



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

**STATE OF TEXAS
COUNTY OF TRAVIS**

**RESOLUTION CMTA-2014-33
Revised Service Expansion Policy**

WHEREAS, Central Texas continues to grow, rapidly resulting in ever-increasing concerns about traffic congestion, air quality and quality of life that make the need for a regional transit solution critical; and

WHEREAS, Capital Metropolitan Transportation Authority is receiving expressions of interest and requests for new and expanded service; and

WHEREAS, these requests are coming from local governments that are currently members of Capital Metropolitan Transportation Authority and from local governments that are currently not members; and

WHEREAS, Capital Metropolitan Transportation Authority board of directors and Capital Metro management endeavor to grow the service area and customer base; and

WHEREAS, Capital Metropolitan Transportation Authority board of directors and Capital Metro management recognize the need to work with non-member jurisdictions within the Austin urbanized area to develop and provide public transportation services including the use of FTA 5307 funding to support such efforts.

NOW, THEREFORE, BE IT RESOLVED by the Capital Metropolitan Transportation Authority Board of Directors that the revised service expansion policy as presented is approved for agency use.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Norm Chafetz, Board Member
SECONDER: Ann Stafford, Secretary
AYES: Chafetz, Silas, Langmore, Stafford, Mitchell, Siebold, Martinez, Riley


Secretary of the Board

Date: April 23, 2014

Ann Stafford



SERVICE EXPANSION POLICY

Issued: June 2008
Revised: April 2014

Approved by: Board of Directors

PURPOSE

This policy revises the Capital Metropolitan Transportation Authority (Capital Metro) service expansion policy adopted in June 2008 and defines five approaches for service to jurisdictions within the urbanized area that are not currently served by Capital Metro. The first approach, joining Capital Metro, provides the preferred option for service; however, jurisdictions may not have the capacity to participate through a dedication of 1% local sales tax. For those jurisdictions, the remaining approaches provide options for service and would allow Capital Metro to distribute Section 5307 funds to non-member jurisdictions equitably.

POLICY

The Capital Metropolitan Transportation Authority (Capital Metro) service expansion policy for jurisdictions within the urbanized area, but outside the service area includes the following five options:

1. **Join Capital Metro:** A municipality, county or part of a county receives voter approval to join the Capital Metro service area and dedicates 1% local sales tax for transit.
2. **Contract for Service:** Service contracts allow Capital Metro to provide service through an interlocal agreement between the jurisdiction and Capital Metro. The jurisdiction pays the cost of service, with a credit given to the jurisdiction for Section 5307 eligible expenses. Jurisdictions that contract for service are eligible to receive Capital Metro service through the most appropriate contract service provider.
3. **Form a Local Government Corporation (LGC):** Capital Metro and one or more jurisdictions may enter into an agreement to form an LGC, whereby the local jurisdiction and Capital Metro would establish a board of directors to oversee transit initiatives in the agreed upon area. Capital Metro would provide Section 5307 funding, while the local jurisdiction would provide local funds, such as general revenue, 4B sales tax or private sector funding.
4. **Become a FTA Sub-Recipient:** Sub-recipients contract directly with a service provider and seek reimbursement for the federal portion of Section 5307 eligible expenses through Capital Metro. Capital Metro maintains responsibility for federal compliance, certifications and related coordination with FTA. Sub-recipients are eligible to receive service through the most appropriate contract service provider.
5. **Become a Direct Recipient:** Direct recipients receive Section 5307 funds directly from FTA for eligible expenses. The recipient is responsible for the management of funds and assumes all responsibility for federal compliance, certifications and local match.

All agreements for service under this policy must be approved by the Capital Metro Board of Directors and must meet the minimum requirements established in the appendices, which provide further guidelines. The appendices are included as reference for procedures only and are not adopted as part of this policy.

Links to Related Forms: Appendix A (HB#823261) and B (HB#823262)

Capital Metropolitan Transportation Authority Service Expansion Policy

Appendix A: Guidelines for Service Expansion

To ensure that the service expansion policy is implemented in a manner that achieves regional goals, a program has been developed to provide guidelines to administer Section 5307 funds. Capital Metro is responsible for administering the program, but all projects will receive regional input by the Regional Section 5307 Review Team.

Allocation of Funds

Each year, Capital Metro will determine the amount of Section 5307 funds allocated to the region by FTA. As with the FTA Section 5307 apportionment method, Capital Metro will use population, population density, low income population and vehicle revenue miles to determine the amount of funds designated to the Capital Metro service area and to the urbanized area outside of the service area. Once the calculation and resulting figures are approved by the Capital Metro Board, Capital Metro's portion will be subtracted and jurisdictions will be informed of the amount available to the non-member jurisdictions in the Austin UZA.

Call for Projects

Following board approval of funding, Capital Metro will then issue a call for projects. The call for projects shall be aligned as closely as possible to the CAMPO Transportation Improvement Plan (TIP) cycle and the FTA funding cycle. Non-member jurisdictions that are currently participating in an agreement for service with Capital Metro will not be required to compete for funding existing service, but the jurisdictions are required to provide the information detailed in the *Applications for Continuing Service* section of these guidelines.

All applications received by Capital Metro will be reviewed by the Regional Section 5307 Review Team. The team will consist of five members, including one person from each of the following organizations: Capital Metro, CAMPO, TxDOT, CARTS and CAPCOG, who will score, rank and consider the most optimum distribution method by which to administer the available funds to the requesting jurisdiction. Recommendations will be provided to the Capital Metro Board for consideration and approval. Following approval by the Capital Metro Board, a program of projects will be submitted to CAMPO for inclusion into the regional Transportation Improvement Program (TIP).

The review process will be based on criteria developed for new service and for continuing service. Applications for new service include jurisdictions that are not currently participating in an agreement for service with Capital Metro, but wish to begin service. Applications for continuing service includes those jurisdictions already participating in an agreement for service with Capital Metro that wish to continue or modify service.

Applications for New Service:

Jurisdictions that are not currently participating in an agreement for service, but wish to begin service shall provide Capital Metro with assurances and data that demonstrate there is sufficient support and need for the project. Applications shall include the following:

1. A resolution demonstrating intent of commitment through City Council, Commissioners Court or equivalent policy-making body formal action. The resolution will provide assurances of the following:
 - **Funding Commitment:** The jurisdiction must provide proof of local match for no less than one year of the program.
 - **Community Support:** This formal commitment will ensure that there is sufficient community and stakeholder support for the service.

- **Support of a Regional Fare Structure:** The resolution will include confirmation that the fare structure for the proposed service will be consistent with existing regional fares. All service provided by Capital Metro will use the most current fare structure approved by the Capital Metro Board of Directors.
 - **Acknowledgement of ADA Complementary Paratransit Service Needs:** For local fixed-route projects only, the resolution shall also address the requirement to provide ADA complementary paratransit service. Service providers are required to fulfill any ADA complementary paratransit request from an ADA-qualified passenger for an ADA-eligible trip. For service provided by Capital Metro's paratransit service (MetroAccess), jurisdictions will be required to reimburse Capital Metro for the fully allocated cost per vehicle hour related to MetroAccess service.
2. A three-year (minimum) Transit Development Plan (TDP), which is a plan that identifies transit needs, analyzes service options and financing, and provides recommendations for service. Guidelines for developing a TDP can be found in *Appendix B*.

Capital Metro shall provide technical assistance as needed to develop the TDP. Technical assistance may include service planning, financial planning and capital planning. Capital Metro will also review all TDPs to confirm that the guidelines have been followed and to ensure consistency. FTA Section 5307 funds may be used to support planning efforts for the TDP.

3. Applicants may be asked to provide additional information pursuant to FTA requirements.

Applications for Continuing Service:

Jurisdictions that are currently participating in an agreement for service with Capital Metro and wish to continue providing the service, or make adjustments to the service, shall provide an administrative update to the TDP once a year. *Appendix B* contains the guidelines for yearly administrative updates. Projects that meet the requirements and demonstrate achievement of the goals of the TDP should expect to receive continued funding for the program as long as federal funding is available and in the amount that can support continued service.

**Capital Metropolitan Transportation Authority
Service Expansion Policy**

Appendix B: Guidelines for the Transit Development Plan (TDP)

Transit development plans provide recommendations for transit service in a jurisdiction. The plan helps to identify the transit service needs of an area that are not being met or that are not sufficiently met by existing services. The TDP also assists in developing and evaluating transit system alternatives and must include a financing plan. All TDPs must be adopted by the local jurisdiction's City Council, Commissioners Court or equivalent policy-making body.

TDPs developed for service expansion with Capital Metro are required to cover at least three years of service and will be updated yearly. Yearly updates will allow Capital Metro staff to evaluate performance of the service based on the measures identified in the TDP and to determine if changes are needed.

Capital Metro shall provide technical assistance as needed to develop the TDP. Technical assistance may include service planning, financial planning and capital planning. Capital Metro will also review all TDPs to confirm that the guidelines have been followed and to ensure consistency. FTA Section 5307 funds may be used to support planning efforts for the TDP.

TDPs developed for service expansion will include:

- Mission and goals
- Documentation of a public participation process
- Review of state and local transportation plans and the relationship to other plans and policies
- Explanation of connections to the regional system and regional goals
- Identification of areas for coordination with other local agencies, local communities and/or private entities
- Explanation of how service will be integrated in a regional intermodal network that increases connectivity, closes gaps and minimizes duplication of service
- Analysis of transit supportive growth patterns
- Analysis of multimodal accommodations that support transit service, such as bicycle and pedestrian facilities
- Estimates of the demand for transit service
- Performance evaluation of any existing service
- Analysis of service alternatives, including the financial impacts of each alternative
- Maps of the areas to be served and types and levels of service
- Three year program of strategies and policies to support the proposed service
- Three year financing plan

Additionally, jurisdictions must develop a monitoring program to track performance of the proposed service. This monitoring program will be included in the TDP document. The monitoring program shall include measures on system performance, quality of service and level of customer satisfaction. The measures shall be based using generally accepted transit performance measures, such as:

- Ridership
- On-time performance
- Passengers per mile
- Number of complaints received from customers
- Call center performance
- Number of accidents
- Number of vehicle breakdowns
- Complementary ADA service missed trips
- Complementary ADA service delays

- Revenue, expenses and cost recovery
- Cost per vehicle mile
- Revenue per passenger and revenue per mile

Yearly updates to the TDP shall be in the form of a progress report and shall include:

- Detailed description of goals achieved
- Analysis of inconsistencies between the TDP and its implementation
- Analysis of service based on performance measures identified in the monitoring program
- Description of any proposed changes to service for the upcoming year
- Revisions to the strategies and policies, if needed
- Revisions to the financial plan