~ NOTICE OF MEETING ~
CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING
2910 East Fifth Street Austin, TX  78702
~ Agenda ~

Executive Assistant/Board Liaison Gina Estrada
512-389-7458

Monday, April 24, 2017 12:00 PM Capital Metro Board Room

I. Pledge of Allegiance
II. Safety Briefing
III. Recognition
IV. Public Comment:
V. Advisory Committee Updates:
   1. Update on the Customer Satisfaction Advisory Committee (CSAC).
   2. Update on the Access Advisory Committee (AAC).
VI. Executive Session of Chapter 551 of the Texas Government Code:
    Section 551.072 for real property issues - Real Estate - Downtown Rail Property
VII. Board Committee Updates:
    1. Operations, Planning and Safety Committee
    2. Finance, Audit and Administration Committee; and
    3. CAMPO update
VIII. Consent Items
    1. Minutes for the March 27, 2017 Public Hearing and Board Meeting.
    2. Approval of a resolution authorizing the President/CEO, or her designee, to negotiate, finalize and execute an Interlocal Agreement with the City of Austin for administration of the Smart Trips program, with financial contribution from Capital Metro not to exceed $150,000.
    3. Approval of a resolution authorizing the President/CEO, or her designee, to execute a modification Civil Engineering Services Contracts for the total combined amount of $500,000 for additional design and engineering services for a total revised contract amount not to exceed $3,000,000.
4. Approval of a resolution authorizing the President/CEO, or her designee, to modify a contract for Literature Distribution Services with SmartMail of Austin, Inc. in an amount not to exceed $201,495 for one (1) option year.

IX. Action Items:

1. Approval of a resolution authorizing the President/CEO, or her designee, to take an exception to the surplus asset disposal policy and resume the Capital Metro Vehicle Grant Program for disposal of retired MetroAccess vehicles.

2. Approval of a resolution authorizing the President/CEO, or her designee, to fund, design and build an estimated $6 million storm water system upgrade as part of the Downtown Rail Station Improvements. The City of Austin will reimburse Capital Metro 50% of the total cost up to $3 Million.

3. Approval of a resolution authorizing the President/CEO, or her designee, to finalize and execute contracts with Adecco Government Solutions, Apple One, Infogini, Inc., Integrated Human Capital, Mindlance, Inc., SearchPros Staffing, LLC, SOAL Technologies, LLC, and vTECH Solution, Inc. for primary temporary services for a one-year base period and four (4) option periods of twelve (12) months each, with a total amount for all five (5) years not to exceed $12,712,000.

4. Approval of a resolution authorizing the President/CEO, or her designee, to negotiate, finalize and execute an Interlocal Agreement with the City of Austin in order to design, build, operate and maintain the Downtown Rail Station and Required Easements.

5. Approval of a resolution authorizing the President/CEO, or her designee, to execute a modification of the contract with Downtown Gateway Partners to add $1,084,318 for additional Engineering services work to be performed, plus $500,000 for additional contingency, for a total revised contract amount not to exceed $4,112,445.

6. Approval of a resolution authorizing the President/CEO, or her designee, to implement the August 2017 Service Changes.

7. Approval of a resolution authorizing the President/CEO, or her designee, to Approval of a resolution appointing Paula Bishir-Jensen as the Capital Metro Interim Internal Auditor.

8. Discussion and possible action on the Master Development Agreement and/or Ground Lease with Plaza Saltillo TOD Ltd. for the property locally known as the Plaza Saltillo Project.

X. Presentations:

1. MetroRapid Update

XI. Reports:

1. President/CEO Update

XII. Items for Future Discussion:

XIII. Adjournment
ADA Compliance

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TITLE: CSAC Minutes
Call to Order:
Chairman David Foster, Customer Satisfaction Advisory Committee

Chairman Foster called the meeting to order at 6:04 p.m.

Introductions:

Committee members present were Chairman David Foster, Rich MacKinnon, B.J. Taylor, Betsy Greenberg, and Oscar Gaytan.

Capital Metro staff members present were Sam Sargent and John Andoh.

Citizen Communication:

There were no citizens present to provide public comment.

New Business

August 2017 Service Change Proposal
Mr. Sam Sargent, Community Involvement Coordinator, Capital Metro

Mr. Sargent presented on the proposed August 2017 Service Changes, which includes frequency and span of service increases on MetroRapid Routes 801 and 803. Other changes include the annual return to academic year schedules on all U.T. Shuttle routes, including the e-Bus, and school related trips on certain local routes.

Mr. Sargent also explained that, following a year of service, Capital Metro’s service planners are reevaluating Route 470 (Manor Flex) but there are no changes to that service at this time.

MetroRail Improvement Projects
Mr. Sam Sargent, Community Involvement Coordinator, Capital Metro

Mr. Sargent provided an update on TIGER V rail improvement projects and other MetroRail-related capital projects. He explained the need to increase the number of passing points on the Red Line, which is why the agency is adding double tracking at Lakeline Station, Howard Station, and north of Crestview Station.

Mr. Sargent also showed photos from the delivery of Capital Metro’s two new Stadler trains, funded through the same TxDOT grant as the Downtown Station expansion project.
Action Items

Approval of January and March 2017 Meeting Minutes

The committee unanimously approved the January and March 2017 meeting minutes.

Route 5 (Connections 2025) Proposed Resolution

Mr. Gaytan proposed a Connections 2025 resolution related to the southern portion of the existing Route 5, between Ben White and the river. The committee discussed the best ways to present route-specific resolutions in the future, especially when implementation of the Connections 2025 plan accelerates in the coming years.

Mr. MacKinnon asked that the resolution be delayed until next month, so that Capital Metro service planners can confirm previously presented stop-by-stop ridership number. Mr. Gaytan questioned the earlier ridership numbers and asked that they be presented on at the May meeting of the committee.

The committee will also plan a “field trip” for the southern portion of Route 5 to better understand the walk that will be required from the Bannister area to Route 10 stops on South 1st Street. Connections 2025 proposed the removal of the southern portion of Route 5 (other than during peak times when proposed Route 105 will operate) because of duplicative service between the existing route and Route 10.

Adjournment

The committee unanimously voted to adjourn the meeting at 7:41 p.m.
Call to Order:
Chairman Chris Prentice, Access Advisory Committee

Chairman Prentice called the meeting to order at 5:30 p.m.

Introductions:

Committee members present were Chairman Chris Prentice, Vice Chairman Paul Hunt, John McNabb, Estrella Barrera, and Glenda Born.

Capital Metro staff members present were Chad Ballentine, Martin Kareithi, Jeff Denning, Joe Clemens, Caitlin D’Alton and Jordan Smith.

Citizens present included Catherine Rutledge, Cheryl Hunt and Michael Zitz-Evancih.

Citizen Communication:

Mr. Michael Zitz-Evancih, MetroAccess Client

Mr. Zitz-Evancih asked if the agenda is made available to the public three days before the meeting, similar to the Board of Directors. Mr. Ballentine stated that they are supposed to be online in advance of the meeting but that staff will check to ensure that this is the case.

Ms. Glenda Born, Access Advisory Committee Member

Ms. Born stated that recently she had rides that were 50 to 60 minutes late of their scheduled time, causing her to be late to work. She asked that schedulers be more diligent about avoiding these issues but that she did not hold the driver responsible for the issue.

Vice Chairman Paul Hunt, Access Advisory Committee

Vice Chairman Hunt stated that he’s noticed that RideRight and LeFleur have been responsible for reviewing their own complaints filed through MetroAccess. He continued, stating that LeFleur is still using radios in their vans, an issue that was brought up last month. Additionally, alternative pick-up and drop-off points are being used by that contractor.

Vice Chairman Hunt also noted that LeFleur has not attended an Access Advisory Committee meeting like MV and RideRight do. Chairman Prentice asked if attendance was part of the contractor’s agreements and Mr. Ballentine stated that he believed it was and will reach out to Le Fleur to address the issue.
**MetroAccess Statistics & Technology Update**  
*Chad Ballentine, Director of Paratransit, Capital Metro*

Mr. Ballentine provided his regular update on MetroAccess statistics, including ridership and on-time performance. Ridership was up for March and the combined on-time performance was 93.45 percent, he stated.

Mr. Ballentine informed the committee that the Upper East Side Flex pilot route is transitioning over to a new pilot, Pickup, in early June. He also let them know how the new pilot works, including the mobile app for booking trips.

Ms. Born suggested that the Capital Metro mobile app use different sets of colors on their buttons so that it’s higher contrast and easier for customers with vision impairments to use it.

**New Business**

**Park and Ride Update**  
*M. Joe Clemens, Senior Planner, Capital Metro*

Mr. Clemens provided an annual update on Capital Metro’s existing park and ride facilities and plans for the future. The annual review of park and ride needs allows long-range planners to make budget forecasts and coordinate with other agencies like CTRMA and TxDOT.

At present, Capital Metro has 3,000 total spaces at the 15 park and ride facilities across the service area. Mr. Clemens stated that counts are done twice a year to document occupancy rates at each facility. When a park and ride consistently hits 80 percent occupancy, it is reviewed for the possibility of an expansion.

Park and ride facilities are a large component of Project Connect as well as the suburban Transit Development Plan communities outside the service area. Mr. Clemens stated that in the short term (2-years or less) expansions are slated for Lakeline and Howard Stations, along with new leased spaces near Howard Station at New Life Church and Westgate Park and Ride under the Ben White Boulevard underpass.

**Proposed August 2017 Service Changes**  
*M. Caitlin D’Alton, Service Planner, Capital Metro*

Ms. D’Alton presented on the proposed August 2017 Service Changes, which includes frequency and span of service increases on MetroRapid Routes 801 and 803. Other changes include the annual return to academic year schedules on all U.T. Shuttle routes, including the e-Bus, and school related trips on certain local routes.

Ms. D’Alton also explained that, following a year of service, Capital Metro’s service planners are reevaluating Route 470 (Manor Flex) but there are no changes to that service at this time.
Action Items

Approval of the February and March 2017 Minutes
The committee unanimously approved the February and March 2017 meeting minutes.

Adjournment
The committee adjourned at 6:40 p.m.
Minutes for the March 27, 2017 Public Hearing and Board Meeting.
I. Public Comment:

There was no public comment.

II. Presentations:

1. Proposed June 2017 Service Changes

Roberto Gonzalez gave the presentation on June service changes. June is typically a month of minor service changes. Service around UT Main Campus / Medical Center is modified, as are other school-related trips. There are minor schedule adjustments. School-related trips pass by a public school or university area, and these are suspended in the summer.

III. Items for Future Discussion:

IV. Adjournment

ADA Compliance

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I. Pledge of Allegiance

II. Public Comment:

Anna Murray, citizen, lives near Route 30. She supports keeping this route as it is important for people that live in the area to get to the many destinations on the route.

Brent Payne, Bus Operator and new President of the ATU, came to introduce himself. He wants to keep open communication between himself and the board.

III. Advisory Committee Updates:

1. Update on the Customer Satisfaction Advisory Committee (CSAC)

   Jordan Smith, Community Involvement, gave the update on the Customer Satisfaction Advisory Committee which met on March 8th. The Committee discussed June service changes, current legislation, and Transit Development Plan updates.

2. Update on the Access Advisory Committee (AAC)

   Jordan Smith, Community Involvement, gave the update on the Access Advisory Committee which met on March 8th. The Committee discussed MetroAccess statistics, Upper Eastside FlexService, and Connections 2025.

IV. Board Committee Update

1. CAMPO update

   Board Member Mitchell gave the update on CAMPO, which met on March 6th. Ed Polasic is the new Technical Advisory Chair. CAMPO discussed Unified Planning Work Program Studies, where agencies coordinate studies. The Georgetown - San Antonio Mobility Study is most relevant to Capital Metro. There was $40 million committed to Lone Star Rail from the Alamo Planning Association and CAMPO. TxDOT Texas Clear Lanes Project Funds allocated $420 million to Central Texas.

V. Consent Items

1. Approval of minutes for the February 27, 2017 Board Meeting.

VI. Action Items:

1. Approval of a resolution authorizing the President/CEO, or her designee, to implement the June 2017 Service Changes described in the attached document beginning Sunday, June 4, 2017.

   Roberto Gonzalez, Senior Planner, presented the resolution.
2. Approval of a resolution authorizing the President/CEO, or her designee, to finalize and execute an interlocal agreement with the City of Round Rock for operation of transit service in the City of Round Rock for an amount not to exceed $4,669,337.

Michelle Meaux, Regional Transportation Coordinator, presented the resolution. In 2012, Round Rock opted to become a recipient of FTA funds. These are used for direct response service which is now over capacity. There are four routes being proposed: an express route from Round Rock to Howard Park and Ride to Austin, and a Round Rock circulator, a route from ACC Round Rock to the Howard station, and a Tech Ridge limited route. These are included in the ILA, which will last five years. President Watson and Chair Cooper commended the agreement.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Rita Jonse, Board Member
SECONDER: Beverly Silas, Vice Chair
AYES: Silas, Mitchell, Cooper, Kitchen, Jonse, Renteria
ABSENT: Word, Garza

3. Approval of a resolution authorizing the President/CEO, or her designee, to execute a contract modification with Creative Bus Sales to purchase up to two (2) Cutaway Vans, in an amount not to exceed $334,526.

Andrew Murphy, Manager of Vehicle Standards and Projects, presented the resolution. Funding is available in the FY2017 budget. The vans will be used to support the Round Rock service discussed earlier in the meeting.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Terry Mitchell, Board Member
SECONDER: Beverly Silas, Vice Chair
AYES: Silas, Mitchell, Cooper, Kitchen, Jonse, Renteria
ABSENT: Word, Garza

4. Approval of a resolution authorizing the President/CEO, or her designee, to finalize and execute a contract with RC Data Communications, LLC to renovate the Transit Station IT infrastructure in an amount not to exceed $272,565.

Steve Salinas, Director of Network Services, presented the resolution. There have been regular cable faults at the rail stations which have affected ticket machines. The cables need to be weatherized. This will make for a much more robust network infrastructure service our transit stations.
5. Approval of a resolution authorizing the President/CEO, or her designee, to finalize and execute a contract with MA Smith Contracting Co., Inc. for additional parking at the Howard Lane Park & Ride in an amount not to exceed $287,677 for the construction of approximately 85 new parking spaces, lighting, irrigation and landscaping.

Katherine Gonzalez, Project Manager, presented the resolution. The Howard Lane Park and Ride is often at or over capacity. This proposal is for 85 additional spaces.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Rita Jonse, Board Member
SECONDER: Ann Kitchen, Board Member
AYES: Silas, Mitchell, Cooper, Kitchen, Jonse, Renteria
ABSENT: Word, Garza

6. Approval of a resolution authorizing the President/CEO, or her designee, to finalize and execute a contract with Contract Land Staff, LLC, to implement a cloud-based Real Estate Portfolio Management system in an amount not to exceed $645,000 over a seven-year period.

Charlie Chen presented the resolution. Vice Chair Silas shared that this kind of system is long overdue and she is grateful for the project.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Beverly Silas, Vice Chair
SECONDER: Terry Mitchell, Board Member
AYES: Silas, Mitchell, Cooper, Kitchen, Jonse, Renteria
ABSENT: Word, Garza

7. Approval of a resolution for the Board of Directors to certify to Travis County Emergency Services District 14 (TCESD14) and to the Texas Comptroller of Public Accounts the net obligation owed to Capital Metropolitan Transportation Authority (Capital Metro) by Travis County Emergency Services District 14.

Lea Sandoz, Controller, presented the resolution. Voters elected to withdraw from the service area in the November election. The amount owed will continue to be collected from the sales tax until this obligation is paid off.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Beverly Silas, Vice Chair
SECONDER: Sabino Renteria, Board Member
AYES: Silas, Mitchell, Cooper, Kitchen, Jonse, Renteria
ABSENT: Word, Garza
VII. Presentations:

1. Economic and Traveler Impact Analysis

Justin Henderson, Government Relations Coordinator, introduced the presenters from Cambridge Systematics, Dr. Paula Dowell and Dr. Isabel C. Victoria-Jaramillo. The study began with existing data collection and continued with gathering new data via stakeholder interviews. Then, they did travel demand and economic modeling.

Capital Metro provides benefits to the community through the channels of enterprise, congestion relief, affordable mobility, environmental emissions, traffic safety, and state of good repair of highway maintenance. There is a direct return on investment of $3.10 for every $1 spent. In terms of total economic impact, Capital Metro gives rise to 5,735 jobs and $416 million of GRP. The jobs figure refers to Capital Metro and contractor jobs plus induced jobs. The presentation gives a detailed breakdown of benefits and returns on investment. President Watson pointed out the value of this data for talking points.

2. Capital Metro Career Enhancement Program

Virginia Keeling, Director of Human Resources, introduced David Hughen from Austin HR. Leaders En Route is a career enrichment program for Capital Metro employees. The goal is to mitigate knowledge loss and attract / retain talent. Managers' biggest identification of risk was talent retention. In 2016, there was 12.3% turnover (30 people). Thus, a framework for career enrichment was developed with a focus on career mobility, skill retention, and skill development. The recommended approach includes an expansion of job scope, internal mobility options, and mentoring. The timeline for implementation extends through October 2017 or early 2018 if the project does not get fast-tracked.

Board Member Renteria asked about the higher turnover from 2015 to 2016. Keeling responded that people have other opportunities, their spouses move, etc. Board Member Kitchen wondered about the career development opportunities for contractors. Vice Chair mentioned that the APTA Leadership, Leadership Texas, and Leadership Austin programs may have information that Capital Metro can use. Jonse asked how our salaries stack up. Keeling responded that they are evaluated and adjusted every other year.

3. Smart Trips: Central Austin Overview & Evaluation Report

Lonnie Stern gave the report on Smart Trips in Central Austin. The program ran from April 8 - July 22 last year and took place in North Central Austin. The program included pre- and post- mailer surveys, tool kits, and follow-up engagement events. There was a 5.4% participation rate among 12,000 households. Transit use increased by 5.9%. The program will be repeated in the fall of this year in a different area.

4. Bus Stop Improvements and Amenities

Mark Herrera, Project Manager, gave the end of year report for FY 2016. In FY 2016, the team accomplished 155 Bus Stop Improvement projects. 92 projects remain. In 2012, 60% of bus stops were accessible. At the end of this year, 99% of bus stops will be accessible.

VIII. Reports:

1. President's Report

President Watson gave the report. SXSW was a success. We added 2,000 hours of service and had over 100 volunteer ambassadors working to keep the public informed. There was also an autonomous vehicle demonstration during SXSW which showcased a driverless electric bus. Finally the new MetroRail vehicles arrived in Galveston after a long journey from Switzerland, and two more are on their way.
IX. Items for Future Discussion:

X. Adjournment

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Approval of a resolution authorizing the President/CEO, or her designee, to negotiate, finalize and execute an Interlocal Agreement with the City of Austin for administration of the Smart Trips program, with financial contribution from Capital Metro not to exceed $150,000.
SUBJECT:
Approval of a resolution authorizing the President/CEO, or her designee, to negotiate, finalize and execute an Interlocal Agreement with the City of Austin for administration of the Smart Trips program, with financial contribution from Capital Metro not to exceed $150,000.

FISCAL IMPACT:
Funding for this action is available in the FY2017 Operating Budget.

STRATEGIC PLAN:
Strategic Goal Alignment:
1. Deliver the best possible customer experience,
3. Demonstrate the value of public transportation in a dynamic community,
4. Continue to improve organizational practices and develop staff

Strategic Objectives:
1.4 Deliver a customer-friendly experience through our people and systems,
3.1 Develop new ridership markets,
3.2 Develop and deliver key agency messages,
3.3 Strengthen community relationships,
3.4 Actively engage the communities we serve (employees, citizens, riders, etc.),
4.3 Strengthen agency – business partnerships

EXPLANATION OF STRATEGIC ALIGNMENT:
Smart Trips Austin is a transportation demand management program and collaboration between the City of Austin and Capital Metro that actively engages households in targeted neighborhoods in an effort to reduce Single-Occupancy Vehicle (SOV) trips and increase trips by walking, biking, carpooling and transit by. Those who participate in the program will walk away with a greater understanding of Capital Metro services, our ticketing systems and routes. Additionally, they will be encouraged to try transit in the context of community events with neighbors, rather than simply as a work commute solution. Further, private sector partners will be engaged through events, discounts, and by promoting transit alternative available in the market. Those who do NOT participate in the program will be made more aware of transit services through direct mail, social media and word-of-mouth marketing.

BUSINESS CASE:
During the 2016 program, Smart Trips respondents reported a 5.9% increase in transit use and a 3.3% reduction in SOV trips.

During the 2016 program, Capital Metro and the City of Austin managed invoicing and procurement for separate pieces of the programming, causing a duplication of effort and
increased staff time. This year, we propose allowing the City of Austin to lead the procurement process and Capital Metro will simply transfer funds to the City of Austin -- rather than manage duplicate procurement and invoicing processes.

COMMITTEE RECOMMENDATION:
This agenda item was presented and is recommended for approval by the Finance, Audit and Administration Committee on April 12, 2017.

EXECUTIVE SUMMARY:
This ILA is between Capital Metro and the City of Austin to work together on the City's Smart Trips program. Smart Trips is an active transportation encouragement program that aims to improve health and manage congestion by increasing walking, biking and Capital Metro's public transit system to access workplaces, schools, recreation, shopping and medical facilities.

Smart Trips Austin is a transportation encouragement program that aims to reduce single occupant vehicle trips and increase trips taken by foot, bike, bus or shared car within target neighborhood areas. Smart Trips - Central Austin focused on a neighborhood of 12,600 residents in Central Austin. This pilot program resulted in a 3.3% decrease in driving trips and a 5.9% increase in transit trips.

In 2016, the City of Austin and Capital Metro made equal contributions of $150,000, and independently managed all aspects of the program. As such, Capital Metro handled procurement of print materials, graphic design, and promotional items in addition to hiring and managing temp staff; while the City of Austin duplicated some effort in handling procurement of printing, postage, data analysis, and hiring and managing temp staff of its own.

In 2017, Capital Metro and the City of Austin propose streamlining operations by having Capital Metro contribute its $150,000 directly to the City of Austin, which will take the lead in hiring an outside Contractor, who will be responsible for managing all the procurement, staffing and data analysis associated with the program. The City of Austin has released RFP MMO0302, which outlines a scope of work for the Smart Trips Program.

The Contractor will be responsible for:
- planning and development
- community outreach & marketing
- data strategy
- collateral & events planning
- program launch
- wrap-up
- continuing support of 2016 participants
The City of Austin will be responsible for:
- identifying the final geographic boundaries of the program
- supporting Smart Trips temp staff training
- providing access to the website, database, and social media
- identification and outreach to neighborhood and government constituents
- providing background information to the Contractor about the previous Smart Trips program
- providing access to collateral materials
- helping the Contractors secure incentive materials from local vendors
- hosting two (2) active transportation activities per month
- contributing content to the Smart Trips website and social media channels
- contributing up to $150,000 towards the program

Capital Metro will be responsible for:
- providing guidance to the City of Austin about the final geographic boundaries of the program
- supporting Smart Trips temp staff training
- providing education materials, such as transit maps and route brochures
- hosting two (2) Transit Adventure activities per month
- contributing content to the Smart Trips website and social media channels
- contributing 100 Commuter Day Passes and 1,000 Local Day Passes for use by program participants
- contributing up to $150,000 towards the program

DBE/SBE PARTICIPATION: Does not apply

PROCUREMENT: Does not apply

RESPONSIBLE DEPARTMENT: Marketing/Community Involvement
RESOLUTION
OF THE
CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS

STATE OF TEXAS
COUNTY OF TRAVIS

RESOLUTION (ID # AI-2017-431)
ILA - SMART TRIPS Resolution

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and Capital Metro management endeavor to demonstrate the value of public transportation in a dynamic community; and

WHEREAS, Smart Trips is a transportation demand management program that aims to reduce single occupancy vehicle trips by 5 percent and increase active transportation modes (i.e., walking, biking and transit) by 5 percent among participating households.

NOW, THEREFORE, BE IT RESOLVED by the Capital Metropolitan Transportation Authority Board of Directors that the President/CEO, or her designee, is authorized to negotiate, finalize and execute an Interlocal Agreement with the City of Austin for the administration of the Smart Trips program, with a contribution from Capital Metro in an amount not to exceed $150,000.

________________________________           __________________________
Secretary of the Board                      Date: ______________________
Juli Word
Approval of a resolution authorizing the President/CEO, or her designee, to execute a modification Civil Engineering Services Contracts for the total combined amount of $500,000 for additional design and engineering services for a total revised contract amount not to exceed $3,000,000.
SUBJECT:
Approval of a resolution authorizing the President/CEO, or her designee, to execute a modification Civil Engineering Services Contracts for the total combined amount of $500,000 for additional design and engineering services for a total revised contract amount not to exceed $3,000,000.

FISCAL IMPACT:
Funding for this action is available in the FY2017 Capital Budget.

STRATEGIC PLAN:
Strategic Goal Alignment:
1. Deliver the best possible customer experience

Strategic Objectives:
1.3 Ensure an attractive and accessible transit environment, 1.4 Deliver a customer-friendly experience through our people and systems

EXPLANATION OF STRATEGIC ALIGNMENT:
Executing this contract modification will allow Capital Metro to continue civil engineering and design activities related to the various capital improvement projects needed to improve Capital Metro's transit system and/or facilities.

BUSINESS CASE:
Capital Metro is currently in progress on various capital improvement projects, and is also anticipating new improvement projects during FY2017. Executing this contract modification will allow Capital Metro to continue civil engineering and design activities related to these projects. The funding for these services is included in the FY2017 Budget and Capital Improvement Plan.

COMMITTEE RECOMMENDATION:
This agenda item was presented and is recommended for approval by the Operations, Planning and Safety Committee on April 12, 2017.

EXECUTIVE SUMMARY:
In September 2012, Capital Metro awarded a task-order based Civil Engineering services contract to five (5) separate firms for a total combined, not to exceed amount of $2,500,000 with an expiration date of September 2017. Capital Metro has utilized the services of these firms over the past 4 years for the combined amount of approximately $2,300,000, with approximately $200,000 remaining. However, due to numerous capital improvement projects currently in progress or expected to initiate during FY2017, Capital Metro anticipates executing task orders during the remaining contract period that will exceed this amount. An additional authorized amount of $500,000 will allow Capital Metro to continue design services until the Civil Engineering Services Contract
is re-solicited and awarded during the fall of 2017.

The five firms included in this modification include:
- MWM Design Group (Contract 128879)
- Doucet & Associates (Contract 128880) and Chan & Partners (Contract 128883) recently merged together to form Doucet + Chan Engineers
- Halff Associates (Contract 128881)
- Klotz Associates (Contract 128882)

Through these contracts, these firms have provided design services for Capital Metro capital projects including the Lakeline Park & Ride parking expansion, Howard Lane parking expansion, Westgate Park & Ride development, Oak Hill Park & Ride development, Rails with Trails design, Rail Facility improvements, Bus Stop accessibility program, etc.

DBE PARTICIPATION: The contractors will meet or exceed the goal utilizing the following DBE contractors. The goal is 9%.

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<thead>
<tr>
<th>DBE</th>
<th>SERVICE/PRODUCT</th>
<th>%</th>
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<tbody>
<tr>
<td>Chan &amp; Partners Engineering, LLC</td>
<td>Prime</td>
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<td>Architecture Plus</td>
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<tr>
<td>Frank Lam &amp; Associates</td>
<td>Structural Engineering</td>
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<tr>
<td>Jose Guerra, Inc.</td>
<td>MEP Engineering</td>
<td>3</td>
</tr>
<tr>
<td>MWM Design Group</td>
<td>Landscape Architecture Services</td>
<td>3</td>
</tr>
<tr>
<td>MWM Design Group</td>
<td>Prime</td>
<td>85</td>
</tr>
<tr>
<td>Jose Guerra, Inc.</td>
<td>Civil, Structural, MEP Engineering</td>
<td>10</td>
</tr>
<tr>
<td>Alliance Transportation</td>
<td>Transportation Planning Services</td>
<td>2</td>
</tr>
<tr>
<td>Baer Engineering</td>
<td>Environmental Engineering Services</td>
<td>3</td>
</tr>
<tr>
<td>Doucet &amp; Associates</td>
<td>Prime</td>
<td></td>
</tr>
<tr>
<td>Jose Guerra, Inc.</td>
<td>Civil, Structural, MEP Engineering</td>
<td>6</td>
</tr>
<tr>
<td>Coleman &amp; Associates</td>
<td>Landscape Architecture</td>
<td>3</td>
</tr>
<tr>
<td>Halff Associates, Inc.</td>
<td>Prime</td>
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<tr>
<td>MWM Design Group</td>
<td>Civil Engineering, Architecture/facility design services</td>
<td>10</td>
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<tr>
<td>Jose Guerra, Inc.</td>
<td>MEP Engineering</td>
<td>10</td>
</tr>
<tr>
<td>HVJ Associates, Inc</td>
<td>Traffic Engineering, geotechnical</td>
<td>5</td>
</tr>
<tr>
<td>Klotz Associates, Inc.</td>
<td>Prime</td>
<td></td>
</tr>
<tr>
<td>MWM Design Group</td>
<td>Preliminary building &amp; site design</td>
<td>8</td>
</tr>
<tr>
<td>Frank Lam &amp; Associates</td>
<td>Structural Engineering</td>
<td>2</td>
</tr>
<tr>
<td>Altura Solutions, LP</td>
<td>ADA compliance reporting</td>
<td>2</td>
</tr>
</tbody>
</table>
PROCUREMENT:
On August 27, 2012, the Capital Metro Board of Directors approved five contract awards via Resolution CMTA-2012-65, with MWM Design Group, Doucet & Associates, Halff Associates, Klotz Associates and Chan & Partners for Civil Engineering Services in an amount not to exceed $2,500,000 for all five contracts for a five-year term. In order to accommodate additional design services, an increase of $500,000 to the contracts' total value is requested, for a total not to exceed amount of $3,000,000.

RESPONSIBLE DEPARTMENT: Capital Projects
RESOLUTION
OF THE
CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS

STATE OF TEXAS
COUNTY OF TRAVIS

RESOLUTION (ID # AI-2017-397)
Contract Modification for Civil Engineering Services

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and Capital Metro management endeavor to execute various capital improvement projects as needed to improve Capital Metro’s transit systems and/or facilities; and

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and Capital Metro management recognize the need to execute this contract modification to allow Capital Metro to continue design and construction support activities related to capital improvement projects.

NOW, THEREFORE, BE IT RESOLVED by the Capital Metropolitan Transportation Authority Board of Directors that the President/CEO, or her designee, is authorized to execute a modification to these task-order based Civil Engineering Services contracts to authorize an additional combined amount of $500,000 for design and engineering work for a total revised contract amount not to exceed $3,000,000.

________________________
Secretary of the Board
Juli Word

Date: ______________________
Approval of a resolution authorizing the President/CEO, or her designee, to modify a contract for Literature Distribution Services with SmartMail of Austin, Inc. in an amount not to exceed $201,495 for one (1) option year.
SUBJECT:
Approval of a resolution authorizing the President/CEO, or her designee, to modify a contract for Literature Distribution Services with SmartMail of Austin, Inc. in an amount not to exceed $201,495 for one (1) option year.

FISCAL IMPACT:
Funding for this action is available in the FY2017 Operating Budget.

STRATEGIC PLAN:
Strategic Goal Alignment:
1. Deliver the best possible customer experience

Strategic Objectives:
1.4 Deliver a customer-friendly experience through our people and systems

EXPLANATION OF STRATEGIC ALIGNMENT:
Literature distribution gives customers easy access to Capital Metro collateral on our vehicles, at rail stations, transit centers and ticket outlets. This contract is responsible for placing notices onboard the buses that provide passengers notice of detours, service changes or special services.

BUSINESS CASE:
Capital Metro customers need a variety of information in print form to help them to navigate the system and stay abreast of developments or enhance their user experience. Outsourced since 2007, the literature distribution contract has ensured a consistent delivery of print collateral across contractors, stations, transit centers and retail outlets. Due to a lack of storage space at Capital Metro, a receiving and fulfillment requirement has been added to this contract that requires the contractor to provide space and inventory accountability for the schedules and maps printed three times per year. Although the use of digital information continues to grow at the Authority the need for printed material remains and may be sustained as Capital Metro goes through the Connections 2025 revisions. Staff will monitor demand and will be making adjustments in the coming years.

COMMITTEE RECOMMENDATION:
This agenda item was presented and is recommended for approval by the Operations, Planning and Safety Committee on April 12, 2017.

EXECUTIVE SUMMARY:
Capital Metro contracts the storage and distribution of its service literature. This includes storage of maps and schedules created at each service change, the distribution of these brochures at outlets, stations and park and rides, and the
The placement of maps, brochures and notices onboard buses and trains. This service provides customers with the literature and information they need to navigate Capital Metro’s system.

**DBE/SBE PARTICIPATION:** The contractor will exceed the goal utilizing the following SBE contractors. The goal is 7%

<table>
<thead>
<tr>
<th>SBE</th>
<th>SERVICE/PRODUCT</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prime is an SBE</td>
<td>Literature Distribution Services</td>
<td>100</td>
</tr>
</tbody>
</table>

**PROCUREMENT:** On February 22, 2016, the Capital Metro Board of Directors approved a contract award via Resolution CMTA-2016-19, with SmartMail of Austin, Inc. for Literature Distribution Services, in an amount not to exceed $201,495 for one (1) base year. Each following option year and total amount will be approved by the Board of Directors. In order to accommodate the next option year, an increase of $201,495 to the contract’s total value is requested, for a total not to exceed amount of $402,990.

The price is determined to be fair and reasonable based on a cost analysis. The contract is an indefinite delivery, indefinite quantity contract. The contract term is One (1) Year, with Four (4), One (1) Year option periods.

**Estimated Amounts:**
- Base Year 1: $201,495
- Option Year 1: $201,495
- Option Year 2: $201,495
- Option Year 3: $222,530
- Option Year 4: $222,530
- Total Amount 5 Years: $1,049,545

**RESPONSIBLE DEPARTMENT:** Procurement
RESOLUTION
OF THE
CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS

STATE OF TEXAS
COUNTY OF TRAVIS

RESOLUTION (ID # AI-2017-429)

Literature Distribution

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and Capital Metro management endeavor to keep our customers up-to-date on service and schedule information; and

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and Capital Metro management understand that customers need access to up-to-date printed information on our vehicles and at our bus stops.

NOW, THEREFORE, BE IT RESOLVED by the Capital Metropolitan Transportation Authority Board of Directors that the President/CEO, or her designee, is authorized to finalize and execute a contract modification for literature distribution services with SmartMail of Austin, Inc. for an amount not to exceed $201,495 for one (1) option year.

__________________________________________
Secretary of the Board
Juli Word

Date: __________________________
Approval of a resolution authorizing the President/CEO, or her designee, to take an exception to the surplus asset disposal policy and resume the Capital Metro Vehicle Grant Program for disposal of retired MetroAccess vehicles.
SUBJECT:
Approval of a resolution authorizing the President/CEO, or her designee, to take an exception to the surplus asset disposal policy and resume the Capital Metro Vehicle Grant Program for disposal of retired MetroAccess vehicles.

FISCAL IMPACT:
Refer to executive summary for clarification.

STRATEGIC PLAN:
Strategic Goal Alignment:
3. Demonstrate the value of public transportation in a dynamic community

Strategic Objectives:
3.3 Strengthen community relationships

EXPLANATION OF STRATEGIC ALIGNMENT:
This program will increase access to transportation and increase connectivity for individuals in the community.

BUSINESS CASE:
Distributing retired wheelchair accessible vehicles will provide alternative transportation options for ADA Paratransit eligible customers at a lower cost per trip than is possible through CMTA’s MetroAccess program. The vehicles will also support the goals of Connections 2025 by strengthening community partnerships and connecting more riders to existing Capital Metro services.

COMMITTEE RECOMMENDATION:
This agenda item was presented and is recommended for approval by the Operations, Planning and Safety Committee on April 12, 2017.

EXECUTIVE SUMMARY:
In May 2014, the Capital Metro Board of Directors approved a one-time exception to the surplus asset disposal policy and initiated the Community Mobility Vehicle Grant Program for disposal of 66 retired MetroRideShare vehicles. The vans were distributed to 25 non-profit or government agencies to increase access to transportation and to improve connectivity for individuals in the community. The program required that participants provide two years of trip data in exchange for the vehicle(s). A few of the agencies that received vehicles include: Drive a Senior, Marbridge Foundation, Austin Travis County Integral Care, SafePlace, and Easter Seals. The two year reporting period ended January 2017. The agencies reported 35,120 total trips, with 18,671 of these trips self-identified as paratransit. These paratransit trips might have otherwise been provided by MetroAccess at an approximate cost of $50 per trip for a total of
$933,550 in potential savings to Capital Metro. This program was considered a successful means of supporting the community with increased transportation options while slowing the increased demand for MetroAccess paratransit. Based on the success of this program, Capital Metro is seeking to restart this effort with 100% accessible vehicles. MetroAccess is now retiring 19 wheelchair accessible vehicles and staff requests that the vehicles be available for distribution through the Community Mobility Vehicle Grant Program. Since the vehicles are wheelchair accessible, criteria for distribution will be focused on supporting paratransit trips and for supporting innovative transportation options in areas where routes may be changed by Connections 2025. If approved, staff will hold an open call for projects and a team will be created to score and prioritize the award of vehicles. Successful candidates will sign a transfer agreement with Capital Metro. The agreement will require that vehicle recipients track and report trips to Capital Metro for two years.

DBE/SBE PARTICIPATION: Does not apply

PROCUREMENT: Does not apply

RESPONSIBLE DEPARTMENT: Planning and Development
RESOLUTION
OF THE
CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS

STATE OF TEXAS
COUNTY OF TRAVIS

RESOLUTION (ID # AI-2017-422)
Vehicle Grant Program

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and Capital Metro management endeavor to demonstrate the value of public transportation in a dynamic community; and

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and Capital Metro seek to strengthen community relationships by providing transportation options in the region; and

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and Capital Metro, can provide a direct benefit to the community through the transfer of retired MetroAccess vehicles to agencies that fulfill unmet transportation needs in the community.

NOW, THEREFORE, BE IT RESOLVED by the Capital Metropolitan Transportation Authority Board of Directors that the President/CEO, or her designee, is authorized to make an exception to the surplus asset disposal policy and resume the Capital Metro Vehicle Grant Program for disposal of retired MetroAccess vehicles.

Date: ______________________

Secretary of the Board
Juli Word
Approval of a resolution authorizing the President/CEO, or her designee, to fund, design and build an estimated $6 million storm water system upgrade as part of the Downtown Rail Station Improvements. The City of Austin will reimburse Capital Metro 50% of the total cost up to $3 Million.
SUBJECT:
Approval of a resolution authorizing the President/CEO, or her designee, to fund, design and build an estimated $6 million storm water system upgrade as part of the Downtown Rail Station Improvements. The City of Austin will reimburse Capital Metro 50% of the total cost up to $3 Million.

FISCAL IMPACT:
Funding is being requested from agency reserves because this action item was not budgeted.

STRATEGIC PLAN:
Strategic Goal Alignment:
This item does not directly support a Capital Metro Strategic Goal or Objective.

Strategic Objectives:
This item does not directly support a Capital Metro Strategic Goal or Objective.

EXPLANATION OF STRATEGIC ALIGNMENT:
This item does not directly support a Capital Metro Strategic Goal or Objective.

BUSINESS CASE:
The funding for this estimated $6 million dollar storm water upgrade system is not included in the budget for the Downtown Station project and is not included in the Capital Metro FY 2017 Capital Budget or the capital improvement plan. Capital Metro will be required to pay for the estimated $6 million dollar improvements, then Capital Metro will be reimbursed for a portion of these costs by the City of Austin. The City of Austin has advised Capital Metro that the installation of this storm water system betterment is a code requirement.

COMMITTEE RECOMMENDATION:
This agenda item was presented to the Finance, Audit and Administration Committee on April 12, 2017.

EXECUTIVE SUMMARY:
The City of Austin advised Capital Metro that due to code requirements, Capital Metro is responsible for upgrading an existing 4th Street 30" storm water line to a 72" storm water line because the current system is undersized. The City has stated that it is willing to reimburse Capital Metro a portion of the estimated $6 million upgrade project. Terms for the funding, reimbursement, design and construction of the storm water system will be incorporated into a comprehensive ILA with the City for construction of the Downtown Station that was considered by the Operations, Planning and Safety
Committee and the full Board.

DBE/SBE PARTICIPATION: Does not apply

PROCUREMENT: Does not apply

RESPONSIBLE DEPARTMENT: Capital Projects
RESOLUTION
OF THE
CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS

STATE OF TEXAS
COUNTY OF TRAVIS

RESOLUTION (ID # AI-2017-386)
Approve Funding to Upgrade City of Austin Storm Water System related to Downtown Station Project

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and Capital Metro management endeavor to design and build a Downtown Rail Station within the existing 4th Street right-of-way between Trinity Street and IH35; and

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and Capital Metro management recognize that Capital Metro is not able to obtain City approval to move forward with the construction of the Downtown Rail Station without completing a storm water system upgrade because the City system is currently undersized; and

WHEREAS, funding for this betterment is not currently included in the budget for the Downtown Station project or included in the Capital Metro FY 2017 or FY2018 Capital Improvement Plan; and

WHEREAS, the Capital Metro Board of Directors acknowledges that funding for the storm water system upgrade must be provided from Capital Metro’s reserves in future years.

NOW, THEREFORE, BE IT RESOLVED that the Capital Metropolitan Transportation Authority Board of Directors authorizes the President/CEO, or her designee, to fund, design and build an estimated $6 million storm water system upgrade as part of the Downtown Rail Station Improvements. The City of Austin will reimburse Capital Metro 50% of the total cost up to $3 Million.

________________________
Date: ______________________

Secretary of the Board
Juli Word
Capital Metro
Downtown Station
Improvements

CMTA Board Briefing – April 2017

72” Storm Drain System Betterment
Storm Drain Context
Storm Drain Context

Existing Undersized Storm Drain Pipe (30")

Outfall – Waller Creek & Water Quality Pond
Storm Drain Context

- 19 Acres of Drainage
- Overlapping Downtown Station footprint = ~1.3 acres (7%)
City Requirements

72" Upgrade (Betterment)

66" Upgrade (Betterment)
City Requirements

- 72" Upgrade (Betterment)
- 66" Upgrade (Betterment)
- Other Upgrades 36" & 18" (Betterment)
Impact Study without Pipe Upgrades
By Independent 3rd-Party Engineer

Existing Conditions - Drainage Problem Areas
Current areas that do not comply with City Code Requirements shown below.

- Water is ponding or floods over curbs
- Excessive cross flows at intersection
- Excessive water on roadways for emergency vehicles
- Inadequate pipe hydraulics
Impact Study without Pipe Upgrades
By Independent 3rd-Party Engineer

Proposed Improvements - No 72” Pipe Upgrade & No Mitigation
Many of the drainage issues are fixed to meet code. The 30” pipe remains inadequate.

- Water is ponding or floods over curbs
- Excessive water on roadways for emergency vehicles
- Inadequate pipe hydraulics

This area can be mitigated
Impact to Water Quality Pond TBD
City Requirements - Summary

**Estimated Costs = $7.0M - $7.5M** (includes $500K contingency)
City of Austin 50% up to $3M max; CMTA remainder of costs ($4M - $4.5M)

Includes all storm drain, water quality, utility relocations, hardcosts, softcosts, contingencies
CMTA Suggested Compromise

Estimated Costs = $5M (50/50 split = $2.5M each)
$6M max budget; $3M each party

Includes all storm drain, water quality, utility relocations, hardcosts, softcosts, contingencies
Thank you.

Downtown Multimodal Station
Approval of a resolution authorizing the President/CEO, or her designee, to finalize and execute contracts with Adecco Government Solutions, Apple One, Infogini, Inc., Integrated Human Capital, Mindlance, Inc., SearchPros Staffing, LLC, SOAL Technologies, LLC, and vTECH Solution, Inc. for primary temporary services for a one-year base period and four (4) option periods of twelve (12) months each, with a total amount for all five (5) years not to exceed $12,712,000.
SUBJECT:
Approval of a resolution authorizing the President/CEO, or her designee, to finalize and execute contracts with Adecco Government Solutions, Apple One, Infogini, Inc., Integrated Human Capital, Mindlance, Inc., SearchPros Staffing, LLC, SOAL Technologies, LLC, and vTECH Solution, Inc. for primary temporary services for a one-year base period and four (4) option periods of twelve (12) months each, with a total amount for all five (5) years not to exceed $12,712,000.

FISCAL IMPACT:
Funding for this action is available in the FY2017 Operating Budget.

STRATEGIC PLAN:
Strategic Goal Alignment:
4. Continue to improve organizational practices and develop staff

Strategic Objectives:
4.2 Enhance organizational development

EXPLANATION OF STRATEGIC ALIGNMENT:
Award of these contracts will assist to maintain staffing and backfill vacancies in departments for business continuity and continuation of services to our customers.

BUSINESS CASE:
These contracts allow us to provide temporary staffing to departments to quickly backfill vacancies and / or provide staffing for special, short term projects as requested by the department(s).

COMMITTEE RECOMMENDATION:
This agenda item was presented to the Finance, Audit and Administration Committee on April 12, 2017.

EXECUTIVE SUMMARY:
Capital Metro uses temporary employees to meet staffing needs in the following areas:

- To work on planned projects that cannot be completed solely with existing staff.
- To perform critical functions during periods of recruitment for vacant positions.
- To staff interim positions such as customer service representatives.

The use of temporary employees under these circumstances allows departments throughout the Authority to continue to meet specified goals and objectives despite employee shortages.
Capital Metro utilizes temporary staffing to support our administrative and clerical needs across the organization and special projects in Finance, Information Technology, and Capital Projects.

Eight (8) contracts are required to enable the Agency to obtain temporary employees with the highest qualifications in the disciplines and in the time frames required. A process will be put in place to ensure reasonable distribution of temporary openings among the eight (8) contracts.

**SBE PARTICIPATION:**

All contractors will meet or exceed this goal utilizing the SBE contractors. The goal is 9%

<table>
<thead>
<tr>
<th>Contractor Name</th>
<th>Service/Product</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adecco Government Solutions</td>
<td>SERVICE/PRODUCT</td>
<td>%</td>
</tr>
<tr>
<td>Prime</td>
<td>Temporary Help Services</td>
<td>91</td>
</tr>
<tr>
<td>American Service Network Corporation</td>
<td>Staff Augmentation</td>
<td>9</td>
</tr>
<tr>
<td>AppleOne Employment Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Red River Veteran, LLC</td>
<td>IT Staffing</td>
<td>9</td>
</tr>
<tr>
<td>Infojini Inc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sparkovation Advisors</td>
<td>IT Staffing</td>
<td>9</td>
</tr>
<tr>
<td>Integrated Human Capital</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prime</td>
<td>Temporary Staffing</td>
<td>100</td>
</tr>
<tr>
<td>Midlance, Inc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Austin Staffing, Inc</td>
<td>Temporary Staffing Services</td>
<td>9</td>
</tr>
<tr>
<td>TSGI, Inc. is a DBE</td>
<td>Temporary Staffing Services</td>
<td>9</td>
</tr>
<tr>
<td>SearchPros Staffing, LLC</td>
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<td></td>
</tr>
<tr>
<td>SBE</td>
<td>SERVICE/PRODUCT</td>
<td>%</td>
</tr>
<tr>
<td>----------------</td>
<td>------------------------------------------------------</td>
<td>----</td>
</tr>
<tr>
<td>Prime</td>
<td></td>
<td>100</td>
</tr>
<tr>
<td>Soal Technologies, LLC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prime</td>
<td></td>
<td>100</td>
</tr>
<tr>
<td>vTech Solution, Inc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prime</td>
<td></td>
<td>100</td>
</tr>
<tr>
<td>NetCloud, LLC</td>
<td>IT Staff Augmentation and Software Development</td>
<td>9</td>
</tr>
</tbody>
</table>

PROCUREMENT:

The RFP was issued on December 15, 2016, and 25 proposals were received by the due date of February 2, 2017. The evaluation team met on February 23, 2017, to discuss the matrix results of evaluations of all proposals, and requested oral discussions with fourteen (14) firms. Following oral discussions, Final Proposal Revisions (FPRs) were requested from 8 firms. The evaluation team met on April 4, 2017 to discuss the matrix results of FPR evaluations and determined that the following firms will be recommended for award to the Capital Metro Board of Directors:

1. Adecco Government Solutions
2. AppleOne
3. Infojini, Inc.
4. Integrated Human Capital
5. Mindlance, Inc.
6. SearchPros Staffing, LLC
7. SOAL Technologies, LLC
8. vTech Solution, Inc.

The prices are considered fair and reasonable based on adequate competition.

The resulting eight (8) contracts will be indefinite quantity/indefinite delivery contracts for a not-to-exceed amount for all 8 contracts of $2,017,000 for the one-year base period plus a not-to-exceed amount for all 8 contracts of $10,695,000 for the four (4) Option Periods of 12-months each, for a total not-to-exceed amount for all 8 contracts in the amount of $12,712,000 for five (5) years.

RESPONSIBLE DEPARTMENT: Human Resources
RESOLUTION
OF THE
CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS

STATE OF TEXAS
COUNTY OF TRAVIS

RESOLUTION (ID # AI-2017-423)
Temporary Staffing

WHEREAS, the Capital Metro Board of Directors and Capital Metro management recognize the need to periodically utilize temporary employees to conduct business more efficiently at Capital Metro and to assist in meeting specific goals and objectives of the Agency.

NOW, THEREFORE, BE IT RESOLVED by the Capital Metropolitan Transportation Authority Board of Directors that the President/CEO, or her designee, is authorized to finalize and execute contracts with Adecco Government Solutions, Apple One, Infogini, Inc., Integrated Human Capital, Mindlance, Inc., SearchPros Staffing, LLC, SOAL Technologies, LLC, and vTECH Solution, Inc. for a one-year base period and four (4), one-year options for a cumulative amount not to exceed $12,712,000.

________________________
Date: _____________________

Secretary of the Board
Juli Word
Temporary Staffing Contracts

Board of Directors Meeting
April 24, 2017
Temporary Staffing Policy

- Personnel are employed by staffing agency for assignment to meet the business needs of the department due to unexpected situations.
- Staffing agency assignment should not be more than one year unless the agency staff member was assigned for a multiyear project that will last less than two years.
- Once a staff member’s assignment has been 9 months, the Human Resource department will contact the manager to end the assignment.
# Staffing Agencies

<table>
<thead>
<tr>
<th>Current Agency Contracts</th>
<th>Proposed Agency Contracts</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Evins Personnel Consultants Inc.</td>
<td>• Adecco Government Solutions</td>
</tr>
<tr>
<td>• KeyStaff Inc.</td>
<td>• AppleOne</td>
</tr>
<tr>
<td>• Agencies from DIR list</td>
<td>• Infojini, Inc.</td>
</tr>
<tr>
<td></td>
<td>• Integrated Human Capital</td>
</tr>
<tr>
<td></td>
<td>• Mindlance, Inc.</td>
</tr>
<tr>
<td></td>
<td>• SearchPro Staffing, LLC</td>
</tr>
<tr>
<td></td>
<td>• SOAL Technologies, LLC</td>
</tr>
<tr>
<td></td>
<td>• vTech Solution Inc.</td>
</tr>
</tbody>
</table>
Why 8 Staffing Agencies

• Provides flexibility in tight labor market
• As a Public Entity, it spreads the wealth
• Allows us to add agencies with specialties
Contract Cost Projections

- Cost Projections based on current jobs/salaries
- Used markup based on trends and surveys of 60% - contract actual markups are between 30% and 45%
- Estimated 3% increase in salary year over year
- Contracts are “not to exceed” projection on “as needed” basis.
- $2,017,000 for one-year base period and $10,695,000 for 4 option periods of 12 months each not to exceed $12,712,000
# Example of pricing

<table>
<thead>
<tr>
<th>Position</th>
<th>Average Salary</th>
<th>Average Markup</th>
<th>Fully Burdened Hourly Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Customer Service Representative</td>
<td>$15.96</td>
<td>35%</td>
<td>$21.55</td>
</tr>
<tr>
<td>Data Collection Specialist</td>
<td>$16.91</td>
<td>35%</td>
<td>$22.83</td>
</tr>
<tr>
<td>Sr. Administrative Assistant</td>
<td>$22.08</td>
<td>35%</td>
<td>$29.81</td>
</tr>
<tr>
<td>Data Analyst</td>
<td>$30.61</td>
<td>35%</td>
<td>$41.32</td>
</tr>
<tr>
<td>Financial Analyst</td>
<td>$33.07</td>
<td>35%</td>
<td>$44.64</td>
</tr>
<tr>
<td>IT Systems Support Specialist</td>
<td>$33.76</td>
<td>35%</td>
<td>$45.58</td>
</tr>
<tr>
<td>Sr. GIS Analyst</td>
<td>$46.89</td>
<td>35%</td>
<td>$63.30</td>
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<tr>
<td>Technology Project Manager</td>
<td>$54.67</td>
<td>40%</td>
<td>$76.54</td>
</tr>
</tbody>
</table>
Temporary Expenses over last 5 years

Calendar Year Expenses Paid to Evins and KeyStaff*

<table>
<thead>
<tr>
<th>Year</th>
<th>Amount Paid to Evins and KeyStaff</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012</td>
<td>$830,441</td>
</tr>
<tr>
<td>2013</td>
<td>$979,551</td>
</tr>
<tr>
<td>2014</td>
<td>$1,428,042</td>
</tr>
<tr>
<td>2015</td>
<td>$1,163,611</td>
</tr>
<tr>
<td>2016</td>
<td>$1,290,661</td>
</tr>
</tbody>
</table>

*These amounts do not include temporaries paid by Capital Projects, through procurement vendors or the TVM Project in 2016
Cost Estimate Using Proposed Markups

Estimated Annual Expenses*

<table>
<thead>
<tr>
<th>FY 2018</th>
<th>FY 2019</th>
<th>FY 2020</th>
<th>FY 2021</th>
<th>FY 2022</th>
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<tr>
<td>$2,017,643</td>
<td>$2,578,172</td>
<td>$2,640,517</td>
<td>$2,704,733</td>
<td>$2,770,875</td>
</tr>
</tbody>
</table>

*Based on current filled positions, proposed contract rates and $500,000 after 1st year for projects.
Controls on Temporary Contract

- Policy
- Budget Controls in AX – P.O. for quarterly projected amounts
- Approval process to Department Directors and/or Vice Presidents
- Monthly department variance reports
- Staffing (Vacancy) Report will include updates on the temporary numbers and expenditures
Transition of Current Staffing & New Assignments

- Prior notice given to current temporaries
- Current temporaries will have opportunity to choose one of the selected vendors
- Put new vendors into 2 groups
- Rotate job assignments between the 2 groups
QUESTIONS?
Approval of a resolution authorizing the President/CEO, or her designee, to negotiate, finalize and execute an Interlocal Agreement with the City of Austin in order to design, build, operate and maintain the Downtown Rail Station and Required Easements.
SUBJECT:
Approval of a resolution authorizing the President/CEO, or her designee, to negotiate, finalize and execute an Interlocal Agreement with the City of Austin in order to design, build, operate and maintain the Downtown Rail Station and Required Easements.

FISCAL IMPACT:
The funding for items identified in the Interlocal Agreement are included in the FY 2017 budget and in the five-year Capital Improvement Plan (CIP).

STRATEGIC PLAN:
Strategic Goal Alignment:
1. Deliver the best possible customer experience

Strategic Objectives:
1.3 Ensure an attractive and accessible transit environment
1.4 Deliver a customer-friendly experience through our people and systems

EXPLANATION OF STRATEGIC ALIGNMENT:
Executing this Interlocal Agreement will allow Capital Metro to design, build, operate and maintain the permanent Downtown Rail Station and related improvements. This will provide increased service and capacity, plus greater access to transit in a safe, accessible and customer-friendly environment.

BUSINESS CASE:
An Interlocal Agreement between the City and Capital Metro is required to continue to design, build, operate and maintain the Downtown Rail Station Improvements.

COMMITTEE RECOMMENDATION:
This agenda item was presented to the Operations, Planning, and Safety Committee on April 12, 2017.

EXECUTIVE SUMMARY:
The Texas Department of Transportation awarded a $50 million grant to Capital Metro for the purpose of purchasing four new commuter rail vehicles and constructing a permanent Downtown Rail Station. The execution of this Interlocal Agreement with the City of Austin will allow Capital Metro to design, build, operate and maintain the new Downtown Rail Station within the 4th Street right-of-way between Trinity Street and Interstate Highway 35. The Interlocal Agreement generally includes the following terms:

• Pursue the partial closure of 4th Street to automobiles and 2-way conversion of 5th Street
• Pursue the joint development of pending easements
• Pursue partnership for expedited permitting, traffic studies, infrastructure projects
• Establish Transit Plaza obligations and use
• Establish framework for financial contributions of City of Austin and Capital Metro
• Coordination & access during construction
• Detailed plans relating to operations, maintenance, security, etc. to be developed prior to Station opening
• Design, construction and cost sharing of City of Austin storm water system betterment (as detailed in Resolution AI-2017-386)

DBE/SBE PARTICIPATION: Does not apply

PROCUREMENT: Does not apply

RESPONSIBLE DEPARTMENT: Capital Projects
RESOLUTION
OF THE
CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS

STATE OF TEXAS
COUNTY OF TRAVIS

RESOLUTION (ID # AI-2016-164)
Downtown Station Improvements Approval of Interlocal Agreement and Required Easements with City of Austin

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and Capital Metro management endeavor to design, build, operate and maintain a new Downtown Rail Station within the 4th Street right-of-way between Trinity Street and Interstate Highway 35; and

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and Capital Metro management recognize the need to execute an Interlocal Agreement and required easements with the City of Austin for this purpose.

NOW, THEREFORE, BE IT RESOLVED by the Capital Metropolitan Transportation Authority Board of Directors that the President/CEO, or her designee, is authorized to negotiate, finalize and execute an Interlocal Agreement with the City of Austin in order to design, build, operate and maintain the Downtown Rail Station and Required Easements.

________________________________________
Secretary of the Board
Juli Word

Date: ______________________
Capital Metro Downtown Station Improvements

CMTA Board Briefing – April 2017

Interlocal Agreement (ILA) with City of Austin
Public & Stakeholder Outreach

- May 2014 – Stakeholder Workshop #1
- July 2014 – Stakeholder Workshop #2
- Nov 2014 – Stakeholder Workshop #3
- Jan 2015 – Public Workshop
- Aug 2015 – “Pop-Up” Open House
- Sept 2015 – “Pop-Up” Open House
- Oct 2015 – “Pop-Up” Open House
- Oct 2015 – Public Open House
- Dec 2015 – Stakeholder Workshop
- Dec 2015 – Public Workshop
- Fall 2016 – Canopy & Plaza Stakeholder Workshops
- Jan 2017 – Public Open House
City of Austin & Capital Metro Boards & Commissions

<table>
<thead>
<tr>
<th>Presentations or Action Items</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Pedestrian Advisory Council</td>
<td>Done</td>
</tr>
<tr>
<td>Bicycle Advisory Council</td>
<td>Done</td>
</tr>
<tr>
<td>Downtown Commission</td>
<td>Done</td>
</tr>
<tr>
<td>Design Commission</td>
<td>Done</td>
</tr>
<tr>
<td>Planning Commission</td>
<td>Done</td>
</tr>
<tr>
<td>Urban Transportation Commission</td>
<td>Done</td>
</tr>
<tr>
<td>Parks &amp; Recreation Sub-Committee: Land/Facilities</td>
<td>Done</td>
</tr>
<tr>
<td>Waller Creek Local Government Corporation</td>
<td>Done</td>
</tr>
<tr>
<td>City Council Mobility Committee</td>
<td>Done</td>
</tr>
<tr>
<td>Capital Metro Board Updates &amp; Action</td>
<td>April 2017</td>
</tr>
<tr>
<td>Austin City Council</td>
<td>May 2017</td>
</tr>
</tbody>
</table>
Overall Site Plan (60% progress)

$22M TxDOT Grant
Plaza Designs – “One Plaza, Many Opportunities”
Canopy Evaluations
Option 1: “Symmetric Barrel Vault”
Canopy Evaluations
Option 2: “Tilted Barrel Vault”
Canopy Evaluations
Option 3: “Parasols”
InterLocal Agreement (ILA)

City Staff and Capital Metro joint development of an agreement for **concept approval and support** of the project.

**Key Points:**

- Right to construct, operate, and maintain new Station within City ROW
- Pursue development of easements
- Pursue partial closure of 4th Street to automobiles and 2-way conversion of 5th Street
- Pursue partnership for expedited permitting, traffic studies, infrastructure projects
- Transit Plaza obligations and use
- Detailed plans relating to operations, maintenance, security, etc. will be developed before the Station opens
- Utility responsibilities & utility access under tracks
- 72” storm drain upgrade
  Costs $6M to $7M – City of Austin $3M max.
Proposed Easements
(Preliminary)

Final easement documents will be presented to CMTA Board and City Council for action at a future date.
Thank you

Downtown Multimodal Station
Approval of a resolution authorizing the President/CEO, or her designee, to execute a modification of the contract with Downtown Gateway Partners to add $1,084,318 for additional Engineering services work to be performed, plus $500,000 for additional contingency, for a total revised contract amount not to exceed $4,112,445.
SUBJECT:
Approval of a resolution authorizing the President/CEO, or her designee, to execute a modification of the contract with Downtown Gateway Partners to add $1,084,318 for additional Engineering services work to be performed, plus $500,000 for additional contingency, for a total revised contract amount not to exceed $4,112,445.

FISCAL IMPACT:
Funding for this action is available in the FY2017 Capital Budget.

STRATEGIC PLAN:
Strategic Goal Alignment:
1. Deliver the best possible customer experience.

Strategic Objectives:
1.3 Ensure an attractive and accessible transit environment,
1.4 Deliver a customer-friendly experience through our people and systems

EXPLANATION OF STRATEGIC ALIGNMENT:
Executing this contract modification will allow Capital Metro to design new and/or unforeseen scope items related to the permanent Downtown MetroRail Station project which will assist in increased rider capacity and frequency of the MetroRail system, plus greater access to a safe, accessible, and customer friendly environment.

BUSINESS CASE:
The Downtown Station is being developed to increase commuter rail service frequency and capacity. Executing this contract modification will allow Capital Metro to design new and/or unforeseen scope items related to the permanent Downtown MetroRail Station. Funding for these services is included in the FY 2017 Budget and Capital Improvement Plan.

COMMITTEE RECOMMENDATION:
This agenda item was presented to the Operations, Planning and Safety Committee on April 12, 2017.

EXECUTIVE SUMMARY:
In July 2016, Capital Metro awarded a contract to Downtown Gateway Partners (Contract 200111) for a not to exceed amount of $2,528,127 to design the Downtown Rail Station Improvement which is primarily funded by a $22 million TxDOT grant. The original contract amount included a 15% contract contingency in the amount of $330,000. Changes in scope due to Capital Metro and City requirements, plus unforeseen site conditions, have exhausted the original contingency amount. As the
project progresses, new scope items and unforeseen conditions have been identified including:

- Underground utility relocations (i.e. Austin Energy, water/sewer lines, telecomm/fiber)
- City permitting requirements
- Interior modifications to the Austin Hilton Hotel
- Custom platform canopies
- Railway signal & control equipment
- Extended project management and project meetings
- 72" Storm drain design betterment
- Surveying and subsurface utility engineering (SUE)
- Environmental clearance updates with TxDOT

These items require an additional design fee of $1,084,318.00. The project management team also requests that an additional $500,000 be authorized to replenish the design contingency amount for value engineering revisions and future unforeseen conditions that may arise, for a total increase of $1,584,318.

SBE PARTICIPATION: The 12% goal will be maintained by the contractor per the original contract; it is anticipated the contractor will exceed this goal.

PROCUREMENT: On July 26, 2016, Capital Metro awarded Contract 200111 to Downtown Gateway Partners for Downtown MetroRail Station Engineering Design Services in an amount not to exceed $2,198,127 with a contingency of $330,000, a total not-to-exceed amount of $2,528,127, which the Capital Metro Board of Directors authorized via Resolution #CMTA-2016-53. In order to accommodate additional design work under Contract 200111, an increase of $1,584,318 to the contract value is requested, for a total not-to-exceed amount of $4,112,445.

RESPONSIBLE DEPARTMENT: Capital Projects
RESOLUTION
OF THE
CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS

STATE OF TEXAS
COUNTY OF TRAVIS

RESOLUTION (ID # AI-2017-377)
Contract Modification for Downtown Station Engineering Services

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and Capital Metro management endeavor to construct a permanent and improved Downtown MetroRail Station to improve customer experience, provide an attractive and accessible transit environment, and increase rider capacity and frequency of the MetroRail system; and

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and Capital Metro management recognize the need to execute this contract modification to allow Capital Metro to complete the design of the permanent and improved Downtown MetroRail Station project.

NOW, THEREFORE, BE IT RESOLVED by the Capital Metropolitan Transportation Authority Board of Directors that the President/CEO, or her designee, is authorized to execute a modification of the contract with Downtown Gateway Partners to add $1,084,318 for additional work to be performed, plus $500,000.00 for additional contingency, for a total revised contract amount not to exceed $4,112,445.

________________________
Date: ____________________

Secretary of the Board
Juli Word
Approval of a resolution authorizing the President/CEO, or her designee, to implement the August 2017 Service Changes.
SUBJECT:
Approval of a resolution authorizing the President/CEO, or her designee, to implement the August 2017 Service Changes.

FISCAL IMPACT:
Funding for this action is available in the FY2017 Operating Budget.

STRATEGIC PLAN:
Strategic Goal Alignment:
1. Deliver the best possible customer experience

Strategic Objectives:
1.2 Improve system reliability and convenience, 1.3 Ensure an attractive and accessible transit environment

EXPLANATION OF STRATEGIC ALIGNMENT:
Service Changes are in accordance with Capital Metro’s Service Standards and the recently adopted Connections 2025 Service Plan. These changes are designed to meet Goals 1-4 in Capital Metro’s Strategic Plan: 1) Deliver the best possible customer experience, 2) Demonstrate Regional Leadership, 3) Demonstrate the value of public transportation in a dynamic community, and 4) Continue to improve organizational practices and develop staff.

BUSINESS CASE:
These changes are intended to improve the overall customer experience. The foremost change entails an expansion of service on MetroRapid in accordance with the recently adopted Connections 2025 Service Plan which calls for improved frequency on select core services. On a minor note, select school related services are reinstated for the Fall (start of school year) after having been suspended during the Summer. This reinstatement in August is to coincide with the start of the Fall semester of area public and higher learning institutions. Finally, minor schedule modifications will be made to select services in order to improve on-time performance.

COMMITTEE RECOMMENDATION:
This agenda item was presented to the Operations, Planning and Safety Committee on April 12, 2017.

EXECUTIVE SUMMARY:
Staff presented these proposed changes to the board at the April 12th Public Hearing and based on feedback from the public input process is recommending the following for final approval at the April board meeting.
• **MetroRapid (801 and 803)** – As part of the first phased implementation of Connections 2025, frequency on Weekdays, Saturdays and Sundays will be improved. In addition, late evening service (until 2:30 am) will be offered on Thursday, Friday and Saturday.

• **MetroExpress (MoPac Lanes)** – The MoPac lanes are anticipated to be fully operational by August 2017. In coordination, Express services operating from the Leander, Lakeline, and Pavilion park-and-rides, as well as a new service from Howard Lane, will operate on these new lanes. This will expand service to downtown markets while maintaining other existing commuter destinations. These changes were previously approved by the board in fall 2016 for implementation in 2017.

• **Manor (Route 470)** – Performance has been lower than expected after the first 9-months of operation. Thus, service has been evaluated for slight adjustment.

• **Minor Schedule Adjustments** - In an effort to continue improving overall system performance, select routes will receive minor adjustments to their schedules. Minor modifications will be made to services in order to improve on-time performance and are the result of public and staff feedback received during the course of outreach. Final changes are listed in final public documents.

• **School Related Changes** – Normal reinstatement of fall service levels for UT Shuttle, E-Bus, and select trips on mainline routes (from summer suspension).

These changes are intended to improve the overall customer experience and are in accordance with the FY 2017 budget. These changes will have no impact on MetroAccess services.

**DBE/SBE PARTICIPATION:** Does not apply

**PROCUREMENT:** Does not apply

**RESPONSIBLE DEPARTMENT:** Planning and Development
RESOLUTION
OF THE
CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS

STATE OF TEXAS
COUNTY OF TRAVIS

RESOLUTION (ID # AI-2016-288)
August 2017 Service Changes

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and Capital Metro management endeavor to provide cost-effective fixed-route transit services that respond to and build ridership demand while minimizing impacts on current riders; and

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and Capital Metro management recognize the need to consider citizen comments and staff recommendations received during several public meetings and at the April 12, 2017 Public Hearing; and

WHEREAS, an equity analysis of these Service Changes, as required under the Federal Transit Administration’s (FTA) Title VI review, found no disparate impact (minority) or disproportionate burden (low-income) on affected populations.

NOW, THEREFORE, BE IT RESOLVED by the Capital Metropolitan Transportation Authority Board of Directors that the President/CEO, or her designee, is authorized to implement January 2017 Service Changes described in the attached document beginning Sunday, August 20, 2017.

________________________

Date: _____________________

Secretary of the Board
Juli Word
Service Equity Analysis
August 2017 Service Changes

Capital Metropolitan Transportation Authority
Austin, Texas

April 2017
Title VI Service Equity Analysis of Proposed August 2017 Changes

Executive Summary

The Capital Metropolitan Transportation Authority (Capital Metro) continues to evaluate closely all bus routes throughout the system to ensure maximum efficiency of resources and the riders served. As part of normal practice each spring, Capital Metro is proposing several routes changes for implementation in August 2017.

Capital Metro is cognizant of Title VI of the Civil Rights Act of 1964, Section 601 that states:

“No persons in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.”

Capital Metro’s responsibility is to guarantee that all transit service, and access to its facilities, are equitably distributed and provided without regard to race, color, or national origin. Capital Metro’s goal is to also ensure equal opportunities to all individuals to participate in all local, subregional and regional transit planning and decision-making processes.

Overall the proposed service changes will have a positive impact on minority or low-income groups within the system because of the level of investment proposed to increase frequency, operating span and service trips on several existing or new services. Capital Metro believes that these proposals do not violate federal mandates. According to the Federal Department of Transportation’s Circular 4702.1B,

“[Agencies] shall evaluate significant system-wide service and fare changes and proposed improvements at the planning and programming stages to determine whether these changes have a discriminatory impact.”

The proposed August 2017 service changes are in accordance with Capital Metro’s Service Standards and represent an incremental step in implementing Connections 2025. Recommendations from Connections 2025, are designed to increase efficiency of the system while improving route directness and connectivity.

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1 Packet Pg. 91
Connections 2025 was a plan developed with significant input from the community, riders and members of the Board of Directors for Capital Metro to ensure maximum efficiency of the service provided to the public (in accordance with adopted Capital Metro Service Standards).

The proposed changes are increased resource investments designed to increase ridership for the system. The general themes of the proposed changes are as follows:

- **MetroRapid (801 and 803)** – As part of the first phased implementation of Connections 2025, frequency on Weekdays, Saturdays and Sundays will be improved. In addition, late evening service (until 2:30am) would be offered on Thursday, Friday and Saturday.

- **MetroExpress (MoPac Lanes)** – The MoPac lanes are anticipated to be fully operational by August 2017. In coordination, Express services operating from the Leander, Lakeline, and Pavilion park-and-rides, as well as a new service from Howard Lane, will operate on these new lanes. This will expand service to downtown markets while maintaining other existing commuter destinations.

- **Manor (Route 470)** – Performance has been lower than expected after the first 9-months of operation. Thus, service will be evaluated for possible adjustment.

- **Minor Schedule Adjustments** - In an effort to continue improving overall system performance, select routes may receive minor adjustments to their schedules. Minor modifications could be made to services in order to improve on-time performance and would be the result of public and staff feedback received during the course of outreach. Final changes would be listed in final public documents.

- **School Related Changes** – Normal reinstatement of fall service levels for UT Shuttle, E-Bus, and select trips on mainline routes (from summer suspension).

These changes are intended to improve the overall customer experience and are in accordance with the FY 2017 budget and Connections 2025.

The following evaluation focuses on those changes where services will be either realigned or eliminated. Our evaluation:

- Assesses the effects of the proposed changes on minority and low-income populations.
- Assesses the alternatives available for people affected by these changes.
- Determines which, if any of the proposals would have a disproportionately high effect on minority and low income riders.
- Describes the actions Capital Metro will take to minimize, mitigate or offset any adverse effect of these changes on minority and low income riders.

As outlined in the FTA Circular 4702.1B, transit agencies “can implement major service changes or reductions that would have disproportionately high and adverse impacts provided that the recipient demonstrates that the action meets a substantial need that is in the public interest and that alternatives would have more severe adverse effects than the preferred alternative.”
Methodology

Definition of Minority Populations

Minority populations were considered according to the FTA circular guidelines and follow Capital Metro’s approved 2015 Title VI reporting methodology. Groups represented by this definition include:

- Black or African American
- American Indian and Alaska Native
- Asian
- Native Hawaiian and Other Pacific Islander
- Some other race
- Two or more Races
- Hispanic or Latino (of any race)

Definition of Low-Income Populations

Low-income persons were considered according to the FTA circular guidelines but are refined to reflect Capital Metro’s most recent reporting to the FTA. Thus, we have identified household incomes less than $29,999* as low-income. The threshold for this is set at 18% which is the reported percentage of Low-Income households for Travis County (of which over 95% of Capital Metro’s Service Area encompasses).

According to the Federal Transit Administration, low income is defined as, a person whose median household income is at or below the Department of Health and Human Services’ poverty guidelines. Capital Metro’s Planning has referenced poverty as 125% of the federal definition of poverty for a family of four. The poverty level for a family of four is $21,200 and if a 125% measure is applied, it would equate to a threshold of $26,500. However because Census Information is collected and reported in $10,000 increments, low income households are referenced when reporting less than $29,999.

Definition of Major Service Change

Currently, Capital Metro will consider any service changes that qualify for a public hearing as “major” and in need of analysis under Title VI. Service changes that require a public hearing are currently defined as:

- The establishment of new bus routes
- A substantial geographical alteration on a given route of more than 25% of its route miles
- The elimination of any bus service
- A major modification which causes a 25% or greater reduction in the number of daily service hours provided
Identification of Impacted Census Tracts

Capital Metro used census data at the tract level to determine potential Title VI impacts. Tracts impacted by the changes have been identified and population demographics within these tracts have been quantified by route change. Census tracts have been identified as follows:

For All Route Changes (Section 1A of FTA Circular 4702.1B Chapter V, Requirement 4) and constituting more than 25% of a particular route receiving a change to its schedule or route alignment:

- Tracts impacted by a routing change were included in the analysis; only tracts where the change occurs are accounted for in the analysis.
- If a significant headway change (more than 25%) is occurring, all tracts traversed by the impacted segments of the route are assessed.
- Where an entire service is being discontinued, all tracts traversed by the route are assessed (note: for August 2017, Route 983 is proposed for replacement by Routes 987, 985, 982 and 981)

Determination of Route-Level Impacts

This report combines information from Census Tract to evaluate impacts on routes to receive major service changes.

To determine disproportionate impacts to population within the Capital Metro service area, minority and low-income populations are quantified by route for all impacted census tracts. For this analysis, Capital Metro used 2010 Census for Minority identification and 2010 Census for Income. To calculate each, we used the following:

Minority Impacts: Minority Population* / Total Population = % Minority Population

Minority Population were identified as: Black or African American + American Indian and Alaska Native + Asian + Native Hawaiian and Other Pacific Islander + Some other race + Two or more Races + Hispanic or Latino (of any race)

Low-Income Impacts: Population with Household Income less than $29,999 / Total Population of all Household Income levels = % Low-Income Population

According to the Federal Transit Administration, low income is defined as, a person whose median household income is at or below the Department of Health and Human Services’ poverty guidelines. Capital Metro’s Planning has referenced poverty as 125% of the federal definition of poverty for a family of four. The poverty level for a family of four is $21,200 and if a 125% measure, as noted above is applied, it would equate to a threshold of $26,500. However, because information from the survey is collected in $10,000 increments, low income would be referenced mostly as individuals who make less than $29,999. Capital Metro’s Survey does not have information to pinpoint the threshold of $26,500. Source: (http://www.usa.com/TX453001849-population-and-races.html - Based on ACS 2010-2014 data for each tract).
The quantified population percentages were then compared to the Capital Metro service area threshold designations for each category and which have been previously reported to the FTA as part of recent Title VI assessments:

<table>
<thead>
<tr>
<th>Category</th>
<th>Threshold</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minority Population</td>
<td>33%</td>
</tr>
<tr>
<td>Low-Income</td>
<td>$29,999 (18%)</td>
</tr>
</tbody>
</table>

When the percentages for impacted minority and low-income populations were higher than the threshold, impacts were considered disproportionate. Capital Metro then has identified the actions and/or alternatives to minimize, mitigate or offset any adverse effect of these changes on minority and low income riders*

* Maps depicting changes to routes in this section are provided.

Minority Route

A route that has at least 1/3 of its total revenue mileage in Census Tract(s) with a percentage of minority population that exceeds the average percentage of minority population in Capital Metro’s service area.

Adverse Effect Thresholds (+/- 2)

An adverse effect occurs when minority or low-income population affected by a major service change with greater or less than 2% of the average of minority (33%) or low-income population (18%) thresholds of Capital Metro’s service area. Elimination of a route will generally have a greater adverse impact than a change in headways.

Disparate Impact

Adverse effects on minority population that is considered to be significantly disproportionate.

Disproportionate Burden

Adverse effects on low-income population that is considered to be significantly disproportionate.
August 2017 Service Changes
**Route 111 South Central Flyer**

**Service Change** – Introduction of additional 1 AM and 1 PM trip.

**Background** – Route 111 was initiated in 2012 with limited level of service trips. Service will be increased to attract additional ridership. This is a non-minority route.

<table>
<thead>
<tr>
<th>Route</th>
<th>Change Type</th>
<th>Total Population</th>
<th>Minority Population</th>
<th>Percent Minority</th>
<th>Percent Low Income</th>
<th>Low Income Households</th>
<th>Percent Low Income</th>
</tr>
</thead>
<tbody>
<tr>
<td>111 South MoPac Flyer</td>
<td>Schedule Adjustment - New Trips (1AM and 1PM)</td>
<td>28,103</td>
<td>7,564</td>
<td>26.9%</td>
<td></td>
<td>2,278</td>
<td>7.7%</td>
</tr>
</tbody>
</table>

Information on population characteristics of the service area for this route is provided in the summary table above. The following points are based on this table:

- Route 111 does not serve minority populations. All census tracts operated are non-minority tracts and overall minority population is 27%, below the 33% threshold.
- Route 111 also serves non-low income population. All tracts are non-poverty tracts and overall poverty population is 8%, lower than the threshold of 18%.
- No disproportionate burden exists on low-income riders since this service does not operate in an area with high levels of low-income riders. This is a minor adjustment to an existing service. The majority of resources that will be expended as part of August 2017 Service Changes will be concentrated on Routes 801/803 MetroRapid where a significant portion of Minority and Low-Income populations will receive direct benefit.

**Summary of Analysis** – This analysis finds that overall there will be no disparate impact on minority or disproportionate burden on low-income population. Thus, there is no additional mitigation required for minority or low-income riders at this point.
Route 470 Manor Flex

**Service Change** – Evaluation of service for improved efficiency and effectiveness.

**Background** – Route 470 was initiated in summer 2016 and will be at its one-year period in June. Service is being evaluated for potential modifications to improve effectiveness. This is a minority route.

<table>
<thead>
<tr>
<th>Route</th>
<th>Change Type</th>
<th>Total Population</th>
<th>Minority Population</th>
<th>Percent Minority</th>
<th>Low Income Households</th>
<th>Percent Low Income</th>
</tr>
</thead>
<tbody>
<tr>
<td>470 Manor Flex</td>
<td>Service Adjustment</td>
<td>22,364</td>
<td>14,875</td>
<td>66.5%</td>
<td>1,454</td>
<td>19.2%</td>
</tr>
</tbody>
</table>

Information on population characteristics of the service area for this route is provided in the summary table above. The following points are based on this table:

- Route 470 serves minority population overwhelmingly. All census tracts it serves are minority tracts and overall minority population is 66%, well above the 33% threshold. Thus, there is no disparate impact found on minority population.
- Route 470 also serves low income population. Most of the tracts it serves are poverty tracts and overall poverty population is 19%, higher than the threshold of 18%.
- Since the percentages of minority and low-income population within the service area of this route are higher than the thresholds, the distribution of benefits from this service increase will go mostly to minority and low-income populations.

**Summary of Analysis** - This analysis confirms that there will be no disparate impact on minority or the classes protected by Title VI. Additionally, no disproportionate burden exists on low-income riders since this service will continue to operate and provide benefits to low-income riders. There is no additional mitigation required for minority or low-income riders at this point.
Route 801 MetroRapid (N Lamar / S Congress)

Service Change – Enhancement of Frequency and expansion of operating hours (Thursday, Friday and Saturday evenings).

Background – Route 801 was initiated in spring 2014. Ridership has exhibited overall increases since its inception. As of early 2017, ridership has increased by approximately 20% overall. Enhancement to frequency and expansion of late-night service are part of the continued phases of service improvements planned for and adopted under Connections 2025 for MetroRapid.

<table>
<thead>
<tr>
<th>Route</th>
<th>Change Type</th>
<th>Total Population</th>
<th>Minority Population</th>
<th>Percent Minority</th>
<th>Low Income Households</th>
<th>Percent Low Income</th>
</tr>
</thead>
<tbody>
<tr>
<td>801 MetroRapid N Lamar/S Congress</td>
<td>Frequency Enhancement and Span of Service Expansion (Thurs, Fri, Sat)</td>
<td>183,660</td>
<td>97,247</td>
<td>52.9%</td>
<td>32,332</td>
<td>44.8%</td>
</tr>
</tbody>
</table>

Information on population characteristics of the service area for this route are provided in the summary table above. The following points are based on this table:

- Route 801 overwhelmingly serves minority populations. The majority of census tracts operated within are minority tracts and overall minority population is 53%, well above the 33% threshold. This is a minority route. Thus, there is no disparate impact found on minority population.
- Route 801 also significantly serves low income population. Almost all tracts are poverty tracts and overall poverty population is 45%, much higher than the threshold of 18%.

Summary of Analysis - This analysis confirms that there will be no disparate impact on minority population or the classes protected by Title VI. Additionally, no disproportionate burden exists on low-income riders since this service will continue to operate and provide benefits to low-income riders. There is no additional mitigation required for minority or low-income riders at this point.
**Route 803 MetroRapid (Burnet / S Lamar)**

**Service Change** – Enhancement of Frequency and expansion of operating hours (Thursday, Friday and Saturday evenings).

**Background** – Route 803 was initiated in fall 2014. Ridership has exhibited overall increases since its inception. As of early 2017, ridership has increased by approximately 17% overall. Enhancement to frequency and expansion of late-night service are part of the continued phases of service improvements planned for and adopted under Connections 2025 for MetroRapid.

<table>
<thead>
<tr>
<th>Route</th>
<th>Change Type</th>
<th>Total Population</th>
<th>Minority Population</th>
<th>Percent Minority</th>
<th>Low Income Households</th>
<th>Percent Low Income</th>
</tr>
</thead>
<tbody>
<tr>
<td>803 MetroRapid - Burnet / South Lamar</td>
<td>Frequency Enhancement and Span of Service Expansion (Thurs, Fri, Sat)</td>
<td>135,402</td>
<td>49,233</td>
<td>36.4%</td>
<td>5,529</td>
<td>26.9%</td>
</tr>
</tbody>
</table>

Information on population characteristics of the service area for this route is provided in the summary table above. The following points are based on this table:

- Route 803 serves minority populations. Less than half of census tracts operated within are minority tracts; however, overall minority population is 37% for the corridor served, just above the 33% threshold. This is a minority route. Thus, there is no disparate impact found on minority population.
- Route 803 also serves several sections of low income population. Approximately one-half of tracts served are poverty tracts and overall poverty population is 27%, higher than the threshold of 18%.

**Summary of Analysis** - This analysis confirms that there will be no disparate impact on minority or the classes protected by Title VI. Additionally, no disproportionate burden exists on low-income riders since this service will continue to operate and provide benefits to low-income riders. There is no additional mitigation required for minority or low-income riders at this point.
Route 980s Expresses (Various)

Service Change – Two new services along with enhancement of Frequency and expansion of operating hours (Weekdays only). One route replacement.

Background – Routes 982, 983, 985 and 987 were introduced in 2000 as a redesign of existing services in the Northwest region. Routes 980 and 981 are new services. Finally, Route 983 is to be discontinued (replaced by segments of Routes 987, 985, 982 and 981). Services are designed to take advantage of the new priority lanes along MoPac expressway which will work to provide more direct and reliable service for commuters destined to Downtown, the State Office Complex and University areas (Austin’s largest employment concentration). Enhancements to existing services and introduction of new services are part of service improvements planned for and adopted under Connections 2025 for MetroExpress.

<table>
<thead>
<tr>
<th>Route</th>
<th>Change Type</th>
<th>Total Population</th>
<th>Minority Population</th>
<th>Percent Minority</th>
<th>Low Income Households</th>
<th>Percent Low Income</th>
</tr>
</thead>
<tbody>
<tr>
<td>980 Howard Express</td>
<td>New Express Service</td>
<td>25,680</td>
<td>12,914</td>
<td>50.3%</td>
<td>6,714</td>
<td>23.3%</td>
</tr>
<tr>
<td>981 Oak Knoll Direct &amp;</td>
<td>981 - New Express from Pavilion Park &amp; Ride to CBD</td>
<td>48,480</td>
<td>16,116</td>
<td>33.2%</td>
<td>7,051</td>
<td>17.5%</td>
</tr>
<tr>
<td>Pavilion Express</td>
<td>982 - Existing Express with Schedule Adjustments</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>983 US 183 Express</td>
<td>Discontinue and Replaced by Routes 987, 985, 982 and 981</td>
<td>77,197</td>
<td>27,507</td>
<td>35.6%</td>
<td>13,290</td>
<td>13.9%</td>
</tr>
<tr>
<td>985 Leander / Lakeline</td>
<td>985 - Existing Express with Route &amp; Schedule Adjustment</td>
<td>28,717</td>
<td>11,391</td>
<td>39.7%</td>
<td>6,239</td>
<td>11.3%</td>
</tr>
<tr>
<td>Direct &amp; 987 Leander /</td>
<td>987 - Existing Express with Schedule Adjustments</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lakeline Express</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Information on population characteristics of the service area for each express route is provided in the summary table above. The following points are based on this table:

- Express Services serve minority populations. Most census tracts operated are minority tracts and overall minority population for each service is above the 33% threshold. So, the benefits of these service increase will be distributed equitably.
- The discontinued route 983 serves 36% minority population, which is slightly over the threshold of 33%. This route deletion can create some disparate impact on minority population which needs to be addressed. As mentioned on page 15, two new express routes and multiple other express routes will completely replace route 983. It will eliminate or reduce any potential disparate impact occurred due to this service deletion.
- Half of the Express Services serve low income populations. Several tracts are poverty tracts for each service. However, overall poverty population varies between each of these services with some lower while others higher than the threshold of 18%. The discontinued Route 983 will not create any disproportionate burden since the low-income population is under the threshold. Route 983 is also proposed for replacement in its entirety by Routes 987, 985, 982 and 981.

**Summary of Analysis** - Together, these services provide benefits to minority and low-income populations depending on the section of the area served. These services operate as a system in this section of the community and are designed to provide several options for riders to use one or more of these services. This analysis finds that there will be no disparate impact on minority or the classes protected by Title VI. Additionally, no disproportionate burden exists on low-income riders. Thus, there is no additional mitigation required for minority or low-income riders at this point.
Proposed Minor Changes which do not meet the threshold requirement to warrant an Equity Analysis

- **Minor Schedule Adjustments** - In an effort to continue improving overall system performance, select routes may receive minor adjustments to their schedules. Minor modifications could be made to services in order to improve on-time performance and would be the result of public and staff feedback received during the course of outreach. Final changes would be listed in final public documents.

- **School Related Changes** – Normal reinstatement of fall service levels for UT Shuttle, E-Bus, and select trips on mainline routes (from summer suspension).
Conclusion

The analysis presented herein outlines the factors that staff evaluated for each change to determine whether a disproportionate impact would occur on Minority or Low-Income groups. When staff did find that a change would impact one of these groups (e.g. Route 983), we identified available alternatives (including alternate services) that could provide comparable service. All changes are designed to improve operating efficiency and improve system ridership. In general, this series of changes are predominantly an increase in resources to routes that are designated as minority/low-income.
Appendix

Detail Data Tables by Route by Census Tract
### Table 1: Minority Profile

<table>
<thead>
<tr>
<th>Tract Served</th>
<th>Total Persons</th>
<th>Minority Persons</th>
<th>Minority (Percent)</th>
<th>Threshold (Minority)</th>
<th>Minority Tract</th>
<th>Available Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>17.37</td>
<td>10,039</td>
<td>2,994</td>
<td>29%</td>
<td>33%</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>17.38</td>
<td>6,647</td>
<td>1,622</td>
<td>24%</td>
<td>33%</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>17.70</td>
<td>11,417</td>
<td>3,008</td>
<td>26%</td>
<td>33%</td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>

### Table 2: Poverty Level Profile

<table>
<thead>
<tr>
<th>Tract Served</th>
<th>Total Households</th>
<th>Households Below Poverty Level</th>
<th>Poverty Level (Percent)</th>
<th>Threshold (Poverty)</th>
<th>Poverty Tract</th>
<th>Available Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>17.37</td>
<td>10,889</td>
<td>849</td>
<td>8%</td>
<td>18%</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>17.38</td>
<td>6,719</td>
<td>786</td>
<td>12%</td>
<td>18%</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>17.70</td>
<td>12,118</td>
<td>642</td>
<td>5%</td>
<td>18%</td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>

### Table 1: Minority Profile

<table>
<thead>
<tr>
<th>Tract Served</th>
<th>Total Persons</th>
<th>Minority Persons</th>
<th>Minority (Percent)</th>
<th>Threshold (Minority)</th>
<th>Minority Tract</th>
<th>Available Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>18.54</td>
<td>4,915</td>
<td>3,410</td>
<td>69%</td>
<td>33%</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>18.56</td>
<td>5,308</td>
<td>3,166</td>
<td>60%</td>
<td>33%</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>22.09</td>
<td>8,082</td>
<td>5,780</td>
<td>72%</td>
<td>33%</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>22.10</td>
<td>3,492</td>
<td>2,068</td>
<td>59%</td>
<td>33%</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>22.12</td>
<td>567</td>
<td>451</td>
<td>80%</td>
<td>33%</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

### Table 2: Poverty Level Profile

<table>
<thead>
<tr>
<th>Tract Served</th>
<th>Total Households</th>
<th>Households Below Poverty Level</th>
<th>Poverty Level (Percent)</th>
<th>Threshold (Poverty)</th>
<th>Poverty Tract</th>
<th>Available Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>18.54</td>
<td>1,651</td>
<td>439</td>
<td>27%</td>
<td>18%</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>18.56</td>
<td>1,663</td>
<td>219</td>
<td>12%</td>
<td>18%</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>18.56</td>
<td>2,768</td>
<td>531</td>
<td>19%</td>
<td>18%</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>22.10</td>
<td>1,085</td>
<td>263</td>
<td>24%</td>
<td>18%</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>22.12</td>
<td>178</td>
<td>4</td>
<td>2%</td>
<td>18%</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Tract Served</td>
<td>Total Persons</td>
<td>Minority Persons</td>
<td>Minority (Percent)</td>
<td>Threshold (Minority)</td>
<td>Minority Tract</td>
<td>Available Service</td>
</tr>
<tr>
<td>--------------</td>
<td>---------------</td>
<td>------------------</td>
<td>-------------------</td>
<td>---------------------</td>
<td>----------------</td>
<td>------------------</td>
</tr>
<tr>
<td>2.03</td>
<td>1,546</td>
<td>473</td>
<td>31%</td>
<td>33%</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>2.04</td>
<td>3,009</td>
<td>613</td>
<td>20%</td>
<td>33%</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>2.05</td>
<td>3,394</td>
<td>1,061</td>
<td>31%</td>
<td>33%</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>3.02</td>
<td>4,939</td>
<td>1,278</td>
<td>26%</td>
<td>33%</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>3.05</td>
<td>3,223</td>
<td>699</td>
<td>22%</td>
<td>33%</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>5.00</td>
<td>4,518</td>
<td>1,213</td>
<td>27%</td>
<td>33%</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>6.01</td>
<td>9,207</td>
<td>4,716</td>
<td>51%</td>
<td>33%</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>6.03</td>
<td>7,793</td>
<td>2,672</td>
<td>34%</td>
<td>33%</td>
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<td>Yes</td>
</tr>
<tr>
<td>6.04</td>
<td>6,496</td>
<td>2,654</td>
<td>41%</td>
<td>33%</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>7.00</td>
<td>1,339</td>
<td>423</td>
<td>32%</td>
<td>33%</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>11.00</td>
<td>5,512</td>
<td>1,641</td>
<td>30%</td>
<td>33%</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>12.00</td>
<td>3,336</td>
<td>831</td>
<td>22%</td>
<td>33%</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>13.05</td>
<td>5,488</td>
<td>2,286</td>
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<td>33%</td>
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<td>Yes</td>
</tr>
<tr>
<td>13.08</td>
<td>2,670</td>
<td>1,351</td>
<td>51%</td>
<td>33%</td>
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<td>Yes</td>
</tr>
<tr>
<td>14.01</td>
<td>2,981</td>
<td>543</td>
<td>18%</td>
<td>33%</td>
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<tr>
<td>15.03</td>
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<td>1,707</td>
<td>44%</td>
<td>33%</td>
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<td>Yes</td>
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<td>15.04</td>
<td>3,925</td>
<td>822</td>
<td>21%</td>
<td>33%</td>
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<td>Yes</td>
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<td>15.05</td>
<td>4,061</td>
<td>932</td>
<td>23%</td>
<td>33%</td>
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<td>Yes</td>
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<tr>
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<td>4,962</td>
<td>78%</td>
<td>33%</td>
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<td>Yes</td>
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<td>4,750</td>
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<td>33%</td>
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<td>Yes</td>
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<tr>
<td>18.06</td>
<td>5,550</td>
<td>4,577</td>
<td>82%</td>
<td>33%</td>
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<td>Yes</td>
</tr>
<tr>
<td>18.18</td>
<td>5,341</td>
<td>3,197</td>
<td>60%</td>
<td>33%</td>
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<td>Yes</td>
</tr>
<tr>
<td>18.19</td>
<td>4,265</td>
<td>3,569</td>
<td>84%</td>
<td>33%</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>18.22</td>
<td>6,573</td>
<td>5,526</td>
<td>84%</td>
<td>33%</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>18.23</td>
<td>6,478</td>
<td>5,747</td>
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<td>33%</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>18.24</td>
<td>1,734</td>
<td>683</td>
<td>39%</td>
<td>33%</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>18.26</td>
<td>2,276</td>
<td>1,243</td>
<td>55%</td>
<td>33%</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>18.39</td>
<td>7,267</td>
<td>5,135</td>
<td>71%</td>
<td>33%</td>
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<td>Yes</td>
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<tr>
<td>18.40</td>
<td>8,743</td>
<td>6,242</td>
<td>71%</td>
<td>33%</td>
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<td>Yes</td>
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<td>18.45</td>
<td>3,111</td>
<td>1,275</td>
<td>41%</td>
<td>33%</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>18.48</td>
<td>4,515</td>
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<td>56%</td>
<td>33%</td>
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<td>Yes</td>
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<tr>
<td>18.63</td>
<td>3,344</td>
<td>2,199</td>
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<td>33%</td>
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<td>Yes</td>
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<tr>
<td>20.03</td>
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<td>33%</td>
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<td>Yes</td>
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<td>53%</td>
<td>33%</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>24.02</td>
<td>7,082</td>
<td>4,223</td>
<td>60%</td>
<td>33%</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>24.03</td>
<td>2,616</td>
<td>1,520</td>
<td>58%</td>
<td>33%</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>24.21</td>
<td>7,092</td>
<td>3,721</td>
<td>52%</td>
<td>33%</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>24.22</td>
<td>5,472</td>
<td>3,459</td>
<td>63%</td>
<td>33%</td>
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<td>Yes</td>
</tr>
<tr>
<td>24.25</td>
<td>2,798</td>
<td>1,715</td>
<td>61%</td>
<td>33%</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>24.29</td>
<td>473</td>
<td>211</td>
<td>45%</td>
<td>33%</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Tract Served</td>
<td>Total Households</td>
<td>Households Below Poverty Level</td>
<td>Poverty Level (Percent)</td>
<td>Threshold Poverty</td>
<td>Poverty Tract</td>
<td>Available Service</td>
</tr>
<tr>
<td>-------------</td>
<td>------------------</td>
<td>-------------------------------</td>
<td>-------------------------</td>
<td>------------------</td>
<td>--------------</td>
<td>------------------</td>
</tr>
<tr>
<td>2.03</td>
<td>666</td>
<td>85</td>
<td>13%</td>
<td>18%</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>2.04</td>
<td>1,519</td>
<td>688</td>
<td>45%</td>
<td>18%</td>
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<td>Yes</td>
</tr>
<tr>
<td>2.05</td>
<td>2,047</td>
<td>832</td>
<td>41%</td>
<td>18%</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>3.02</td>
<td>3,017</td>
<td>1,252</td>
<td>42%</td>
<td>18%</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
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## 803 MetroRapid - Burnet / South Lamar

**Table 2: Poverty Level Profile**

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### Table 2: Poverty Level Profile

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### Table 1: Minority Profile

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### Table 2: Poverty Level Profile

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### Table 1: Minority Profile

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### Table 2: Poverty Level Profile

<table>
<thead>
<tr>
<th>Tract Served</th>
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<th>Households Below Poverty Level</th>
<th>Poverty Level (Percent)</th>
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<td>Minority Tract</td>
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Appointment of Interim Vice President, Internal Auditor

Approval of a resolution authorizing the President/CEO, or her designee, to approve a resolution appointing Paula Bishir-Jensen as the Capital Metro Interim Internal Auditor.
SUBJECT:
Approval of a resolution authorizing the President/CEO, or her designee, to appoint Paula Bishir-Jensen as the Capital Metro Interim Internal Auditor.

FISCAL IMPACT:
This action has no fiscal impact.

COMMITTEE RECOMMENDATION:
This item will be presented to the full board on April 24, 2017.

EXECUTIVE SUMMARY:
Section 451.458 of the Texas Transportation Code requires the Board of Directors to appoint a qualified individual to perform auditing services for Capital Metro. The internal auditor reports directly to the Board of Directors.

In order to ensure continued department oversight and performance of required audit functions, the Board of Directors finds it prudent to appoint an interim internal auditor until such time as a permanent replacement can be identified and appointed by the Board in accordance with the statute.

Paula Bishir-Jensen is currently the Senior Internal Audit Project Manager and has served Capital Metro in the Internal Audit Department since 2012. She has more than 20 years of experience in the audit field and is a Certified Internal Auditor, Certified Government Auditing Professional and a Certified Fraud Examiner.

DBE/SBE PARTICIPATION: Does not apply

RESPONSIBLE DEPARTMENT: Internal Audit
RESOLUTION
OF THE
CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS

STATE OF TEXAS
COUNTY OF TRAVIS

RESOLUTION (ID # AI-2017-444)
Appointment of Interim Internal Auditor

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors is committed to maintaining the highest standards in its internal audit functions as a vital part of corporate governance; and

WHEREAS, Texas Transportation Code, Section 451.458, requires that the Capital Metro internal auditor be appointed, evaluated and removed by the members of the board; and

WHEREAS, Paula Bishir-Jensen has more than 20 years of experience in the audit field and holds certifications as an Internal Auditor, Government Auditing Professional and Fraud Examiner.

NOW, THEREFORE, BE IT RESOLVED that the Capital Metropolitan Transportation Authority Board of Directors finds Paula Bishir-Jensen qualified to serve and appoints her as Capital Metro's Interim Internal Auditor until such time as a permanent internal auditor is appointed by the Board of Directors.

________________________
Secretary of the Board
Juli Word

Date: ______________________
Discussion and possible action on the Master Development Agreement and/or Ground Lease with Plaza Saltillo TOD Ltd. for the property locally known as the Plaza Saltillo Project.
TITLE: MetroRapid Update
**KEY MILESTONES TO DATE**

**Early 2014 (late January)**
- Introduction of the first line (801)

**Summer 2014**
- Transition of all Downtown Routes to Transit Priority Lanes along Guadalupe and Lavaca

**Fall 2014**
- Introduction of the second line (803) and 1st million riders

**Spring 2015 (February)**
- System (First Year) - 2 million riders served

**Fall 2015 (September)**
- System Ridership - 4 million riders served

**Spring 2016 (June)**
- System Ridership – 6 million riders served

**Summer 2016**
- CMTA approves purchase (15 buses) to supplement fleet

**Fall 2016**
- System Ridership - 7.5 million riders served

**Spring 2017**
- Fares equalized with Local service ($1.50 ride) in January
- All Time Record Month (March) – ~350,000 passengers served

**Fall 2017 (August)**
- 10-Minute Service for Weekdays / 15-Minutes Weekends
- Additional stations planned for construction

---

*Packet Pg. 130*
2017 - ridership continues to increase (up +26%) over previous year (since January) - last month year to date was +22%
2017 – ridership continues to increase (up +26%) over previous year (since January) – last month year to date was +22%

<table>
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<tr>
<th>Year</th>
<th>Riders to Date</th>
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<td>2015</td>
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<td>2016</td>
<td>692,814</td>
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<td>2017</td>
<td>871,088</td>
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March 2017 - Highest month ever recorded with positive reaction to fare adjustment and major event in the month where additional MetroRapid service (frequency and operating span) was provided to handle increased loads over 10 days.
March 2017 - Highest month ever recorded with positive reaction to fare adjustment and major event in the month where additional MetroRapid service (frequency and operating span) was provided to handle increased loads over 10 days.
**AVERAGE DAILY RIDERSHIP COMPARISON – MAR (2017 VS 2016 VS 2015)**

801 North Lamar / South Congress

<table>
<thead>
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<th></th>
<th>Weekday</th>
<th>Saturday</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2017</strong></td>
<td>7,978</td>
<td>5,039</td>
<td>3,471</td>
</tr>
<tr>
<td><strong>2016</strong></td>
<td>5,912</td>
<td>4,057</td>
<td>2,474</td>
</tr>
<tr>
<td><strong>Change</strong></td>
<td>34.9%</td>
<td>24.2%</td>
<td>40.3%</td>
</tr>
</tbody>
</table>

*High Increase overall after implementation of the new fare adjustment. Weekdays averaging near 8,000 since the return of school.*

**March**

<table>
<thead>
<tr>
<th></th>
<th>2017</th>
<th>2016</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weekday</td>
<td>8000</td>
<td>6000</td>
<td>4000</td>
</tr>
<tr>
<td>Saturday</td>
<td>6000</td>
<td>4000</td>
<td>2000</td>
</tr>
<tr>
<td>Sunday</td>
<td>4000</td>
<td>2000</td>
<td>2000</td>
</tr>
</tbody>
</table>
March 2017 - Highest month ever recorded with positive reaction to fare adjustment and major event in the month where additional MetroRapid service (frequency and operating span) was provided to handle increased loads over 10 days.
March 2017 – Highest month ever recorded with positive reaction to fare adjustment and major event in the month where additional MetroRapid service (frequency and operating span) was provided to handle increased loads over 10 days.

803 Burnet / South Lamar

<table>
<thead>
<tr>
<th></th>
<th>Weekday</th>
<th>Saturday</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017</td>
<td>4,539</td>
<td>2,416</td>
<td>1,888</td>
</tr>
<tr>
<td>2016</td>
<td>3,641</td>
<td>2,666</td>
<td>1,587</td>
</tr>
<tr>
<td>Change</td>
<td>24.6%</td>
<td>-9.4%</td>
<td>19.0%</td>
</tr>
</tbody>
</table>

*High increase overall after new fare adjustment. Weekdays actually averaging over 4,500.*
INFLUENCE OF FARE CHANGE
CORRIDOR RIDERSHIP - METRORAPID (801) VS LOCALS

Ridership figures comparing 801 vs Locals (1, 201 and 275)

<table>
<thead>
<tr>
<th>Routes</th>
<th>1</th>
<th>201</th>
<th>275</th>
<th>801</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017</td>
<td>5,368</td>
<td>442</td>
<td>1,105</td>
<td>7,571</td>
<td>14,486</td>
</tr>
<tr>
<td>2016</td>
<td>5,829</td>
<td>472</td>
<td>1,287</td>
<td>5,849</td>
<td>13,436</td>
</tr>
</tbody>
</table>

-7.9%  
(461)

-6.2%  
(29)

-14.1%  
(182)

29.4%  
1,722

7.8% Corridor Growth - Percent
1,050 Corridor Growth - Absolute
CORRIDOR RIDERSHIP – METRORAPID (801) VS LOCALS

Corridor Comparison - 803 vs Locals

Ridership figures comparing 803 vs Locals (3, 338)

<table>
<thead>
<tr>
<th>Routes &amp; Year</th>
<th>3</th>
<th>338</th>
<th>803</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017</td>
<td>3,823</td>
<td>792</td>
<td>4,269</td>
<td>8,883</td>
</tr>
<tr>
<td>2016</td>
<td>4,003</td>
<td>835</td>
<td>3,488</td>
<td>8,326</td>
</tr>
</tbody>
</table>

-4.5% (180)  -5.2% (44)  22.4% (781)  6.7% Corridor Growth - Percent  557 Corridor Growth - Absolute
NEAR TERM ADDITIONS
NEAR TERM ADDITIONS (2017)

- Fares were equalized between MetroRapid and Local bus, on January 9th, 2017. Designed to encourage all services to function as “a system” for convenience and expediency. Ridership is up 26% for the system.

- Capital Metro has purchased an additional 15 MetroRapid buses and the FY 2017 budget includes funding to increase service levels in August.
NEAR TERM ADDITIONS (2017)

The FY 2017 budget (approved in September) includes funding to build additional stations (to support new and emerging developments).

Route 803
Rutland/Rundberg
Broken Spoke

Route 801
Parmer Ln
Payton Gin
North Loop
31st Street
St Elmo
Slaughter