



**Agenda**  
**Capital Metropolitan**  
**Transportation Authority**  
**Operations, Planning and Safety**  
**Committee**

2910 East Fifth Street  
Austin, TX 78702

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**Wednesday, August 18, 2021**

**12:30 PM**

**Videoconference Meeting**

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**I. Public Comment**

**II. Action Items**

1. Approval of minutes from the July 14, 2021 Operations, Planning and Safety Committee meeting.
2. Approval of a resolution authorizing the President & CEO, or his designee, to amend the Transit Speed and Reliability Interlocal Agreement with the City of Austin to design, manage, construct, and maintain transportation infrastructure projects that will improve transit speed, safety, reliability, and customer comfort in an amount not to exceed \$6 million.
3. Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute an Interlocal Agreement with the University of Texas at Austin for bus services and fare programs for an estimated revenue of \$21,050,000 for a period of three years starting September 1, 2021.
4. Approval of a resolution authorizing the President & CEO, or his designee, to modify the Herzog Contracting Corp. contract #200655 for the replacement of four bridges, increasing the original Board authorized amount by \$201,923 for reinforced concrete box culverts.
5. Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute a contract with Modern Railway Systems, Inc., for the construction of the Lakeline to Leander Double Track Project, plus optional McKalla special track components for a total not to exceed amount of \$8,301,404, which includes a 20% contingency.
6. Approval of a resolution adopting a Board Operating Procedures Policy and amending the Capital Improvement Program Policy.
7. Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute an Interlocal Agreement with the Texas Transportation Institute for a period of five years for provision of research in a variety of areas to facilitate Capital Metro's delivery of transit services on an as needed basis in an amount no to exceed \$2,500,000.

**III. Presentations**

1. FY2022 Proposed Budget Update

**IV. Items for Future Discussion**

**V. Adjournment**

**ADA Compliance**

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

*Committee Members: Ann Kitchen, Chair; Jeffrey Travillion, Pio Renteria and Eric Stratton..*

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



# Capital Metropolitan Transportation Authority

2910 East 5th Street  
Austin, TX 78702

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Operations, Planning and Safety Committee **Item #:** AI-2021-166

**Agenda Date:** 8/18/2021

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Approval of minutes from the July 14, 2021 Operations, Planning and Safety Committee meeting.

**CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY  
BOARD OF DIRECTORS  
OPERATIONS, PLANNING AND SAFETY COMMITTEE  
2910 East Fifth Street Austin, TX 78702**

~ MINUTES ~

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Wednesday, July 14, 2021

12:30 PM

Capital Metro Rosa Parks Boardroom

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Call to Order: 12:40 p.m.

**I. Public Comment:**

There was no public comment this month.

**II. Action Items:**

1. Approval of minutes from the May 12, 2021 Operations, Planning and Safety Committee meeting.

Motion to approve by Board Member Travillion. Renteria second. Approved 3-0 (Stratton off dais).

2. Approval of an amendment to the Interlocal Agreement between Capital Metropolitan Transportation Authority (CMTA) and the Combined Transportation and Emergency Communications Center (CTECC) requiring all partners to immediately notify CTECC in case of any dangerous conditions that may impact the operations of the CTECC facility or procedures including Information Technology system breaches, unexpected outage of shared systems, or interruptions in the continuity of operations at the facilities.

Director of Safety and Security Darryl Jamail brought this item forward.

Chair Kitchen asked if this amendment covered anything more than notifications. Darryl replied that any actions or requirements would be covered under the original agreement. This only covers more formal notifications.

Motion by Board Member Renteria to recommend for the consent agenda at the full board meeting. Travillion second. Approved 4-0.

3. Approval of a resolution authorizing the President & CEO, or his designee, to approve a contract for an Availability Study on federally funded contracts and a Disparity Study for locally funded contracts with Colette Holt & Associates for a one (1) year term in an amount not to exceed \$348,525.

This item was pulled from the agenda by staff and will be taken up at a later date.

**III. Presentations:**

1. Transit Speed and Reliability Program Update

Manager of Cross-Agency Transportation and Mobility Programs Nadia Barrera-Ramirez presented this item.

Nadia provided a summary of the TSR program, gave examples of recent projects, and reviewed the planned 2021 projects covered under the program with the City of Austin.

2. Operations Update

Chief Customer Officer and Chief Operating Officer Dottie Watkins presented this item.

Dottie reviewed recent operations metrics and key points around recent operational challenges facing the agency.

**IV. Items for Future Discussion:**

**V. Adjournment**

Adjourn: 1:33 p.m.

**ADA Compliance**

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

**Committee Members:** *Ann Kitchen, Chair; Jeffrey Travillion, Pio Renteria and Eric Stratton.*

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



# Capital Metropolitan Transportation Authority

2910 East 5th Street  
Austin, TX 78702

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Operations, Planning and Safety Committee **Item #:** AI-2021-132

**Agenda Date:** 8/18/2021

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**SUBJECT:**

Approval of a resolution authorizing the President & CEO, or his designee, to amend the Transit Speed and Reliability Interlocal Agreement with the City of Austin to design, manage, construct, and maintain transportation infrastructure projects that will improve transit speed, safety, reliability, and customer comfort in an amount not to exceed \$6 million.

**FISCAL IMPACT:**

Funding for this action is available in the FY2022 Capital Budget

**STRATEGIC PLAN:**

Strategic Goal Alignment:

1. Internal/External Customer Service Excellence     2. Stakeholder Engagement  
 3. Financial and Environmental Sustainability     4. Staff Development     5. Agency Growth Management

Strategic Objectives:

- 1.1 Safety & Risk     1.2 Continuous improvement     1.3 Dynamic Change  
 1.4 Culture of Innovation     2.1 Be an Employer of Choice     2.2 Organization Development  
 2.3 Organization Culture     3.1 Resource optimization     3.2 Safety Culture  
 3.3 Environmental Leadership     4.1 Educate & Call to Action     4.2 Build Partnerships  
 4.3 Value of Transit     4.4 Project Connect

**EXPLANATION OF STRATEGIC ALIGNMENT:** This amendment to the existing Interlocal Agreement allows Capital Metro to continue to work with the City of Austin to improve transportation infrastructure and positively impact transit services. Over the last four years, these projects have resulted in improved safety, transit dependability, customer service, multi-modal access, and driver relations.

This agreement promotes a strong partnership between the City of Austin and Capital Metro, working together to develop strategies to address inefficiencies in the transportation network and implement those strategies.

**BUSINESS CASE:** An amendment to the existing Interlocal Agreement between the City of Austin and Capital Metro is required for Capital Metro to continue to reimburse the City of Austin for costs associated with the transportation infrastructure improvement projects identified. The funding for this agreement is included in the 5-year Capital

Improvement Plan

**COMMITTEE RECOMMENDATION:** This item was presented and recommended for approval by the Operations, Planning and Safety Committee on August 18, 2021.

**EXECUTIVE SUMMARY:** The Transit Speed and Reliability Interlocal Agreement was originally approved in 2018. This amendment is for Fiscal Year 2022 - 2027. The amendment seeks to renew the financial portion of the agreement and align spending with the 2020 Mobility Bond (Transit Enhancement Funds).

This amendment authorizes Capital Metro to reimburse the City of Austin for the design, management, construction, and maintenance of transportation infrastructure improvement subprojects that will directly improve transit speed, safety, reliability, and customer comfort for an amount not to exceed \$6 million. This agreement dedicates Capital Metro funds of up to \$1 million per year from 2022 - 2027.

Transit Speed and Reliability subprojects will be chosen and prioritized by Capital Metro staff with input and approval from City of Austin staff. Construction of subprojects will consider Capital Metro and City of Austin resources, changes in conditions and opportunities, overall improvements to multi-modal conditions, and applicable planning and policy documents.

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

**PROCUREMENT:** Chapter 791 of the State of Texas Government Code encourages governmental entities to increase the efficiency and effectiveness of local governments by authorizing them to contract, to the greatest possible extent, with one another. In doing so, local governments are permitted to forego the requirements of full and open competition and contract directly with one another.

**RESPONSIBLE DEPARTMENT:** Planning

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

**STATE OF TEXAS  
COUNTY OF TRAVIS**

**AI-2021-132**

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and Capital Metro management endeavor to improve transit speed, safety, reliability, and customer comfort throughout the transit network; and

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and Capital Metro management recognize the need to partner with the City of Austin to construct transportation infrastructure improvement projects and reimburse the City for associated costs identified in the Interlocal Agreement; and

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and Capital Metro management recognize the need to amend the Interlocal Agreement 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 his designee, is authorized to amend the Interlocal Agreement with the City of Austin for design, management, construction, and maintenance of transportation infrastructure projects that improve transit speed, safety, reliability, and customer comfort in a total amount not to exceed \$6 million.

**Date:** \_\_\_\_\_

\_\_\_\_\_  
**Secretary of the Board  
Eric Stratton**





# Capital Metropolitan Transportation Authority

2910 East 5th Street  
Austin, TX 78702

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Operations, Planning and Safety Committee **Item #:** AI-2021-134

**Agenda Date:** 8/18/2021

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**SUBJECT:**

Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute an Interlocal Agreement with the University of Texas at Austin for bus services and fare programs for an estimated revenue of \$21,050,000 for a period of three years starting September 1, 2021.

**FISCAL IMPACT:**

This action reimburses Capital Metro for expenses incurred.

**STRATEGIC PLAN:**

**Strategic Goal Alignment:**

1. Internal/External Customer Service Excellence     2. Stakeholder Engagement  
 3. Financial and Environmental Sustainability     4. Staff Development     5. Agency Growth Management

**Strategic Objectives:**

- 1.1 Safety & Risk     1.2 Continuous improvement     1.3 Dynamic Change  
 1.4 Culture of Innovation     2.1 Be an Employer of Choice     2.2 Organization Development  
 2.3 Organization Culture     3.1 Resource optimization     3.2 Safety Culture  
 3.3 Environmental Leadership     4.1 Educate & Call to Action     4.2 Build Partnerships  
 4.3 Value of Transit     4.4 Project Connect

**EXPLANATION OF STRATEGIC ALIGNMENT:** This is a revenue-generating agreement which provides for a cost-sharing arrangement to provide public transportation services. This long-standing partnership with the University of Texas at Austin assists with campus mobility and parking concerns while increasing public transit usage.

**BUSINESS CASE:** University service fulfills the transit demand generated by a major activity center and employer in our service area. The cost recovery for this agreement exceeds what is collected via traditional fare collection on other fixed route services.

**COMMITTEE RECOMMENDATION:** This item was presented and recommended for approval by the Operations,

Planning and Safety Committee on August 18, 2021.

**EXECUTIVE SUMMARY:** Capital Metro has partnered with the University of Texas at Austin since 1989 to provide shuttle bus services for the use and benefit of the University and the Austin community. The current agreement began on September 1, 2018. The current agreement expires on August 31, 2021.

The University bus service is comprised of 10 routes and serves over 3 million annual riders. The University service routes are part of Capital Metro’s MetroBus service category (600-series route numbers) and may be utilized by all Capital Metro customers. These services are designed in collaboration with the University and changes are approved by the Capital Metro board alongside other bus service changes. This three-year agreement will allow for continuation of these services at existing service levels of approximately 90,000 annual vehicle hours.

This agreement also allows UT students, faculty, and staff to ride all Capital Metro services without paying a fare.

In exchange for these services, the University will compensate Capital Metro as follows:

September 1, 2021 to August 31, 2022	\$ 6,850,000
September 1, 2022 to August 31, 2023	\$ 7,000,000
September 1, 2023 to August 21, 2024	\$ 7,200,000

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

**PROCUREMENT:** Click or tap here to enter text.

**RESPONSIBLE DEPARTMENT:** Operations

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

**STATE OF TEXAS  
COUNTY OF TRAVIS**

**AI-2021-134**

WHEREAS, since 1989 Capital Metro and the University of Texas at Austin have partnered to provide bus service for the use and benefit of the University of Texas at Austin; and WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and Capital Metro management recognize the need to continue this arrangement to support Capital Metro’s mission of utilization of public transportation and the reduction of single occupancy vehicles.

NOW, THEREFORE, BE IT RESOLVED by the Capital Metropolitan Transportation Authority Board of Directors that the President & CEO, or his designee, is authorized to finalize and execute an Interlocal Agreement with the University of Texas at Austin for bus services and fare programs for an estimated revenue of \$21,050,000 for a period of three years starting September 1, 2021.

**Date:** \_\_\_\_\_

\_\_\_\_\_  
**Secretary of the Board  
Eric Stratton**



# Capital Metropolitan Transportation Authority

2910 East 5th Street  
Austin, TX 78702

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Operations, Planning and Safety Committee **Item #:** AI-2021-135

**Agenda Date:** 8/18/2021

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**SUBJECT:**

Approval of a resolution authorizing the President & CEO, or his designee, to modify the Herzog Contracting Corp. contract #200655 for the replacement of four bridges, increasing the original Board authorized amount by \$201,923 for reinforced concrete box culverts.

**FISCAL IMPACT:**

Funding for this action is available in the FY2021 Capital Budget.

**STRATEGIC PLAN:**

**Strategic Goal Alignment:**

1. Internal/External Customer Service Excellence     2. Stakeholder Engagement  
 3. Financial and Environmental Sustainability     4. Staff Development     5. Agency Growth Management

**Strategic Objectives:**

- 1.1 Safety & Risk     1.2 Continuous improvement     1.3 Dynamic Change  
 1.4 Culture of Innovation     2.1 Be an Employer of Choice     2.2 Organization Development  
 2.3 Organization Culture     3.1 Resource optimization     3.2 Safety Culture  
 3.3 Environmental Leadership     4.1 Educate & Call to Action     4.2 Build Partnerships  
 4.3 Value of Transit     4.4 Project Connect

**EXPLANATION OF STRATEGIC ALIGNMENT:** There are 127 bridges in Capital Metro’s Rail Right-of-Way from Giddings to Marble Falls. Most of the bridges are 100 years of age and need constant repairs or replacement. The goal of replacing four short span bridges with resized reinforced concrete box culverts (RCBC) is to upgrade the cross-drainage to avoid inundation of stormwater near the structures due to increased drainage flows caused by the development along the railroad right of way, thereby supporting the agency’s goal for providing a safe transit service, high quality customer experience and encouraging increased ridership.

**BUSINESS CASE:** The Capital Metro Board has adopted service standards that include providing a safe transit service and positive customer experience and increased ridership. The Capital Metro Board authorized contract #200655 to replace four short span bridges with box culverts. The funding for this contract is included in the FY 2021 budget and the Five-Year capital improvement plan.

**COMMITTEE RECOMMENDATION:** This item was presented and recommended for approval by the Operations, Planning and Safety Committee on August 18, 2021.

**EXECUTIVE SUMMARY:** In February 2021, the Board authorized \$1,757,256 for the replacement four short span bridges with box-culverts as part of its State of Good Repair program. This work began in March 2021 in compliance with the Board adopted safety and reliability standards. In order to meet the latest railroad loading criteria, the designer, the contractor and Capital Metro Project Management agreed to use a BNSF railroad precast box specification that meets the appropriate railroad loading criteria. This necessitated a change in the contract price. Authorization for an additional \$201,923 is requested to support this revision.

**DBE/SBE PARTICIPATION:** The SBE goal is 9%. The prime contractor will exceed the goal utilizing the SBE subcontractors.

<b>SBE Subcontractor</b>	<b>Race/Gender</b>	<b>Services/Products</b>	<b>SBE Responsive</b>
Austin Underground Inc. Austin, TX	Hispanic/Male	Install Pre-Cast Box Culvert	43.8%
			<b>43.8%</b>

**PROCUREMENT:** On March 17, 2021, following authorization by the Capital Metro Board of Directors, Herzog Contracting Corp was awarded contract #200655 for the replacement of four bridges with reinforced concrete box-culverts (RCBCs) for \$1,597,506, plus \$159,750 (10%) contingency for a total not to exceed amount of \$1,757,256. This resolution adds additional monies to address a change order.

**RESPONSIBLE DEPARTMENT:** Capital Projects

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

**STATE OF TEXAS  
COUNTY OF TRAVIS**

**AI-2021-135**

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and Capital Metro management endeavor to provide the best customer experience and to better serve Central Texas residents; and

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and Capital Metro management recognize the need to acquire contract services for replacement of four bridges with reinforced concrete box culverts.

NOW, THEREFORE, BE IT RESOLVED by the Capital Metropolitan Transportation Authority Board of Directors that the President & CEO, or his designee, is authorized to modify Herzog Contracting Corp. contract #200655 for the replacement of four bridges, increasing the original Board authorized amount by \$201,923 for reinforced concrete box culverts.

**Date:** \_\_\_\_\_

\_\_\_\_\_  
**Secretary of the Board  
Eric Stratton**



# Capital Metropolitan Transportation Authority

2910 East 5th Street  
Austin, TX 78702

Operations, Planning and Safety Committee **Item #:** AI-2021-136

**Agenda Date:** 8/18/2021

**SUBJECT:**

Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute a contract with Modern Railway Systems, Inc., for the construction of the Lakeline to Leander Double Track Project, plus optional McKalla special track components for a total not to exceed amount of \$8,301,404, which includes a 20% contingency.

**FISCAL IMPACT:**

Funding for this action is available in the FY2022 Capital Budget

**STRATEGIC PLAN:**

**Strategic Goal Alignment:**

- 1. Internal/External Customer Service Excellence
- 2. Stakeholder Engagement
- 3. Financial and Environmental Sustainability
- 4. Staff Development
- 5. Agency Growth Management

**Strategic Objectives:**

- 1.1 Safety & Risk
- 1.2 Continuous improvement
- 1.3 Dynamic Change
- 1.4 Culture of Innovation
- 2.1 Be an Employer of Choice
- 2.2 Organization Development
- 2.3 Organization Culture
- 3.1 Resource optimization
- 3.2 Safety Culture
- 3.3 Environmental Leadership
- 4.1 Educate & Call to Action
- 4.2 Build Partnerships
- 4.3 Value of Transit
- 4.4 Project Connect

**EXPLANATION OF STRATEGIC ALIGNMENT:** Currently, there is a single main track between the Lakeline and Leander Stations. There is a need for a double track midway between the Lakeline and Leander Stations to establish a meet point for passing trains in order to support plans for improved service frequency and reliability.

**BUSINESS CASE:** To support Capital Metro’s goal of continuous improvement of the customer experience, a segment of double track is necessary between the Leander and Lakeline stations. The funding for this project is included in the FY 2022 capital budget and five year capital improvement plan

**COMMITTEE RECOMMENDATION:** This item will be presented and recommended for approval by the Operations, Planning and Safety Committee on August 18, 2021

**EXECUTIVE SUMMARY:** In 2020, Capital Metro began working on feasibility options for double tracking sections of the railroad in order to provide improved frequency in full compliance with the Board adopted safety standards and reliability of transit service. After evaluating several options, a location between the Lakeline and Leander Stations (Park Street and Discovery Blvd.) was selected as the priority for design and construction of a double track section. This segment of double track will support the agency’s future service plans, including improved service frequency and reliability

The contractor will construct the additional track and associated retaining wall, replace a 15-foot bridge with a precast concrete culvert, encase the base water line under the tracks, add wayside signalization and make necessary modifications to the Positive Train Control (PTC) system. This contract also includes the option for providing a rail crossover and turnout for the McKalla rail station project.

**DBE/SBE PARTICIPATION:**

The SBE goal is 19.70%. The prime contractor will meet 23.9% utilizing the following SBE subcontractors:

<b>DBE Subcontractors</b>	<b>Race/Gender</b>	<b>Services/Products</b>	<b>DBE Responsive</b>
McAllen Signal and Boring McAllen, TX	Hispanic / Female	Install Signal System	6%
HAFCO Austin, TX	Hispanic/ Male	Supply and Install Track	15%
JC Communications Leander, TX	Caucasian/ Female	Supply, Install, Splice, Conduit, and Fiber	.9%
Environmental Safety Services Austin, TX	Hispanic/ Male	Erosion Controls	1.2%
Avery’s Lawn Care & Landscaping Round Rock, TX	Black/ Male	Supply and install erosion controls	.8%
			<b>23.9%</b>

**PROCUREMENT:** On May 6, 2021, a Request for Proposal was issued and formally advertised. By the closing date of June 14, 2021, four (4) proposals were received. The proposals were rated based on the following evaluation factors:

- 1.) The offeror’s demonstrated, relevant work experience and capabilities of the firm and of the proposed project personnel on projects of a similar size and complexity. (30%)
- 2.) Experience in design of Signal systems and PTC modifications and installation & testing. (25%)
- 3.) Demonstrated understanding of the requirements in the Technical Specifications, Plans, and the Scope of Work as described in Exhibit F. (25%)
- 4.) Offeror’s Demonstration of financial capability is appropriate to the size and scope of the project. (20%).



The proposal from Modern Railway Systems was ranked highest, all factors considered. The contract is a fixed price contract. The period of performance is for 365 calendar days from Notice to Proceed.

RESPONSIBLE DEPARTMENT: Capital Projects

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

**STATE OF TEXAS  
COUNTY OF TRAVIS**

**AI-2021-136**

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and Capital Metro management endeavor to provide the best customer service experience and to better serve Central Texas residents; and

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and Capital Metro management recognize the need for a segment of double track for the MetroRail Red Line between Park Street and Discovery Blvd.

NOW, THEREFORE, BE IT RESOLVED by the Capital Metropolitan Transportation Authority Board of Directors that the President & CEO, or his designee, is authorized to finalize and execute a contract with Modern Railway Systems, Inc., for the construction of the Lakeline to Leander Double Track Project, plus optional McKalla special track components for a total not to exceed amount of \$8,301,404, which includes a 20% contingency

**Date:** \_\_\_\_\_

\_\_\_\_\_  
**Secretary of the Board  
Eric Stratton**

Capital Metropolitan Transportation Authority (CMTA)

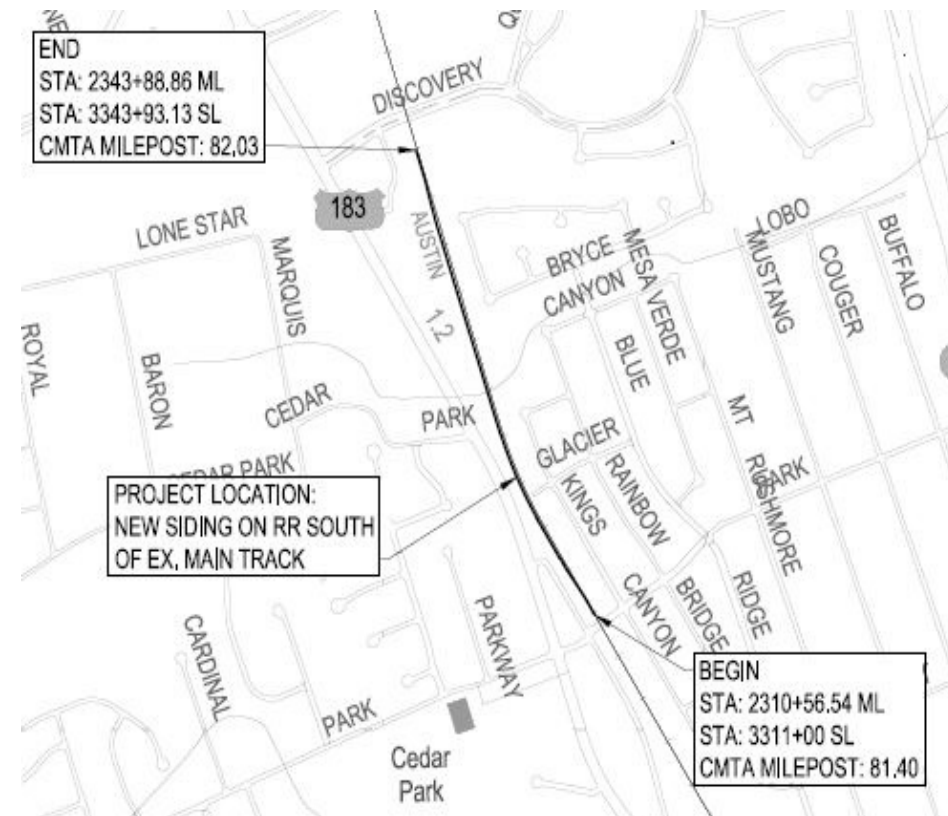
RRC 1904/PLN 2110

Lakeline to Leander Double Track Project

# RRC 1904 Lakeline to Leander Double Track (Park St. to Discovery Blvd.)

## Overview

- Currently, there is a single main track between the Lakeline and Leander Stations.
- Need for a double track midway between Lakeline and Leander Stations to establish a zone for passing trains
- Supports plans for improved service frequency and reliability.
- Project includes construction of new track, realignment of existing track, drainage, bridge work, utility impacts, McKalla turnout, x-over



# RRC 1904 Lakeline to Leander Double Track (Park St. to Discovery Blvd.)

## Financials

Project Construction Cost	\$6,527,036
Crossover & Turnout for McKalla Project (option)	\$390,800
Contingency 20%	<u>\$1,383,567</u>
<b>TOTAL</b>	<b>\$8,301,404</b>

## Schedule

Lakeline/Leander Double Track										
Scope	Trackwork, Special Trackwork, Civil, Bridge/Culvert/Signalization									
Project Delivery Method	Design-Bid-Build									
Project Schedule	July '20	Mar '21	Apr '21	Aug '21	Sep'21	Q4	Q1	Q2	Q3	
Design	Completed									
RFP - Bid Phase			Completed							
Construction Phase					Groundbreaking					Go Live
					365 C. Days					



**METRO**

**THANK YOU!**



# Capital Metropolitan Transportation Authority

2910 East 5th Street  
Austin, TX 78702

Finance, Audit and Administration Committee  
**Agenda Date:** 8/18/2021

**Item #:** AI-2021-133

**SUBJECT:**

Approval of a resolution adopting a Board Operating Procedures Policy and amending the Capital Improvement Program Policy.

**FISCAL IMPACT:**

This action has no fiscal impact.

**STRATEGIC PLAN:**

**Strategic Goal Alignment:**

- 1. Internal/External Customer Service Excellence
- 2. Stakeholder Engagement
- 3. Financial and Environmental Sustainability
- 4. Staff Development
- 5. Agency Growth Management

**Strategic Objectives:**

- 1.1 Safety & Risk
- 1.2 Continuous improvement
- 1.3 Dynamic Change
- 1.4 Culture of Innovation
- 2.1 Be an Employer of Choice
- 2.2 Organization Development
- 2.3 Organization Culture
- 3.1 Resource optimization
- 3.2 Safety Culture
- 3.3 Environmental Leadership
- 4.1 Educate & Call to Action
- 4.2 Build Partnerships
- 4.3 Value of Transit
- 4.4 Project Connect

**EXPLANATION OF STRATEGIC ALIGNMENT:** The polices adopted by the Board of Directors provide strategic direction to the President & CEO and Capital Metro regarding policy matters within the purview of the Board.

**BUSINESS CASE:** Periodic review and updates to policies adopted by the Board of Directors are prudent to ensure that the policies meet the ongoing needs of Capital Metro.

**COMMITTEE RECOMMENDATION:** This item was presented and recommended for approval at the Finance, Audit and Administration and Operations, Planning and Safety Committees on August 18, 2021.

**EXECUTIVE SUMMARY:** Section 8.6 of the Bylaws of the Capital Metro Board of Directors (the “Board”) requires the continuous review and update of all policies adopted by the Board over a five-year period,

beginning in 2018. The following actions are recommended for Board-adopted policies at this time: (1) To govern the administration and operation of the Board, including conflicts of interest, public comment and involvement and Board travel policies, Staff recommends the Board adopt a Board Operating Procedures Policy. The Board Operating Procedures Policy consolidates the following Board policies: Board Personal Financial Statement Policy (Resolution No. AI-2019-1078); Public Comment Policy and Procedures (Resolution No. AI-2019-1078); Community Involvement Policy (Resolution No. AI-2019-1078); Board Travel Policy (Resolution No. CMTA-2013-65); Board Attendance Stipend Policy (Resolution No. CMTA-2010-70); and Board Mileage Reimbursement Policy (Resolution No. CMTA-2011-10). Among other minor changes, staff updated the Public Comment Policy and Procedures to allow for virtual public comment using Capital Metro's videoconference system and to establish a single comment period at the beginning of the open meeting. (2) Staff recommends approval of updates to the Capital Improvement Program Policy (Resolution No. CMTA-2011-25). Transportation Code § 451.132 requires the Board to adopt a five-year plan for capital improvement projects that supports Capital Metro's strategic goals and satisfies other requirements set forth in the statute. This policy lays out what needs to be included in the capital improvement plan and is intended to guide funding decisions during the capital budget review process and the subsequent reporting of progress on individual projects. Staff recommends approval of updates to the Capital Improvement Program Policy to, amongst other things, align with recommendations of the Enterprise Project Portfolio Management Committee.

DBE/SBE PARTICIPATION: Does not apply.

PROCUREMENT: Does not apply.

RESPONSIBLE DEPARTMENT: Legal Department



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

**STATE OF TEXAS  
COUNTY OF TRAVIS**

**AI-2021-133**

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

WHEREAS, the Board of Directors adopted Bylaws in 2017 that required policies adopted by the Board of Directors to be reviewed every five (5) years; and

WHEREAS, the following policies have been identified for review in August 2021: Board Travel Policy (Resolution No. CMTA-2013-65); Board Attendance Stipend Policy (Resolution No. CMTA-2010-70); Board Mileage Reimbursement Policy (Resolution No. CMTA-2011-10); and Capital Improvement Program Policy (Resolution No. CMTA-2011-25).

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors adopts the Board Operating Procedures Policy which consolidates the following Board policies: Board Personal Financial Statement Policy (Resolution No. AI-2019-1078); Public Comment Policy and Procedures (Resolution No. AI-2019-1078); Community Involvement Policy (Resolution No. AI-2019-1078); Board Travel Policy (Resolution No. CMTA-2013-65); Board Attendance Stipend Policy (Resolution No. CMTA-2010-70); and Board Mileage Reimbursement Policy (Resolution No. CMTA-2011-10), with the changes recommended by staff.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Board of Directors approves the changes to the Capital Improvement Plan Policy, formerly the Capital Improvement Program Policy (Resolution No. CMTA-2011-25).

**Date:** \_\_\_\_\_

\_\_\_\_\_  
**Secretary of the Board  
Eric Stratton**



## **CAPITAL METRO BOARD OF DIRECTORS**

### **BOARD OPERATING PROCEDURES POLICY**

The Capital Metropolitan Transportation Authority (“Capital Metro”) Board of Directors (the “Board”) does hereby establish this Board Operating Procedures Policy (this “Policy”) to govern the administration and operation of the Board and Board meetings. This Policy does not supersede and is subject to any federal or Texas law or administrative rule, including the Texas Open Meetings Act.

#### **I. BOARD PERSONAL FINANCIAL STATEMENT POLICY**

Capital Metro desires to ensure that Board members comply with all state laws and best practices related to conflicts of interest as Board members. A Statement of Financial Interest and Affiliation is required of all Board members to assist in complying with these state laws. All Board members shall complete a Statement of Financial Interest and Affiliation no later than January 31<sup>st</sup> of each year for the prior year that shall be kept on file with Capital Metro and made available to the public upon request.

#### **II. PUBLIC COMMENT POLICY AND PROCEDURES**

It is the policy of the Board to value input from the public on matters of Capital Metro’s public business. Interested parties representing various points of view are allowed time to present their views in an orderly manner in accordance with this policy, while permitting the Board to conduct its meetings in an efficient and effective manner. This policy applies to Board meetings and Board committee meetings and is subject in all respects to the Texas Open Meetings Act requirements as applicable and in effect at any time.

Public comment shall be subject to the following procedures:

- (1) Speakers may elect to comment in person by physical attendance at the Board meeting, or remotely via Capital Metro’s videoconferencing system.
- (2) Members of the public may sign up to speak on any action item or topic prior to the Board meeting by (i) completing a Public Comment form available outside the Board meeting room prior to the meeting, or (ii) contacting Capital Metro via the email address or telephone number listed in the Public Comment section of the Capital Metro website at least twenty-four (24) hours in advance of the Board meeting to request access to testify via Capital Metro’s remote videoconferencing system.
- (3) Public comment on general topics and action items will be received as the first item on the meeting agenda.
- (4) Each speaker will receive a total of three (3) minutes to address the Board. Speakers with general comments and comments on one or more action items will receive a total of five (5) minutes to address the Board. Non-English speakers requiring a translator will receive double the applicable time to address the Board.
- (5) If more than one member of the public from a particular group is present and requests to comment, the Chair may ask that the group select one representative of the group to present the group’s view. In such a case, the group’s representative will be allowed five (5) minutes to speak.

**IN ITS SOLE DISCRETION THE BOARD RESERVES THE RIGHT TO WAIVE THE PROCEDURES CONTAINED IN THIS SECTION II WHEN NECESSARY TO CONDUCT**

**BOARD MEETINGS EFFICIENTLY AND EFFECTIVELY. CAPITAL METRO RESERVES THE RIGHT TO REMOVE PERSONS WHO CAUSE A DISTURBANCE AT AN OPEN MEETING OR TAKE OTHER ACTIONS TO PROMOTE AN ORDERLY MEETING.**

**III. COMMUNITY INVOLVEMENT POLICY**

The Board believes that effective community involvement improves the quality of decision-making processes and builds trust in Capital Metro. This policy ensures that Capital Metro integrates, in a meaningful way, the knowledge and opinions of its many stakeholders into its decision-making processes.

- (1) *Community Involvement Program.* Capital Metro will maintain a comprehensive community involvement program that includes plans for receiving public comment for major decision-making processes including, but not limited to, policy development, strategic planning, budgeting, capital projects planning, fare adjustments, and transit service changes. Capital Metro's Community Involvement Program will include:
  - a. Methods to provide the public with access to accurate, understandable, and timely information to facilitate effective involvement in the decision-making process.
  - b. Methods to ensure a diverse range of stakeholders are engaged in the process.
  - c. Methods of providing the community with a sound understanding of the pertinent issues and options Capital Metro is considering.
  - d. Methods to ensure information and activities are accessible to stakeholders with disabilities and/or limited English proficiency.
  - e. Methods to ensure that the public has an opportunity to comment on Board matters before a vote on the matters occur.
  
- (2) *Board Consent Agenda.* The Board shall not utilize a consent agenda nor expedite consideration of Board matters at Board meetings unless it is for routine, noncontroversial matters. "Routine, noncontroversial matters" for placement on the Board Consent Agenda include, but are not limited to, the following items:
  - a. Contracts and agreement for the normal operation of a business, such as business services or furniture purchases, regardless of the dollar value.
  - b. All other contracts with a value less than \$5 million.

Items that should not be considered for placement on the Board Consent Agenda include, but are not limited to, the following items:

- a. Substantive changes to Board adopted policies.
  - b. Actions requiring a public hearing such as fare and service changes.
- 
- (3) *Annual Community Involvement Workplan and Quarterly Updates.* Capital Metro staff will annually provide the Board with a workplan memorandum outlining major opportunities for the public to provide comments on significant Board matters and a quarterly memorandum updating the Board on current outreach activities. Significant board matters for which Capital Metro will always seek community input include, but are not limited to, the approval of the annual budget, service changes, and fare changes.
  
  - (4) *Community Input.* Capital Metro will seek community input that reflects all points of view and will carefully consider this input when making decisions.

- (5) *Decision-Making Processes.* Capital Metro will work to ensure that decision-making processes are open and accessible to all interested parties, including but not limited to:
- a. Those with limited financial and technical resources.
  - b. Persons with limited English proficiency.
  - c. Persons with disabilities.
  - d. Those with limited past experience participating in transportation decision-making.

**THE BOARD OF DIRECTORS RESERVES THE RIGHT TO WAIVE THIS POLICY AND THESE PROCEDURES WHEN NECESSARY TO CONDUCT BOARD MEETINGS EFFICIENTLY AND EFFECTIVELY. THIS POLICY SHALL BE POSTED ON CAPITAL METRO'S WEBSITE.**

#### **IV. BOARD TRAVEL POLICIES**

Capital Metro Board members may be required to travel for business reasons associated with Capital Metro. Board members are encouraged to attend transit-related conferences and pursue other educational opportunities for the betterment of Capital Metro. The purpose of these Board Travel Policies is to assure that authorized travel by Board members is conducted in a responsible manner and that all travel is done in the most efficient and cost-effective manner possible.

Board members shall follow all applicable business travel policies and procedures of Capital Metro, in addition to the terms of these policies to ensure that authorized travel is conducted in a responsible manner and that established procedures are followed consistently.

A. *Allocation of Board Travel Funds.* The Board shall establish an amount in each adopted annual budget for business travel and conference expenses by members of the Board for the upcoming fiscal year. Each Board member shall be allocated in the budget an equal amount for Capital Metro business travel, with an additional sum allocated to be dispersed at the discretion of the Chair for additional travel beyond an individual member's allocation. Travel funds shall further be subject to the following:

- (1) This amount shall include registration fees and all allowable reimbursable expenses such as air travel, lodging, per diem and other reasonable travel expenses. Payment for hotel or other lodging expenses within fifty (50) miles of the Board member's personal residence shall not be an allowable reimbursable expense.
- (2) Travel arrangements will not be made unless the Board member has funds available or has received approval from the Chair for the use of funds from the Chair's discretionary allocation.
- (3) Each Board member shall annually work with staff and submit to the Chair a list of anticipated travel for the upcoming fiscal year by September 15th based on the proposed budgeted amount allocated to each Board member for Board member travel. To assist with meeting planning and budgeting, the submission must include dates, location, and estimated costs for each planned trip.
- (4) Capital Metro shall not pay for Board members to travel when it would coincide with a regularly scheduled monthly meeting of the full Board unless it is deemed necessary for business reasons by the Chair or their designee.

(5) Board members are expected to work with the Board Relations Manager to make their travel arrangements prior to travel in accordance with Capital Metro travel policies.

B. *Mileage Reimbursement.* Board members may receive personal mileage reimbursement at the IRS standard mileage reimbursement rate when traveling for the following Capital Metro business meetings or events:

- (1) Travel to and from meetings of the Board;
- (2) Travel to and from committee meetings on which the Board member serves;
- (3) Capital Metro events where board member attendance is requested.


Mileage reimbursement to Board members for local travel within the service area in furtherance of Capital Metro business shall NOT be deducted from the Board member's allocated travel fund.

C. *No Attendance Stipend.* Board members will not receive a stipend for attending Capital Metro business meetings.

D. *Exceptions to Board Travel Policies.* The Chair may consider and approve exceptions to this policy on a case-by-case basis when a need arises as the budget allows.

## V. AMENDMENTS, SUPPLEMENTS, SUSPENSIONS

Subject to the terms of the Capital Metro Bylaws and applicable law, this Policy may, by an affirmative vote of two-thirds of the Board members in attendance at a meeting, be temporarily suspended to facilitate consideration of Board action in the event of emergencies or other special circumstances, or otherwise supplemented or amended.

	<b>Capital Improvement Plan Policy</b>  <b>Board of Directors</b>	<b>Issued: March 28, 2011</b> <b>Revised: August 30, 2021</b>  <b>Approved by: Board of Directors</b>
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**Capital Improvement Plan Policy**

**1. Scope and Definition**

The Capital Improvement Plan (CIP) policy is intended to guide funding decisions during the Capital Budget review process and the subsequent reporting of progress on individual projects.

Capital Assets are significant pieces of property such as buses, rail cars, facilities and equipment, with a value of \$5,000 or more and a useful life exceeding one year. Due to the size of these expenditures and the length of time required to complete them, Capital Metro’s capital planning process will cover a five-year period and will be re-evaluated annually.

The CIP is a schedule of capital improvement projects that Capital Metro plans to undertake during the upcoming five-year period and includes project descriptions, estimated costs, sources of funding and other information that is consistent with sound capital project management or that may be required by the Capital Metro Board of Directors (the “Board”).

The Capital Budget covers the first year of the CIP and includes projects for which funds have been authorized for expenditure by the Board for the fiscal year. Ongoing capital projects will be re-evaluated annually prior to the inclusion in that year’s Capital Budget.

**2. Capital Investment Goals**

The goals of the Capital Improvement Program include:

- Prioritizing the capital projects to be undertaken by Capital Metro consistent with the Strategic Plan and the goals and objectives therein.
- Providing a method for public review and input on capital decisions.
- Providing a framework for the management, monitoring and reporting on the progress of capital projects.
- Ensuring the fiscal integrity of the CIP as it relates to Capital Metro’s overall budget.
- Ensuring transparency in the implementation of the CIP.

**3. Prioritization of Projects**

For all capital projects, performance metrics to objectively evaluate the success of the project are identified through scope, schedule and budget. A methodology to measure and validate anticipated project benefits will be defined, e.g., how project benefits will be measured and what data will be used to perform the comparison. These performance metrics will be directly linked to this policy. The measurements should be reviewed and approved (i.e., documented via workflow) by the appropriate executive sponsor prior to submission to the Finance Department.

The President & CEO or designee shall have the authority to adjust the level of required analysis in the development of the Capital Budget based upon the project's legal or regulatory requirements, complexity, or whether the project is a routine maintenance project (e.g., supported by a facilities or fleet plan, IT strategic plan) versus an expansion or non-routine project. However, this flexibility does not reduce or remove project approval and reporting requirements.

Capital Metro will invest in capital projects that have the greatest potential to produce positive results for our customers, local communities and the region consistent with sound management of financial resources. In this regard, it is the Board's intention that capital projects relate to one or more of the following criteria and be in alignment with Capital Metro's Strategic Plan to be given priority for approval:

- Cost Reduction—Instituting improvements that can produce quantifiable operating efficiencies and make better use of resources or implementing projects which minimize additional operating expenses.
- Customer Experience—Providing innovations that improve the transit environment and customer experience, service reliability to minimize disruptions and delays, and managing system capacity to align with existing or future service demand and optimizing use of the fleet and public facilities.
- Regulatory—Ensuring compliance with Federal and State mandates such as the Americans with Disabilities Act.
- Ridership—Maintaining current riders and attracting new customers.
- Safety—Ensuring the physical well-being of Capital Metro's customers, employees and the general public and enhancing Capital Metro's ability to respond to safety or security incidents.
- State of Good Repair—Maintaining the Authority's current "core business" through investments in projects which are necessary to operate the existing infrastructure or add an additional dimension/mode to existing systems and including adherence to maintenance and replacement cycles.

Projects will be rated and ranked based on the above criteria and cost to produce the best value return on investment.

Capital projects which address multiple priority areas should have a greater likelihood of approval. The CIP will align with, and support, the regional metropolitan planning organization's long-range transportation plan where appropriate.

Capital Metro will develop a consistent system by which capital projects are approved, beginning with the Strategic Plan and the prioritization of Capital Metro's goals and objectives.

In addition, the following factors will be considered in making capital investment decisions:



- a. The asset must have a value of at least \$5,000 or more and have a useful life exceeding one year.
- b. If financed by debt, the useful life should exceed the term of the bond.
- c. The availability of grant resources against which local funds can be leveraged will enhance the likelihood of approval.
- d. The age and condition of the capital asset:
  - o Assets that are older and in poor condition should generally rank higher on the rehabilitation or replacement list; and
  - o Specific vehicle rehabilitation or replacement programs should be established for revenue and non-revenue vehicles.
- e. Cost-benefit relationships. Benefits may be measured in terms of avoided cost or the ability to recover the capital investment within a given period of time. Also, important to the cost-benefit relationship are on-going operating costs, including staffing requirements and replacement cycle.
- f. Engineering considerations. Projects should be evaluated in the scheduling/order of projects. The interdependencies between projects are an important consideration in the scheduling of construction projects. For example, major rehabilitation to a bridge on a rail line might coincide with a track rehabilitation to achieve economies and avoid duplication of effort.

#### **4. Financing the CIP**

Capital Metro will attempt to budget for capital improvements on a pay-as-you-go basis using current revenues and available fund balances.

Capital Metro will seek federal, state and municipal grant funds, whenever available, to support the CIP.

The Board, under the provisions of Texas Transportation Code, Chapter 451, Subchapter H, may issue bonded debt at any time and for any amounts it considers necessary or appropriate for the acquisition, construction, repair, equipping, improvement or extension of its transit authority system subject to the following statutory limitations:

- a. The Board, by resolution, may authorize the issuance of bonds payable solely from revenue.
- b. Bonds which are to be paid in whole or part from taxes may not be issued except when authorized by the voters in an election held for the purpose of considering the issuance of debt.
- c. Capital Metro may not issue bonds secured by ad valorem tax revenue.
- d. For the purposes of issuing debt, the Board may encumber one or more transit authority systems to purchase, construct, extend, or repair one or more other transit authority systems.

- e. The Board may, by order or resolution, issue bonds that are secured by revenue or taxes of Capital Metro without an election held for the purpose of approving this debt if the debt has a term of not more than 12 months and is payable only from revenue or taxes received on or after the date of the debt's issuance and before the end of the fiscal year following the fiscal year in which the bonds are issued.
- f. Capital Metro may not issue short-term debt under Chapter 451, Subchapter H, or bonds secured by the revenue of Capital Metro to finance any portion of the purchase, acquisition, construction, operation or maintenance of a fixed rail transit system unless the system is approved at a referendum as set out in state law (See, Transportation Code, Sec. 451.071).

Bond proceeds will be invested until they are needed in a manner consistent with the requirements of Capital Metro's Investment Policy.

## **5. The Capital Improvement Plan (CIP)**

Annually, Capital Metro will prepare a rolling five-year CIP. The first year's CIP spending constitutes the annual Capital Budget. The CIP and Capital Budget will be approved by the Board as part of the regular budget process and following a public hearing as required by state law and Board policy.

The CIP will align with and be driven by Capital Metro's Strategic Plan. It should also align with, and support, the regional metropolitan planning organization's long-range transportation plan where appropriate.

The CIP should include, at a minimum, the following elements:

- Prioritization of capital projects anticipated over a five-year period;
- Description of planned capital projects, including project category and scope;
- Financing of capital projects, including implications for ongoing operational costs;
- Sources of funding for projects including local and federal funds; and
- Policies for capital planning, estimating costs, tracking spending, managing risk, approving capital projects and reporting on projects.

The CIP should include sufficient detail for the Board and the general public to understand the projects that will be undertaken and how they fit into the overall strategic vision of Capital Metro.

The Capital Budget should clearly account for amounts budgeted for each of Capital Metro's departments, including sources of funding. All capital costs listed in the CIP and Capital Budget will be shown in current dollars and will be updated annually when submitted for inclusion in the CIP.

Prior to undertaking a capital project, all ongoing operational and maintenance costs shall be identified and included as part of the overall CIP.



## **6. Capital Project Monitoring**

Any change in project costs from the previously approved CIP must be justified in writing and include a new project summary along with the reasons for the change in the project cost. Staff should regularly report budget variances to the Board.

Staff will provide the Board with quarterly status reports on actual operations and capital expenditures in comparison with the amounts budgeted and the planned schedule for carrying out the project. These reports should include updates on all key capital projects, including general information on the percentage of CIP projects within original budget and the percentage of CIP projects completed on original schedule.

For individual projects, the following should be reported: work completed compared to budget spent, status of project budget, project completion and any contract management concerns. To assist with reporting on capital projects, Capital Metro will track capital projects using a consistent method, including, at a minimum, tracking the baseline budget, contract awards, contract changes and expenditures to date.

Each project will be evaluated against the original investment criteria at least annually. When determining whether the project accomplished its intended goals, the performance measurement methodology outlined in the original project analysis should be used.

No budget transfer will be made from the Capital Budget to the operating budget without the approval of the President/CEO.


Capital project funds will be re-evaluated annually until the project is completed. Following completion of a capital project, remaining surplus capital funds will lapse and may be reallocated as follows:

- a. Funding derived from Capital Metro's own-source revenues will revert to reserve and may subsequently be allocated for any capital or operating purpose as approved by the Board.
- b. Remaining federal grant authority will be used for other projects authorized under federal law and regulations consistent with the approved CIP.
- c. Funding derived from bond proceeds may be reallocated for other capital projects consistent with the terms of the relevant bond issue and the CIP.

## **References**

### **Financial Policies**

### **Investment Policy**

	<p align="center"><b>Capital Improvement Plan Policy</b></p> <p align="center"><b>Board of Directors</b></p>	<p><b>Issued: March 28, 2011</b>  <b>Revised: August 30, 2021</b></p> <p><b>Approved by: Board of Directors</b></p>
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No budget transfer will be made from the Capital Budget to the operating budget without the approval of the President/CEO.

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- b. Remaining federal grant authority will be used for other projects authorized under federal law and regulations consistent with the approved CIP.
- c. Funding derived from bond proceeds may be reallocated for other capital projects consistent with the terms of the relevant bond issue and the CIP.

## **References**

### **Financial Policies**

### **Investment Policy**



# Capital Metropolitan Transportation Authority

2910 East 5th Street  
Austin, TX 78702

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Operations, Planning and Safety Committee **Item #:** AI-2021-143

**Agenda Date:** 8/18/2021

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**SUBJECT:**

Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute an Interlocal Agreement with the Texas Transportation Institute for a period of five years for provision of research in a variety of areas to facilitate Capital Metro's delivery of transit services on an as needed basis in an amount no to exceed \$2,500,000.

**FISCAL IMPACT:**

Funding for this action is available in the FY2022 Operating Budget

**STRATEGIC PLAN:**

**Strategic Goal Alignment:**

1. Internal/External Customer Service Excellence     2. Stakeholder Engagement  
 3. Financial and Environmental Sustainability     4. Staff Development     5. Agency Growth Management

**Strategic Objectives:**

- |   |  |  |
|---|--|--|
| <input checked="" type="checkbox"/> 1.1 Safety & Risk | <input checked="" type="checkbox"/> 1.2 Continuous improvement | <input type="checkbox"/> 1.3 Dynamic Change            |
| <input type="checkbox"/> 1.4 Culture of Innovation    | <input type="checkbox"/> 2.1 Be an Employer of Choice          | <input type="checkbox"/> 2.2 Organization Development  |
| <input type="checkbox"/> 2.3 Organization Culture     | <input checked="" type="checkbox"/> 3.1 Resource optimization  | <input checked="" type="checkbox"/> 3.2 Safety Culture |
| <input type="checkbox"/> 3.3 Environmental Leadership | <input type="checkbox"/> 4.1 Educate & Call to Action          | <input type="checkbox"/> 4.2 Build Partnerships        |
| <input type="checkbox"/> 4.3 Value of Transit         | <input type="checkbox"/> 4.4 Project Connect                   |  |

**EXPLANATION OF STRATEGIC ALIGNMENT:** Having access to research capacity at one of the leading transportation institutes in the country helps Capital Metro make better decisions and provide improved services to the community.

**BUSINESS CASE:** Texas A&M Transportation Institute (TTI) can augment Capital Metro staff with specific research topics and associated work in a cost-effective manner. As a public entity with access to talented graduate researchers, they offer the agency the ability to access resources that would otherwise be difficult to obtain for comparable costs.

COMMITTEE RECOMMENDATION: This item was presented and recommended for approval by the Operations, Planning and Safety Committee on August 18, 2021.

EXECUTIVE SUMMARY: Capital Metro has maintained an agreement with the Texas A&M Transportation Institute (TTI) since 2007 to allow the agency to access transportation knowledge, expertise and research capabilities to support our vision, mission and goals. The current five-year agreement expires on September 30, 2021. Under the current agreement, the parties have executed 16 task orders in the areas of safety, planning, operations analysis, and financial analysis. The new agreement will begin on October 1, 2021 with a five year term. Under this agreement Capital Metro will utilize a task order process to access TTI resources on an as-needed basis. Funding for each task order is included as professional services in the budget of the requesting department.

DBE/SBE PARTICIPATION: Does not apply.

PROCUREMENT: Click or tap here to enter text.

RESPONSIBLE DEPARTMENT: Operations

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

**STATE OF TEXAS  
COUNTY OF TRAVIS**

**AI-2021-143**

WHEREAS, Since 2007, Capital Metro and the Texas A&M Transportation Institute (TTI) have partnered to accomplish research in support of Capital Metro's mission and vision; and

WHEREAS, the Capital Metro Board of Directors desires to continue the partnership with TTI in order to continue to improve the work of the Authority,

NOW, THEREFORE, BE IT RESOLVED the Capital Metropolitan Transportation Authority Board of Directors authorizes the President & CEO, or his designee, to finalize and execute an Interlocal Agreement with the Texas Transportation Institute for a period of five years for provision of research in a variety of areas to facilitate Capital Metro's delivery of transit services on an as needed basis in an amount no to exceed

\$2,500,000.



# Capital Metropolitan Transportation Authority

2910 East 5th Street  
Austin, TX 78702

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Finance, Audit and Administration Committee  
**Agenda Date:** 8/18/2021

**Item #:** AI-2021-129

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FY2022 Proposed Budget Update

# FY2022 Budget Update


Presented on August 18, 2021

# FY2022 Budget Development Calendar

- Feb 4 Operating and Capital Budget kick-off meeting with departments
- Apr 16 Capital and Operating Budget requests received from departments
- May 12 Board Committees review proposed budget calendar
- Jun 2 Initial review with Access Advisory Committee
- Jun 9 Initial review with Customer Satisfaction Advisory Committee
- Jun 28 Board of Directors initial review and discussion
- Jul 19 Budget proposal presented to Board of Directors

# FY2022 Budget Development Calendar

## PUBLIC OUTREACH / FEEDBACK PROCESS

- Aug 4 Presentation to Access Advisory Committee
- Aug 11 Presentation to Customer Satisfaction Advisory Committee
-  Aug 18 Update Board Committees
- Aug 23-27 Public and virtual outreach
- Aug 24 Proposed budget document is published online
- Aug 24 Notice of public hearing on proposed budget and capital improvement plan
- Sep 15 Update Board Committees
- Sep 15 Public hearing on proposed budget and capital improvement plan at noon
- Sep 27 Board of Directors considers budget proposal for adoption



# Operating Revenue and Expense Updates

- Sales Tax – June 2021 receipt
  - FY2021 Forecast increase of \$6.3 million
  - FY2022 Budget increase of \$6.6 million
- FY2022 RideShare revenue adjustment decrease - \$1.4 million
  - Revenue correction for estimated FY2022 vanpools in service
- FY2021 administration pension plan expense decrease - \$1.1 million
  - Actuary report received in July 2021

# 5-Year Capital Improvement Plan Update

- Addition of Capital Metro Project Connect contracted projects
  - Orange Line - \$26.2 million in FY2022
  - Blue Line - \$24.6 million in FY2022
  - MetroRapid Lines - \$166.6 million in FY2022 – FY2024
  - MetroRapid charging infrastructure - \$26.0 million in FY2022 – FY2026
  - MetroRapid and MetroExpress Park & Rides - \$30.5 million in FY2022 – FY2024
  - Green Line Phase 2 Manor Capital Reserve - \$800 thousand
    - Addition of offsetting ATP contribution and estimated Small Starts funding
- Shift of funding from FY2021 to FY2022 - \$6.6 million
  - Various delays due to timing of project work
- Red Line Improvements - \$15.0 million added in FY2022 – FY2023
  - Added funding for McKalla MLS Station after 30% design completion

# Proposed 5-Year Capital Plan

\$' Million Project Category	FY2022	FY2023	FY2024	FY2025	FY2026	Total
Bus and Paratransit	\$41.4	\$65.4	\$15.9	\$3.8	\$91.3	\$217.9
Commuter Rail	43.1	24.4	3.0	2.8	3.3	76.5
Facilities	27.5	23.2	14.6	7.4	10.3	83.1
Freight Railroad	4.0	1.5	.0	.0	.0	5.7
Information Technology	26.3	17.3	12.1	12.3	8.0	75.9
Other	6.9	2.5	2.5	2.4	2.0	16.3
Project Connect	138.0	107.8	52.0	.3	.7	298.9
Property and Asset Mgmt	16.5	12.4	.9	1.1	1.0	31.8
<b>Total Capital Projects</b>	<b>\$303.8</b>	<b>\$254.5</b>	<b>\$101.0</b>	<b>\$30.2</b>	<b>\$116.5</b>	<b>\$806.1</b>
Funding						
Local Funding	146.5	138.6	44.4	27.4	107.7	464.6
Grants/Contributions	157.4	115.9	56.6	2.8	8.8	341.5
<b>Total Capital Projects</b>	<b>\$303.8</b>	<b>\$254.5</b>	<b>\$101.0</b>	<b>\$30.2</b>	<b>\$116.5</b>	<b>\$806.1</b>
Project Type						
Enhancement	244.6	179.1	70.0	10.2	27.8	531.7
State of Good Repair	59.2	75.4	31.0	20.0	88.8	274.3
<b>Total Capital Projects</b>	<b>\$303.8</b>	<b>\$254.5</b>	<b>\$101.0</b>	<b>\$30.2</b>	<b>\$116.5</b>	<b>\$806.1</b>

# Next Steps

- Publish draft budget document online
- Public outreach and webinars
- Public hearing on the proposed budget
- Budget updates to Board Committees
- Final Board approval scheduled for September 27
- Board update on Long-Range Financial Plan



**METRO**

**THANK YOU!**