

Legislation Text

File #: AI-2021-133, **Version:** 1

SUBJECT:

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

FISCAL IMPACT:

This action has no fiscal impact.

STRATEGIC PLAN:

Strategic Goal Alignment:

- | | | |
|--|---|--|
| <input checked="" type="checkbox"/> 1. Internal/External Customer Service Excellence | <input checked="" type="checkbox"/> 2. Stakeholder Engagement | |
| <input type="checkbox"/> 3. Financial and Environmental Sustainability | <input type="checkbox"/> 4. Staff Development | <input type="checkbox"/> 5. Agency Growth Management |

Strategic Objectives:

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

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

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

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

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

beginning in 2018. The following actions are recommended for Board-adopted policies at this time:

(1) To govern the administration and operation of the Board, including conflicts of interest, public comment and involvement, and Board travel policies, Staff recommends the Board adopt a Board Operating Procedures Policy. The Board Operating Procedures Policy consolidates the following Board policies: Board Personal Financial Statement Policy (Resolution No. AI-2019-1078); Public Comment Policy and Procedures (Resolution No. AI-2019-1078); Community Involvement Policy (Resolution No. AI-2019-1078); Board Travel Policy (Resolution No. CMTA-2013-65); Board Attendance Stipend Policy (Resolution No. CMTA-2010-70); and Board Mileage Reimbursement Policy (Resolution No. CMTA-2011-10). Among other minor changes, staff recommends expanding public comment to allow remote comment using Capital Metro's videoconferencing system, and establishing a single comment period at the beginning of the open meeting.

(2) Staff recommends approval of updates to the Capital Improvement Program Policy (Resolution No. CMTA-2011-25). Transportation Code § 451.132 requires the Board to adopt a five-year plan for capital improvement projects that supports Capital Metro's strategic goals and satisfies other requirements set forth in the statute. This policy lays out what needs to be included in the capital improvement plan and is intended to guide funding decisions during the capital budget review process and the subsequent reporting of progress on individual projects. Staff recommends approval of updates to the Capital Improvement Program Policy to, amongst other things, align with recommendations of the Enterprise Project Portfolio Management Committee.

DBE/SBE PARTICIPATION: Does not apply.

PROCUREMENT: Does not apply.

RESPONSIBLE DEPARTMENT: Legal Department

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

**STATE OF TEXAS
COUNTY OF TRAVIS**

AI-2021-133

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

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

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

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

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

Date: _____

**Secretary of the Board
Eric Stratton**