



Agenda - Final
Capital Metropolitan
Transportation Authority
Finance, Audit and Administration
Committee

2910 East 5th Street
Austin, TX 78702

Wednesday, March 8, 2023

11:00 AM

Rosa Parks Boardroom

This meeting will be livestreamed at capmetrotx.legistar.com

I. Call to Order

II. Public Comment

III. Action Item:

1. Approval of minutes from the February 13, 2023 Finance, Audit and Administration Committee meeting.

IV. Presentations:

1. Internal Audit FY23 Plan Status
2. FY2023 Financial Report December 2022

V. Items for Future Discussion

VI. 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.

Committee Members: Matt Harriss, Chair; Leslie Pool, Becki Ross and Diane Bangle.

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

Finance, Audit and Administration Committee

Item #: AI-2023-734

Agenda Date: 3/8/2023

Approval of minutes from the February 13, 2023 Finance, Audit and Administration Committee meeting.



Minutes
Capital Metropolitan
Transportation Authority
Finance, Audit and Administration
Committee

2910 East 5th Street
 Austin, TX 78702

Monday, February 13, 2023

10:00 AM

Rosa Parks Boardroom

I. Call to Order

10:08 a.m. Meeting Called to Order

Board Member Pool served as the Chair for this meeting.

Present	Wade Cooper, Leslie Pool, and Becki Ross
Absent	Matt Harriss

II. Public Comment

There was no public comment this month.

III. Action Items

1. Approval of minutes from the January 20, 2023 Finance, Audit and Administration Committee meeting.

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

Aye: Cooper, Pool, and Ross

2. Approval of a resolution authorizing the President & CEO, or her designee, to finalize and execute a contract with AnyPlace MD for the management of the Employee Wellbeing Center's operations for a two (2) year base period and three (3) one-year option periods, for a total not to exceed amount of \$8,538,116.

Committee members had questions on this item and asked that staff move it forward to a future board meeting without a recommendation.

3. Approval of a resolution authorizing the President & CEO, or her designee, to finalize and execute a contract with Inter-Con Security Services to provide Unarmed Security Officer Services for Capital Metro properties for a three (3) year term with two (2) one-year option periods in an amount not to exceed \$17,908,647.

A motion was made by Ross, seconded by Cooper, that this Resolution be recommended for the action item agenda to the Board of Directors, due back on 2/27/2023. The motion carried by the following vote:

Aye: Cooper, Pool, and Ross

IV. Presentations

1. Equitable Transit-Oriented Development (ETOD) Presentation
2. Internal Audit FY23 Plan Status

V. Items for Future Discussion

VI. Adjournment

11:28 a.m. Meeting Adjourned

ADA Compliance

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Committee Members: Wade Cooper, Chair; Leslie Pool, Becki Ross 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

Finance, Audit and Administration Committee
Agenda Date: 2/13/2023

Item #: AI-2023-724

Internal Audit FY23 Plan Status

Projects	Status & % Complete	Additional Details
FAA COMMITTEE & INTERNAL AUDIT CHARTER COMPLIANCE		
1 Finance, Audit & Administration (FAA) Committee Meetings: 10/12; 11/9; 12/7; 1/20; 2/13; 3/8; 4/12; 5/10; 6/14; 7/12; 8/14; 9/13; 10/11	In-Process	
2 Semi-annual Implementation Status Report - November 2022	Completed	January
3 Semi-annual Implementation Status Report - May 2023		
4 FY2023 Risk Assessment & development of FY24 Audit Plan		
FY23 Audit Assurance & Advisory Projects		
1 Joint Powers Agreement & Related Interlocal Agreements - Advisory	In-Process	
2 ERP (Oracle) Implementation Advisory	In-Process	
3 FastPath - Analyze Oracle segregation of duties	In-Process	
4 MV Contract - Pass Through Charges (e.g. Payroll; Spare Parts; etc.)	In-Process	
5 GRC - Contract Performance Management System Advisory		
6 GRC (Governance Risk & Compliance) System Implementation	In-Process	
7 GRC (Governance Risk & Compliance) - UT Interns on Bus Ops, Maintenance & Safety	Completed	January
8 GRC (Governance Risk & Compliance) - UT Interns on Rail & Demand Response Operations, Maintenance & Safety	Completed	January
9 GRC (Governance Risk & Compliance) - UT Interns on Safety Dept	Completed	January
10 Bus Parts Management & Controls	In-Process	UT Interns
11 New MV Transit Contract Model		
12 Miscellaneous Revenue Controls	In-Process	UT Interns
13 NIST Cybersecurity Framework (Facilitated Self Assessment)	In-Process	CISA audit 3/7 - 3/9
14 Annual Cybersecurity Review		
15 Benchmarking Policies & Procedures (Structure, Content, Governance & Training)	In-Process	UT Interns
CONTINGENT AUDIT PROJECTS - FY23		
1 Hexagon (Infor) System - post go live review		
2 Salary Adjustment & Merit Process		
3 AMP Cards & New Fare Structure		
4 Paratransit & Demand Response Operations		
5 United Healthcare & Other Self-Insured Benefits (TPA Payments)		
6 Bytemark - Account-Based System		
7 Microsoft Sharepoint & Active Directory		
8 Safety Management System (SMS) - Management of Change		
9 McKalla Station		
10 MetroBike Program	In-Process	UT Interns
11 Bus Electrical Vehicle Program & Infrastructure		
12 Rail-FRA PTC Change Management Requirements (Herzog)		
13 Demand Response North Base Facility Build - FY25 Opening		
14 Spare Labs.com - Demand Response System Implementation		
15 MetroRapid Startup - June 2023		
16 Board Policies/Goals - Monitoring & Reporting (e.g., OTP; Fare Recovery; DBE; Title 6 Equity Analysis; etc.)		
NEW PROJECTS ADDED TO FY23 AUDIT PLAN by Terry Follmer		
1 Oracle - Health & Safety module implementation and interface to GRC		
2 MV Transportation - New Hire Bonuses (\$7K Moving; \$3K Training)	In-Process	
3 P-Card Non-travel transactions - Policy & Compliance	In-Process	
4		



Capital Metropolitan Transportation Authority

2910 East 5th Street
Austin, TX 78702

Finance, Audit and Administration Committee
Agenda Date: 3/8/2023

Item #: AI-2023-739

FY2023 Financial Report December 2022



Financial Report – Fiscal Year 2023

Year to Date December 31, 2022

Major Highlights

Revenue

- Sales tax remittances received YTD December 2022 are 9.9% higher than YTD December 2021 and 6.1% higher than YTD budget

Operating Expenses

- \$84.4 million expended to date, or 21.8% of full-year budget
- Purchased transportation is below budget due to lower Bus and Rail hours compared to budget
- Professional services are below budget due to timing of consultation and professional fees

Capital Projects

- FY2023 capital project budget of \$475.0 million
- \$27.7 million expended to date, or 5.8% of full-year budget
 - McKalla Red Line Station, MetroRapid Lines and Enterprise Resource Planning System
- \$74.0 million outstanding commitments have been issued, or 15.6% of full-year budget
 - Orange and Blue Lines and PMOR, Electric Bus Replacements, McKalla Red Line Station, MetroRapid Lines and Bus Stop Improvements

Revenue

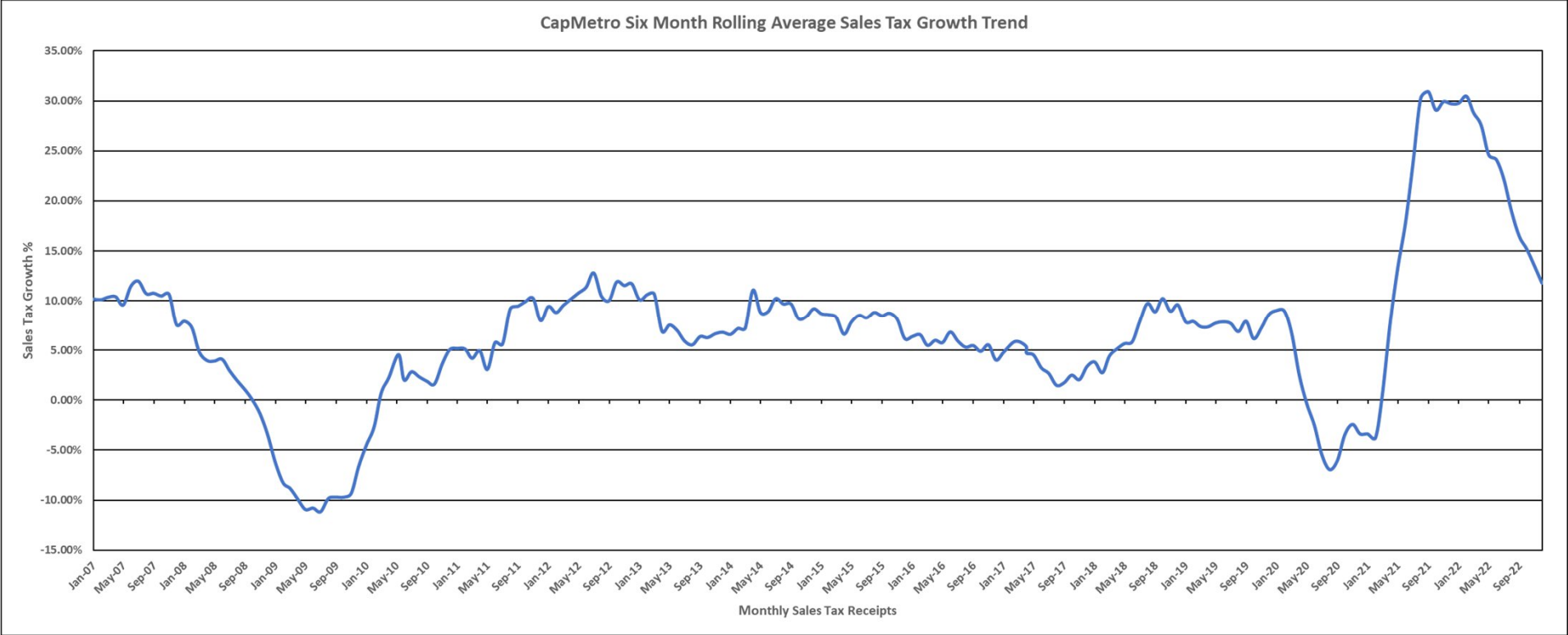
\$' Million Category	FY22 Dec YTD Actual	FY23 Dec YTD Actual	FY23 Full Year Budget	% of Budget	Comments
Sales Tax	\$86.9	\$93.5	\$371.0	25.2%	December sales tax receipts accrued
Passenger Fares	3.2	4.2	17.6	24.1%	Ridership 6.7% above budgeted projections through December
Freight Railroad Revenue	1.8	1.2	6.8	18.2%	
Other Revenue	1.6	5.1	7.1	72.1%	
Operating Contributions and Grants	10.2	12.5	132.9	9.4%	Timing of processing eligible paid expenses
Capital Contributions and Grants	.8	10.5	246.4	4.3%	Timing of processing eligible paid expenses
Total	\$104.4	\$127.1	\$781.9	16.3%	

Actual Sales Tax Receipts



Total	\$301.5M	\$366.9M	\$98.8M
YOY % Growth	14.8%	21.7%	9.9%

Sales Tax Rolling Average Trend



Operating Expense

\$' Million Category	FY22 Dec YTD Actual	FY23 Dec YTD Actual	FY23 Full Year Budget	% of Budget	Comments
Salaries and Benefits	\$14.0	\$19.5	\$84.0	23.1%	Vacancy savings
Professional Services	5.7	8.7	60.5	14.3%	Timing of consultation and professional fees
Materials and Supplies	0.2	4.5	18.7	24.3%	
Fuel and Fluids	2.4	4.3	16.4	26.1%	
Utilities	0.8	0.9	4.3	21.8%	
Insurance	0.3	0.3	1.0	34.0%	
Purchased Transportation	38.0	43.7	182.8	23.9%	Lower bus and rail hours compared to budget
Lease/Rentals	0.9	1.2	6.4	18.8%	
Other Expenses	0.5	1.3	13.3	9.4%	Unspent contingency
Total	\$62.8	\$84.4	\$387.5	21.8%	

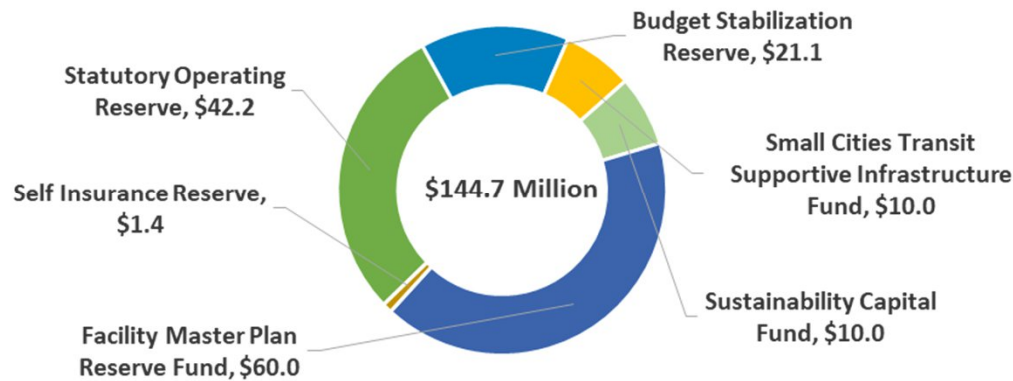
Budget Transfers

Consistent with Capital Metro's Financial Policies, there were three budget transfers that cumulatively exceeded \$150,000 to report to the board for the 1st quarter of FY2023.

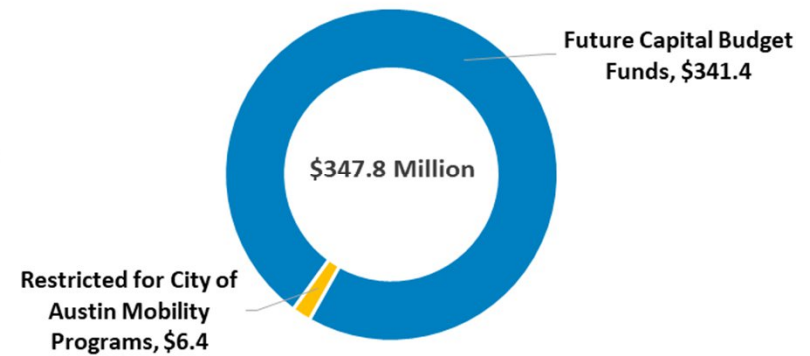
December-22				
Transfer #1				
From:	510-5090702-220	Operating Contingency	(241,000)	Transferred funds from operating contingency for ADA evaluation and transition plan.
To:	XSA2303	Systemwide Accessibility	241,000	
December-22				
Transfer #2				
From:	FIN2301	Capital Project Contingency	(350,000)	Transferred funds from capital contingency for the replacement of a transmission dyno test stand.
To:	OMO0244	Transmission Dyno Test Stand Replacement	350,000	
December-22				
Transfer #3				
From:	FIN2301	Capital Project Contingency	(250,000)	Transferred funding from capital contingency for 30% design and categorical exclusions on the Lakeline Station East Side Platform.
To:	CPG2215	Lakeline Station East Side Platform	250,000	

Reserve, Allocated & Restricted Funds

Reserve Funds



Allocated & Restricted Funds



Notes:

- Additional funding was allocated to the statutory operating and budget stabilization reserves based on the board-approved funding formula. The statutory operating reserve equals 2 months of audited FY2021 operating expenses. Contributions to the budget stabilization reserve began in February 2016 with \$7 million reserved in FY2016 and \$3 million in FY2017. An additional contribution was made in FY2018 to fully fund the budget stabilization reserve. The sustainability capital fund was established in FY2022 with \$10 million to support CapMetro's Sustainability Vision Plan. In March 2022, a regional partnership with small-member cities and a \$10 million Transit Supportive Infrastructure Fund was established. A \$30 million Facility Master Plan Reserve Fund was also established in FY2022 and \$30 million added in FY2023 as CapMetro addresses one of the largest needs of the agency.
- Funds for capital investment are required to help address extensive capital needs. The capital budget for FY2023 is \$475 million, with \$228.6 million funded by FY2022 income and \$246.4 million from capital contributions and grants. These capital improvements are needed to maintain the state of good repair of the community's transit infrastructure and to be in compliance with Federal regulations. The FY2023 capital budget also contains CapMetro held contracts of the Project Connect program of projects. The City of Austin Mobility Fund was reduced by \$1.4 million from City projects in FY2021.

Statement of Revenue, Expenses and Change in Net Position

\$' Million	FY22 Dec YTD Actual	FY23 Dec YTD Actual	FY23 Full Year Budget	% of Budget
<i>Operating Revenue</i>				
Passenger Fares	\$3.2	\$4.2	\$17.6	24.1%
Freight Railroad Revenue	1.8	1.2	6.8	18.2%
Other Revenue	1.4	1.4	23.4	6.0%
Total	6.3	6.9	47.9	14.4%
<i>Operating Expenses</i>				
Salaries and Benefits	14.0	19.5	84.0	23.1%
Professional Services	5.7	8.7	60.5	14.3%
Fuel and Fluids	2.4	4.3	16.4	26.1%
Utilities	.8	.9	4.3	21.8%
Purchased Transportation	38.0	43.7	182.8	23.9%
Other Expenses	1.3	6.1	32.9	18.6%
Lease/Rental	.9	1.2	6.4	18.8%
Depreciation & Amortization	11.8	12.1	54.4	22.3%
Total	74.8	96.5	441.8	21.8%
<i>Operating Income/Loss</i>	<i>(68.5)</i>	<i>(89.6)</i>	<i>(394.0)</i>	<i>22.8%</i>
<i>Non-Operating Revenue/(Expenses)</i>				
Sales Tax	86.9	93.5	371.0	25.2%
Investment Income	.2	3.7	.8	468.3%
Operating Contributions and Grants	10.2	12.5	132.9	9.4%
Capital Contributions and Grants	.8	10.5	246.4	4.3%
Mobility Interlocal Agreements	(.5)	(.3)	(10.3)	3.0%
Other	-	-	.0	0.0%
<i>Non-Operating Income/(Loss)</i>	<i>97.6</i>	<i>119.9</i>	<i>740.8</i>	<i>16.2%</i>
Change in Net Position	\$29.1	\$30.3	\$346.9	8.7%

Budget Variances by Department

\$'000 Department	FY22 YTD Actual	FY23 YTD Actual	FY23 YTD Revised Budget	YTD % of Revised Budget	YTD Budget vs. Actual	FY23 Budget Full Year	Comments
100 - Non-Allocated Benefits	\$4,359	\$4,053	\$4,365	92.9%	\$312	\$17,832	Timing of pension expense
102 - Wellness Center	63	68	101	66.8%	34	1,521	
103 - Child Care Center	249	154	298	51.6%	144	1,157	Timing of expenses
105 - Business Center	61	26	95	27.7%	69	380	
110 - Executive Staff	191	390	450	86.6%	60	1,613	Timing dues and subscriptions for APTA
118 - Government Affairs	222	198	279	70.8%	82	1,072	Savings from vacancies
119 - Diversity, Equity, and Inclusion	147	163	243	67.2%	80	1,110	Savings from vacancies
120 - Board Of Directors	40	45	52	85.0%	8	203	
125 - Internal Audit	97	109	108	101.1%	(1)	429	
130 - Performance Management and Imagination	235	407	378	107.7%	(29)	1,611	
140 - Safety	378	425	610	69.7%	185	2,456	Timing of consulting and advertising expense
141 - Public Safety and Emergency Management	1,191	1,423	2,077	68.5%	654	8,293	Savings from vacancies and security services
142 - Systemwide Accessibility	0	44	300	14.7%	256	805	Timing of consulting expense
150 - Legal	168	367	369	99.3%	3	1,465	
220 - Finance	1,407	1,481	3,466	42.7%	1,985	13,232	Timing of insurance premiums and "unspent" contingency
230 - Information Technology	3,447	5,153	8,297	62.1%	3,144	23,745	Timing of services expense and vacancy savings
250 - Procurement	459	625	569	109.8%	(56)	2,274	Timing of expenses
275 - Rideshare	344	544	395	137.6%	(149)	1,843	Correcting entry to be posted
320 - Planning	644	1,492	2,190	68.1%	699	8,175	Timing Transit Priority-Right of Way and 5-Year & 10-Year Long-Range Service Plans
330 - Marketing and Communications	847	1,194	1,905	62.6%	712	6,756	Savings from vacancies and timing of Customer Satisfaction Surveys, Data Mining, Fall & Spring and Fare Collection campaigns
331 - Community Engagement	225	198	415	47.7%	217	1,764	Timing of Sponsorships & Partnerships, Try Transit, MetroArt, Smart Trips, MetroCares and Outreach
332 - Customer Service	282	305	300	101.8%	(5)	1,215	
340 - People and Culture	744	1,313	1,247	105.3%	(66)	4,898	
457 - Public Facilities	1,231	1,408	1,693	83.2%	285	6,768	Timing of professional and maintenance services and utilities
530 - Capital Projects	326	413	642	64.3%	229	2,577	Labor savings and timing in professional services
540 - Property and Asset Management	752	1,174	1,644	71.4%	470	7,178	Timing of building maintenance professional services
542 - Freight Rail Management	473	388	436	89.1%	47	2,188	
544 - Commuter Rail Operations	5,264	4,098	5,949	68.9%	1,852	24,780	Purchased transportation mainly savings from %%% fewer hours through December
550 - Real Estate and Facility Planning	736	829	832	99.7%	3	5,317	
600 - Operations and Maintenance Oversight	27,889	41,018	40,285	101.8%	(734)	163,820	Purchased transportation and fuel savings from 11.4% fewer hours through December
615 - Innovative Mobility	1,332	1,666	1,781	93.5%	115	7,680	Purchased transportation and fuel savings from fewer hours through December
616 - MetroBike	0	285	348	81.8%	63	1,353	
620 - Demand Response Oversight	8,211	11,032	9,264	119.1%	(1,768)	40,062	Purchased transportation over accrual to be corrected in January
640 - Paratransit Reservation & Control	574	601	627	95.9%	25	2,497	
650 - Paratransit Eligibility	212	231	339	68.2%	108	1,353	
920 - Project Connect	822	741	2,543	29.1%	1,802	15,231	Timing of professional and other services
940 - Project Connect Integration	0	352	504	69.9%	152	2,817	Savings from vacancies and timing of consulting expense
Total	63,622	84,410	95,396	88.5%	10,986	387,471	

Capital Projects Summary

\$'000 Project Category	Expended	Outstanding Commitments	Budget	Expended & Committed as % of Budget	Comments
Commuter Rail	\$696	\$2,365	\$13,427	22.8%	Lakeline Leander Siding and State of Good Repair for Rail Crossings, Bridges and Tracks
Vehicles	551	16,822	69,282	25.1%	Electric Bus Replacements
Information Technology	4,237	5,250	22,226	42.7%	Enterprise Resource Planning System
Facilities	1,640	8,777	110,884	9.4%	Bus Stop Enhancements and Return Track at Rail Maintenance Facility
Freight Railroad	-	24	3,287	0.7%	Bridge Replacement
Property and Asset Mgmt	1,146	761	31,190	6.1%	Demand Response Operations and Maintenance Facility Replacement
Contingency	-	-	5,000	0.0%	
Project Connect	19,336	39,850	215,340	27.5%	Orange Line, Blue Line, PMOR and MetroRapid Lines
Security	84	111	4,372	4.5%	Rail House Signal Security Enhancements and Rapid Deployable Video System
Total	\$27,689	\$73,961	\$475,008	21.4%	

Outstanding commitments are for purchase orders that have been issued.

CapMetro

Thank you!