



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

2910 East 5th Street
Austin, TX 78702

Wednesday, July 16, 2025

12:30 PM

Rosa Parks Boardroom

This meeting will be livestreamed at capmetrotx.legistar.com

I. Call to Order

II. Public Comment

III. Action Items

1. Approval of minutes from the June 11, 2025 Operations, Planning and Safety Committee meeting.
2. Approval of a resolution authorizing the President & CEO, or her designee, to finalize and execute an Interlocal Agreement with the Center for Urban Transportation Research (CUTR) for conducting a comprehensive evaluation of CapMetro's bus operator training program with a base term of one year, with no option years, in a total amount not to exceed \$49,789.
3. Approval of a resolution authorizing the President & CEO, or her designee, to finalize and execute a contract with Convergent Technologies, LLC for Genetec software license and support for a term of five (5) years in an amount not to exceed \$1,452,103.

IV. Presentations

1. FY2026 Budget Proposal
2. Executive Operations, Planning and Safety Update - July 2025
Update on safety and security program enhancements, key performance indicators, personnel changes, communications and public outreach.

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

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



Capital Metropolitan Transportation Authority

2910 East 5th Street
Austin, TX 78702

Operations, Planning and Safety Committee **Item #:** AI-2025-1529

Agenda Date: 7/16/2025

Approval of minutes from the June 11, 2025 Operations, Planning and Safety Committee meeting.

Minutes
Capital Metropolitan
Transportation Authority
Operations, Planning and Safety
Committee

2910 East 5th Street
Austin, TX 78702

Wednesday, June 11, 2025

12:30 PM

Rosa Parks Boardroom

I. Call to Order

12:33 p.m. Meeting Called to Order

Present	Jeffrey Travillion, Chito Vela, and Paige Ellis
Absent	Eric Stratton

II. Public Comment

Carlos Leon and Zenobia Joseph provided public comments.

III. Action Items

1. Approval of minutes from the May 7, 2025 Operations, Planning and Safety Committee meeting.

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

Aye: Travillion, Vela, and Ellis

2. Approval of a resolution authorizing the President & CEO, or her designee, to finalize and execute a commercial lease amendment with Omega Media Properties, LP, a Texas limited partnership for the addition of parking area and remodeling of office building spaces at 817 W. Howard Lane, Austin, Travis County, TX 78728 concurrent with the original lease base period of three (3) years, with three (3), 1-year renewal options, for an increase of \$4,007,249, resulting in a new total not to exceed amount of \$8,367,406.

A motion was made by Ellis, seconded by Travillion, that this Resolution be recommended for the action item agenda to the Board of Directors, due back on 6/23/2025. The motion carried by the following vote:

Aye: Travillion, Vela, and Ellis

3. Approval of a resolution authorizing the President and CEO, or her designee, to finalize, execute, and amend three existing License Agreements held by CS Kinross Lake Parkway, LLC, for purposes of facilitating construction of transit facilities at the Uptown ATX development, and waiving fees for the License Agreements.

A motion was made by Travillion, seconded by Ellis, that this Resolution be recommended for the consent agenda to the Board of Directors, due back on 6/23/2025. The motion carried by the following vote:

Aye: Travillion, Vela, and Ellis

4. Approval of a resolution authorizing the President & CEO, or her designee, to finalize and execute a contract with Silsbee Ford for the purchase of three (3) Ford F-450 flatbed trucks in an amount not to exceed \$372,170.

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 6/23/2025. The motion carried by the following vote:

Aye: Travillion, Vela, and Ellis

IV. Presentations

1. Executive Operations, Planning and Safety Update - June 2025
Update on public safety & security, CapMetro's 40th Anniversary, key performance indicators, personnel changes, communications and public outreach.

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

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

Operations, Planning and Safety Committee **Item #:** AI-2025-1495

Agenda Date: 7/16/2025

SUBJECT:

Approval of a resolution authorizing the President & CEO, or her designee, to finalize and execute an Interlocal Agreement with the Center for Urban Transportation Research (CUTR) for conducting a comprehensive evaluation of CapMetro's bus operator training program with a base term of one year, with no option years, in a total amount not to exceed \$49,789.

FISCAL IMPACT:

Funding for this action is available in the FY2025 Operating Budget.

STRATEGIC PLAN:

Strategic Goal Alignment:

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

EXPLANATION OF STRATEGIC ALIGNMENT: Having access to research capacity at one of the leading urban transportation researchers in the country to evaluate, further develop, and enhance our bus operator training program. This effort will support CapMetro's strategic goals of expanding and developing a highly skilled workforce to meet the changing needs of the agency and community by improving safety, service quality, and operator performance.

BUSINESS CASE: Investing in collaborative research with the Center of Urban Transit Research (CUTR) offers a cost-effective strategy to improve CapMetro's transportation operations, particularly in bus operator training. Ineffective or outdated training programs can lead to higher accident rates, increased workers' compensation claims, elevated vehicle repair costs, and operator turnover, all of which have direct financial impacts on the organization.

COMMITTEE RECOMMENDATION: The item was presented and recommended for approval by the Operations, Planning and Safety Committee on July 16, 2025

EXECUTIVE SUMMARY: The safety, reliability, and quality of CapMetro's transportation service largely depends on the skills and preparedness of bus operators. To ensure operators are properly trained to meet the growing demands and safety expectations of today's transit environment, we are proposing a partnership with a research organization that specializes in public transportation operations. This collaboration will focus on

evaluating, developing, and enhancing bus operator training programs to improve safety, reduce accidents, and better support our bus operators. By using data-driven research and expert analysis, we aim to strengthen our training practices to produce well-prepared operators who can safely and effectively serve the public.

Why this matters:

- Improved training can significantly reduce operator errors, vehicle damage, and safety incidents.
- Better training helps retain skilled operators, reducing turnover and associated hiring costs.
- Enhanced training supports reliable service, which benefits all riders and encourages increased use of public transit.

The specific project under the Interlocal Agreement will be defined by CUTR submitting one invoice to CapMetro for the contract upon completion and written acceptance of the report by CapMetro. This report will include key findings that identifies strengths and effectiveness of the current training program as well as gaps in areas that need improvement. Together with actionable recommendations including curriculum content (vehicle operations, safety procedures, ADA compliance, and de-escalation techniques), training delivery (classroom and on-the-road), refresher and ongoing training plans, and operator readiness upon completion of training.

CapMetro anticipates by utilizing CUTR, the agency will be able to ensure that research efforts are directly connected to real-world operational needs with measurable results in FY2027. Specifically, focusing on enhancing the bus operator training programs and supports mutual goals of improving safety, service quality, and operator performance.

Ultimately, this project will lead to safer roads, more confident bus operators, and better public transportation experience for everyone.

DBE/SBE PARTICIPATION: Does not apply.

PROCUREMENT: Does not apply.

RESPONSIBLE DEPARTMENT: Safety

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

**STATE OF TEXAS
COUNTY OF TRAVIS**

AI-2025-1495

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors (and/or CapMetro Management) recognize the need to make decisions based on real world research that the Authority can implement; and

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors (and/or CapMetro Management) recognize that this collaboration will provide valuable insights and practical recommendations to ensure that CapMetro is investing in the most effective, modern, and impactful operator training program possible.

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 an Interlocal Agreement (ILA) with the Center for Urban Transportation Research (CUTR) for conducting a comprehensive evaluation of CapMetro's bus operator training program with a base term of one year, with no option years, in a total amount not to exceed \$49,789.

Date: _____

**Secretary of the Board
Becki Ross**

**INTERLOCAL COOPERATION AGREEMENT
BY AND BETWEEN
CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY
AND
CENTER FOR URBAN TRANSPORTATION RESEARCH
FOR
OPERATOR TRAINING PROGRAM EVALUATION**

This Interlocal Cooperation Agreement (this “**Agreement**”) is entered into by and between Capital Metropolitan Transportation Authority, a transportation authority and political subdivision of the State of Texas organized under Chapter 451 of the Texas Transportation Code (“**CapMetro**”) and Center for Urban Transportation Research (“**CUTR**”), established at the University of South Florida organized under the laws of the State of Florida. CapMetro and CUTR are referred to in this Agreement collectively as the “**Parties**” and individually as a “**Party**”.

RECITALS

1. WHEREAS, CapMetro and CUTR seek to collaborate on research related to public transportation operations, with a specific focus on evaluating, developing, and enhancing bus operator training programs;
2. WHEREAS, the parties recognize that effective bus operator training is critical to ensuring passenger safety, service reliability, operator well-being, and overall system performance;
3. WHEREAS, the parties believe that such collaboration will serve the public interest by improving operational training and safety and by supporting an efficient, proactive and safe work environment as it relates to bus service;
4. The Parties' execution of this Agreement is authorized and governed by the Interlocal Cooperation Act, Chapter 791 of the Texas Government Code.

Now therefore, in consideration of mutual covenants and agreements herein, the Parties agree to the terms and conditions below as evidenced by the signatures of their respective authorized representatives.

AGREEMENT

1. **Scope of Work.** The CUTR shall conduct a comprehensive evaluation of CapMetro bus operator training program at CapMetro’s facilities in Austin, Texas. In accordance with the scope of work attached hereto and incorporated for all purposes.
2. **Term and Termination.** The term of this Agreement (“**Term**”) will be commence on May 20, 2025, (“**Effective Date**”) and will remain in effect through the completion of the services. Either Party may terminate this Agreement, in whole or part, without cause, upon thirty (30) days’ prior written notice.

3. Financial Terms.

- a. **Contract Amount.** The total Agreement amount that CapMetro will pay for operator training program evaluation will not exceed a total of Forty-Nine Thousand, Seven Hundred Eighty-Nine Dollars and 00/100 (\$49,789.00) (the “Contract Amount”).
- b. **Invoices.** CUTR will submit one invoice to CapMetro for the Contract Amount upon completion and written acceptance of the report by CapMetro. Invoices shall be sent to the below address:

Capital Metropolitan Transportation Authority
Attn: Accounts Payable
2910 E. 5th Street
Austin, TX 78702

Or email to ap_invoices@capmetro.org

- c. **Payment.**

- i. CapMetro will remit payments to CUTR – University of South Florida. Payments will be made in accordance with, and otherwise subject to, Chapter 2251 of the Texas Government Code (Texas Prompt Payment Act). Payments made under this Agreement will fairly compensate Performing Party for the services performed.
- ii. This Agreement is dependent upon the availability of CapMetro funding. CapMetro’s payment obligations are payable only from current funds appropriated and available for the Agreement. CapMetro will provide CUTR written notice if it fails to appropriate funds to pay the amounts due under this Agreement. CapMetro will also notify CUTR as soon as practicable if there is a reduction of the appropriated funds necessary for CUTR to perform under this Agreement.

4. General Terms and Conditions

- a. **Amendment.** This Agreement may be amended only in writing by an instrument signed by an authorized representative of each of the Parties. CapMetro’s authorized representative will have the authority to negotiate and execute amendments to this Agreement without further action from the CEO or action from the CapMetro Board of Directors, but only to the extent necessary to implement and further the clear intent of the respective governing bodies, and not in such a way as would constitute a substantive modification of the terms and conditions hereof or otherwise violate Chapter 791 of the Texas Government Code. Any amendments that would constitute a substantive modification to the Agreement must be approved by the governing bodies of the Parties.
- b. **Maintenance of Records.** CapMetro and CUTR will maintain and retain supporting fiscal documents adequate to ensure that claims for Agreement funds are in accordance with applicable State of Texas requirements. These supporting fiscal documents will be maintained and retained for a period of four (4) years from the later of: (a) termination of this Agreement, (b) submission of the final invoices, or (c) until resolution of all billing questions.

c. **Publicity Releases.** All publicity releases or releases of reports, papers, articles, maps, or other documents in any way concerning this Agreement which CUTR desires to make for the purposes of publication in whole or in part, shall be subject to approval by Capital Metro prior to release.

d. **Confidential Information.**

- i. Confidential Information It is contemplated that the disclosing party ("Discloser") may be disclosing certain confidential and/or proprietary information to the receiving party ("Recipient") unknown to the general public (hereinafter referred to as "Confidential Information"). The parties agree that the terms of this Section shall apply to any confidential and/or proprietary information that may be disclosed under this Agreement, and that such Confidential Information shall be used solely for the benefit of Discloser ("Purpose"). Recipient acknowledges that the above-described Confidential Information is confidential and/or proprietary to Discloser and is claimed to be a valuable, special, and unique asset of Discloser.
- ii. Identification of Confidential Information. Confidential Information disclosed that Discloser, in good faith, regards as confidential and/or proprietary shall be clearly marked as "Confidential," "Proprietary," or bear any other appropriate notice indicating the sensitive nature of such Confidential Information. Any Confidential Information not easily marked, including Confidential Information which may be orally disclosed, shall, within thirty (30) days of its disclosure, be summarized in writing and designated confidential by Discloser. Confidential Information shall not be afforded the protection of this Agreement if such Confidential Information;
 - has been, is now, or later becomes publicly available through no fault of Recipient;
 - has been, is now, or later becomes rightfully learned by Recipient from a third party who is not under restriction or duty imposed by Discloser;
 - has been, is now, or later is furnished to third parties by Discloser, if such disclosure is, or has been, made to third parties without similar restriction, duty or limitation of use;
 - was known to Recipient prior to the date it received such Confidential Information from Discloser;
 - has been, is now, or later is independently developed by Recipient without use of or resort to such Confidential information, and can be so proven by written records; or
 - that must be disclosed pursuant to law or court order, including Texas Government Code Chapter 552, provided the Receiver shall, whenever practicable, promptly notify Discloser.
- iii. Protection of Confidential information. For a period of three (3) years from the date any such Confidential Information is disclosed, Recipient will:
 - Maintain the Confidential Information in confidence;
 - Not use any such Confidential Information received from Discloser except for the above-stated Purpose;
 - Disclose such Confidential Information received from Discloser only to its employees that have a need to know such Confidential Information in order to fulfill the Purpose; and

- Not disclose any portion of the Confidential information received from Discloser to any third party without the prior written consent of Discloser, even if such third party is under similar restriction on disclosure with Discloser.
- iv. Recipient agrees to use the same degree of care to protect the confidentiality of all Confidential information it receives as it uses to protect its own confidential and proprietary information which it does not wish to have published or disseminated. However, in no event shall Recipient use less than a reasonable degree of care to protect the Confidential Information received from Discloser. Recipient further agrees that without Discloser's written consent, Recipient will not electronically record any conversation or meeting with Discloser personnel or photograph any Discloser facility or premises.
 - v. Notice of Legal Action. If Recipient is under a legal obligation to disclose Confidential Information received under this Agreement, Recipient will use reasonable efforts to promptly provide notice to Discloser, and, to the extent permitted by applicable law and authorized by the Office of the Attorney General of the State of Texas will cooperate with Discloser to protect Confidential Information.
 - vi. Miscellaneous Requirements for Confidential Information. All Confidential information disclosed under this Agreement shall remain the property of Discloser. At Discloser's request, all Confidential Information received by Recipient in tangible form shall be promptly returned or destroyed. Nothing in this Section shall be construed as granting a license to any patent or copyright. The disclosure of Confidential Information shall likewise not be construed as any representation, warranty, assurance, or inducement by either Party with respect to infringement of any patent or other proprietary right.
- e. **Liability.** TO THE EXTENT PERMITTED BY LAW, THE PARTIES AGREE THAT EACH PARTY IS RESPONSIBLE FOR ITS OWN PROPORTIONATE SHARE OF ANY LIABILITY FOR THE INTENTIONAL, WRONGFUL, NEGLIGENCE ACTS OR OMISSIONS OF ITS EMPLOYEES, AGENTS, CONTRACTORS, OR SUBCONTRACTORS ARISING OUT OF, CONNECTED WITH, OR AS A CONSEQUENCE OF ITS PERFORMANCE UNDER THIS AGREEMENT AND AS DETERMINED BY A COURT OF COMPETENT JURISDICTION.
 - f. **Force Majeure.** Except as otherwise provided, neither Party is liable for any delay in, or failure of performance, or a requirement contained in this Agreement caused by force majeure. The existence of such causes of delay or failure shall extend the period of performance until after the causes of delay or failure have been removed, provided the non-performing Party exercises all reasonable due diligence to perform. Force majeure is defined as acts of God, or the common enemy, or the result of war, riot, civil corruption, sovereign conduct, strikes, fires, explosions or other causes that are beyond the control of either Party and that by exercise or due foresight, such Party could not reasonably have been expected to avoid, and which, by the exercise of all reasonable due diligence, such Party is unable to overcome. Each Party must inform the other in writing with proof of receipt within three (3) business days of the existence of such force majeure.
 - g. **Texas Public Information Act.** It will be the responsibility of each Party to comply with the provisions of Chapter 552, Texas Government Code ("Texas Public Information Act")

and the Attorney General Opinions issued under that statute. Neither Party is authorized to receive requests or take any action under the Texas Public Information Act on behalf of the other Party. Responses for requests for confidential information shall be handled in accordance with the provisions of the Texas Public Information Act. The provisions of this Section shall survive the termination of this Agreement.

- h. **Independent Contractor.** This Agreement will not be construed as creating an employer-employee relationship, a partnership, or a joint venture between the Parties.
- i. **Successors and Assigns.** This Agreement may be not assigned, in whole or in part, by either Party without prior written consent of the other Party. Any attempt to assign this Agreement, without the consent of the non-assigning Party, will be void. This Agreement will be binding upon and inure to the benefit of the Parties and their successors (if any).
- j. **Applicable Law.** This Agreement will be governed by and construed in accordance with the laws and constitution of the State of Texas.
- k. **Venue.** Venue for any action arising under this Agreement will be in Travis County, Texas.
- l. **Severance.** Should any one or more provisions of this Agreement be deemed invalid, illegal, or unenforceable for any reason, such invalidity, illegality or unenforceability shall not affect any other provision held to be void, voidable, or for any reason whatsoever or no force and effect, such provision will be construed as severable from the remainder of this Agreement and will not affect the validity of all provisions of this Agreement, which will remain of full force and effect.
- m. **Headings.** The paragraph headings contained in this Agreement are for reference purposes only and do not in any way affect the meaning or interpretation of this Agreement.
- n. **Notices.** All notices or reports permitted or required under this Agreement will be in writing and will be delivered by personal delivery, electronic mail, facsimile transmission or by certified or registered mail, return receipt requested, and will be deemed given upon personal delivery, five (5) days after deposit in the mail, or upon acknowledgment of receipt of electronic transmission. Either Party may change its address for notice by written notice to the other Party.

CUTR : Center of Urban Transportation Research

CapMetro: Capital Metropolitan Transportation Authority
Attn: Chief Counsel
2910 E. 5th Street
Austin, Texas 78702

- o. **Sovereign Immunity.** The Parties to this Agreement are governmental entities within the State of Texas and nothing in this Agreement waives or relinquishes the right of the Parties to claim any exemptions, privileges and immunities as may be provided by law.
- p. **Execution in Counterparts/Electronic Transmission.** This Agreement may be executed in any number of counterparts with the same effect as if all Parties had signed the same document. All counterparts will be construed together and constitute one agreement. A facsimile or other electronic transmission of a Party's signature page binds that Party with the same force and effect as if signed and delivered in original.
- q. **Entire Agreement.** This Agreement represents the complete and entire Agreement between the Parties respecting the matters addressed herein, and supersedes all prior negotiations, agreements, representations, and understanding, if any, between the Parties to the subject matter contained in this Agreement. In the event of any conflict or inconsistency between this Agreement and any other document, the terms of this Agreement shall prevail.

[Signatures Page Follows]

In Witness Whereof, the Parties have caused this Agreement to be executed by their undersigned, duly authorized representatives to be effective as of the Effective Date.

Capital Metropolitan Transportation Authority

By: _____
Name: _____
Title: _____
Date: _____

Center for Urban Transportation Research

By: _____
Name: _____
Title: _____
Date: _____

Scope of Services

CapMetro Operator Training Program Evaluation

Austin, Texas



Prepared for:
Capital Metropolitan Transportation Authority (CapMetro)

Prepared by:



Stephanie Lewis, Workforce Development Project Manager
Center for Urban Transportation Research
University of South Florida
Tampa, FL

March 4, 2025

Scope of Work

The Center for Urban Transportation Research (CUTR) at the University of South Florida will examine and evaluate Capital Metropolitan Transportation Authority's (CapMetro) training program at its location in Austin, Texas. Tasks will include reviewing written policies, standard operating procedures, training curriculum (initial and refresher), and other training or safety material. Part of this process will be to interview staff members associated with training and safety. Additionally, bus operators and dispatch staff will be included in the request for interviews. CUTR will send two staff persons to conduct an onsite training program evaluation during normal business hours for a total of total 32 hours onsite. CUTR will coordinate with CapMetro staff to develop the daily agendas for this effort. The onsite evaluation will include random ride along, pre- and post- trip inspection observations, interview with training personnel (classroom and line instructors), and bus operators (based on years of service).

Following the site visit CUTR project staff will complete a final written report, with program improvement recommendations, and provide this report to CapMetro officials.

~~This effort will be administered through a USF CUTR purchase order from CapMetro to the University of South Florida.~~ The approach, schedule, budget, project team, and effort to support this scope are provided below.

Objective

The overall objective of the scope of work is to assist CapMetro with identifying areas within their operational training and provide recommendations and examples of how CapMetro can improve within these areas to support an efficient, proactive, and safe work environment relating to bus service and improve operational safety.

Content

Task 1 – Kick-off Meeting

The team will conduct a kick-off meeting with pertinent personnel outlining what the process will be, addressing any areas of concern as identified by the CapMetro staff. Discussion will focus on the process and overall goal of the scope. CUTR will use this engagement to establish initial observations related to training and the safety culture of the agency.

Task 2 – Evaluation of Existing Bus Operator Training Curriculum (Initial and Refresher)

CapMetro will provide the team with a copy of the bus operator training curriculum (participant and instructor manuals), training agenda (initial and refresher), bus operator handbook, and work rules to analyze the topics and content included. The agency will provide CUTR with six months of their Monthly Safety Reports to review areas needing refresher training and potential topics to be expanded within their new bus operator training program.

The team will review the training curriculum in the following areas:

- a) Introduction to the operations of a fixed route bus (operations and maneuvering)
- b) Defensive driving

- c) Accidents, incidents, and handling emergencies
- d) Fatigue awareness and fitness for duty
- e) Boarding and alighting passengers
- f) Security threat and awareness
- g) Distracted driving
- h) Bus operation and equipment familiarization
- i) Driving conditions (i.e., nighttime, inclement weather driving)
- j) Bicycle and pedestrian awareness
- k) Passenger assistance and securement
- l) Drug awareness training (60-minute requirement 655.14(b1))
- m) Speed and braking
- n) American with Disabilities Act (ADA)
- o) Pre- and post- trip inspections
- p) Customer service and de-escalation techniques
- q) Behind the wheel training
- r) Non-punitive employee reporting
- s) Agency specific policies and procedures

CapMetro will provide the following additional documents for review

- Public Transportation Agency Safety Plan (PTASP)
- Six-months of monthly safety reports to review safety assurance and safety promotion
- Pre- and post- trip inspection form
- Driver skills evaluation form

Task 3 – Onsite Review

CUTR will conduct a 4-day onsite visit to Austin, Texas. A sample agenda with activities is provided below:

- Day 1: Interviews, Pre- and Post- Trip Inspection Observation, Onsite Document Review
- Day 2: AM Ride along, Training Program Evaluation, Training Staff Interviews
- Day 3: Training Program Observation, PM Ride Along
- Day 4: Interviews, Pre- and Post- Trip Inspection Observation, Wrap-Up

CUTR onsite staff will need access to the appropriate CapMetro safety/operational staff during the hours of the onsite visit to facilitate the dissemination and coordination of information relating to the above activities. CUTR staff will randomly select routes for ride alongs.

Task 4 – Final Report

Following the review of the curriculum CUTR project staff will complete a final written report and provide this report to CapMetro officials. The report will identify best practices and process improvement recommendations based on the program evaluation.

Task 5 – Final Project Presentation

The CUTR project staff will travel to Austin to deliver a final project presentation to discuss key findings, process improvements recommendations, and best practices following the report delivery.

Delivery Schedule

CUTR will coordinate with the CapMetro officials to establish a start date for this effort and to develop the on-site schedule for each day. CUTR training cannot commence until a fully executed contract agreement and subsequent task work order is in place, signed by all parties.

CUTR Major Activities and Deliverables

1. Kick-off Meeting
2. Conduct a site visit at CapMetro to observe the current training activities while underway
3. Speak to key staff members to obtain the culture and delivery style of trainers
4. Final Report: Training Curriculum Analysis

Project Budget and Invoicing

REQUEST FOR RESEARCH PROPOSAL - BUDGET SHEET		
Project Title: CapMetro Operator Training Program Evaluation		
Duration of Project:		May 1, 2025 - April 30, 2026
Staff Member	Role on Project	Total
Labor Expenses		
Stephanie Lewis	Project Manager	\$2,726
Gennaro Saliceto	Curriculum Review, Site Visit & Final Report	\$11,308
Roberta Yegidis	Curriculum Review, Site Visit & Final Report	\$12,864
Lisa Staes	Safety Report Analysis & Final Report	\$2,167
Jodi Godfrey	Safety Report Analysis & Final Report	\$4,067
Subtotals Labor	Hours	467
	Salary & Benefits	\$33,132
Other Expenses		
Travel		\$6,692
Task Subtotals		\$6,692
Totals		
Subtotal of All Expenses		\$39,824
Indirect Costs 25%		\$9,956
Total Project Cost		\$49,780
Please note that the loaded hourly rates were calculated for proposal costing purposes only. The University of South Florida assigns payroll on a percent distribution basis to appropriate funding sources. The percent distribution is reflected in the University’s official payroll and general ledger records, which are used to support all project invoices. Totals rounded to the nearest dollar for accounting purposes.		

Note: This is a firm fixed price contract and invoicing will commence upon completion and acceptance of the written report.

Project Schedule

The tasks described in this scope of services will be completed on or before **July 2025**.

Lead Personnel

Stephanie Lewis, M.Ed., is an Instructional Designer/Media Specialist with a wide range of skills in online and instructor led course development, webinar coordination, video production, and multimedia design. She has a strong technical background and provides technical support for online and instructor led training. Ms. Lewis employs the ADDIE design model and Bloom's Taxonomy in designing and developing online and instructor led courses. She specializes in curriculum development, webinar coordination, and conference/workshop planning. Most recently, Ms. Lewis coordinated and executed the development of The Art of Defusing Conflict: De-Escalation Techniques for Transit Operators training. Through her experience in her current position, she has a broad working knowledge of all aspects of transit including safety, training, maintenance, and operations. Ms. Lewis will be the project manager for this activity, responsible project contracting, oversight and invoicing.

Lisa Staes is the Associate Director of the Center for Urban Transportation Research (CUTR) She was appointed by U.S. Department of Transportation Secretary, Pete Buttigieg to the Transit Advisory Committee for Safety (TRACS) and serves at its vice chair, is the chair of TRB's Standing Committee on Transit Safety and Security (AP080), Advisory Board Member of Elsevier's Transportation Research Interdisciplinary Perspectives Journal, and former chair of APTA's Bus Safety Committee. She is currently conducting two transit assault research projects – FTA's Transit Worker and Rider Safety research project and a second for the Mineta Transportation Institute focused on mental health and associated contributors to assault events. She was also CUTR's project manager for FTA's Transit Standards Development Research and is now a consultant for APTA managing FTA's current Transit Standards Development Program. She also serves as the project manager for FTA's Safety Research Demonstration Evaluation programs, where she is actively involved in transit research and stakeholder involvement activities. She was the lead consultant on TCRP Synthesis SA-38 – *Successful Practices and Training Initiatives to Reduce Transit Bus Accidents and Incidents at Transit Agencies*, TCRP Synthesis SA-45 – *Onboard Technologies to Prevent Transit Bus Incidents*, and TCRP F-27 – *Characteristics and Elements of Non-Punitive Employee Safety Reporting for Public Transportation*. Sample research topics include transit assaults, collision/crash energy management for transit buses, mitigations for rail trespassing and suicides, fitness for duty/fatigue risk management, simulator training and its impact on transit safety, training and certificate programs and elements of success, rural and senior mobility initiatives, and other topics. Additional research and program management information can be found [here](#).

Roberta Yegidis is an affiliate member of CUTR's faculty and is an instructor for this course. She has an extensive background in public transportation operations and safety, including most recently her position as Chief Operating Officer (COO) of the Greater Bridgeport Transit Authority (GBTA). In her role as COO of GBTA, Roberta implemented an Accident Investigation Program and created a System Safety and Security Program Management Plan, covering two (2) campuses. She also reduced FMLA absences, workers' compensation and disability claims. She is a Transportation Safety Institute Associated Staff Instructor and provides several training courses for CUTR including "Transit Dispatch

and Supervisor Training” and “Policies, Procedures, and Work Rules.” Roberta is also a Certified Transit Manager and Certified Safety and Security Officer through the Community Transportation Association of America (CTAA).

Gennaro “Rino” Saliceto is currently a Transportation Safety and Security Specialist at the Center for Urban Transportation Research. Prior to joining CUTR, Rino was the Safety, Security, and Training Coordinator for Space Coast Area Transit. He has over twenty years of experience in safety, security, and training. He started his career as a Lieutenant in the Italian Army, where he was responsible for safety, security and training for the transportation department in his battalion. Once honorably discharged from the Army, he moved to Spain where he continued to work in the transportation field as a consultant in safety, security, and training for Public Transport in Valencia. There he was appointed as the Director of the Transportation Center that provided consultant services. In 2009, Rino moved to the United States where he continued his career as the Transportation Supervisor for Key West Transit in Key West, Florida.

Jodi Godfrey is a Senior Research Associate at the Center for Urban Transportation Research (CUTR) at the University of South Florida (USF), where she works on the Transit Safety and Workforce Development Program. Ms. Godfrey received her bachelor’s and master’s degrees in civil engineering from USF. Jodi is the secretary of the Transportation Research Board’s (TRB) Standing Committee on Transit Safety and Security (AP080), a member of the TRB’s Committee of Light Rail Transit Systems (AP075), and the secretary of the APTA Bus Safety Committee. Ms. Godfrey has published work related to employee safety reporting, crashworthiness and crash energy management of transit buses, onboard technologies to reduce accidents and incidents, National Household Travel Survey trend data analysis, the role of public transit in natural disaster response, attracting and retaining women in the transportation industry, training initiatives to reduce accidents and incidents, and more.

Contact Information

CUTR Principal Investigator

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Program Coordinator
CapMetro, Safety Department
2910 E. 5th Street, Austin, TX 78702
Phone: (512) 618-8218

Operations, Planning and Safety Committee **Item #:** AI-2025-1542

Agenda Date: 7/16/2025

SUBJECT:

Approval of a resolution authorizing the President & CEO, or her designee, to finalize and execute a contract with Convergent Technologies, LLC for Genetec software license and support for a term of five (5) years in an amount not to exceed \$1,452,103.

FISCAL IMPACT:

Funding for this action is anticipated in the FY2026 Operating Budget.

STRATEGIC PLAN:

Strategic Goal Alignment:

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

EXPLANATION OF STRATEGIC ALIGNMENT: The Genetec multi-year software license delivers a robust, integrated solution for Security Center®, supporting cameras, access control, Clearance digital evidence management, camera federation, Public Announcement systems, and other public safety tools. This license enhances CapMetro’s safety culture by enabling seamless coordination of transit-specific security operations, including real-time surveillance, access control for restricted areas, and centralized management of video feeds across dispersed transit hubs. It facilitates Clearance for efficient handling of incident investigations and compliance, while PA system integration ensures rapid emergency communication across stations and vehicles. The software license also supports public safety collaboration through camera federation, sharing critical video data with first responders, and tools like automated alerts and notifications to address transit-related risks. Designed to the scale of CapMetro’s needs, the solution aligns with CapMetro’s commitment to passenger and employee safety, offering continuous updates and technical support to adapt to evolving transit security needs and regulatory standards.

BUSINESS CASE: The Genetec multi-year cloud-based license offers a strategic, cost-effective investment to modernize and unify CapMetro’s security technology infrastructure, directly aligning with organizational goals of enhancing passenger safety, operational efficiency, and regulatory compliance. By consolidating video monitoring, access control, evidence management, PA systems, and public safety tools into a single scalable platform, the solution reduces redundant licensing costs, minimizes downtime, and streamlines maintenance. The integration of Camera Federation and real-time collaboration tools enhances situational awareness across transit networks, enabling faster incident response and data-driven decision-making to mitigate risks. Furthermore, the digital evidence management module reduces administrative burdens and accelerates

investigations, safeguarding CapMetro against liability while fostering public trust. The multi-year software license structure ensures predictable budgeting, continuous access to critical software updates, and future-ready adaptability to emerging security challenges. This proactive approach not only protects assets and passengers but also reinforces CapMetro's reputation as a safety-focused transit authority, supporting long-term operational resilience and community confidence.

COMMITTEE RECOMMENDATION: This item was presented and recommended for approval by the Operations, Planning and Safety Committee on July 16, 2025.

EXECUTIVE SUMMARY: CapMetro serves thousands of employees and customers daily who use our facilities. The safety and security of both our customers and employees is a priority. It is our responsibility to mitigate all security vulnerabilities as much as practical by ensuring that the transit system and all facilities are safe and secure. The scope of this project is to continue and enhance the software used to monitor all facility video systems, access control systems, Public Address systems, and video evidence.

DBE/SBE PARTICIPATION: A 0% SBE goal was assigned to this procurement, which did not include subcontract opportunities and was purchased through a cooperative agreement.

PROCUREMENT: CapMetro will utilize Sourcewell cooperative, Contract No. 121024-CTL, held by Convergent Technologies LLC., for Facility Technology Integration & Security System Services, to provide licensing and support for Genetec Hosted Video Management Software.

Sourcewell 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 Sourcewell contracts satisfy otherwise applicable competitive bidding requirements.

Pricing for Genetec Hosted Video Management Software was determined to be fair and reasonable by the Sourcewell organization during its solicitation and award process. The following is Convergent Technologies pricing for a term of five (5) years from notice to proceed:

DESCRIPTION	Lump Sum Price
Year 1 - Genetec Hosted Video Management Software	\$273,510.11
Year 2 - Genetec Hosted Video Management Software	\$281,715.41
Year 3 - Genetec Hosted Video Management Software	\$290,166.97
Year 4 - Genetec Hosted Video Management Software	\$298,871.88
Year 5 - Genetec Hosted Video Management Software	\$307,838.04
Grand Total - Year 1 Through 5:	\$1,452,102.41

The contract is 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-2025-1542

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 for an integrated video management system with a comprehensive set of public safety tools to ensure the safety and security of employees and customers; and

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 Convergent Technologies, LLC for Genetec software license and support for a term of five (5) years in an amount not to exceed \$1,452,103.

Date: _____

**Secretary of the Board
Becki Ross**



Capital Metropolitan Transportation Authority

2910 East 5th Street
Austin, TX 78702

Finance, Audit and Administration Committee

Item #: AI-2025-1544

Agenda Date: 7/16/2025

FY2026 Budget Proposal



FY2026 Budget Proposal

Board Committees 7/16/2025

Discussion Outline

- Budget Development Calendar
- Budget Overview
- Operating Budget Highlights
- Capital Improvement Plan Update

FY2026 Budget Development Calendar

- Feb 6 Operating and Capital Budget kick-off meeting with departments
- Apr 23 Capital and Operating Budget requests received from departments
- May 7 Board Committees review proposed budget calendar
- Jun 4 Initial review with Access Advisory Committee
- Jun 11 Initial review with Customer Satisfaction Advisory Committee
- Jun 23 Board of Directors initial review and discussion
- Jun 27 Initial review with Public Safety Advisory Committee
- ➔ Jul 16 Budget proposal presented to Board Committees

FY2026 Budget Community Engagement

- Aug 6 Presentation to Access Advisory Committee
- Aug 13 Update Board Committees
- Aug 13 Presentation to Customer Satisfaction Advisory Committee
- Aug 22 Presentation to Public Safety Advisory Committee
- Aug 22 Proposed budget document is published online
- Aug 25-29 Budget public outreach and webinar
- Sep 10 Update Board Committees
- Sep 10 Public hearing on proposed budget and capital improvement plan
- Sep 22 Board of Directors considers budget proposal for adoption

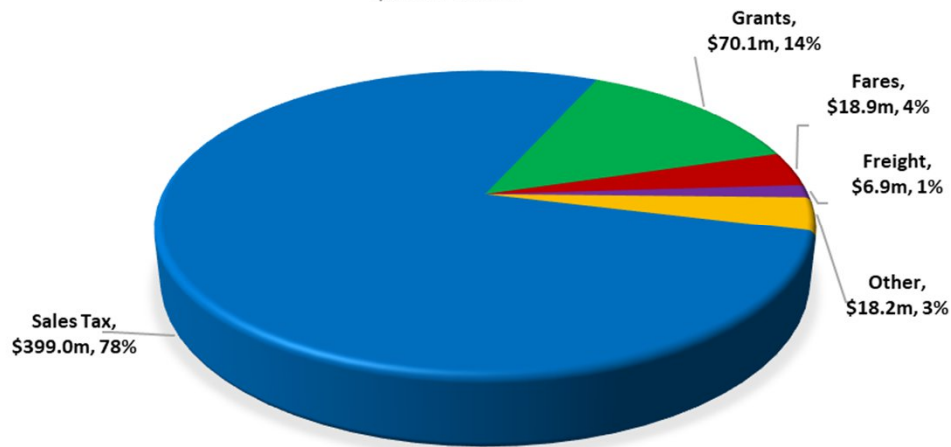
Proposed Budget Overview



- Proposed budget is structurally sound and balanced
 - Ongoing revenue is sufficient to fund operations and provide funds for capital needs
- Meets operating reserve requirements
 - Statutory operating and budget stabilization reserves are fully funded
- Projected sales tax growth of 2% for FY2026 over FY2025 Forecast
 - Declining growth in Fiscal Years 2024 and 2025
- Service funding based on August Service Plan changes
- Investment in customer-focused transit infrastructure projects

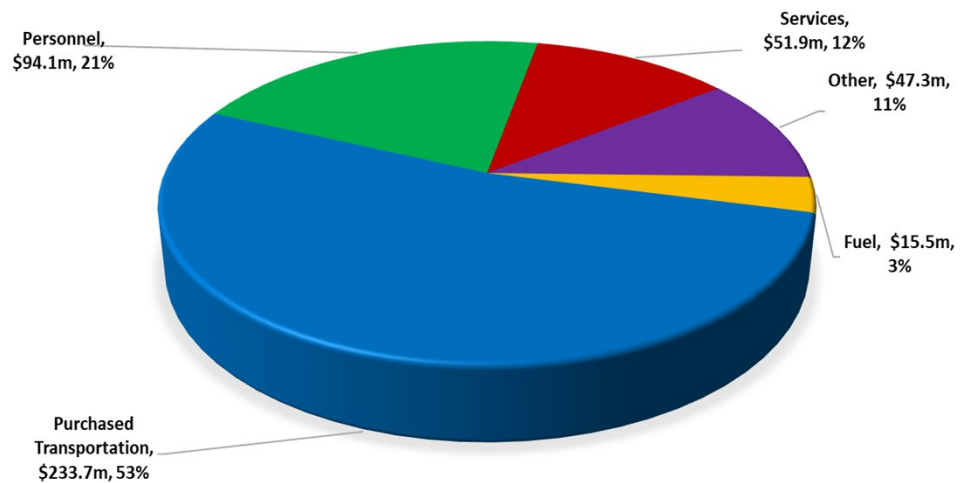
FY2025 Operating Budget Summary

FY2026 Operating Revenue
\$513.1 Million



- Heavily dependent on sales tax revenue and grants for annual funding
- Grants include 5307 formula funds and Project Connect dedicated operating contributions

FY2026 Operating Expenses
\$442.4 Million



- Majority of the budget pays for contracted transit services
- Includes funding for new CapMetro Rapid operations, maintenance and support services

A man with a grey beard and mustache, wearing a dark blue polo shirt with a small CapMetro logo on the chest, is sitting on a concrete ledge. He is smiling and looking towards the camera. In the background, a white bus with "A METROBUS 2608" and "CAPITAL METRO" written on it is visible. The entire image has a blue overlay.

CapMetro

FY2026 BUDGET - OPERATING COSTS

Operating Cost Drivers



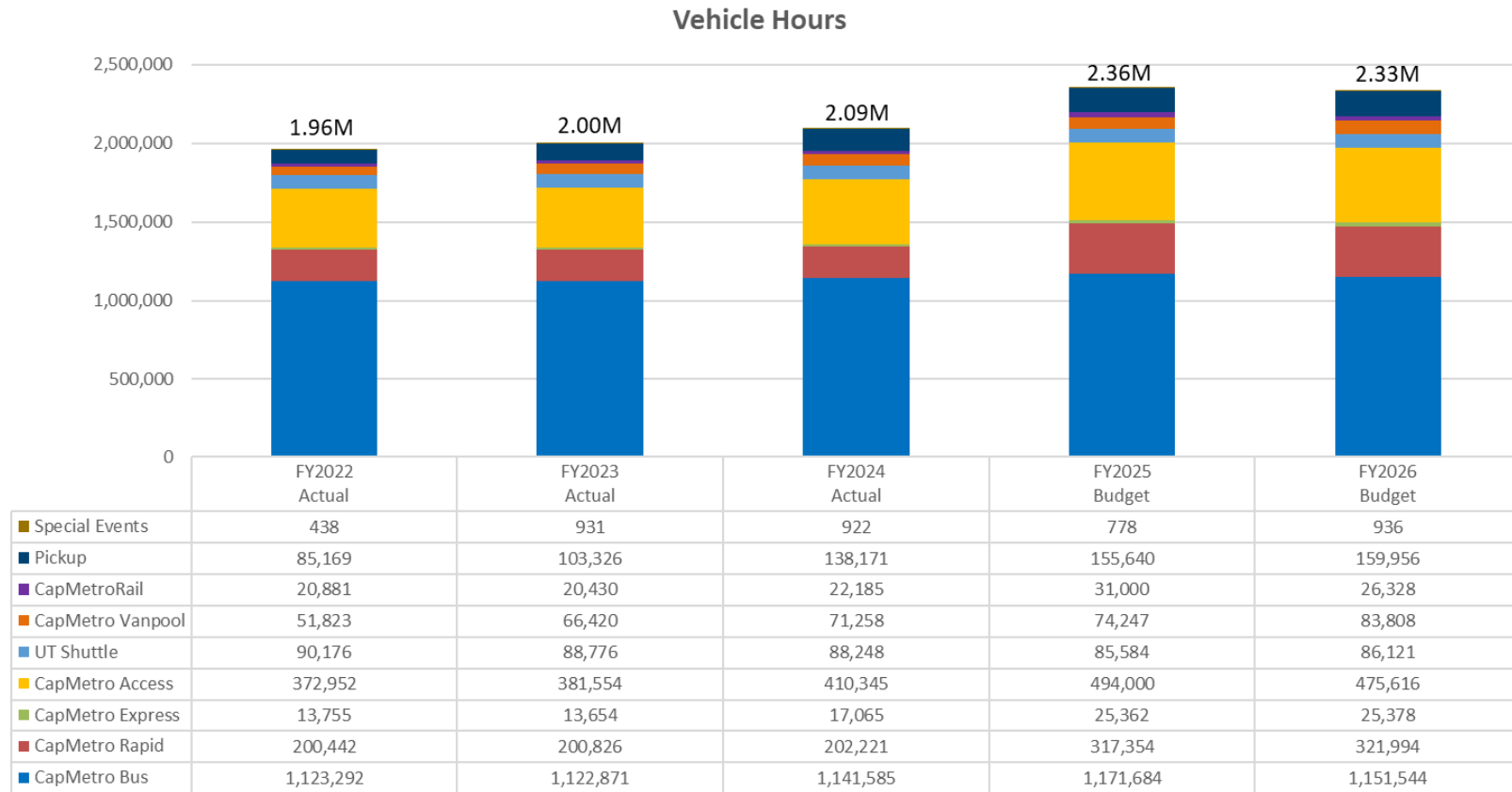
- Service levels based on August Service Plan changes
 - Purchased transportation costs are developed using budgeted hours and contractual rates
- Fuel prices remain stable over the next fiscal year with hedging in place
 - Diesel estimate of \$2.30 per gallon, inclusive of tax and net of hedging activities
 - Fuel hedge is 67% of projected fuel usage
- Continuation of Pickup neighborhood rideshare zones
- Performance-based average annualized pay increase for employees
- Strategic plan initiatives considered in budget preparation

Operating Expense Comparison

\$' Million Expense Category	FY2024 Actual	FY2025 Forecast	FY2025 Budget	FY2026 Budget	\$ Increase / (Decrease)
Salaries and Benefits	\$83.4	\$95.6	\$97.2	\$94.1	\$(3.1)
Professional Services	45.0	65.5	60.6	51.9	(8.7)
Materials and Supplies	20.3	28.0	19.2	24.0	4.8
Fuel and Fluids	15.2	14.2	15.1	15.5	.3
Utilities	4.5	6.2	8.3	7.0	(1.3)
Purchased Transportation	225.2	249.7	228.8	233.7	4.9
Lease/Rentals	3.7	3.5	6.2	4.6	(1.7)
Other Expenses	5.9	10.4	13.1	11.7	(1.4)
Total Operating Expense	\$403.1	\$472.9	\$448.5	\$442.4	\$(6.1)

- Salaries and Benefits – Includes merit, pension and benefits increases; majority of vacancies not budgeted in FY2026
- Professional Services – Reduction in consultation fees, other professional fees and other services
- Purchased Transportation – Bus and Demand Response pass-through expense

Service Levels





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FY2026 BUDGET - REVENUES

Operating Revenue

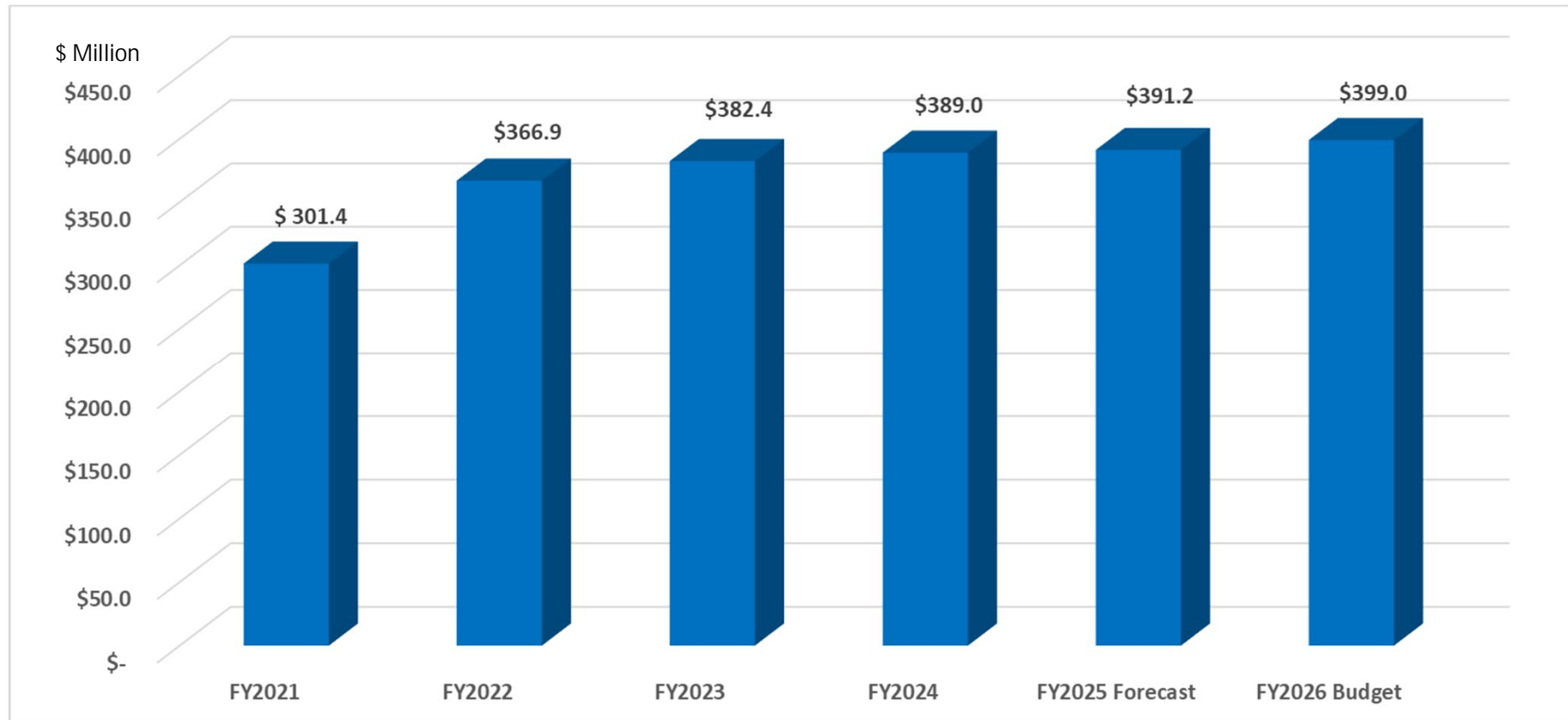
- Fare Revenue
 - Fare revenue based on continuing return of ridership in FY2026
- Federal Grants
 - Approximately \$44 million annually in Section 5307 funds
- Freight Railroad Revenue
 - Mainline revenue on target with FY2025 Budget of \$5.4 million

Revenue Comparison

\$' Million Revenue Category	FY2024 Actual	FY2025 Forecast	FY2025 Budget	FY2026 Budget	\$ Increase / (Decrease)
Sales Tax	\$389.0	\$391.2	\$402.8	\$399.0	\$(3.8)
Passenger Revenue	15.7	16.1	20.1	18.9	(1.2)
Freight Railroad Revenue	6.9	6.7	6.7	6.9	.3
Other Revenue	34.2	24.0	19.2	18.2	(1.1)
Operating Contributions and Grants	25.4	67.3	64.8	70.1	5.4
Capital Grants and Contributions	40.5	34.0	28.6	31.6	3.0
Project Connect Capital Contributions	15.8	14.8	59.2	17.1	(42.1)
Total Revenue	\$527.6	\$554.0	\$601.3	\$561.8	\$(39.5)

- Sales Tax – Projected 2% increase for Fiscal Year 2026 Budget over Fiscal Year 2025 Forecast
- Operating Grants – Includes Section 5307 funding and operating contributions from dedicated Project Connect funds
- Capital Grants and Contributions – FY2026 includes CapMetro Rapid Expo Center and Pleasant Valley Small Start grants, Red Line double tracking RAISE grant, Demand Response facility grant and 5339a and 5337 formula grants

Sales Tax Revenue



Ridership Summary

Ridership Summary	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2025 Budget	FY2026 Budget
CapMetro Bus	14,970,502	17,940,198	19,451,629	18,940,355	20,642,494
CapMetro Rapid	3,052,354	3,654,771	3,817,210	5,207,361	5,731,438
UT Shuttle	849,786	1,086,843	1,109,793	1,279,805	1,343,534
CapMetro Express	99,059	133,166	131,203	230,240	151,075
Special Events	4,580	9,094	7,162	2,926	7,279
CapMetro Rail	473,312	475,465	542,095	610,327	781,001
CapMetro Access	527,142	553,688	579,081	588,429	666,667
Pickup	224,850	363,656	511,720	599,670	702,544
CapMetro Vanpool	281,009	327,952	376,712	399,283	450,701
Total Ridership	20,482,594	24,544,833	26,526,605	27,858,396	30,476,733



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FY2026 CAPITAL BUDGET



Capital Budget Highlights

- Demand response operations and maintenance facility
- Broadmoor Rail Station
- CapMetro Rapid Park & Rides
- Bus stop enhancements and improvements
- New CapMetro Administration Building build-out

Proposed 5-Year Capital Plan

\$' Million Project Category	FY2026	FY2027	FY2028	FY2029	FY2030	Total
Vehicles	\$11.1	\$5.7	\$17.8	\$37.1	\$39.2	\$110.9
Commuter Rail	4.8	3.9	2.1	1.4	1.5	13.7
Facilities	23.6	28.0	24.8	15.5	6.6	98.5
Information Technology	15.7	5.4	8.7	2.0	5.0	36.7
Other	25.8	26.1	4.8	5.5	6.0	68.2
Project Connect	33.3	5.6	-	-	-	38.9
Property and Asset Mgmt	40.8	52.8	43.5	.1	.1	137.3
Total Capital Projects	\$155.0	\$127.6	\$101.8	\$61.6	\$58.3	\$ 504.3
Funding						
Local Funding	106.3	99.3	83.0	49.0	50.4	388.0
Grants/Contributions	48.7	28.3	18.7	12.6	7.9	116.3
Total Capital Projects	\$155.0	\$127.6	\$101.8	\$61.6	\$58.3	\$ 504.3
Project Type						
Enhancement	116.8	108.1	72.8	16.6	7.6	321.9
State of Good Repair	38.2	19.5	28.9	45.0	50.7	182.3
Total Capital Projects	\$155.0	\$127.6	\$101.8	\$61.6	\$58.3	\$ 504.3

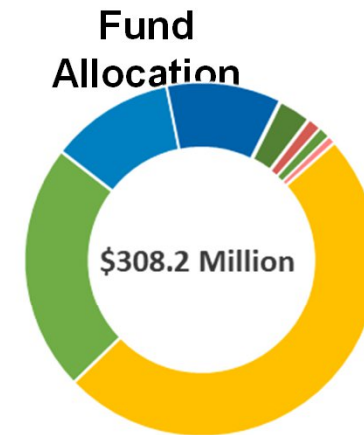


CapMetro

SUMMARY

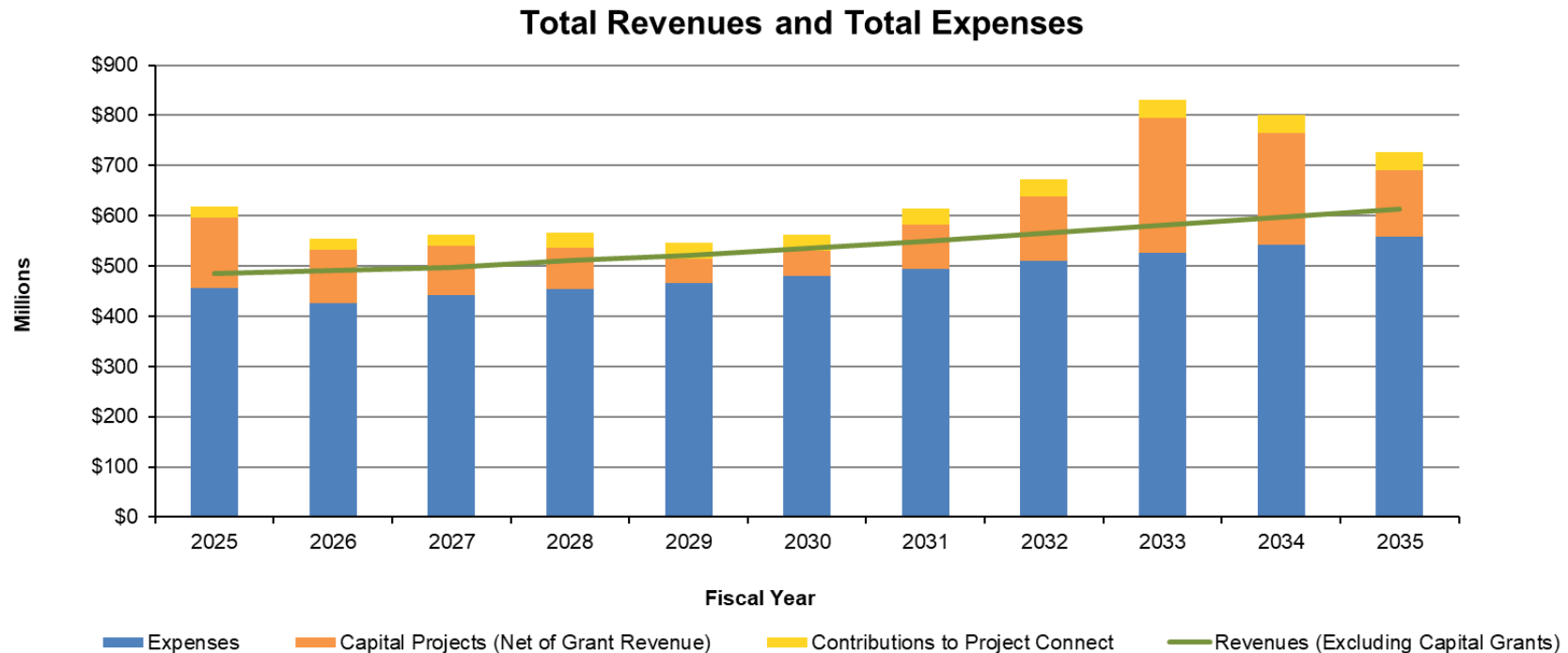
Fund Balance and Reserves

FY2026 Projected Activity	\$' Million
Projected Beginning Balance	\$371.5
+ Revenue	561.8
- Operating Expenses	(442.4)
- Capital Projects	(155.0)
- Contribution to Project Connect	(21.9)
- Interlocal Agreements	(5.9)
Projected Ending Balance	\$308.2



Statutory Operating Reserve	\$70.0m
Budget Stabilization Reserve	\$35.0m
Project Connect Dedicated Funds	\$32.4m
Sustainability Capital Fund	\$9.4m
City of Austin Mobility Programs	\$3.9m
BCT Infrastructure Fund	\$3.3m
Self-Insurance Reserve	\$2.3m
Funding of 5-Year CIP	\$151.9m

Long-Range Financial Model



- One-time, accumulated funding available for capital investments
- Ongoing revenue assumption is sufficient to fund operations and capital needs through Fiscal Year 2030
- Budget risk if sales tax growth does not develop as projected

Next Steps

- Review budget proposal with Board Advisory Committees
- Publish draft budget document online
- Budget outreach and webinar
- Budget updates to Board Committees if necessary
- Public hearing on the proposed budget
- Final Board approval scheduled for September 22
- Board update on Long-Range Financial Plan

CapMetro

Thank you!



Capital Metropolitan Transportation Authority

2910 East 5th Street
Austin, TX 78702

Operations, Planning and Safety Committee **Item #:** AI-2025-1532

Agenda Date: 7/16/2025

Executive Operations, Planning and Safety Update - July 2025

Update on safety and security program enhancements, key performance indicators, personnel changes, communications and public outreach.