~ NOTICE OF MEETING ~
CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING
2910 East Fifth Street Austin, TX  78702

~ Agenda ~

Board Liaison Ed Easton
512-369-6040

Friday, May 24, 2019  12:00 PM  Capital Metro Board Room

I. Pledge of Allegiance

II. Safety Briefing

III. Recognition

IV. Public Comment:

V. Advisory Committee Updates:
   1. Update on the Customer Satisfaction Advisory Committee (CSAC)
   2. Update on the Access Advisory Committee (AAC)

VI. Board Committee Updates:
   1. Operations, Planning and Safety Committee
   2. Finance, Audit and Administration Committee
   3. CAMPO update

VII. Consent Items
   1. Approval of minutes from the April 22, 2019 board meeting.
   2. Approval of a resolution authorizing the President & CEO, or his designee, to approve an ILA with Travis County for a pilot program to purchase discounted passes and distribute passes to Travis County jurors.
   3. Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute a contract with Austin Business Furniture for the purchase and installation of furniture and wall system for the administrative office space at 624 Pleasant Valley Rd. in the amount of $444,281.
   4. Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute Amendment No. 2 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 $664,740.

VIII. Action Items:
1. Approval of a resolution authorizing the President/CEO, or his designee, to finalize and execute a contract with Via Mobility, LLC to provide transit on-demand software in support of Pickup, an on-demand neighborhood service, for a base period of one year with three optional one-year periods in an amount not to exceed $1,330,421.

2. Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute a contract with Environmental Lighting Service, LLC for the fabrication and installation of 80 solar lights (base year) at designated bus stops for $318,000, and 60 additional solar lights (two option years) for $243,000, for a total contract amount not to exceed $561,000.

IX. Presentations:
   1. Project Connect Community Engagement Update

X. Reports:
   1. President's Report

XI. Memos
   2. Transit Asset Management - State of Good Repair

XII. Items for Future Discussion:

XIII. 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.

BOARD OF DIRECTORS: Wade Cooper, Chair; Delia Garza, Vice Chair; Eric Stratton, Secretary; Terry Mitchell; Rita Jonse; Ann Kitchen, Jeffrey Travillon and Pio Renteria.

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.
TITLE: Update on the Customer Satisfaction Advisory Committee (CSAC)
Customer Satisfaction Advisory Committee
Wednesday, May 8, 2018
North Ops 9315 McNeil Rd, Austin, Texas 78758
6:00 p.m. – 7:10 p.m.

Call to Order:
Chairman David Foster, Customer Satisfaction Advisory Committee

Chairman Foster called the meeting to order at 6:05 p.m.

Introductions:

Committee members present were Elizabeth Stehl, Ephraim Taylor, David Foster, BJ Taylor, Jeffer Lewis, David Shapiro.

Capital Metro staff present were Dottie Watkins, Yannis Banks.

Others present were Ruven Brooks, Allen Denling, Stuart Spaten.

Citizens’ Communication
Members of the public

Allen Denling – CapMetro Bike shelters use an RFID card. Would like to see a two week notification about membership expiring. Has been coming for the past 4 years about it but nothing has happened or has been done. Dottie – We will find out who to contact about this.

OCC Tour
Dottie Watkins, VP Operations and Maintenance Oversight

See Attached Powerpoint

Project Connect Update
Yannis Banks Community Engagement Coordinator

- Blue Line Open House May 20th from 3-7 pm

May Meeting

- Possible June Meeting topics
  - Fleet Purchases
  - 2019 Fiscal Budget
  - Autonomous vehicles. – Ask Dave Couch who is good for this.
    - Presentation on how they theoretically work

Approval of May 2019 Minutes

- Fix the Date, Wrong Address. Clarify Dave Couch
BJ move minutes accepted

Ephriam 2nd

David abstain from voting

Adjourn 7:37
TITLE: Update on the Access Advisory Committee (AAC)
Access Advisory Committee  
Wednesday, May 1, 2019  
2910 E. 5th Street, Austin, Texas 78702  
5:30 p.m. – 6:35 p.m.

Call to Order:  
Vice Chair Paul Hunt, Access Advisory Committee  
Vice Chairman Hunt called the meeting to order at 5:31 p.m.

Introductions:  
Committee members present were Chair Chris Prentice, Vice Chair Paul Hunt, Glenda Born, Estrella Barrera, John McNabb, Molly Birrell, Audrea Diaz, Pat Thomas and Mike Gorse.

Capital Metro staff and contractors present were Suzie Edrington, Chad Ballentine, Lonny Stern, Robert Matos, Andy Olivares, Ricardo Boulware (Ride Right) Julie Lampkis, Raoul Vela and Martin Kareithi.

Other participants include: John McNabb

Citizens’ Communication  
Members of the public

Glenda Born: Why have there been scheduling/service delay issues with Metro Access? Would like to compliment the Capital Metro scheduler, who worked with her to slightly change her schedule.

Julie Lampkis: Past few Sundays, there was a shortage of MetroAccess operators. Sunday was a high-demand day. Capital Metro is adding more weekend service hours in the June service change. Appreciate the positive feedback about the scheduler.

Vice Chair Paul Hunt: 1) CCRs about an “on-board violation.” Service dog is considered a passenger; passenger brought an extra dog and operator had to accommodate. 2) Capital Metro has been opening MetroRapid stops before the work is complete (e.g., temporary stop before permanent one). Temporary stops aren’t always accessible. Believe stops shouldn’t be opened before annunciators are activated and stop is truly accessible. Seek feedback from Operations.

Chad Ballentine: Recommend bringing MetroRapid Station concerns to Operations at next Access meeting, before elevating to the Capital Metro Board.

Statistics / Tech Update  
Suzie Edrington, Director of Demand Response

Ridership is up by 5% over previous year. Registered customers have grown by 8% to 5,830 people as of March 2019. Active customers have only grown by 2%. On-time performance was 91% in March (slightly below Access goal of 92%). Capital Metro is averaging a 6-day turnaround on subscription trips (federal guidelines allow up to 21 days). Vehicle accident rate is currently 2/1,000 passenger trips, which is better than program goal.
Pilot Projects Update / Innovation Zones Update
Chad Ballentine, VP of Demand Response and Innovative Mobility

New progress with Pickup. Pickup is an on-demand service – originally piloted in Mueller/Windsor Park area – using Capital Metro vehicles with special ad wrap. Customer can call or use a mobile app to request an on-demand trip within 15 minutes. Four zones will be launched in the August service change. Could be used as point-to-point service or to expo customers to the nearest fixed route service. Program will replace the MetroLink pilot currently in operation. Pickup service has a striking bus wrap, versus MetroLink vehicles which did not advertise their presence to the community. Neighborhoods will have an opportunity to create a name for their Pickup service, prior to launch. Trips will cost $1.25/trip. Procuring a third-party mobile app for the on-demand service (separate from the CapMetro app). There will be a survey to determine highest need operating hours. Ridership will be monitored in first six months to determine if the program needs to be changed.

Pickup Zones include:

1. **St. David’s North** | Mopac (W), Lamar (E), Braker (S), Scofield Ridge (N)
2. **Rogge Lane** | Berkman (W), Springdale (E), 51st St (S), Briarcliff (N)
3. **Johnston Terrace** | Springdale (W), 183 (E), 7th Street (S), Lott/Hudson (N)
4. **Exposition** | Lake Austin (W), Mopac (E), Lake Austin Blvd (S), W 35th (N)

Audra Diaz: Will MetroAccess pass work on Pickup?

Chad Ballentine: Yes.

Estrella Barrera: Will survey feedback be sent to existing users? Why were these areas chosen?

Chad Ballentine: We are sending paper mailers to all those who live in the service areas. Also hosting in-person outreach events. These service areas were identified during the Cap Remap process, with an emphasis on areas that lost fixed route service in June 2018.

John McNabb: Will this be coming to south Austin?

Chad Ballentine: We are considering that for future expansions.

Paul Hunt: Want to see this kind of service at Dessau, Braker, Howard area

Chad Ballentine: We are working with Pflugerville on some service up there that might be served with Pickup. Additionally, we are launching Pickup in Manor to replace Fixed Route 470 – not as a pilot, but as a permanent service solution.

Glenda Born: Underscore the important of serving the Dessau area

Chad Ballentine: Capital Metro has been monitoring growth in that area. Dessau might be a good option for Fixed Route. We could ask the Planners to present to Access about growth and future plans in the Dessau area.
OCC Update  
*Robert Matos, OCC Manager*

Robert Matos: OCC is the “Operations Control Center.” It streamlines bus, rail and security dispatch. Monitors, anticipates, manages, minimizes and communicates service impacts or interruptions. Capital Metro staff now consolidating communications across different service operators and security forces. We have access to TxDOT and City of Austin traffic cameras, station cameras, weather alerts. The OCC Room includes thirteen (13) workstations and eighteen (18) 55” monitors to create a video wall. Improvements in communicating traffic signal outages: used to require an operator to report to dispatch; now we get instant alerts from City of Austin data. Emergency notifications are coordinated between bus, rail, APD, security teams, MetroAccess, facilities an IT. Part of the cross-function Service Impacts team, which meets weekly to discuss: long and short-term detours (events, road closures), weekend action plans, City of Austin and TxDOT advisories. The OCC also coordinates communications by posting service alerts on social media, emergency notifications about crashes/incidents via email, and calls dispatch and customer service as needed.

John McNabb: Customer Service isn’t embedded in the OCC?

Robert Matos: No. We communicate with them frequently, but there wasn’t enough room and mission overlap for them to be seated in the OCC.

Chad Ballentine: MetroAccess is going to develop a mini OCC in the fall of 2019. Not in the OCC right now because of lack of mission overlap. Also, MetroAccess operators can more easily avoid service disruptions (routing around a road closure) than Fixed Route, which still must pick up customers at stations.

Robert Matos: One recent success has been finding a missing MetroAccess customer. Family called because of a report that the customer had boarded Fixed Route. OCC was able to communicate across operators and dispatch to locate the customer.

Mike Gorse: Is OCC posting directly to the @CapMetroATX twitter feed?

Robert Matos: Yes.

Chad Ballentine: Capital Metro is working to streamline notifications so customers can follow alerts for specific routes/parts of town, rather than receive ALL alerts.

Mike Gorse: Lamar/North Loop stop was added but there was no notification.

Robert Matos: Working with Communications team to alert riders about specific routes.

Safety Update  
*Martin Kareithi, Program Manager, Accessible Services*

Martin Kareithi: Capital Metro is coordinating with City of Austin’s Vision Zero program (goal to reduce pedestrian deaths due to incidents with cars to zero). Collaborated with the City of Austin on Distracted Driving Month (April) and working on Traffic Safety Month (May) with City of Austin, CTRMA, TxDOT. Launched an initiative for employees to report risk issues...
through an online reporting system (e.g., near-miss incident, facility issues). Hired a coordinator for paratransit safety to identify bus stops that could present safety hazards (e.g., local route stop at Dean Keaton bench near 7-11 kept getting hit by cars, stop will be consolidated with MetroRapid). New safety committees meeting monthly (MetroAccess, Fixed Routes, Senior Team, Rail)

Glenda Born: Concern about allowing MetroAccess customers off street-side, instead of curbside

Paul Hunt: Is there a Capital Metro policy to ensure only allowing passengers off curbside?

Andy Olivares: That is our policy. We can make sure to bring this up to operators during huddles to ensure they are keeping in line with policy.

Approval of March 2019 Minutes
Access Committee

Glenda Born moved to approve the minutes, and John McNabb seconded the motion. The motion carried unanimously. The committee adjourned at 6:45 pm.
Approval of Minutes from the April 22, 2019 board meeting.
CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING
2910 East Fifth Street Austin, TX 78702

~ Minutes ~

Monday, April 22, 2019 12:08 PM Meeting Called to Order
12:00 PM 2:00 PM Meeting Adjourned

I. Pledge of Allegiance

II. Safety Briefing

Vice President of Risk Management and Safety Gardner Tabon gave the monthly briefing. Highlighted this month was that April is National Distracted Driving Awareness month.

III. Public Comment:

Gus Pena from Veterans for Progress made comments on the cost of the Orange Line preliminary engineering contract. His veterans are concerned that these costs are too high and this is eroding confidence. He also commented on the difficulties of reaching the new VA Clinic on transit.

Michael Burnett, citizen, made comments related to the Capital Metro Code of Ethics and employment practices.

(After Advisory Committee Updates) Gavino Fernandez thanked Capital Metro for participating in the recent LULAC District 12 convention. He also commented that the East Cesar Chavez contact team has reported that there has been notice that there is an application for a 2 a.m. alcohol permit at the Texaco property near Plaza Saltillo, which his organization cannot support. Chair Cooper clarified that it is not Capital Metro that has made the application, but that the agency's name is probably on the notice as the lessor.

IV. Advisory Committee Updates:

1. Update on the Customer Satisfaction Advisory Committee (CSAC)
   Yannis Banks, Community Engagement Team Coordinator, presented the monthly report.

   CSAC met for the first time at the new Project Connect downtown office. This month they heard updates on the new Westgate Park & Ride; the new Guadalupe contra lanes; and Project Connect.

2. Update on the Access Advisory Committee (AAC)
   Yannis Banks, Community Engagement Team Coordinator, presented the monthly report.

   This month Access heard reports on monthly paratransit statistics; upcoming pilot projects and mobility innovation zones; a new online scheduling tool; and gave their feedback on a Norwood Walmart stop.

V. Board Committee Updates:

1. Operations, Planning and Safety Committee
   Chair Jonse presented the report.
This month the Operations, Planning and Safety Committee met on April 10th and made recommendations on a number of items that are on the agenda for today's meeting.

2. Finance, Audit and Administration Committee

Chair Mitchell presented the report.

This month the Finance, Audit and Administration Committee met on April 10th and there were no action items other than the approval of minutes from the previous meeting. The Committee heard presentations from both the external auditors as well as the internal audit staff.

3. CAMPO update

No report was given this month.

VI. Consent Items

RESULT: ADOPTED [UNANIMOUS]
MOVER: Jeffrey Travillion, Board Member
SECONDER: Rita Jonse, Board Member
AYES: Mitchell, Cooper, Garza, Kitchen, Jonse, Renteria, Travillion, Stratton

1. Approval of Minutes from the March 13, 2019 Public Hearing and March 25, 2019 Board Meeting.

2. Approval of a resolution appointing David Shapiro to the Customer Satisfaction Advisory Committee.

3. Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute a contract with ADS System Safety Consulting for Safety & Security Certification management services for the Downtown Station Project and future construction projects. The contract is for a two (2) year base period for $383,041 and three (3) one-year options for $566,174, for a total contract value not to exceed $949,215.

4. Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute a Second Amendment to the existing Bus Stop Accessibility Interlocal Agreement (ILA) with the City of Austin, extending the termination date to November 22, 2023.

VII. Action Items:

1. Approval of a resolution authorizing the President & CEO or his designee, to finalize and execute a contract with Gillig, LLC., to purchase up to 29 clean diesel transit buses, in an amount not to exceed $15,537,069.

Vice President of Bus Operations and Maintenance Dottie Watkins presented this item and the following item (#2) together.

These bus purchases follow on the presentation given to the board last July on the overall fleet plan. This plan gets reviewed annually as part of the budget cycle. The plan calls for the replacement of 33 transit buses in FY2020. These two items follow through on that, with the exception that we have identified the opportunity to purchase a small number of electric buses earlier than was originally thought. The current plan would purchase 4 electric buses in FY2020, with the purchase of up to 6 additional electric buses if grant funding can be identified.
Board member Stratton asked about other agencies that are using the recommended ProTerra electric buses, and if we are comfortable that the manufacturer will be around for the expected lifespan of the vehicles.

Board member Mitchell asked if there had been an analysis of the overall lifetime operating costs of electric buses.

Board member Travillion expressed that he would have like to have had more complete backup or a briefing with a more complete analysis on the electric bus item.

Board member Jonse asked about whether the contract included charging stations. Dottie explained that limited charger costs are included in the total amount of this item.

Board member Stratton expressed some concern about the upfront costs of the electric buses if there isn't lifetime data to support overall lower costs. Dottie expressed further confidence about the lower costs, that the biggest unknown is the cost of electricity from Austin Energy.

Vice Chair Garza and Board members Kitchen and Renteria made comments on their own experiences with electric vehicles and in support of the resolution.

Board member Travillion expressed support for the purchases and reemphasized the importance of having a complete and thorough analysis available.

President Clarke made comments that while we are being innovative on this purchase, we are behind many other agencies around the country -- many of whom have made zero-emission pledges. He also gave examples of other benefits in using electric buses -- noise, emissions, utilizing smart-grid technology -- that need to be taken into consideration.

A discussion followed on the cost of the electric bus warranties and replacement batteries. These vehicles will come with a warranty that will see the batteries replaced at no cost one time.

RESULT: ADOPTED [UNANIMOUS]

MOVER: Rita Jonse, Board Member
SECONDER: Terry Mitchell, Board Member
AYES: Mitchell, Cooper, Garza, Kitchen, Jonse, Renteria, Travillion, Stratton

2. Approval of a resolution authorizing the President & CEO or his designee, to finalize and execute a contract with Proterra, Inc., to purchase up to 10 battery electric transit buses and related equipment in an amount not to exceed $11,162,455.

This item was presented with the previous item.
3. Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute a contract with HNTB to provide Blue Line Preliminary Engineering Design Services and recommendation of the Locally Preferred Alternative in accordance with the NEPA process and FTA requirements. The contract is for an eleven-month base period for $3,930,510, an option for additional engineering studies within the eleven-month base period, a two year option period and an additional one year option period, plus a 20% contingency for a total amount not to exceed $10.9 million.

Project Connect Program Officer Dave Couch presented this item. Dave also included his later agenda item -- the Project Connect Monthly Update.

Dave presented an overview of the timeline for each of the Project Connect corridors. The Orange Line preliminary engineering contract was awarded last month and is now underway. This item for the Blue Line is similar in scope. The contract scope is divided into two parts -- the selection of a locally preferred alternative and preliminary engineering; and the environmental impact statement and preliminary engineering. Dave also presented a timeline of the National Environmental Policy Act process and highlighted that there will be a pre-Scoping meeting for the Blue line at the Central Library on May 20th.

Dave also presented an update on recent community engagement activities. A full summary will be presented next month, along with a community engagement dashboard.

Board member Travillion asked about tracking of the DBE and SBE goals once the contract is underway.

Board member Stratton asked about a schedule of outreach meetings, and for an understanding of why the contracts for Blue, Orange, and BRT Lite lines are taken separately.

Board member Renteria asked about coordination with the City of Austin on major corridor improvements. Dave discussed examples of these types of coordination with the City and Travis County.

Board member Travillion expressed the hope that our commitment to the Green Line project isn’t lost as we move forward with the package of Project Connect projects.

4. Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute a contract modification with Modern Railway Systems for the design and construction of a railroad signal system and new positive train control elements associated with a new second mainline track along the MetroRail Red Line, from Plaza Saltillo Station to IH35, for $2,867,948, plus $573,589 (20%) contingency, for a total not to exceed amount of $3,441,537 for this modification, bringing the total board authorized amount on this contract to $70,140,303.04.
Vice President of Capital Projects Ken Cartwright presented this item.

Ken gave a brief presentation on the project scope and outlining the primary benefits -- customer experience and safety. This work should be completed during the period while this stretch of track is closed anyway for the construction of the new Downtown Station.

Board member Stratton asked for confirmation that this work is required under the federal Positive Train Control mandate.

Board member Travillion asked for a further breakdown of the DBE and SBE subcontractors under this contract. Ken said that one would be provided.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Eric Stratton, Board Member
SECONDER: Rita Jonse, Board Member
AYES: Mitchell, Cooper, Garza, Kitchen, Jonse, Renteria, Travillion, Stratton

5. Approval of a resolution authorizing the President & CEO, or his designee, to implement the August 2019 Service Changes.

Executive Vice President of Planning and Development Todd Hemingson presented this item.

Todd gave an overview of the changes, which include adjustments related to Cap Remap and school-related restorations as students return to classes; a partnership with Travis County for new service in the Hornsby Bend area; and implementation of 4 neighborhood circulators during the service period. At the request of Board member Kitchen he displayed a map with the circulator services on it.

Board member Travillion thanked staff for their efforts in listening to community feedback when decided on neighborhood circulator locations.

Chair Cooper commented that he is excited by the potential of the circulator services in low-density areas to help connect people to transit.

RESULT: ADOPTED [7 TO 0]
MOVER: Ann Kitchen, Board Member
SECONDER: Rita Jonse, Board Member
AYES: Mitchell, Cooper, Garza, Kitchen, Jonse, Travillion, Stratton
AWAY: Renteria

6. Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute a contract with SpawGlass to remodel the Capital Metro administrative annex facility located at 624 Pleasant Valley, in an amount not to exceed $1,235,176.

Vice President of Capital Projects Ken Cartwright presented this item.

Board member Travillion asked if he could get further information on the process for insuring DBE and SBE compliance under the TXMAS (Texas Multiple Award Schedule) purchasing program. He also asked for a higher level of documentation and information for DBE and SBE-involved contracts in the future.

Board member Stratton asked about the schedule for the remodel to be complete and staff moved back into the 624 space. Ken said that the expectation is that the work will be completed in a 3-4 month period.
7. Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute a contract with Canon Solutions America, Inc. for On-Site Business Center Services for a base period of three years and three one-year option periods in an amount not to exceed $3,212,471.

Executive Vice President of Administration Donna Simmons presented this item.

Donna gave an outline of the scope of the contract including copy and print services; assistance with our lost and found process; and the lease of all our printers and copiers. An analysis has been conducted of the costs of bringing this work in-house and it was found that the cost of contracting it out is slightly less. The new vendor has committed to meet wage and benefit levels. There is not a DBE/SBE goal in the contract, but we have identified that office supplies is an area where a DBE/SBE vendor could be utilized -- that would be done as a separate contract and likely not meet the minimum financial threshold to be brought to the board.

Board member Travillion asked about the process for monitoring wage and benefit levels.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Delia Garza, Vice Chair
SECONDER: Ann Kitchen, Board Member
AYES: Mitchell, Cooper, Garza, Kitchen, Jonse, Renteria, Travillion, Stratton

VIII. Reports:

1. Project Connect Monthly Update - April 2019

This item was presented as part of the earlier Blue Line contract award.

2. President's Report

President & CEO Clarke presented his monthly report. This month he highlighted the March groundbreaking for the new Downtown Station; the beginning of the SERTA Warehouse demolition at the North Ops facility, clearing the way for the new electric bus facility; and the upcoming APTA Get on Board Day activities.

IX. Items for Future Discussion:

X. Adjournment

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BOARD OF DIRECTORS: Wade Cooper, Chair; Delia Garza, Vice Chair; Eric Stratton, Secretary; Terry Mitchell; Rita Jonse; Ann Kitchen, Jeffrey Travillion and Pio Renteria.

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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.
Approval of a resolution authorizing the President & CEO, or his designee, to approve an ILA with Travis County for a pilot program to purchase discounted passes and distribute passes to Travis County jurors.
SUBJECT:
Approval of a resolution authorizing the President/CEO, or his designee, to approve an ILA with Travis County for a pilot program to purchase discounted passes and distribute passes to Travis County jurors.

FISCAL IMPACT:
This ILA is revenue-generating.

STRATEGIC PLAN:
Strategic Goal Alignment:
1. High Quality Customer Experience;
4. Valued Community Partner

Strategic Objectives:
1.2 Ridership;
4.4 Organizational Partner Satisfaction

EXPLANATION OF STRATEGIC ALIGNMENT:
An ILA authorizing Travis County to purchase discounted passes from Capital Metro and distribute the passes for free to Travis County jurors has the potential to increase ridership by decreasing barriers to Travis County jurors. The ILA also builds upon our strong partnership with Travis County.

BUSINESS CASE:
The proposed ILA will help strengthen our relationship with Travis County and increase the usage of our services by Travis County jurors.

COMMITTEE RECOMMENDATION:
This agenda item was presented and is recommended for approval by the Finance, Audit and Administration Committee on May 8, 2019.

EXECUTIVE SUMMARY:
As part of Capital Metro’s desire to build strong community partnerships that further Capital Metro’s mission and vision and as part of Capital Metro’s and Travis County’s joint effort to promote sustainability through transportation alternatives, this agreement is an Interlocal Agreement (ILA) with Travis County for a pilot program which allows the county to purchase and distribute digital and physical passes to eligible Travis County Jurors for rail, fixed-route bus service, commuter bus service, and paratransit service. Consistent with existing discounts for government entities, paratransit passes are not discounted, while rail and bus passes are discounted by 30%. Travis County will be responsible for distribution of all passes and jurors will receive passes at no cost. Capital Metro will provide ridership data to the County. Data will be used to assess the
performance of the pilot and inform the decision to extend the program. The ILA has a period of one year from June 1, 2019 to May 31, 2020 with the option to extend the ILA for up to 18 additional months. The ILA has a not to exceed amount of $10,000.

RESPONSIBLE DEPARTMENT: Finance
RESOLUTION
OF THE
CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS

STATE OF TEXAS
COUNTY OF TRAVIS
RESOLUTION (ID # AI-2019-1030)
ILA with Travis County for Jury Passes

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and Capital Metro management endeavor to build strong community partnerships that further Capital Metro’s mission and vision; and

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and Capital Metro management recognize the need to build ridership and increase market share of alternate transit use.

NOW, THEREFORE, BE IT RESOLVED by the Capital Metropolitan Transportation Authority Board of Directors that the President & CEO, or his designee, is authorized to execute an Interlocal Agreement (ILA) with Travis County which allows the county to purchase passes for paratransit and discounted digital and physical passes for rail, fixed-route bus service, and commuter bus service and distribute purchased passes to eligible Travis County jurors for a period of one year from June 1, 2019 to May 31, 2020 with the option to extend the ILA for up to 18 additional months in an amount not to exceed $10,000.

________________________
Date: _____________________

Secretary of the Board
Eric Stratton
INTERLOCAL AGREEMENT
BETWEEN
CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY
AND
TRAVIS COUNTY
FOR
JURY MOBILE TICKETING PILOT PROJECT

This Interlocal Cooperation Agreement ("Agreement") is made between Capital Metropolitan Transportation Authority, a metropolitan rapid transit agency organized under Chapter 451 of the Texas Transportation Code ("Capital Metro") and Travis County, a political subdivision of the State of Texas Transportation Code ("County"), and authorized pursuant to the Interlocal Cooperation Act, Chapter 791 of the Texas Government Code. Capital Metro and County are referred to in this Agreement collectively as the “Parties” and individually as a “Party”.

I. Background

WHEREAS, the Parties recognize the importance of regional mobility and desire to enter into a mutually beneficially agreement for a pilot program that allows jurors for the County’s court system ("Jurors") to access public transportation provided by Capital Metro.

WHEREAS, the Agreement is authorized and governed by the Interlocal Cooperation Act, Chapter 791 of the Texas Government Code.

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

II. Services

Capital Metro will provide up to 500 paper and digital transit passes to the County for distribution to Jurors so that Jurors may use Capital Metro’s transit services, which consist of fixed-route bus and MetroRail services as well as MetroAccess paratransit services (collectively, “Services”) in accordance with this Agreement.

2.1 Bus and MetroRail Services. A valid transportation pass will entitle only Jurors to use of Capital Metro fixed-route buses and MetroRail services for as long as the users are Jurors traveling on the dates they are assigned for jury service.

2.2 Each juror must be able to produce valid identification and jury assignment information if requested by a driver or representative from Capital Metro upon boarding a Capital Metro transit vehicle.

2.3 MetroAccess Service. MetroAccess Service will be provided to Jurors that have been certified for MetroAccess Service via Capital Metro’s certification process ("Certified Jurors"). Certified Jurors must follow the Capital Metro process for reservations and services.
III. Obligations of the Parties

3.1 Capital Metro. Capital Metro shall provide all technical and professional expertise, knowledge, management, and other resources required to perform the Services under this Agreement. Capital Metro’s Office of Government Relations is the designated Capital Metro representative (“Capital Metro Contract Manager”) for the administration of this Agreement. Capital Metro’s Contract Manager will be responsible for exercising general oversight of the activities and services under this Agreement. Specifically, the Capital Metro Contract Manager will represent Capital Metro’s interests in resolving day-to-day issues that may arise during the term of this Agreement, shall participate regularly in conference calls or meetings for status reporting, and, resolve any payment issues that may arise under this Agreement, as appropriate.

3.2 County. Travis County District Clerk (“District Clerk”) is the designated County representative for the administration of this specific Agreement. The District Clerk will be responsible for distribution of transit passes to Jurors and general oversight of the activities under this Agreement. Specifically, the District Clerk will represent County’s interests in resolving day-to-day issues that may arise during the term of this Agreement, shall participate regularly in conference calls or meetings for status reporting, shall promptly review any written reports submitted by the Capital Metro, and shall approve all invoices for payment, as appropriate and related to this Agreement only.

IV. Compensation and Payment

4.1 Contract Amount and Rates. In exchange and receipt for the Services, County shall reimburse Capital Metro for each transit pass provided under this Agreement at the following rates; however, in no event will the total contract amount exceed a total of $10,000.00:

4.1.1. For each transit pass for bus and Metrorail Services, Capital Metro will be reimbursed at a rate of 70% of the then-current standard fares for those Services.

4.1.2. For each MetroAccess ride taken by a Juror, Capital Metro will be reimbursed based on the then-current standard fares for MetroAccess Services.

4.2 Payment for Digital Passes. At County’s option, payment for digital passes shall be made by the County either (i) upon the point of purchase or (ii) in bulk through a purchase order accepted by Capital Metro and invoiced in accordance with Section 4.3 of this Agreement.

4.3 Invoices and Payment for Transit Passes.

4.3.1 Capital Metro will submit correct and complete itemized monthly invoices for paper transit passes distributed by Capital Metro to County for the preceding month. Invoices shall be sent to the below address:

Travis County District Clerk  
Attn: Chris Dietche  
PO Box 679003  
Austin, TX 78767  
E-Mail: Laura.Jimenez@traviscountytx.gov

4.3.2. Capital Metro shall provide County with an Internal Revenue Form W-9, Request for Taxpayer Identification Number and Certification, that is completed in compliance with the Internal Revenue Code and its rules and regulations before any contract funds are payable.
4.3.3 Capital Metro may contact the Travis County Auditor’s Office, Disbursements Division at (512) 854-9125 for assistance with setting up electronic payment through ACH, which deposits payments directly into Capital Metro’s account. County pays by ACH/EFT or check upon satisfactory delivery.

4.3.4 To be “correct and complete,” an invoice must include at least the following information:

4.3.4.1 Name, address, and telephone number of Capital Metro, and the name should match the name shown on the W-9 that Capital Metro submitted to the Auditor’s Office;

4.3.4.2 Name and address where the payment is to be sent, if payment is by check;

4.3.4.3 County contract Number and County Purchase Order Number;

4.3.4.4 Identification of items or services as outlined in the Agreement;

4.3.4.5 Quantity or quantities, applicable unit prices, total prices by item, and total invoice amount, and

4.3.4.6 Any additional payment information that may be called for by the Agreement.

4.3.5 All proper invoices received by County will be paid within thirty (30) calendar days of County’s receipt of the invoice and the ridership data reports referenced in Section 6.21 of this Agreement. Payment is deemed to have been made on the date of the ACH transfer of funds, mailing of the check, or issuance of a warrant. For purposes of payment discounts, time begins upon satisfactory delivery of products and services or submission of a correct and complete invoice, whichever is later.

4.3.6 If payment is not timely made, interest shall be paid in accordance with the Texas Prompt Pay Act (Texas Government Code, Ch. 2251).

4.4 Non-Appropriation. The awarding or continuation of this Agreement is dependent upon the availability of funding. County’s payment obligations are payable only and solely from funds appropriated and available for this Agreement.

V. Term and Termination

5.1 Term. This Agreement shall become effective as of the June 1, 2019 and terminate on May 31, 2020 ("Term") unless extended as herein provided. Provided County is not in default hereunder, the Term of this Agreement may be extended for up to one eighteen (18) month extension periods on the terms and conditions set forth in a modification and extension amendment signed by the parties, but in no event will the Term exceed November 30, 2021.

5.2 Default. Either Party shall be in default under the Agreement if either Party fails to fully, timely and faithfully perform any of its material obligations under the Agreement.

5.3 Early Termination. Each Party shall have the right to terminate the Agreement, in whole or in part, without cause any time upon thirty (30) calendar days’ prior written notice. County will pay Capital
Metro for Services performed and obligations incurred prior to the date of termination in accordance with the terms hereof.

VI. Miscellaneous

6.1 Compliance with Health, Safety, and Environmental Regulations. Capital Metro, its Subcontractors, and their respective employees, shall comply fully with all applicable, federal, state, and local health, safety, and environmental laws, ordinances, rules, and regulations in the performance of the Services.

6.2 Right to Audit.

6.2.1 County agrees to allow Capital Metro representatives access to all records related to this Agreement. In addition, County agrees only to distribute transit passes and MetroAccess tickets to Jurors. County will take adequate measures to prevent the transference of passes and tickets to individuals who are not Jurors.

6.2.2 Capital Metro agrees to allow authorized representatives of County or other authorized representatives of access to audit, examine, or reproduce, any and all records of Capital Metro related to the performance under this Agreement. Capital Metro agrees to refund County any overpayments disclosed by any such audit.

6.3 Notices. Unless otherwise specified, all notices, requests, or other communications required or appropriate to be given under the Agreement shall be in writing and shall be deemed delivered three (3) business days after postmarked if sent by U.S. Postal Service Certified or Registered Mail, Return Receipt Requested. Notices delivered by other means shall be deemed delivered upon receipt by addressee. Routine communications may be made by first class mail, telefax, or other commercially accepted means. Notices to County and Capital Metro shall be addressed as follows:

<table>
<thead>
<tr>
<th>To: Capital Area Metropolitan Planning Organization</th>
<th>To: Capital Metropolitan Transportation Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attention: Executive Director</td>
<td>Attention: Vice President Marketing &amp; Communications</td>
</tr>
<tr>
<td>3300 N. IH-35, Suite 630</td>
<td>Additional copy to: Kerri L. Butcher, Chief Counsel</td>
</tr>
<tr>
<td>Austin, TX 78705</td>
<td>2910 East Fifth Street</td>
</tr>
<tr>
<td></td>
<td>Austin, TX 78702</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>To: Travis County</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attention: District Clerk</td>
</tr>
<tr>
<td>PO Box 679003</td>
</tr>
<tr>
<td>Austin, TX 78767</td>
</tr>
</tbody>
</table>
6.4 **Independent Parties.** This Agreement shall not be construed as creating an employer/employee relationship, a partnership, or a joint venture. Capital Metro’s Services shall be those of an independent party. Capital Metro agrees and understands that the Agreement does not grant any rights or privileges established for Jurors.

6.5 **Modifications.** This Agreement may be modified or amended only by written documentation signed by both Parties. Notwithstanding the foregoing, the District Clerk and/or County Commissioners may amend the amounts of the total sum in Paragraph 4.1, and the termination date set forth in Paragraph 5.1 only by an instrument in writing that is signed by both individuals.

6.6 **Interpretation.** The Agreement is intended by the Parties as the final, complete and exclusive statement of the terms of their Agreement. No course of prior dealing between the Parties or course of performance or usage of the trade shall be relevant to supplement to explain any term used in the Agreement. Although the Agreement may have been substantially drafted by one party, it is the intent of the Parties that all provisions be construed in a manner to be fair to both Parties, reading no provisions more strictly against one Party or the other.

6.7 **Dispute Resolution.** If a dispute arises out of or relates to the Agreement, or the breach thereof, the Parties agree to negotiate prior to prosecuting a suit for damages. However, this section does not prohibit the filing of a lawsuit to toll the running of a statute of limitations or to see injunctive relief. Either party may make a written request for a meeting between representatives of each Party within fourteen (14) calendar days’ after receipt of the request for such later period as agreed by the Parties. Each Party shall include, at a minimum one senior level individual with decision-making authority regarding the dispute. The purpose of this and any subsequent meeting is to attempt in good faith to negotiate a resolution of the dispute.

6.8 **Jurisdiction and Venue.** The Agreement is made under and shall be governed by the laws of the State of Texas. All disputes arising from this Agreement shall be resolved in the courts of Travis County, Texas and the Parties agree to submit to the exclusive personal jurisdiction of such courts.

6.9 **Invalidity.** The invalidity, illegality, or unenforceability or any provision of the Agreement shall in no way affect the validity of enforceability of any other portion or provision of the Agreement. Any void provision shall be deemed severed from the Agreement and the balance of the Agreement shall be construed and enforced as if the Agreement did not contain the particular portion or provision held to be void. The Parties further agree to reform the Agreement to replace any stricken provision with a valid provision that comes as close as possible to the intent of the stricken provision. The provisions of this section shall not prevent this entire Agreement from being void should a provision which is the essence of the Agreement be determined to be void.

6.10 **Waiver; Consents.** No consent or waiver, express or implied, by either party hereto or of any breach or default by the other party in the performance by the other of its obligations hereunder shall be valid unless in writing, and no such consent or waiver shall be deemed or construed to be a consent or waiver to or of any breach or default in the performance by such other party of the same or any other obligations of such party hereunder. Failure on the part of either party to complain of any act or failure to act of the other party or to declare the other party in default, irrespective of how long such failure continues, shall not constitute a waiver by such party of its rights hereunder. The granting of any consent or approval in any other instance by or on behalf.
6.11 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 other action under the Texas Public Information Act on behalf of the other Party. Responses to requests for confidential information shall be handled in accordance with the provisions of the Texas Public Information Act. The provisions of this section survive the termination or expiration of this Agreement.

6.12 Fiscal Documents. The Parties will maintain and retain supporting fiscal documents adequate to ensure that claims for contract funds are in accordance with applicable state of Texas requirements. These supporting fiscal documents will be maintained and retained for a period of three (3) years from the later of: (a) termination of this Agreement, (b) submission of the final invoices, or (c) until resolution of all billing questions.

6.13 Successors and Assigns. This Agreement may not be assigned, in whole or in part, by either Party without the 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 and assigns.

6.14 Independent Contractor. This Agreement will not be construed as creating an employer-employee relationship, a partnership, or a joint venture between the Parties.

6.15 Liability. The Parties agree that each governmental entity is responsible for its own proportionate share of any liability for the negligent 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. Neither Party shall be liable to the other for any indirect, special, incidental, punitive, or consequential damages (including but not limited to loss of business, revenue, profits, or other economic advantage), however, it arises, whether in action of contract, negligence, tort or other action, arising out of or in connection with this Agreement, even if advised of the possibility thereof.

6.16 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 of 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 other provisions of this Agreement, which will remain of full force and effect.

6.17 Headings. The heading contained in this Agreement are for reference purposes only and do not in any way affect the meaning or interpretation of this Agreement.

6.18 Government Entities. 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.

6.19 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 pertaining to the subject matter contained in this Agreement. This Agreement may not be modified, discharged, or changed in any respect whatsoever except by a further agreement in writing duly executed by authorized representatives of the Parties. No official, representative, agent, or employee of Capital Metro has any authority to modify this Agreement, except pursuant to such express authority as may be granted by the Capital Metro Board of Directors. No official, representative, agent, or employee of County has any authority to modify this Agreement, except pursuant to such express authority as may be granted by the Travis County Commissioners Court.
6.20 **Certifications.** The Undersigned Parties do hereby certify that: (a) the Services specified above are necessary and essential and are properly within the statutory functions and programs of the affected governmental entities; (b) the proposed arrangements serve the interest of efficient and economical administration of Capital Metro and County; (c) the Services contracted for are not required by Section 21 of Article 16 of the Constitution of Texas to be supplied under Agreement given to the lowest responsible bidder nor is this Agreement prohibited by Texas Government Code, Section 771.003(b); and (d) this Agreement neither requires nor permits either Party to exceed its duties and responsibilities or the limitations of its appropriated funds.

6.21 Monitoring and Reporting

6.21.1 **Bus and MetroRail Monitoring and Reporting.** Capital Metro will use its fare collection equipment to monitor, compile, and analyze Juror ridership data with respect to physical passes and activation data with respect to digital passes. Capital Metro will provide monthly reports to the District Clerk to the address stated in Section 4.3 of this Agreement based on this data.

6.21.2 **Deactivation and Reconciliation.** If the County learns that a physical card has been stolen, been lost, become inoperable, or held by individuals who are no longer eligible for the Jury Mobile Ticketing Pilot Project, the County will promptly provide ticket serial numbers to Capital Metro to deactivate said cards. Capital Metro agrees to deactivate/cancel unused magnetic cards as requested as soon as reasonably possible but at least once a month. Capital Metro will reconcile Services and provide the County with reimbursement for unused and canceled magnetic card passes.

6.21.3 **MetroAccess (Paratransit) Monitoring and Reporting.** County will provide a list of street addresses of County properties that the County wishes to include in ridership reports. Capital Metro will use these addresses monitor, compile, and analyze MetroAccess trips to and from provided addresses. Capital Metro will provide monthly reports to the District Clerk to the address stated in 4.3 based on this data.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their undersigned, duly authorized representatives to be effective as of the date of the last party to sign.

<table>
<thead>
<tr>
<th>Capital Metropolitan Transportation Authority</th>
<th>Travis County</th>
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<tbody>
<tr>
<td>By: ___________________________</td>
<td>By: ___________________________</td>
</tr>
<tr>
<td>Randy Clarke</td>
<td>Name: ___________________________</td>
</tr>
<tr>
<td>President/CEO</td>
<td>Title: ___________________________</td>
</tr>
<tr>
<td>Date: ___________________________</td>
<td>Date: ___________________________</td>
</tr>
</tbody>
</table>
Approved as to Form:

___________________________
CMTA Legal Department

___________________________
Travis County Attorney
Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute a contract with Austin Business Furniture for the purchase and installation of furniture and wall system for the administrative office space at 624 Pleasant Valley Rd. in the amount of $444,281.
SUBJECT:
Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute a contract with Austin Business Furniture for the purchase and installation of furniture and wall system for the administrative office space at 624 Pleasant Valley Rd. in the amount of $444,281.

FISCAL IMPACT:
Funding for this action is available in the FY2019 Capital Budget.

STRATEGIC PLAN:
Strategic Goal Alignment:
3. Sustainability

Strategic Objectives:
3.6 Adherence to State of Good Repair Program

EXPLANATION OF STRATEGIC ALIGNMENT:
The purchase of new furniture for the administrative office space at 624 Pleasant Valley Rd. is required to accommodate the relocation of customer service staff currently located at 209 W. 9th Street. The Pleasant Valley office space will be designed in a manner to improve open collaboration and communication. It will also provide a positive work environment and will allow the agency to maintain facilities in a state of good repair.

BUSINESS CASE:
Purchasing new office furniture for the administrative space at 624 Pleasant Valley Rd. is required in order to accommodate the relocation of Capital Metro staff from 209 W. 9th Street. Existing furniture has reached the end of its useful life and new furniture is required for the remodeled administrative space to maintain a state of good repair. The funding for this furniture is included in the FY 2019 capital budget.

COMMITTEE RECOMMENDATION:
This agenda item was presented and is recommended for approval by the Operations, Planning and Safety Committee on May 8, 2019.

EXECUTIVE SUMMARY:
In order to increase efficiency and reliability, the agency has identified the need to relocate the customer service functions from the basement of the downtown lease space to the Capital Metro annex building located at 624 N. Pleasant Valley Rd. The furniture and wall system purchased for the purpose of this renovation will create a
more collaborative, open work space, resulting in improved communication and efficiency.

SBE PARTICIPATION:
No SBE goal is assigned to this procurement. The vendor met the requirements of the originating contracting entity. However, the prime contractor has committed to making a good faith effort to use small businesses for furniture installation.

PROCUREMENT:
The contract will utilize the BuyBoard Cooperative, Contract No. 584-19 held by Austin Business Furniture to purchase, deliver and install office furniture for our administrative space at 624 N. Pleasant Valley Road.

BuyBoard 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 BuyBoard contracts satisfy otherwise applicable competitive bidding requirements. Pricing for the purchase, delivery and installation of the administrative office furniture was determined to be fair and reasonable by the BuyBoard cooperative during its solicitation and award process.

BuyBoard pricing to purchase, deliver and install administrative office furniture at 624 N. Pleasant Valley Road:

<table>
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<tr>
<th>ITEM #</th>
<th>DESCRIPTION</th>
<th>LUMP SUM</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>Purchase, Deliver and Install Furniture for CMTA administrative space at 624 N. Pleasant Valley Road</td>
<td>$444,280.24</td>
</tr>
</tbody>
</table>

The contract is a fixed price contract.

RESPONSIBLE DEPARTMENT: Capital Projects
RESOLUTION
OF THE
CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS

STATE OF TEXAS
COUNTY OF TRAVIS

RESOLUTION (ID # AI-2019-1022)
Furniture and Wall System Purchase for Administrative Space at 624 Pleasant Valley Rd.

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and Capital Metro management endeavor to provide administrative office space that promotes efficient and effective operations and promotes a culture of communication; and

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and Capital Metro management recognize the need to purchase office furniture that facilitates a productive work environment and supports compliance with the state of good repair.

NOW, THEREFORE, BE IT RESOLVED by the Capital Metropolitan Transportation Authority Board of Directors that the President & CEO, or his designee, is authorized to finalize and execute a contract with Austin Business Furniture for the purchase and installation of furniture and wall system for the administrative space at 624 Pleasant Valley Rd. in the amount of $444,281.

________________________
Date: ____________________
Secretary of the Board
Eric Stratton
Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute Amendment No. 2 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 $664,740.
SUBJECT:
Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute Amendment No. 2 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 $664,740.

FISCAL IMPACT:
Funding for this action is available in the FY2019 Operating Budget.

STRATEGIC PLAN:
Strategic Goal Alignment:
1. High Quality Customer Experience
4. Valued Community Partner

Strategic Objectives:
1.2 Ridership
4.4 Organizational Partner Satisfaction

EXPLANATION OF STRATEGIC ALIGNMENT:
The Capital Metro/CARTS partnership enables the provision of services to the larger region, including areas not currently in the Capital Metro service area.

BUSINESS CASE:
Capital Metro receives transit services at a reasonable price under this agreement. CARTS currently operates services in the rural areas surrounding Capital Metro’s service area, making them a logical partner geographically.

COMMITTEE RECOMMENDATION:
This agenda item was presented and is recommended for approval by the Operations, Planning and Safety Committee on May 8, 2019.

EXECUTIVE SUMMARY:
Capital Metro and CARTS partner to operate transit services within the region. The parties utilize a master interlocal agreement (ILA) for the purposes of outlining terms and conditions which apply to all services. Addenda to the agreement outline each of the services provided and the fees paid for that service.

Supplement No. 8 to the Master Regional Mobility Agreement allows for the provision of transit service for the Manor area. CARTS provides the vehicle, fuel, operations and maintenance for this service.

This is amendment No. 2 to Manor Supplement No. 8 which supports the planned on-
demand service scheduled to launch in June 2019.

This service will be operated at a cost of $79.00 per vehicle hour in FY19 and $81.00 per vehicle hour in FY20. Estimated annual hours are 1,920 in FY19 and 5,760 in FY20. This supplement amendment also includes a one-time set-up fee of $46,500.

26% of the service area is in urbanized unincorporated Travis County and the remaining 74% is in the Capital Metro service area. Travis County’s Transit Development Plan (TDP) that was adopted by Commissioners Court identified the unincorporated areas around Manor as a need for project implementation. In October 2018, Travis County and Capital Metro entered into an ILA to cover the cost of this service.

The estimated cost to Capital Metro through FY20 is $491,908. The estimated cost to the county through FY20 is $172,832. The Travis County estimate does not reflect the FTA funding and fares collected for the project, which will reduce the Travis County portion to $102,253 through FY20 and will be reflected in monthly invoices to the county.

RESPONSIBLE DEPARTMENT: Bus and Paratransit Services
RESOLUTION
OF THE
CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS

STATE OF TEXAS
COUNTY OF TRAVIS

RESOLUTION (ID # AI-2019-1024)
Amendment No. 2 to CARTS Supplement No. 8 for Services in Manor

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and Capital Metro management endeavor to be a regional leader and grow the service and customer base for transit; and

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and Capital Metro management recognize the need to partner with local jurisdictions seeking transit services along with other transit providers in the region.

NOW, THEREFORE, BE IT RESOLVED that the President & CEO, or his designee, is authorized to finalize and execute Amendment No. 2 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 $664,740.

________________________
Date: _____________________

Secretary of the Board
Eric Stratton
Board Agenda Item Summary
Amendment 2 to CARTS RMA Supplement 8 for Service in Manor

This board item will amend the agreement that Capital Metro has with CARTS for operation of service in Manor. Manor Pickup will begin service on June 3rd and will replace Route 470. Pickup will be operated by CARTS for Capital Metro from 7 am to 7 pm on weekdays. With Pickup, riders can arrange a ride anywhere in the Manor service zone using an app or by calling the CARTS call center. Fares for this service will be the Capital Metro local fare of $1.25.

26% of the service area is in urbanized unincorporated Travis County and the remaining 74% is in the Capital Metro service area. Travis County’s Transit Development Plan (TDP) that was adopted by Commissioners Court identified the unincorporated areas around Manor as a need for project implementation. In October 2018, Travis County and Capital Metro entered into an ILA to cover the cost of this service.

The cost of service will be shared by Capital Metro and Travis County. The estimated cost to Capital Metro through FY20 is $491,908. The estimated cost to the county through FY20 is $172,832. The Travis County estimate does not reflect the FTA funding and fares collected for the project, which will reduce the Travis County portion to $102,253 through FY20 and will be reflected in invoices to the county.

As shown in the map below, the service area for Pickup (within the red boundary) is much larger than Route 470 (the light blue line). It will serve more neighborhoods, shopping areas and destinations. The Travis County Health Center and other medical clinics are also included in the service area. This increased service area will require two vehicles, where Route 470 required only one vehicle. Pickup will operate 5,760 hours annually. In comparison, Route 470 operated 3,190 hours annually.
Amendment to CARTS Supplement for Manor Service

Operations, Planning and Safety Committee
May 8, 2019
Background

- Capital Metro and CARTS partner to operate transit services in the region through a Regional Mobility Agreement (RMA)

- Supplement 8 to the RMA outlines parameters for operation of service in Manor
Amendment 2

Amendment 2 to the Manor supplement outlines the following:

- Transition from Route 470 to on-demand service beginning June 2019 service change
- Cost of service through FY20
- Service characteristics
- Reporting requirements
## Estimated Budget

<table>
<thead>
<tr>
<th></th>
<th>CARTS Rate</th>
<th>Annual Hours</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FY19</strong></td>
<td>$79</td>
<td>1,920</td>
<td>$151,680</td>
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<tr>
<td><strong>FY20</strong></td>
<td>$81</td>
<td>5,760</td>
<td>$466,560</td>
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<tr>
<td>One-Time Setup</td>
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<td>$46,500</td>
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<tr>
<td><strong>Total (100%)</strong></td>
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<td>7,680</td>
<td>$664,740</td>
</tr>
<tr>
<td>Capital Metro Portion (74%)</td>
<td>-</td>
<td>-</td>
<td>$491,908</td>
</tr>
<tr>
<td>Travis County Portion (26%)</td>
<td>-</td>
<td>-</td>
<td>$172,832</td>
</tr>
</tbody>
</table>
Approval of a resolution authorizing the President/CEO, or his designee, to finalize and execute a contract with Via Mobility, LLC to provide transit on-demand software in support of Pickup, an on-demand neighborhood service, for a base period of one year with three optional one-year periods in an amount not to exceed $1,330,421.
SUBJECT:
Approval of a resolution authorizing the President/CEO, or his designee, to finalize and execute a contract with Via Mobility, LLC to provide transit on-demand software in support of Pickup, an on-demand neighborhood service, for a base period of one year with three optional one-year periods in an amount not to exceed $1,330,421.

FISCAL IMPACT:
Funding for this action is available in the FY2019 Capital Budget.

STRATEGIC PLAN:
Strategic Goal Alignment:
1. High Quality Customer Experience

Strategic Objectives:
1.4 Customer Satisfaction

EXPLANATION OF STRATEGIC ALIGNMENT:
Delivering a new technology platform demonstrates our commitment to continuous improvement and a culture of innovation that allows customers to obtain transit service in real time.

BUSINESS CASE:
The transit on-demand software supports Capital Metro’s Pickup on-demand neighborhood service. This technology will provide a solution for transit access in areas where development is not dense enough to support fixed-route service.

COMMITTEE RECOMMENDATION:
This agenda item will be presented for approval at the Board Meeting on May 24, 2019.

EXECUTIVE SUMMARY:
The on-demand neighborhood service is a fully-functional, ADA-compliant, shared-ride solution and is intended to operate as a complement to existing public transportation in the region. This contract will provide a transit on-demand technology necessary to provide the neighborhood service. The technology will dynamically route vehicles to and from independent pick-up and drop-off addresses in the service zone(s) and defined transit stops and stations that feed into existing public transportation services. The contract will have a one-year base with three optional one-year terms for maintenance and support and to add additional on-demand mobility zones if the program expands.
SBE PARTICIPATION:
No SBE goal is assigned to this procurement due to limited availability of certified SBE firms in relevant work areas.

PROCUREMENT:
On February 22, 2019, a Request for Proposals was issued and formally advertised. By the closing date of April 17, 2019, seven (7) proposals were received. The submittals were evaluated based on the following factors:

i. The offeror’s demonstrated understanding of scope and requirements, proposed plan for the performance of work, and technical approach.

ii. The offeror’s demonstrated, relevant work experience in projects of similar complexity and the capabilities of the firm and of project personnel.

iii. The offeror’s plan for ensuring Accessibility and rider app intuitiveness and usability.

On April 24, 2019, the evaluation team came to the unanimous consensus to recommend Via Mobility for contract award. The proposal from Via Mobility was the strongest, all factors considered and determined to be the best value for the Authority. The contract is a fixed price contract. The term of the contract is a base period of one year with three 1-year option periods, for pricing offered as follows.

<table>
<thead>
<tr>
<th>Period</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total for Base Period</td>
<td>$302,468.00</td>
</tr>
<tr>
<td>Total for Option Period 1</td>
<td>$290,892.50</td>
</tr>
<tr>
<td>Total for Option Period 2</td>
<td>$342,932.00</td>
</tr>
<tr>
<td>Total for Option Period 3</td>
<td>$394,128.50</td>
</tr>
<tr>
<td><strong>GRAND TOTAL</strong></td>
<td><strong>$1,330,421.00</strong></td>
</tr>
</tbody>
</table>

RESPONSIBLE DEPARTMENT: Information Technology
RESOLUTION
OF THE
CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS

STATE OF TEXAS
COUNTY OF TRAVIS
RESOLUTION (ID # AI-2018-918)
Transit On-Demand Software

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and Capital Metro management recognize the need to provide service in areas that are not able to support high capacity fixed route through an on-demand neighborhood service and providing flexibility to implement service in additional areas as the program expands.

NOW, THEREFORE, BE IT RESOLVED by the Capital Metropolitan Transportation Authority Board of Directors that the President & CEO, or his designee, is authorized to finalize and execute a contract with Via Mobility, LLC to provide transit on-demand software in support of Pickup, an on-demand neighborhood service, for a base period of one year with three optional one-year periods in an amount not to exceed $1,330,421.

________________________
Date: ____________________

Secretary of the Board
Eric Stratton
Transit On-Demand Software

Supporting Pickup, On-demand Neighborhood Service Pilots
AI-2018-918

May 2019
Pickup, On-Demand Neighborhood Service

- Innovative On-Demand transit service
- Collaboratively developed service within each zone
- Supports Project Connect
Neighborhood Service Zones

- Envisioned to be key part of future service network
- Flexible solution
- Future zones coordinated with Project Connect and service plans

*Future zones subject to revisions during development process, funding availability and board approval*
Pickup, On-Demand Neighborhood Service Software

VIA Mobility LLC

Customer App
Driver App
Admin Console
Dispatch Console
Hosted Solution
Pickup, On-Demand Neighborhood Service Software

VIA Mobility LLC

1 year base + three 1 year options
Flexible to support significant growth
Phased integration with Capital Metro APP
Support Manor and Travis County partner areas
# Pickup Neighborhood Service Timeline

<table>
<thead>
<tr>
<th>MAY</th>
<th>JUNE</th>
<th>JULY</th>
<th>AUGUST</th>
<th>SEPT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Community Engagement meetings</strong></td>
<td></td>
<td></td>
<td><strong>Ongoing through September</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Award Software Contract</strong></td>
<td>TODAY</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>App Development/ Testing</strong></td>
<td>May through July</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Operations Training/ Vehicle Setup</strong></td>
<td></td>
<td></td>
<td><strong>July through September</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Large Scale Marketing Push</strong></td>
<td></td>
<td></td>
<td><strong>July through September</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Service Launch Goal</strong></td>
<td></td>
<td></td>
<td></td>
<td>Go-Live</td>
</tr>
</tbody>
</table>
Pickup, On-Demand Neighborhood Service

Feedback is always welcome:

www.capmetro.org/pickup
Feedback@capmetro.org
Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute a contract with Environmental Lighting Service, LLC for the fabrication and installation of 80 solar lights (base year) at designated bus stops for $318,000, and 60 additional solar lights (two option years) for $243,000, for a total contract amount not to exceed $561,000.
SUBJECT:
Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute a contract with Environmental Lighting Service, LLC for the fabrication and installation of 80 solar lights (base year) at designated bus stops for $318,000, and 60 additional solar lights (two option years) for $243,000, for a total contract amount not to exceed $561,000.

FISCAL IMPACT:
Funding for this action is available in the FY2019 Capital Budget.

STRATEGIC PLAN:
Strategic Goal Alignment:
1. High Quality Customer Experience
4. Valued Community Partner

Strategic Objectives:
1.2 Ridership
1.4 Net Promoter Score /Customer Satisfaction
4.2 All Transit Performance Score

EXPLANATION OF STRATEGIC ALIGNMENT:
The goal of the bus stop solar lighting program is to provide an improved customer experience at locations identified by customers and staff.

BUSINESS CASE:
The installation of the solar lighting will provide increased customer safety and security at identified locations and promote increased ridership. The funding for this project is included in the FY 2019 budget.

COMMITTEE RECOMMENDATION:
This agenda item will be presented to the full board on May 24 2019.

EXECUTIVE SUMMARY:
The Solar Lighting Program includes the installation of solar lights at 80 identified bus stop locations throughout the service area (base year), and an additional 60 solar lights (two option years), providing customers with a safe, comfortable environment with increased visibility. Solar lighting is less expensive to install and provides an environmentally sustainable solution. The locations were identified by customers and staff in areas that would benefit from improved visibility. The lights also assist bus
operators with increased visibility at the stops.

SBE PARTICIPATION:
No SBE goal is assigned to this procurement due to limited availability of certified SBE firms in relevant work areas. However, SBE participation is encouraged and the prime contractor is committed to the following:

<table>
<thead>
<tr>
<th>Prime/Sub-Contractors</th>
<th>Race/Gender</th>
<th>Services/Products</th>
<th>SBE Commitment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prime contractor is an SBE</td>
<td>Caucasian Female</td>
<td>Self-performing</td>
<td>100%</td>
</tr>
</tbody>
</table>

PROCUREMENT: On 3/13/19 an Invitation for Bids was issued on PlanetBids after review and approval from the Contracts Administrator, Project Manager, Procurement Manager, Procurement Director and Deputy Counsel. It was formally advertised in the Austin American-Statesmen on March 18 and March 28, 2019. By the closing date of 4/18/19, prior to 3:00 p.m., two (2) responsive bids were received from the following bidders:

<table>
<thead>
<tr>
<th>No</th>
<th>Bidder</th>
<th>Base</th>
<th>Op. 1</th>
<th>Op. 2</th>
<th>Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Environmental Lighting Service, LLC</td>
<td>$318,000.00</td>
<td>$120,750.00</td>
<td>$122,250.00</td>
<td>$561,000.00</td>
</tr>
<tr>
<td>2.</td>
<td>Rosendin Electric, Inc.</td>
<td>$380,000.00</td>
<td>$150,900.00</td>
<td>$160,050.00</td>
<td>$690,950.00</td>
</tr>
</tbody>
</table>

Environmental Lighting Service, LLC was the lowest, responsive, responsible bidder and submitted all the required documents with their bid, which was received prior to the established date and time for the receipt of bids. Customer references were checked and revealed a positive performance record. A financial analysis was conducted revealing no financial concerns reflecting that the firm has the adequate financial resources and capacity to conduct the work. Environmental Lighting Service, LLC is not debarred on the Federal or State Debarred vendor lists. The price was determined to be fair and reasonable based on adequate competition. The contract is a fixed, unit price contract. The period of performance is 90 calendar days from notice to proceed.

RESPONSIBLE DEPARTMENT: Capital Projects
RESOLUTION OF THE
CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS

STATE OF TEXAS
COUNTY OF TRAVIS  RESOLUTION (ID # AI-2019-1019)

Bus Stop Solar Lighting Contract

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

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and Capital Metro management recognize the need to provide solar lighting at bus stops that would benefit from increased visibility.

NOW, THEREFORE, BE IT RESOLVED by the Capital Metropolitan Transportation Authority Board of Directors that the President & CEO, or his designee, is authorized to finalize and execute a contract with Environmental Lighting Service, LLC for the fabrication and installation of 80 solar lights (base year) at designated bus stops for $318,000, and 60 additional solar lights (two option years) for $243,000, for a total contract amount not to exceed of $561,000.

________________________
Secretary of the Board
Eric Stratton

Date: ________________________________
Bus Stop Solar Lighting
Existing Shelters
Solar lighting to be installed at 80 identified bus stops throughout the system (base year). 60 additional lights installed during two option years.
Bus Stop Solar Lighting

Existing Solar Lighting Benefits

- In response to Customer Satisfaction surveys
- Improved visibility for passengers and operators
- Improved customer safety, security
- Cities with solar lighted bus stops report 20% improvement in ridership + 35% reduced cost
- Aligns with sustainability goals
- Avoids expensive underground electric for lighting
Bus Stop Solar Lighting

• Questions?
TITLE: Project Connect Community Engagement Update
COMMUNITY ENGAGEMENT UPDATE
PROJECT CONNECT
COMMUNITY ENGAGEMENT UPDATE:

• Orange Line
  165 attendees at 4/8 Open House
  2,023 hits on Virtual Open House

• Blue Line
  89 attendees at 5/20 Open House
WHERE WE'VE BEEN | BUILDING AWARENESS MARCH-MAY

- Leveraging community events
- Piggybacking on partner events
- Giving presentations
WHERE WE’VE BEEN | GATHERING INPUT MARCH-MAY

- Orange Line Open House - April 8
- Orange Line Corridor Open House events May 8-16
- Orange Line Virtual Open House through May 24
- Blue Line Open House May 20
WHAT'S AHEAD | BUILDING AWARENESS JUNE-AUGUST

- First PCAN (Project Connect Ambassador Network) meeting May 29
- Intercept outreach every weekend
- Redesigned Project Connect website
- Leveraging community events
- Briefings and presentations to groups
WHAT'S AHEAD | GATHERING INPUT JUNE-AUGUST

• Blue Line Virtual Open House through June 28
• Blue Line corridor conversations in June/July
• Orange Line input opportunities June/July
• BRT Light Open House in August
CLOSING THE FEEDBACK LOOP

- Tracking engagement metrics
- Using metrics to improve engagement
- Quarterly Board reports
- Sharing feedback with the community
PROJECT CONNECT ENGAGEMENT DASHBOARD

- Number of people engaged
- Participant zip codes
- Number of engagement events
- Heat map
Financial Report – Fiscal Year 2019

Year to Date March 31, 2019
Major Highlights

Revenue
• Sales tax remittances received YTD February 2019 are 8.1% higher than YTD February 2018
• Capital contributions and grants are below budget due to timing of processing eligible paid expenses

Operating Expenses
• $120.7 million expended to date, or 45.4% of full year budget
• Year to date diesel cost of $1.95 per gallon is below the budgeted rate of $2.10 per gallon

Capital Projects
• FY2019 capital project budget of $114.5 million
• $25 million expended to date, or 21.8% of full year budget
  – Positive Train Control
  – TIGER Grant Project
• $46.1 million outstanding commitments have been issued, or 40.3% of full year budget
  – Positive Train Control, TIGER Grant Project, 28 Commuter Coaches and 24 Transit Buses
## Revenue

<table>
<thead>
<tr>
<th>Category</th>
<th>FY18 Mar YTD Actual</th>
<th>FY19 Mar YTD Actual</th>
<th>FY19 Full Year Budget</th>
<th>% of Budget</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sales Tax</td>
<td>$117.9</td>
<td>$126.2</td>
<td>$245.8</td>
<td>51.3%</td>
<td>January actual receipts, February and March accrued</td>
</tr>
<tr>
<td>Passenger Fares</td>
<td>11.8</td>
<td>11.0</td>
<td>22.5</td>
<td>48.9%</td>
<td></td>
</tr>
<tr>
<td>Freight Railroad Revenue</td>
<td>2.9</td>
<td>2.5</td>
<td>4.5</td>
<td>54.7%</td>
<td></td>
</tr>
<tr>
<td>Other Revenue</td>
<td>2.4</td>
<td>3.7</td>
<td>4.2</td>
<td>87.0%</td>
<td>Investment income above budget</td>
</tr>
<tr>
<td>Operating Contributions and Grants</td>
<td>16.6</td>
<td>17.7</td>
<td>30.1</td>
<td>59.0%</td>
<td>Timing of sub-recipient grants - CARTS vehicle purchases</td>
</tr>
<tr>
<td>Capital Contributions and Grants</td>
<td>3.8</td>
<td>2.7</td>
<td>28.5</td>
<td>9.3%</td>
<td>Timing of processing eligible paid expenses</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$155.4</strong></td>
<td><strong>$163.7</strong></td>
<td><strong>$335.6</strong></td>
<td><strong>48.8%</strong></td>
<td></td>
</tr>
</tbody>
</table>
Actual Sales Tax Receipts

$'M

Total | $228.7M | $243.6M | $105.2M
Sales Tax Rolling Average Trend

Capital Metro Six Month Rolling Average Sales Tax Growth Trend

Monthly Sales Tax Receipts
# Operating Expense

<table>
<thead>
<tr>
<th>Category</th>
<th>FY18 Mar YTD Actual</th>
<th>FY19 Mar YTD Actual</th>
<th>FY19 Full Year Budget</th>
<th>% of Budget</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries and Benefits</td>
<td>$20.2</td>
<td>$20.6</td>
<td>$44.4</td>
<td>46.3%</td>
<td>Vacancy savings and timing of benefit payments</td>
</tr>
<tr>
<td>Professional Services</td>
<td>7.2</td>
<td>8.9</td>
<td>27.2</td>
<td>32.6%</td>
<td>Timing of consultation and other professional fee payments</td>
</tr>
<tr>
<td>Materials and Supplies</td>
<td>0.3</td>
<td>0.6</td>
<td>1.1</td>
<td>55.8%</td>
<td></td>
</tr>
<tr>
<td>Fuel and Fluids</td>
<td>5.6</td>
<td>5.7</td>
<td>12.8</td>
<td>44.7%</td>
<td>$868K favorable variance - $1.95 per gallon actual cost</td>
</tr>
<tr>
<td>Utilities</td>
<td>1.2</td>
<td>1.3</td>
<td>3.2</td>
<td>42.4%</td>
<td></td>
</tr>
<tr>
<td>Insurance</td>
<td>0.3</td>
<td>0.4</td>
<td>0.9</td>
<td>43.6%</td>
<td></td>
</tr>
<tr>
<td>Purchased Transportation</td>
<td>73.9</td>
<td>80.8</td>
<td>165.4</td>
<td>48.8%</td>
<td></td>
</tr>
<tr>
<td>Lease/Rentals</td>
<td>0.9</td>
<td>0.7</td>
<td>3.0</td>
<td>23.0%</td>
<td></td>
</tr>
<tr>
<td>Other Expenses</td>
<td>1.5</td>
<td>1.8</td>
<td>8.0</td>
<td>21.8%</td>
<td>Unspent contingency</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$111.3</strong></td>
<td><strong>$120.7</strong></td>
<td><strong>$266.1</strong></td>
<td><strong>45.4%</strong></td>
<td></td>
</tr>
</tbody>
</table>
Budget Transfers

Consistent with Capital Metro’s financial policies, there were two budget transfers to report for Quarter 2 for the period ending March 31, 2019 that cumulatively exceeded $150,000.

<table>
<thead>
<tr>
<th>Transfer #1</th>
<th>From: BPS1501</th>
<th>Bus Replacements</th>
<th>(15,830,000)</th>
<th>Combining both diesel and electric bus purchases into a single project.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>BPS2002</td>
<td>Transit Buses – Diesel/Electric Bus Replacements</td>
<td>15,830,000</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Transfer #2</th>
<th>From: CPG1517</th>
<th>Bus Stop Litter Containers</th>
<th>(603,912)</th>
<th>Combining all bus stop enhancement-related projects into a single project.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CPG1519</td>
<td>Bus Benches</td>
<td>(637,613)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CPG1520</td>
<td>Bus Shelters</td>
<td>(1,485,511)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CPG1902</td>
<td>Bus Stop Enhancements</td>
<td>2,727,036</td>
<td></td>
</tr>
</tbody>
</table>
Reserve, Allocated & Restricted Funds

Notes:

- Additional funding was allocated to the statutory operating and budget stabilization reserves based on the board approved funding formula. The statutory operating reserve equals 2 months of FY2018 operating expenses. Contributions to the budget stabilization reserve began in February 2016 with $7 million reserved in FY2016 and $3 million in FY2017. An additional contribution of $9.8 million was made in FY2018 to fully fund the budget stabilization reserve. The capital expansion fund was established in FY2019 with $9.6 million reserved as Capital Metro looks forward to future needs in the region.

- Funds for capital investment are required to help address extensive capital needs. The capital budget for FY2019 is $115 million, with $63 million funded by FY2019 income and $52 million from reserves. Due to project delays $76 million of the FY2018 capital budget was carried forward to FY2019. These capital improvements are needed to maintain the state of good repair of the community's transit infrastructure and to be in compliance with Federal regulations. The City of Austin Mobility Fund was reduced by $6 million in FY2019 to assist with Project Connect preliminary engineering and environmental analysis.
## Statement of Revenue, Expenses and Change in Net Position

<table>
<thead>
<tr>
<th>Operating Revenue</th>
<th>FY18 Mar YTD</th>
<th>FY19 Mar YTD</th>
<th>FY19 Full Year</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passenger Fares</td>
<td>$11.8</td>
<td>$11.0</td>
<td>$22.5</td>
<td>48.9%</td>
</tr>
<tr>
<td>Freight Railroad Revenue</td>
<td>2.9</td>
<td>2.5</td>
<td>4.5</td>
<td>54.7%</td>
</tr>
<tr>
<td>Other Revenue</td>
<td>1.4</td>
<td>1.7</td>
<td>3.3</td>
<td>51.9%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>16.0</td>
<td>15.2</td>
<td>30.3</td>
<td>50.1%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Operating Expenses</th>
<th>FY18 Mar YTD</th>
<th>FY19 Mar YTD</th>
<th>FY19 Full Year</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries and Benefits</td>
<td>20.2</td>
<td>20.6</td>
<td>44.4</td>
<td>46.3%</td>
</tr>
<tr>
<td>Professional Services</td>
<td>7.2</td>
<td>8.9</td>
<td>27.2</td>
<td>32.6%</td>
</tr>
<tr>
<td>Fuel and Fluids</td>
<td>5.6</td>
<td>5.7</td>
<td>12.8</td>
<td>44.7%</td>
</tr>
<tr>
<td>Utilities</td>
<td>1.2</td>
<td>1.3</td>
<td>3.2</td>
<td>42.4%</td>
</tr>
<tr>
<td>Purchased Transportation</td>
<td>73.9</td>
<td>80.8</td>
<td>165.4</td>
<td>48.8%</td>
</tr>
<tr>
<td>Other Expenses</td>
<td>2.2</td>
<td>2.8</td>
<td>10.1</td>
<td>27.5%</td>
</tr>
<tr>
<td>Lease/Rental</td>
<td>.9</td>
<td>.7</td>
<td>3.0</td>
<td>23.0%</td>
</tr>
<tr>
<td>Depreciation &amp; Amortization</td>
<td>20.7</td>
<td>21.1</td>
<td>50.7</td>
<td>41.7%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>132.0</td>
<td>141.8</td>
<td>316.8</td>
<td>44.8%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Operating Income/Loss</th>
<th>FY18 Mar YTD</th>
<th>FY19 Mar YTD</th>
<th>FY19 Full Year</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>(116.0)</td>
<td>(126.7)</td>
<td>(286.4)</td>
<td></td>
<td>44.2%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Non-Operating Revenue/(Expenses)</th>
<th>FY18 Mar YTD</th>
<th>FY19 Mar YTD</th>
<th>FY19 Full Year</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sales Tax</td>
<td>117.9</td>
<td>126.2</td>
<td>245.8</td>
<td>51.3%</td>
</tr>
<tr>
<td>Investment Income</td>
<td>1.1</td>
<td>2.1</td>
<td>.9</td>
<td>235.0%</td>
</tr>
<tr>
<td>Operating Contributions and Grants</td>
<td>16.6</td>
<td>17.7</td>
<td>30.1</td>
<td>59.0%</td>
</tr>
<tr>
<td>Capital Contributions and Grants</td>
<td>3.8</td>
<td>2.7</td>
<td>28.5</td>
<td>9.3%</td>
</tr>
<tr>
<td>Mobility Interlocal Agreements</td>
<td>(1.4)</td>
<td>(4.3)</td>
<td>(4.6)</td>
<td>94.1%</td>
</tr>
<tr>
<td>Other</td>
<td>(.0)</td>
<td>(.1)</td>
<td>-</td>
<td>0.0%</td>
</tr>
<tr>
<td><strong>Non-Operating Income/(Loss)</strong></td>
<td>138.0</td>
<td>144.2</td>
<td>300.6</td>
<td>48.0%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Change in Net Position</th>
<th>FY18 Mar YTD</th>
<th>FY19 Mar YTD</th>
<th>FY19 Full Year</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>$22.0</td>
<td>$17.5</td>
<td>$14.2</td>
<td></td>
<td>123.3%</td>
</tr>
</tbody>
</table>
# Budget Variances by Department

<table>
<thead>
<tr>
<th>Department</th>
<th>FY18 YTD Actual</th>
<th>FY19 YTD Actual</th>
<th>FY19 YTD Budget</th>
<th>YTD % of Budget</th>
<th>YTD Budget vs. Actual</th>
<th>FY19 Budget Full Year</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 - Non-Allocated Benefits</td>
<td>$5,683</td>
<td>$5,299</td>
<td>$5,958</td>
<td>88.9%</td>
<td>$659</td>
<td>$11,949</td>
<td>Timing of admin healthcare expenses and associated fees</td>
</tr>
<tr>
<td>102 - Wellness Center</td>
<td>80</td>
<td>124</td>
<td>138</td>
<td>89.6%</td>
<td>14</td>
<td>277</td>
<td></td>
</tr>
<tr>
<td>103 - Child Care Center</td>
<td>450</td>
<td>467</td>
<td>448</td>
<td>104.1%</td>
<td>(19)</td>
<td>894</td>
<td></td>
</tr>
<tr>
<td>105 - Business Center</td>
<td>162</td>
<td>183</td>
<td>181</td>
<td>100.9%</td>
<td>(2)</td>
<td>362</td>
<td></td>
</tr>
<tr>
<td>110 - Executive Staff</td>
<td>281</td>
<td>321</td>
<td>398</td>
<td>80.7%</td>
<td>77</td>
<td>764</td>
<td></td>
</tr>
<tr>
<td>115 - Communications</td>
<td>282</td>
<td>195</td>
<td>261</td>
<td>74.6%</td>
<td>66</td>
<td>434</td>
<td>Timing of Value of Transit and Downtown Station Outreach and other programs</td>
</tr>
<tr>
<td>118 - Government Relations</td>
<td>360</td>
<td>306</td>
<td>345</td>
<td>88.7%</td>
<td>39</td>
<td>1,005</td>
<td>Timing of consultation fees and other services</td>
</tr>
<tr>
<td>119 - Diversity and Compliance</td>
<td>0</td>
<td>85</td>
<td>109</td>
<td>78.2%</td>
<td>24</td>
<td>215</td>
<td>Timing of dues and subscriptions</td>
</tr>
<tr>
<td>120 - Board Of Directors</td>
<td>115</td>
<td>112</td>
<td>124</td>
<td>90.3%</td>
<td>12</td>
<td>227</td>
<td></td>
</tr>
<tr>
<td>125 - Internal Audit</td>
<td>97</td>
<td>158</td>
<td>185</td>
<td>85.5%</td>
<td>27</td>
<td>371</td>
<td>Vacancy savings - position filled in March</td>
</tr>
<tr>
<td>130 - Strategic Oper Mgmt. &amp; Administration</td>
<td>304</td>
<td>360</td>
<td>465</td>
<td>77.5%</td>
<td>104</td>
<td>767</td>
<td>Timing of professional fees expense</td>
</tr>
<tr>
<td>141 - Security</td>
<td>2,344</td>
<td>2,327</td>
<td>2,344</td>
<td>103.7%</td>
<td>(84)</td>
<td>4,366</td>
<td></td>
</tr>
<tr>
<td>150 - Legal</td>
<td>371</td>
<td>353</td>
<td>569</td>
<td>62.1%</td>
<td>216</td>
<td>1,189</td>
<td>Timing of external legal services</td>
</tr>
<tr>
<td>220 - Finance</td>
<td>1,795</td>
<td>1,810</td>
<td>3,539</td>
<td>51.2%</td>
<td>1,728</td>
<td>6,892</td>
<td>Unspent contingency, interest expense savings and timing of professional fees</td>
</tr>
<tr>
<td>230 - Information Technology</td>
<td>4,216</td>
<td>5,620</td>
<td>6,922</td>
<td>81.2%</td>
<td>1,302</td>
<td>11,188</td>
<td>Timing of computer software expense and professional fees</td>
</tr>
<tr>
<td>250 - Procurement</td>
<td>646</td>
<td>715</td>
<td>696</td>
<td>102.8%</td>
<td>(20)</td>
<td>1,390</td>
<td></td>
</tr>
<tr>
<td>275 - Rideshare</td>
<td>1,255</td>
<td>1,608</td>
<td>1,543</td>
<td>104.2%</td>
<td>(65)</td>
<td>2,372</td>
<td></td>
</tr>
<tr>
<td>320 - Planning</td>
<td>1,279</td>
<td>1,047</td>
<td>1,366</td>
<td>76.6%</td>
<td>319</td>
<td>2,867</td>
<td></td>
</tr>
<tr>
<td>330 - Marketing</td>
<td>1,291</td>
<td>1,172</td>
<td>1,563</td>
<td>75.6%</td>
<td>391</td>
<td>2,286</td>
<td></td>
</tr>
<tr>
<td>331 - Community Engagement</td>
<td>456</td>
<td>376</td>
<td>688</td>
<td>54.6%</td>
<td>312</td>
<td>1,198</td>
<td></td>
</tr>
<tr>
<td>332 - Customer Service</td>
<td>431</td>
<td>456</td>
<td>534</td>
<td>85.4%</td>
<td>78</td>
<td>1,065</td>
<td></td>
</tr>
<tr>
<td>340 - Human Resources</td>
<td>972</td>
<td>869</td>
<td>1,060</td>
<td>82.0%</td>
<td>191</td>
<td>2,056</td>
<td></td>
</tr>
<tr>
<td>420 - Risk Management And Safety</td>
<td>747</td>
<td>992</td>
<td>1,438</td>
<td>69.0%</td>
<td>445</td>
<td>2,520</td>
<td></td>
</tr>
<tr>
<td>457 - Public Facilities</td>
<td>1,855</td>
<td>2,090</td>
<td>2,540</td>
<td>82.3%</td>
<td>450</td>
<td>4,989</td>
<td></td>
</tr>
<tr>
<td>530 - Capital Projects</td>
<td>703</td>
<td>629</td>
<td>965</td>
<td>65.2%</td>
<td>336</td>
<td>1,932</td>
<td></td>
</tr>
<tr>
<td>540 - Real Estate And Property Mgmt.</td>
<td>831</td>
<td>690</td>
<td>944</td>
<td>73.0%</td>
<td>255</td>
<td>1,956</td>
<td>Timing of facility condition assessment</td>
</tr>
<tr>
<td>542 - Freight Rail Management</td>
<td>802</td>
<td>810</td>
<td>989</td>
<td>82.0%</td>
<td>178</td>
<td>1,600</td>
<td></td>
</tr>
<tr>
<td>544 - Commuter Rail Operations</td>
<td>7,418</td>
<td>9,233</td>
<td>10,882</td>
<td>84.8%</td>
<td>1,649</td>
<td>19,898</td>
<td>Purchased transportation savings due to fewer hours and timing of bridge analysis</td>
</tr>
<tr>
<td>546 - Rail Compliance</td>
<td>145</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
<td>0</td>
<td>0</td>
<td>Department 546 merged to department 544</td>
</tr>
<tr>
<td>550 - Real Estate and Facility Planning</td>
<td>1,195</td>
<td>882</td>
<td>1,393</td>
<td>63.3%</td>
<td>511</td>
<td>2,674</td>
<td>Timing of professional fees and lease expense</td>
</tr>
<tr>
<td>600 - Operations and Maintenance Oversight</td>
<td>1,342</td>
<td>65,755</td>
<td>66,702</td>
<td>98.6%</td>
<td>947</td>
<td>134,120</td>
<td>0 Department 610 merged to department 630</td>
</tr>
<tr>
<td>610 - Bus Contract Operations</td>
<td>58,115</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
<td>0</td>
<td>0</td>
<td>0 Department 610 merged to department 630</td>
</tr>
<tr>
<td>615 - Innovative Mobility</td>
<td>0</td>
<td>138</td>
<td>2,072</td>
<td>6.7%</td>
<td>1,934</td>
<td>26,796</td>
<td>Timing of go-live schedule for Innovative Mobility projects</td>
</tr>
<tr>
<td>620 - Paratransit Contract Operations</td>
<td>13,412</td>
<td>13,072</td>
<td>13,489</td>
<td>96.9%</td>
<td>417</td>
<td>26,796</td>
<td>35</td>
</tr>
<tr>
<td>630 - Paratransit Administration</td>
<td>155</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
<td>0</td>
<td>0</td>
<td>Department 630 merged to department 620</td>
</tr>
<tr>
<td>640 - Paratransit Reservation &amp; Control</td>
<td>898</td>
<td>918</td>
<td>943</td>
<td>97.3%</td>
<td>26</td>
<td>1,895</td>
<td>0 Department 630 merged to department 620</td>
</tr>
<tr>
<td>650 - Paratransit Eligibility</td>
<td>411</td>
<td>483</td>
<td>501</td>
<td>96.5%</td>
<td>18</td>
<td>991</td>
<td></td>
</tr>
<tr>
<td>920 - Project Connect</td>
<td>366</td>
<td>1,078</td>
<td>3,873</td>
<td>27.8%</td>
<td>2,795</td>
<td>7,892</td>
<td>Timing of corridor analyses and consultation fees</td>
</tr>
</tbody>
</table>

**Total** 111,264 120,736 136,068 88.7% 15,332 266,094
## Capital Projects Summary

<table>
<thead>
<tr>
<th>Project Category</th>
<th>Expended</th>
<th>Outstanding Commitments</th>
<th>Budget</th>
<th>Expended &amp; Committed as % of Budget</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commuter Rail</td>
<td>$8,671</td>
<td>$3,562</td>
<td>$22,380</td>
<td>54.7%</td>
<td>Positive Train Control</td>
</tr>
<tr>
<td>Vehicles</td>
<td>4,339</td>
<td>25,306</td>
<td>29,623</td>
<td>100.1%</td>
<td>28 Commuter Coaches; 24 Transit Buses</td>
</tr>
<tr>
<td>Information Technology</td>
<td>1,662</td>
<td>2,614</td>
<td>11,665</td>
<td>36.7%</td>
<td>Enterprise Asset Management System; Data Center Modernization</td>
</tr>
<tr>
<td>Facilities</td>
<td>10,007</td>
<td>14,339</td>
<td>37,295</td>
<td>65.3%</td>
<td>TIGER Grant Project; Westgate Transit Center; MetroRapid Stations</td>
</tr>
<tr>
<td>Freight Railroad</td>
<td>-</td>
<td>-</td>
<td>1,907</td>
<td>0.0%</td>
<td></td>
</tr>
<tr>
<td>Property and Asset Mgmt</td>
<td>257</td>
<td>110</td>
<td>2,430</td>
<td>15.1%</td>
<td>Plaza Saltillo - Plaza Revitalization</td>
</tr>
<tr>
<td>Contingency</td>
<td>-</td>
<td>-</td>
<td>2,000</td>
<td>0.0%</td>
<td></td>
</tr>
<tr>
<td>Strategic Planning</td>
<td>-</td>
<td>-</td>
<td>6,472</td>
<td>0.0%</td>
<td></td>
</tr>
<tr>
<td>Security</td>
<td>82</td>
<td>183</td>
<td>757</td>
<td>35.0%</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$25,018</strong></td>
<td><strong>$46,115</strong></td>
<td><strong>$114,530</strong></td>
<td><strong>62.1%</strong></td>
<td></td>
</tr>
</tbody>
</table>

*Outstanding commitments are for the purchase orders that have been issued.*
Questions/Discussion
**TITLE:** Transit Asset Management - State of Good Repair
To: Capital Metropolitan Transportation Board of Directors
CC: Randy Clarke, President/CEO
     Elaine Timbes, Deputy CEO/COO
From: Shanea Davis, VP Property and Asset Management
Date: 4/12/2019
Subject: Transit Asset Management/State of Good Repair (SGR)

Annually, the Property and Asset Management department will deliver to the board an update on Capital Metro’s Transit Asset Management Plan, or State of Good Repair (SGR). This is the annual update for fiscal 2018.

Capital Metro’s Transit Asset Management Plan was completed by October 1, 2018 as required by FTA along with submission of annual National Transit Database (NTD) performance targets for FY 2019 as well as asset inventory data. The TAM plan and fiscal year 2019 performance targets will be submitted to CAMPO as required by FTA.

Targets reported to NTD in Report Year 2018

<table>
<thead>
<tr>
<th>Asset Category</th>
<th>Performance Measure</th>
<th>Asset Class</th>
<th># of Assets in Class</th>
<th>Target</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rolling Stock - All Revenue Vehicles</td>
<td>Age - % of Revenue Vehicles that have met or exceed their ULB</td>
<td>Articulated Buses</td>
<td>29</td>
<td>0.00%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Buses</td>
<td>412</td>
<td>18.00%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Over the Road Buses</td>
<td>44</td>
<td>0.00%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Cutaway Vans</td>
<td>89</td>
<td>16.00%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Minivans</td>
<td>20</td>
<td>0.00%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Railcars - DMUs</td>
<td>10</td>
<td>0.00%</td>
</tr>
<tr>
<td>Equipment - Non-Revenue Vehicles</td>
<td>Age - % of Non-Revenue vehicles that have met or exceeded their ULB</td>
<td>Automobiles (Cars &amp; SUVs)</td>
<td>51</td>
<td>61.00%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Trucks &amp; other rubber tire vehicles</td>
<td>41</td>
<td>22.00%</td>
</tr>
<tr>
<td>Facilities - All Buildings/Structures</td>
<td>Condition - % of facilities with a condition rating below 3.0</td>
<td>Passenger /Parking</td>
<td>15</td>
<td>0.00%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Administrative/Maintenance</td>
<td>4</td>
<td>0.00%</td>
</tr>
<tr>
<td>Infrastructure - Fixed Rail Guideway, tracks, signals &amp; systems</td>
<td>Performance - % of rail track segments, signals and systems with performance restrictions.</td>
<td>YR-Hybrid Rail</td>
<td>64.38</td>
<td>3.00%</td>
</tr>
</tbody>
</table>
The estimated fiscal year 2018 backlog is approximately $60M. This value includes the estimated cost to replace or rehabilitate all assets that exceed their useful life benchmark as of the end of fiscal year 2018, and/or that have a condition rating below 3 (facilities only).

Bus Operations expects to replace 52 buses in fiscal year 2019, which will reduce the bus revenue vehicle backlog by approximately $29M in fiscal year 2019. The buses included in the remainder of the backlog for bus revenue vehicles are included in the five-year Capital Improvement Plan, and the backlog is expected to be eliminated by the end of fiscal year 2021.

Vehicles listed under Equipment are non-revenue vehicles. Much of the backlog in this category will be eliminated in 2019 and 2020, as vehicles will be retired and not replaced.

All facilities have a condition rating of 3 or above and therefore are in a State of Good Repair and don’t incur any backlog.

Highway Grade Crossings in the commuter corridor accumulate a 12% share of the total backlog amount. Rail Operations is currently re-assessing the component listing in the current inventory as part of the inventory capture for Positive Train Control (PTC) signal assets, and the signal backlog, included in the Highway Grade Crossings category, may change in fiscal 2019.

One of the required nine TAM plan elements is to provide a description of key annual activities or actions that are critically important to achieving the transit provider’s asset management goals for the year. The following are Capital Metro’s key annual activities for fiscal year 2019:
<table>
<thead>
<tr>
<th>Activities</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Include IT/Security and Communication System capital assets in inventory in Enterprise Asset Management System/Spear4i</td>
<td>Sep 2019</td>
</tr>
<tr>
<td>• Update all assets in Spear4i Management system to facilitate smooth data management and maintenance and migration to the new EAM System</td>
<td>June every year</td>
</tr>
<tr>
<td>• Annual report to board of directors on actuals vs targets and level of back log</td>
<td>March every year</td>
</tr>
<tr>
<td>• Set Targets against NTD performance goals annually</td>
<td>January 1st of every year</td>
</tr>
<tr>
<td>• Implement new asset management system</td>
<td>2019 - 2020</td>
</tr>
<tr>
<td>• Perform condition assessment for underground assets at 2910 service island and maintenance facility</td>
<td>2019</td>
</tr>
<tr>
<td>• Gather data for Rail PTC assets to include in asset inventory</td>
<td>2019</td>
</tr>
</tbody>
</table>

If the board prefers a presentation of the update, please advise, and we will place an item on the agenda.