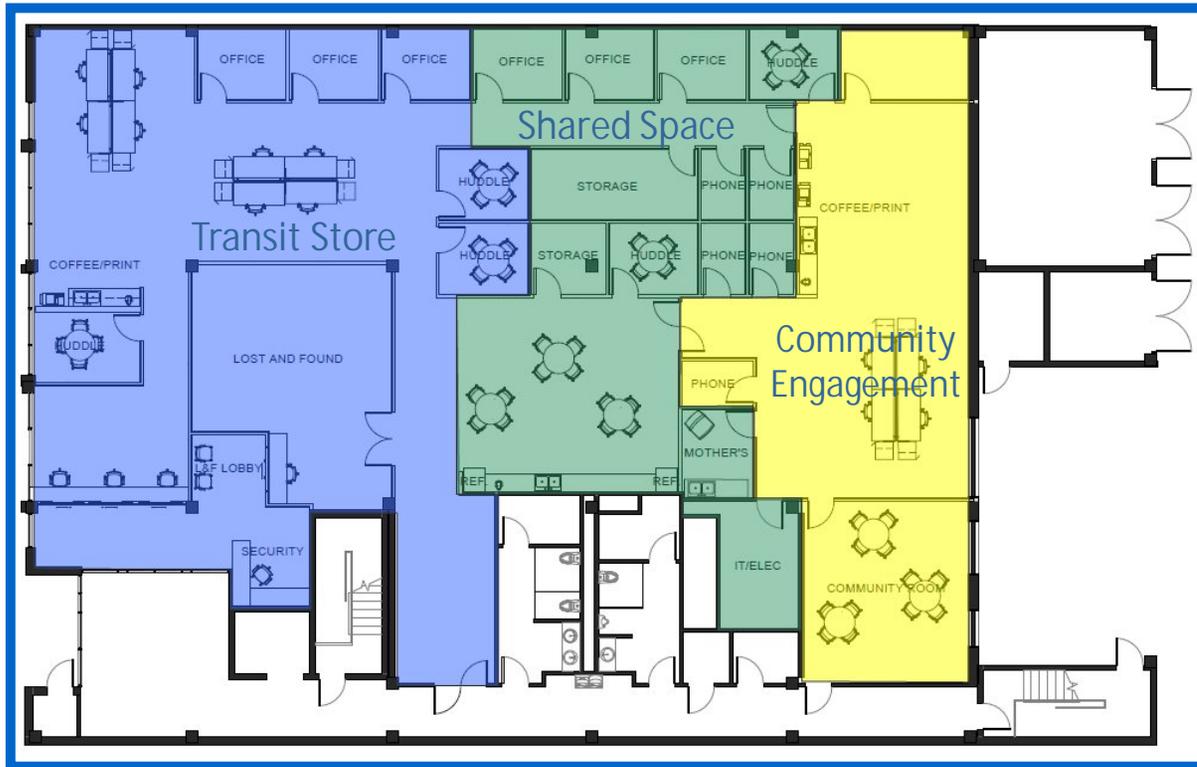
January 20, 2023

Transit Store & Community Engagement – 1705 Guadalupe St.

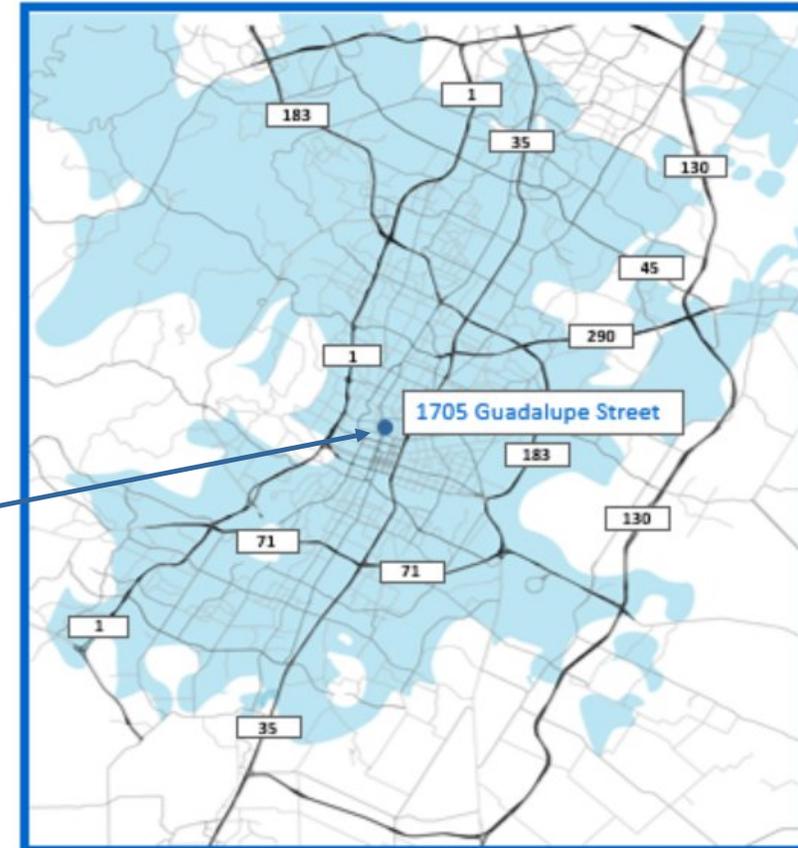
- Purpose
 - Space to be operational in Q1 FY24 for CapMetro Transit Store & Community Engagement.
- Location
 - Central Business District near the Capitol and UT
 - Nearby transit service: 801, 803, 1, 3, 18, 20, 30, 105, 335, 481, 663, 982, 990
- Building
 - 5 Story, Class B, 50k SF, built in 1960.
- Purchase Area
 - 7,749 square feet; no on-site parking.
- Terms
 - Condo procurement structure.
 - 1st floor unit purchase plus common-area interest
 - \$4,649,400 purchase price (\$600 psf)



Transit Store & Community Engagement – 1705 Guadalupe St.



Proposed Space Plan



Location

CapMetro

Thank you!



Capital Metropolitan Transportation Authority

2910 East 5th Street
Austin, TX 78702

Board of Directors

Item #: AI-2022-683

Agenda Date: 1/30/2023

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

Board of Directors

Item #: AI-2023-715

Agenda Date: 1/30/2023

SUBJECT:

Approval of a resolution by the Board of Directors offering _____ the position of General Manager and President & Chief Executive Officer of the Capital Metropolitan Transportation Authority under the terms and conditions reflected in the attached Employment Agreement. Upon acceptance of this offer by _____, the Board Chairperson is hereby authorized to execute the Agreement.

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: While the action is linked to and supports all goals in the strategic Plan, it primarily supports the goal to hire and retain the highest quality workforce starting with the President & CEO who is charged with leading the organization.

BUSINESS CASE: Section 451.106, Texas Transportation Code, requires the Board of Directors to employ a General Manager (President & CEO) to administer the daily operation of the Authority.

COMMITTEE RECOMMENDATION: This item will be presented to the full board on January 30, 2023.

EXECUTIVE SUMMARY: The recruitment process for CapMetro’s President & CEO was initiated last summer

following the resignation of Randy Clarke to accept employment with another transit agency. Since that time, the Board has conducted an international search to ensure that CapMetro emerges with the best possible leader for the organization as we begin 2023. The Board engaged an executive search firm, Krauthamer & Associates, which has extensive experience recruiting transit industry executives, including previous searches for CapMetro. The position was posted both in traditional and non-traditional transit job publications to ensure a diverse pool of candidates. The executive recruiter identified and presented candidates from across the industry and country. The process included the development of a thorough description of job responsibilities and leadership attributes with feedback from CapMetro's advisory committees and other stakeholders. The Board held interviews with a diverse pool of five finalists in December 2022 and recommends _____ for the position of General Manager and President & CEO. CapMetro will host a public event in February for community members and stakeholders to meet the President & CEO, in addition to the ongoing community involvement opportunities.

DBE/SBE PARTICIPATION: Does not apply.

PROCUREMENT: Does not apply

RESPONSIBLE DEPARTMENT: People and Culture

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

**STATE OF TEXAS
COUNTY OF TRAVIS**

AI-2023-715

WHEREAS, Section 451.106, Texas Transportation Code, requires the Board of Directors to employ a General Manager (President & CEO) to administer the daily operation of the Authority; and

WHEREAS, the Board of Directors has conducted an international search for this position and has considered input from the community and stakeholders on the experience and attributes to be used in the President & CEO selection process;

NOW, THEREFORE, BE IT RESOLVED that the Capital Metropolitan Transportation Authority Board of Directors hereby offers the position of General Manager and President and Chief Executive Officer of the Capital Metropolitan Transportation Authority to _____ under the terms and conditions reflected in the attached Employment Agreement. Upon acceptance of this offer by _____, the Board Chairperson is hereby authorized to execute the Agreement.

Date: _____

**Secretary of the Board
Leslie Pool**



Capital Metropolitan Transportation Authority

2910 East 5th Street
Austin, TX 78702

Board of Directors

Item #: AI-2022-675

Agenda Date: 1/30/2023

FY2023 Long Range Financial Plan Update

CapMetro

Long-Range Financial Plan

Fiscal Years 2023 to 2032

Board of Directors 1/30

Objectives

- Board approved long-range financial plan policy in 2022
- Align financial capacity with long-term service objectives
- Identify and analyze financial challenges to fiscal stability
- Develop comprehensive long-range forecast
- Evaluate ability to fund:
 - Current and expanded needs
 - Reserve requirements
 - Debt financing

Benefits of a Long-Range Plan Model



Builds a fiscally sound agency



Awareness of options, barriers and opportunities



Improves long-term financial sustainability

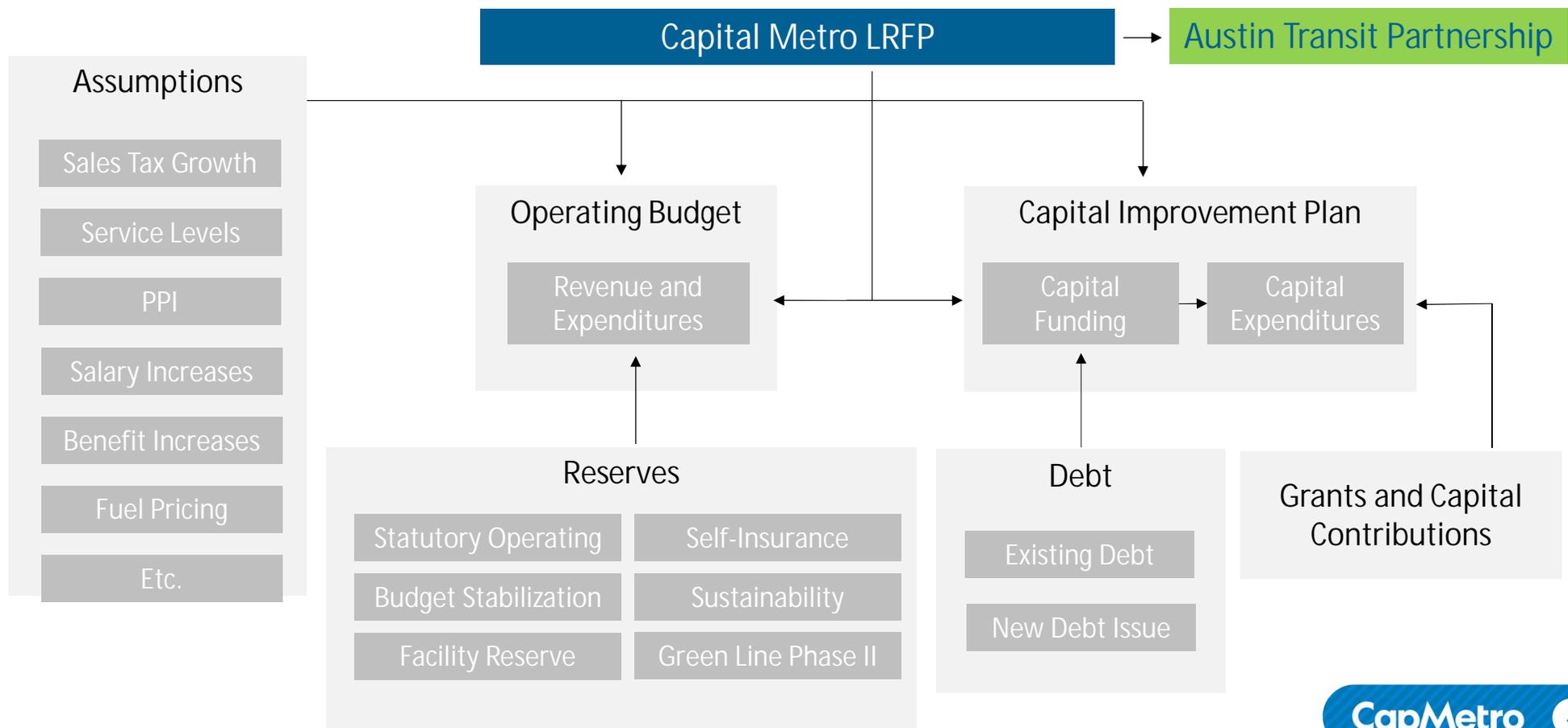


Balances competing demands



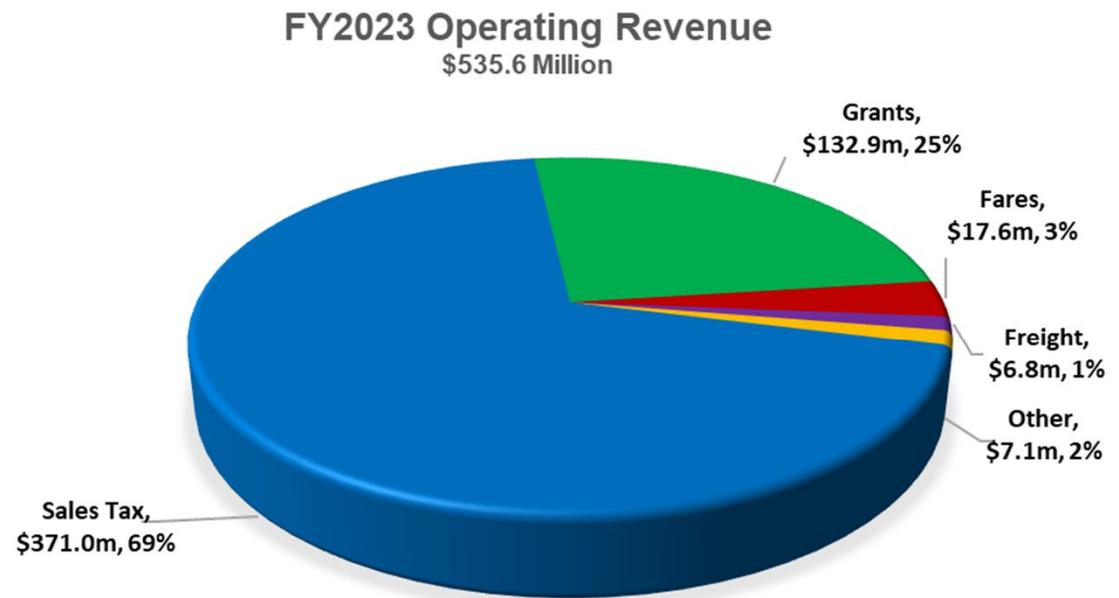
Assesses financial implications of decisions and priorities

Long-Range Financial Plan Model



FY2023 Budgeted Operating Revenue

- Sales tax: 1% growth = \$3.7M
 - Sales tax = 69% of revenue
 - Grants and fare revenue - limited growth in short term
- Long-term projections:
 - Sales tax growth of 3.5%
 - Total revenue growth of 3.1%
 - Total operating and capital expense growth constrained to 3.1%

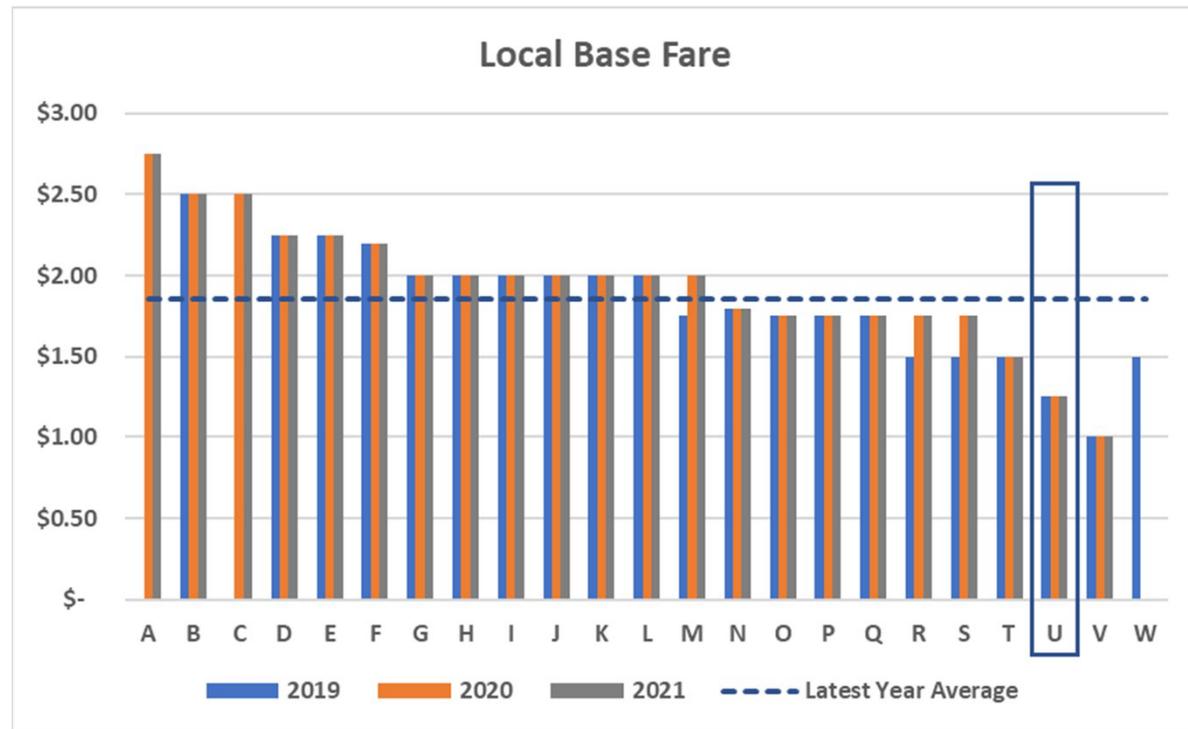


Sales Tax History



Fare Revenue

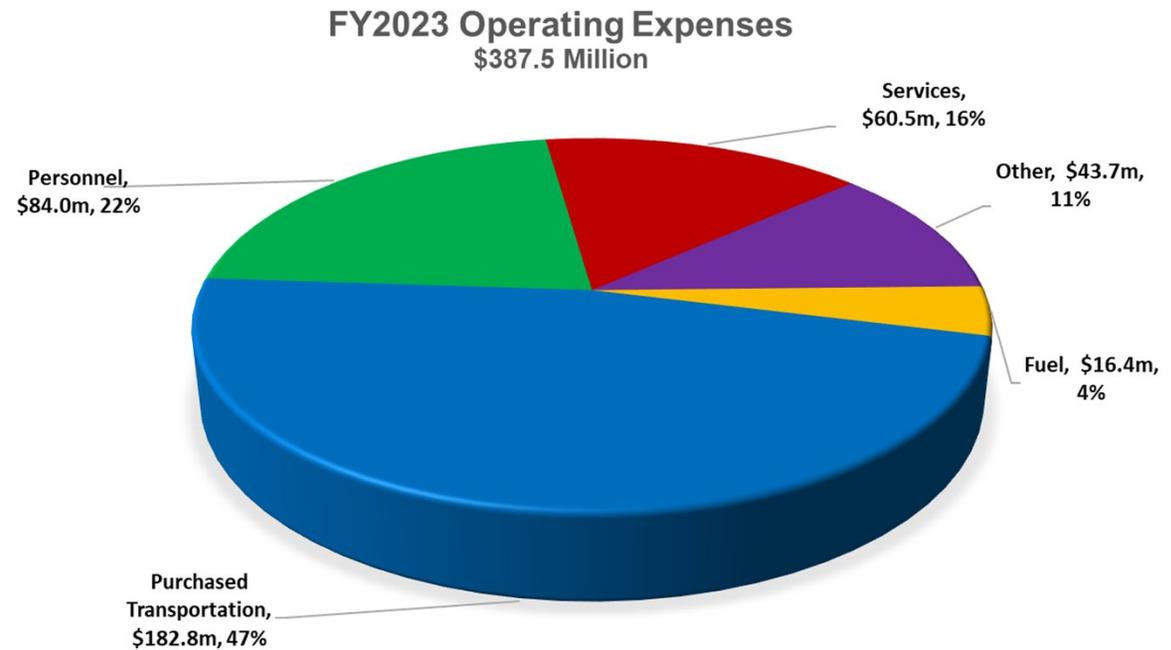
- Low fare structure compared to peer agencies
 - 3rd lowest local fare of 23 peers
 - 2nd lowest for weekly and monthly passes
 - Fare recovery of 5.5% in FY2021 due to COVID-19 ridership impact
- Fare increases
 - Inflationary increases in Long-Range Financial Plan
- American Bus Benchmarking Group
 - Consortium of mid-sized North American bus agencies
 - Established in 2011 to benchmark performance and share best practices



Source: American Bus Benchmarking Group (ABBG)

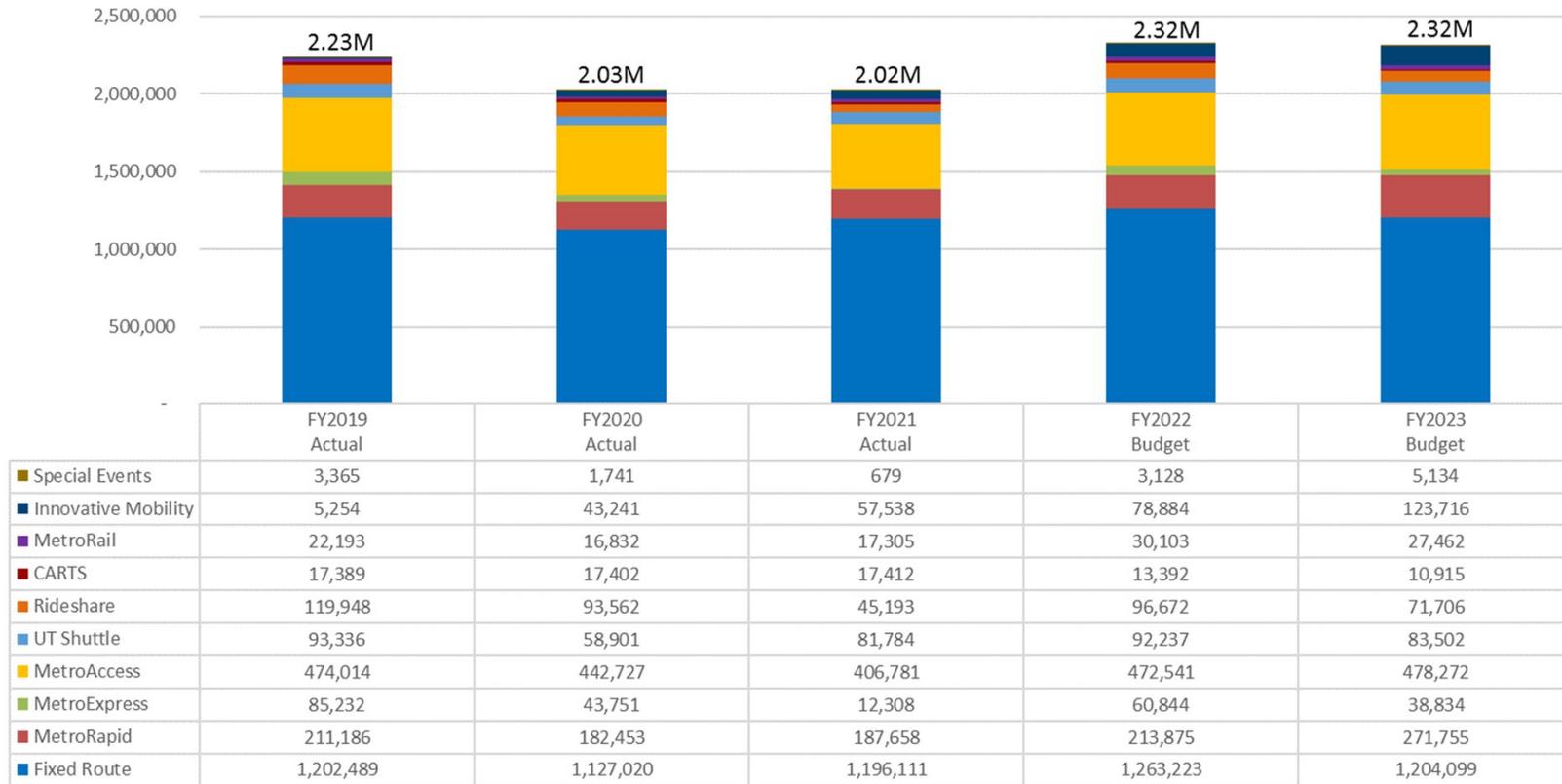
FY2023 Budgeted Operating Expenses

- Major expense categories:
 - Purchased transportation
Pass through + Fixed fee
 - Wages
FTE x Rate (increases)
 - Benefits
Health and pension increases
 - Services
Control spending



Service Levels

Vehicle Hours





METRO

LONG-RANGE MODEL

Long-Range Financial Plan Model Scenarios

FY2023 Budget & 5 Year CIP

Long-Range Financial Plan

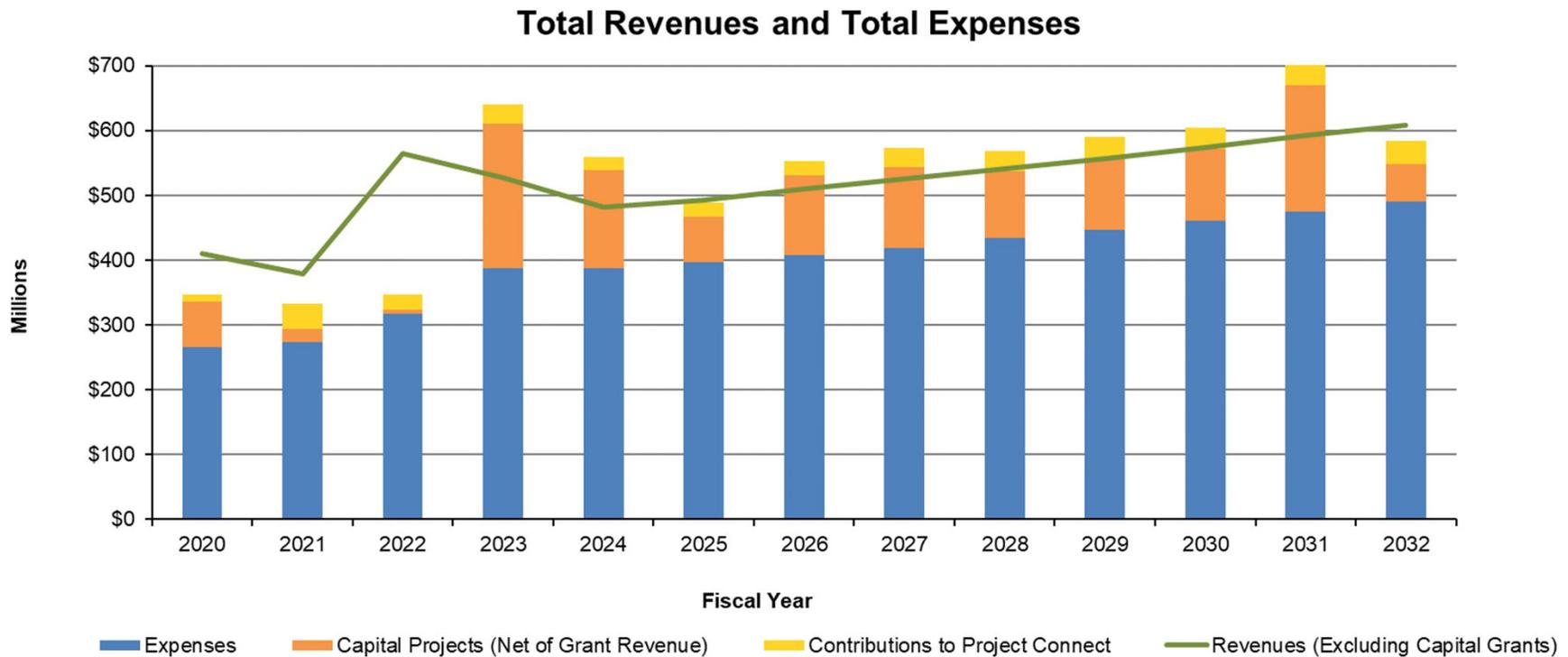
Scenario 1: Fiscal Year 2023 Zero Sales Tax Growth

Long-Range Financial Plan Model Scenario

Assumptions	Year 1-5 FY23-27	Year 6-10 FY28-32
Revenues		
Fare increases	3.5% FY25, 5% FY27	5% FY29 and FY31
Sales tax growth	3.5%	
Operating grants	2.8% FY24-FY26	No increases
Expenses		
Service hours	0.5% hours	
Contractor rates	Per contract then 3%	
MetroAccess	0.5% hours, contracted rates	
Fuel rates	20% FY24, -15% FY25 then 2%	
FTE growth	0.75%	
Wage growth	3%	
Other expenses	2%	
Facility Reserve Fund	\$60 million	

- 3.5% future sales tax growth
- 3.5% fare increase in FY25, then 5% every other year based on PPI increases
- Contracted rates and future assumptions
- Future service hour increases for route adjustments
- FY2023 Operating Budget and 10-year CIP is baseline
- \$60m Facility Reserve Fund for future needs

Proposed Long-Range Financial Plan – 10 Years



Long-Range Financial Plan - Financials

Dollars in Millions

	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032
Cash & Investments Beginning Balance	497	384	307	311	268	219	191	159	129	18
Revenues (Excluding Capital Grant Revenue)	527	481	493	509	525	540	557	574	592	608
Operating Expenses	(377)	(381)	(391)	(401)	(413)	(427)	(440)	(454)	(468)	(482)
Interlocal Agreements	(10)	(6)	(6)	(6)	(6)	(7)	(7)	(7)	(7)	(7)
Cash Flow Available for CIP	140	94	96	101	105	107	110	113	117	118
Capital Projects	(475)	(318)	(168)	(229)	(181)	(139)	(119)	(118)	(202)	(67)
Capital Grant Revenue	252	168	97	107	57	35	8	8	8	8
Capital - Self Funded	(223)	(151)	(71)	(122)	(124)	(104)	(111)	(110)	(194)	(59)
Contribution to Project Connect Sequence Plan	(30)	(21)	(21)	(22)	(30)	(31)	(32)	(33)	(34)	(35)
Annual Cash Flow	(112)	(77)	4	(43)	(49)	(28)	(33)	(30)	(111)	24
Cash & Investments Ending Balance	384	307	311	268	219	191	159	129	18	42
Commitments & Reserve Requirements	179	184	187	186	190	194	198	203	207	212
Cash Balance/(Shortage) 3.5% Growth	205	123	124	82	30	(3)	(39)	(74)	(189)	(169)
Cash Balance/(Shortage) 0% FY23 Growth	192	97	84	28	(39)	(87)	(139)	(190)	(325)	(323)

Align spending with forecasted sales tax growth
Less constraint with higher sustained sales tax growth



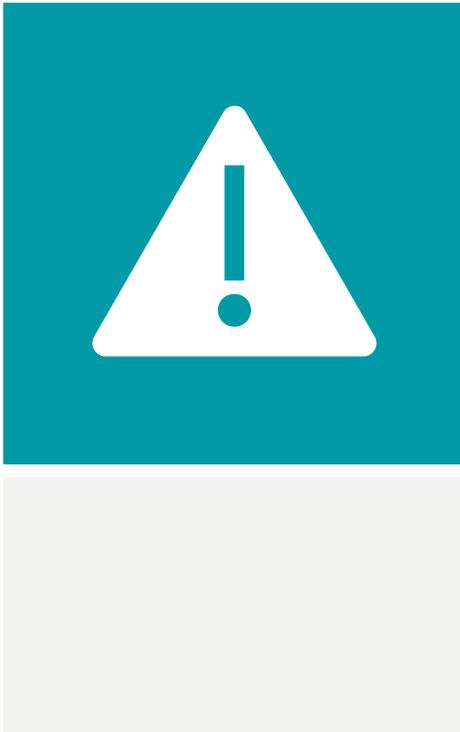
METRO SUMMARY

Changes in Long-Range Financial Plan



- Significant sales tax recovery in FY2022 with 3.5% future growth assumption
- Continued fleet electrification and associated infrastructure
- Significant future facility needs for 3rd bus garage, south demand response facility and administration headquarters
- MetroBike station and fleet expansion and upgrade
- Project Connect sequence plan projects updated

Risks to Long-Range Financial Plan



- Significant inflation or future recession
- Slower sales tax growth than modeled
- Changes to Federal grant funding programs
- Unforeseen regulatory or capital needs
- Future contracted rates with service providers
- Slower ridership return than assumed
- Compensation and benefit plan increases
- Unforeseen technological changes

Conclusions and Recommendations



- Continue to monitor and quickly respond to economic developments
- Potential revenue uncertainty
- Align costs with revenue growth
- One-time, accumulated funding available for capital investments
 - Future Capital requires funding from Income
- Maintain >\$70 million in annual cash flow for FTA-required State of Good Repair

CapMetro

Thank you!



Capital Metropolitan Transportation Authority

2910 East 5th Street
Austin, TX 78702

Board of Directors

Item #: AI-2022-702

Agenda Date: 1/30/2023

Equitable Transit-Oriented Development (ETOD) Presentation

Equitable Transit-Oriented Development (ETOD)

CapMetro Board Meeting
January 30th, 2023

Sharmila Mukherjee, EVP Chief Strategic Planning and Development
Anna Lan, TOD Manager



ETOD Team



Equitable Transit-Oriented Development (ETOD) Study

Year	Amount Awarded
2022	\$900,000
2021	\$750,000
2020	\$900,000
2018	\$600,000
Total	\$3.15 M

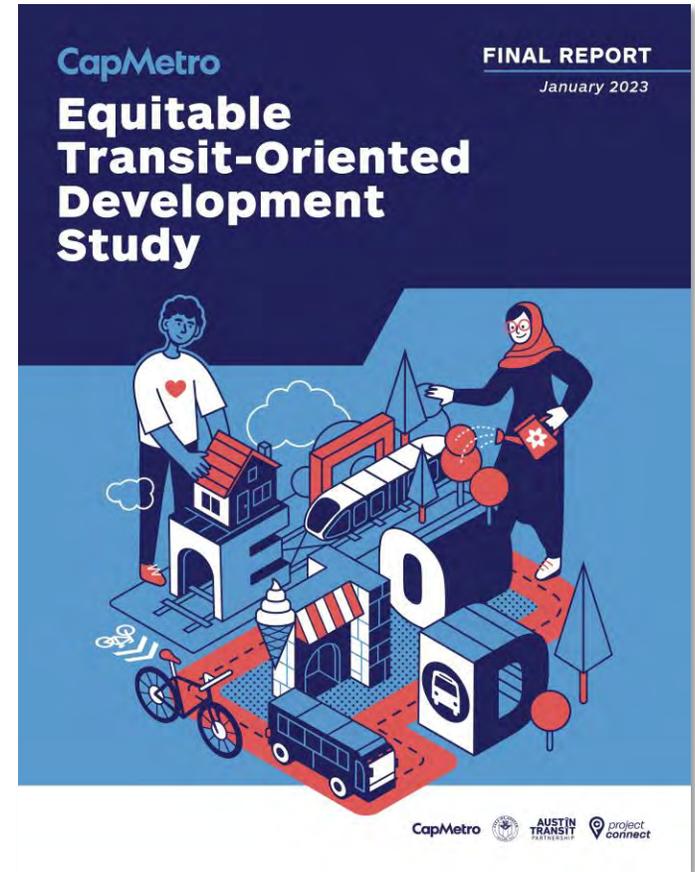
- Only agency to receive 4 grants in 5 years
- Transcended 2 administrations
- Exceeded average grant awarded



Major Deliverables

Partnership with COA to establish baseline policy framework. After delivering the ETOD Policy Plan, CapMetro will focus on TOD implementation while COA will focus on regulatory changes.

1. Case Studies
2. Existing Conditions Dashboard
3. Policy Toolkit
4. Typologies
5. Priority Tool Dashboard
6. ETOD Policy Plan
7. Station Area Vision Plans



6 ETOD Project Goals

Formed through Austin City Council ETOD Goals, City of Austin Racial Equity Anti-Displacement Tool, and priorities identified through Phase 1 Public Engagement.



1. Enable All Residents to Benefit from Safe, Sustainable, and Accessible Transportation
2. Help to Close Racial Health and Wealth Gaps
3. Preserve and Increase Housing Opportunities That are Affordable and Attainable
4. Expand Access to High-Quality Jobs & Career Opportunities
5. Support Healthy Neighborhoods That Meet Daily Needs
6. Sustain Austin's Diverse Cultural Heritage and Small Businesses

Comprehensive Engagement Touchpoints

 Compensated Discussions



**Community/
Public Meetings**
5 Events



**CAC
Briefings**
ETOD Working
Group Monthly
Meeting



Tabling/Surveys
994 Surveys
20+ Tabling Events



**Focus Groups &
One-on-ones**
51 Focus Groups
300+ Participants
\$8,819 Compensation



**Stakeholder
Presentations**
35+ CapMetro and
COA Committee
Presentations



**Community
Connectors**
12 Connectors
40+ Organized Events
330+ People Reached
\$10,000 Compensation

Existing Conditions Dashboard

Open Study Area Map

Explore the Data

Select a station to see the station area on a map and a summary of a few key metrics on the dashboard.

Select a Station:

- ETOD Study Area
- North Lamar Transit Center
- Crestview
- Koenig
- Triangle
- Hyde Park
- Hemphill Park
- Waterfront
- Travis Heights
- Lakeshore
- Riverside / Pleasant Valley
- Faro
- Montopolis

Stations (LRT)

Blue Line



Orange Line



Project Connect Transit Lines

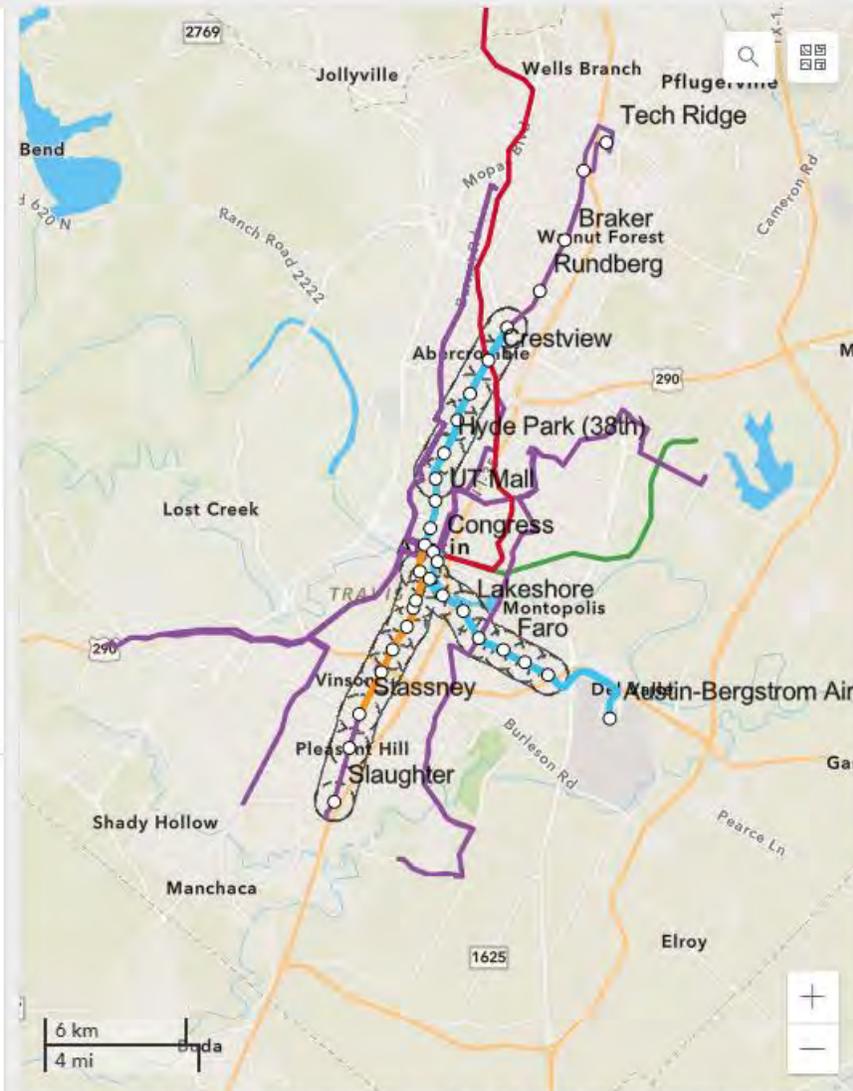
High-Capacity Lines

- Orange Line (LRT)
- Blue Line (LRT)
- Red Line (Commuter Rail)
- Green Line (Commuter Rail)
- MetroRapid

ETOD Study Area

Buffer

- Half-mile Station Area
- Half-mile Study Area Corridor



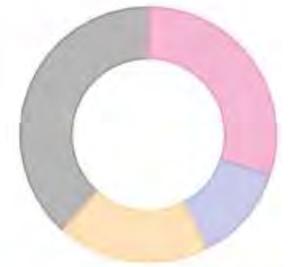
Urban Fabric



- Residential 50%
- Commercial 14%
- Industrial 7%
- Parks / Open Space 7%
- Chronic Displacement 12%
- Institutional 17%
- Other / Infrastructure 1%

Land Use Distribution (Acres)

Displacement Risk



- Active Displacement 30%
- Chronic Displacement 12%
- Vulnerable 19%
- Historical Exclusion 38%

Category Weighted by Population

Population



2020

Mobility



2021

Population



2020

Mobility



2021

Jobs & Businesses



2021

Real Estate



2011-2021

Jobs & Businesses



2021

Real Estate



2021

Austin Community College, City of Austin, Texas Parks & Wildlife, CONANP... Powered by Esri

Policy Toolkit

Provides equitable framework for PC station-area planning and investment

- 5 buckets of Tools, each with 3 overarching strategy categories
- 46 buildable policy solutions
- Tied to 6 ETOD Goals
- Vetted by CapMetro, ATP, and COA departments for over 3 + months
- 2 Workshops with CAC + COA + Internal Teams

BUSINESS & WORKFORCE DEVELOPMENT

SMALL BUSINESS CONSTRUCTION INTERRUPTION FUND

Strategy: Business Assistance During Construction

Implementation Lead	Description
ATP Equity & Inclusion	Through a small business fund that is active for the duration of Project Connect corridor construction, ATP Equity & Inclusion, the implementation lead, would provide financial assistance to businesses affected by the transit construction. While federal requirements mandate the creation of this funding resource, there is no federal guidance on incorporating equity considerations into the distribution of funding. ATP Equity & Inclusion would broaden the design and implementation of the federally mandated fund to be developed through an equity lens that prioritizes the needs of BIPOC-owned or franchised businesses and legacy businesses, while remaining compatible with federal and state requirements. Financial assistance can be directed towards legal protections, branding and marketing, and/or technical assistance. Care should be taken to consider what constitutes a business interruption in a broad sense and how this applies to businesses who face declining revenue due to construction nuisances. Broadening the scope of the fund may require additional financial resources to the extent it expands to serve businesses facing secondary construction impacts, identified by ATP, possibly with the help of the EDD. ATP would not directly manage the fund, but could instead issue a Request for Proposal (RFP) to partner with an existing non-profit to administer the fund.
Partners City of Austin Economic Development Department	
Timeline Commerce Planning and Design: Within 1 Year	
Implementation Begins: Prior to Construction	
Active Period: Duration of Project Connect Construction	
City Council Goals a, i, k, w	
ETOD Goals 6. Expand Austin's Diverse Cultural Heritage and Small, Minority-Owned, and Legacy Businesses	

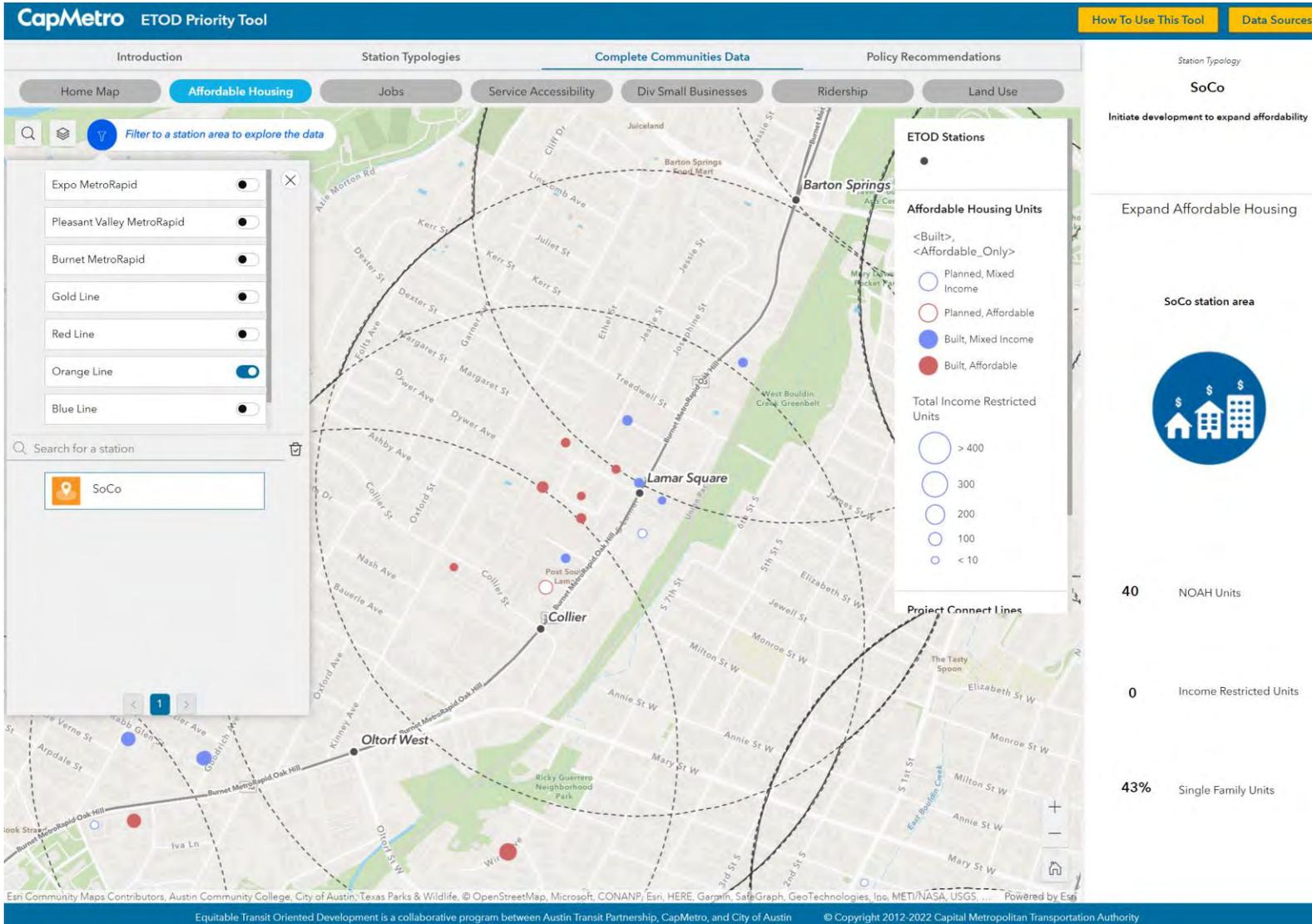
As an example, during the construction of Seattle's Light Rail, the Rainier Valley Community Development Fund was implemented with \$43 million from the City of Seattle and \$7 million from Sound Transit (the Central Puget Sound Regional Transportation Authority). The \$50 million fund was created to address the construction impacts of the new light rail line (\$25 million) and provided to businesses that were forced to physically relocate or faced business interruptions as a result of construction (\$25 million). By the end of the construction period in 2009, the area had an 85% business retention rate.

Does something like this exist in Austin today? If so, how does this tool build from existing program? If not, could it exist?

A Small Business Construction Interruption Fund does not currently exist in Austin as these tools are typically created in response to major transit construction projects to align with federal requirements. The fund could be set up in a similar manner to the City of Austin Small Business Relief Grant, which provided assistance

ETOD Policy Toolkit | 9

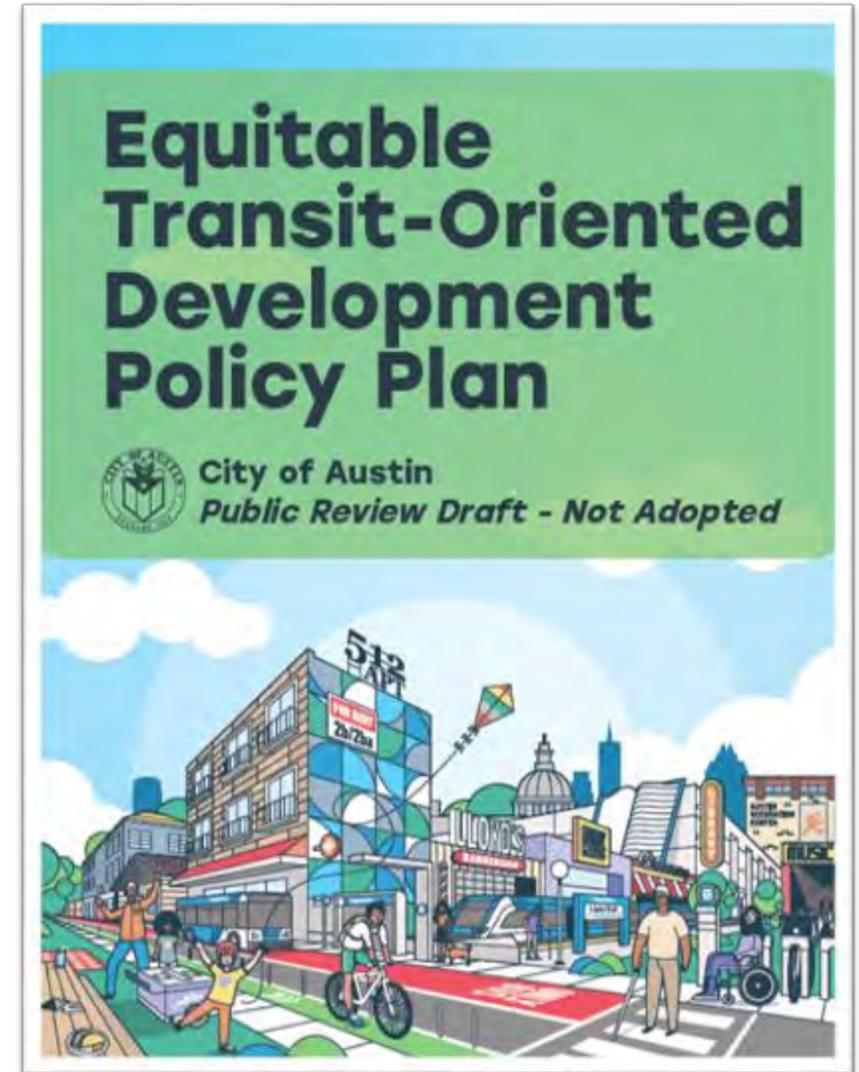
ETOD Priority Tool



- Detailed data geared towards agencies instead of public
- Used for multi-layered analysis tied to policy
- Complete Communities data by station

ETOD Policy Plan

- **Comprehensive framework for Austin**
 - ETOD Goals
 - Typologies
 - Planning Prioritization
 - Equity Metrics
 - Policy Toolkit
 - Implementation Work Plan
- **CapMetro significant contribution**
- **Goes to City Council (via resolution) on February 23, 2023**



Station Area Vision Plans

1. North Lamar Transit Center



2. South Congress Transit Center



Purpose

1. Establish foundation to inform necessary regulatory changes in Station Area neighborhoods to enable TOD development
2. Set priorities for land uses and area characteristics within half-mile of station
3. Streamline future TOD planning process

Austin's TOD Process

Phase 1: Identify TOD Districts

Establish boundaries, designate Category Zones, apply interim regulations on parking, setbacks, land use, etc

Phase 2: Station Area Planning & Regulating Plan

1. Station Area Plan: **outline tools and incentives** that encourages TOD patterns and characteristics, such as land use, circulation, affordability and open space. Adopted through Neighborhood Planning Process.
2. Regulating Plan: **builds, refines and codifies** the Station Plan recommendations. Adopted by Ordinance and supersedes Land Development Code and Neighborhood Plan.

North Lamar Transit Center and South Congress Transit Center

Selected due to:

1. Lack of existing TOD-supportive regulations
2. Existing low-density industrial and commercial uses
3. Lower existing residential population
4. CapMetro-owned land
5. Able to accomplish large-scale development without displacing business or housing from the site*

*acknowledging potential displacement pressure to the surrounding neighborhood

Station Area Vision Plan Content

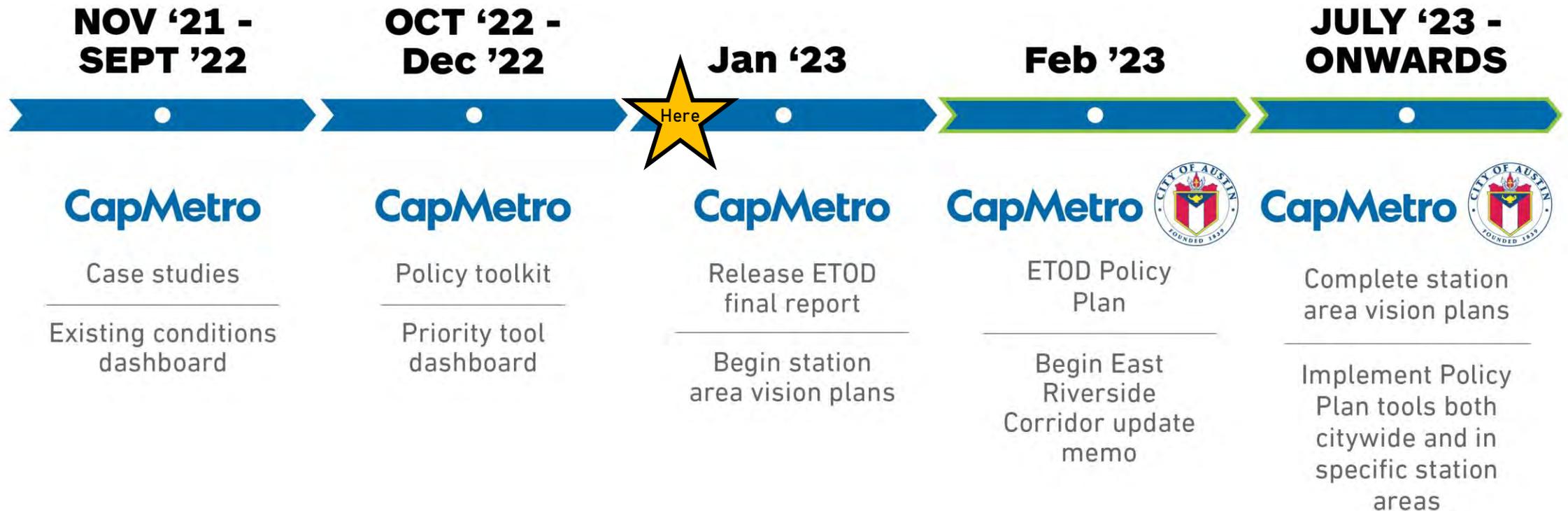
Addressing:

1. Development intensity accommodating transit facility
2. Existing conditions
3. Connectivity network
4. Open Space, trails, street enhancement
5. Placemaking/placekeeping
6. Parking strategies
7. Sustainability goals
8. Policy recommendations

NOT Addressing:

1. Zoning
2. Site development
3. Building design

Project Timeline



CapMetro

Thank you!

ETOD Project Resources

1. CapMetro ETOD Project page: <https://projectconnect.com/projects/etod>
2. Cap Metro ETOD Priority Tool: <https://experience.arcgis.com/experience/0388c5d05c0b45d495d2c2c74500f60a/>
3. CapMetro Existing Conditions Dashboard: <https://capmetro-etod-nelsonnygaard.hub.arcgis.com/>
4. City of Austin ETOD Policy Plan: <https://www.speakupaustin.org/etodpolicyplan>
5. CapMetro ETOD Study Downloads:
https://projectconnect.com/projects/etod-resources?_ga=2.27171774.2052467568.1667228118-1301693859.1659020898
 - Executive Summary
 - Case Study Summary
 - Study Engagement Summary
 - One-Page Task Summaries
 - Toolkit Intro



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-2022-696

Agenda Date: 1/30/2023

Memo: Update on CapMetro's Customer Payment Systems project (December 27, 2022)

To: CapMetro Board of Directors
From: Catherine Walker, Executive Vice President and Chief Financial Officer
Date: December 27, 2022
Subject: Update on CapMetro's Customer Payment Systems project

The CapMetro Board approved changes to CapMetro's fare structure and policy in July 2022, preparing the organization to implement fare capping and Equifare, both supported by a new customer payment platform featuring account-based systems (Amp). When the Board approved changes to the fare structure and policy, we committed to providing an update at the end of this year regarding progress on implementation. As part of our work to pilot the technology for several months ahead of a formal launch, it has become clear that we must shift the launch date back from early 2023, to summer 2023 at the earliest.

CapMetro's technology contractor has been unable to provide a working product that is ready for public release. We have taken remedies as appropriate within the bounds of the contract to correct these issues and are continuing to work towards resolution.

CapMetro is relying on this fare structure and policy, and the supportive technology to increase equity in our fares and access to the transit system. Many of the concerns we've heard from the community about transit access for our most vulnerable neighbors we still believe can be addressed once the technology is ready to go live. In the short-term, the emergency allotment of passes through the Transit Empowerment Fund (TEF) has met the community need for immediate access to transit and will provide CapMetro with valuable data to re-design the future TEF agreement and structure. In early November 37,000 passes were distributed and to date 1,483 unique passes have been used for approximately 34,500 boardings.

We look forward to keeping the Board apprised of our progress on this initiative, our collaboration with TEF, and our work with our contractor to ensure the needs of our community, our customers, and our organization are met.

If you have any questions regarding this update, please reach out to Ed Easton (Ed.Easton@capmetro.org) and he will coordinate a response or a briefing time.