



Agenda - Final revised
Capital Metropolitan
Transportation Authority
Operations, Planning and Safety
Committee

2910 East 5th Street
Austin, TX 78702

Wednesday, October 11, 2023

12:30 PM

Rosa Parks Boardroom

This meeting will be livestreamed at capmetrotx.legistar.com

Items marked with an * have been revised.

I. Call to Order

II. Public Comment

III. Action Items

- *1. Approval of minutes from the September 13, 2023 Operations, Planning and Safety Committee meeting.
- 2. Approval of a resolution authorizing the President & CEO, or her designee, to implement the January 2024 Service Changes.
- 3. Approval of a resolution authorizing updates to the CapMetro Alcohol Prohibition Policy.
- 4. Approval of a resolution authorizing the President & CEO, or her designee, to finalize and execute a contract with A3 Systems Corporation to provide two (2) Harlan electric yard tug vehicles in an amount not to exceed \$210,145.
- 5. Approval of a resolution authorizing the President & CEO, or her designee, to finalize and execute a contract with Creative Bus Sales, Inc. for the purchase of fifteen (15) wheelchair accessible service support vehicles in a total not to exceed amount of \$1,176,840.
- 6. Approval of a resolution authorizing the President & CEO, or her designee, to finalize and execute a contract with Preferred Technologies LLC. for the installation of 127 replacement and new video cameras and supporting equipment at four CapMetro Park & Ride facilities in a total not to exceed amount of \$180,997.

7. Approval of a resolution authorizing the President & CEO, or her designee, to finalize and execute the lease of 11,978 square feet of administrative and maintenance bay space, along with parking areas that amount to approximately 3.5 acres, at and just south of 4811 East 7th Street from Springdale East Owner, LLC for a total not to exceed amount of \$3,800,000 over the primary 3-year, 5-month lease term.

IV. Presentations

1. Monthly Operations Update

V. Items for Future Discussion

VI. Adjournment

ADA Compliance

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

Committee Members: Eric Stratton, Chair; Jeffrey Travillion, Paige Ellis and Chito Vela.

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

Operations, Planning and Safety Committee **Item #:** AI-2023-987

Agenda Date: 10/11/2023

Approval of minutes from the September 13, 2023 Operations, Planning and Safety Committee meeting.

Minutes
Capital Metropolitan
Transportation Authority
Operations, Planning and Safety
Committee

2910 East 5th Street
Austin, TX 78702

Wednesday, September 13, 2023

12:30 PM

Rosa Parks Boardroom

I. Call to Order

12:32 p.m. Meeting Called to Order

Present	Jeffrey Travillion, Eric Stratton, Chito Vela, and Paige Ellis
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II. Public Comment

Zenobia Joseph, Darrell Sorrells, Brent Payne, David Scorey, and Mike Ake provided public comments.

III. Action Items

1. Approval of minutes from the August 14, 2023 Operations, Planning and Safety Committee meeting.

A motion was made by Travillion, seconded by Vela, that this Minutes be adopted. The motion carried by the following vote:

Aye: Travillion, Stratton, Vela, and Ellis

2. Approval of a resolution authorizing the President & CEO, or her designee, to finalize and execute a contract with Keolis Transit Services, LLC for contracted bus operations and maintenance services for a base period of three (3) years, plus two (2) one-year options, with a 5% contingency, in an amount not to exceed \$753,651,081.

(The board heard the staff presentation and then went into Executive Session prior to taking action on this item.)

A motion was made by Travillion, seconded by Ellis, that this Resolution be recommended for the action item agenda to the Board of Directors, due back on 9/25/2023. The motion carried by the following vote:

Aye: Travillion, Stratton, Vela, and Ellis

3. Approval of a resolution authorizing the President & CEO, or her designee, to execute a contract modification with Hexagon for asset management system maintenance for two (2) remaining one (1) year option periods for an amount not to exceed \$1,079,637.

A motion was made by Vela, seconded by Ellis, that this Resolution be recommended for the consent agenda to the Board of Directors, due back on 9/25/2023. The motion carried by the following vote:

Aye: Travillion, Stratton, Vela, and Ellis

4. Approval of a resolution authorizing the President & CEO, or her designee, to finalize and execute a contract with Carahsoft Technology Corporation for ServiceNow Information Technology Service Management systems for a one (1) year base period and one (1) option year in an amount not to exceed \$458,771.

A motion was made by Ellis, seconded by Vela, that this Resolution be recommended for the consent agenda to the Board of Directors, due back on 9/25/2023. The motion carried by the following vote:

Aye: Travillion, Stratton, Vela, and Ellis

5. Approval of a resolution authorizing the President & CEO, or her designee, to finalize and execute a contract with CDW-Government, LLC to acquire network technology for the MetroRapid Expo and MetroRapid Pleasant Valley projects in an amount not to exceed \$177,804.

A motion was made by Travillion, seconded by Vela, that this Resolution be recommended for the consent agenda to the Board of Directors, due back on 9/25/2023. The motion carried by the following vote:

Aye: Travillion, Stratton, Vela, and Ellis

6. Approval of a resolution authorizing the President & CEO, or her designee, to finalize and execute a month-to-month lease with 1303 Properties Ltd. DBA Travis Properties for approximately 18,535 rentable square feet of office space on the first and basement floors of the Travis Building located at 209 West 9th Street, Austin, TX 78701 for a term not to exceed twenty-four (24) months, in an amount not to exceed \$634,680.

A motion was made by Vela, seconded by Ellis, that this Resolution be recommended for the consent agenda to the Board of Directors, due back on 9/25/2023. The motion carried by the following vote:

Aye: Travillion, Stratton, Vela, and Ellis

7. Approval of a resolution authorizing the President & CEO, or her designee, to finalize and execute a contract with Core Office Interiors to purchase furniture and/or wall systems for 2910 East 5th Street, 1705 Guadalupe, 8200 Cameron Road, 9715 Burnet Road, and furniture inventory replenishment, in an amount not to exceed \$1,127,275.

A motion was made by Ellis, seconded by Travillion, that this Resolution be recommended for the consent agenda to the Board of Directors, due back on 9/25/2023. The motion carried by the following vote:

Aye: Travillion, Stratton, Vela, and Ellis

8. Approval of a resolution authorizing the President & CEO, or her designee, to grant an approximately 0.334-acre (1,453 square-foot) electric utility easement to the City of Austin across CapMetro-owned property located at 10612 Delta Drive, Austin, Texas for the construction of electric distribution and electrical telecommunications lines and systems.

A motion was made by Travillion, seconded by Vela, that this Resolution be recommended for the consent agenda to the Board of Directors, due back on 9/25/2023. The motion carried by the following vote:

Aye: Travillion, Stratton, Vela, and Ellis

9. 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 transit services for an amount not to exceed \$1,358,369.

A motion was made by Travillion, seconded by Vela, that this Resolution be recommended for the consent agenda to the Board of Directors, due back on 9/25/2023. The motion carried by the following vote:

Aye: Travillion, Stratton, Vela, and Ellis

10. Approval of a resolution authorizing the President & CEO, or her designee, to finalize and execute a one-year Interlocal Agreement (ILA) with Travis County for transit services in urbanized areas in unincorporated areas of the county and for continued implementation of the Travis County Transit Development Plan in an amount not to exceed \$319,976 in FTA Section 5307 Funds and \$893,724 in local funds from Travis County per year.

A motion was made by Travillion, seconded by Vela, that this Resolution be recommended for the consent agenda to the Board of Directors, due back on 9/25/2023. The motion carried by the following vote:

Aye: Travillion, Stratton, Vela, and Ellis

11. Approval of a resolution authorizing the President & CEO, or her designee, to finalize and execute an Interlocal Agreement with the City of Georgetown for operation of limited paratransit and senior service (the "Service") for an amount not to exceed \$172,726 in FTA Section 5307 Funds and \$259,089 in local funds from the City of Georgetown.

A motion was made by Travillion, seconded by Vela, that this Resolution be recommended for the consent agenda to the Board of Directors, due back on 9/25/2023. The motion carried by the following vote:

Aye: Travillion, Stratton, Vela, and Ellis

12. Approval of a resolution authorizing the President & CEO, or her designee, to finalize and execute Amendment No. 6 to CARTS Supplement No. 9 of the Master Regional Mobility Agreement with Capital Area Rural Transportation Services (CARTS) for the provision of Limited Paratransit and Senior Services to the City of Georgetown in an amount not to exceed \$411,252.

A motion was made by Travillion, seconded by Vela, that this Resolution be recommended for the consent agenda to the Board of Directors, due back on 9/25/2023. The motion carried by the following vote:

Aye: Travillion, Stratton, Vela, and Ellis

13. Approval of a resolution authorizing the President & CEO, or her designee, to finalize and execute Amendment No. 6 to CARTS Supplement No. 8 to the Master Regional Mobility Agreement with Capital Area Rural Transportation Services (CARTS) for the provision of transit services to the Manor area in an amount not to exceed \$1,796,454.

A motion was made by Travillion, seconded by Vela, that this Resolution be recommended for the consent agenda to the Board of Directors, due back on 9/25/2023. The motion carried by the following vote:

Aye: Travillion, Stratton, Vela, and Ellis

14. Approval of a resolution authorizing the President & CEO, or her designee, to finalize and execute Amendment No. 5 to the Contracted Service Supplement No. 2 with Capital Area Rural Transportation System (CARTS) for the operation of Route 214 Northwest Feeder for fiscal year 2024 in an amount not to exceed \$720,330.

A motion was made by Travillion, seconded by Vela, that this Resolution be recommended for the consent agenda to the Board of Directors, due back on 9/25/2023. The motion carried by the following vote:

Aye: Travillion, Stratton, Vela, and Ellis

15. Approval of a resolution authorizing the President & CEO, or her designee, to finalize and execute Amendment No. 5 to Contracted Services Supplement No. 4 to the Master Regional Mobility Agreement with Capital Area Rural Transportation Services (CARTS) for the provision of Route 990 - Manor Express for fiscal year 2024 in an amount not to exceed \$185,397.

A motion was made by Travillion, seconded by Vela, that this Resolution be recommended for the consent agenda to the Board of Directors, due back on 9/25/2023. The motion carried by the following vote:

Aye: Travillion, Stratton, Vela, and Ellis

16. Approval of a resolution authorizing the President & CEO, or her designee, to finalize and execute a five-year Trackage Agreement with the Austin Steam Train Association (ASTA) for ASTA's use of a portion of the Giddings to Llano line for the provision of Excursion Rail Passenger Service, in exchange for the right for CapMetro to use a portion of ASTA's adjacent real property for maintenance, storage, and other operations.

A motion was made by Vela, seconded by Travillion, that this Resolution be recommended for the consent agenda to the Board of Directors, due back on 9/25/2023. The motion carried by the following vote:

Aye: Travillion, Stratton, Vela, and Ellis

IV. Presentations

1. Proposed January 2024 Service Changes
2. Monthly Operations Update

In the interest of time no Operations Update was given this month.

V. Executive Session

Texas Government Code, Section 551.071 for consultation with an attorney regarding legal issues related to a proposed contract with Keolis Transit Services, LLC for contracted bus operations and maintenance services for a base period of three (3) years, plus two (2) one-year options, with a 5% contingency, in an amount not to exceed \$753,651,081.

Into Executive Session: 1:21 p.m.

Out of Executive Session: 2:00 p.m.

VI. Items for Future Discussion

VII. Adjournment

3:12 p.m. Meeting Adjourned

ADA Compliance

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Committee Members: Eric Stratton, Chair; Jeffrey Travillion, Paige Ellis and Chito Vela.

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.

Operations, Planning and Safety Committee **Item #:** AI-2023-918

Agenda Date: 10/11/2023

SUBJECT:

Approval of a resolution authorizing the President & CEO, or her designee, to implement the January 2024 Service Changes.

FISCAL IMPACT:

Funding for this action is available in the FY2024 Operating Budget.

STRATEGIC PLAN:

Strategic Goal Alignment:

- ☒ 1. Customer ☒ 2. Community
☐ 3. Workforce ☐ 4. Organizational Effectiveness

Strategic Objectives:

- ☒ 1.1 Safe & Reliable Service ☒ 1.2 High Quality Customer Experience ☐ 1.3 Accessible System
☐ 2.1 Support Sustainable Regional Growth ☐ 2.2 Become a Carbon Neutral Agency
☒ 2.3 Responsive to Community and Customer Needs ☒ 2.4 Regional Leader in Transit Planning
☐ 3.1 Diversity of Staff ☐ 3.2 Employer of Choice ☐ 3.3 Expand Highly Skilled Workforce
☐ 4.1 Fiscally Responsible and Transparent ☐ 4.2 Culture of Safety ☐ 4.3 State of Good Repair

EXPLANATION OF STRATEGIC ALIGNMENT: Service changes are in accordance with CapMetro's Service Standards and Guidelines as adopted by the Board in June 2023. The proposed January 2024 service changes are designed to meet Initiative 10: Bus Service Improvements in CapMetro's Strategic Plan -- 10.1 Conduct ongoing service planning to improve reliability and service quality.

BUSINESS CASE: These changes are intended to formalize service levels as they have been operating for the last 2 years. Discontinuing service and operating reduced frequency is a necessary step to efficiently distribute limited resources to provide reliable service for our customers overall.

COMMITTEE RECOMMENDATION: This agenda item was presented at the Operations, Planning and Safety Committee meeting on September 13, 2023, and at a public hearing on October 11, 2023. In addition, this agenda item will be present to the full board on Monday, October 23, 2023.

EXECUTIVE SUMMARY: The January 2024 service changes make permanent the status of services as they are operating today and adds new service where possible.

Staff recommends the following changes for approval at the October board meeting:

- New Dove Springs Pickup Zone - An additional Pickup zone in Dove Springs is proposed to connect southeast Austin residents to frequent service, key destinations and the upcoming CapMetro Rapid Pleasant Valley Line.
- Removal of Express Routes 981, 987 and E-Bus Routes - Service has been suspended on these routes since 2020. We would discontinue these routes to save resources; alternative routes are available in these areas.
- Reclassification of Routes 18, 217, & 335 - Continue to operate these routes at a 30-minute frequency, instead of reinstating 15-minute service. There would be no change to existing service, these routes would be removed from the High Frequency Network due to low ridership.
- Minor Schedule Adjustments - Select Bus & Rail routes may receive minor adjustments to their schedules to improve on-time performance and reliability.

In accordance with FTA Circular 4702.1B and CapMetro's Title VI Policies, CapMetro completed Title VI service equity analyses for the proposed route changes that meet our definition of "Major Service Change" to determine whether the proposed changes will result in a disparate impact or disproportionate burden on minority populations or low-income populations, respectively. The service equity analysis for the proposed changes to Routes 18, 217, 335 and E-bus routes was completed in August 2023. This analysis revealed no disparate impact borne by minority populations or disproportionate burden borne by low-income populations. The service equity analysis for the proposed elimination of Routes 981 and 987 was completed in November 2021. This analysis revealed no disparate impact borne by minority populations, and a disproportionate burden borne by low-income populations. The disproportionate effect on low-income populations is mitigated by the existence of similar express and rail service.

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**

AI-2023-918

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and CapMetro management desire to efficiently distribute limited resources to provide reliable service for our customers; and

WHEREAS, the process for restoring suspended service has proven to be unpredictable given limited resources resulting in an indefinite suspension; and

WHEREAS, CapMetro desires to be transparent with its customers and needs to clearly communicate the status of these services; and

WHEREAS, the proposed changes meet the major service change threshold set forth in CapMetro's Title VI Policy, and thus service equity analyses were conducted in November 2021 and August 2023, as required by the Federal Transit Administration's Title VI Circular 4702.1B; and

WHEREAS, the service equity analyses found no disparate impact to minority populations, and the finding of a disproportionate burden on low-income populations for Routes 981 & 987 is mitigated by similar express and rail service; and

WHEREAS, a public hearing was held on October 11th; and

WHEREAS, CapMetro has the resources for a new Dove Springs Pickup zone, which is included in the Project Connect program of 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 implement January 2024 Service Changes described in the attached document beginning Sunday, January 14, 2024.

Date: _____

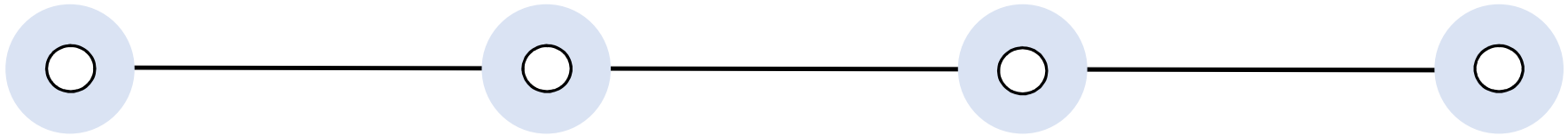
**Secretary of the Board
Becki Ross**



Proposed January 2024 Service Change

October 11, 2023

Background



Pre-Pandemic

CapMetro is operating service in accordance with the Board-approved and long-range service plan (CapRemap) and seeing historic ridership increases.

March 2020

Pandemic declared.

CapMetro temporarily suspends Express Routes 981 & 987 and implements modified schedule for all services.

These changes remain in place through August 2020, when some service schedules are restored.

September 2021

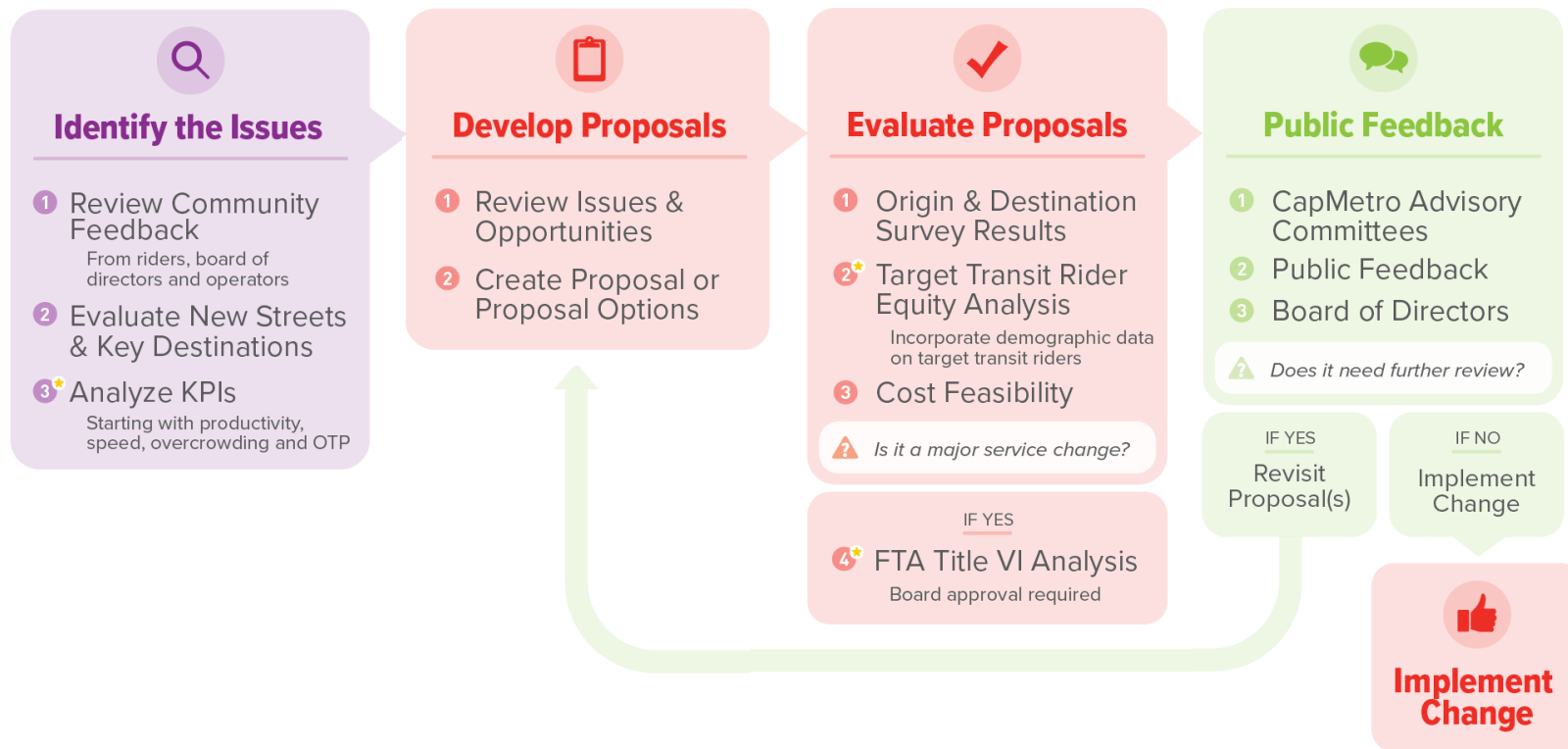
Significant impacts to available resources (operators and mechanics) require service change and reductions to provide reliable, predictable service.

CapMetro temporarily suspends E-Bus Routes 410, 411 and 412 and reduces daily service frequencies on Local Routes 18, 217 and 335.

Today

CapMetro leveraging resources from ongoing suspended services to provide support for areas of need, such as high-ridership routes (300) and UT Shuttle.

How is a service change proposal developed?



Step 1: Identifying Challenges & Opportunities



- Availability of Resources

- Covid suspended resources have been reallocated to in-need routes with high ridership.
- 53% of Go-Line calls within the last six months are about service reliability, demonstrating the need to continue to allocate resources in a way that prioritizes predictability and reliability for customers.

- Travel Patterns

- Post-pandemic travel patterns are still unstable and more challenging to predict, impacting ridership.
- Industry-wide, commuter service has not recovered as fast as local service.

Step 1: Identifying Challenges & Opportunities



- Transparency for Customers
 - CapMetro has continued indefinite suspension of some services as ongoing pandemic response.
 - Customers have requested transparency in whether these services will ever be restored.

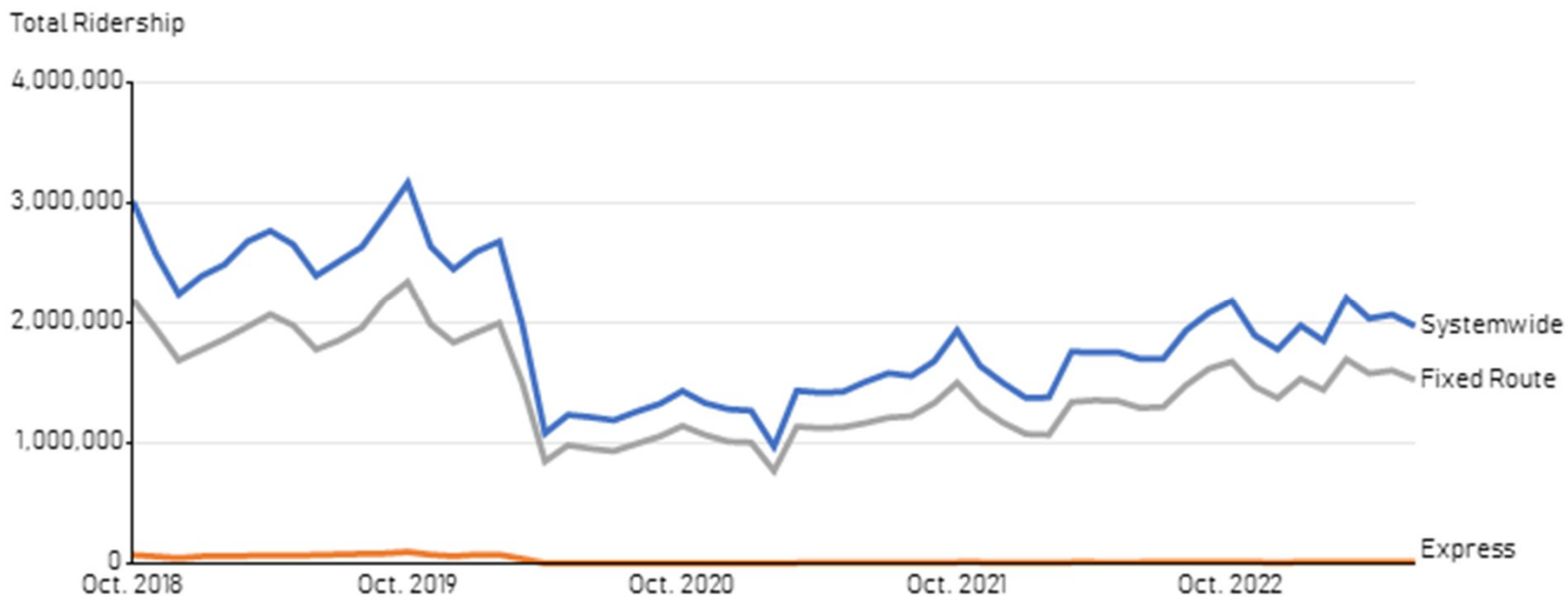


Ridership is Recovering



79%

CapMetro is an industry leader with 79% of pre-pandemic ridership restored, and growing.



Step 2: Proposed Service Changes – Jan. 2024

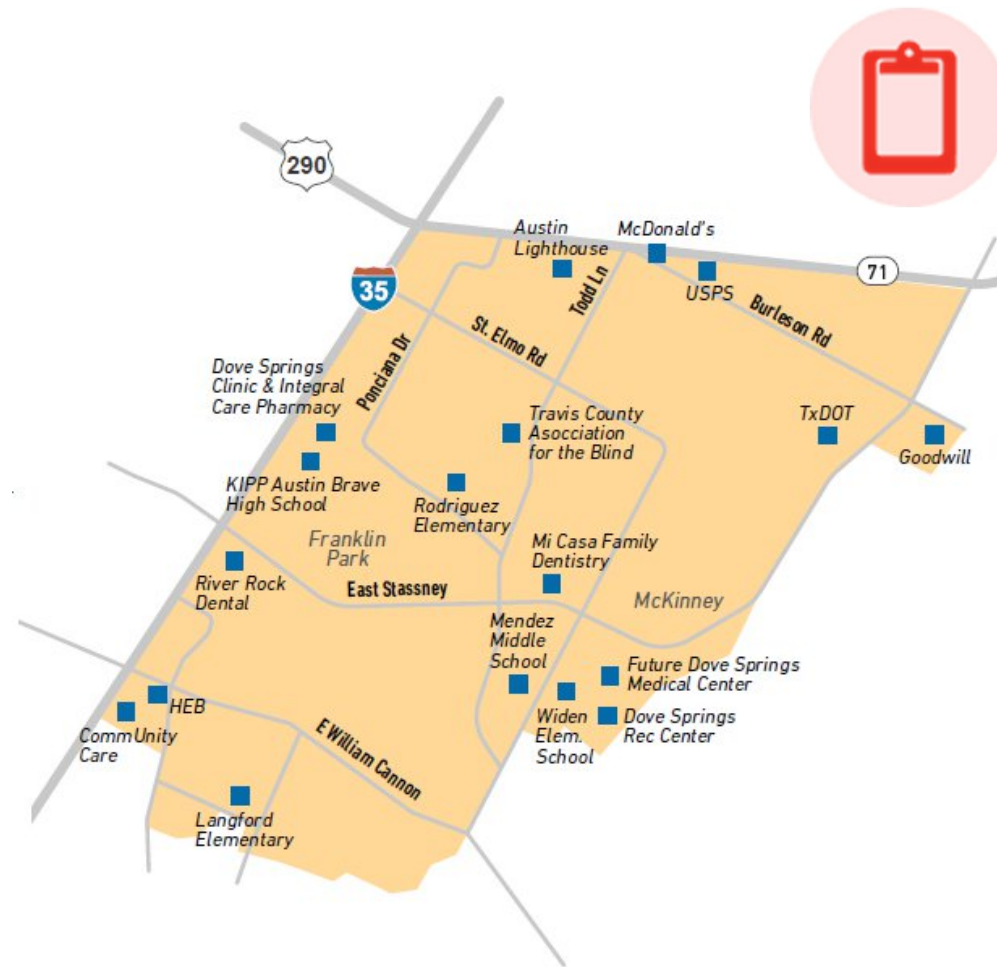


Summary: Make permanent the status of services as they are operating today and add new service where viable.

- Maintain 30-Minute Service on Routes 18, 217, & 335
 - *Operating with 30-minute service since September 2021*
- Permanently suspend routes 981 and 987 and E-Bus Routes
 - *Commuter Routes 981 and 987 suspended since March 2020*
 - *E-Bus suspended since September 2021*
- Adding a new Dove Springs Pickup Zone
 - *New zone included in Project Connect program of projects*
- Maintain use of suspended resources to increase reliability for customers across the system

Dove Springs Pickup

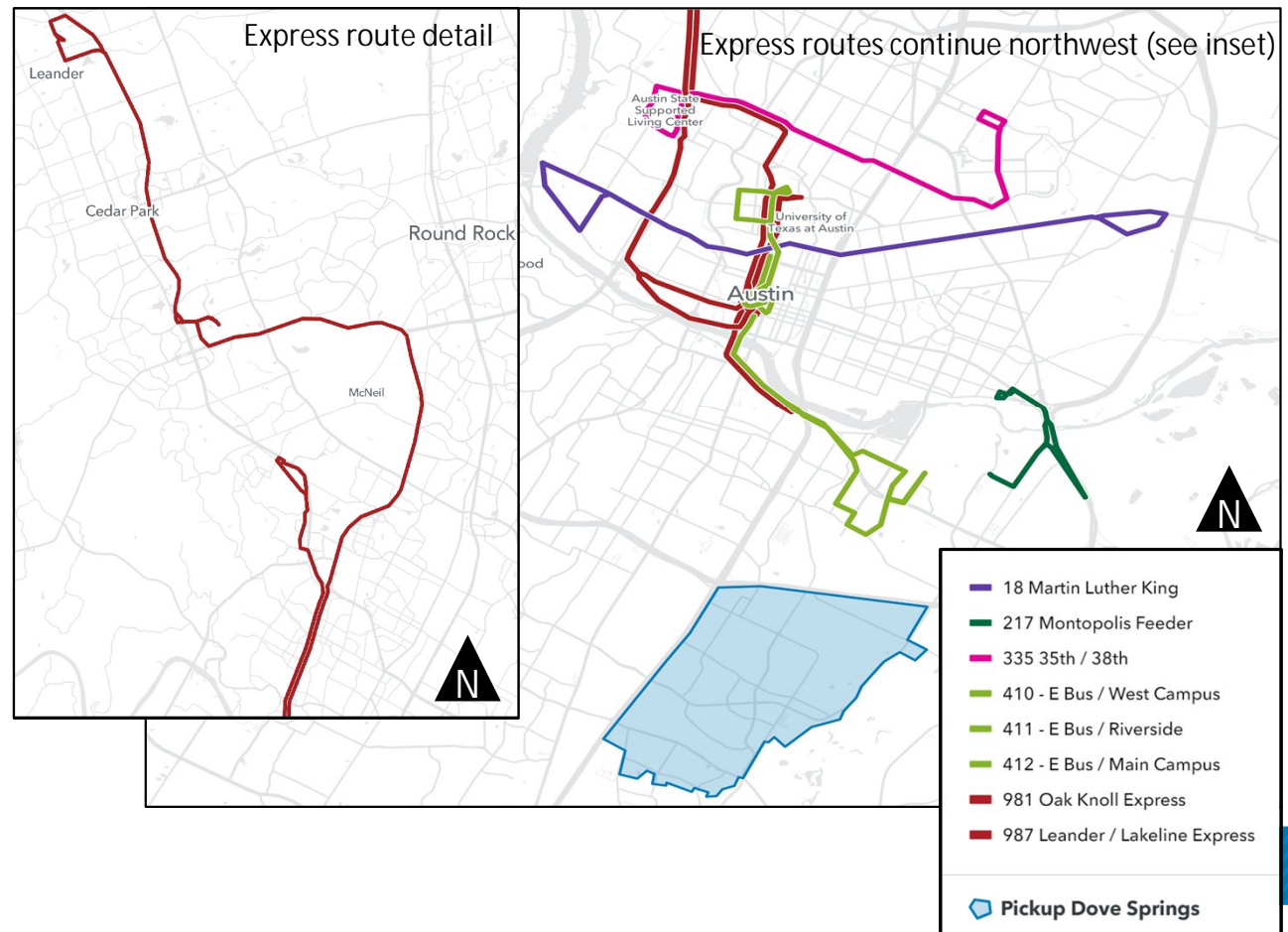
- January 2024 Planned Launch
- Hours of Operation:
 - Weekdays: 7 a.m. – 7 p.m.
 - Saturdays: 10 a.m. – 6 p.m.
- 5.4 square mile zone
- Connectivity
 - Route 7, Route 311 and Route 333
 - Future Pleasant Valley MetroRapid



Step 2: Develop and Evaluate Proposals



- Major Service Change
- Title VI Service Equity Analysis Completed
 - Express (January 2022)
 - 18, 217, & 335 (November 2022)
 - E-Bus (August 2023)



Step 3: Outreach & Public Feedback



Changes Implemented January 14, 2024

Online Survey Summary



- 45 respondents provided 85 comments

Service	Number of Comments
Route 18	14
Route 335	9
Pickup	5
Route 217	2
Route 987	2
E-Bus	1
Route 981	0

Comments

Don't reduce Route 18

Make Route 217 a real route

Routes 18 & 335 should go back to every 15 minutes

Route 18 routing should be changed

UT Students need Route 18

Route 18 connects MLK Station to downtown & campus

Crosstown service is important

Add service on Route 985

I use Route 335 to make connections

CapMetro

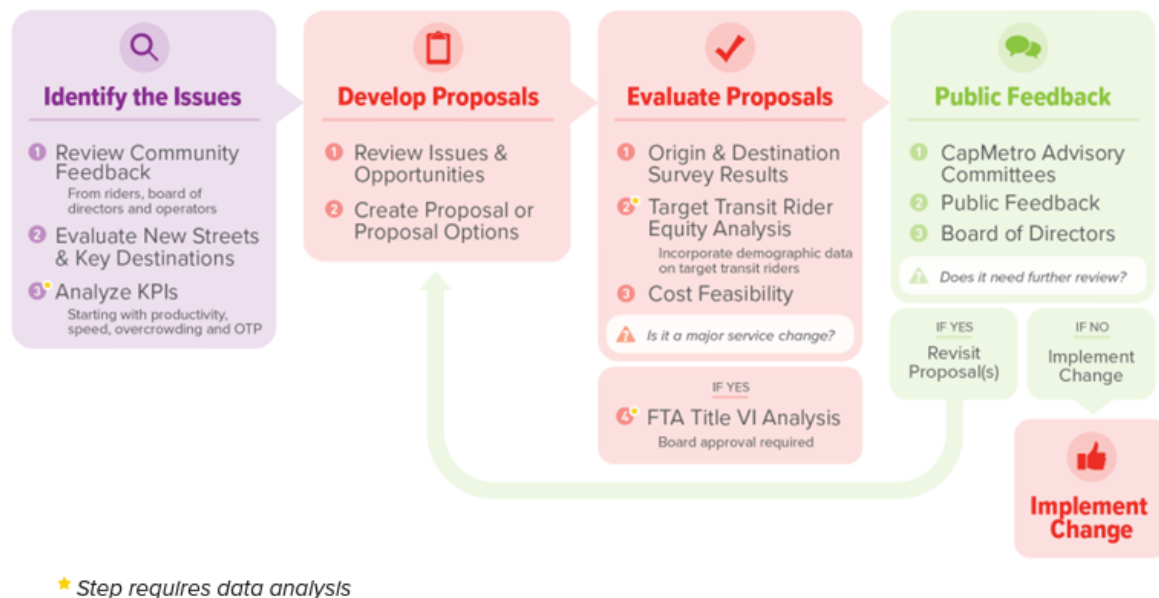
Thank you!

To: CapMetro Board of Directors
 From: Sharmila Mukherjee, EVP, Chief Strategic Planning and Development Officer
 Date: August 23, 2023
 Re: Proposed January 2024 Service Changes

Service changes provide CapMetro an opportunity to adjust its services to meet the needs of customers and efficiently use our resources. Service changes occur up to three times a year typically in January, June, and August. These changes coincide with local school and university calendars.

The service change process is guided by the revised Service Standards and Guidelines, which the board approved at its June 2023 board meeting. CapMetro's service change process is illustrated below (Figure 1) and additional information about how service changes are developed, evaluated, approved and ultimately implemented is available on our website at capmetro.org/servicechange.

Figure 1: CapMetro Service Change Process



The proposed January 2024 service change process includes a robust community engagement phase that involves notifying elected officials, key stakeholders, and communities at-large, and soliciting input from potentially impacted interests. CapMetro will share information about its proposed January 2024 service changes, review community feedback, and summarize its community engagement efforts prior to bringing the proposed service change to the board for approval in October 2023. A public involvement plan is included in Appendix C.

These proposed changes are classified as a major service change since routes are recommended for discontinuance or there is a major modification which causes a 25% or greater change in the number of daily service hours provided. Therefore, a public hearing is required, and the community will have

an opportunity to formally comment on the proposed service changes during a scheduled public hearing before the board considers acting on this item.

The following is a high-level summary of the proposed service changes for January 2024.

- **Discontinuation of Service Suspension and Service Change for Reductions** – Service suspensions on Express routes 981 and 987, E-Bus are proposed to become permanent. Daily service frequency reductions on Routes 18, 217, & 335 would now be an official service change. These routes consistently had the lowest average daily ridership and lowest performance when compared to other High-Frequency Routes.
- **Minor Bus Schedule Adjustments** – To improve on-time performance, select routes may receive minor adjustments to their schedules.
- **Minor Rail Schedule Adjustments** – Rail on Weekdays and/or Saturdays may receive minor schedule adjustments to ensure more efficient and reliable service.
- **New Pickup Zone** – Implement a new Dove Springs Pickup zone in southeast Austin that will provide a flexible service in southeast Austin and a connector to the future Pleasant Valley MetroRapid service.

The proposed changes are in accordance with CapMetro's proposed FY 2024 budget. If approved, the changes would be implemented on Sunday, January 14, 2024. Appendix A describes the specifics of the recommendations.

Bus

As part of our ongoing commitment to best serve the community and stewarding limited resources responsibly, CapMetro implemented several data-driven service adjustments and reallocations during the pandemic. We faced challenges maintaining service levels due to a shortage of operators, mechanics, vehicles, replacement parts, and numerous other unexpected changes. In March of 2020, we temporarily suspended Express Routes 981 and 987, and in September of 2021, we temporarily suspended E-Bus service and reduced daily service frequencies on Routes 18, 217 and 335. The decision to temporarily suspend these services and reduce frequencies was not taken lightly but was treated as a necessary step to efficiently distribute limited resources to provide reliable service for our customers overall.

CapMetro's original intention was to restore these routes to their original service levels once various resources were available and transit demand returned. However, determining the timelines and processes for restoring service has proven to be unpredictable given the number of factors that influence this process -- recruitment, successful hiring, availability of vehicles and replacement parts, to name a few. In addition, there have been long-lasting shifts in travel patterns and demand that continue to necessitate reallocating limited CapMetro resources to other services.

Prior to the start of the pandemic, Routes 18, 217, & 335 consistently had the lowest average daily ridership and lowest performance when compared to other High-Frequency Routes. They continued to have low performance compared to other High-Frequency Routes during the pandemic. When CapMetro needed to reduce service in fall of 2021, these routes were selected due to lagging ridership. By providing service on these routes every 30 minutes, we aim to ensure that customers still have access to transit. The reclassification does not apply to temporary weekend frequency reductions for

our High-Frequency routes. CapMetro still plans to reinstate 15-minute weekend frequencies for our High-Frequency routes once resources become available.

Commuter routes continue to have low ridership due to changing work patterns. The proposed discontinued Routes 981 and 987 have viable substitutes that ensure continued transportation options for commuters. More specifically, customers who use Route 981 can utilize Route 982 as an alternative, and those who use Route 987 have the option to switch to the Red Line and Route 985.

E-Bus service (Routes 410, 411, and 412) previously operated on Thursday, Friday, and Saturday nights from 10:00 p.m. to 3:00 a.m. during the University of Texas' Fall and Spring semesters. Before the suspension, ridership on the E-Bus had been declining as students chose other options to travel downtown. CapMetro temporarily suspended E-Bus service during Fall 2021 and encouraged customers to utilize our Night Owl service as a viable alternative with 6-days-a-week year-round service.

Staff recommends discontinuing the suspended service status of these service adjustments and confirming an official service change, based on current availability of resources, and needs. The update ensures that we are reliably meeting our established service levels and communicating clearly and transparently to our customers and the public. The board reviewed a Title VI service equity analysis for the suspension of Routes 981 and 987 in January 2022. A service equity analysis for E-Bus and Routes 18, 217 & 335 showed no disparate impact or disproportionate burden on our customers. Both service equity analysis memos are included in Appendix B.

Pickup

Pickup has provided over 650,000 trips since its inception on June 3, 2019, and ridership continues to increase in 2023. The service is currently providing an average of 1,351 weekday trips. Pickup's continued popularity drives CapMetro to expand this service to other parts of our service area.

Staff proposes a new zone, Pickup Dove Springs, that will provide a flexible service in southeast Austin and a connector to the future Pleasant Valley MetroRapid service. Pickup Dove Springs was planned to provide a neighborhood and activity-centered transit solution in an area of Austin that has been historically underinvested in and where typical fixed route transit services were inefficient due to the current geography and street grid connectivity. Pickup Dove Springs is planned to launch in January 2024 before the future Pleasant Valley MetroRapid and will provide first/last mile service to Route 7, Route 311 and Route 333. The zone will be bordered by IH-35 to the west, E. Ben White Blvd to the north, E. Stassney Ln to the east, and E. William Cannon Dr. to the south (see Appendix D for map). Pickup Dove Springs will include destinations such as HEB, Travis County Association for the Blind, Austin Lighthouse for the Blind, the future site of the Dove Springs Medical Center and numerous schools, elementary through high school.

Initial public engagement efforts for Pickup Dove Springs began on May 11, 2023, with the launch of an online survey and concluded on June 25, 2023. CapMetro's Community Engagement team informed stakeholder groups and key leaders of the proposed new service and reached out to select businesses and organizations throughout the proposed zone to seek input on destinations, service levels and other zone details. CapMetro sent 12,000 postcards to Dove Springs businesses and residents encouraging survey participation, held two public meetings, engaged local schools, conducted at-stop outreach, led information sessions at six community-based events in and around the proposed zone, and promoted the survey on social media. Staff provided English and Spanish engagement materials

and created accessible documents for meeting with the Lighthouse for the Blind, including accessible PowerPoint and recorded presentations, large-text posters, and braille materials. More than one hundred surveys were received because of these efforts.

The zone would launch on Monday, January 15, 2024. Two vehicles would operate simultaneously between 7am – 7pm Monday-Friday and 10am – 6pm Saturday¹. The number of vehicles could increase after the zone launches based on demand and ability to meet our 15-minute response time. The average monthly cost is expected to be \$51,000 to operate, which is in accordance with CapMetro's proposed FY 2024 budget.

Regional Coordination

The CapMetro Government Affairs team, in close coordination with Planning and Development staff continues to facilitate engagement opportunities and ongoing communication with all cities within CapMetro's service area. As part of the update to the Service Standards and Guidelines, staff met with member cities and non-member regional partners, in coordination with the Regional Transportation Coordination team, to explore ways to strengthen our service change process. These discussions helped shape our conversations around incorporating regional feedback in service change processes. A memo updating the board on staff's member city outreach was provided in the July 24th board meeting agenda packet.

In addition, CapMetro's Regional Planning team, in close coordination with Government Affairs staff, facilitates partnerships, Transit Development Plans (TDPs) and transit service agreements with jurisdictions within the Central Texas urbanized area, but outside of the CapMetro service area. The team is working with Buda, Pflugerville, and Travis County on their TDPs. There will be several agreements with regional partners to continue transit service into FY24 September Board meeting.

As we develop service change proposals, staff will work with each jurisdiction to solicit input, understand their concerns, evaluate existing and future services, identify any practicable solutions and address issues that may occur. In the future, all service evaluations will follow the process outlined in the updated Service Standards and Guidelines, allowing for several points of engagement with the public. As part of CapMetro's upcoming Service Planning process, staff will also coordinate on communicating proposed service changes to help facilitate an exchange of information and understanding among our regional partners and address any concerns.

Service Planning

While the proposed January 2024 Service Change includes discontinuing suspended service and making permanent service changes to select routes, staff are about to start CapMetro's next 5-10-Year Transit Plan. Our previous 5-10-year plan, Connections 2025, yielded our most recent transit system re-design, Cap Remap, that increased the frequency and reliability of our services and resulted in a month-over-month, year over year increase in ridership from June 2018 until March 2020. The upcoming service planning effort will culminate in a detailed implementation and vision plan to coordinate and implement all current and future CapMetro services in a way that aligns with community needs today. During this process we will identify how people are traveling in the central Texas region and evaluate the entire system to identify where services are meeting our customer's needs and where there are opportunities for improvements. During this process, CapMetro will meaningfully engage with the community and prioritize a public participatory and inclusive process to

¹ The August 10, 2023 memo stated operating hours as 6am-7pm Monday – Friday.

ensure we capture representative feedback and equip the board with information to make informed decisions.

Should Board Members have any questions regarding the proposed changes, they should contact Ed.Easton@capmetro.org.

Appendixes

- Appendix A – Summary of January 2024 Proposed Service Changes
- Appendix B – August 2021 Service Change Equity Analysis (distributed to the Board in November, 2021)
- Appendix C – Proposed Dove Springs Pickup Zone Map

Operations, Planning and Safety Committee **Item #:** AI-2023-946

Agenda Date: 10/11/2023

SUBJECT:

Approval of a resolution authorizing updates to the CapMetro Alcohol Prohibition Policy.

FISCAL IMPACT:

This action has no fiscal impact.

STRATEGIC PLAN:

Strategic Goal Alignment:

- | | |
|---|---|
| <input checked="" type="checkbox"/> 1. Customer | <input checked="" type="checkbox"/> 2. Community |
| <input type="checkbox"/> 3. Workforce | <input checked="" type="checkbox"/> 4. Organizational Effectiveness |

Strategic Objectives:

- | | | |
|---|--|--|
| <input checked="" type="checkbox"/> 1.1 Safe & Reliable Service | <input checked="" type="checkbox"/> 1.2 High Quality Customer Experience | <input type="checkbox"/> 1.3 Accessible System |
| <input type="checkbox"/> 2.1 Support Sustainable Regional Growth | <input type="checkbox"/> 2.2 Become a Carbon Neutral Agency | |
| <input type="checkbox"/> 2.3 Responsive to Community and Customer Needs | <input type="checkbox"/> 2.4 Regional Leader in Transit Planning | |
| <input type="checkbox"/> 3.1 Diversity of Staff | <input type="checkbox"/> 3.2 Employer of Choice | <input type="checkbox"/> 3.3 Expand Highly Skilled Workforce |
| <input type="checkbox"/> 4.1 Fiscally Responsible and Transparent | <input checked="" type="checkbox"/> 4.2 Culture of Safety | <input type="checkbox"/> 4.3 State of Good Repair |

EXPLANATION OF STRATEGIC ALIGNMENT: The policies adopted by the Board of Directors provide direction to the Agency on 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 they meet the ongoing needs of the Agency.

COMMITTEE RECOMMENDATION: This item will be presented to the Operations, Planning and Safety Committee on October 11, 2023.

EXECUTIVE SUMMARY: Section 9.6 of the Bylaws of the CapMetro Board of Directors requires the review and amendment as necessary each of its policies at least every five years. The Alcohol Prohibition Policy is due for review.

In 2003, the Board of Directors adopted a resolution prohibiting the use of alcohol on CapMetro property. Section 451.1075, Texas Transportation Code requires the Board of Directors adopt such a policy, if desired. Staff recommends minor changes to the policy to be in alignment with statutory language.

DBE/SBE PARTICIPATION: Does not apply.

PROCUREMENT: Does not apply

RESPONSIBLE DEPARTMENT: Safety, Occupational Health, and Accessible Services

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

**STATE OF TEXAS
COUNTY OF TRAVIS**

AI-2022-946

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

WHEREAS, the Board of Directors adopted revised Bylaws in 2022 that require policies adopted by the Board of Directors to be reviewed at least every five years; and

WHEREAS, the Alcohol Prohibition Policy has been identified for review.

NOW, THEREFORE, BE IT RESOLVED that the Capital Metropolitan Transportation Authority Board of Directors approves the attached updates to the CapMetro Alcohol Prohibition Policy.

Date: _____

**Secretary of the Board
Becki Ross**

**POLICY PROHIBITING
THE CONSUMPTION OF ALCOHOLIC BEVERAGES
ON PROPERTY IN THE POSSESSION OR CONTROL OF THE
CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY**

The purpose of this Policy is to promote a safe and healthy environment for customers and employees by prohibiting the consumption of alcoholic beverages on property in the possession or control of Capital Metro.

Definitions. For the purpose of this section the following definitions shall apply unless the context clearly indicates or requires a different meaning.

ALCOHOLIC BEVERAGE means any beverage containing more than one-half of one percent alcohol by volume and that is capable for use for beverage purposes; either alone or when diluted (Texas Alcoholic Beverage Code, Section 1.04).

DESIGNATED PROPERTY means any property in the possession or control of Capital Metro where a sign or signs are posted prohibiting the consumption of an alcoholic beverage (Texas Transportation Code, Section 451.1075).

Designated property shall include the RIGHT-OF-WAY, STREET, and SIDEWALK AREA, PEDESTRIAN. Designated property shall also include a fifteen (15) foot perimeter around the said transit property.

- a) "Transit Vehicles," means any motorized vehicles used to transport passengers or Capital Metro personnel. Transit vehicles include, but are not limited to all Capital Metro buses of any type, vans, trolleys, fleet cars or trucks and any other vehicle procured or in the possession by the Authority.
- b) "Transit Stop," also known as a "bus stop" means a site located along a transit route, where transit vehicles load and unload passengers. For the purposes of this policy the transit stop includes any shelter, station or bench, owned or maintained by Capital Metro.
- c) "Transit Center," means a fixed location where passengers interchange from one route or vehicle to another.
- d) "Park-&-Ride Lot," means a parking garage, lot and/or pavement used as a collector site for parking passenger automobiles while they use Capital Metro's facilities or vehicles.
- e) "Facility," means any revenue and non-revenue building or structure in the possession of control of the Authority.

POSSESS means to have on one's person, in one's effect, or in an area subject to one's control.

OPEN CONTAINER means an alcoholic beverage container that is no longer sealed.

POLICY:

No person shall consume an alcoholic beverage in any vehicle, including revenue or non-revenue vehicles, at a bus stop, transit station or transit center; or in any facility in the possession or control of Capital Metro.

No person shall have in his/her possession an open container containing an alcoholic beverage in or on any property in the possession or control of Capital Metro.

A person commits a Class C misdemeanor offense if the person consumes an alcoholic beverage in violation of this posted policy.

Adopted by the Board of Directors January 13, 2003

Reviewed and approved by the Board of Directors November 14, 2018

POLICY PROHIBITING

THE CONSUMPTION OF ALCOHOLIC BEVERAGES ON PROPERTY IN THE POSSESSION OR CONTROL OF THE CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY

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~~Designated property shall include the RIGHT OF WAY, STREET, and SIDEWALK AREA, PEDESTRIAN. Designated property shall also include a fifteen (15) foot perimeter around the said transit property.~~

a) "Transit Vehicles," means any motorized vehicles used to transport passengers or Capital Metro personnel. Transit vehicles ~~include, but~~ include but are not limited to all Capital Metro buses of any type, vans, ~~trolleys~~ rail passenger cars, fleet cars or trucks and any other vehicle procured or in the possession by the Authority.

b) "Transit Stop," ~~also known as a "bus stop"~~ means a site located along a transit route, where transit vehicles load and unload passengers. For the purposes of this policy the transit stop includes any shelter, station, or bench, ~~owned~~downed, or maintained by Capital Metro.

c) "Transit Center," means a fixed location where passengers interchange from one route or vehicle to another.

d) "Park-&-Ride Lot," means a parking garage, lot and/or pavement used as a collector site for parking passenger automobiles while they use Capital Metro's facilities or vehicles.

e) "Facility," means any revenue and non-revenue building or structure in the possession ~~of~~ or control of the Authority.

POSSESS means to have on one's person, in one's effect, or in an area subject to one's control.

OPEN CONTAINER means an alcoholic beverage container that is no longer sealed.

POLICY:

No person shall consume an alcoholic beverage in any vehicle, including revenue or nonrevenue vehicles, at a bus stop, transit station or transit ~~center;~~center, or in any facility in the possession or control of Capital Metro.

No person shall have in his/her possession an open container containing an alcoholic beverage in or on any property in the possession or control of Capital Metro.

A person commits a Class C misdemeanor offense if the person consumes an alcoholic beverage in violation of this posted policy.

Adopted by the Board of Directors January 13, 2003

Reviewed and approved by the Board of Directors November 14, 2018

No.	Section Heading
1.0	<p><u>Purpose</u> This policy prohibiting the consumption of Alcoholic Beverages on property in the possession or control of the Capital Metropolitan Transportation Authority ("CapMetro") establishes guidelines to promote a safe and healthy environment for customers and employees.</p>
2.0	<p><u>Persons Affected</u> This policy applies equally to all employees, Board of Directors of CapMetro, and anyone on Designated Property.</p>
3.0	<p><u>Policy</u> No person shall consume an Alcoholic Beverage in any Transit Vehicle or on Designated Property. This includes revenue or nonrevenue vehicles, at a bus stop, transit station or transit center, or in any facility in the possession or control of CapMetro.</p> <p>No person shall have in their possession an Open Container containing an Alcoholic Beverage in or on any property in the possession or control of CapMetro.</p> <p>CapMetro will post a sign in each location where consumption of an Alcoholic Beverage is prohibited. A person commits a Class C misdemeanor offense if the person consumes an Alcoholic Beverage in a place where such sign is posted.</p>
4.0	<p><u>Definitions</u></p> <p><u>Alcoholic Beverage:</u> Any beverage containing more than one-half of one percent alcohol by volume and that is capable for use for beverage purposes; either alone or when diluted (Texas Alcoholic Beverage Code, Section 1.04).</p> <p><u>Designated Property:</u> any property in the possession or control of CapMetro where a sign or signs are posted prohibiting the consumption of an alcoholic beverage (Texas Transportation Code, Section 451.1075).</p> <p><u>Transit Vehicles:</u> Any motorized vehicles used to transport passengers or CapMetro personnel. Transit vehicles include but are not limited to all CapMetro buses of any type, vans, rail passenger cars, fleet cars or trucks and any other vehicle, whether classified as revenue or non-revenue, procured or in the possession of the Authority.</p> <p><u>Transit Stop:</u> A site located along a transit route, where transit vehicles load and unload passengers. For the purposes of this policy the transit stop includes any shelter, station, or bench, owned, or maintained by CapMetro.</p> <p><u>Transit Center:</u> A fixed location where passengers interchange from one route or vehicle to another.</p> <p><u>Park-&-Ride Lot:</u> A parking garage, lot and/or pavement used as a collector site for parking passenger automobiles while they use CapMetro's facilities or vehicles.</p> <p><u>Facility:</u> Any revenue and non-revenue building or structure in the possession or control of the Authority.</p> <p><u>Possess:</u> To have on one's person, in one's effect, or in an area subject to one's control.</p> <p><u>Open Container:</u> An alcoholic beverage container that is no longer sealed.</p>

5.0	<u>Responsibilities</u> The safety department within the Capital Metropolitan Transportation Authority is responsible for establishing a safe environment through the enforcement of this prohibition of the consumption of alcohol beverages on CapMetro property.												
6.0	<u>Procedures</u> Not Applicable												
7.0	<u>Revision History</u> Shows a list of document changes, in table format. <table><tr><th colspan="4">REVISION HISTORY TABLE</th></tr><tr><th>REV LEVEL</th><th>CHANGE(S) MADE BY:</th><th>DATE OF CHANGES:</th><th>SECTIONS IMPACTED – DESCRIPTION OF CHANGES</th></tr><tr><td>1.0</td><td>Office of Safety, Occupational Health & Accessible Services</td><td>9/25/23</td><td>All sections – cleaned up language and revised per the Texas Transportation Code.</td></tr></table>	REVISION HISTORY TABLE				REV LEVEL	CHANGE(S) MADE BY:	DATE OF CHANGES:	SECTIONS IMPACTED – DESCRIPTION OF CHANGES	1.0	Office of Safety, Occupational Health & Accessible Services	9/25/23	All sections – cleaned up language and revised per the Texas Transportation Code.
REVISION HISTORY TABLE													
REV LEVEL	CHANGE(S) MADE BY:	DATE OF CHANGES:	SECTIONS IMPACTED – DESCRIPTION OF CHANGES										
1.0	Office of Safety, Occupational Health & Accessible Services	9/25/23	All sections – cleaned up language and revised per the Texas Transportation Code.										
	<u>Additional Documentation (if applicable)</u> N/A												

Operations, Planning and Safety Committee **Item #:** AI-2023-915

Agenda Date: 10/11/2023

SUBJECT:

Approval of a resolution authorizing the President & CEO, or her designee, to finalize and execute a contract with A3 Systems Corporation to provide two (2) Harlan electric yard tug vehicles in an amount not to exceed \$210,145.

FISCAL IMPACT:

Funding for this action is available in the FY2024 Capital Budget

STRATEGIC PLAN:

Strategic Goal Alignment:

- | | |
|---------------------------------------|---|
| <input type="checkbox"/> 1. Customer | <input checked="" type="checkbox"/> 2. Community |
| <input type="checkbox"/> 3. Workforce | <input checked="" type="checkbox"/> 4. Organizational Effectiveness |

Strategic Objectives:

- | | | |
|---|--|--|
| <input type="checkbox"/> 1.1 Safe & Reliable Service | <input type="checkbox"/> 1.2 High Quality Customer Experience | <input type="checkbox"/> 1.3 Accessible System |
| <input type="checkbox"/> 2.1 Support Sustainable Regional Growth | <input checked="" type="checkbox"/> 2.2 Become a Carbon Neutral Agency | |
| <input type="checkbox"/> 2.3 Responsive to Community and Customer Needs | <input type="checkbox"/> 2.4 Regional Leader in Transit Planning | |
| <input type="checkbox"/> 3.1 Diversity of Staff | <input type="checkbox"/> 3.2 Employer of Choice | <input type="checkbox"/> 3.3 Expand Highly Skilled Workforce |
| <input type="checkbox"/> 4.1 Fiscally Responsible and Transparent | <input checked="" type="checkbox"/> 4.2 Culture of Safety | <input checked="" type="checkbox"/> 4.3 State of Good Repair |

EXPLANATION OF STRATEGIC ALIGNMENT: The purchase of these two electric yard tug vehicles is in alignment with financial and environmental sustainability through resource optimization, a culture of safety, and environmental leadership. The replacement of life-expired diesel vehicles with electric vehicles ensures that CapMetro employees can perform operational functions enhancing the safety of operators and creating a more appealing work environment.

BUSINESS CASE: CapMetro has identified a need to replace two yard tug vehicles that have been in the fleet for more than 11 years and are beyond their planned life. These life-expired vehicles are experiencing decreasing reliability issues and increasing maintenance costs. Replacing the diesel yard tug vehicles with fully electric vehicles is a step towards CapMetro's zero emission goals by having vehicles that will operate on battery.

COMMITTEE RECOMMENDATION: This item was presented and recommended for approval at the Operations, Planning and Safety Committee on October 11, 2023.

EXECUTIVE SUMMARY: CapMetro operations use the yard tug vehicle to move inoperative buses from the yard to the designated bay for repairs. This vehicle purchase will provide for the replacement of two life-expired yard tug vehicles used to support CapMetro's mission. Given the planned use of the vehicles, the Harlan electric yard tugs are the most appropriate vehicle.

DBE/SBE PARTICIPATION: This procurement for two electric yard tug vehicles does not include subcontracting opportunities. Therefore, an SBE goal of 0% is assigned.

PROCUREMENT: The contract will utilize the General Service Administration (GSA) Contract No. 47QSWA18D008X, held by A3 Systems Corporation, to resell Harlan electric yard tug vehicles.

GSA awarded contracts are made available for use by CapMetro via Title 7, Intergovernmental Relations Chapter 791, Interlocal Cooperation Contracts and the Texas Interlocal Cooperation Act.

Purchases made using GSA contracts satisfy otherwise applicable bidding requirements. Pricing for the Harlan electric yard tug vehicles was determined to be fair & reasonable by the GSA during its solicitation and award process. Additionally, a cost analysis was performed, and GSA pricing for the Harlan electric yard tug vehicles was found to be fair and reasonable.

GSA pricing provided by A3 Systems Corporation for Harlan electric yard tug vehicles is as follows:

Item #	Description	Quantity	Unit Price	Extended Price
1	Harlan Electric Yard Tug Vehicles	2	\$101,272.23	\$202,544.46
2	Freight Fee:			\$7,600.00
Grand Total Price (Items 1 and 2 Inclusive):				\$210,144.46

The contract is a fixed price contract.

RESPONSIBLE DEPARTMENT: Operations and Maintenance Oversight

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

**STATE OF TEXAS
COUNTY OF TRAVIS**

AI-2023-915

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and CapMetro management maintain a state of good repair with vehicle maintenance equipment.

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 with A3 Systems Corporation to provide two (2) Harlan electric yard tug vehicles in an amount not to exceed \$210,145.

**Secretary of the Board
Becki Ross**

Date: _____

CapMetro

Yard Tug Harlan HLE60

propulsion: battery

emissions: zero

onboard energy: 28kWh

push capacity: 72,000 lb.

charger: level 2

training: included



Operations, Planning and Safety Committee **Item #:** AI-2023-990

Agenda Date: 10/11/2023

SUBJECT:

Approval of a resolution authorizing the President & CEO, or her designee, to finalize and execute a contract with Creative Bus Sales, Inc. for the purchase of fifteen (15) wheelchair accessible service support vehicles in a total not to exceed amount of \$1,176,840.

FISCAL IMPACT:

Funding for this action is available in the FY2024 Capital Budget

STRATEGIC PLAN:

Strategic Goal Alignment:

- ☒ 1. Customer ☐ 2. Community
☐ 3. Workforce ☒ 4. Organizational Effectiveness

Strategic Objectives:

- ☒ 1.1 Safe & Reliable Service ☒ 1.2 High Quality Customer Experience ☒ 1.3 Accessible System
☐ 2.1 Support Sustainable Regional Growth ☐ 2.2 Become a Carbon Neutral Agency
☐ 2.3 Responsive to Community and Customer Needs ☐ 2.4 Regional Leader in Transit Planning
☐ 3.1 Diversity of Staff ☐ 3.2 Employer of Choice ☐ 3.3 Expand Highly Skilled Workforce
☐ 4.1 Fiscally Responsible and Transparent ☐ 4.2 Culture of Safety ☒ 4.3 State of Good Repair

EXPLANATION OF STRATEGIC ALIGNMENT: In the course of providing daily bus service it is sometimes necessary to transport customers in non-revenue support vehicles, including riders who use wheelchairs. Making a portion of the support vehicle fleet wheelchair accessible aligns with agency goals by supporting safe and reliable service for riders with wheelchairs, promoting a high-quality customer experience, and ensuring the system is accessible. The wheelchair accessible support vehicles will become part of CapMetro's non-revenue fleet of vehicles and will be maintained in a state of good repair.

BUSINESS CASE: Under the new Contracted Bus Operations and Maintenance Contract, CapMetro is responsible for providing non-revenue support vehicles. The purchase of these vehicles supports these contract requirements.

COMMITTEE RECOMMENDATION: This item was presented and recommended for approval by the Operations, Planning and Safety Committee on October 11, 2023.

EXECUTIVE SUMMARY: The purchase of these fifteen wheelchair accessible vans will allow operations staff when called upon, to transport riders who use wheelchairs, ensuring a good customer experience and an accessible system. These vehicles will become part of the non-revenue vehicle fleet where they will primarily be used to support bus operations but will also be available as needed for use in demand response, rail, and administration as needed. This is a growth of the non-revenue fleet, having been previously supplied by contractors, but which will now be owned and maintained by CapMetro under the State of Good Repair plan.

DBE/SBE PARTICIPATION: This vehicle purchase does not include an opportunity for DBE/SBE participation.

PROCUREMENT: The contract will utilize the Houston-Galveston Area Council (H-GAC) Contract No. BT01-21 held by Creative Bus Sales, Inc. for Buses-Shuttle, Transit, Trams and Other Specialty Buses.

H-GAC awarded contracts are made available for use by Capital Metro via Title 7, Intergovernmental Relations Chapter 791, Interlocal Cooperation Contracts and The Texas Interlocal Cooperation Act.

Purchases made using H-GAC contracts satisfy otherwise applicable bidding requirements. Pricing for the Wheelchair Accessible Service Support Vehicles was determined to be fair & reasonable by the H-GAC during its solicitation and award process.

H-GAC pricing for Wheelchair Accessible Service Support Vehicles is referenced as follows:

Item #	Description	Quantity	Unit Price	Extended Price
1	Wheelchair Accessible Vans	15	\$78,416.00	\$1,176,240.00
2	H-GAC Fee:			\$600.00
Grand Total Price (Item 1 and 2 Inclusive):				\$1,176,840.00

The contract is a fixed price contract.

RESPONSIBLE DEPARTMENT: Operations and Maintenance Oversight

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

**STATE OF TEXAS
COUNTY OF TRAVIS**

AI-2023-990

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and Capital Metro management recognize the importance of providing an accessible system and a high-quality customer experience.

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 with Creative Bus Sales, Inc. for the purchase of fifteen (15) wheelchair accessible service support vehicles in a total amount not to exceed \$1,176,840.

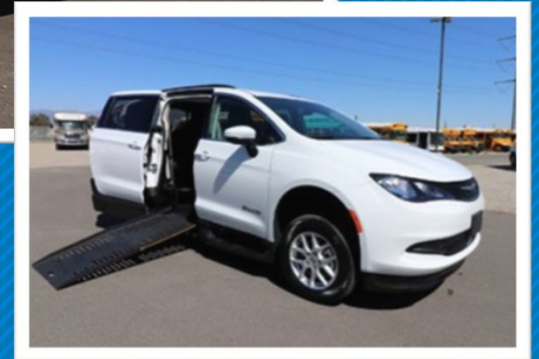
**Secretary of the Board
Becki Ross**

Date: _____

CapMetro

BraunAbility Chrysler Voyager LX

4 passenger capacity
1 wheelchair
side entry w/ ramp



Operations, Planning and Safety Committee **Item #:** AI-2023-974

Agenda Date: 10/11/2023

SUBJECT:

Approval of a resolution authorizing the President & CEO, or her designee, to finalize and execute a contract with Preferred Technologies LLC. for the installation of 127 replacement and new video cameras and supporting equipment at four CapMetro Park & Ride facilities in a total not to exceed amount of \$180,997.

FISCAL IMPACT:

Funding for this action is available in the FY2024 Capital Budget

STRATEGIC PLAN:

Strategic Goal Alignment:

- ☒ 1. Customer ☐ 2. Community
☐ 3. Workforce ☒ 4. Organizational Effectiveness

Strategic Objectives:

- ☐ 1.1 Safe & Reliable Service ☐ 1.2 High Quality Customer Experience ☐ 1.3 Accessible System
☐ 2.1 Support Sustainable Regional Growth ☐ 2.2 Become a Carbon Neutral Agency
☐ 2.3 Responsive to Community and Customer Needs ☐ 2.4 Regional Leader in Transit Planning
☐ 3.1 Diversity of Staff ☐ 3.2 Employer of Choice ☐ 3.3 Expand Highly Skilled Workforce
☐ 4.1 Fiscally Responsible and Transparent ☒ 4.2 Culture of Safety ☒ 4.3 State of Good Repair

EXPLANATION OF STRATEGIC ALIGNMENT: CapMetro serves thousands of customers daily who use our Park & Ride facilities. The safety and security of both our customers and employees is a priority and in alignment with the CapMetro strategic plan.

BUSINESS CASE: Cameras purchased by this contract will either be replacement cameras where existing cameras have reached the end of their useful life (maintaining state of good repair), or they will be new cameras installed to reduce existing blindspots in coverage.

COMMITTEE RECOMMENDATION: This item was presented and recommended for approval by the Operations, Planning and Safety Committee on October 11, 2023.

EXECUTIVE SUMMARY: Equipping the CapMetro Park & Ride facilities with video cameras enhances the safety and security of those facilities for CapMetro customers and employees and serves as a deterrent to criminal activity. The CapMetro Operations Control Center and Public Safety Dispatchers rely heavily on video cameras at Park & Ride facilities to monitor operations, perform security camera sweeps throughout the day, and research incidents using recorded video. The cameras also serve as a deterrent to criminal activity because they are clearly visible and provide thorough video coverage of the facilities. Video cameras add business value by providing real time and recorded information that allows CapMetro to make critical decisions to positively impact operations. This information helps the CapMetro Operations Control Center and Public Safety Department make effective decisions that improve service efficiency and customer experience.

This project also aligns with the objectives of maintaining a culture of safety and adhering to a state of good repair, as many of the cameras are at the end of their useful life.

The scope of this project is to install 127 video cameras at four CapMetro Park & Rides to maintain a state of good repair. Of the 127 video cameras, 19 will be new cameras installed at Leander, Lakeline and South Congress Transit Center to ensure coverage and reduce/eliminate some existing blind spots.

Replacement Cameras

- Leander - 33
- Lakeline - 40
- South Congress Transit Center - 29
- Tech Ridge - 25

New Cameras

- Leander 1
- Lakeline 9
- South Congress Transit Center - 9

DBE/SBE PARTICIPATION: No SBE goal is assigned to this procurement due to limited subcontracting opportunities.

PROCUREMENT: The contract will use the Department of Information Resources (DIR) cooperative Contract No. DIR-CPO-4742 held by Preferred Technologies LLC for Surveillance, Law Enforcement, Surveillance and Security Monitoring, Emergency Preparedness, Disaster Recovery Technology Products and Services.

DIR awarded contracts are made available for use by Capital Metro via Title 7, Intergovernmental Relations Chapter 791, Interlocal Cooperation Contracts and The Texas Interlocal Cooperation Act. Purchases made using DIR contracts satisfy otherwise applicable competitive bidding requirements.

The pricing to provide and install video surveillance cameras at four CapMetro Park & Ride facilities was determined to be fair and reasonable by the DIR organization during its solicitation and award process. Additionally, pricing proposals were requested from five vendors who provide similar services through DIR and like cooperatives. Three proposals were received and evaluated. Preferred Technologies provided the best value to the Authority.

The following is Preferred Technologies DIR pricing per facility:

Description	Lump Sum
Camera Enhancement and Replacement - Leander Park & Ride	\$50,453.12
Camera Enhancement and Replacement - Lakeline Park & Ride	\$56,356.19
Camera Enhancement and Replacement - S. Congress TC Park & Ride	\$38,774.17
Camera Enhancement and Replacement - Tech Ridge Park & Ride	\$35,383.14
Total Lump Sum	\$180,966.62

The contract will be a fixed price contract.

RESPONSIBLE DEPARTMENT: Public Safety & Emergency Management

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

**STATE OF TEXAS
COUNTY OF TRAVIS**

AI-2023-974

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and Capital Metro management endeavor to ensure the safety and security of employees and customers; and

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and Capital Metro management recognize the need to install 127 cameras to support operations and ensure safety and security at the Leander, Lakeline, South Congress, and Tech Ridge Park & Ride facilities.

NOW, THEREFORE, BE IT RESOLVED that the Capital Metropolitan Transportation Authority Board of Directors authorizes the President & CEO, or her designee, to finalize and execute a contract with Preferred Technologies LLC for the installation of cameras and supporting equipment at four CapMetro Park & Ride facilities in an amount not to exceed \$180,997.

**Secretary of the Board
Becki Ross**

Date: _____

Operations, Planning and Safety Committee **Item #:** AI-2023-921**Agenda Date:** 10/11/2023**SUBJECT:**

Approval of a resolution authorizing the President & CEO, or her designee, to finalize and execute the lease of 11,978 square feet of administrative and maintenance bay space, along with parking areas that amount to approximately 3.5 acres, at and just south of 4811 East 7th Street from Springdale East Owner, LLC for a total not to exceed amount of \$3,800,000 over the primary 3-year, 5-month lease term.

FISCAL IMPACT:

Funding for this action is available in the FY2024 Operating and Capital Budgets.

STRATEGIC PLAN:**Strategic Goal Alignment:**

- | | |
|--|---|
| <input checked="" type="checkbox"/> 1. Customer | <input checked="" type="checkbox"/> 2. Community |
| <input checked="" type="checkbox"/> 3. Workforce | <input checked="" type="checkbox"/> 4. Organizational Effectiveness |

Strategic Objectives:

- | | | |
|--|--|---|
| <input checked="" type="checkbox"/> 1.1 Safe & Reliable Service | <input checked="" type="checkbox"/> 1.2 High Quality Customer Experience | <input type="checkbox"/> 1.3 Accessible System |
| <input checked="" type="checkbox"/> 2.1 Support Sustainable Regional Growth | <input type="checkbox"/> 2.2 Become a Carbon Neutral Agency | |
| <input checked="" type="checkbox"/> 2.3 Responsive to Community and Customer Needs | | |
| <input checked="" type="checkbox"/> 2.4 Regional Leader in Transit Planning | | |
| <input type="checkbox"/> 3.1 Diversity of Staff | <input checked="" type="checkbox"/> 3.2 Employer of Choice | <input checked="" type="checkbox"/> 3.3 Expand Highly Skilled Workforce |
| <input type="checkbox"/> 4.1 Fiscally Responsible and Transparent | <input type="checkbox"/> 4.2 Culture of Safety | <input checked="" type="checkbox"/> 4.3 State of Good Repair |

EXPLANATION OF STRATEGIC ALIGNMENT: This proposed lease will help bridge the gap between current and future Demand Response and MetroBike maintenance facility needs while also being an option temporarily for staging buses.

BUSINESS CASE: CapMetro is seeking a lease to help support Demand Response and MetroBike maintenance and temporary bus parking prior to long-term permanent facility solutions becoming available. The proposed location of the lease site is at 4811 East 7th Street and the adjacent parcel just south of this site. This solution is expected to accommodate MetroBike and maintenance of 80 Demand Response revenue vehicles, or a combination of buses and less Demand Response revenue vehicles, and sufficient parking for site personnel. Funding for this lease is available in the FY2024 Operating and Capital Budgets.

COMMITTEE RECOMMENDATION: This item was presented and recommended for approval at the Operations, Planning and Safety Committee on October 11, 2023.

EXECUTIVE SUMMARY: CapMetro's procurement of Demand Response revenue vehicles to support the growth of CapMetro's service requires additional repair bays and parking prior to new Demand Response operations and maintenance facilities being operational, in part due to the expiration of the lease for 414 Thompson Lane at the end of September. This new lease will also allow parking temporarily for staging new buses and/or non-revenue vehicles. This space is needed since lease options with repair bays is limited and this location is preferred due to the need to supplement this lease space with service islands at other nearby CapMetro facilities.

This new lease space is intended to provide an interim solution to support the needed growth prior to the permanent MetroBike solution being implemented. Approval is requested to lease this space at 4811 East 7th Street from December 2023 through November 2025 with an option to potentially extend through April 2027 when the Demand Response North Base site is planned to be operational. Currently, the Landlord is only willing to lease the space through November 2025 but may elect to lease it to CapMetro longer depending on if his development plans for the site mature in a timely manner or not. This solution is expected to accommodate MetroBike and maintenance of 80 Demand Response revenue vehicles, or a combination of buses/non-revenue vehicles and less Demand Response revenue vehicles, and sufficient parking for site personnel.

DBE/SBE PARTICIPATION: Does not apply.

PROCUREMENT: Does not apply.

RESPONSIBLE DEPARTMENT: Facilities Management

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

**STATE OF TEXAS
COUNTY OF TRAVIS**

AI-2023-921

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and Capital Metro management recognize the need to protect the safety of all employees and Capital Metro assets and provide all city, state and federal code requirements; and WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and Capital Metro management recognize the need to provide for the environmental needs of the workforce, and the environmental needs of the patrons utilizing the public areas of the facilities.

NOW, THEREFORE, BE IT RESOLVED by the Capital Metropolitan Transportation Authority Board of Directors that the President & CEO, or her designee, is authorized to finalize and execute the lease of 11,978 square feet of administrative and maintenance bay space, along with parking areas that amount to approximately 3.5 acres, at and just south of 4811 East 7th Street from Springdale East Owner, LLC for a total not to exceed amount of \$3,800,000 over the proposed primary 3-year, 5-month lease term.

**Secretary of the Board
Becki Ross**

Date: _____

CapMetro

4811 East 7th Street Tracts 1 & 2 Lease Overview

October 11, 2023

MetroBike & MetroAccess – 4811 East 7th Street

- Purpose
 - MetroBike & MetroAccess Maintenance & Parking with Temporary Bus Staging
 - Location: Between East 5th & 7th Streets just east of Springdale Road.
- Lease Area
 - 11,978 square foot building with parking on 3.47 acres
- Term
 - Firm: 24 months
 - Optional: 17 months requested to bridge when Demand Response North Base will be operational. This will be at Landlord's & CapMetro's discretion.



MetroBike & MetroAccess – 4811 East 7th Street

- Rental Rate
 - Initial monthly gross hybrid rental rate: \$53k + property tax, insurance, & 4% management fee.
 - Average annual rate increase for 2nd year: 3%
- Additional Key Tenant Expense:
 - Utilities
 - Signage
- Total Expected 41 Month Expenditure:
 - \$3.8 MM



CapMetro

Thank you!



Capital Metropolitan Transportation Authority

2910 East 5th Street
Austin, TX 78702

Operations, Planning and Safety Committee **Item #:** AI-2023-778

Agenda Date: 9/13/2023

Monthly Operations Update



Operations KPI Discussion

Operations and Safety Committee

October 2023

New Operations Reporting

- Operations-Wide Reporting
 - Bus
 - Rail
 - Demand Response
- High Level Overview of Key Performance Indicators
 - Customer Impacts
 - Focus on Service Reliability
- Report Evolve as Requirements Change
 - Special Events
 - Weather Events etc

CapMetro

Bus Service



- Systemwide Ridership
- Fixed-Route Ridership
- Rail Ridership
- Access Ridership
- Pickup Ridership

Fixed-Route Ridership

Fixed-Route ridership measures unlinked passenger trips on CapMetro bus services (Bus, Express, and Rapid). Measure reported monthly.

Reporting Period:

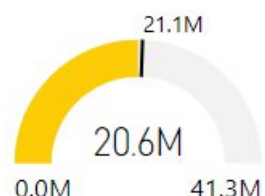
August

2023

Performance Gauge
Monthly Ridership



Performance Gauge
FY to Report Period Cumulative Ridership



Cumulative Ridership Change

Previous Year Same Month: 20.2%



Navigate between drill-down charts:

- By Month
- By Service Type
- By Route
- By Day of Week

Monthly Ridership

FY 2021 FY 2022 FY 2023



Fiscal Year

Multiple selections



Fixed-Route OTP

Rail OTP

Access OTP

Pickup OTP

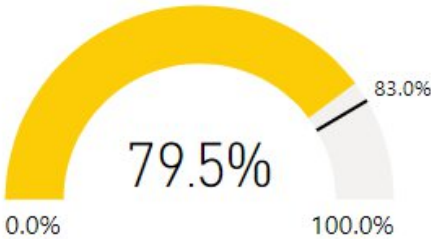
Fixed-Route On-Time Performance

On-time performance (OTP) for Bus and Express is measured as the percentage of actual departure times that are less than six minutes late and not prior to scheduled departure times. Rapid operates on a headway-based schedule; its OTP is measured as a difference of less than five minutes or 50 percent of the headway, whichever is less, than the preceding bus.

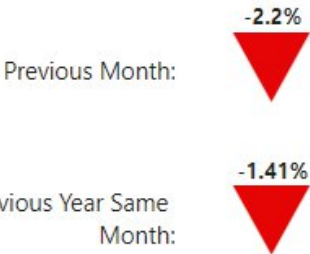
Reporting Period:

August
2023

Performance Gauge
Average Percentage



OTP Change

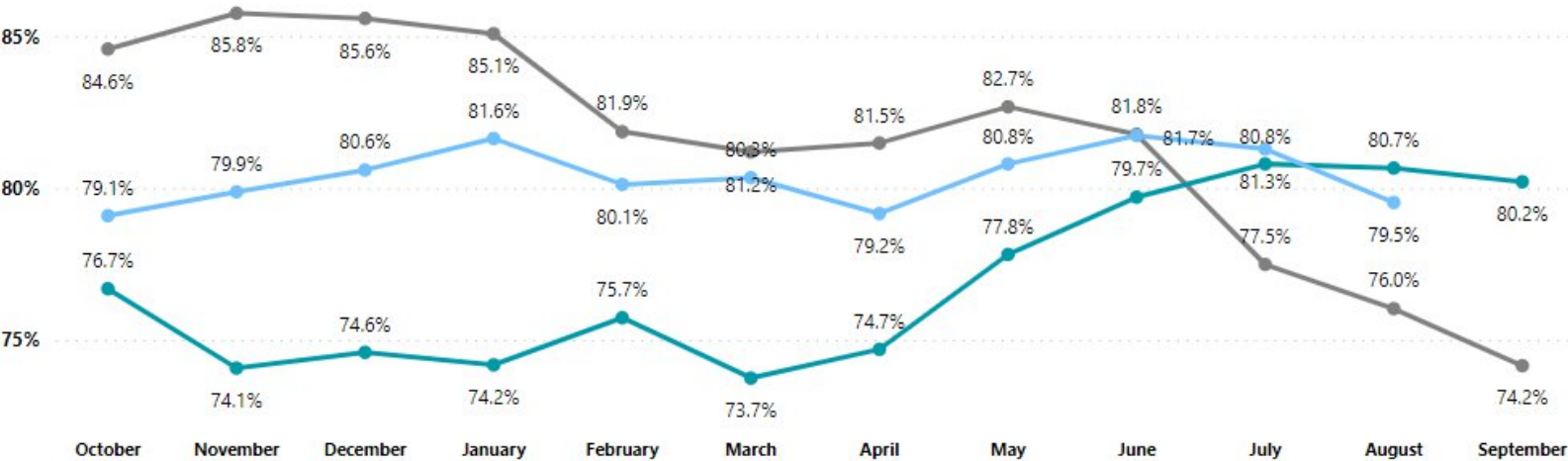


Navigate between drill-down charts:

- By Month
- By Service Type
- By Route

Monthly On-Time Performance

FY 2021 FY 2022 FY 2023



Fiscal Year

All

- Fixed-Route MDBF
- Demand Response MDBF
- Rail MDBF

Fixed-Route Mean Distance Between Failures (MDBF)

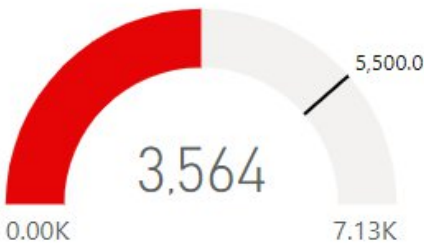
Measure reports the miles traveled between fixed-route bus mechanical failures that prevent the vehicle from completing a scheduled trip or starting the next scheduled trip because vehicle movement is limited or due to safety concerns.

Reporting Period:

August

2023

Performance Gauge
Average Percentage



Change

-12.4%

Previous Month:

-14.8%

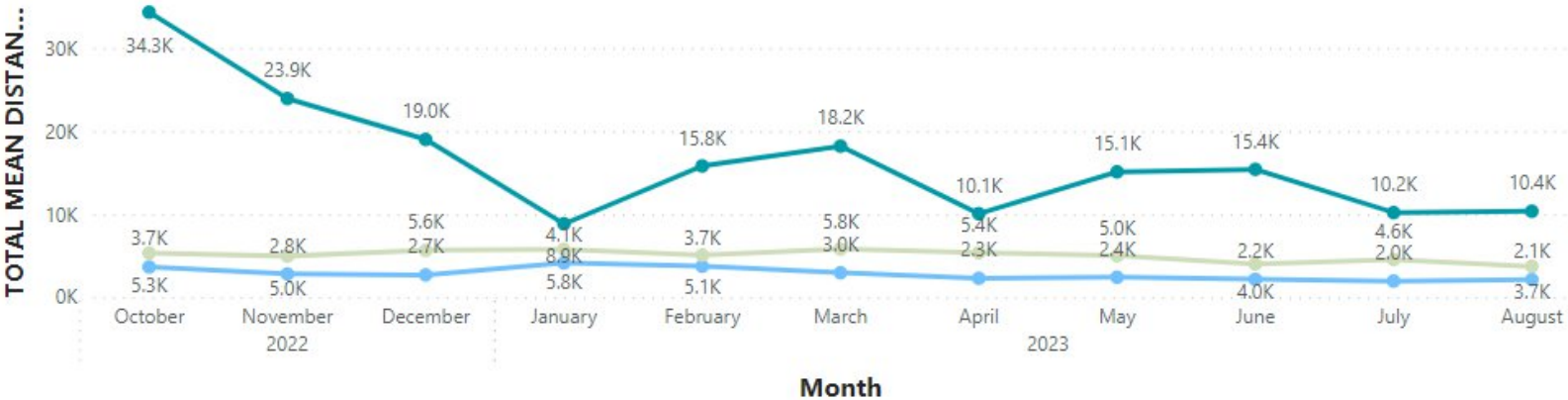
Previous Year Same Month:

Navigate between drill-down charts:

- By Month
- By Service Type

MDBF by Service

SERVICE NAME MetroRapid MetroExpress MetroBus



Route Group, Route Name

All

Service Type

All

Fiscal Year

2023

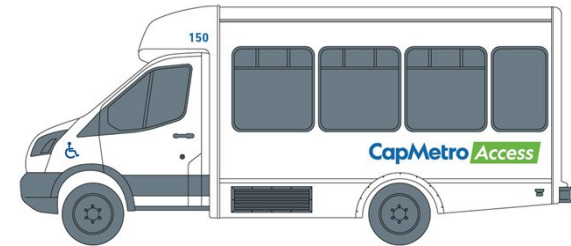
Performance Insights (Bus)

- Vehicle reliability continues to be our main focal point.
- “Loss Service Time” is leveling off within the established 1% goal.
- A 4% increase in Operator & Maintenance Tech recruitment for the months of July and August.
- Since March of 2023, ridership trends continue to increase at a consistent pace for optimum service sustainability.
- Strong collaboration with Schedules & Planning Department to achieve 83% OTP Metric Performance Goal.

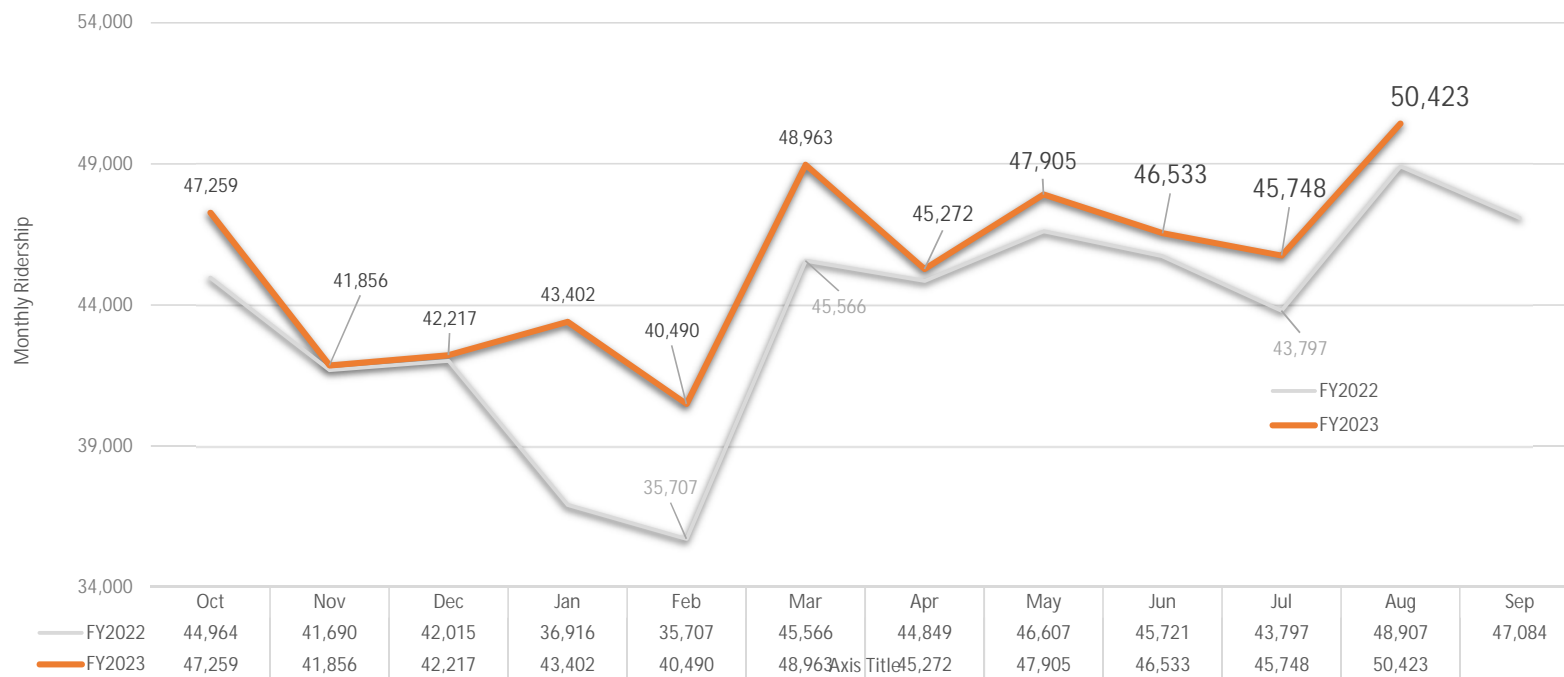
CapMetro

CapMetro Access

RIDERSHIP: ACCESS

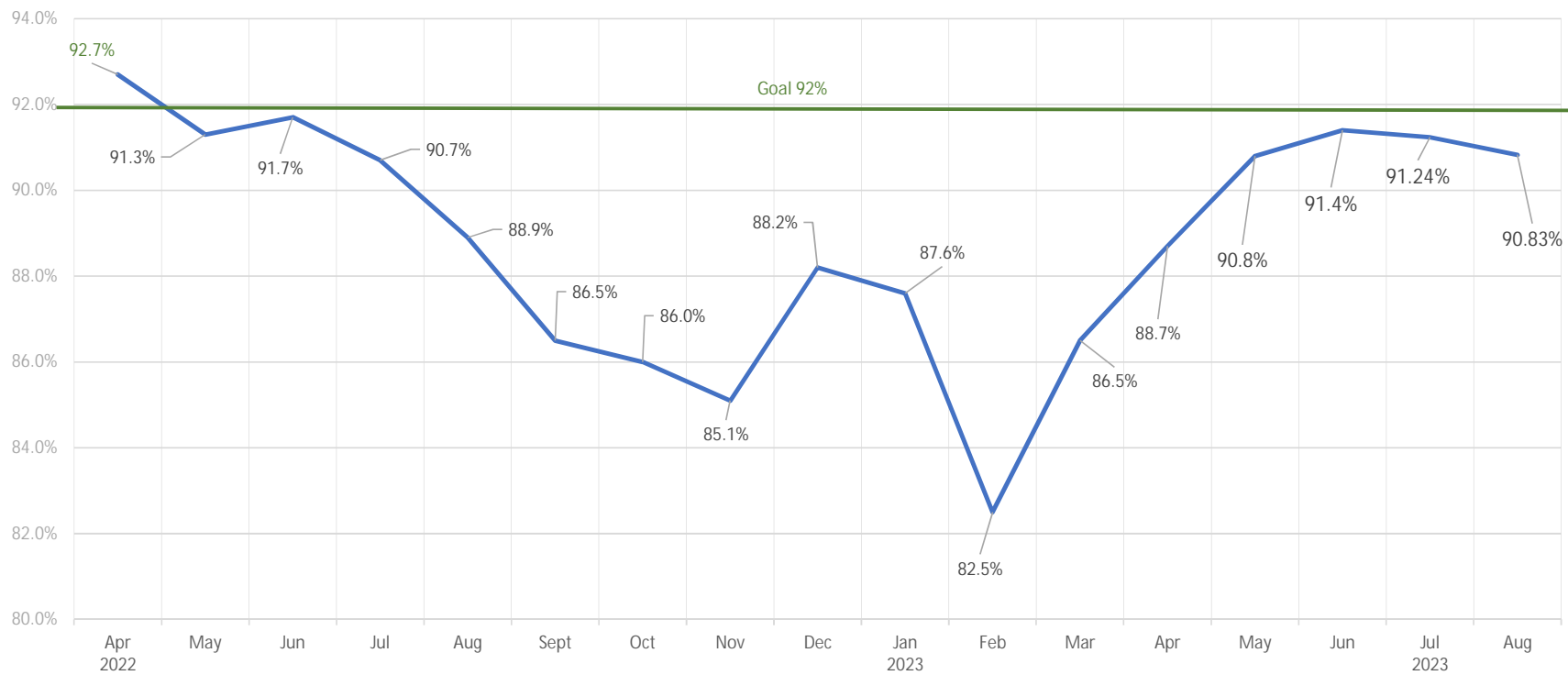


ACCESS RIDERSHIP COMPARISON - 2022 to 2023



RELIABILITY: ACCESS OTP

On Time Percentage



Performance Insights

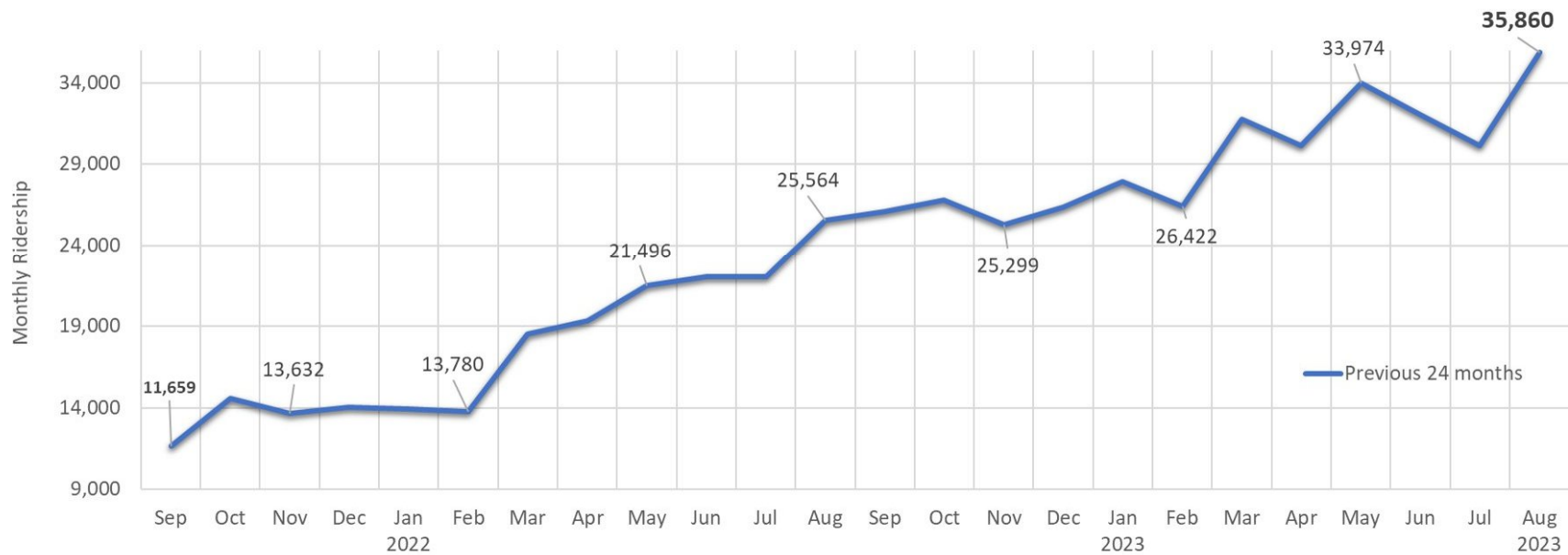
- October 1st go-live for Spare
 - End-to-end system for scheduling, dispatch, driver manifest, routing, customer accounts, reservations, reporting/analytics, & service planning
- Spare deployment for 12,000+ Access rider accounts and 500+ staff
- Workforce growth from 248 to 348 (40% increase) to date. Goal for EOY is 365 total drivers.

CapMetro

Pickup Service

RIDERSHIP PICKUP

PICKUP RIDERSHIP GROWTH - Previous 24 months

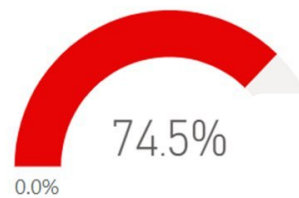


RELIABILITY: PICKUP OTP

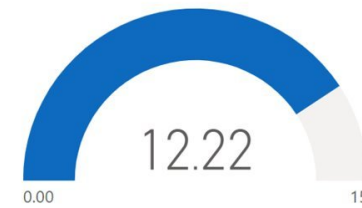
Pickup On-Time Performance

Pickup trips are on-time when a customer is picked up within 15 minutes of the requested pickup time.

Performance Gauge
Average Percentage

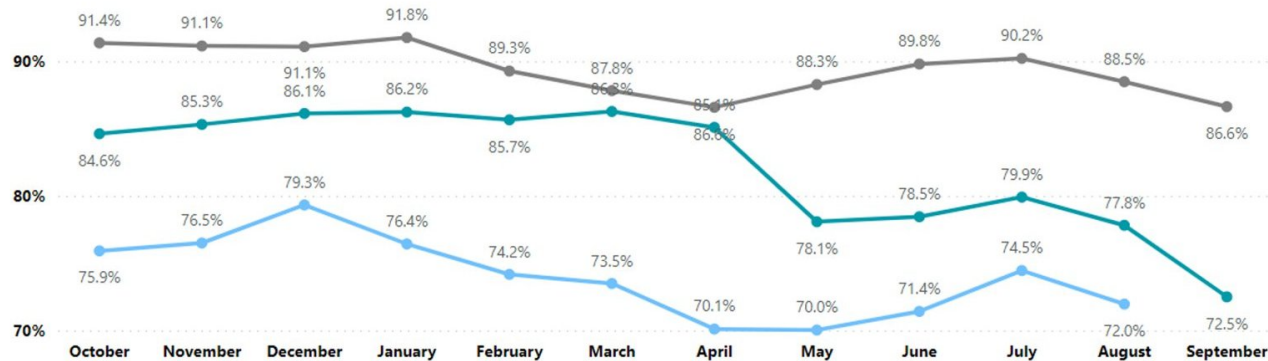


Pickup Average Wait Time (In Minutes)



Monthly On-Time Performance

● FY 2021 ● FY 2022 ● FY 2023



Performance Insights - August

- Ridership growth continues to break records
- New monthly high ridership record: 35,860
- Customer Rating (1-5): 4.89
- Average 4.2 passengers per hour
- 19 additional vehicles placed into service



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15

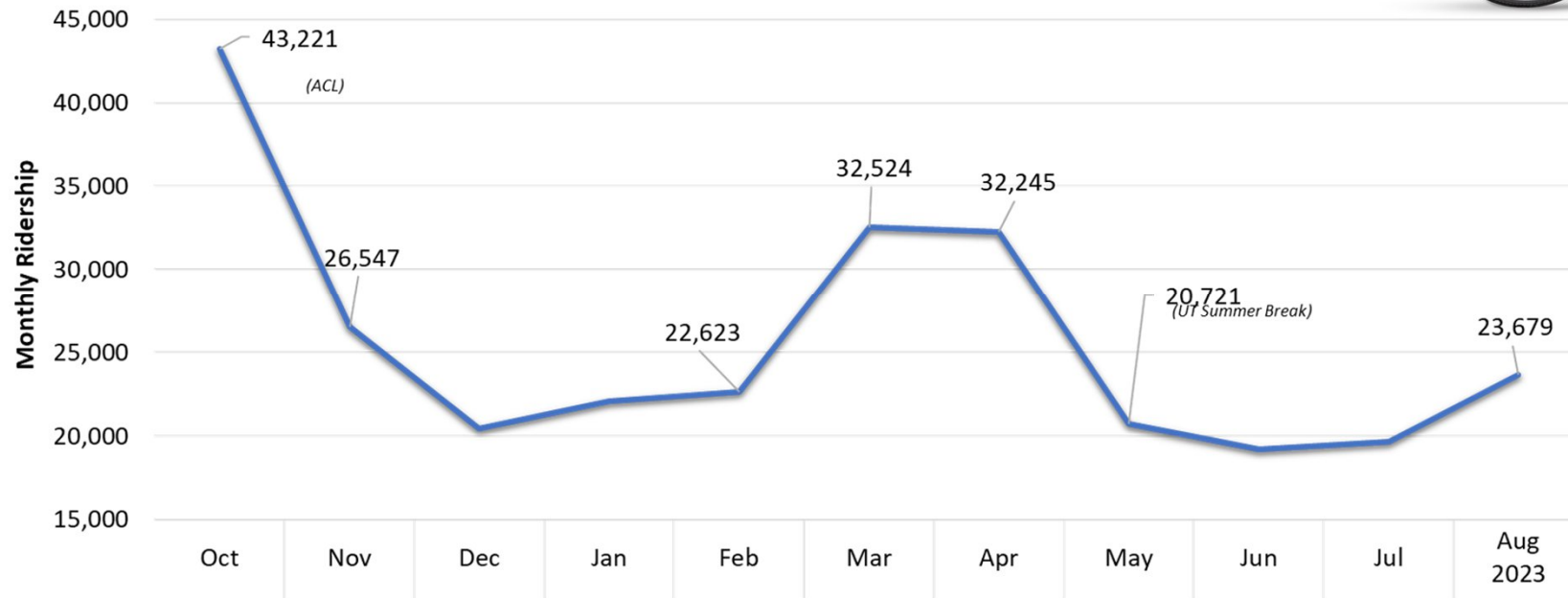
CapMetro

MetroBike

RIDERSHIP METROBIKE



METROBIKE RIDERSHIP - Previous 11 months



MetroBike Insights

- Hardware and system reliability are limiting bikeshare use
- RFP active for 10-year contract for modernized system
- Demand is greater than current system capacity
- 2x increase in ridership with students returning



CapMetro

Rail Service



Systemwide Ridership

Fixed-Route Ridership

Rail Ridership

Access Ridership

Pickup Ridership

Rail Ridership

Rail ridership measures unlinked passenger trips on CapMetro's rail service. Reported monthly.

Reporting Period:

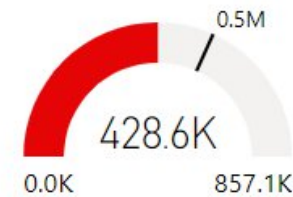
August

2023

Performance Gauge
Monthly Ridership



Performance Gauge
FY to Report Period Cumulative Ridership



Ridership Change

Previous Year Same Month:

0.3%



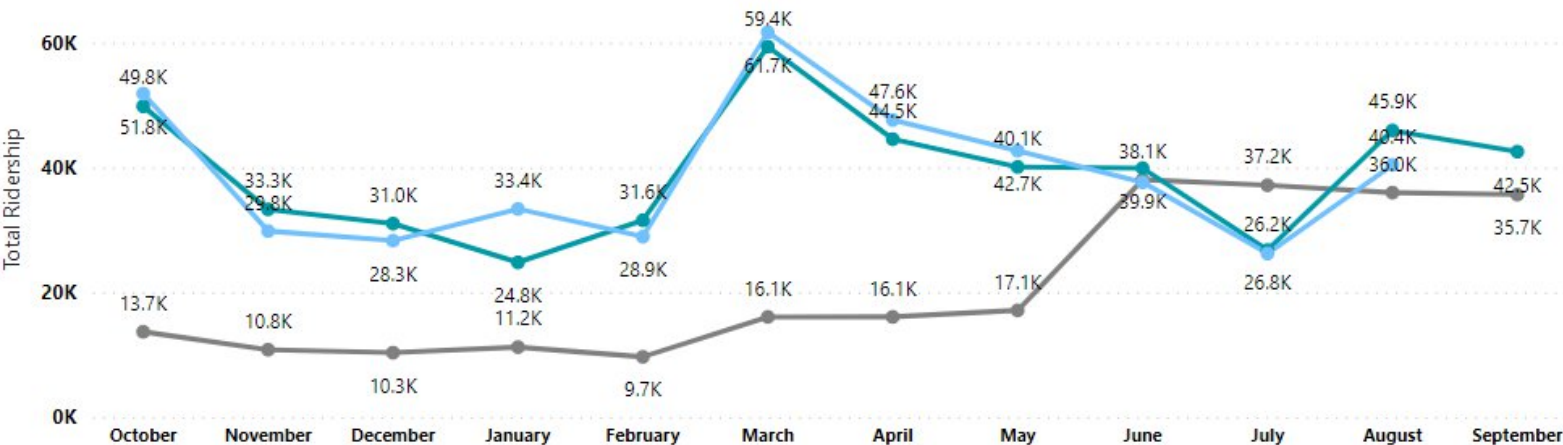
Navigate between drill-down charts:

By Month

By Day of Week

Monthly Ridership

● FY 2021 ● FY 2022 ● FY 2023



Fiscal Year

All



Fixed-Route OTP

Rail OTP

Access OTP

Pickup OTP

Rail On-Time Performance

On-time performance for Rail is measured as the percentage of actual departure times that are less than six minutes late and not prior to scheduled departure times.

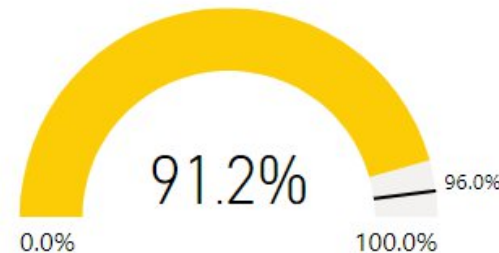
Reporting Period:

August

2023

Performance Gauge

Monthly Average Percentage



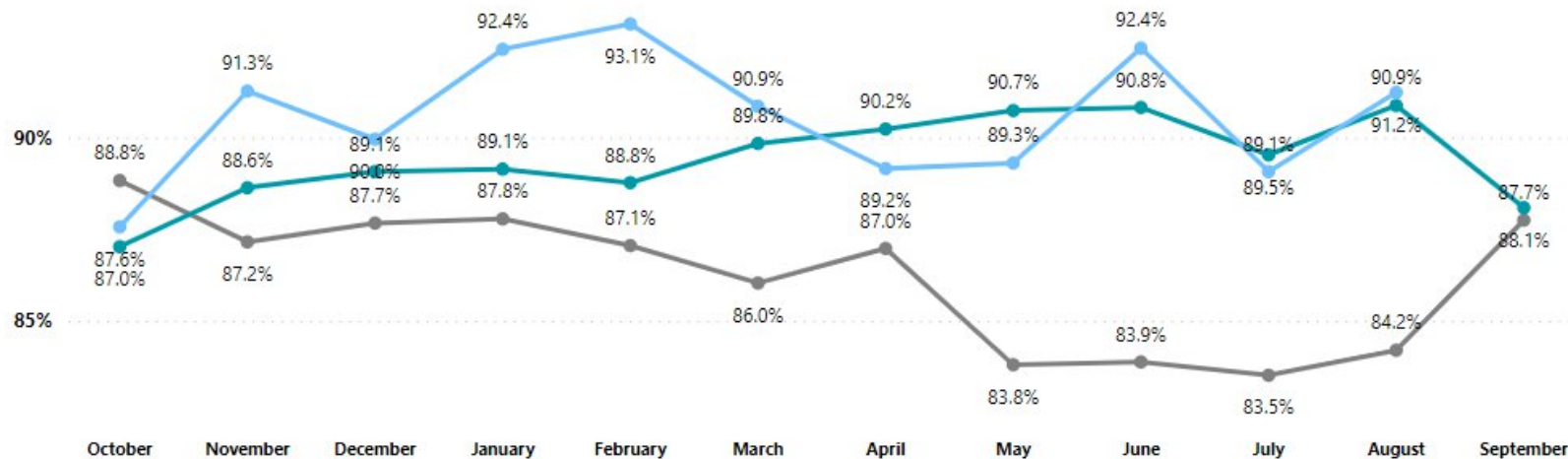
OTP Change

Previous Month: ▲ 2.4%

Previous Year Same Month: ▲ 0.39%

Monthly On-Time Performance

● FY 2021 ● FY 2022 ● FY 2023



Fiscal Year

All



Fixed-Route MDBF

Demand Response MDBF

Rail MDBF

Rail Mean Distance Between Failures (MDBF)

Measure reports the miles traveled between bus mechanical failures that prevent the vehicle from completing a scheduled trip or starting the next scheduled trip because vehicle movement is limited or due to safety concerns.

Reporting Period:

August

2023

Performance Gauge

Average Percentage



Change

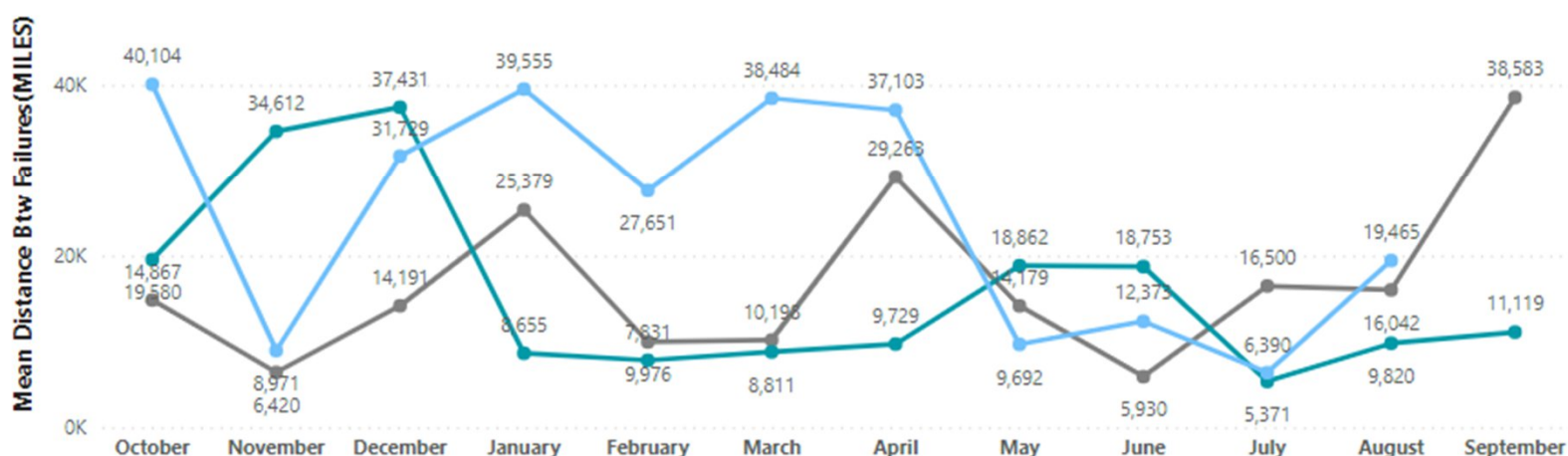
Previous Month:

204.62%



MDBF by Month

Year ● 2021 ● 2022 ● 2023



Fiscal Year

All

Performance Insights

- Vehicle Reliability
 - Coordinate countermeasures to facilitate DMU readiness
- Service Reliability
 - Continue to collaborate with Planning to achieve 96% OTP Metric Performance Goals
- Ridership
 - Continues to improve since March 2023 to 2.5% at a consistent rate

CapMetro

Questions
